

# Manual

## FOR ORGANIZING YOUTH CONSULTATIONS

**Together towards a global deal  
for nature and people**



**Manual for organizing youth consultations  
Together towards a global deal for nature and people**

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# Manual

## FOR ORGANIZING YOUTH CONSULTATIONS

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### Together towards a global deal for nature and people

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For the publication

**Toolkit:Together towards a global deal for nature and people**

– click on this [link](#)



“With the new global deal on biodiversity, we have an opportunity for intergenerational equity. Let's start by coming together as one **powerful** voice.”

GUSTAF ZACHRISSON, TRAINEE,  
SWEDISH SOCIETY FOR NATURE CONSERVATION

# Youth Participation in the 2020 global biodiversity negotiations

This manual is made available to young people and those who want to engage young people in the development of a new global deal for nature and people. Anyone who wishes to arrange, facilitate and engage in youth consultations is invited to use the toolkit. The results can be communicated to decision-makers, the public and other relevant institutions and will be part of a bigger movement of youth around the world.

For more information about the global process please see

<https://www.cbd.int/conferences/post2020>

For more information about the Global Youth Biodiversity Network please see

<https://www.gybn.org/>

For those living within the Nordic region (Greenland, Iceland, Aaland, Finland, Sweden, Denmark, Faroe Island and Norway): To ensure the voices of the Nordic youth in the process of formulating a new global deal for nature and people, the Nordic Council and the Nordic Council of Ministers have decided to invite young people to engage in the global biodiversity negotiations by offering them the opportunity to make their views and priorities heard. In order to involve young people across the Nordic region in discussions of a New Deal for Nature and People, the Nordic Council and the Nordic Council of Ministers have developed a toolkit: *Together Towards a Global Deal for Nature and People Involving young people in setting targets for biodiversity, ecosystems*

*and sustainable use.* The aim is to support young people, youth organisations and other interested groups in their facilitation of discussions on key issues relating to a new deal, and to ensure the credibility of the results from the youth workshop. If used in accordance with the instructions in this manual, the outcome of the discussions among the young people can be synthesised and analysed, thereby giving a voice to Nordic youth in the global negotiations.

For those living outside the Nordic countries who wishes to arrange, facilitate and engage in youth consultations is invited to use the toolkit. The results can be communicated to decision-makers, the public and other relevant institutions including the Convention on biological diversity and will be part of a bigger movement of youth around the world.

## ABOUT THE MANUAL

This manual is intended to provide information to organisers of youth workshops and participation, and to guide them in their preparation of the workshops. It is a flexible and voluntary manual which can be used in accordance with context-specific considerations. The manual should solely be considered a support to organisers and those involved in the facilitation of workshops. We are aware that it may not be as useful for smaller gatherings, but may be helpful in situations where workshops with 25 or more young people meet to discuss a New Deal for Nature and People.



We must change  
for the ENVIRONMENT.

Without  
the

ENVIRONMENT.

There is no WE.

# Draft Workshop Programme

**Welcome** from a politician, who explains the aspirations for the workshop and how it is planned to include the views of young people in the biodiversity negotiations

Optional

**Welcome** from the lead facilitator, who explains both the purpose of the overall initiative and the workshop, and provides an overview of the programme

**Short presentation** of biodiversity and the COP negotiations, following closely by the information already given in the Information Booklet

Optional

**First session** – intro by lead facilitator; deliberations in groups and individual votes

**Second session** – intro by lead facilitator; deliberations in groups and individual votes

**Short break**

**Third session** – intro by lead facilitator; deliberations in groups and individual votes

**Fourth session** – intro by lead facilitator; deliberations in groups and individual votes

**Fifth session** – intro by lead facilitator; deliberations in groups and individual votes

**Recommendation session** – participants produce their own recommendations in groups (at least one for each group). Recommendations are posted on a wall and each participant is given three stickers to vote on their preferred recommendations.

**Reflections and comments** by politician(s) on the results of the youth deliberations

Optional  
Extra time needed







# Preparations for a youth participation workshop on biodiversity

This section provides instructions for the preparation of a workshop with 20 or more young people, and includes reflections on how to select participants, etc.

## How to select participants

Young people are just as varied as adults, and who you invite to the workshop can make a difference with regard to the discussions and thereby the results of the deliberations. As it is not practically possible to engage all young people in the workshop, it will be a good idea to think about who is speaking on behalf of the young people. This can be done by engaging already organised young people and/or selecting non-organised young people. Whether organised or non-organised, it is important that you describe which young people participated in the workshop/consultations when the results of the workshops are submitted.

Normally, when attempts are made to ensure that participants are as representative as possible of the general public, use is made of socio-demographic criteria such as age, gender, location, occupation, etc.

However, considerations of socio-demographic criteria may not be possible in this case, and young people should in general be encouraged to participate in the workshop or to plan their

own discussions by using the toolkit. When selecting participants, we advise you to give good consideration to the issues of diversity and representativeness. Do your best to recruit a diverse group of participants, and let us know afterwards to what extent you managed to do so. See Annex 8.

## Organising team

Besides the workshop organiser and the workshop participants, one lead workshop facilitator, a vote reporter, and several group moderators should be appointed, with one group moderator for every 5 or 6 participants. The group moderators should ideally be appointed in advance, so that they can be properly briefed about their role.

In accordance with feedback received from the Nordic youth networks, both the lead facilitator and the group moderators should be young people. These could possibly be selected from among the more active network members, so that their role would be more facilitatory, offering the less active young people an opportunity to make their views heard.

# Facilitation of a youth participation workshop on biodiversity

## Various roles at the workshop

### Workshop organiser

The workshop organiser is in charge of all the practical arrangements at the workshop, such as registration, briefing the group moderators, making sure that the lead facilitator follows the programme, etc.

*See a script for the workshop organiser in Annex 3.*

### Lead facilitator

The lead facilitator is in charge of steering the participants through the workshop.

*See a script for the lead facilitator in Annex 4.*

### Group moderators

The group moderators have an important role in facilitating debate and making sure that the discussions stick to the point and progress in a good and sober form.

*See a script for the group moderator in Annex 5.*

## Recommendation session

This part of the meeting programme gives participants an opportunity to formulate and discuss their recommendations. Each table group will be asked to formulate one important recommendation through table discussions.

*See templates for writing and reporting recommendations in Annex 6 and 7.*

# Communication of results to policymakers

One option is to invite politicians to reflect on the workshop results at the very end of the workshop. This might be a minister, or politicians representing different parties. It could also be interesting to invite representatives from, say, an agricultural organisation and an environmental NGO. They could be placed on a panel and reflect on the results by answering a couple of questions:

- Which results do you find most interesting, and why?
- What do you agree or disagree with the most, and why?
- Do these results inspire you to change policy in any way?

Dedicated interactions could be arranged by workshop organisers. The format of interaction could be an open round table discussion with the participation of both young people (table moderators) and policymakers (politicians and civil servants). The round table discussion should ideally be open to the public and/or live-streamed.

A press conference could be organised, at which young people could present the results, and politicians are invited to respond to the results.

An alternative to a face-to-face interaction could be a written response in the same detail as outlined above, signed by the Minister for the Environment, and published.

## **Discussing results with policymakers after the workshop – international interaction**

A synthesis report will be prepared by youth representatives, with the support of the Nordic

Council and the Nordic Council of Ministers, on the basis of the workshop reports received from the various countries within the Nordic region.

## **Reporting results**

The organizers of the workshop are responsible for preparing a workshop report with an overview of the voting results and the different arguments, suggestions and recommendations from the participants. See Workshop Reporting Template in Annex 7.

## **How will our input be used?**

The Nordic Council (NR) and the Nordic Council of Ministers (NMR) are responsible for this toolkit and will collect and process the workshop report. A synthesis report with youth recommendations for a Global Deal for Nature and People will build upon the workshop report from the various youth consultations across the Nordic Region. The synthesis report will be used directly in the negotiations for a New Deal for Nature and Biodiversity by a Nordic youth delegation representing all the Nordic Countries. Moreover, the synthesis report will be presented to the Nordic Council of Ministers and the Nordic Council. The synthesis report will be made available online at [www.norden.org](http://www.norden.org).

## **Other types of communication**

Youth networks can do a great deal to communicate the workshop results in any way they see fit, e.g. through social media.



# Annex 1

## – Short programme example

### Youth Workshop on the global biodiversity negotiations

Programme for participants

Date and venue

<b>10:00 am</b>	<b>Check-in opens</b>
<b>10:30</b>	<b>Welcome</b> <ul style="list-style-type: none"><li>• by Minister XXXX</li><li>• by Workshop Organiser</li><li>• by Lead Facilitator</li></ul>
<b>10:40</b>	<b>First thematic session – introduction</b> Introduction of theme by Lead Facilitator Deliberations at the tables Answering questionnaire
<b>11:20</b>	<b>Second thematic session</b> <ul style="list-style-type: none"><li>• Introduction of theme by Lead Facilitator</li><li>• Deliberations at the tables</li><li>• Answering questionnaire</li></ul>
<b>12:10</b>	<b>Third thematic session</b> <ul style="list-style-type: none"><li>• Introduction of theme by Lead Facilitator</li><li>• Deliberations at the tables</li><li>• Answering questionnaire</li></ul>
<b>12:40</b>	<b>Fourth thematic session</b> <ul style="list-style-type: none"><li>• Introduction of theme by Lead Facilitator</li><li>• Deliberations at the tables</li><li>• Answering questionnaire</li></ul>
<b>13:10</b>	<b>Fifth thematic session</b> <ul style="list-style-type: none"><li>• Introduction of theme by Lead Facilitator</li><li>• Deliberations at the tables</li><li>• Answering questionnaire</li></ul>
<b>13:50</b>	<b>Recommendation session</b>
<b>14:45</b>	<b>Thank you for today by Lead Facilitator and Workshop Organiser</b>

# Annex 2

## – Example of invitation letter

### Global negotiations on biodiversity – we need your opinion!

Dear <Name>

<Organisation name> invites you to participate in a youth workshop on biodiversity:

<date> <time>

at <name and address of the meeting location>

In October 2020, various countries will meet in China for negotiations on how to deal with the decline in biodiversity. The decisions made in China will have an impact on future generations, so it is important to us to find out what young people think about some of the key issues to be negotiated. We would therefore like to invite you to discuss these issues with other young people and to make your own recommendations to policymakers.

You do NOT need to know anything about biodiversity in order to participate. We will send you a toolkit in advance of the workshop.

Participation is free, but we only have room for a limited number of participants, so if you would like to participate, please fill in the registration form and email it to XXX@XXX.XX. We will let you know before DATE if you will be invited to participate. The reason we cannot let you know straight away is that we aim to gather a diverse group of young people from different backgrounds.

More information about the project and meeting.....

How we intend to use the results.....

# Annex 3

## – Script for the workshop organiser

This script deals with the task of the workshop organiser during the workshop. Please familiarise yourself with the scripts for the lead facilitator and group moderators as well.

<b>PROGRAMME</b>	<b>TASK</b>
<b>Staff briefing</b>	<ul style="list-style-type: none"><li>• Gather lead facilitator and group moderators and make sure that everyone understands their tasks.</li><li>• Make sure that all material and equipment is present and is functioning.</li></ul>
<b>Participants check-in</b>	<ul style="list-style-type: none"><li>• Ensure that participants receive their papers, and make sure that participants are seated at the right tables (max 7 + group facilitator).</li><li>• Ensure that visitors (journalists, politicians, the main speaker and others) are taken care of and are seated.</li></ul>
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Introduce yourself and provide a short presentation of the initiative. Explain how the results will feed into the global negotiations.</li><li>• Introduce the lead facilitator who will lead the plenary sessions from now on.</li></ul>
<b>First session</b>	<ul style="list-style-type: none"><li>• An expert or knowledgeable young person can introduce the subject and the purpose of the session.</li></ul>
<b>Second, third, fourth and fifth session</b>	Same as above
<b>Recommendation session</b>	–
<b>Closing remarks</b>	<ul style="list-style-type: none"><li>• Take the floor and tell the participants about the procedures for following up on the meeting. Participants will need to know:</li><li>• How to keep themselves updated on the workshop results.</li><li>• How the results will be communicated to COP15.</li><li>• Results from other workshops and/or countries, if available.</li><li>• Make sure the participants have all answered the evaluation questions.</li><li>• Some of your staff members could conduct video interviews with a few of the participants about their participation.</li></ul>



# Annex 4

## – Script for lead facilitator

<b>PROGRAMME</b>	<b>TASK</b>
<b>Staff briefing</b>	Make sure you are familiar with everyone's role and tasks during the day.
<b>Participants check-in</b>	Preparations: <ul style="list-style-type: none"><li>• Obtain a microphone from the tech staff and do a sound test.</li></ul>
<b>Introduction</b>	When the workshop organiser gives you the floor: <ul style="list-style-type: none"><li>• Introduce yourself and talk about the roles of the various staff members (especially the group moderators).</li><li>• Provide practical information (the location of the toilets, where to get coffee, tea or water, rules for smoking, mobile telephones should be turned off, etc.)</li><li>• Introduce the meeting programme (only the main points: thematic sessions, recommendation session, no common breaks)</li></ul>
<b>First session</b>	First of all, provide an overview of the procedure with the four steps (the procedure is the same for all thematic sessions): Step 1, Introduction of the theme. Step 2, Introduction of the questions. Step 3, Round table discussions and individual answering of questionnaires.
<b>Second, third, fourth and fifth session</b>	Same as previous session.
<b>Recommendation session</b>	Firstly, provide an overview of the procedure for the recommendation session (four steps). (Look up the scripts for the group moderators): Step 1, Discussion at the tables. Step 2, Each table decides on its recommendation and writes it down on a flip-over. Step 3, The flip-overs are posted at the wall and participants circulate to read them.
<b>Further developments</b>	<ul style="list-style-type: none"><li>• Thank the participants for their active contribution to COP15 and give the floor to the workshop organiser or xx.</li></ul>
<b>Press briefing</b>	<ul style="list-style-type: none"><li>• After the meeting, a press briefing could be arranged to inform the press, news media, politicians, COP15 delegates, stakeholders, etc., about the results of the day and what will happen next.</li></ul>

# Annex 5

## – Script for group moderators

This script deals with both the **role** and the **tasks** of the group moderators.

The group moderator manages (facilitates) a discussion between a group of 5-6 participants. The group moderators must make sure that the discussions stick to the point and progress in a good and sober manner. The moderators should avoid using their knowledge about the subject to promote their own views in the table discussion. The idea of the dialogue at the table is not to get everybody to agree, but for the participants to hear different perspectives and different points of view, and thereby reflect on their own.

### Tasks

As a group moderator, it is your task to:

- Keep the group focused on the task.
- Ensure participants treat one another with respect.
- Handle the speech list order.
- Give every participant a chance to express their views on the questions.

- Encourage the shy and cautious participants not accustomed with deliberations like this to express their views.
- Moderate the more eager participants and limit their speaking time, so that everybody can get a fair chance to speak.
- Explain the main objectives of the tasks to the participants, in case they are in doubt.
- Moderate the discussions without promoting your own view.

It is difficult to provide advice in advance about what questions a group moderator could ask to spark dialogue, as this will very much depend on the specific context, but here are some ideas:

- Why do you think that?
- Do you agree with what was just said?
- What might another point of view on this issue be?
- Do you think that young people in other parts of the world would have different views on this issue?

PROGRAMME	TASK
<b>Staff briefing</b>	Be there, make sure you are familiar with the programme, and put on your name tag.
<b>Participant check-in</b>	Find your table and help participants to find their seats at the right table (a seating plan will be compiled for this purpose). Introduce yourself as the group moderator.
<b>Introduction</b>	Answer questions at your table, if necessary.
<b>First session</b>	After the introduction of the questions by the lead moderator, start the discussion.
<b>Second, third, fourth and fifth session</b>	Same procedure as above – but without personal presentations.
<b>Recommendation session</b>	Once the procedure has been explained by the head facilitator, start the discussion.

# Annex 6

## – Recommendation template

**Headline (Max 40 characters)**

**Recommendation (Max 30 words)**



# Annex 7

## – Workshop Reporting Template

The Workshop Report should be structured in the following way:

### **Session 1**

For each question, first add up the voting results and then list the main arguments for voting one way or the other, the most significant other suggestions, etc.

### **Session 2-5**

Same as above.

### **Recommendation session**

List the recommendations in prioritized order.

### **Evaluation questions**

For each question, first add up the voting results and then highlight under each question the main comments, suggestions and recommendations.

### **Information about the workshop participants**

Provide us with a bit of information about the participants in your workshop:

- How did you recruit them?
- How was the age and gender distribution?
- Did they come from different geographical areas (which ones)?
- Did they come from different educational backgrounds (which ones)?
- Were they already active participants in youth networks or not?
- Did they all come from an environmental NGO or not?
- Etc.



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## **Manual for organizing youth consultations Together towards a global deal for nature and people**

All over the world, young people are demanding action to protect our planet. In 2020 a new global deal for nature and people will be adopted, setting targets for the protection and conservation of the planet's biodiversity and ecosystems. It is of crucial importance that the voices of young people are heard when these new targets are set, as this will affect not only the present generation, but also future generations and their livelihoods.

In the Nordic Region we want to make sure that the voices of the young people will be heard and therefore we have developed this toolkit for involving young people in setting new targets for the protection and sustainable use of biodiversity and ecosystems, thereby securing a new global deal for nature and people! The toolkit is made available to young people and those who want to engage young people in the development of a new global deal for nature and people. Anyone who wishes to arrange, facilitate and engage in youth consultations is invited to use the toolkit. The results can be communicated to decision-makers, the public and other relevant institutions and will be part of a bigger movement of youth around the world.

The aim is to support young people, youth organisations and other interested groups in their facilitation of discussions on key issues relating to a new deal for nature and people, and to ensure the credibility of the results from the youth workshop.

The Toolkit has been developed in close corporation with the Nordic Council and the Nordic Council of Ministers, in close corporation with young people from the Nordic countries.

Read also:

**Toolkit: Together towards a global deal for nature and people**

– click on this [link](#)