

# Call for facilitators

## for European high-level meetings during the Belgian Presidency of the Council of Ministers

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*JINT vzw is the Flemish knowledge centre for international youth mobility and international youth policy and is the implementing National Agency for the Erasmus+ Youth and the European Solidarity Corps programmes of the European Commission in Flanders, Belgium.*

Between 1 January and 30 June 2024, Belgium will chair the Council of Ministers of the European Union. JINT has been assigned to support the upcoming Belgian Presidency and its activities.

**JINT is looking for max. 3 facilitators for 3 European high-level meetings during the Belgian Presidency:**

- Informal meeting of Directors-General Youth and Directors of National Agencies in the field of Youth
- Business Meeting of National Agencies in the field of Youth
- Expert Meeting “Taking Stock” on developments in European Youth Work

## 1. THE MEETINGS

### 1.1. Meeting of Directors-General Youth and Directors of National Agencies

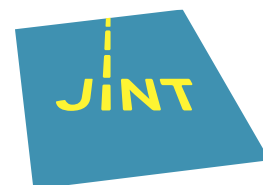
The meeting of DG Youth will take place from 26<sup>th</sup> to 28<sup>th</sup> of March 2024 in Brussels. The common meeting of DGs and NA Directors will take place on the **27<sup>th</sup> of March 2024**.

The meeting outcomes will feed discussions on the current and future EU programmes for youth. Basis for the discussions during the meeting are evidence-based inputs and background documents.

The participant group of March 27<sup>th</sup> will consist of about 160 people.

The facilitator will prepare the meeting in close cooperation with a working group of representatives of Belgian Ministries and NA's. A one-day residential preparatory meeting is planned in Brussels between 27 November and 1 December 2023.

An organising team, discussion moderators and rapporteurs will support the process.



### 1.2. Business Meeting of Directors of National Agencies

The meeting of NA Directors will take place from 25<sup>th</sup> to 28<sup>th</sup> March 2024 in Brussels.

The meeting outcomes will feed discussions on the current and future EU programmes for youth. Basis for the discussions during the meeting are evidence-based inputs and background documents.

The participant group will consist of about 70 people.

The facilitator will prepare the meeting in close cooperation with the Coordination-Group of National Agencies in the field of Youth. A preparatory meeting is planned on 22/01/2024 in Brussels.

### 1.3. Expert Meeting “Taking Stock” on developments in European Youth Work

This one-day meeting will take place on 19<sup>th</sup> February 2024 in Brussels, preceding the European Conference on Local Youth Work and Democracy, organised by the Belgian Presidency from 20<sup>th</sup> till 23<sup>rd</sup> February 2024.

About 50 experts, both from governmental and non-governmental background, will be invited to discuss next steps in the development of European youth work and European youth work polic(y)(ies). Basis for the discussion during the meeting will be the background “Taking Stock”, drafted by Prof. Howard Williamson.

A preparatory meeting is foreseen, dates to be decided.

## 2. TASKS

As facilitator for one of these high-level meetings, your main task is to develop a suitable methodology, setting and programme flow to enable fruitful and open debates.

A more detailed overview of the tasks and requirements:

- Design the methodology and choreography of the meeting
- Plan and prepare the meeting sessions in close cooperation with national organisers and discussion moderators and rapporteurs
- Moderate the event and facilitate: e.g. lead through the meeting, introduce sessions and speakers, moderate public sessions and panels, lead and facilitate table discussions
- Ensure written documentation of all discussions in cooperation with the rapporteurs, availability to follow-up on the documentation after the event
- Attend preparatory and evaluation meetings when needed (online or residential)

### 3. PROFILE

For these positions, the facilitators should bring the following experiences and competences:

#### Experience

- Extensive knowledge of youth (work) policy in Europe, the EU Youth Strategy and EU Youth programmes
- Familiarity with the youth sector in Europe, awareness of the role of different stakeholders and the current discussions in the field
- Facilitation experience in international events with large groups of participants;
- Excellent skills of communication with and facilitation of meetings of high-level public authorities
- Proficiency in both process-management and result-oriented facilitation, experience with both formal and non-formal methods

#### Competences

- Have a good sense of organisation and be able to work under pressure and with tight deadlines
- Show initiative, flexibility and creativity
- Have problem-solving and teamwork skills
- Be able to summarise, to present and to document information in a clear way
- Be able to provide support to the organisers as well as to the discussion moderators
- Good to excellent command of the English language

### 4. FEES AND COSTS

Please indicate for which assignment you apply.

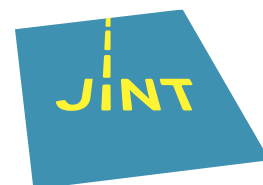
Please include your quotation for the chosen assignment with your application, covering preparation and follow-up of the meeting.

All costs of travel (2<sup>nd</sup> class), board and lodging incurred in relation to the meetings and preparation will be covered by the organisers.

Facilitation material, logistical and technical set-up will be foreseen by the organisers based on the needs as discussed during the preparation meetings.

### 5. APPLICATION PROCEDURE

Deadline for applications for all positions: 13<sup>th</sup> of October (inclusive).



Please send the following documents to [Koen.lambert@jint.be](mailto:Koen.lambert@jint.be) and [Melanie.jacobs@jint.be](mailto:Melanie.jacobs@jint.be)

- your CV or a link to your SALTO-TOY profile;
- A cover letter clearly indicating the position you apply for, explaining how your experience matches the profile, including your estimation of key success factors for the facilitation process of the meeting you have chosen;
- your quotation for the meeting, including preparation and follow-up.

The most attractive offers based on the price/quality ratio will be selected.

The selection will be made by the prep teams of the meetings composed of representatives from the Department of Culture, Youth, Media and National Agency staff.

All applicants will be notified by the 20<sup>th</sup> of October whether their offer has been retained or not.

For any questions, please don't hesitate to contact [koen.lambert@jint.be](mailto:koen.lambert@jint.be) or [melanie.jacobs@jint.be](mailto:melanie.jacobs@jint.be) or 02/209 07 20.