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Introduction

Activity A4.1 focuses on the practical preparation and coordination of Cross-Border Youth Development Framework Events (CB YDFE) within South Baltic Area (SBA) societies.

Its main objective is to ensure that the YDF participatory method is applied in a consistent, structured, and replicable manner across all partner regions.

The indicator for this activity takes the form of a process description and checklist—an organized list of actions, tasks, and guiding questions designed to guarantee that no essential step is overlooked during the preparation and execution of the YDF method.

This tool serves both as a planning and monitoring instrument for the consortium and as a practical support resource for institutions and organizations wishing to continue, replicate, or adapt the YDF participatory approach in their own local contexts.

Practical Dimension of the Action

The activity involves the joint development of an “Identification of Key YDF Objectives Checklist” by the project consortium.

This checklist encompasses:

- The general framework and criteria for CB YDFE events;
- The structure and functioning of local action groups;
- Evaluation patterns and feedback mechanisms for future improvement.

It is intended to guide both pilot and full implementation phases, ensuring smooth cooperation among project partners and local actors in Denmark, Lithuania, Germany, Poland, and Sweden.

The checklist also demonstrates the multidimensional character of the YDF process, highlighting interlinkages between local, regional, and cross-border actions.



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Purpose and Aims of the Task

The checklist and accompanying process description are designed to:

- Serve as a support tool for organizations applying the YDF participatory umbrella method;
- Provide a reliable mechanism for data collection, documentation, and reporting;
- Facilitate the sharing of proven experiences from real-life implementation of YDF activities;
- Improve work efficiency, minimize potential errors, and ensure consistent quality through systematic monitoring and clear task delegation;
- Support the continuation and broader use of the YDF methodology by preparing user-friendly guidelines and tools for initiators;
- Develop and strengthen the capacity of implementers, which remains a prerequisite for effective implementation of the YDF process;
- Encourage the use of local and regional resources to co-create and sustain the YDF process;
- Support the application of key project solutions across two implementation rounds (pilot and extended phase);
- Enable results-oriented experimentation and promote flexible, resilient adaptation to new challenges within the youth sector.

At different levels:

- Local / community level: Engage available resources, prepare the environment for implementation, and support initiatives that directly benefit young people.
- Regional level: Build awareness, create a strong support base, and enhance understanding of the YDF process and its contribution to youth development across the South Baltic region.



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The Role of the Checklist

The checklist functions as a common operational framework for all partners involved in Activity A4.1. It provides a standardized approach to planning, implementing, monitoring, and evaluating YDF pilot events and related fieldwork.

The material serves multiple functions:

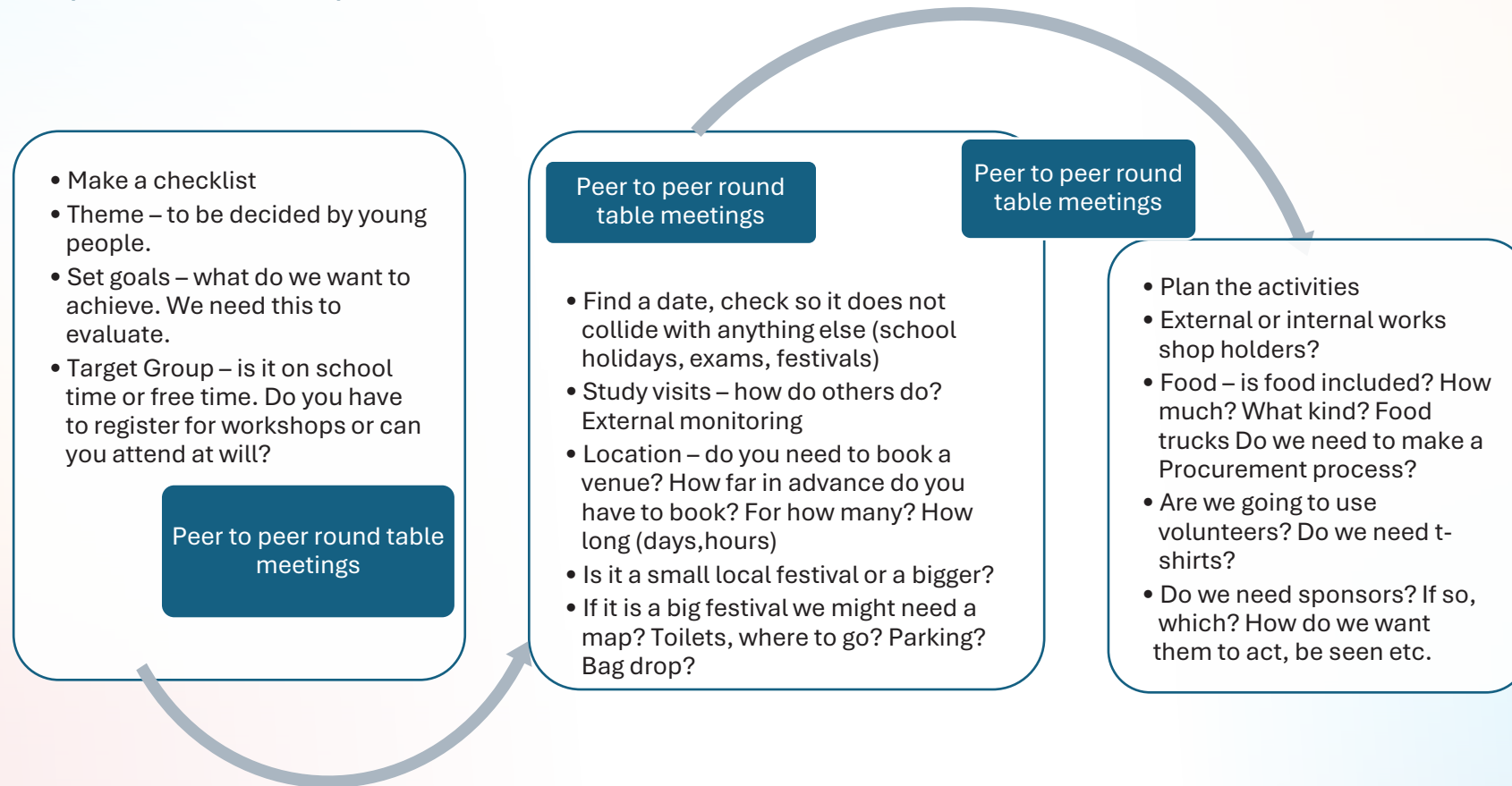
- It ensures systematic preparation and coordination of pilot activities;
- It defines local implementation responsibilities (action groups, contractors, subcontractors);
- It establishes a common evaluation format for describing outcomes and conclusions of YDF events;
- It demonstrates the complexity and multidimensional nature of the YDF process—from initial concept development through implementation to evaluation and dissemination.

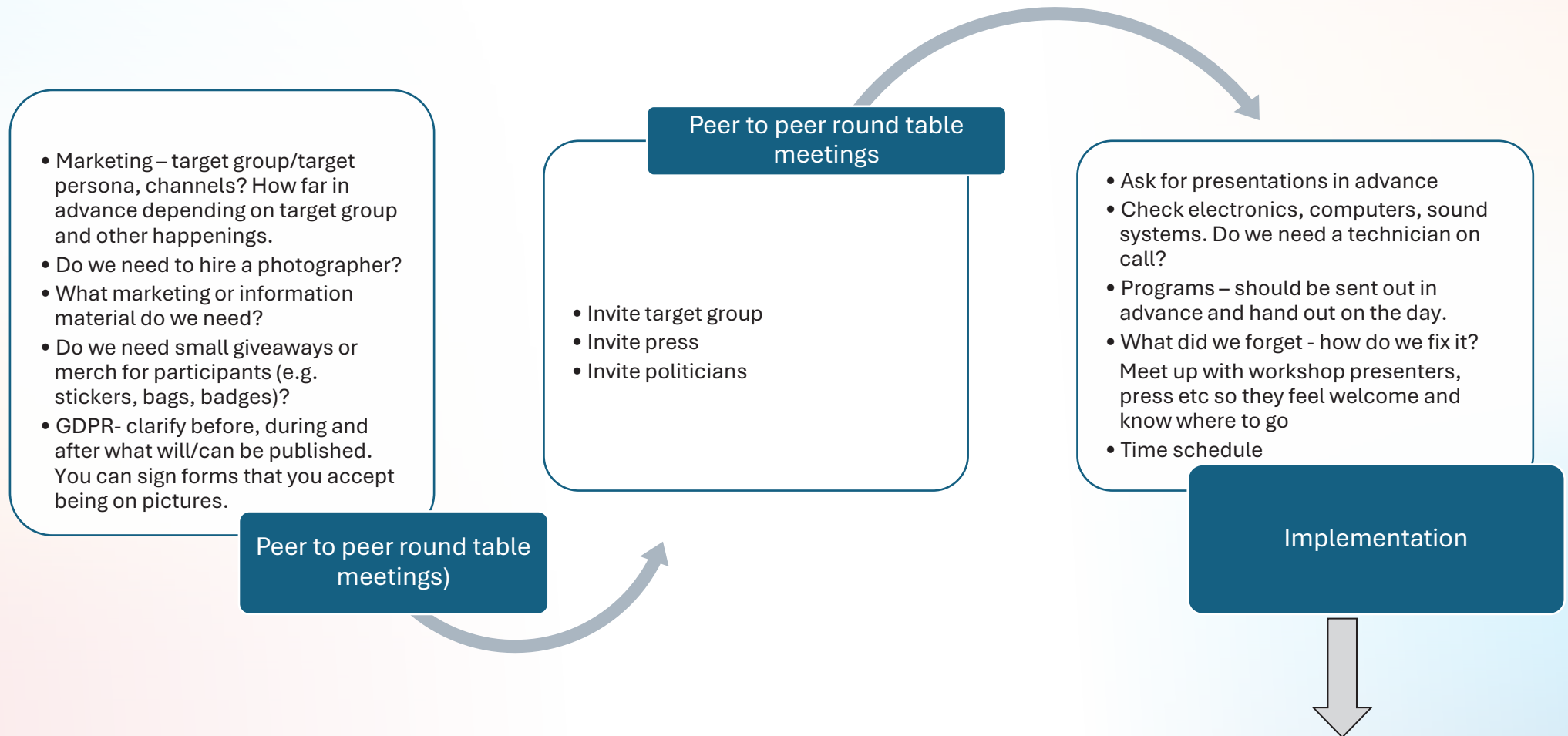
Ultimately, the checklist represents both a quality-assurance mechanism and a learning tool, supporting continuous improvement and knowledge transfer among South Baltic partners.

Draft Activity 4.1 Checklist

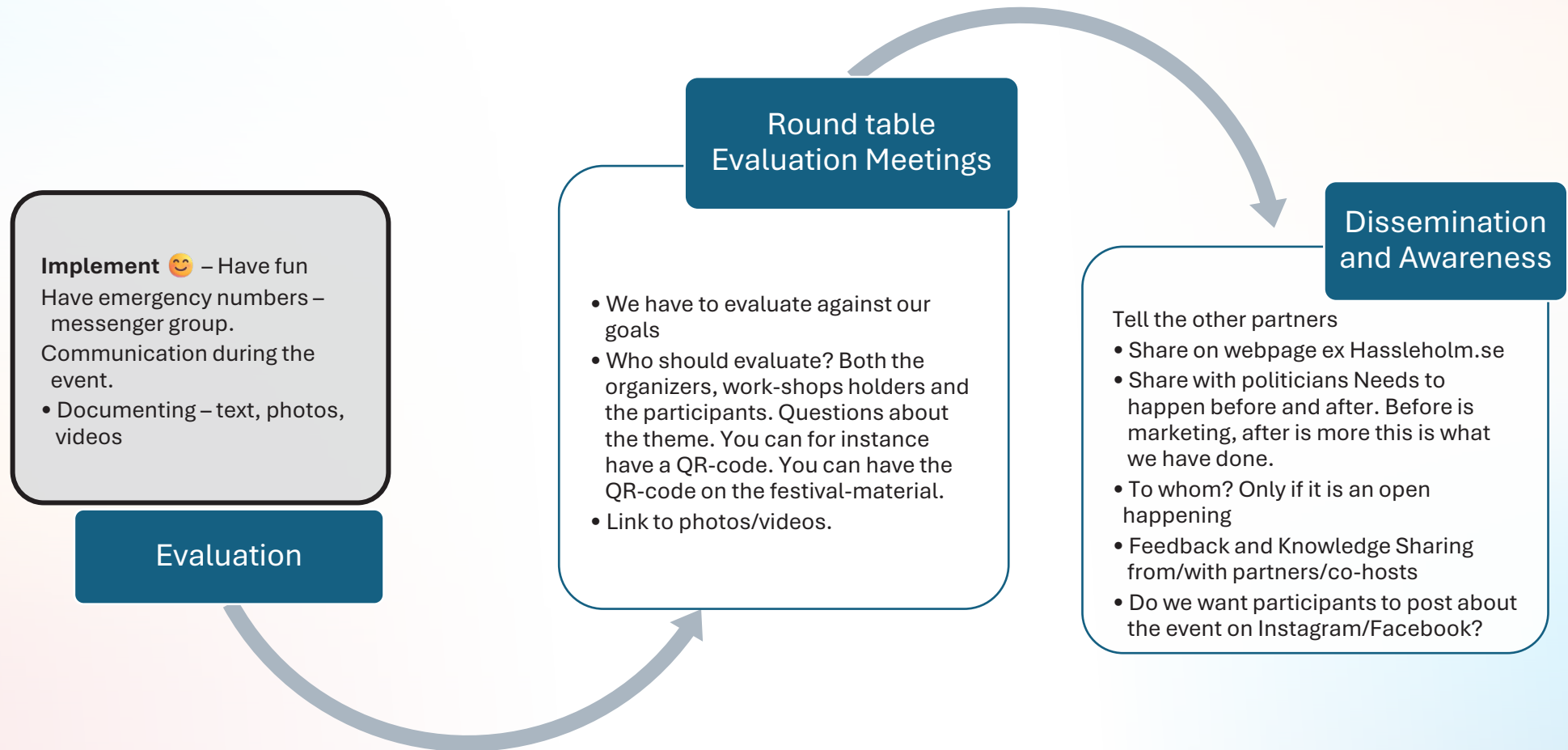
Common form for evaluating and describing the conclusions of the implementation of the event.

Preparation and Implementation Phase





Evaluation and Dissemination Phase



Section	What You Need / Must Ensure	Why / What to Check or Confirm	<input checked="" type="checkbox"/> Tick When Done
1. Theme & Goals	Theme decided by young people and aligned with YDF/SBA priorities	Ensures youth ownership, relevance, and connection to regional objectives	<input type="checkbox"/>
	Define main goals, expected outcomes, and evaluation indicators	Needed for assessment, reporting, and systematic tracking	<input type="checkbox"/>
	Assign responsibilities for monitoring and achieving goals	Clarifies roles within action group	<input type="checkbox"/>
2. Target Group & Participation	Define primary/secondary audience, participation rules (age, accessibility, registration) and participation mode (school/free time)	Ensures program meets needs, avoids conflicts, and clarifies logistics	<input type="checkbox"/>
3. Date & Timing	Confirm event date, duration, and avoid clashes with holidays, exams, festivals, or other local events	Ensures maximum attendance and proper scheduling	<input type="checkbox"/>
4. Location & Logistics	Book venue or outdoor site, determine event size (small/large), and prepare layout/site map for facilities, toilets, parking, bag drop, emergency exits	Supports safe, efficient, and well-organized event	<input type="checkbox"/>
	Confirm safety plan, emergency contacts, and accessibility	Ensures participant and staff safety	<input type="checkbox"/>
5. Activity & Program Planning	Decide internal vs external workshop holders, request presentations/materials in advance, and plan study visits/monitoring visits	Ensures quality content and knowledge exchange	<input type="checkbox"/>
	Meet with presenters, press, and co-hosts; finalize program schedule and contingency plans	Smooth operation, orientation, and conflict-free flow	<input type="checkbox"/>
6. Technical Setup	Check electronics, sound systems, computers, and arrange technician on call	Ensures functionality and rapid troubleshooting	<input type="checkbox"/>
7. Food, Volunteers & Sponsors	Confirm food arrangements (type, quantity, procurement) and recruit volunteers with identification (t-shirts, ID)	Ensures catering compliance and adequate staffing	<input type="checkbox"/>

Section	What You Need / Must Ensure	Why / What to Check or Confirm	<input checked="" type="checkbox"/> Tick When Done
	Confirm sponsors, branding rules, and visibility agreements	Supports funding, promotion, and partner requirements	<input type="checkbox"/>
8. Marketing & Communication	Define target audience, communication channels, marketing timeline, and prepare materials (flyers, posters, online content, giveaways/merch)	Ensures effective outreach and participant engagement	<input type="checkbox"/>
	Hire photographer/media, clarify GDPR rules, and ensure consent forms for photos/videos	Provides documentation and legal compliance	<input type="checkbox"/>
9. Invitations & Outreach	Invite target groups, politicians, press, and send pre-event communications	Ensures visibility, support, and awareness	<input type="checkbox"/>
10. Implementation	Execute event according to plan, manage emergency contacts/messenger group, and document activities (photos, videos, text)	Smooth operation, safety, and proper record-keeping	<input type="checkbox"/>
11. Evaluation	Evaluate against goals, collect feedback from organizers, participants, and workshop holders, and use QR codes/surveys/forms	Measures achievement and identifies lessons learned	<input type="checkbox"/>
	Link photos/videos and all documentation to evaluation report	Provides evidence for reporting and knowledge sharing	<input type="checkbox"/>
12. Dissemination & Knowledge Sharing	Share results with partners/co-hosts, publish on websites/social media, inform politicians/stakeholders, and encourage participants to post	Supports replication, learning, and visibility	<input type="checkbox"/>
	Document lessons learned for future rounds and continuous improvement	Strengthens capacity and sustainability	<input type="checkbox"/>
13. Strategic & Multi-Level Objectives	Demonstrate integration at local, regional, and cross-border levels, monitor pilot/full implementation, and use checklist as learning and capacity-building tool	Ensures multidimensional YDF impact and supports future events	<input type="checkbox"/>