STEP BY STEP GUIDE
Let’s Take Care of the Planet
Towards the Second European Youth Conference
Brussels, May 2015

2014/15 EDITION

INVESTIGATING
DEBATING
COMMITTING

Let’s take care of the planet
The European project “Let’s Take Care of the Planet” (LTCP) is coordinated by the French organisation Monde Pluriel (www.mondepluriel.org), which has participated in the project since 2008 and since 2009 has coordinated the European network participating in the LTCP project. It supports the participating countries in the implementation of their national process and defines the project framework with the coordinators from the participating European countries. With their support, it creates the various tools necessary for the smooth running of the project (this guide, communication tools, the Internet site http://careplanet-europe.org). The pedagogical methods are established in consultation with the European methodological committee.

This document is a summarized version of the Step by Step guide, a common methodological reference for the LTCP project for the 2014-2015 school year. It summarizes the year’s process and the main planned events. This short version is rather aimed at persons having already participated to the project with a good knowledge of the Let’s Take Care of the Planet method.

Feel free to read the complete version of the Guide, where you can find detailed information on the project, and, in the annex, all the documents to be filled and sent to the European Coordination team during the year.
The Let’s Take Care of the Planet project addresses sustainable development issues by spanning several territorial levels, from local to international. Since its launch, the project process has evolved over time and is today opening up new possibilities: the anchoring of the project at the regional level and the development of exchanges between young Europeans throughout the year.

### An inter-regional approach

**Aim:** To enable the young people to deepen their knowledge of local and regional issues to enhance their capacity for making proposals and action at these two levels.

**How?** Implementation of Regional Conferences bringing together LTCP delegates.

### Enabling a dialogue between young people and elected representatives

**Aim:** To open the educational institution to its territory, to promote multi-partner projects, to compare points of view, to enable young people to meet policy-makers and have exchanges with them.

**How?** Organisation of exchanges with policy-makers at different levels, both local and European, and creation by the young people of calls and open letters intended for elected representatives in order to put questions to them.

### Strengthening the scientific input

**Aim:** To promote a better understanding of the issues by discussing openly and with a critical approach to environmental issues, responsibilities and possible solutions with scientists.

**How?** By enabling the young people to go into the field and to meet experts on the themes addressed in the context of the LTCP project.

### The exchanges between young Europeans

**Aim:** To encourage intercultural exchanges between young people throughout the year to make the link between local and global

**How?** Through the setting up of twin schools: twinning for remote intercultural and linguistic exchanges, the sharing of knowledge and experiences.

Through the organisation of large-scale events bringing together European delegates in Brussels, which are an opportunity for young people to meet, have exchanges and debate over several days.

Through the setting up of friendly and unifying days. The Mobilisation Day, organised in the schools participating in the project by young people and their pedagogical teams, enables all of the young people to promote their commitment and the outcomes of the conferences.
THE PROCESS, STEP BY STEP

THE INVESTIGATIONS
WHERE? In schools or extra-curricular organisations
WHEN? October 2014 - January 2015
WHAT? Defining an issue for research and exploring it

THE LOCAL CONFERENCES
WHERE? In schools or extra-curricular organisations
WHO? Young people aged from 11 to 18
WHAT? Debating local sustainable development issues and making proposals to be implemented locally

TOWARDS COP 21 IN DECEMBER 2015 IN PARIS
WHERE? Paris (Parc du Bourget)
WHEN? December 2015
WHO? European delegates
WHAT? Questioning of decision-makers in the context of COP 21, enhancing the young people’s involvement, disseminating the outcomes of the European Conference

THE REGIONAL OR NATIONAL CONFERENCES
WHERE? In the regions involved of the participating countries
WHEN? January - February 2015
WHAT? Debating and making proposals to be implemented at different territorial levels, creating educommunication tools.

THE EUROPEAN CONFERENCE IN BRUSSELS
WHERE? At the Committee of the Regions, in Brussels, Belgium
WHEN? 19-23 May 2015 (including journey)
WHO? Elected European delegates aged 13 to 16
WHAT? Intercultural exchanges, comparison of the local realities and challenges, pooling of proposals and shared responsibilities, creation of educommunication tools and a Call for Co-Responsibility

LET’S TAKE CARE OF THE PLANET MOBILISATION DAY
WHERE? In all of the schools participating in the project in Europe
WHEN? Between 28 May and 12 June 2015
WHAT? Communicating on the local project, the LTCP project and the outcomes of the European Conference

FEEDBACK ON THE LET’S TAKE CARE OF THE PLANET DAY
Sending of photos, videos of this day to the European coordination team until 21 June 2015
Dissemination on the European Internet site from 22 June 2015

All of the stages of the Let’s Take Care of the Planet process are addressed in detail in the full version of the Step-By-Step Methodological Guide. In it you will in particular find theoretical and methodological inputs, and examples of practical cases that will help you to best carry out these stages. Only the European Conference is addressed below.
The second European Youth Conference, the culmination of the “Let’s Take Care of the Planet” project, will be held in Brussels from 19 to 23 May. This conference will bring together 80 young people from around fifteen countries participating in the project. Around 60 delegates (aged 13-16) elected by their peers, their teachers and accompanying adults, as well as around 20 facilitators (aged 18-30) will meet within the Committee of the Regions (one of the institutions of the European Union), a partner of Monde Pluriel.

THE DELEGATES:

The students aged 13 to 16 (in very exceptional cases, outside this range, the age of the delegates may be considered on a case-by-case basis by the European coordination team) elected by their peers in particular because they meet the following “criteria”: motivation for debate and dialogue with other young people and adults, interest in sustainable development-related themes and active participation in their school’s ESD project or Club. A minimum level of English is required in order to participate in the Conference.

60 delegates in total, that is 2 to 9 per country. The number of delegates per country will depend on the number of participating schools per country, the funding obtained and the size of the project in the countries involved. It will be communicated no later than December 2014.

The delegation registration form is available in the annex of the guide complete version.

THE FACILITATORS (AGED 18-30):

The facilitators play a very important role in the success of the European Conference. Because they are tasked with co-facilitating the European Conference, supporting its organisation and facilitating interpretation between delegates, they are the true orchestrators of the atmosphere within the group. In addition to the criteria mentioned in the box here opposite, the facilitators will have to demonstrate a good level of English, be involved in a citizenship project and have experience of facilitation.

WHO CAN BE A FACILITATOR?

Young people aged from 18 to 30, former delegates, students, facilitators, etc., motivated by the project and its objectives. The teams organising the project in the different countries choose them for their facilitation and sustainable development education skills, for their scientific knowledge of the themes addressed during the conferences, etc. They can take on different roles during the conference depending on their age and level of expertise, in order for them to be stakeholders in it: co-facilitation with a more experienced person, facilitation, logistical organisation, welcome, interpretation assistance, etc.
THE ACCOMPANYING ADULTS:
Delegations consisting of 2 to 4 young people will be accompanied by 1 adult. Delegations consisting of 5 to 9 young people will be accompanied by 2 adults.
The accompanying adults will be responsible for the delegates from their countries while travelling, but also during the entirety of the Conference both during the day and in the evening: in addition to supervising the young people, they will also be responsible for their physical and psychological well-being. Whenever possible, there will be an accompanying adult of each gender.

PLANNED ACTIVITIES
(PROGRAMME AVAILABLE BEGINNING MAY 2015)
- opening plenary (presentation of the national delegations, speeches by European figures)
- workshops:
  - Thematic workshops on the young people’s commitments
  - writing of a Call for Co-Responsibility
  - creation of educommunication tools
  - enhancement of skills (on the basis of an “eco-citizen skills passport”)
  - simulation workshops on the international negotiations on Climate, in view of the preparation of a contribution for Cop21 in December 2015 (workshop facilitated by CliMates)
  - workshops for the exchanging of experiences for the accompanying adults
- thematic field outings in Brussels
- closing plenary to present the outcomes of the European Conference to representatives of the EU

The practical information on the European Conference (accommodation, meals, travel, etc.) will be provided in the Participant’s Guide that will be sent before the meeting.

EXPECTED OUTCOMES
- writing of a Call for Co-Responsibility;
- creation of educommunication tools
- creation of a European network of young people mobilised in support of sustainable development
- contribution of young Europeans to COP 21 in December 2015 in Paris (“Call for Co-Responsibility”, posters, videos)

DOCUMENTS TO BE RETURNED FOR THE EUROPEAN CONFERENCE IN MAY 2015:
form for practical information about the participating schools, form for personal information about the delegates, substitutes and accompanying adults, parental authorization for participation, parental authorization for the use of images. You will find all of these documents in the annex of the complete version of the Step by Step Guide.

All of the participants, whether they are delegates, facilitators or accompanying adults, will undertake to comply with the code of good conduct that will be communicated by the European coordination team in advance of the Conference.

THE DATES AND INFORMATION TO REMEMBER:
- Each participating country communicates the contact details of the facilitator identified to participate in the European Conference prior to 15 January 2015 (see annexed facilitator registration form, in the guide complete version)
- Prior to 28 February 2015: sending the list of delegates and accompanying adults and required forms (see annex of the guide complete version)
- Prior to 20 March 2015 : sending the outcomes of the regional/national conferences (see the guide complete version, box “In a few words” on page 18 and annexed forms)
- 17-18 May 2015 : Organisation of a training session for the European facilitators in Brussels
  Note: the costs of the training and travel are met by the European coordination team
- From 19 to 23 May 2015 : Participation in the European Conference

MAKING THE VOICES OF YOUNG EUROPEAN HEARD AT COP 21...

The European Conference will be aligned with the International Climate Conference, which will be held in Paris in December 2015.
The proposals and commitments developed collectively at the European level will be presented during this event. A delegation of young people from different European countries could represent the voice of the European Conference there (feasibility to be confirmed). A contribution, whether physical or in another form (videos, poster exhibition, etc.) is envisaged (information on COP 21 page 10 of the guide complete version).
The full version of the Step-By-Step Guide, the consultation of which is essential for the success of the project, will enable you to go further in the project and covers:
- the background of the Let’s Take Care of the Planet project, from Brazil to the European youth conferences
- the description of all of the stages of the project in 2014/2015, which is essential for successfully carrying out the project
- information on European exchanges between schools, in particular the procedure for the setting up of twin schools
- methodological tools specifying how to conduct a dialogue between young people and elected representatives, how to elect delegates, etc.
- debate facilitation tools making it possible to encourage the young people to speak
- examples of projects carried out throughout Europe in the context of the LTCP project
- thematic resources and a webography making it possible to facilitate your research on specific themes
- annexed forms and documents that must be completed and returned to the European coordination team throughout the year.

The full and summary versions of the Step-By-Step Guide are available on the Internet site of the Let’s Take Care of the Planet project: Europe: http://careplanet-europe.org

2014-2015: 14 to 19 countries participating to the Let’s Take Care of the Planet project in Europe
For information concerning the project, the partners and the activities conducted in the different countries: http://careplanet-europe.org

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