

“LET’S GO ONLINE” TRAINING BOOKLET

**A SET OF ACTIVITIES TO PREPARE YOUNG
PEOPLE TO PARTICIPATE ONLINE**



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WHAT'S IN IT?

**EXERCISES ON
YOUTH
PARTICIPATION**

**FULL SESSIONS ON
E-PARTICIPATION
CONCEPTS
AND
TOOLS**

ONLINE SKILLS:
*online reputation,
fake news,
online communication*

**IDEAS ON HOW TO
IMPLEMENT FOLLOW-UP
ACTIONS AT LOCAL
LEVEL**

**Links to T-Kits,
Manuals and online
resources**

HOW TO USE IT?

This publication is a booklet containing the detailed sessions designed, delivered and tested by the team of trainers and the participants of the "Let's go online" training course. The sessions were designed to achieve the following aim and objectives:

Aim: to prepare young people to integrate new forms, places and mechanisms of youth participation in their daily lives and in the practices of their organizations.

- increasing young people's ability to navigate the online world safely, securely and with a critical mind;
- improving young people's understanding of a variety of tools that allow for online participation;
- explore ways in which young people and youth organizations could use e-forms of participation to reach their objectives.

The exercises, activities and ideas in this booklet can be used by anyone interested in running their own training activity or a simple short session on online participation. Even though the sessions are to some extent interlinked and are presented in chronological order, they can be used separately or in a different order, provided they are adapted to the objectives of your own educational activity.

We encourage those interested to read the entire material before using the booklet, in order to get familiar with its concept and the flow of the content.

Good luck in all your activities aiming to prepare young people to be more effective citizens offline and online.

Title of the session	"Traditional" participation and e-participation – what are my options?
Thematic focus	<i>Defining the key concepts: "traditional" participation and e-participation</i>
Main learning objectives	<ul style="list-style-type: none"> • To encourage the participants to create their own understanding of participation - offline and online • To make clear and understandable the concept of the pluralism of perspectives on participation for the participants • To introduce the Charter and the work of the Council of Europe on the topic of participation and e-democracy
Programme flow, timing	<p>The activity starts with presenting the topic of the 'participation'. The trainer gives some input from the previous training and presents the task:</p> <p><u>1st Activity: "A silent chat"</u></p> <p>There are 4 flipchart papers with the following questions on them:</p> <ul style="list-style-type: none"> (i) <i>what is participation to me?</i> (ii) <i>what is participation to my organization?</i> (iii) <i>what are the things without which participation would not be possible?</i> (iv) <i>How the participation is perceived by men/women/individuals with a different gender identity?</i> <ol style="list-style-type: none"> 1. The pax will have 30 minutes to go through the flipchart papers and put their answers silently 2. They can communicate only on the paper (add comments or ask questions) 3. The trainer with the help of the other trainers will harvest the inputs and present briefly 4. The participants will be asked to give their definition for participation – online and offline based on the presented results <p><u>2nd Activity: "Vote with your feet"</u></p> <p>Using this method the trainer created the possibility the pax to agree/disagree with statements about e-participation.</p> <ol style="list-style-type: none"> 1. The trainer reads out loud statements related to e-participation. 2. The pax take position and give their opinions by changing their physical places. 3. The pax shall be guided towards agreeing on a common understanding of e-participation in the context of the principles of e-democracy (described in the Appendix to Recommendation CM/Rec(2009))
Materials needed	<i>Flipchart papers, markers, crayons, tape</i>

Title of the session	Realities of participation and e-participation
Thematic focus	<ul style="list-style-type: none"> • <i>results of the visits performed during the first phase when participants talked about the state of participation in their communities</i> • <i>the online world and how I feel I am participating</i>
Main learning objectives	<ul style="list-style-type: none"> • To let the pax find out more about local realities in the countries represented • To create a deeper understanding of one's own experience with e-participation • To build a deeper understanding of the other's experience with e-participation
Programme flow, timing	<p>1st Activity: Galery walk: introducing the results of the first and second phases</p> <ul style="list-style-type: none"> • Presenting the Work Plan and the work done by MIJARC Europe. • a tour of the gallery of e-participation approaches and tools discovered during the first phase of the work plan - either at local, regional, national or European level and the fact sheets and the info graphics produced during the second phase • Two visual flipcharts describing the perception of young people and public authorities on e-participation - presentation and moderated discussion <p>2nd Activity: Based on the results presented each participants is invited to reflect on their own experience and share it with the rest of the group during a moderated discussion.</p> <ul style="list-style-type: none"> • The participants are preparing flipchart papers with the information to be presented. They have to share their own observation and views on same topics mentioned above. <p>3rd Activity: Presenting the Ladder of participation; The Ladder is presented with an infographic. Discussion and elaboration on the steps and their presence in our realities.</p> <ul style="list-style-type: none"> • The participants are using the Ladder to measure the level of participation in their NGOs, communities and on a national level; • Group work on creating the common definition about the key elements of (e)participation: <ol style="list-style-type: none"> 1. Raising a voice; 2. Instruments for youth participation; 3. Decision Maker; 4. Sectorial policies; 5. Institutional participation by young people in local and regional affairs; 6. Taking action; <p>The activity is based on the key aspects provided by the Revised European Charter on the Participation of Young People in Local and Regional Life</p>
Materials needed	<i>Print-outs, Flipchart papers, Markers, Crayons, tape</i>

Title of the session	Components of e-participation: e-information, e-consultation, e-decision-making
Thematic focus	<ul style="list-style-type: none"> • <i>It links the previous sessions regarding regular participation with the digital world serving as an introduction.</i>
Main learning objectives	<ul style="list-style-type: none"> • <i>Increased knowledge of what e-participation is, what are its components, what forms it can take and how these forms can be used</i> • <i>improving young people's understanding of a variety of tools that allow for online participation</i>
Programme flow, timing	<p>15': energiser and introduction of the method</p> <p>45': world café method</p> <p>Preparing 3 flipchart papers, one for each type of e-participation: e-information, e-consultation and e-decision making. Each paper will have written the following sections:</p> <ul style="list-style-type: none"> • Current challenges/opportunities; • Current trends; • Local good practices; <p>10': preparing the final presentation after returning to the initial table and checking the inputs added by the other groups</p> <p>15': plenary presentation & Q&A</p> <p>5': conclusions</p>
Materials needed	<p><i>Markers, pens, sticky notes</i></p> <p>https://www.coe.int/en/web/compass/citizenship-and-participation</p> <p>http://www.europarl.europa.eu/RegData/etudes/STUD/2016/556949/IPOL_STU(2016)556949_EN.pdf</p>

Title of the session	Online Reputation
Thematic focus	<ul style="list-style-type: none"> • <i>Making links between the concept of citizenship and digital citizenship</i> • <i>Elaborating the concept of digital citizenship</i>
Main learning objectives	<ul style="list-style-type: none"> • pax gain knowledge and skills on digital citizenship; • pax know how to set a password correctly, protect their data and their account • pax understand the difference between standard informative websites, NGO websites, International/Transnational Organisations and Governmental websites • pax will be able to use the public information affecting their rights as citizens • pax will know how to use the governmental websites and the websites of the international institutions • pax understand the conditions for safe download and are able to notice warning signs • pax know how private and public Wi-Fi networks work and how to use public network safely
Programme flow, timing	<p><u>1st Activity:</u> Brainstorm; similarities and differences between the citizenship and e-citizenship;</p> <p><u>2nd Activity:</u> Visual presentation introducing the concept of digital citizenship, and why it is important to be a safe, secure and effective digital citizen. Providing examples of secure platforms for online participation;</p> <p><u>3rd Activity:</u> Puzzle of online security. The participants work in small groups. They are provided with parts of puzzles that covers the main aspects of the online security. They present the results and elaborate further the topic in plenary discussion.</p>
Materials needed	<i>Flipchart paper, print-outs, laptop, beamer</i>

Title of the session	Online Reputation - continued
Thematic focus	<ul style="list-style-type: none"> • <i>Digital citizenship and security - highlighting the importance of the reputation of the individuals and the structures they are representing</i>
Main learning objectives	<ul style="list-style-type: none"> • increased ability to discern legitimate and doubtful sources of information • increased ability to critically evaluated online sources of information • increased ability to manage dangerous situations online • greater awareness of confidentiality online • increased ability to identify and signal improper behavior online
Programme flow, timing	<p>The activity start with a short brainstorm on the following questions:</p> <p>What is reputation?</p> <p>Why is it important?</p> <p>How does it influence our life?</p> <ul style="list-style-type: none"> • The topic of the online reputation is presented to the participants. Theoretical input. • Practical work on analysis of social media profiles of public figures and some “random” profiles. The focus is on the elements that created the online reputation: profile pictures, posts, comments, group memberships, statements, written tone of voice, language skills etc.
Materials needed	<i>Laptop, beamer, A4 papers, pens</i>

Title of the session	Fake news
Thematic focus	<ul style="list-style-type: none"> • <i>Participating online in a safe and secure way-Digital citizenship and security (parallel workshops): Fake news</i>
Main learning objectives	<ul style="list-style-type: none"> • increased ability to discern legitimate and doubtful sources of information; • increased ability to critically evaluate online sources of information
Programme flow, timing	<p>3': introduction</p> <p>10': 2 truth and one lie (exercise in pairs)</p> <p>15': discussing 7 examples of real news and trying to categorise them into facts, opinions and fake news;</p> <p>7': conclusions: trying to identify criteria for fake news;</p> <p>15': Informal sharing of the workshops conclusions</p>
Needed materials	<p><i>Laptop and (if available) projector, pens, papers, flipchart, marker</i></p> <p>https://www.coe.int/en/web/campaign-free-to-speak-safe-to-learn/dealing-with-propaganda-misinformation-and-fake-news</p>

Title of the session	E-participation tools - what do I know about them?
Thematic focus	<ul style="list-style-type: none"> • <i>E-participation tools: sharing good practices and creating a resource base</i>
Main learning objectives	<ul style="list-style-type: none"> • increased awareness of pax's own ways of participating online • enriched knowledge of the tools available and used by youth
Programme flow, timing	<p>1st Activity: Plenary brainstorming of the e-participation tools the participants know about (each participants receive a sticky note) - the facilitator then groups the tools and introduces the three main categories:</p> <ul style="list-style-type: none"> • tools of e-information, • tools of e-consultation, • tools of e-decision making and a group of mixed tools that can be used for two or three of these functions. <p>Additionally, the tools can be classified between: tools that can be used at 1) European 2)national and/or 3) regional/local level</p> <p>2nd Activity: Working groups: participants discussing what tools they have used until now and how (each group will receive a category from the mapping). The participants should write down the discussed topics and be able to present in front of the plenary.</p> <p>3rd Activity: Plenary presentation of the results; The participants are presenting the results on voluntary base, they answer questions.</p> <p>Plenary discussion aiming to give conclusion on the most used tools and for what situations.</p>
Needed materials	<i>Flipchart paper, markers, scotch type</i>

Title of the session	E-participation tools continued - focus on online communication tools
Thematic focus	<ul style="list-style-type: none"> • <i>E-participation tools continued - focus on online communication tools</i>
Main learning objectives	<ul style="list-style-type: none"> • increased level of knowledge on the diversity of uses of every day tools young people use • increased understanding of how online communication tools could serve young people to participate • greater ability to think in terms of technically-supported solutions for local problems • giving examples of official information channels • explaining the importance of the administrative language of the information channels of the institutions • making difference between the official channels of communication of the institutions and mass media
Programme flow, timing	<p>1st Activity: Showing the importance of the common understanding and functional reading of the official information through giving instructions.</p> <p>The group is divided to 3 smaller groups and which are provided with different amount of information; 1st group should be able to ask any kind of questions, the 2nd to ask only closed questions and the 3rd to follow the given instructions.</p> <p>The expected results should be different even though the instructions are the same.</p> <p>Participants have to discuss the inequality in the access to information, the resources they had and the final results.</p> <p>2nd Activity: e-information as the way of enable people to make informed choices, don't listen just the news.</p> <p>Presenting list of news agencies, official institutional webpages and trusted media;;</p> <ul style="list-style-type: none"> • Webpage of the Council of Europe • NCI AGENCY – COMMUNICATION AGENCY • European Parliament (documents, official reports, plenary discussion minutes etc). • Webpage of the United Nations • Open Government • eParticipation.eu • Citizenlab
Needed materials	<i>Laptop, beamer, A4 paper, markers</i>

Title of the session	E-participation tools - focus on online decision making tools
Thematic focus	<ul style="list-style-type: none"> • <i>E-participation tools – presenting an online tool for online participation</i>
Main learning objectives	<ul style="list-style-type: none"> • increased level of knowledge on the diversity of uses of every day tools young people use • increased understanding of how online communication tools could serve young people to participate • greater ability to think in terms of technically-supported solutions for local problems
Programme flow, timing	<p>Online presentation of the Citizen OS</p> <p>1st Activity: Presenting the platform by the Citizens OS by the representatives</p> <p>2nd Activity: Hands-on experience by creating an account, using the tool to discuss an issue, to make amendments and vote online.</p> <p>3rd Activity: Recap and debriefing</p>
Needed materials	<i>Laptop, beamer, flipchart paper, markers</i>

Title of the session	How to make a difference through ICT - success stories of individuals and organizations on E-participation
Thematic focus	<ul style="list-style-type: none"> • <i>Success Stories of E- Participation</i>
Main learning objectives	<ul style="list-style-type: none"> • increased awareness of success stories of e-participation • greater motivation to achieve similar results through e-participation tools • greater confidence to put into practice what they have learnt
Programme flow, timing	<p>1st Activity: The participants watch a video/presentation of the winners of the competition: "My e-Participation Story!"</p> <p>https://www.youtube.com/watch?v=gdaicwu-Tkg - The initiative was recognized with e-Participation awards on 8th of December at the European Parliament in Brussels;</p> <p>2nd Activity: In small groups of 4-5 people the participants analyze the story and reflects on their realities.</p> <p>The participants bring to the plenary their outcomes and try to find the different points of view, to list the opportunities and the areas of improvement.</p>
Needed materials	<i>Laptop, beamer, flipchart paper, markers</i>

Title of the session	E-participation in my life from now on - how to use what I have learnt at personal level and in my organization
Thematic focus	<ul style="list-style-type: none"> • <i>Using E-participation tools effectively</i> <i>Creating action plans</i>
Main learning objectives	<ul style="list-style-type: none"> • greater knowledge on how to use what they have learnt in order to solve their local issues • increased orientation towards finding solutions and getting involved • increased confidence in using the tools they have learnt about in order to diminish their barriers to participation • concrete peer-reviewed solutions to one of their personal local problems
Programme flow, timing	Activity 1: The participants are asked to work in their country groups and create an action plan on how to use digital tools in their own organizations in short, mid and long term work.
Needed materials	<i>Flipchart paper, markers, scotch type</i>

Title of the session	Passing it forward
Thematic focus	<ul style="list-style-type: none"> • <i>Using E-participation tools effectively</i> • <i>Creating action plans</i>
Main learning objectives	<ul style="list-style-type: none"> • increased motivation to use the tools and engage at local level once the activity is over • increased engagement from the organizations involved
Programme flow, timing	<p>1st Activity: The action plans from the previous session are hanged on the walls and the participants have to pass through all of them and leave their comments using "Dotmocracy" model.</p> <p>*Dotmocracy sheets and the model will be explained and given as printed manuals. After the activity the participants will collect constructive feedback and can take the templates with themselves ready to use and implement;</p>
Needed materials	<i>Print-outs, scotch type, pens</i>

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