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YouthGreen 5.0 – Fair Transition with Green Skills and Circular Economy



PROJECT MANAGEMENT

PLAN (PMP)

Drafted: National Education Foundation (MEV)
Responsible: MEV

Version	Date	Amendments	Review
Version 1	15.01.2026	First Draft	FETICO
Version 2	14.03.2026	Second Draft	Partners
Version 3	TBC	TBC	Partners

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Copyright Statement

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Introduction

The YOUTHGREEN 5.0 Project Management Plan (PMP) is intended to ensure a smooth flow of the project and to provide a basis for project management processes that guide all partners. It describes the project scope and how the project will be executed to adhere to the project management schedule. The PMP is set in the streamlining of, and in compliance with, the project grant agreement and the administrative and financial guidelines for ERASMUS projects.

The PMP contains the following sections: a brief description of the project, its objectives, and the scope and work packages, project consortium, with the definition of the structure, organization, roles, and responsibilities; work plans with activity indicators; guidelines and recommendations regarding the communication and dissemination activities as well as the publication and visibility procedures; Intellectual Property Rights (IPR) according to the Grant Agreement, which defines the access rights and rights of use.

The QAP, developed by the Quality Assurance and Risk Management Committee (QARMC) and led by FETICO, is a separate but complementary tool to the PMP. QAP is designed to align with the effectiveness and quality of project management. Therefore, QAP is an integral part of the PMP, facilitating effective project management to ensure that all partners meet required standards.

The PMP is a living document that will be maintained throughout the project's lifecycle. Its components will need to be updated and re-baselined, if necessary, at the end of each phase of the project.

1. Project Description and Background

1.1 Project key facts

Programme	ERASMUS+ PROGRAMME		
Project Title	YouthGreen 5.0 – Fair Transition with Green Skills and Circular Economy		
Project Number	2025-1-TR01-KA220-YOU-000352941		
Action Type	KA220-YOU - Cooperation partnerships in youth		
Call	Call 2025 Round 1 KA2		
Agency	Turkish National Agency		
Project Coordinator	National Education Foundation (MEV)		
Duration	24 months from 01.10.2025 to 30.09.2027		
Website	www.youthgreen5.org		
Consortium	6 organisations from 4 countries		

YOUTHGREEN 5.0 project is a two -year multi-country project, seeking to empower young people across Europe as leaders of the green transition, equipped with the essential skills, market knowledge, and opportunities to build sustainable careers and actively shape progressive environmental policies at local and regional levels.

As climate change and environmental challenges accelerate, European labor markets are transitioning toward sustainability-driven industries, yet there remains a gap between this demand and the availability of structured learning pathways. Many young people, particularly those from disadvantaged backgrounds, lack access to the necessary training, career guidance, and employment opportunities in green sectors.

The gaps identified at the level of the needs and demands of Europe’s shift toward environmental sustainability are essential, yet it presents significant socio-economic hurdles for young people. The European Green Deal and the Just Transition Mechanism unlock massive potential for youth employment and innovation in key sectors. Therefore, addressing these gaps is the core motivation for YouthGreen 5.0.

▶ Skills Gap: Current educational frameworks often lag behind the rapid evolution of the green job market, leaving young individuals unprepared for technical and interdisciplinary green roles.
▶ Limited Career Guidance: There is a systemic lack of structured career pathways, visibility of emerging green jobs, and professional mentorship into sustainability-focused professions.
▶ Youth Unemployment & Underemployment: Disadvantaged youth and those in transition face disproportionately high rates of job insecurity, which the green economy must actively alleviate.
▶ Policy Exclusion: Young voices for those who will inherit the environmental consequences are frequently excluded from meaningful participation in local and national environmental policy-making processes.

Taking into account these gaps to bridge between the needs and demands of stakeholders, **the project aims to** empower young people with green skills, circular economy knowledge, and entrepreneurial capacity in order to actively contribute to a fair green transition.

The project focus areas are to:

1. **Green Skills Development:** deliver high-quality green skills training aligned with contemporary labor market needs, focusing on practical, applied competencies.
2. **Career Pathway Creation:** provide AI-powered digital tools for personalized career exploration and data-driven guidance in emerging green sectors.
3. **Green Entrepreneurship Promotion:** foster green entrepreneurship through structured bootcamps, expert mentorship, and access to seed funding opportunities.
4. **Policy Engagement & Civic Participation:** enables meaningful youth participation in sustainability policy making through structured civic participation models.
5. **Awareness & Outreach:** build lasting, cross-sectoral networks connecting young people with educators, forward-thinking employers, and policymakers.

Specific objectives of the project are

1. Equipping young people with green skills to prepare them for future careers in the circular economy and green jobs;
2. Promoting industrial symbiosis and sustainable production practices among young people;
3. Enabling young people to create environmentally friendly career paths using green entrepreneurship and digital transformation tools;
4. Supporting the just transition process to encourage young people to participate in the sustainable economy;
5. Contributing to young people's collaboration with local governments to develop solutions
6. for creating resilient cities.

Target Groups

The project primarily focuses on young people who will shape the next generation of sustainable leadership in Europe. At the same time, it ensures that stakeholders from education, labor markets, and public administration benefit from the tools and methodologies created.

YouthGreen 5.0 actively seeks to reduce participation barriers and create accessible opportunities for groups traditionally underrepresented in sustainability initiatives.

The YouthGreen 5.0 project addresses three direct target groups:

- ▶ Young People (Ages 16-30), aiming to prepare them for future careers in the circular economy and green jobs.
- ▶ Young people with fewer opportunities (Youth from rural or remote areas, refugees, young people with a migrant background, and economically disadvantaged or unemployed youth)
- ▶ Youth Workers & Educators who provide career guidance, training programmes with all needed materials to support young people in the green transition process

two indirect groups

- ▶ Policymakers & municipal representatives (local government officials, urban planners, and environmental policy experts) who listen and implement youth-led policy recommendations.
- ▶ Green economy stakeholders (employers, industry associations, SMEs, and investors within sustainability, circular economy, and renewable energy sectors) who provide support for the development of the future green workforce.

Indirect Beneficiaries:

- ▶ Local communities benefiting from youth-led sustainability actions
- ▶ Companies seeking green-skilled workers
- ▶ Stakeholders adopting project materials and methodologies

The project will produce five core intellectual outputs that are:

O1: Green Skills Training Module: Developing comprehensive training materials on circular economy and green skills to equip young people with market-relevant green skills.

O2. Job Transition & Green Jobs Guide: Creating a comprehensive digital guide mapping career pathways and job transition strategies for young people entering sustainability-focused industries. The Guide will be complementary to the training module

O3.AI-powered Green Transition Simulator: Developing an innovative,

AI-driven simulation tool enabling users to explore career opportunities in sustainability and entrepreneurship through interactive, data-driven scenarios.

O4.Green Career Database: Creating a comprehensive, continuously updated database of job and internship opportunities in the green economy, connecting young people with real employment pathways.

O.5 Green Awareness Campaign: Creating a Green Awareness Web Platform to raise public awareness about green careers and climate action to promote green measures and include video materials, case studies, podcasts, and outreach.

These outputs will be accompanied by 3 Multiplier (M) events during the project lifetime to raise awareness.

M1.Green Entrepreneurship Bootcamp (Ankara, June 2026): to encourage youth-led green entrepreneurship

M2.Sustainable City Policy Camp (Macedonia, March 2027): to enable youth participation in sustainability policy-making

M3.Green Youth Summit (Ankara, July 2027): Create an international platform for knowledge exchange

The project activities and output will result in:

1. Increased youth employability in green and circular economy sectors
2. Promotion of green entrepreneurship and innovative solutions
3. Stronger youth participation in shaping sustainable urban policies
4. Long-term multiplier effect through databases, digital tools, and awareness campaigns

1.2 Project consortium

The project is being implemented through the consortium of 6 Partners from 4 Countries:

- ▶ Türkiye (3): MEV, AYBU, PRO-EK
- ▶ Spain (1): FETICO
- ▶ North Macedonia (1): Think Up Digital
- ▶ Estonia (1): NGO Pro Consensio

No.	Name of Partner	Acronym	Contact person(s)	e-mail
1.	Milli Eğitim Vakfı (National Education Foundation)	[MEV]	Ozlem Demirel Cook Cansu Karaca Akarsu	ozlem.demirel@mev.org.tr cansu.karacaakarsu@mev.org.tr
2.	Ankara Yıldırım Beyazıt University	[AYBU]	Recep Yorulmaz Şahin Yeşilyurt	ryorulmaz@aybu.edu.tr shnyslyrt@gmail.com rcpyrlmz@gmail.com
3.	Proactive Education, Science and Culture International NGO	[PRO-EK]	Satı Eder Mustafa Seyrek	sati9658@gmail.com mseayrek.brt1@gmail.com pro.ek.international@gmail.com
4.	Confederation of Independent Trade Unions	[FETICO]	Emilia Martin Andrea Garrido Rodriguez	emiliamartin@fetico.es andreagarrido@fetico.es
5.	Think Up Digital	[THINKUP]	Sofija Tosheva Mirjana Todorovska	thinkup.ngo@gmail.com mirjanatosheva@gmail.com
6.	NGO Pro Consensio	[PROCONS ENSIO]	Urmo Reitav Anton Karavajev	urmo.reitav@gmail.com anto.karavajev@toodiraba.edu.ee

1.3. Partners' Roles and Responsibilities

National Education Foundation (Milli Eğitim Vakfı) (MEV) – Türkiye

MEV acts as the overall project coordinator and ensures that the partnership operates effectively and coherently. With extensive educational expertise, MEV oversees internal communication, financial management and quality assurance.

Main responsibilities:

- ▶ General coordination and project administration
- ▶ Monitoring of work packages and timelines
- ▶ Quality assurance and risk management
- ▶ Training and youth-engagement activities
- ▶ Oversight of dissemination actions
- ▶ Support for green awareness campaign

Ankara Yildirim Beyazit University (AYBU) – Türkiye

AYBU contributes strong academic expertise in economics, sustainability and labour-market research. It ensures the project's outputs are grounded in sound research and aligned with EU policy frameworks.

Main responsibilities:

- ▶ Research on green jobs and just transition strategies
- ▶ Labour-market and skills-gap analysis
- ▶ Structuring the Green Career Database
- ▶ Contribution to green Skills Training Module
- ▶ Supporting economic logic for the AI simulator
- ▶ Contributing to policy recommendations and dissemination
- ▶ Green Entrepreneurship Bootcamp organization

PRO-EK International NGO – Türkiye

PRO-EK ensures that the project remains accessible, inclusive and aligned with the needs of disadvantaged youth. It leads outreach, mentoring and engagement strategies.

Main responsibilities:

- ▶ Inclusive methodologies and training materials for disadvantaged youth
- ▶ Job Transition & Green Jobs Guide development
- ▶ Green Youth Summit organization
- ▶ Local workshops on sustainability & career development
- ▶ Youth awareness and advocacy campaign

FETICO – Spain

FETICO offers extensive experience in labour-market transitions and workforce reskilling. It connects the project with real employment realities and ensures strong links with employers and industry.

Main responsibilities:

- ▶ Leading the content development for the Green Career Database
- ▶ Mapping green jobs, internships and training opportunities
- ▶ Contributions to the Just Transition & Green Jobs Guide
- ▶ Labor market research on emerging green professions
- ▶ Connection to employers and dissemination through national and EU labour networks
- ▶ Leads to Quality Assurance and Risk Management Committee

Think Up Digital – North Macedonia

As the digital innovation lead, Think Up Digital designs and develops the project's technological outputs, ensuring modern, user-friendly platforms.

Main responsibilities:

- ▶ Full development of the AI powered Green Transition Simulator
- ▶ Gamified and interactive educational components
- ▶ Technical implementation of digital tools
- ▶ UX/UI design and platform optimization
- ▶ Development Technical infrastructure for Green Career Database
- ▶ Digital platform hosting & maintenance

NGO Pro Consensio – Estonia

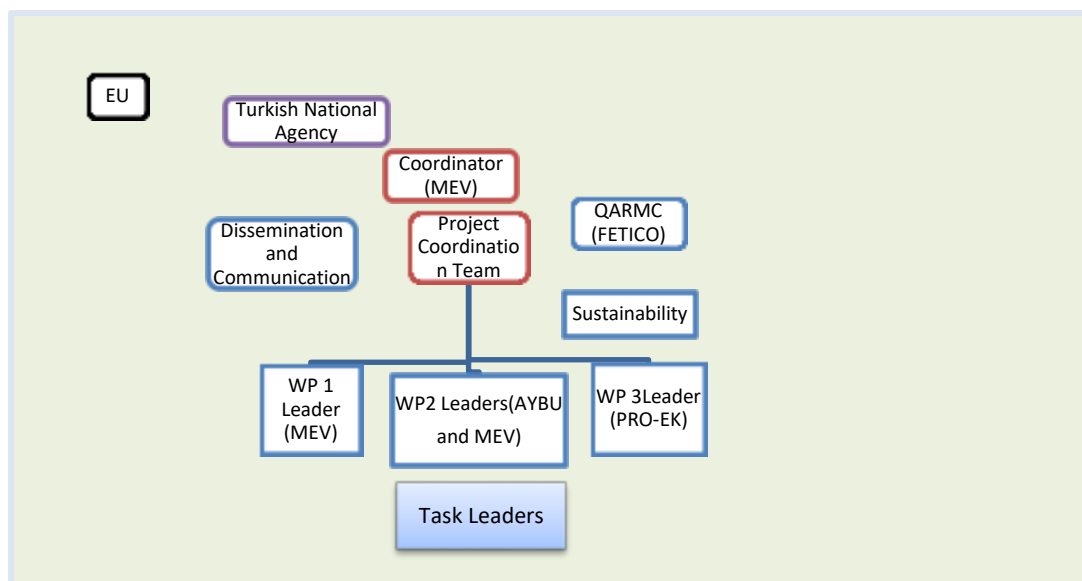
Pro Consensio leads the entrepreneurial and circular-economy dimension of the project, active citizenship & youth participation, empowering youth to develop sustainable business models.

Main responsibilities:

- ▶ Leading the Green Awareness Campaign
- ▶ Supports the Entrepreneurship content of the Green Skills training
- ▶ Mentoring of young entrepreneurs
- ▶ Contribution to Green Entrepreneurship Bootcamp and Sustainable City Policy activities
- ▶ Contribution to Circular Economy Business Handbook development

1.3 Project management

The project management structure was established and discussed at the kick-off and first TPM1 meeting. It involves the Project Coordinator, Project Coordination Team (WP leaders), Quality Assurance and Risk Management Committee (QARMC) (2 members from FETICO + Project Coordinator), and the Dissemination Coordinator, as shown in Figure 1.



1.4 Project management team

Role	Organization	Key Staff	E-mail
Project Coordinator	[MEV]	Ozlem Demirel Cook	ozlem.demirel@mev.org.tr
Project Point of Contact	[MEV]	Cansu Karaca Akarsu	cansu.karacaakarsu@mev.org.tr
Finance Manager	[MEV]	Kemal Şahinoğlu	k.sahinoglu@mev.org.tr
Finance Officer	[MEV]	Emel Yılmaz	emel.yilmaz@mev.org.tr
Web Master /IT Deputy	[MEV]	Umit Aksoy	umit.aksoy@mev.org.tr
Communication Manager	[MEV]	Faruk Saygili	faruk.saygili@mev.org.tr
Graphic Design	[MEV]	Askin Ayas	iletisim@mev.org.tr
Cameraman /Audiovisual		Eren Ulucan	askin.ayas@mev.org.tr eren.ulucan@mev.org.tr
E-Transformation& Informatics	[MEV]	Bilal Aday	Bilal.aday@mev.org.tr
WP1 Leader	[MEV]	Özlem Demirel Cook	ozlem.demirel@mev.org.tr

Role	Organization	Key Staff	E-mail
Quality Assurance and Risk Management Committee (QARMC)	FETICO	Emilia Martin Andrea Garrido Rodriguez	emiliamartin@fetico.es andreagarrido@fetico.es
WP2 Leader	[AYBU]	Recep Yorulmaz Şahin Yeşilyurt	ryorulmaz@aybu.edu.tr shnyslyrt@gmail.com rcpyrlmz@gmail.com
	[MEV]	Özlem Demirel Cook	ozlem.demirel@mev.org.tr
WP3 Leader	[PRO-EK]	Satı Eder Mustafa Seyrek	sati9658@gmail.com mseayrek.brt1@gmail.com pro.ek.international@gmail.com
Green Awareness Campaign Leader with relevant dissemination activities	[NGO-Prpconsenso]	Urmo Reitav Anton Karavajev	urmo.reitav@gmail.com anto.karavajev@toodiraba.edu.ee

Project management is an institutional responsibility that requires the efficient involvement of all services. When signing the partnership agreements, the partners agreed on a defined project management procedure and committed to project implementation.

1.5 Work packages, tasks and lead and supporting roles

Table.1

WP1 -Activity (IO)	Lead	Supporting
WP LEADER	MEV	
1.1 Project Coordination & Financial Monitoring	MEV	All
1.2 Regular Partner Meetings & Progress Evaluation	AYBU	All
1.3 Risk Management & Quality Assurance	FETICO	MEV
1.4 Sustainability Plan for Long-term Impact	MEV	PRO-EK,NGO PROCONSENSIO
WP2 -Activity (IO)	Lead	Supporting
WP CO-LEADERS	AYBU-MEV	
2.1 Kick-off Meeting and TPM 1 (Türkiye)	MEV	AYBU, FETICO, NGO Pro Consensio, PRO-EK, Think Up Digital
2.2 Green skills training module	MEV	AYBU (academic validation), NGO Pro Consensio (entrepreneurship content)
2.3 Job Transition & Green Jobs Guide	PRO-EK	AYBU (research), FETICO (labor market alignment)
2.4. TPM2 (Nort Macedonia)	ThinkUp Digital	MEV, AYBU, FETICO, NGO Pro Consensio, PRO-EK
2.5 AI-Powered Green Transition Simulator	Think Up Digital	AYBU (data integration) PRO-EK (TR)
2.6 Green Career Database	FETICO	Think Up Digital (technical infrastructure) AYBU (content)
2.7 TPM3 (Spain)	FETICO	MEV, AYBU, Think-Up Digital, NGO Pro Consensio, PRO-EK
WP3 -Activity	Lead	Supporting
WP LEADER	PRO-EK	
3.1 Green Entrepreneurship Bootcamp	AYBU	MEV, FETICO, NGO Pro Consensio, PRO-EK, Think Up Digital
3.2 TPM4 (Türkiye)	AYBU	MEV, FETICO, NGO Pro Consensio, PRO-EK, Think Up Digital
3.3 Sustainable City Policy Camp	MEV	AYBU, FETICO, Think Up Digital, PRO-EK, NGO Pro Consensio,
3.4 TPM5 (Estonia)	NGO Pro Consensio	AYBU, FETICO, Think Up Digital, PRO-EK, MEV
3.5 Green Awareness Campaign- Phase 1 Green Awareness Campaign - Phase 2 Green Awareness Campaign - Phase 3	NGO Pro Consensio	MEV
3.6 Green Youth Summit	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

Project Coordinator (PC) – is responsible for overall project management (technical and operational), communication and reporting to NA, efficient use of the project grant, etc.

Project Coordination Team (PCT) is responsible for the achievement of the project outcomes. This team led by MEV, will oversee overall implementation, while each partner will appoint project managers responsible for internal coordination and reporting.

Quality Assurance and Risk Management Committee (QARMC) –consisted of 6 members from 4 Partners (FETICO, MEV, AYBU (WP-2 Leaders), and PRO-EK (WP3 Leader)), led by FETICO. The QARMC team is a direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results, and risk assessment, as well as updating the QAP.

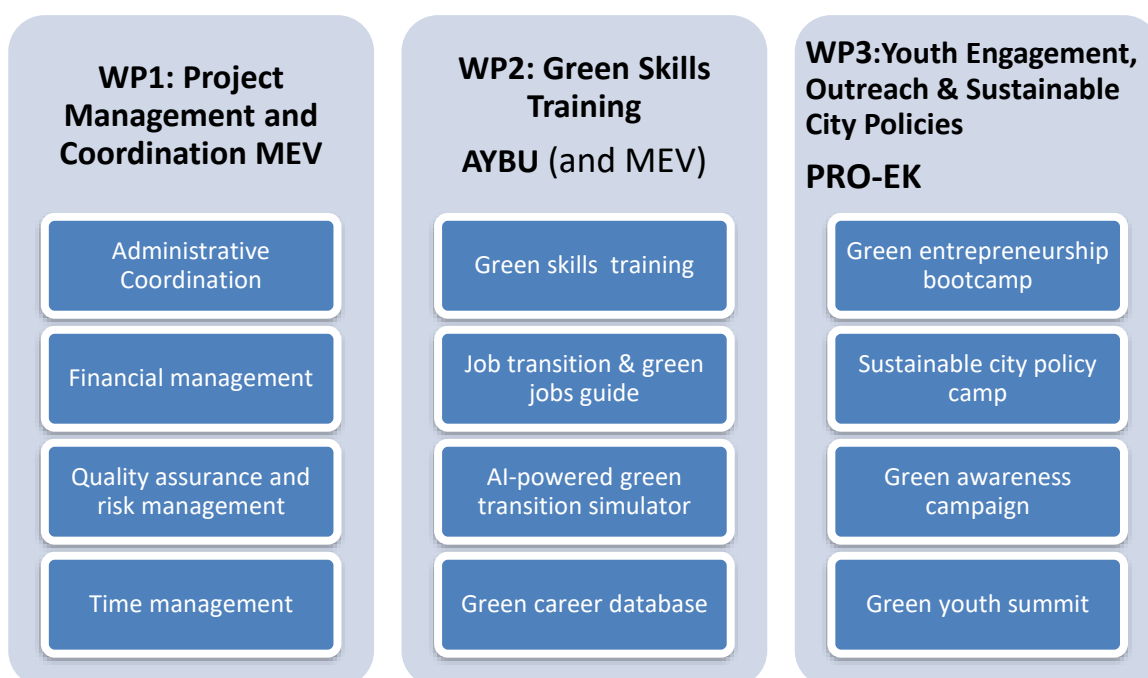
Dissemination and Communication Coordinator (DC) – is responsible for all the communication and dissemination initiatives to be recorded concerning the project activities and their results, and assuring that the public is informed about the project concept and aware of its potential benefits.

WP Leaders (WPL) – responsible for monitoring the overall progress of the WP and its activities. The WP lead organizations are presented in Table 2.

Task Leaders (TL) – are in charge of implementation and monitoring the assigned activity, ensuring its quality level and timeliness, and active participation of other partners.

2. YouthGreen 5.0 Work Plans

The YouthGreen 5.0 Work Plan comprises 3 Work Packages (WP) to ensure that the project activities are accomplished with the contract signed with the NA. Details of each activity work plan are given below in this section.



2.1 Work package 2: Green skills training (IO)

Goal: Develop a structured, comprehensive curriculum covering circular economy, industrial symbiosis, and sustainable production to equip young people with market-relevant green skills.

Objective(s)	1. Equipping young people with green skills to prepare them for future careers in the circular economy and green jobs. 2. Promoting industrial symbiosis and sustainable production practices among young people.		
Timeframe:	October 2025 - August 2026 (11 months)		
Activity Leader:	MEV	Supporting Partner(s)	AYBU
Allocated Budget:		Target: 50+ educators equipped with teaching materials	200+ young people trained (16-30 yrs old)

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. Setting up a content development team (green skills and circular economy), including a testing and evaluation expert for measuring the effectiveness of the training.	Module Writers' meeting	29 Jan 2026	10 Feb 2026	The IO has followed the timetable as presented by the IO leader.	AYBU	MEV
2. Agree on content, training curriculum, delivery methodology, duration, language, evaluation tools (effectiveness of the skills training) and appropriate digital training tools	Curriculum template	10 Feb 2026	20 Feb 2026	The IO has followed the timetable as presented by the IO leader.	AYBU	MEV
3. Preparation of the first draft of the written training module materials (IAW Open University textbook samples?) and pool of assessment questions	1. Trainer's book (chapter-based, guideline-compliant) 2. Participant book	11 March 2026	20 April 2026	The materials follow the template and are delivered on time. Alignment of training materials with EU green skills frameworks	AYBU	MEV

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
4. Editing of the written training materials (Books). Editing starts with the completion of each draft chapter.	Edited written materials are available	20 April 2026	30 April 2026	The materials have been edited and delivered on time	MEV	AYBU
5. Initial design of the written materials (Books)	Page and graphic designs are completed for review.	1 May 2026	14 May 2026	The materials have been designed on time	MEV	AYBU
6. Preparation of the web-based module (WBM)		May 2026	May 2026		AYBU	MEV
6.1 <u>Preparation of the Web-based interactive course module + certification structure</u> (with completion and assessment criteria) and setting up the technical team consists of (a) E-Learning Designer - Lecture note template, weekly learning flow, interaction design (b) Media Team (Video/Visual): Video script, filming, editing; infographic and visual production, (c) Web/LMS Team	Technical teams are established	20 April 2026	2 May 2026	Technical requirements are set: <u>Compatibility</u> : runs on most platforms <u>Responsive design</u> <u>Media formats</u> : works Everywhere <u>Accessibility to all</u> , people with disabilities included. <u>Data protection and security</u> : Protecting learners' data	AYBU MEV	MEV
6.2 Video lecture set (weekly or topic-based)		20 April 2026	2 May 2026	Technical requirements are met	MEV	AYBU
6.3 Visual package (infographics, diagrams, activity cards, etc.)		20 April 2026	2 May 2026	Technical requirements are met	MEV	AYBU
6.4. Assembling the web-based module	WBM is ready for testing	May 2026	May 2026	Technical requirements are met		
7. Initial blueprints and final review of the printing materials by writers and editor, and complete test printing	Printed training materials are ready for testing	May 2026	May 2026	Technical requirements are met	MEV	AYBU

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
8. Obtaining Copyright and ISBN before actual printing?	1 academic/non-academic publication for the IO produced	28 April 2026	18 May 2026	1 academic/non-academic publication for the IO produced	AYBU	MEV
9. Selection of the training participants for testing the training module (sample of 15 people)	Selection criteria for trainers (50) and trainees were set.	May 2026	May 2026	Sampling is compatible with the project indicator. For instance, 5 educators among youth workers, educators, vocational training institutions, career advisors; 10 participants, 16-30 yrs old (1/3 from disadvantaged groups)	AYBU-MEV	PRO-EK
10. Conduct test training (web-based) and blended		May 2026	May 2026		AYBU	MEV
11. Assess the test training (web-based) and blended training	The test training has been evaluated by the pre-post test results and general performance indicators	May 2026	May 2026	Pre-test/post-test results showed an increase, ranging from 15% to 25%. General Satisfaction level is or @above 75%		
12. Finalise web-based module and written training materials						
13. Train 50 educators	Number of trainers capable of conducting green skills training.	1 June 2026	1 August 2026	Web-based training modules/materials, digital tools, and assessment tools are available for the target	AYBU	MEV

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
				groups.		
14. Expand and implement the web-based training with certification		1 September 2026	30 June 2027	Tracer survey results, trainee feedback, pre/post test results, or FGM: The number of people provided examples of how they have applied these skills at work, or to explain what difficulties they face in learning and using these skills.		

2.2 Work package 2: Job transition & green jobs guide (IO)

Goal: Creating a comprehensive digital guide mapping career pathways and job transition strategies for young people entering sustainability-focused industries

Objective(s)	1. Enabling young people to create environmentally friendly career paths using green entrepreneurship and digital transformation tools; 2. Supporting the just transition process to encourage young people to participate in the sustainable economy.					
Timeframe:	October 2025 - August 2026 (11 months)					
Activity Leader:	PRO-EK			Supporting Partner(s)	AYBU and FETICO	
Allocated budget:				Target: Clear career roadmaps for 10+ sustainability sectors	500+ downloads in first year	
Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. Lead partner to organize the first online meeting with the activity partners on how to develop the outline of the guide and how resources will be allocated by division of the work among themselves.	Division of the work and resources among the partners	Feb 2026	Feb 2026	The IO has followed the timetable as presented by the IO leader.	PRO-EK	AYBU FETICO
2. Lead partner and supporting partners organize the second online meeting to agree on methodology (including language, format, and orchestrated works of the other IOs, i.e., training, green career database, AI simulator) components of the guide, such as - Labor Market Analysis (Digital PDF) - Career Transition Strategies (Infographics and visual career maps) - Sector-Specific Guidance includes clear career roadmaps for 10+ sustainability sectors	Agreed methodology and outline /components of the guide.	Feb 2026	Feb 2026	The IO has followed the timetable as presented by the IO leader.	PRO-EK	AYBU FETICO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
- <i>Practical Resources (Interactive online version with clickable resources) (video testimonials)</i> -Guide follows the EU green skills framework.						
3. Preparation of the draft of the narrative parts of the guide -(information and data)	The first draft of the guide, with its core components, is available.	March 2026	April 2026	The draft materials follow the format and are delivered on time	PRO-EK	AYBU FETICO
4. Review and editing of the narrative parts of the guide	Edited written material(s) are available.	April 2026	April 2026	The written materials have been reviewed and edited on time	PRO-EK	AYBU FETICO
5. Initial graphic design of the guide, combining narratives with infographics and visual maps, i.e.	The design team is ready to draft the guide.	May 2026	May 2026	The graphic design with narratives has been completed on time	PRO-EK	AYBU FETICO
6. Review of the draft guide with graphic design.	First draft of the guide with graphic designs is available for review.	May 2026	May 2026	The draft guide has been reviewed and edited on time.		
6. Developing/obtaining (with IPR or copyright) video testimonials with subtitles.	Videos are obtained, subtitled	May 2026	May 2026	At least one original video shooting was prepared from each partner's country. Subtitle in English.	PRO-EK	AYBU FETICO
7. Assembling the Guide (second draft): narrative, design, and videos. - Digital PDF guide (downloadable) - Interactive online version with clickable resources -Infographics and visual career maps -Video testimonials from young professionals in green careers	The guide is assembled and ready for testing	May 2026	May 2026	The guide is assembled in accordance with the format on time.	PRO-EK	AYBU FETICO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
8. Testing of the guide (sampling of 50 end users use the guide at the training and provide feedback at the end) with prepared testing questions.	End users use the guide for the first time.	8 June 2026	26 June 2026	End users for testing were selected based on inclusion and diversity criteria.	PRO-EK	AYBU FETICO
9. Based on the feedback received, the guide has been finalized and integrated with other digital tools.	The revised guideline is available	1 July 2026	30 July 2026	Guide has been integrated with other tools and is working on the platforms. The guide is aligned with the EU green skills frameworks.	PRO-EK	AYBU FETICO
10. The guide is completed and has become operational.	The Guide is operational	1 August 2026	30 July 2027	1. 500+ downloads in first year (July 2026-July 2027) 2. 80% satisfaction rate.	PRO-EK	AYBU FETICO

2.3 Work package 2: Green career database (IO)

Goal: Create a comprehensive, continuously updated database of job and internship opportunities in the green economy, connecting young people with real employment pathways.

Objective(s)	1. Promoting a better understanding of jobs in the green sectors, aligning with the global movement toward sustainability. 2. Contribute to youth employability in green sectors, incorporating green guidance.					
Timeframe:	October 2025 - August 2026 (11 months)					
Activity Leader:	FETICO			Supporting Partner(s)	AYBU and THINK UP DIGITAL	
Allocated budget:			Target: 800+ registered users 200+ job/internship opportunities		Launch webinar Promotional materials for career centers	
Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. Intro and planning: the lead partner should organise the first online meeting with the supporting partners to introduce the functions and types of the database management systems, and list the technical requirements for partners' resources and division of work.	The division of the workload according to technical requirements and the resources is identified among the partners.	February 2026	Feb 2026	Partners developed a depth of understanding /information about the database.	FETICO	AYBU THINKUP DIGITAL
2. The lead partner and supporting partners will organise the second online meeting to agree on the methodology (e.g., reusing existing data after checking its quality and restrictions instead of developing a new dataset), the language, the	Agreed methodology and outline /components of the database.	February 2026	February 2026	Partners agreed on the development methodology, the timetable and the tasks to be performed.	FETICO	AYBU THINKUP DIGITAL

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
partners' tasks, the technical features, and the timeline. <u>Components of the Database</u> - Job listings - Internship Opportunities - Employer Profiles - Search & Filter Functions - Success stories section						
3. Initial structure set-up: set up a technical team and work on preparing the data sets (querying interconnected data) OR re-use of reliable existing datasets, definition of metrics, use of software to meet technical features of the database management system, along with possible support of artificial intelligence (AI) and ML, and integration of the other tools/applications and hosting body of the new or co-use of the existing databases. <u>Technical features</u> User-friendly interface Email alerts for new opportunities Application tracking system Resource library (CV tips, interview prep) Maintenance and Updates Weekly database updates Quality control for listings	Content and technical specifications are outlined with support of AI or other agreed-upon tools.	March 2026	March 2026	The technical team was setup and it followed the timetable as presented by the IO leader.	FETICO	AYBU THINKUP DIGITAL

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
User feedback integration Annual expansion to new sectors/regions						
4. The process of collecting or obtaining the data set with a license (determines the conditions of the software which can be accessed, edited, and reused) and building /designing it according to technical specifications and quality standards.	The data set is collected or obtained.	May 2026	May 2026	Technical features met the specified quality standards.	FETICO	AYBU THINKUP DIGITAL
5. Edit checks processes of the content, design, database server, and technical features according to the specified quality data standards.	The technical team reviewed the data set design against quality standards, and the database structure was validated.	May 2026	May 2026	Potential data errors and inconsistencies were reduced during the database-building process.	FETICO	AYBU THINKUP DIGITAL
6. Testing phase: Perform functionality and performance testing to verify that data operations work as expected in terms of speed and response time under load. Validate data integrity and consistency through different testing scenarios.	Test cases are executed according to the predefined plan.	May 2026	May 2026	Necessary hardware and software environments are set up for testing.		
6. After all tests are completed, the testing team analyses the summary reports and eliminates the defects.	Defects are identified and eliminated in future database testing efforts.	June 2026	June 2026	The testing process was completed and documented in a clear format with the actionable recommendations for necessary fixes.	FETICO	AYBU THINKUP DIGITAL
7. Re-testing: The testing team conducts a retest to ensure all issues	The database meets its objectives,	June 2026	June 2026	Identified defects are fixed.	FETICO	AYBU THINKUP

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
have been successfully resolved.	performance and quality standards					DIGITAL
8. The database is operational and launched by a webinar.	Database with 200+ job /internship opportunities. Promotional materials for career centers are available.	June 2026	30 September 2026	▶ Successful placements facilitated by the database ▶ 70% positive feedback obtained ▶ At least 10 success stories in job placements. ▶ Accessibility of tools across countries is provided. ▶ 800+ registered users by mid-2027 ▶ 200+ job/internship opportunities by mid-2027	FETICO	AYBU THINKUP DIGITAL
9. Prepare a sustainability plan for continuously monitoring and making updates to the database. Decide on automated updating.	The sustainability plan is available.	30 September 2026	15 October 2026	▶ Long-term sustainability through partner maintenance is ensured ▶ Open-access platforms ▶ Regular content updates quarterly.	FETICO	AYBU THINKUP DIGITAL
10. Prepare Handover Agreement (includes training the team about	Handover agreement is provided.	30 September 2027	30 September 2030	▶ Updates continue.	FETICO	AYBU THINKUP DIGITAL

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
automated reports, monitoring, and updates) and be available for post-handover support.						

2.4 Work package 2: AI-powered green transition simulator (IO)

Goal: Develop an innovative, AI-driven simulation tool enabling users to explore career opportunities in sustainability and entrepreneurship through interactive, data-driven scenarios.

Objective(s)	1. To present interactive career exploration, real-world job simulations, and pathways to sustainability entrepreneurship. 2. To enable young people to make informed career decisions based on labor market trends and AI-powered recommendations.					
Timeframe:	January 2026 – December 2026					
Activity Leader:	THINK UP DIGITAL	Supporting Partner(s)	AYBU (<i>Academic Content and Green Skills Validation</i>) and PRO-EK (<i>Youth Scenarios and User Testing</i>)			
Allocated budget:			Target: 1,000+ users in first year		70%+ user satisfaction rate Average 30-minute engagement time	
Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. The lead partner and supporting partners should organise an online meeting to develop the methodology, timeline, and phases of the work, as well as to discuss the tasks. FETICO is invited to attend part of the meeting where the database is relevant to support the work.	The division of the workload among the partners, based on technical requirements and resources, is identified.	January 2026	January 2026	Partners developed a depth of understanding about the AI tasks and their relation to the database.	THINKUP DIGITAL	AYBU PRO-EK

Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
Key Functions of the AI -Personalized Career Exploration -Interactive Simulations -Labor Market Integration -Gamification Elements	Key Functions of the Database: <i>Web-based platform (mobile-responsive)</i> <i>AI/machine learning backend</i> <i>Multilingual interface</i> <i>Accessibility features (screen reader compatible)</i> <i>Data privacy compliant (GDPR)</i>						
2. Lead partner and supporting partners organize the second online meeting		Agreed methodology and outline /components of the AI.	March 2026	March 2026	Partners agreed on the development methodology, the timetable and the tasks to be performed.	THINKUP DIGITAL	AYBU PRO-EK
3. Initial structure set-up:		Content and technical specifications are outlined.	March 2026	March 2026	The technical team was setup and it followed the timetable as presented by the IO leader.	THINKUP DIGITAL	AYBU PRO-EK
4. Creating the portal and interface to host the Interactive Green Skills Training Module, Job Transition, Green Jobs Guide, and Green Career Database		TBC	TBC	TBC	TBC	THINKUP DIGITAL	AYBU PRO-EK
						THINKUP DIGITAL	AYBU PRO-EK

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
TBC	TBC	TBC	TBC	TBC	THINKUP DIGITAL	AYBU PRO-EK
TBC	TBC	TBC	TBC	TBC	THINKUP DIGITAL	AYBU PRO-EK
TBC	TBC	TBC	TBC	TBC	THINKUP DIGITAL	AYBU PRO-EK
8. Prepare a sustainability plan for continuously monitoring and making updates to the AI	The sustainability plan is available.	30 September 2026	15 October 2026		THINKUP DIGITAL	AYBU PRO-EK
9. Prepare Handover Agreement to	Handover agreement is provided.	30 September 2027	30 September 2030		THINKUP DIGITAL	AYBU PRO-EK

2.5 Work package 3: -Green entrepreneurship bootcamp

Goal: Develop sustainable business proposals by participants of the Green Entrepreneurship Bootcamp, supporting the creation of new eco-friendly ventures.

Objective(s)	1. Provide intensive training on sustainable business models and eco-friendly entrepreneurship, empowering young people to create green businesses.						
Timeframe:	February 2026- June 2026						
Activity Leader:	AYBU			Supporting Partner(s)		PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital	
Allocated budget:			Number of participants: 50 young people (ages 16/18-30)			Date: 18-25 June 2026 (7 days)	
Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. The lead partner and supporting partners should organize an online meeting to develop the work plan methodology, timeline, and phases of the work, as well as to discuss the tasks to support AYBU.		The division of the tasks, resources, and procedures to follow up is identified.	February 2026	March 2026	Partners developed a depth of understanding about the mobility tasks and their relation to the booth camp.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
A. Define selection guidelines /requirements of the target group: number of participants (+50-youth); participant profile by national and transnational, age, educational background, motivation and skills, experience, language, gender,	B. Drafting the program and the announcement for mobility for the Bootcamp C. Define financial details for transnationals; how to arrange the booking of travel tickets and the reimbursement of travel expenses, accommodation, etc.						

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
inclusiveness, dietary choices.						
2. Prepare a draft agenda and a "fact-sheet about the Green Entrepreneurship Bootcamp."	Work Plan is available	March 2026	March 2026	Partners agreed on the timetable and the tasks to be performed.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
3. Prepare Dissemination Action Plan for promotion and documentation, and assign roles to each partner. Assign a Press Media Relations Coordinator as focal point. Target Reach: 50 participants, 2,000+ social media impressions. - Recruitment campaign (social media, partner networks) - Live coverage during bootcamp - Post-event report with participant testimonials 3 video interviews with participants Define and draft content of the media outreach with common messages to be delivered in all languages and all tools used.	Dissemination Action Plan is drafted.	March 2026	March 2026	Dissemination Action Plan is available.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
4. Set-up a preparation team (trainers, project staff, organisation's staff) and prepare "Event Management Plan" by organizational needs, operational needs and individual (participants) needs: identify venue, logistics and assign logistics coordinator as focal point – <u>Event Management Plan (Before-During-After)</u>	Event Management Plan is drafted.	March 2026	April 2026	Event Management Plan is available	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
► Visibility materials: T-shirts, badges, ID, Registration table, roll-ups, spider, and other promotional materials ► Media: Press Bulletin (TR-EN-Esp-Eesti, македонски) ► Technical materials/equipment: computers, desks, presentation, head table-Speakers, microphones, software, projector-camera(s) for live coverage ► Food and beverages ► Accommodation ► Event Venue ► Transportation ► Needs /Access needs ► Youthpass						
5. Announcement for the Green Entrepreneurship Bootcamp and collection of the applications.		March 2026	April 2026	# of transnational applicants # of national applicants # of hits on the social media	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
6. Make the short listing for applicants (gender sensitive and inclusive to different abilities and conditions) and send out acceptance letters. Letters should contain detailed information about the programme and venue, how to get there, its accessibility, and instructions for payments. Special attention should be paid to people with various access needs. 6.1 Arrange competent trainers/facilitators.	List of applicants and competent trainers/facilitators identified.	April 2026	April 2026	► # of applications ► # of selected participants reached the target (50) ► Profile of applicants ► Representation of the target group and relevant stakeholders	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
7. Work with the green skills training team to prepare the bootcamp final programme /agenda , including adapting “the green skills training module” as a blended course; define the EU’s Key competences of Entrepreneurship, learning outcomes for the participants , and a thorough and open process of evaluation tools – with an integrated follow-up approach.	Training and the bootcamp agenda, including learning outcomes, the EU’s Key Competences of Entrepreneurship, are available, and evaluation tools to measure the training/activity results are defined.	April 2026	April 2026	▶ training approach and strategy; ▶ subject and content of the sessions; ▶ diversity of the sections ▶ materials and technology available; ▶ competencies and skills of the trainers ▶ access needs of participants; ▶ physical environment; ▶ multicultural atmosphere	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
8. Once the number of participants is clear, material and relevant documents for the activities can be translated if necessary and prepared for everyone. (This material could also include a certificate of attendance and learning, e.g., “youth pass”).	All participants' materials are available	May 2026	May 2026	Certificate of attendance and/or “youth pass” provided.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
9. Prepare documentation and reporting tools by the trainer/s and participants: a. Session outline (trainer)-session outline to be filled by the trainers as a resource or best-practice material. b. Media consent form of participants for taking photos and/or videos -outsourced. c. Evaluation tools and reporting documents	Curriculum, session outline, evaluation forms, and media consent form are available.	May 2026	May 2026	Overall materials for trainers, participants, and organization/s)	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
10. Run the Bootcamp (DURING) - Welcome and registration - Introduction –Warm-up - Running the sessions - A video clip or podcast - Wrap-up at the end of a day and evaluation of each day - Social events - Payments - Certificates		June 2026	June 2026	▶ Indulgence of 80% and above based on the feedback (verbal, written, instant, anecdotal feedback) obtained ▶ At least 3 success stories about green entrepreneurship initiatives.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
11. Prepare the Bootcamp report: (AFTER) When feasible, the preparatory team should meet once more to carry out a comprehensive evaluation of the event. - a written document/ online format, - a video clip or podcast, - a website, - a multimedia report, a graphic report, or another report format/s. - Collection of payment documents, invoices, vouchers, attendance sheets, etc for, for financial reporting	Trainer's Evaluation Report Participants Evaluation Report Organizer's Evaluation Report	June 2026	July 2026	Overall evaluation indicates expressions of exploitation/ transfer of the results are high	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital
Follow-up After the training (transfer, multiplying, and follow-up) - Send an evaluation form to the participants and to their organisations several months after the training, asking		July 2026	August 2026	Increase in dissemination results and indicators.	AYBU	PRO-EK, MEV, FETICO, NGO Pro Consensio, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
how learning outcomes have been used since then and/or how the organisation has benefited from the training. - Create a mailing list where participants can easily contact each other and the trainers. - Mentoring possibilities: It can be useful for participants to be offered the possibility of mentoring. In this case, the trainers could take on the role of mentors, or it could be set up as peer mentoring and support. - Internet forums and online spaces: Creating online spaces between participants can be useful to keep up the sense of community and motivation, even connecting them with other activities of the project as a means of multiplying activities.						

2.6 Work package 3: Sustainable city policy camp

Goal: Enable youth participation in sustainability policy-making

Objective(s)	1. Enable youth to collaborate with municipalities and policymakers on developing sustainability policies, using the AI-powered simulator for real-world policy modelling.		
Timeframe:	Preparation Period: September 2026- March 2027		
Activity Leader:	MEV	Supporting Partner(s)	Pro Consensio, Think Up Digital, AYBU, PRO-EK, FETICO,
Allocated budget:		Target number of participants: 40 young people +15 municipal representatives (+7 Partners representatives)	Event Date: 14-17 March 2027 (4 days) TBC

Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. The lead partner and supporting partners should organise an online meeting to develop the work plan methodology, timeline, allocated number of participants by countries, and phases of the work, as well as to discuss the tasks to support MEV and Think-Up Digital.		The division of the tasks, resources, and procedures to follow up is identified.	June 2026	July 2026	Partners developed a depth of understanding about the mobility tasks and their relation to the sustainable city camp.	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
A. Define selection guidelines /requirements of the target group: number of participants (40 youth+15 municipal representatives); participant profile and by national and	B. Drafting the program outline and mobility plan for the policy camp. C. Define financial details for transnationals; number of allocated people and number of municipal representatives; outline the allocated budget,						

Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
transnational, age, educational background, motivation and skills, experience, language, gender, inclusiveness, dietary choices.	and collect price quotations from the hotels and the centres. Plan the budget for travel tickets and the reimbursement of travel expenses, accommodation, etc.						
3. Prepare a draft agenda and " fact-sheet, web, and social media brochures about the Sustainable City Policy Camp ".		Work Plan is available	July 2026	September 2026	Partners agreed on the the timetable and the tasks to be performed.	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
4. Contact with municipal representatives in Skopje, if feasible, Ankara (TBC), or others as per budget limitations.		Municipal representatives are identified	September 2026	September 2026	Selection of diverse representatives.	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
3. Prepare Dissemination Action Plan for promotion and documentation, and assign roles to each partner. Assign a Press Media Relations Coordinator as a focal point. <u>Target Reach: 40 participants+15 municipal representatives, 1500 social media impressions.</u> - o Recruitment campaign (social media, partner networks) - o Live social media coverage during the policy camp - o Policy Recommendations document - o Video summary of outcomes.		Dissemination Action Plan is drafted.	September 2026	October 2026	Dissemination Action Plan is available.	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
Define and draft the content of the media outreach with common messages to be delivered in all languages and all available tools.						
4. Set up a preparation team (facilitators, project/partners staff, organisation's staff) and prepare "Event Management Plan" by organizational needs, operational needs, and individual (participants) needs: identify venue, logistics, and assign logistics coordinator as a focal point. <u>Event Management Plan (Before-During-After)</u> ▶ Visibility materials: T-shirts, badges, ID, Registration table, roll-ups, spider, and other promotional materials ▶ Media: Press Bulletin (TR-EN-Esp-Eesti, македонски) ▶ Technical materials/equipment: computers, desks, presentation, head table-Speakers, microphones, software, projector-camera(s) for live coverage ▶ Food and beverages ▶ Accommodation ▶ Event Venue ▶ Transportation ▶ Needs /Access needs ▶ Youthpass	The Event Management Plan is drafted.	October 2026	January 2027	The Event Management Plan is available	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
5. Announcement of the Sustainable City Policy Camp and collection of the applications.		September 2026	December 2026	# of transnational applicants # of national applicants # of hits on the social media	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
6. Make the short listing for applicants (gender sensitive and inclusive to different abilities and conditions) and send out acceptance letters. Letters should contain detailed information about the programme and venue, how to get there, its accessibility, and instructions for payments. Special attention should be paid to people with various access needs. 6.1 Arrange <u>competent facilitators to run the policy camp</u>.	List of applicants and competent facilitators identified.	December 2026	December 2026	# of applications # of selected participants reached the target Profile of applicants Representation of the target group and relevant stakeholders	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
7. Work with experienced teams and the event management team <u>to finalize the Programme</u> for 4 days; define the EU's Key Drivers for Cities, such as an EU Agenda for Cities: Driving Growth and Prosperity – align with UN SDG with an integrated approach.	The Programme for Sustainable City Policy Camp for 4 days, including working topics and potential outcomes in line with the project and the EU's and UN's sustainable cities policies are defined.	December 2026	December 2026	▶ A 4-day event is planned with an intended approach and strategy; ▶ subject and content of the sessions are planned; ▶ diversity of the sections ▶ materials and technology available; ▶ access needs of participants are included; ▶ The physical environment is arranged by multicultural	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
				atmosphere ►Facilitators / Researchers are available to develop a policy recommendations paper. ►A media and communication event is planned.		
8. Once the number of participants is clear, material and relevant documents for the activities can be translated if necessary and prepared for everyone. (This material could also include a certificate of attendance and learning, e.g., “youth pass”).	All participants' materials are available	December 2026	January 2027	Certificate of attendance and/or “youth pass” provided.	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
9. Travel logistics /hotel accommodation, event place, social activities, and meals planned and confirmed. Prepare a certificate of Attendance and		January 2027	February 2027		MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
9. Run the Policy Camp (DURING) - Welcome and registration -Introduction –Warm-up -Running the sessions - A video clip or podcast - Wrap-up at the end of a day and evaluation of each day - Social events - Payments - Certificates		March 2027	March 2027	-Indulgence of 80% and above based on the feedback (verbal, written, instant, anecdotal feedback) obtained -Policy recommendations document produced [which contains recommendations by youth to improve quality	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
				of life, efficiency of urban operation & services that meet the needs of present and future generations with respect to economic, social, and environmental aspects in line with EU and UNSDG goals.] -Video summary of outcomes		
11. Prepare the Policy camp report: (AFTER) When feasible, the preparatory team should meet once more to carry out a comprehensive evaluation of the event. -a written document/ online format, -a video clip or podcast, -a website, - a multimedia report, a graphic report, or another report format/s. -Collection of payment documents, invoices, vouchers, attendance sheets, etc for the financial report. -Setting up a youth network.	Policy paper Facilitators Evaluation Report Participants Evaluation Report Organizer's Report	March 2027	April -June 2027	►Overall evaluation indicates expressions of exploitation/ transfer of the results are high	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU, FETICO, NGO
Follow-up After the policy camp (transfer, multiplication, and		April 2027	May-June 2027	Policy recommendations were submitted to the	MEV	Pro Consensio, Think Up Digital PRO-EK, AYBU,

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
follow-up) - Send an evaluation form to the participants and to their organisations several months after the training, asking how learning outcomes have been used since then and/or how the organisation has benefited from the training. - Create a mailing list where participants can easily contact each other and the trainers. - Internet forums and online spaces: Creating online spaces between participants can be useful to keep up the sense of community and motivation, even connecting them with other activities of the project as a means of multiplying activities.				municipalities, published on the website, and scientific articles were produced and disseminated. Needs more time to observe policy impact.		FETICO, NGO

2.7 Work package 3: Green awareness campaign

Goal: Enhance public engagement by utilizing social media outreach, digital storytelling, and interactive content.

Objective(s)	1. Raise public awareness about green careers, sustainability, and youth-led environmental initiatives through digital and community outreach.						
Timeframe:	October 2025- September 2027						
Activity Leader:	NGO Proconsensio		Supporting Partner(s)				MEV
Allocated budget:							
Implementation Activities		Milestones	Start Date	End Date	Dissemination Indicator (s)	Lead	Supporting Coordinating
Activities, steps, or processes to achieve objectives.		How you will know you have accomplished the activity.					
Phase 1: AWARENESS development, design and dissemination		Content areas: green skills and sustainability careers	October 2025	March 2026	Target: 2000 + engagements		
1. Lead partner and MEV co-developed the Green Awareness Campaign Management Strategy to provide partners with a clear, easy-to-implement, multimedia-focused campaign strategy and communication tools to implement the campaign effectively.		Desk-top research	December 2025	February 2026	N/A	Pro Consensio	MEV All partners
		Green Awareness Campaign Management Strategy Paper					
		Interviews with young people			Partners agreed on the timetable and the tasks to be performed		
		Campaign website creation (YouthGreen5.org)					
A. Conduct a desk-top research and real interviews with young people to create a baseline to promote green skills for green careers	B. Assess the results of the baseline and develop a scheme and thematic areas to pursue at the						

Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How you will know you have accomplished the activity.	Start Date	End Date	Dissemination Indicator (s)	Lead	Supporting Coordinating
and sustainable behaviors by sparking interest and raising awareness among young people who would like to participate in youth-led green initiatives.	first phase C. Insert the campaign website into the project website.						
2. Create campaign social media accounts and use co-pilot mechanism to manage these accounts by MEV and NGO-Proconsensio.		https://www.instagram.com/youthgreen5/ https://x.com/youthgreen5 https://www.facebook.com/youthgreen5 https://www.youtube.com/@youthgreen5 http://linkedin.com/company/youth-green-5-0	December 2025	February 2026	N/A	Pro Consensio	MEV All partners
3. Preparation of an initial poll/survey for the website ("Have your voice heard") targeted at young people to ascertain their opinions on green skills, green jobs, green entrepreneurship, and environmental protection.		A survey/poll is available for the first phase, as well as the creation of a baseline, which will provide valuable insights into public awareness.	February 2025	March 2026	"Survey/poll collected responses # 100	Pro Consensio	MEV All partners

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Dissemination Indicator (s)	Lead	Supporting Coordinating
4. Creation of contents, dissemination of information thru communication tools and preparation of the Phase-1 Campaign Report.	Contents for dissemination are available for phase-1 Phase-1 Campaign Report is available	March 2026	April 2026	- 30 social media posts per month - 6 video interviews - 5 infographics on green skills - 2 blog posts on sustainability careers	Pro Consensio	MEV All partners
5.Prepare Phase-1 Campaign Report -Collect partners' reports -Collect the results and data from the campaign website and socials. - Share the consolidated report with project partners and QARMC (Quality Assurance and Risk Management Committee)	Phase-1 Report is available	May 2026	May 2026	Baseline created; with a % 20 increase in awareness targeted for the 2nd phase	Pro Consensio	MEV All partners
Phase 2: AWARENESS AND INTEREST	Content areas: Green entrepreneurship - Sustainability challenges and Bootcamp promotion	April 2026	October 2026	Target: 3,000+ engagements	Pro Consensio	MEV All partners
6. Create content and disseminate information to raise awareness and build interest and foundational understanding on ► Green entrepreneurship	-15 social media posts per month -3 podcast episodes on green entrepreneurship -Interactive sustainability challenges -4 success stories from participants	April 2026	October 2026	# of interviews with young people in different countries. # of downloads of the campaign materials per language # of views on the Video	Pro Consensio	MEV All partners

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Dissemination Indicator (s)	Lead	Supporting Coordinating
▶ What is green business? ▶ Sustainability challenges ▶ Green entrepreneurship bootcamp Thru -15 social media posts per month -3 podcast episodes on green entrepreneurship -Interactive sustainability challenges -4 success stories from participants -A poll for the second phase	- were developed -Poll for the second phase was developed			- site #of downloads of the Video site # of mentions of the campaign hashtag on social media # of media appearances -Poll-2 results		
7. Prepare Phase-2 Campaign Report -Collect partners' reports -Collect the results and data from the campaign website and socials. - Share the consolidated report with project partners and QARMC (Quality Assurance and Risk Management Committee)	Phase-2 Report is available	November 2026	December 2026	20% increase compared to phase -1 is captured	Pro Consensio	MEV All partners
Phase 3: AWARENESS -INTEREST-ENGAGEMENT	Content Areas: Youth-led initiatives; Recommendations on sustainability issues to policymakers, sustainable/resilient cities	November 2026	September 2027	Target: 4,000+ engagements	Pro Consensio	MEV All partners
8. Create content and disseminate	-20 social media posts per	November	August	# of interviews	Pro	MEV

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Dissemination Indicator (s)	Lead	Supporting Coordinating
information to raise awareness, build interest and motivate for engagement on Youth-led initiatives; recommendations to policymakers on sustainability issues Sustainable/resilient cities Green Youth Summit Thru -20 social media posts per month -2 short documentary films -10 participant success stories -Interactive webinar series (3 sessions) - A poll for the third phase	month -2 short documentary films -10 participant success stories -An interactive webinar series (3 sessions) was conducted - A poll for the third phase was developed	2026	2027	/engagements with young people, policymakers, and green business employers in different countries. # of downloads of the campaign materials per language # of views on the Video site #of downloads of the Video site # of mentions of the campaign hashtag on social media # of media appearances -Poll-3 results	Consensio	All partners
9. Prepare Phase-3 Campaign Report -Collect partners' reports quarterly -Collect the results and data from the campaign website and socials. - Share the Q reports with project	Phase-3 Report is available	August 2027	August 2027		Pro Consensio	MEV All partners

2.8 Work package 3: Green youth summit

Goal: Create an international platform for knowledge exchange

Objective(s)	Host an international summit where young leaders, experts, and stakeholders discuss sustainability policies and green entrepreneurship, share best practices, and build alumni networks for continued collaboration.						
Timeframe:	July 2027 (3 days)						
Activity Leader:	PRO-EK			Supporting Partner(s)		FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital	
Allocated budget:		Number of participants: 100+ (young leaders, policymakers, experts, industry representatives) + 20 Speakers.				Target reach: 100+ direct participants, 5,000+ online viewers	
Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
1. The lead partner and supporting partners should organise online meetings to develop the work plan methodology, timeline, and phases of the work, as well as to discuss the tasks to support PRO-EK.		The tasks, resources, and procedures to be followed have been divided up.	November 2026	January 2027	Partners developed a deep understanding of the mobility tasks and their relation to the Summit.	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
A. Define selection guidelines /requirements of the target group: number of participants (100+ young leaders, policymakers, experts, industry representatives); by profile, number of participants for each representative groups such as how many young	B. Drafting the program and the announcement for mobility for the Summit. C. Define financial details for transnationals; how to arrange the booking of travel tickets and the reimbursement of travel expenses, accommodation, etc.						

Implementation Activities Activities, steps, or processes to achieve objectives.		Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
leaders, how many policy makers, experts, green industry representatives etc.; national and transnational, age (for young leaders), profession, sectors, motivation and skills, experience, language, gender, inclusiveness.							
2. Prepare a draft agenda and a “fact sheet “about the Green Youth Summit, including the European Commission’s Education and Training 2030 Strategy, the European Key Competences Framework on entrepreneurship , which highlights sustainability-based economic models and the promotion of business-friendly environments as key components of entrepreneurship education, the European Green Deal , and the United Nations 2030 Agenda , together with the Paris Agreement on Climate Change .		The work plan is available	February 2027	March 2027	Partners agreed on the the timetable and the tasks to be performed.	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
3. Prepare Dissemination Action Plan for promotion and documentation, and assign roles to each partner. Assign a Press Media Relations Coordinator as a focal point. Target Reach: ▶ International summit with 100+ participants ▶ Live streaming of key sessions ▶ Summit proceedings publication ▶ Media coverage (TV, radio, online) ▶ 10+ expert presentations ▶ Policy recommendations document ▶ Networking opportunities Define and draft the content of the media outreach with common messages to be delivered in all languages and all tools used.	Dissemination Action Plan is drafted.	March 2027	March 2027	Dissemination Action Plan is available.	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
4. Set up a preparation team (facilitators, project staff, organisation's staff) and prepare "Event Management Plan" by organizational needs, operational needs, and individual (participants) needs: identify venue, logistics, and assign logistics coordinator as focal point. <u>Event Management Plan (Before-During-After)</u> ▶ Visibility materials: T-shirts, badges, ID, Registration table, roll-ups, spider, and other promotional materials ▶ Media: Press Bulletin (TR-EN-Esp-Eesti, македонски) ▶ Technical materials/equipment: computers, desks, presentation, head table-speakers,	The Event Management Plan is drafted.	April 2027	April 2027	The Event Management Plan is available	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
microphones, software, projector-camera(s) for live coverage ► Food and beverages ► Accommodation ► Event Venue ► Transportation ► Needs /Access needs ► Youthpass						
5. Announcement for The Green Youth Summit and collection of the applications from young leaders.	Announcement through the project's and partners' social media and websites is available	April 2027	April 2027	# of transnational applicants # of national applicants # of hits on the social media	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
6. Make the short listing for applicants -young leaders (gender sensitive and inclusive to different abilities and conditions) and send out acceptance letters. Letters should contain detailed information about the programme and venue, how to get there, its accessibility, and instructions for payments. Special attention should be paid to people with various access needs. 6.1 <u>Arrange and invite competent policymakers, experts, industry representatives + summit facilitators.</u>	A list of applicants, competent facilitators, and 20 speakers has been identified.	May 2026	May 2026	► # of applications ► # of selected young leaders/participants reached the target (XX) ► Profile of applicants ► # of relevant stakeholders (policymakers, experts, industry representatives) ► 20 Speakers	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
7. Work with the summit team to finalize the 3-day summit programme /agenda	The summit agenda,	May 2026	May 2026	► training approach and strategy;	PRO-EK	FETICO, NGO Pro Consensio,

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
	speakers, participants, and summit outcomes are available			▶ subject and content of the sessions; ▶ diversity of the sections ▶ materials and technology available; ▶ competencies and skills of the trainers ▶ access needs of participants; ▶ physical environment; ▶ multicultural atmosphere		AYBU, MEV, Think Up Digital
8. Once the number of participants is clear, material and relevant documents for the activities can be translated if necessary and prepared for everyone. (This material could also include a certificate of attendance and learning, e.g., “youth pass”).	All participants' materials are available	May 2026	May 2026	Certificate of attendance and/or “youth pass” provided.	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
9. Prepare documentation and reporting tools for facilitators and experts, and technical platforms for the participants: a. Guidelines for each summit session will be prepared for facilitators and experts. b. The guidelines for the policy recommendations document c. Media consent form of participants for taking photos and/or videos. d. Evaluation tools and reporting /scientific paper guidelines, documents	Session outlines Session guidelines, evaluation forms, and media consent forms are available.	May 2026	May 2026	Overall materials for trainers, participants, and organization(s)	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
10. Run the Summit (DURING) - Welcome and registration -Introduction –Warm-up -Running the sessions - A video clip or podcast - Social events - Payments - Certificates		July 2027	July 2027	▶ Indulgence of 80% and above based on the feedback (verbal, written, instant, anecdotal feedback) obtained ▶ International summit with 100+ participants ▶ Live streaming of key sessions ▶ Summit proceedings publication ▶ Media coverage (TV, radio, online) ▶ 10+ expert presentations ▶ Policy recommendations document ▶ Networking opportunities	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital
11. Prepare the Summit report: (AFTER) When feasible, the preparatory team should meet once more to carry out a comprehensive evaluation of the event. -a written document/ online format, -a video clip or podcast, -a website, - a multimedia report, a graphic report, or another report format/s. -Collection of payment documents, invoices, vouchers, attendance sheets, etc for financial reporting	Trainer's Evaluation Report Participants Evaluation Report Organizer's Evaluation Report	June 2027	July 2027	▶Overall evaluation indicates expressions of exploitation/ transfer of the results are high ▶International Green Youth Summit Report ▶Policy Recommendations & Youth Action Guidelines	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How will you know you have accomplished the activity?	Start Date	End Date	Activity Quality Indicator	Lead	Supporting Coordinating
Follow-up After the training (transfer, multiplying, and follow-up) - Send an evaluation form to the participants and to their organisations several months after the training, asking how learning outcomes have been used since then and/or how the organisation has benefited from the training. - Create an operational alumni network /forums where participants can easily contact each other and keep up the sense of community and motivation, as a means of sustainability of the project. - Publish policy recommendations in a scientific platform, online resources, including the project website, partners' websites, and social media.		July 2026	August / September 2027	▶ Alumni networks for participants ▶ Employer partnerships continue ▶ Youth-policymaker relationships sustained ▶ A strategy was developed to feed policy recommendations into local/regional strategies	PRO-EK	FETICO, NGO Pro Consensio, AYBU, MEV, Think Up Digital

3. YouthGreen 5.0 Time Table

(Click on the website www.youthgreen5.org)

4. Publicity and Visibility Obligations

Unless otherwise agreed with the grant authority, beneficiaries must ensure that communication activities related to the action and financed by the grant (including information materials such as media relations, conferences, seminars, brochures, leaflets, posters, presentations, etc., via traditional or social media, in electronic form), dissemination activities, and any infrastructure, equipment, tools, consumables, or significant results must indicate that they have received EU support and must include the European flag (emblem) and funding statement (translated into local languages where appropriate). (Source: Grant Agreement Article 17.2)

4.1 Erasmus logo

You can download the EU Flag (emblem) and funding statement at:
https://ec.europa.eu/regional_policy/information-sources/logo-download-center_en

The logo to be used is shown on Figure 1.



Figure 1. Erasmus+ logo

The emblem must be clearly visible and displayed separately from other emblems. The emblem cannot be altered by adding other visual symbols, brands or text. Apart from the emblem, no other visual identity or logo may be used alongside the emblem to highlight EU support. When displayed alongside other logos (e.g. those of beneficiaries or sponsors), the emblem must be displayed in a manner that is at least as distinct and visible as the other logos

The special communication, dissemination, and visibility rules (if any) are specified in Annex 2 of the grant agreement. According to Article 17.4, “beneficiaries must indicate the support they have received under the Erasmus+ programme on their websites and social media.

Visual identity guidelines for beneficiaries and other third parties are available at the following address: https://commission.europa.eu/funding-tenders/managing-your-project/communicating-and-raising-eu-visibility_en

Funding provided by the European Commission through the Turkish National Agency, the use of the following logos as required by the grant agreement is mandatory in project outputs implemented under the ERASMUS+ or ESC programs during the 2021-2027 period. These are the three logos that must be used, from left to right: **the EU Presidency logo, the Turkish National Agency logo, and the EU logo**. Logos can be reached at <https://www.ua.gov.tr/kurumsal/logolar/> or project drive at https://drive.google.com/drive/folders/1BfipYzsDxCaBjAtyiO7cl0kKW-Q1dUR9?usp=drive_link

Figure 2. Compulsory logos



4.2 Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.” Source: Grant Agreement (Article 17.3)

Actual use:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or Turkish National Agency. Neither the European Union nor the Turkish National Agency can be held responsible for them.”

4.3 Project logo

A specific project logo has been developed for the project identity. The logo will be included in all project promotional materials as factsheets, website, etc. The adopted logo is presented in Figure 5.

Figure 3. Project logo



To use only the logo that can be downloaded from the document repository (Google Drive : https://drive.google.com/drive/folders/1bD8Mv76mxonh5yE2Hjw47w7xv_y8yblO?usp=drive_link) and do not copy it from any other place. Reproduction quality needs to be ensured.

It is advised that the YouthGreen 5.0 logo (with or without the project name) appears in all YouthGreen 5.0-related documents. Any material co-funded with the project budget must make explicit reference to it and, if possible, use the YouthGreen 5.0 logo.

Figure 6. Project logo with full project name



Figure 4. Use of the project logo with compulsory logos



Co-funded by
the European Union



5. Intellectual Property Rights (IPR)

Rights of use of the granting authority on results for information, communication, publicity and dissemination purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from beneficiaries (in particular publication abstracts, outputs and other materials in written or electronic form, such as images or audiovisual materials) for policy, information, communication, dissemination and promotional purposes during or after the action.

The right to use the materials, documents and information of the beneficiaries is granted in the form of a licence that is a royalty-free, non-exclusive and irrevocable licence:

- (a) **Use for their own purposes** (in particular, making it accessible to persons working for the granting authority or another EU service (including institutions, bodies, offices, agencies, etc.) or an institution or body of an EU Member State, copying or reproducing it in whole or in part an unlimited number of times, and communicating it through press information services)
- (b) **Making available to the public** (in particular, publishing in printed form and in electronic or digital format, publishing on the internet as downloadable or non-downloadable files, broadcasting via any channel, public display or presentation, communication via press information services, or inclusion in widely accessible databases or indexes)
- (c) **Editing or rewriting** (abridging, summarising, adding other elements (e.g. metadata, indicators, other graphic, visual, audio or text elements), removing sections (e.g. audio or video files), splitting into parts, including use in a compilation)
- (d) **Translation**
- (e) Storage on paper, in electronic format, or in another form
- (f) Archiving in accordance with applicable document management rules
- (g) The right to authorize third parties to act on its behalf or to grant sublicenses **to third parties** for the types of use specified in subparagraphs (b), (c), (d), and (f), if necessary for the grantor's information, communication, and promotional activities, and
- (h) **Processing**, analyzing, compiling, and **producing derivative works from the materials, documents, and information received.**

The rights of use are granted for the entire duration of the relevant industrial or intellectual property rights.

Where materials or documents are subject to moral rights or third-party rights (including **intellectual property rights** or rights over images and voices of natural persons), beneficiaries must ensure that such materials and documents comply

with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the relevant rights holders).

Where applicable, the granting authority shall add the following information:

“© – [year] – [name of copyright holder]. All rights reserved. Licensed to [name of granting authority] under the terms and conditions.”

6. Reporting Obligations

Reporting is a contractual obligation that all partners must fulfill. Although it is the coordinator's responsibility to submit the reports and their mandatory supporting documents in due time, the completion of the reports and the validation of the information they contain are responsibilities that fall to each partner in the project partnership.

Within the project, three ways of reporting are planned:

1. **Formal reporting** by each partner and Project Coordinator, including Periodic and Final Reports; these reports will be the base for preparation of the Periodic report (at half of the project implementation period) and the Final Report (at the end of the project) provides the necessary information to the EU/National Agency to assure them that the project is implemented according to the Grant Agreement provisions.
2. **Internal reporting** within the Consortium, where partners inform the Project Coordinator about the work progress on institutional implementation of the project (internal work progress reports as indicated in the QAP “**Quarterly Progress Monitoring Report**” during the project) and partners’ financial reports (during the project).
3. **Event Reports**, reporting on realized different events (training, policy camp, bootcamp, etc.) by all partners, prepared using the templates to be provided for posting on the project website and social networks. It is recommended to prepare these reports by adding the information in due time when the activity takes place, particularly for reporting on the realized events, where it is expected to **have a set of information and news within 5 days after the event**.

All types of reporting will help partners and QARMC (Quality Assurance and Risk Management Committee) view the project’s progress objectively within the Consortium, as well as for internal monitoring, or external audit if decided.

Verification of expenditures declared in partners’ financial reports is linked to the transfer of part of the lump sum EU contribution to partners from the coordinator.

6.1 YouthPass certificate

For young people: The beneficiary should inform participants in the project about their right to obtain a Youthpass certificate (<https://www.youthpass.eu/en/>). The beneficiary shall support participants in the project in the evaluation of their non-formal learning experiences. The

beneficiary is obliged to issue a Youthpass certificate to any participant who requests it at the end of the activity. (Source Grant Agreement, Annex-2, Art. 15)

7. Meetings

In order to coordinate and manage the various activities of the project, meetings will be held on a regular basis. The project coordinator, helped by the relevant WP leader, will be in charge of setting up a calendar of meeting schedules.

Face-to-face meetings (**TPMs**) will be organised by the project partners in rotation every 5 to 6 months, and at least one or two representatives per partner must attend.

When specific decisions must be taken in the short term, **extraordinary meetings** or **specific partner meetings** may be held online.

The coordinator can organize **monthly online meetings** to implement the project effectively in a participatory approach.

The coordinator, WP leader, or a partner requesting the meeting shall prepare and send each partner a written agenda 7 calendar days before the meeting. Partners may add items to the agenda until 2 calendar days before the meeting.

Considering the project work plan and the budget constraints for meeting purposes, a preliminary schedule for the meetings during the entire lifetime of the project has been created. However, this plan will be updated according to the project development.

Minutes will be recorded for every TPM (official project meeting) and monthly online meetings. Unless otherwise agreed upon, the coordinator, or a rapporteur from the partners, is appointed at the start of the meeting. Meeting minutes will be taken in the following manner:

- ▶ Minutes are recorded by the member organization hosting the meeting. A copy of the minutes will be archived in the project repository (Google Drive).
- ▶ The coordinator or a rapporteur shall produce written minutes of each meeting, which shall be the formal record of all decisions taken. They shall send the draft minutes to all members within 15 calendar days of the meeting.
- ▶ The minutes shall be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the coordinator or a rapporteur.
- ▶ The coordinator will circulate the final version of the minutes to all the partners.

The minutes must at least contain:

- ▶ The meeting attendance list with signatures of participants, and signed by the hosting partner.
- ▶ The approved meeting agenda, including date and venue.

- ▶ Decisions taken, including motivations as far as possible.
- ▶ An action list containing for each action a short description, a responsible and a schedule (if an action was given to a person not attending the meeting, a person for contacting that person needs to be given).
- ▶ A list of agreed-upon upcoming events.
- ▶ If appropriate, a list of related documents (appendices).
- ▶ Photos of the meeting participants.