



Policy Corners

Guidelines for Member Organisations

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I. What are the Policy Corners?

Policy Corners are online spaces dedicated to Member Organisations for exchanging information and updates in the policy areas related to the work of the European Youth Forum.

The aim of the Policy Corners is to enhance the informal exchange of information and practices between the European Youth Forum and its Member Organisations.

They are developed using the online platform Basecamp. Representatives of Member Organisations can join the Policy Corner of their interest and share content or questions related to a particular policy area.

What the Policy Corners are not?

The Policy Corners are not meant to replace the mandates of the different working structures or serve as a tool for policy making and official consultation in the European Youth Forum.

II. Why having Policy Corners?

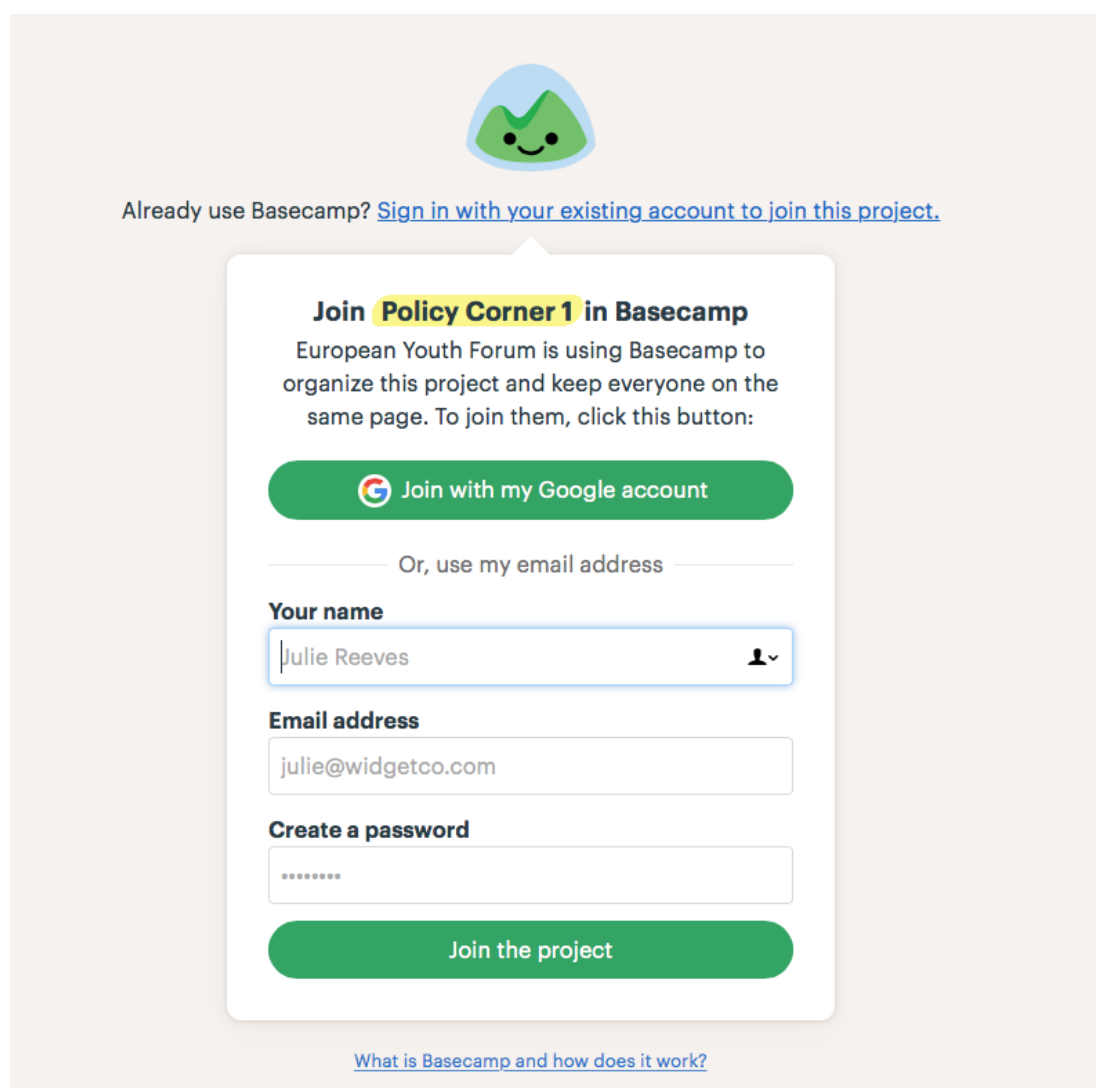
The Membership survey in 2017 showed that Member Organisations have the need for an on-going policy update and exchange of information beyond the working structures, e-mail communication and newsletters. The Policy Corners are part of the Membership Strategy, as an activity aiming to ensure greater engagement of the Youth Forum membership.

III. How to join a Policy Corner?

The Policy Corners are based on Basecamp, an online collaboration tool.

SIGNING UP!

- ✓ To join the Policy Corner of your choice, just email to ivana.davidovska@youthforum.org.
- ✓ You will then receive an e-mail invitation by the European Youth Forum with direct access to the link of the Policy Corner of your interest.
- ✓ From there you will be directed to the Basecamp Log in Page, where you will be able to create an account and join the Policy Corner in one step.
- ✓ If you are already a Basecamp user, you can sign in with your existing account and join the Policy Corner.



Already use Basecamp? [Sign in with your existing account to join this project.](#)

Join Policy Corner 1 in Basecamp

European Youth Forum is using Basecamp to organize this project and keep everyone on the same page. To join them, click this button:

[Join with my Google account](#)

Or, use my email address

Your name

Julie Reeves

Email address

julie@widgetco.com

Create a password

.....

[Join the project](#)

[What is Basecamp and how does it work?](#)

IV. Policy Corner tools

Each Policy Corner has the following tools available for use:

- ✓ **Message Board:** is the main place for sharing and exchange within the Policy Corner. You can post ideas, links, announcements, questions, etc. Each post can include picture, document or a link, and other users can 'comment' or 'applause' once you publish it.

You can choose the category of your posts, and if you are not sure about the message you are posting, you can always save it as a draft.


- ✓ **Schedule:** List of events/deadlines to share in the particular policy area. There is a hearing in the European Parliament, Member Organisations should be aware of? Or a policy event you are organizing and you would like others to know about it? Add it to the Policy Corner (project) schedule.

- ✓ **Docs & Files:** There is a publication, a paper or other type of resource you want to share with others and it doesn't belong on the Message Board. Add it to the Docs & Files folder. You can create folders, documents, add links to resources and papers in the policy area of the Corner.


In addition, each Policy Corner has a Project Activity timeline, which basically shows who posted when and via which tool (on the Message Board, in a Folder, or an event in the Schedule). This will help you to always be on track, no matter when you join.

Policy Update Corner


Policy Update Corner is an online space dedicated to Member Organisations for exchanging information and receiving updates in the policy areas related to the work of the European Youth Forum.

 Invite people to the project...

Message Board


 **Message 1**
Hello hello Please find

Schedule



Set important dates on a shared schedule. Subscribe to events in Google Cal, iCal, or Outlook.

Docs & Files




Share docs, files, images, and spreadsheets. Organize in folders so they're easy to find.


Other tools available: Campfire, To-dos, Automatic Check-ins, and Email Forwards

Project Activity

Today

 **Ivana added a new message called** 11:21am

Message 1
Hello hello Please find enclosed the policy update corners description and user guidelines. [Policy Update Corners 2018_description.docx]

 Policy Update Cor...
156 KB

V. What to share and what not share?

The Policy Corners are moderated by the Secretariat of the European Youth Forum, however, it is a responsibility of all the members to make sure the Policy Corners are useful spaces providing each user with the relevant content.

Here are some of our suggestions about what you could share:

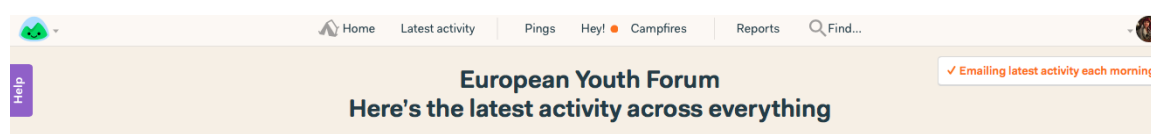
- ✓ Best practices, examples and recent developments on the topic.
- ✓ Your inputs, ideas and opinions on the topic related.
- ✓ Info on events, activities, briefings or hearings.
- ✓ Calls and/or notices from relevant institutions, related to the topic of the corner.

- ✓ Questions about something you need help with, or you want to find out others' experiences.

Sharing is caring, but, be careful about it!

The messages and the items you will share are not confidential and everyone who is part of that Policy Corner could access it. Consider this before you post any internal documents of your organization.

VI. How to keep up?



- ✓ Latest activity: Overview of the latest activities in a timeline.
- ✓ Pings: Chat room, one on one.
- ✓ Hey!: Notifications.
- ✓ Reports: Overview of your activities in Basecamp.

VII. Turning off notifications?

That is very easy. Just click on your Avatar in the upper right corner, and choose the 'Turn off notifications' settings.

VIII. Not interested to take part anymore?

If the mandate in your organisation is ending or you simply do not want to take part in the Policy Corner, just send a message to ivana.davidovska@youthforum.org.