



# LOCAL YOUTH XPERTS

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SCHOOL

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# 01 QUICK ADVICE FOR DECISION-MAKERS

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## **Purpose of the tool**

The tool "mentimeter" can help decision-makers and the administration in a municipality collect answers from a selection of children whom they are obliged to allow to express their views in a case that concerns them. These may be pupils, young people who can use the municipality's low-threshold services, or young people in an age group from whom the municipality needs advice. With this tool, decision-makers or the administration can quickly collect answers to concrete questions.

## **Who can use it**

Decision-makers in the municipal council, the executive committee, the heads of childhood and youth services board, and employees in the childhood and youth services administration

## **What the tool can be used for**

- Decision-makers can ask the administration for quick answers from selections of children and/or young people on one or more concrete questions. Children and young people answer digitally
- Employees in the municipal administration can quickly collect advice from a selection of children and/or young people in the municipality as part of preparing cases for political or administrative decisions
- It can be sent regularly to a group of young people so that they become used to acting as advisors, for example once a week, once every 14 days, or once a month over a period
- It can be sent to different selections of children/young people during a week, to collect answers from a wider group overall
- Decision-makers who go out to meet children/young people in the municipality can inform them that after the visit they will send out questions on Mentimeter, and explain why the municipality needs answers to these questions specifically from them

## **Which children and young people can take part**

All/a selection

# USER GUIDE

Mentimeter is a ready-made questionnaire tool. decision-makers or the administration add questions on the website. The website then generates a code that participants need in order to answer the questions. The code is valid for a maximum of 14 days.

## Who Mentimeter can be sent to

- Mentimeter is sent to the selection of children/young people who are going to express their views
- The selection can, for example, be:
  - some classes or a year group in the municipality's primary schools
  - a year group or all pupils at one or more lower secondary schools
  - all children or young people in one or more year groups
  - all who have been to the youth club during the past year
  - all who have taken part in the Youth Cultural Gathering in the past three years

## Themes that can be asked about

- How children/young people experience the learning/school environment
- How children/young people experience the municipality's bus services
- How children/young people experience how safe the town centre feels
- How children/young people experience the municipality's leisure services
- What advice children/young people have for a specific service
- Where a new youth club/sports hall, etc., should be built
- What opening hours youth clubs/low-threshold houses should have
- Which services for young people the municipality should start up
- Which summer activities for children/young people the municipality should offer
- What is important for young people to want to stay living in the municipality

## Children/young people must understand why they are answering

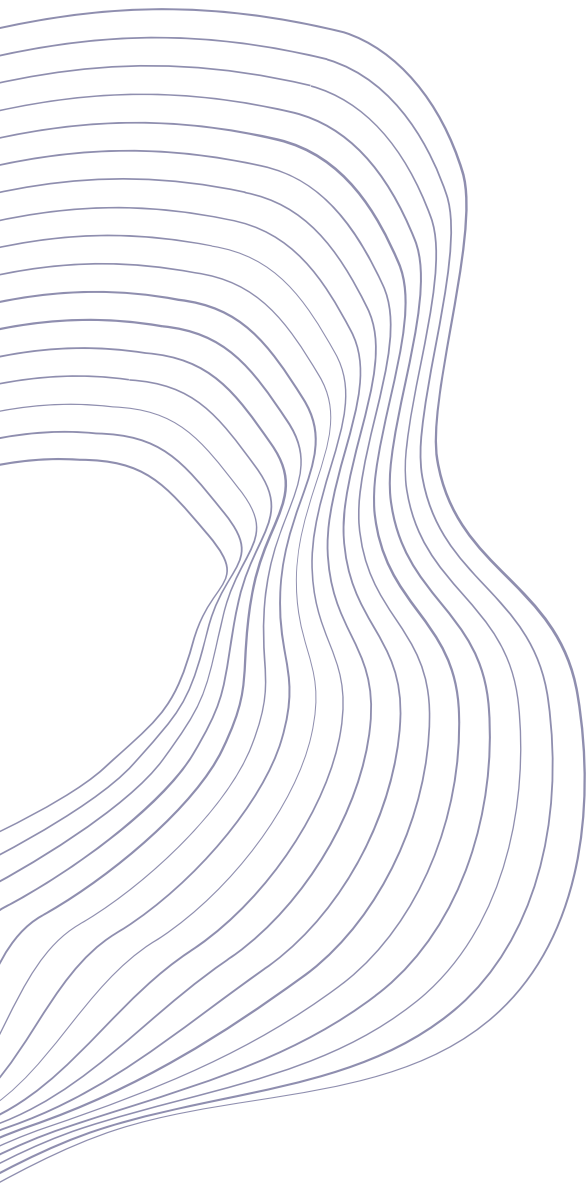
- Understandable information must be made, which also engages
- Children and young people must receive information about:
  - why the municipality needs answers from children and young people
  - what the theme is and what the answers will be used for
  - who is asking the questions
  - why they specifically are receiving these questions
  - how the answers will reach those who are going to make the decisions

## How answers can be collected

- Ask a few questions, children/young people can click on a response alternative
- Have several response alternatives, not only “yes” and “no”
- Have simple and understandable response alternatives
- Include the possibility for open-ended answers as well

## Decision-makers' responsibility when collecting answers

- Send a thank-you greeting or thank-you video to those who have participated
- Send information about how those who answered can get in touch if they have more to contribute or are wondering about something
- Send later information, through a text, an audio file or a video, about how the answers from children/young people have been included in the decision
- Publish on the municipality's website or on social media information about how the advice from children/young people has been included in the process



# 02 DECISION-MAKERS GO OUT TO MEET CHILDREN

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## **Purpose of the tool**

The purpose is to help shorten the distance between children and decision-makers with power. Children and young people under 18 do not have the right to vote. decision-makers are obliged under the UN Convention on the Rights of the Child to collect answers from selections of children concerned when they are making decisions that affect them. This tool helps them achieve that. With this tool, they will most often not be able to obtain representative answers, but they will be able to hear some children's and young people's views on topics that matter.

## **Who can use it**

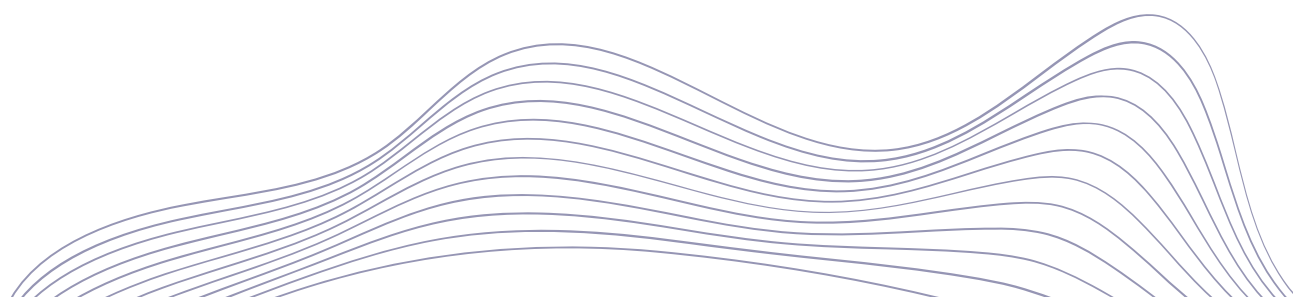
Decision-makers in the municipal council, the executive committee, the heads of childhood and youth services board, and their advisors

## **What the tool can be used for**

- Decision-makers travel out to places where children and young people under 18 are. Where they go depends on which groups of children they need answers from
- Children and young people under 18 are invited to contribute advice and ideas for creating the best possible municipality for those who will live in the municipality in the future

## **Which children and young people can take part**

All



# USER GUIDE

## Places decision-makers can go out to:

- Schools or kindergartens
- Leisure activities run by volunteers
- McDonald's, Burger King, or other cafés/eating places
- Events for children and young people in the municipality
- Youth clubs and low-threshold houses
- Bus and train stations, or other open meeting places

## Why the decision-makers are doing this

- Specific themes or connected to specific matters
- To listen, understand, and learn from the children and young people they meet

## Examples of themes decision-makers can ask about

- Services the municipality needs in addition to what clubs and organisations provide
- What decision-makers or others can do so that more young people get involved
- Which climate and environmental measures the municipality should prioritise
- What schools in the municipality can do to improve learning
- What schools in the municipality can do to improve well-being
- What schools can do so that fewer young people in the municipality abuse drugs
- What can be available in the municipality so that fewer young people struggle with mental health
- Which changes are needed in the School Health Service
- How the school rules should be
- How bullying can be prevented
- Priorities regarding housing development, business development, and road construction

## How invitations can be made

- Send out information in advance to the children and young people at the place where the decision-makers will go. This can be done through posters, verbal information via leaders, the schools' digital platforms, or a film from the decision-makers explaining why they are coming

## How decision-makers can go out

- In small groups, to visit places where young people are
- It may be the mayor, decision-makers in the executive committee, and/or the heads of childhood and youth services board
- Agreements can be made to visit the place regularly over a period

## How the advice can be collected

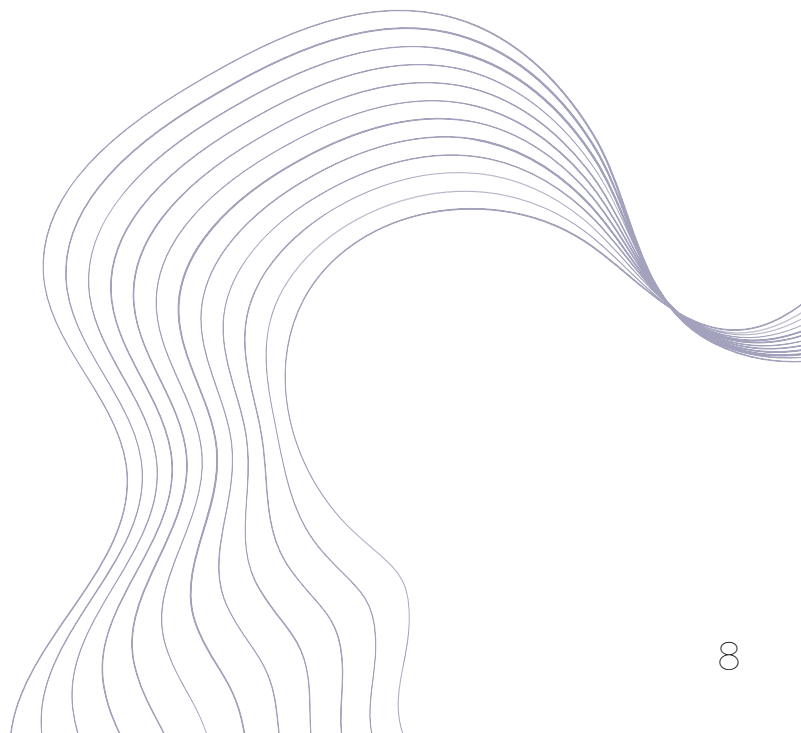
- Before they go out, they receive a short training session from young people with tips on what the decision-makers can do to make it as safe as possible for children and young people to talk with them
- They decide whether they will prioritise collecting answers from different ages, different parts of the municipality, or other important factors related to the theme

## How to carry out the collection

- Start with one or more energisers, something to get to know each other a little
- Give information about why they are coming and what the answers will be used for
- Invite children and young people to respond through conversation (possibly in groups if several decision-makers go out) or through simple tasks, activity stations, Kahoot/other digital solutions

## The decision-makers' responsibility after they have received advice and ideas:

- Leave information about how the children or young people can get in touch if they have more to contribute or are wondering about something
- Publish on social media information about how the advice from the young people has been included in the process



# 03

## DIRECT LINE TO DECISION-MAKERS

### **Purpose of the tool**

To create a shorter distance between children and young people aged 13-20 and decision-makers with power. Children under 18 do not have the right to vote. Young people aged 18–20 participate in elections in most municipalities to a lesser extent than adults and have few opportunities to express themselves to decision-makers. decision-makers are obliged under the United Nations Convention on the Rights of the Child to collect answers from selections of children and young people concerned when they are making decisions that affect them. This tool helps them achieve that. At the same time, children and young people are given the opportunity to give direct advice or ideas to decision-makers with power - when it suits them.

### **Who can use it**

The mayor, deputy mayor, the leadership of the heads of childhood and youth services board, and their advisors

### **What the tool can be used for**

- The mayor/deputy mayor/chair of the heads of childhood and youth services board can send out questions directly to a group of children or young people in the municipality. They are invited to answer, in order to contribute to the best possible municipality for children
- Children and young people can read questions others have asked previously, and the answers that have been posted to those questions
- Decision-makers can post information for children and young people
- Children and young people can send advice or ideas directly to the decision-makers

### **Which children and young people can take part**

13-20 years old

### **How information about the app/website is provided**

- To children and young people at schools and through help services

### **How children and young people can register**

- Children and young people can register on a website. They can register their name, age, phone number, which area of the municipality they live in, school year, and which help services they have experience with

# USER GUIDE

## WHEN THE MAYOR SENDS OUT A QUESTION

How questions can be sent out:

- The municipality can use an already existing programme to send out questions
  - Google Forms
  - Questback
  - Nettskjema.no
  - SurveyMonkey
- The link to the questionnaire can be sent out via:
  - schools
  - help services
  - directly to the phone numbers of young people who have registered

## Who the questions can be asked to:

- All children and young people
- All who have registered that:
  - they are a certain age
  - they live in a certain area
  - they are in a particular school year
  - they have experience with the School Health Service
  - they have experience with the Municipal Health Centre

## A question is sent out, children and young people receive a notification

- The mayor / the chair of the heads of childhood and youth services board sends out a question, information about why this question is being asked now, and information about what the answers will be used for
- Children and young people who are registered receive a text message with a link

## After the decision has been made

- The mayor / the chair of the heads of childhood and youth services board sends a notification to everyone who submitted input, explaining how the input from the young people has been included

## WHEN THE MAYOR SENDS OUT A QUESTION

How the advice or ideas can be submitted

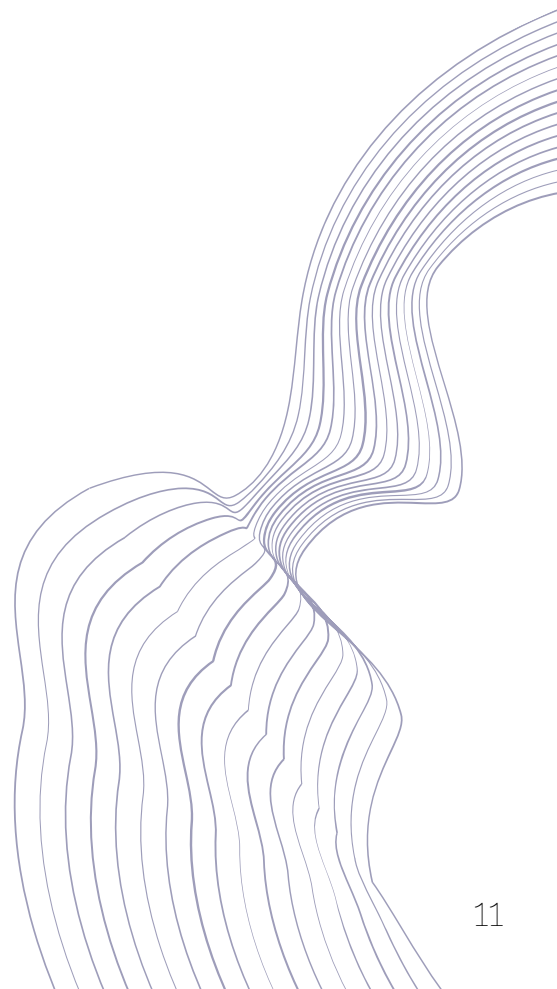
- A link to a form is posted on Teams or Visma
- The form is also posted on the municipality's website

## Choosing whether to be anonymous

- Everyone who wants to submit advice or ideas must log in with BankID, MinID, or Feide
- They can choose whether to submit anonymously or not
- They can choose whether the advice or idea can be made visible for others to see
- Someone in the municipality filters out joke or irrelevant submissions before the decision-makers receive the questions

## If the mayor or another politician comments

- When the mayor has thanked and/or commented, the person who submitted the input receives a notification
- The mayor can choose to respond in writing or in a short video
- If the child or young person has approved it, the advice or idea is posted where everyone can see it



# 04 DECISION-MAKERS ASK, YOUNG PEOPLE ANSWER

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## **Purpose of the tool**

The tool is a digital survey on a website made by young people. It can help decision-makers and the administration to collect answers from a selection of children and young people who have the right to express their views and be taken seriously, before matters that concern them are to be decided by the municipality. The municipality can relatively quickly be ensured "fresh" knowledge from children and young people before a decision is to be made.

## **Who can use it**

Decision-makers in the municipal council, executive committee, education and upbringing committee, and employees in the education and upbringing administration

## **What the tool can be used for**

- Decision-makers can ask the administration for answers from a selection of children and young people to concrete questions, possibly with elaborations.
- Employees in the municipal administration can collect experiences and advice from a selection of children and young people in the municipality, as part of the preparation of cases for political or administrative decisions.
- The answers ensure the municipality "fresh" knowledge as a basis for decisions.

## **Which children and young people can take part:**

6-20 years

# USER GUIDE

## Placed on a website designed by young people

- A website is designed by young people with knowledge of what is experienced as good and what engages many young people
- Surveys can be published daily, weekly, monthly, in periods
- A link to the survey can be sent regularly to a group of children and young people, if the municipality wants more inputs from the same selection
- The link can be sent to different selections of children and young people during the course of a week, to collect answers from a broader group of children and young people in the municipality
- Decision-makers who go out to meet children and young people in the municipality can talk about the website and that a survey is now being published there, which the municipality wants answers to

## Ideas for the surveys to engage children and young people

- Include some slightly well-known people to talk about and recruit for the survey on Snapchat, TikTok
- Advertise on social media, ads appear on mobile phones
- Publish a short, slightly fun video that says that the municipality needs answers from children and young people

## Information that must be provided at the start of the survey

- A short video can explain why the survey is needed and what the answers will be used for
- That the survey is anonymous and no one will know who responds
- That the survey is voluntary



## Themes for the survey can be

The questions must be simple and easy to understand, themes can be:

- How the After School Assistant (SFO) is experienced and what would make it better
- How the school environment, learning, and the adults at school are experienced.
- What the schools in the municipality can do for better learning
- What the schools can do for better well-being
- What the school can do to prevent absence from school
- How different services are experienced
- Which leisure activities children and young people want in the municipality.
- How the mental health services in the municipality should be
- What it would take for young people to want to live in the municipality when they become adults
- What the schools can do so that fewer young people in the municipality abuse drugs

## Who the digital survey can be sent out to

- Examples of selections of children and young people can be:
- All/one grade/some classes in primary school
- All/one grade/some classes in lower secondary school
- Everyone in a specific age group/year cohort
- Everyone who has visited a youth club, summer activities, health clinics for adolescents, low-threshold services

# 05 YOUTH TEAM ON A POLITICAL ASSIGNMENT

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## **Purpose of the tool**

To make the path shorter between decision-makers and children and young people. The decision-makers collect answers from selections of children and young people, with the help of a youth team.

## **Who can use it**

Decision-makers in the municipal council, executive committee, education and upbringing committee, and their advisers.

## **What the tool can be used for**

- A group of adults who have been pointed out as safe by young people are invited as part of a team which, together with the mayor/deputy mayor, will collect advice from young people. They are called a youth team.
- Decision-makers travel out to places where children and young people under 18 years are. Where they go is decided by which groups of children they need answers from.
- Children and young people under 18 years are invited to contribute advice and ideas for the best possible municipality for those who are going to live in the municipality in the future.

## **Which children and young people can take part**

All

# USER GUIDE

## How to find adults for the youth team

- Adults who have been pointed out as safe are selected for the youth team
- Their background can be social pedagogues, football coaches, employees at youth clubs, the street outreach service, or teachers
- The team is changed after each youth month
- The mayor or deputy mayor leads the team

## The team organises youth month

- Youth month is organised one to two times a year
- The aim of youth month is to collect advice from young people in the municipality on a specific theme

## How the theme for youth month is decided

- The theme is decided based on what the municipality is working on and needs advice from young people about
- Examples of themes can for example be:
  - Which changes are needed in the School Health Service
  - What schools in the municipality can do for better well-being
  - How to get more people to attend activities in the municipality

## The task of the team is to

- Travel out to events where children and young people are, schools and clubs, to collect advice on the theme for youth month
- Be out "on the street" to reach those who are not in school or youth clubs
- Be on social media to build trust with young people

## After youth month

- The youth team goes through the advice they have received from the young people and sees what is repeated among many young people
- The advice that is repeated among many young people is included in what the municipality decides
- The youth team posts on social media how they have used the advice from the young people

# 06 IDEA POSTBOX FOR DEVELOPMENT

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## **Purpose of the tool**

Children and young people can submit ideas for how the municipality should continue to develop, in a digital postbox. Decision-makers and the administration in this way receive ideas and other types of views from those who are often talked about as the future of the municipality, those who are children and young people right now. Ideas can in this way also come in from those who do not have the right to vote and who in most municipalities have few opportunities to genuinely give input to decision-makers or the administration.

## **Who can use it**

Decision-makers or the administration

## **What the tool can be used for**

- Decision-makers or the administration can receive ideas and other types of views from children and young people in the municipality on themes that are current and important for municipal development.
- The ideas are submitted under themes that are published, which the municipality needs input on. It is also possible to submit "free inputs". The content of the postbox is passed on regularly and directly to the person or persons who have published the different themes.

## **Which children and young people can take part**

All

# USER GUIDE

## How children and young people can give advice

- A digital form is available for children and young people to submit ideas
- The form is easily accessible for children and young people and can for example be:
  - Link on Visma
  - Link on Teams
  - A poster with a QR code is sent to all schools, youth clubs, health clinics and similar, so that they can put it up
- Inside the form there are different themes that the young people are invited to give ideas about, which are important now:
  - in the social part of the municipal plan
  - in theme plans for specific areas
  - in the annual action plans
- Selections of schools, grades or classes can be invited to use this tool during school time, to ensure that ideas are received from some selections or groups of children and young people that decision-makers or the administration particularly want ideas from. Feedback to those who have taken part must then be ensured

# 07 DECISION-MAKERS & YOUNG PEOPLE WHO DRIVE

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## **Purpose of the tool**

To help make the path shorter between young people in environments that are rarely listened to and decision-makers with power. The decision-makers are committed to collecting answers from groups of young people it concerns, when they are going to make decisions that affect them. The answers will rarely be representative, but can be important answers from groups of young people with an interest in different vehicles and who may experience that this is not looked upon positively

## **Who can use it**

The mayor, decision-makers in the executive committee, education and upbringing committee, their advisers, or the administration.

## **What the tool can be used for**

- Decision-makers can collect advice from young people who drive cars, scooters/mopeds, snowmobiles, quad bikes, and/or groups of young people that cruise. Young people who drive are invited to contribute advice and ideas for the best possible municipality for young people like them.
- Decision-makers can gain more understanding of why young people drive a lot, use cars, scooters/mopeds, quad bikes, or spend time in car parks or petrol stations. decision-makers can receive advice directly from them

## **Which children and young people can take part**

Young people who enjoy driving/cruising



# USER GUIDE

## Places decision-makers can go to

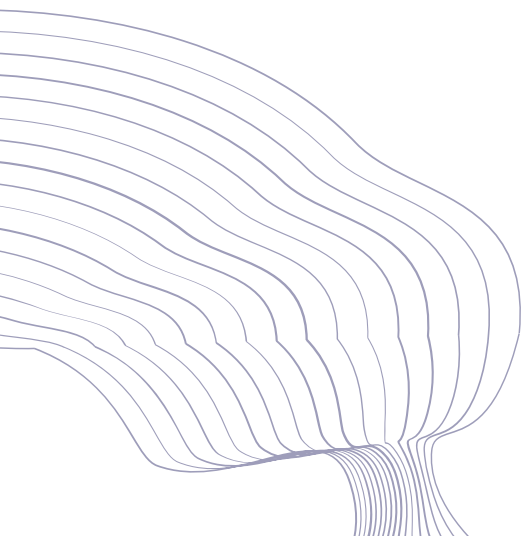
Places where young people who drive often spend time, such as petrol stations, car parks, or other meeting places

## How invitations can be made

- Directly to individuals who are part of these environments
- Posts on social media with information that decision-makers would like to meet young people who drive, possibly that the young people are invited to the town hall. It is important to clearly describe why the decision-makers want to meet young people who drive and what the answers will be used for
- It must be stated clearly that the media cannot attend, to make it feel safe

## Examples of themes decision-makers can ask about

- The themes must be important for those who are going to make decisions and for young people who drive, for example:
  - What decision-makers can do to make the municipality feel like a good place for these young people
  - What is good about this environment and why young people choose to be part of it
  - How the municipality can facilitate for young people to do what they enjoy in a safe way, both for themselves and for others



## How decision-makers can go out

- In small groups, in order to make it safe enough for the young people they meet
- Sit in a visible place so that young people can come over
- Go out several times to make it safer and show that they genuinely want to understand

## How to carry out the meeting points

- Invite people to first get to know each other a bit, the decision-makers also talk a little about themselves
- Invite to conversations between one to two decision-makers and a few young people
- Invite young people to answer questions anonymously, on Kahoot/Mentimeter

## The responsibility of the decision-makers after they have received advice and ideas

- Leave information on how the young people can get in touch if they have more to contribute or have questions
- Post on social media information about how the advice from the young people has been included

# 08 YOUTH TEAM, GOING WHERE YOUNG PEOPLE ARE

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## **Purpose of the tool**

Decision-makers or the administration collect experiences, advice or concrete solution proposals from children and young people by sending out a group of young adults from the municipality/district. These are young adults whom many young people trust. They are given themes and issues from those who are going to make decisions or prepare the basis for decisions. The aim is to give decision-makers answers from a group or a selection of children and young people whose views they need to hear, in order to make the right decisions.

## **Who can use it**

Decision-makers in the municipal council, executive committee, education and upbringing committee, political advisers and the municipal administration - in cooperation with young adults

## **What the tool can be used for**

- Collect experiences, advice or solution proposals from young people in the places where they are, by having trusted young adults go out
- Contribute to children and young people experiencing that their experiences and advice about school, services or activities in the municipality are important to those who are going to decide

## **Which children and young people can take part**

All

# USER GUIDE

## Who can collect answers from children and young people

- Young adults aged 18-23 years.
- They are from the municipality/district where they are going to meet young people

## How

- The young adults are divided into different teams or groups, who are given responsibility for different themes, questions or for going to different places in the municipality
- The teams can be given the assignment to return to the same place several times, to build more trust and ensure that the answers they receive are thorough

## Places the teams can go to

- Schools
- Youth clubs and low-threshold services
- McDonald's, Burger King or other cafés / places to eat
- Bus and train stations or other open meeting places
- Parks, skate parks and football pitches

## Themes the teams can ask young people about

- This can be all kinds of themes that decision-makers want to hear children's and young people's views on. When trusted young adults are sent to places where children or young people are, they can also ask about things that are difficult, challenging or frightening

## The team organises events for children and young people

- The team organises events where groups of children or young people are invited to describe how school, services or the municipality are experienced. Children and young people with experience related to the issues concerned are invited to take part
- The events can have themes such as school, youth clubs, health clinics or the street outreach service
- At the events, young people are asked about what is good and what should be done differently by the service/system

## The responsibility of the youth team after they have received advice and ideas

- The team summarises the experiences, advice and/or solution proposals. What is repeated by many young people is gathered in a report that is passed on to the decision-makers or the administration
- The team can invite children and young people to present the answers directly to those who are going to make decisions or to the administration that prepares the knowledge base for the decision

# 09 OPEN DIALOGUES FOR ADVICE

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## **Purpose of the tool**

Decision-makers collect experiences, advice or concrete solution proposals from children and young people by organising open dialogues. The dialogues are organised in places that children and young people can experience as safe. The dialogues can be open to everyone or only to children and young people with a specific type of experience. The aim is that decision-makers learn from different groups of children and young people what is important to them, in order to make the right decisions.

## **Who can use it**

Decision-makers in the municipal council, executive committee, education and upbringing committee, political advisers and the administration.

## **What the tool can be used for**

- Decision-makers collect experiences, advice and solution proposals by organising dialogues for children and young people on different themes, to achieve the best possible municipality for those who are going to live in the municipality in the future

## **Which children and young people can take part**

All

## **Who can be invited**

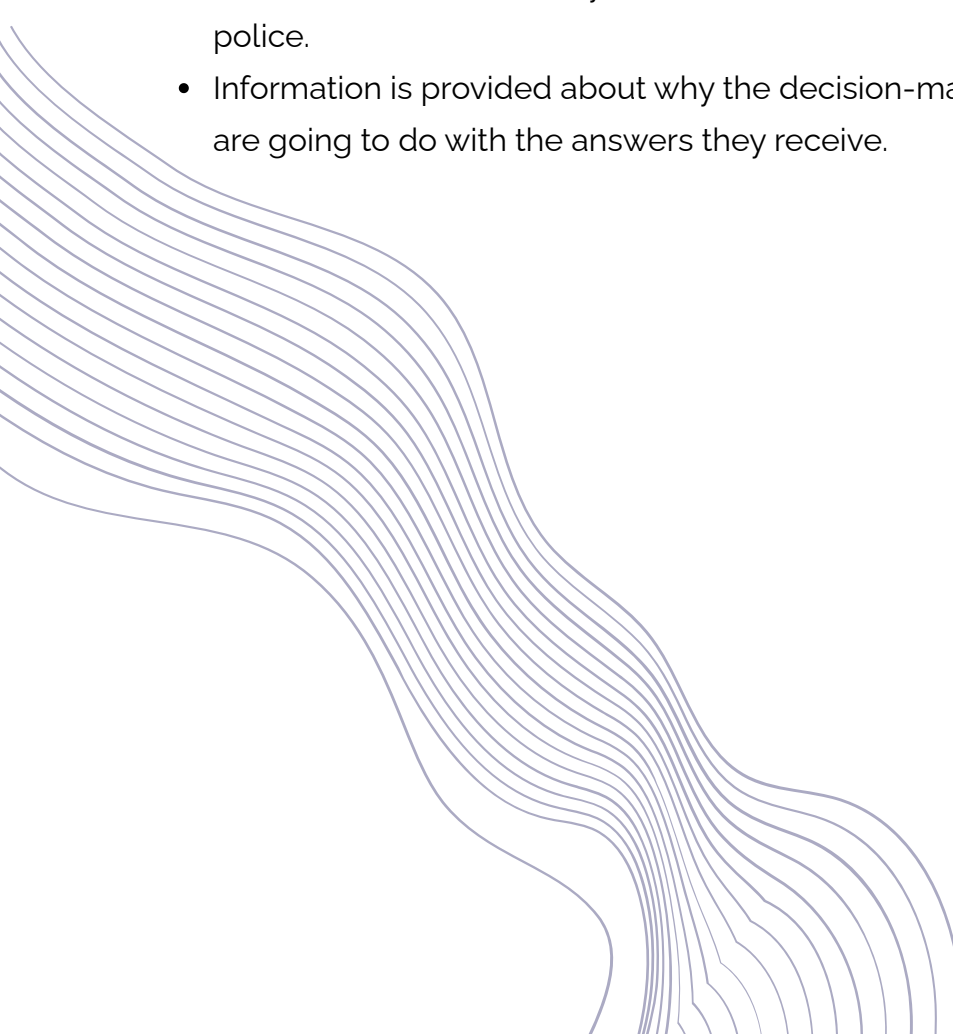
- Larger groups of children and young people
- Children and young people with a specific experience

## Themes for the dialogue can for example be

- How the mental health services in the municipality feel
- Which changes are needed in the School Health Service
- Which leisure activities the municipality lacks
- How to prevent violence and youth crime
- What kind of help young people who abuse drugs need
- What the municipality can do so that fewer young people spend time in the town centre in the evenings
- What schools in the municipality can do for better learning
- What schools in the municipality can do for better well-being

## How invitations can be made

- The decision-makers who are going to take part in the dialogue can make a short video where they provide information about the dialogue and why they are organising it.
- If the dialogues are to be open to all children and young people, information about the dialogue meeting and the theme is posted on social media.
- If the dialogue is for children and young people with a specific type of experience, information is sent to children and young people through health services, the street outreach service / youth outreach service, child protection services, the police.
- Information is provided about why the decision-makers are there and what they are going to do with the answers they receive.



# USER GUIDE

## Places where the dialogues can be organised

- Primary or lower secondary schools
- Youth clubs
- Low-threshold services
- Cultural venues
- Football pitches or skate parks

## How the dialogues can be carried out

- Start with one or more energisers, something to get to know each other a bit
- Provide information about why they are there and what the answers will be used for
- Invite those who take part to talk about what is good, what should be done differently and to give advice on what the municipality should do better in the future

## The responsibility of the decision-makers after they have received advice and ideas

- Leave information on how children and young people can get in touch if they have more to contribute or have questions
- Post information on social media about how the advice from children and young people has been included in the process

