

PROGRAMME

Youth Participation Cohort launch

International Democracy Week Brussels



Monday, 12 September

All day – Arrivals & bilateral meetings

Tuesday, 13 September

Morning – Arrivals & bilateral meetings

12:00 – Leadership group prep meeting: EPD, EC (DG INTPA), AfricTivistes, EDYN, Ghana, Nepal

Location: European Commission Directorate-General for International Partnerships, Rue Joseph II 54, Brussels 1000, INTPA ROOM J-54 01/090A WEBCONF

15:00 – Team-building & interactive tour of Brussels/Indoor team-building session

Location: tbc

n.b.: Ellen Leafstedt and/or Sara Hurtado will accompany you to the location from NH Louise hotel at 14:30.

19:00 – Welcome dinner

Location: tbc



Wednesday, 14 September

Location: European Commission Directorate-General for International Partnerships, Rue Joseph II 54, Brussels 1000: Room J 54 00/011A

n.b.: Ellen Leafstedt and/or Sara Hurtado will accompany you to the location from NH Louise hotel at 9:00.

9:30 – Workshop on **Impact of Technological Innovations on Youth Participation in Democratic Processes**, Hosted by Dr Manuel Wally, independent researcher, international elections expert – part 1

11:00 - Coffee break

11:30 – Workshop on **Impact of Technological Innovations on Youth Participation in Democratic Processes**, Hosted by Dr Manuel Wally, independent researcher, international elections expert – part 2

13:00 – Lunch

14:00 – Peer-to-peer learning sessions between Cohort members

- Presentation on civic tech by AfricTivistes
- *Other presentations by Cohort members to be confirmed*

16:00 – Brainstorm on **Summit for Democracy state commitments around youth participation**, Hosted by Jean Costedoat-Miossec, Program Officer for Youth political participation, European Commission (DG International Partnerships)

From 17:30 – free time



Thursday, 15 September

Location: European Committee of the Regions, Bâtiment Jacques Delors, Rue Belliard 99/101, Brussels 1040

n.b.: A staff member of EPD will accompany you to the location from NH Louise at 9:00.

09:00 – Registration

09:30 – **Conference on Democracy in an Era of Geopolitics**, with a keynote speech by Abdallah Hamdok, former Prime Minister of Sudan (Hosted by European Endowment for Democracy)

11:30 – Coffee break

11:45 – Session on **Dialogue on EU Presidencies and the EU External Democracy Agenda: Seizing momentum for democratic change** (Hosted by International IDEA)

13:00 – Lunch break

14:00 – Session on **Youth Participation Cohort for Democracy: The 50%'s Voice: Launch of the Youth Political and Civic Engagement Cohort** (Hosted by European Partnership for Democracy)



Friday, 16 September

Location: European Commission Directorate-General for International Partnerships, Rue Joseph II 54, Brussels 1000: Room J 54 00/011A

09:00 – Working meeting of the Youth Civic and Political Engagement Cohort

- Expectations of the Cohort members
- Planning of activities during the Year of Action
- Exchange on advocacy strategies for Summit for Democracy state commitments
- Measuring success and outcome harvesting

12:00 onwards – Departures & bilateral meetings



Youth Political and Civic Engagement Cohort of the Summit for Democracy – An event contribution to the Year of Action

Important to know

Contacts of event organisers

European Partnership for Democracy

- Contact regarding visas, flights, accommodation, NGO partners, and IDD Conference
- Address: Rue Froissart 123/133, Brussels 1040
- Ellen Leafstedt: ellenleafstedt@epd.eu / +32 494 38 44 34
- Sara Hurtado Meseguer: sarahurtadomeseguer@epd.eu / + 34 665 30 92 39

European Commission (DG International Partnerships)

- Contact regarding venues, speakers, government partners, and workshops
- Address: Rue Joseph II 54, Brussels 1000
- Jean Costedoat-Miossec: jean.costedoat-miossec@ec.europa.eu / +32 229 89 840

Event locations protocol

Please be aware that EU institutional buildings are secured, i.e., that you will need your identity verified before you arrive.

For the workshops located at the European Commission, Jean Costedoat-Miossec will apply for a temporary badge on your behalf and will send you an email notifying you to confirm your identity to receive a V-PASS.

For the public conference located at the European Committee of the Regions, you will need to register your details via [this form](#) before 8 September at the latest to receive a temporary badge for the day.



Getting around Brussels

The European Quarter is fully walkable, but public transportation is also easily accessible via **bus line 12** (access to Brussels-Zaventem airport) and the **Schuman** and **Luxembourg train stations** (access to Brussels-Zaventem airport and other train stations).

We recommend buying a reloadable mobility card during your stay in Brussels (included in the per diems); see more information on [MOBIB mobility cards](#).

Please let the EPD team know about any accessibility needs you or your colleagues may have. Parts of the week's programme are mobility-dependent (namely walking between event locations), so please make it known as soon as possible how we can adjust the programme to fit your needs.

As noted above, a staff member of EPD will accompany you to events during the week from the NH Louise hotel.

Per diem guidelines

The applicable rates to the per diems must not exceed the rate of EUR 239,00. Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses as follows:

- 50% of the per diem daily rate for the hotel
- 5% of the per diem daily rate for breakfast
- 15% of the per diem daily rate for lunch
- 15% of the per diem daily rate for dinner
- 15% of the per diem daily rate for incidentals (transport inside the city venue and other misc. expenses).

Please note the following:

- The period to be considered for calculating the percentage of eligible per diem is the time between the moment of departure from the home country (on boarding pass) and the moment of arrival in the home country (on boarding pass).
- For incidentals, the time of departure has to be taken into consideration, i.e. if the representative leaves after noon, then EPD will only cover 7.5% for incidentals on that particular day.
- Meals provided for or offered by the organiser (breakfast, lunch or dinner) or included in the hotel cost or provided for on the journey (e.g. by the airline), should be deducted from the eligible per diem, i.e. reducing it by the corresponding percentage as shown above.

With regard to eligible expenses that are not covered by the per diem allowance and for which the staff member has made an upfront payment, the staff member shall include them in the EPD



Expenses Claim (to be sent after travel). When reporting on expenses related to traveling, transport tickets (**incl. boarding passes/train tickets**) should be provided and attached to the Expenses Claim to establish the proof of arrival and departure times.

Copies of statement of receipt of per diems have to be included. This can be an expense claim or a statement of receipt of per diems, on which the person that receives per diems has to sign for receipt of the money. This document should further state the name of the person to whom the per diem is paid and the date of receipt and in which country the per diem is paid to a person.

