

Strong Partnership in International Youth Work

Checklist

The checklist below is designed to support the development of effective and sustainable partnerships between institutions involved in youth exchanges. It highlights key aspects of preparing exchange projects that create conditions in which young participants can learn and thrive.

The point is not to judge each other's work, so there is no pressure to answer "yes" to all questions. Rather, the checklist represents an ideal model for cooperation and serves to help partner institutions and project coordinators to reflect on the process of building long-lasting and enjoyable intercultural collaboration.

Partnerships operate on both institutional and personal levels, encompassing interactions between partner institutions, between the representatives of these institutions, and between project coordinators. It is important to consider all of these dimensions.

- The leadership of schools or partner organisations should familiarise themselves with the checklist and, if needed, sign a cooperation agreement.
- Teachers or project coordinators should clearly understand their roles and responsibilities, particularly in creating appropriate conditions for the implementation of the project.

Answer these questions together as a team preparing for the youth exchange. Questions marked with a star (☆) are especially important for the quality and sustainability of the partnership.

Objectives of the partnership

1	✧The partners share the same motivations for organising the international exchange projects, which serve as a foundation for the partnership. (Differing motivations may lead to frustration and conflict.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
2	✧The goals of each exchange project, and the methods of their implementation, have been agreed upon by all partners	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
3	The organisations/schools have signed an agreement outlining the principles of cooperation	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress

Organisation of the cooperation

4	✧Regular coordination meetings have been scheduled to prepare and evaluate projects, as well as to support long-term planning	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
5	✧Each organisation has designated a contact person responsible for maintaining the long-term partnership	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
6	✧Tasks and roles have been distributed fairly and clearly among the partners, and all partners are satisfied with this division	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
7	Forms of cooperation have been defined, and a calendar of joint projects has been drawn up (e.g., projects once or several times a year, visits to partner schools, joint eco-projects, exchange of specialists, online meetings, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress

8	✧ When designing new projects, all members of the coordination team are invited to express their expectations and concerns.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
9	✧ New contact persons are introduced to the existing team and provided with the necessary information about the projects	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
10	Each partner organisation has at least two people involved who share the same level of understanding about the project	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress

Communication

11	The partners have received clear information about the other organisations/schools involved, including: level of education, fields of study, specialisations, and the social environment in which each institution operates	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
12	The mission, values, and main objectives of each partner are known to all parties involved	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
13	✧ The communication strategy for the recruitment campaign is jointly agreed upon by all partners	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress
14	✧ A common working language has been agreed upon by all partners	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in progress

15

✧ All coordination teams receive relevant information through mutually established communication channels

- yes
 no
 in progress

Finances

16

For each project, it is clear which team member will submit the application to each funding institution

- yes
 no
 in progress

17

✧ All partners have a full overview of the project costs and are financially prepared to meet their obligations

- yes
 no
 in progress

18

All partners are aware of which documents and information are required by the funders for project accounting and are ready to fulfil these requirements

- yes
 no
 in progress

19

A reserve fund for unforeseen expenses has been established

- yes
 no
 in progress

20

✧ It has been jointly agreed upon how much money the partner organisations or participants should contribute to the project, considering the financial situation in each partner country

- yes
 no
 in progress

Risk management

21

The coordination team has assessed and discussed potential risks related to the project

- yes
 no
 in progress

22

✧ All exchange coordinators know how to act in emergency situations (e.g. health problems, accidents, conflicts between participants)

- yes
 no
 in progress

23

Partners have agreed on how they will handle communication or organisational issues

- yes
 no
 in progress

24

The partners have reviewed the Child Protection Policies in place at their institutions

- yes
 no
 in progress

Cooperation under wartime conditions in the partner's country

25

✧ The needs of the partner institution in a country affected by war are taken into account

- yes
 no
 in progress

26

Limitations faced by the partner institution due to the political or economic situation in their country are acknowledged

- yes
 no
 in progress

27

✧ Efforts are made to create a safe and supportive environment for young people from areas affected by war and conflict. This includes comprehensive preparation and sensitisation of participants from all partner countries

- yes
 no
 in progress

28

There is flexibility to adapt the joint programme if required in a crisis situation

- yes
 no
 in progress

Programme

29

Young people from all partner countries are involved for the full duration of the programme. Their needs are taken into account

- yes
 no
 in progress

30

✧The programme for each exchange project is co-created by all partners, based on mutually agreed objectives

- yes
 no
 in progress

31

✧The programme considers the diversity of the group and incorporates the guidelines outlined in the 'Diversity for Youth Encounters' guide (Checkliste „Vielfalt bei Jugendbegegnungen“ - DPJW)

- yes
 no
 in progress

32

✧Formal meetings are scheduled into the programme at least once a day to coordinate the team's work

- yes
 no
 in progress

33

✧Rest and recovery time is planned for both participants and the coordination team each day

- yes
 no
 in progress

Evaluation

34

✧ At the end of each project, the partners organise a debriefing meeting to assess their cooperation and provide mutual feedback

- yes
 no
 in progress

35

✧ After each project, partners analyse the programme to determine if its goals were met

- yes
 no
 in progress

36

✧ Feedback from participants is analysed after each project

- yes
 no
 in progress

37

✧ All evaluation findings are taken into account when planning the next project

- yes
 no
 in progress

38

The partner organisations agree on how and when they will stay in contact between projects

- yes
 no
 in progress