

## Call for Lead Rapporteur

### 8th Cycle - 2nd EU Youth Conference

#### Summary

Who? Portuguese National Youth Council

What? Call for **1 Lead rapporteur** for the 2nd EU Youth Conference of the 8th Cycle of the EU Youth Dialogue

When? 12th to 15th March 2021

Where? Vila Nova de Gaia, Portugal

**DEADLINE: 24th February**

#### 1. Background information

##### About the EU Youth Dialogue

The EU Youth Dialogue (EU-YD) is the European participatory process which, through cycles of 18 months over a priority topic, supports the implementation of the EU Youth Strategy and ensures the involvement of young people in the decision-making process in the field of youth in Europe through an articulated dialogue between young people and decision-makers.

##### About the 8th Cycle

The 8th Cycle of the EU Youth Dialogue, which runs from 1 July 2020 to 31 December 2021, under the Trio Presidency of Germany - Portugal - Slovenia, under the theme “Europe for YOUTH - YOUTH for Europe: Space for Democracy and Participation”, focuses on European Youth Goal #9 “Space and Participation for all” and seeks to look for concrete actions and measures on how to implement at local, national and European level the targets enclosed in this goal. For this to happen, two stages were established in the process of the 8th Cycle of the EU Youth Dialogue – the Dialogue Phase (I) and the Implementation Phase (II). In the first phase of the Dialogue young people all over Europe were consulted on the measures and actions they believe should be implemented in order to attain the targets of Youth Goal 9.

##### About the Portuguese EU Youth Conference

In this context, the 2nd EU Youth Conference of the 8th Cycle in Portugal marks the transition between the Dialogue and the Implementation phase. Delegates will be asked to prioritise and further elaborate on actions and measures that will serve as a toolbox to the implementation

phase that will follow up to the Slovenian EU Youth conference expected to happen in autumn 2021. The results of the qualitative consultations led by the National and European Working Groups will feed the Portuguese EU Youth Conference.

**The Portuguese National Youth Council, as the Youth Partner of the EU Youth Conference in Portugal, is looking for 1 Lead rapporteur** to design, in cooperation with the Presidency team, the reporting process of the conference, coordinate the team of volunteer rapporteurs and develop the report of Conference.

Due to the uncertainties of the COVID-19 pandemic, the Portuguese Youth Conference will be held online. However, the lead rapporteur is expected to be in-person in Vila Nova de Gaia, Portugal, during the conference.

### **Objectives of the conference:**

The main goal of the Portuguese EU Youth Conference is to provide a roadmap for decision-makers, youth organisations and young people to work at local, national and European level during the implementation phase of the 8th Cycle of the EU Youth Dialogue.

## **1. Profile and nature of the mission**

### **Experience and Competences**

The candidate has to:

- Have experience in coordinating and supporting teams;
- Have experience in reporting dialogue processes, research, editing or similar roles, especially in an international setting;
- Have knowledge of EU youth-related policies and on the topic of the 8th Cycle of the EU Youth Dialogue which focuses on EU Youth Goal n. 9: Space and Participation for all;
- Ability to work in a hybrid setting (online and in-person);
- Have an excellent command of written and spoken English
- Have excellent grammar and editing skills;
- Ability to integrate and summarise ideas;
- Ability to process large amounts of information with short deadlines;
- Have intercultural sensitivity and experience in working with international groups;
- Have excellent organizational, time management skills, as well as the ability to work in a team;

### **Roles and tasks:**

The Lead rapporteur is expected to:

- Lead and support the volunteers assigned to the reporting team, ensuring there is clarity regarding the purpose of the conference and the role of the rapporteurs;
- Assign tasks and roles to the reporting team;
- Prepare and run the preparatory meeting and training session with the volunteers;

- Create and implement a reporting system for the conference, ensuring that all the supporting documents are available to the team of rapporteurs and the organisation team;
- Assist and support the organisation team and facilitation team when necessary and relevant;
- Ensure that all the documentation is produced and available in time;
- Draft the report with the outcomes of the sessions of the conference.

## **Team Composition**

The reporting team is expected to be composed by a lead-rapporteur and 14 volunteers.

### **1. How to apply**

Upon assessing your experience and competences and the required profile, you are requested to submit your application by sending your CV and a cover letter focusing on your relevant experience and skills for the position.

#### **DEADLINE: 24th February**

For any questions related to the application process please contact us through the following e-mail: **2021portugal@cnj.pt**

### **1. Practical Information**

The successful candidate will be rewarded **1500** euros upon completion of the tasks. Further terms and conditions to be agreed upon among the parties.

All expenses with travel from the place of residence, accommodation, food, and when needed, visa costs will be covered by the Portuguese Presidency.

NB: The lead rapporteur is expected to attend a preparatory meeting with the organising team and the facilitation team on dates to be agreed upon. The lead rapporteur is expected to in-person in Vila Nova de Gaia during the days of the Conference.

NB: Due to the uncertainties in virtue of the COVID-19 pandemic further information will be provided as to the requirements to come to Portugal and the measures that will be put into place to ensure everyone's safety.