The Youth Parliamentary Academy (YPA)
A Toolkit for Parliaments

ANNEXES

These Annexes are part of the Youth Parliamentary Academy (YPA) toolkit available at https://www.inter-pares.eu/en/publications/youth-parliamentary-academy-toolkit.

Annex 1: Sample YPA Programme

This annex includes a table with a sample programme, based on the 2024 YPA in Zambia (Section 1.3, YPA toolkit). As you build your own programme, make sure to reflect your Parliament's context, capacities and priorities.

List of partners
- The host parliament, listed as *Host Parliament*.
- Members and/or staff from a partner institution, listed as *Peer Parliament*.
- The facilitator(s), listed as *Facilitator*. These can be internal or external, as per the Host Parliament's availability and preferences. The Facilitator is responsible for the organisation and delivery of the programme from start to finish.
- External contributors, invited for specific areas of expertise, listed as *External Partner*.

As a general rule, the Host Parliament, Peer Parliament and the Facilitator are present throughout, and actively participate where possible.

Tips to develop a successful YPA programme

- **Be flexible.** However well prepared you are, a YPA comes with many things you cannot predict. Youth participants might be more or less familiar with parliamentary work than you planned, so you may need to adjust sessions as you go. A staff member may get called away on urgent business, so you may need to move or cancel their session. The parliamentary agenda may change at the last minute, leaving you unable to attend a plenary session. Explain to participants what is happening and why, and adapt as best as you can.

- **Set a respectful, open and encouraging tone**. A relaxed and (within reason) informal atmosphere will allow the Host Parliament and the participants to get the most out of this experience. Take some time to break the ice and make sure *all* participants are encouraged to speak up.

- **Make room for questions, questions, and more questions**. The YPA presents participants with a unique opportunity to understand how parliament works. It also presents the Host Parliament with a unique opportunity to speak with an underrepresented group. As you work through the programme, leave room for questions: technical ones, practical ones, political ones and, if dynamics allow, uncomfortable ones. Your YPA will be all the richer for it.

Suggested timing	Activity and details	Institution and/or individuals leading the session
	Welcome Reception	
17:00 - 19:00	Welcome reception	**Host Parliament**
	Day 1: Introduction to Democracy	
The first day offers an introduction to democracy. Participants will familiarise themselves with the key concepts and will be encouraged to consider some of the 'big picture' questions through a first look at the Host Parliament and Peer Parliament case studies.		
09:00 - 10:00	**Opening Session**	**Host Parliament**
	Opening remarks by representatives of the Host Parliament, the Peer Parliament and other relevant stakeholders.	
10:00 - 10:30	**COFFEE BREAK: Getting to know each other**	
10:30 - 11:30	**Introducing Democracy**	**Host Parliament or Facilitator**
	A brief introduction to the key concepts, institutions and structures of democracy. Participants are encouraged to ask questions. For these sessions, the AGORA E-learning courses, available free of charge, can be helpful building blocks.	
11:30 - 12:30	**SESSION 2: In Practice: Host Parliament**	**Host Parliament**
	A representative of the Host Parliament will provide an overview of the country's system of governance and the role and position of parliament within the wider governance structure.	
12:30 - 13:30	**LUNCH BREAK**	
13:30 - 14:30	**SESSION 3: In Practice: The Peer Parliament**	**Peer Parliament**
	Representatives of the Peer Parliament will provide an overview of their system of governance and the role and position of parliament within the wider governance structure. Here too, the AGORA E-learning courses can help get you started.	
14:30 - 16:00	**SESSION 4: Reimagining Parliament: Skills Building for Social Media**	**External Partner**
	How do young people use social media today? What do they need from Parliament to improve (online) engagement?	
16:30 - 17:00	**SESSION 5: Debrief**	**Facilitator**

	Participants are invited to reflect on the day and to share any questions they would like to address next. Practical arrangements for Day 2 are confirmed.	
Day 2: Parliaments: Principles & Practice		
Day 2 focuses on parliament: what are its core principles and practices, why do they matter, and how can they be protected and reimagined for the future?		
09:30 - 10:00	**SESSION 1: Getting started**	
	A reflection on Day 1 and an opportunity to tease the key concepts and questions lined up for Day 2.	
10:00 - 10:30	**SESSION 2: Introducing parliaments**	**Host Parliament or Facilitator**
	This session will focus on parliament as an independent institution in practice and organisation. Again, for these sessions, the AGORA E-learning courses can be helpful building blocks.	
10:30 - 11:00	**COFFEE BREAK**	
11:00 - 12:00	**SESSION 3: Parliament in Practice**	**Host Parliament**
	A representative of the Host Parliament will provide an overview of the role and organisation of its institution, focusing on core tasks of 1) Members of Parliament; 2) the parliamentary administration; and 3) parliamentary committees. Here too, the AGORA E-learning courses can help get you started.	
12:00 - 13:00	**LUNCH BREAK**	
13:00 - 13:45	**SESSION 4: In Practice: Peer Parliament**	**Peer Parliament**
	Representatives of the Peer Parliament will provide a short overview of the role and organisation of their Parliament, with a focus on core tasks of 1) Members of Parliament; 2) the parliamentary administration; and 3) parliamentary committees. Here too, the AGORA E-learning courses can help get you started.	
13:45 - 16:00	**SESSION 5: Reimagining Parliament: Skills Building on Climate Change**	**Host Parliament or External Partner**
	This skills-building session will focus on political action on climate change, a cross-cutting and highly relevant policy issue.	
16:30 - 17:00	**SESSION 6: Debrief**	**Facilitator**

	Participants are invited to reflect on the day and to share any questions they would like to address next. Practical arrangements for Day 2 are confirmed.	
Day 3: Parliament in Practice		
Day 3 offers a visit to the Host Parliament. This allows participants to observe a plenary and/or committee meeting, and to meet directly with Members of Parliament and staff.		
09:30 - 16:00	**PARLIAMENT VISIT**	**Host Parliament**
	This programme should be developed in function of the parliamentary agenda for that day/week. If need be, the visit can take place earlier in the programme. Ideally, the visit takes place before the pitch.	
16:00 - 16:30	**SESSION 6: Debrief**	**Facilitator**
	Participants are invited to reflect on the day and to share any questions they would like to address next. Practical arrangements for Day 2 are confirmed.	
18:00	**Evening programme, hosted by the Peer Parliament**	**Peer Parliament**
Day 4: Reimagining Parliament		
In Module 4, participants work towards their pitch for a 'reimagined parliament'. What is the relationship between parliament and society, and how can that be reimagined for the future?		
09:30 - 10:00	**SESSION 1: Getting started**	**Facilitator**
	This opening session reviews what is meant by a 'pitch' and opens the floor to questions, concerns or clarifications. See pitch materials (Annex 2) for further information.	
10:00 - 12:00	**SESSION 2: Reimagining Parliament: The Parliament Pitch**	**Facilitator**
	This skills building session will take as its core focus: **Imagining 2030, how could Parliament best represent and serve young people?** The point of this exercise is to reflect on the theory and practice shared across the YPA to 'reimagine parliament'. Participants are invited to work in pairs or small groups and to present, at end of the session, their 90-second 'pitch' for the 2030 Parliament.	
12:00 - 13:00	**LUNCH BREAK**	
13:00 - 16:00	**SESSION 3: Reimagining Parliament: The Parliament Pitch**	**Facilitator**
	Continued - see previous session.	

16:00 - 16:30	**SESSION 5: The Parliament Pitch**	**Host Parliament and Facilitator**
	Each group pitches their 'Reimagined Parliament'. The jury will award three prizes: 1) best delivery 2) most original idea 3) most likely to be implemented	
16:30 - 17:00	**SESSION 6: Debrief**	**Facilitator**
17:00 - 18:00	**Closing reception**	**Host Parliament**
	Participants will receive their certificates and will be joined for the closing reception by Members and staff of the Parliament.	

Annex 2: The YPA Pitch

The three pitch materials below support participants in the preparation of their pitches. However, Parliaments are free to use their own templates and materials instead.

Please note that the sample programme (Annex 1) allows a full day for this activity. This is considered a minimum. The activity asks a lot of creativity, thought and practice from participants. Depending on your cohort, you may want to get a head start by including a first session the day before. At the same time, be mindful not to get started on this too early in the programme: participants will be keen to invest in their pitch and may lose focus.

Finally, ensure you have sufficient facilitators on site. In addition to the lead facilitator, you will want at least one additional facilitator for every two groups. This allows facilitators to move around and make sure participants stay on track. It also offers participants various sounding boards to test and develop their ideas.

- **Placemat: finding a question to work on**. Participants reflect on everything they have learned. Within each group, every participant lists three challenges that most concern them. Next, they consider each option as a group and rank the three main challenges. They formulate the top challenge as a question. This will be the specific challenge they address in their pitch.

- **Brainstorming techniques.** On the right-hand side of the "Brainstorming techniques" template, write down the question your group will address. Below the question, collect your best ideas. Use one or more of the brainstorming techniques on the left to get creative and think outside the box.

- **Writing a pitch.** The instructions provided here will help develop a pitch that is clearly structured and that does not go beyond 90 seconds. Should you prefer a shorter or longer pitch, timings can be adjusted. Use of this template is strongly recommended: it will help groups stay on message and deliver an informed, well-rounded pitch.

3.
2.
1.

_____'s Big Three 卌

Our group's
BIG THREE

1.

??? ?

2.

??? ?

3.

??? ?

3.
2.
1.

_____'s Big Three 卌

_____'s Big Three 卌

1.
2.
3.

_____'s Big Three 卌

1.
2.
3.

_____'s Big Three 卌

1. _____

2. _____

3. _____

BRAINSTORMING TECHNIQUES

You can use one of these techniques for your brainstorming (or do it your way):

HEADSTAND*

1. Turn the question upside down: How can we make the problem much worse?
2. Gather answers to that question on a spare piece of paper.
3. Look at the answers and turn them upside down.
4. Come up with ideas based on those answers.

HOT POTATO*

1. Pick any object (e.g. an eraser, a sponge, ...). That's your "hot potato".
2. Hand/Throw the "hot potato" around.
3. Anyone who has „the hot potato" has to call an idea ("good" or "bad" – any idea counts!).
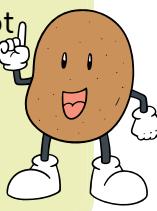
PSSSST!*

1. Each participant quietly writes down a few ideas for 2 minutes without exchange.
2. You then hand your ideas around so that everyone can see/read them.

ROUND-ROBIN

1. Give each group member their own piece of paper.
2. They write down their ideas and then passes their paper to the person next to them.
3. That person adds to the ideas on the paper they received from their neighbour.
4. This process continues until everyone in the group has contributed to each other's ideas.

*inspired by https://karlhosang.de/fourth-stage-of-design-thinking-ideation/

YOUR GROUP NOTES
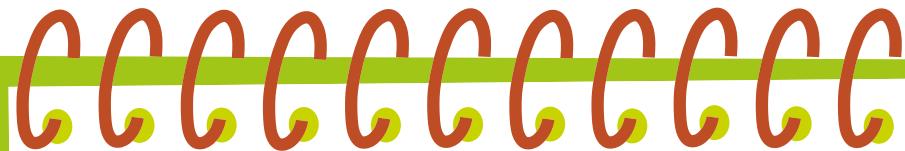
Write down the question you chose:

_____ ?

Collect your best ideas here:

WRITING A PITCH

... USEFUL TIPS

NO DOUBTS

Think of it like an advertisement:
You are 100% convinced that YOUR solution
is the best!

DON'T DIVERT

What is your answer to the question you picked to work on today?

BE TRANSPARENT

What is the end "product" and how will you get there?

GIVE THEM THE GIST

use helpful structuring expressions,
for example:

"Here's what we'll do: ..."
"And this is what we imagine: ..."
"This is how it works: ..."
"This is why we ..."

TAKE THEM ON A JOURNEY

For example, you could start with:
"What if ... ?"
"Imagine ..."
"Have you ever wondered ...?"

STRESS THE IMPORTANCE

Why is your solution important at all?

FOCUS ON THE PEOPLE

Who will benefit (the most) from your solution and how?

YOUR PITCH PRESENTATION

You will present your pitch in front of the other groups on Zoom.
Pick 1-2 presenters per group.
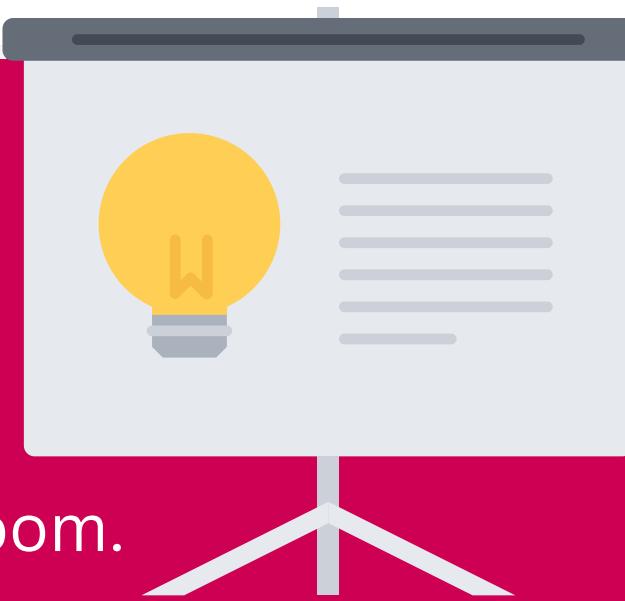
You can **write it out in full** and read it out loud,
or present it in a speech format using **key bullet points.**

Visual aids are welcome but not required.

Make sure to **practice your pitch** multiple times before giving it.
Set a timer: Your pitch **shouldn't last more than 90 seconds.** If it goes over, make revisions to shorten it.

Inspired by https://k12.thoughtfullearning.com/blogpost/pitch-your-project

STRUCTURE YOUR PITCH:

1 Introduction

Grab their attention!

10 sec

2 Problem Statement

Address the question you chose to answer & highlight its importance!

10 sec

3 Solution Overview

What is your solution / idea? Does it have a name?

15 sec

4 Key Features

In a nutshell: What is so special about your solution/idea?

20 sec

5 Benefits & Impact

Who benefits (most) from your solution/idea?
How does your solution/idea improve their life/work/…?

15 sec

6 Next Steps

How are you going to approach your solution/idea?

15 sec

7 Conclusion

End with a reinforcing and/or inspiring statement!

05 sec

Inspired by https://k12.thoughtfullearning.com/blogpost/pitch-your-project

Annex 3: Organisation and planning

3.1 Timeline for organising the YPA [Infographic]

This timeline includes the key steps in planning and implementing a YPA. Depending on your choice of objectives, programme and participants, the timeline will vary.

Timeline for organising the Youth Parliamentary Academy (YPA)

Essentials
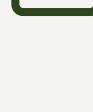
Identify a Facilitator
The YPA facilitator can be a member of the administration but can also be an external individual or team. Make sure to clearly assign responsibilities for all tasks (participation selection, general coordination, facilitation of sessions, logistics and so on).
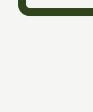
Confirm dates
In coordination with the facilitator(s) and the Peer Parliament(s), set a date for the YPA. Allow sufficient time for a proper candidate selection process and programme development!
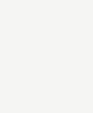
Identify a Peer Parliament
Participation of a Peer Parliament is warmly encouraged. Identify suitable counterparts (Members of Parliament and/or staff) and ensure agreement on availability, capacity, costs and so on.
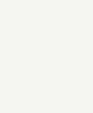
Identify your objectives
Set your strategic and thematic priorities. Develop your areas of focus and participation selection criteria accordingly.
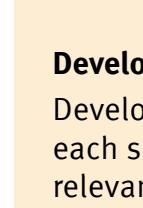
Coordination

Develop your programme
Develop session plans, for each session, identify the relevant speakers, make note of any logistics requirements (room set-up, materials, printing, etc.).

Secure on-site facilities and catering
Be mindful of any dress code, security protocols and other relevant points your stakeholders and participants should be aware of.

Arrange travel and accommodation for stakeholders
Make arrangements for your Peer Parliament(s), Facilitator(s), external partner(s) and so on. If possible, arrange the same accommodation for stakeholders and participants.

Arrange travel to and from parliament
Be realistic in your travel time estimates and plan your programme accordingly.

Participant selection

1. **Develop the Call for Applications**
Provide a short overview of the YPA. Clearly outline the eligibility requirements (age, education, etc.) and the selection criteria, along with the selection process.

2. **Disseminate the Call for Applications**
Use your own channels and those of trusted partners (news and radio networks, youth organisations, etc.) to disseminate the Call to Applications.

3. **Application deadline**
Close the Call to Applications and make sure it is no longer advertised. Do a first selection based on the eligibility criteria: incomplete applications can be discarded.

4. **Score applicants**
Review and score the applications of all eligible candidates. Ideally, this is done by several people, including partners. Finalise a list of average scores for each candidate.

5. **Select successful and waitlisted participants**
Apply any additional selection criteria you agreed on (gender, geography, areas of interest, etc.). With this in place, build a list of 'accepted' and 'waitlisted' candidates.

6. **Inform participants**
Inform accepted and waitlisted candidates. Ensure they understand what to expect in terms of next steps.

7. **Coordinate logistics**
Make the necessary logistical arrangements (funding, travel, accommodation, etc.) for each participant. This will likely require follow-up by phone and/or WhatsApp.

Delivery

- **Set up:** Provide the Facilitator(s) with at least a full day of on-site preparation and final planning (room set-up, printing, etc.)
- **Welcome** your stakeholders and participants
- **Deliver** your YPA
- **Facilitate** the departure of your stakeholders and participants

Follow up

- Share thank you notes with stakeholders and participants
- Finalise any required reporting
- Ensure the necessary follow-up (Section 2.5, YPA toolkit)

This is a template registration form for the YPA. If you decide to use it, **make sure your form clearly reflects *your* YPA's objectives and specifics.** This is particularly important with regard to any requirements your participants should meet (age, gender, education, language and so on). Please also ensure the form complies with legislation and any relevant protocols that cover communication between parliament and young people.

Youth Parliamentary Academy: Registration Form

The Youth Parliamentary Academy (YPA) is designed to provide young people with the knowledge and skills to participate directly in parliament and/or to engage in organisations that support parliamentary and democratic processes. The YPA is open to young people between the ages of [ ] and [ ] from across [ ]. Previous political or parliamentary experience may be taken into account but is not a prerequisite.

* 1. What is your first name?

* 2. What is your last name?

* 3. What is your email address?

* 4. Please confirm your email address:

* 5. The Academy will take place in [ ] . Where do you live?

* 6. What is your gender?

* 7. Will you be [age bracket] on the first day of the YPA?

- Yes
- No ┈┈⟶ Thank you for your interest. Unfortunately, you are not eligible to proceed with registration as you do not meet the age requirements.

* 8. Have you obtained, or are in the process of obtaining, a qualification of secondary education? *(Note: if you are still enrolled in secondary education, you are not eligible for this programme).*
- Yes
- No ┄┄⟩ Thank you for your interest. Unfortunately, you are not eligible to proceed with registration as you do not meet the education requirements.

* 9. I understand that this programme takes place in [language] and that participants are invited to actively participate
- I do

* 10. We aim to offer sessions on cross-cutting themes. Please choose from the list below the subject(s) you would most like to cover. We will do our best to include one or more of them:
- [Women's participation in politics]
- [Parliament & climate change: opportunities for action]
- [Parliaments & human rights]
- [Opening parliament: transparency, accountability and participation]
- Other (please specify):

* 11. Do you have previous political or parliamentary experience? Please describe in the text box below:

* 12. What do you consider to be [country's] greatest challenge ahead, and how would you propose to address it? Please answer in no more than 150 words in the text box below:

* 13. What should parliament be doing to (re)connect with young people? Please answer in no more than 150 words in the text box below:

DOCUMENTS UPLOAD
* 14. *Please attach a copy of your CV (NAME_SURNAME_CV):*
* 15. *Please attach a copy of your ID (NAME_SURNAME_ID):*
* 16. *Please attach a 250-word personal statement (NAME_SURNAME_TEXT):*
* 17. Would you like us to contact you regarding [Host Parliament] news and events? Yes / No
* 18. Please accept our <u>privacy policy</u> *(URL to be added)* **in order to complete your registration:** Yes / No

Thank you for registering. Please look out for our email confirmation, which should be with you in the coming days. In case of any questions, please contact [ ].

3.3 Candidate selection tracker

This candidate selection tracker will help you collect the necessary information from each candidate. It provides you with an easy overview of their eligibility and selection criteria scores.

This tracker is built on the template registration form ([Annex 3.2](#)). **Should you decide to use this overview, make sure to adjust it to *your* registration form.**

Finally, be mindful that this tracker will contain sensitive information about your candidates. Make sure it is stored securely and can only be accessed by those involved in the selection process.

[Download the tracker](#)

This is a template photography consent form. **Make sure that any version you use, correctly reflects the legal and institutional requirements that apply in your country.**

Photography Consent Form

I, _____ (participant name), grant permission for my image to be taken during this event and used by [Host Parliament], as well as its institutional partners for this event, for the following purposes:

- Display on the institution's website or social media platforms;
- Use in the organisation's promotional materials; and
- Other purposes as deemed necessary by the institution.

I waive any right to inspect or approve the image prior to publication and acknowledge that I have the right to request removal from public platforms if I am not satisfied with its use.

I understand that I have the right to withdraw my consent during the event by contacting a member of the [Host Parliament] administration in writing or via email at [ ].

I am aware that personal data collected through photography will be processed in accordance with [the General Data Protection Regulation (GDPR)] and the [Host Parliament's] privacy policy.

The [Host Parliament] and partner organisations commit to use this material in a legitimate manner, both internally and publicly, and do not intend to cause any harm or undue embarrassment to the parties involved.

Signature: _____
Print name: _____
Date: _____

It is recommended to develop an evaluation survey for i) the Host Parliament and the Peer Parliament and ii) your participants. These surveys will give you insight into the experiences of those involved and will help you identify improvements for future and opportunities for follow-up. Importantly, the survey will also ensure accountability of those tasked to organise the YPA and can offer evidence in support of future editions.

Youth Parliamentary Academy: Post-Activity Evaluation Survey

For: Host Parliament and Peer Parliament Stakeholders

This questionnaire is intended to enable the organisers to improve on the content and delivery of future activities of a similar nature. We thank you in advance for taking the time to answer the questions as frankly and openly as possible.

You are not required to write your name on the questionnaire.

* 1. Please indicate whether you are a Host Parliament or Peer Parliament participant:
    - Host Parliament
    - Peer Parliament

Your opinion on the activity
* 2. Are you satisfied with the activity you participated in?
    - Yes
    - No
    - Not sure

If you have not been satisfied with the activities, please let us know why. Do you have any recommendations on how we could improve the contents and delivery of similar activities?

* 3. Will you be able to apply what you learned in your day-to-day work?
    - Yes
    - No
    - Not sure

Knowledge and skills
* 4. Please indicate the extent to which you experienced an increase in knowledge in the following areas:

	Substantial	Moderate	Not sure	None
Youth participation				
Climate change				

Social media				
[Other]				

* 5. Please highlight any specific changes or improvements, if any, that you or your Parliament plan to introduce as a result of this activity:

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What ideas resulting from the pitches presented by participants do you think would be worth exploring in Parliament?

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Other information

* 6. What is your role in Parliament?
    - Member of Parliament
    - Parliamentary Staff
    - Other (please specify)

* 7. What is your gender?
    - Female
    - Male
    - Other
    - Prefer not to say

* 8. What is your age group?
    - 30 years old or under
    - Above 30 years old
    - Prefer not to say

9. Is there anything we can do differently to facilitate your participation in future activities?

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Youth Parliamentary Academy: Post-Activity Evaluation Survey

For: Youth Participants

This questionnaire is intended to enable the organisers to improve on the content and delivery of future activities of a similar nature. We thank you in advance for taking the time to answer the questionnaire as frankly and openly as possible.

You are not required to write your name on the questionnaire.

Your opinion on the activity
* 1. Have you learned about how to participate or engage with the Host Parliament?
    - Yes
    - No
    - Not sure

Please tell us more about what you have learned
* 2. Will you be able to apply the skills acquired in the YPA in your day-to-day life?
    - Yes
    - No
    - Not sure

* 3. What kind of social media engagement would strengthen your engagement with Parliament?

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* 4. Overall, are you satisfied with Youth Parliamentary Academy?
    - Yes
    - No
    - Not sure
    - Do you have any comments?

Other information
* 5. What is your gender?
    - Female
    - Male
    - Other
    - Prefer not to say

6. Is there anything you would change for future activities?

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