


YOUTH

Engagement in Decision-Making

Project Planning Tool

 **Involve** young people from the **outset of a project.**

Don't just add it onto the end as an afterthought. 

Ministry of Youth Development (MYD) – Te Manatū Whakahiato Taiohi
Youth Advisory Group member



MINISTRY OF
YOUTH DEVELOPMENT
TE MANATŪ WHAKAHIATO TAIOHI

Administered by the Ministry of Social Development

The Project Plan

Use this information to plan how to involve young people in decision-making for your project.

Youth engagement project name and description

Describe the purpose and aims for involving young people

Describe the methods you will use to involve young people

Describe the range of young people to be involved in the methods and how they will be recruited



Describe the practicalities of involving young people

Describe the potential barriers to youth engagement

Describe the strategies you could use to overcome these barriers

Resources – other people, organisations, and tools that could help

Evaluation plan

Guidelines

Things to think about when completing your project plan.

Youth engagement project name and description

What is the project name/description, and will it appeal to young people?

Are young people involved in coming up with the project name/description? Could they be?

Describe the purpose and aims for involving young people

Why should young people be involved?

What role will they have in decision-making?

What impact will their involvement have?

Describe the method/s you will use to involve young people

What is the best method/s for your project?

Methods include: face-to-face meetings, surveys, social media (e.g. Instagram, TikTok, and Facebook), an ongoing youth advisory group, focus groups, youth forums, and creative consultation methods.

Describe the range of young people to be involved and how they will be recruited

How can you involve young people who have experience and interest in the decision or issue being addressed?

How can you reach out to those young people who would not normally get involved in decision-making opportunities?

How can you involve young people with a diverse range of perspectives?

Describe the practicalities of involving young people

How can you interest and support young people from different socioeconomic or cultural backgrounds?

What would be the most comfortable environment/s for the engagement/s to take place in?

What would be a youth-friendly time and place to have youth engagement activities occur?

What kind of information do you need to provide to young people, so they are well-informed about the youth participation project?

What do you need to do to make this information accessible?
(Consider language, tone, medium)

How can you help young people to develop informed opinions about the issue/decision?

What opportunities could young people have to meet/collaborate with the key decision-makers?

How can you keep young people up to date about the decision-making process?

What are the resources you need to undertake the youth engagement project? (Consider time, budget, staffing)



Describe the potential barriers to youth engagement

Potential barriers for young people could include:

The project looks too complicated for them.

They feel that their involvement would be because of tokenism and/or a box ticking exercise.

Poor wellbeing in regard to housing, financial issues within the home, poor mental and/or physical health, or domestic violence.

The environment does not cater to their unique needs or is too professional/intimidating.

Language and/or cultural barriers.

They don't learn that the opportunity exists/it is not promoted within their circles.

Self-esteem and/or confidence in being a part of decision-making processes.

High demands on their time.

Describe the strategies you could use to overcome these barriers

Consider and write down how you would directly address each of the barriers you have listed in the previous section to ensure that young people can participate. Ensure this information is agreed upon and shared with anyone in your organisation that will be involved in the engagement.

Resources – this includes budget, people, organisations, and tools that could help

Consider:

Your budget: don't forget to include reimbursements to young people.

People internal and external to your organisation.

Online tools and resources that could help you prepare for your engagement.

Evaluation plan

How will you provide feedback to the young people involved?

How will you evaluate your project?

How will you involve young people in developing the evaluation?



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