

INFORMATION FOR MINORITY MESSENGERS



Before you start:

- The first step is to sign a Minority Messengers Agreement for 2019
- You need to get an **approval** of the Steering Group before your visit and send the **evaluation form** afterwards (otherwise we cannot cover your costs)
- You can go on visits in pairs and you can always ask questions: mmsteeringgroup@yeni.org
- If you don't know where to go, let us know and we can help you with finding something!
- Start planning your visit early and get in contact with the Steering Group and the hosts well before the visit.
- When following the financial guidelines, YEN will reimburse the expenses for your visit, therefore you need to keep all original receipts (boarding Passes, Tickets, reservation etc)
- Enjoy!

THREE PHASES of YOUR VISIT

*Planning, implementing and documenting – this is your project!
If you need assistance, we can guide you through the process.*

1. Preparation - Planning!

- ? Who do I want to visit and when?
- ? How do I get there, do I need to sleep somewhere, etc.?
- ? What are the costs (for travelling, accommodation, material)
- ? What is the topic/plan of my visit/workshop/presentation?
- ? How do I want to present the topic?

➔ Inform the Steering group about your preparation (with answers to all the questions above) & get an approval for your visit! **Send a mail to:** mmsteeringgroup@yeni.org

2. Implementation

- Organise/conduct a workshop / a talk with the group and enjoy it!
- Take photos & let the hosts sign the Photo Consent Form
- Reflect and take notes
- If you are visiting a minority organisation: Fill out the database-questionnaire
- keep ALL receipts (for travelling; boarding passes, tickets....and for accommodation; for food)

3. Documentation/Follow up

- send the Follow up documents and photos to the steering group
- fill out the expense claim & including all receipts (for a detailed explanation have a look at the financial rules)

TIPPS for Minority Messengers – FAQ

Where to go?

- Maybe start with a visit close to “home”, an organisation where you know someone, a place where you know your way around
- You could visit a school (both minority and majority) that you attended. Maybe you still know the teachers and it is easy to arrange
- You could visit other minority organisations
- You could visit youth organisations
- ➔ **IMPORTANT:** Before you contact an organisation (weather minority or youth) please inform the Steering Group about your ideas in case we already have contacts!

What to talk about?

- Talk about your experiences of being a minority – present your minority, language, traditions and current situation.
- Another good topic would be youth participation, maybe you already learned something about it during a YEN event in 2019 – you can talk about different possibilities to participate, about why it is important to vote or get engaged in youth organisations.
- It should be something you care about – that is usually the easiest to talk about 😊
- ➔ We are currently working on some examples for topics if you need further inspiration

How do I prepare my workshop?

- Ask yourself: who is my audience?
- Ask yourself what the aim for the visit/workshop is?
- Look for fitting methods and adapt them to your ideas/topic
- Prepare the presentation or the material you need (some pictures & newspapers can be actually more interesting than PowerPoint)
- Make a timetable for yourself and make sure you can stick to it.
- Plan some time for feedback and questions.

How do I contact an organisation?

- Present yourself and the idea of the Minority Messengers project
- Include basic information about YEN
- describe your idea for a visit: the topic, how long it would be, if it’s a workshop or a presentation
- Be open if changes come up
- Maybe you will be referred to someone else
- You can send an email but sometimes calling can be the better option

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What do I need to think about in the preparation with my hosts?

- Take into consideration the technicalities: do I need a laptop, a projector, speakers, paper etc. and where do I get it from?
- Inform yourself about the surroundings and environment you will be in.
- Consider how much time will you have and how many possible breaks will there be.
- Inform your contact about your plans for the workshop/presentation and how he/she can prepare the "audience" for your visit. Make sure both sides know the plan.
- Inform yourself about your audience (e.g. age, why are they there)
- If you plan to visit a minority, inform yourself about the minority, so you can ask them questions in case they are not as active in the discussion as you thought.

What do I need to remember for the visit?

- Show up at least one hour prior to prepare all the practicalities.
- Don't forget to bring flyers, info material, technical equipment, presentation, questionnaire, maybe a small gift for the host
- Eventually go through your agenda again with the contact person.
- Take some pictures and remember to ask the hosts if they can be published and let the people sign the form (if applicable)
- Take your time to evaluate with the hosts and for yourself
- If you are visiting a minority organisation; Fill in the questionnaire with a person who is able to answer the questions. If questions can't be answered at the given time, give your contact information for a follow up.
- *Remember you can do this; you are the expert!*

What do I need to do after the visit?

- As soon as possible! - Fill in the Expenses Claim and send it together with the original tickets, invoices and boarding passes by post to
Jugend Europäischer Volksgruppen JEV
Postfach 640228
10048 Berlin
- Complete the questionnaire (if applicable) and send it to the Steering Group (mmsteeringgroup@yeni.org).
- Fill in the evaluation form and send it to the Steering Group (you will only get your travel costs reimbursed after you send the evaluation form)
- Send pictures, videos, etc. and the Consent Form
- Keep in contact with the people you visited. See if follow up is needed and plan it accordingly.

What do I do if I need help or have another question?

- If you have an idea but don't want to do go on the visit alone, let us know and we can find a partner for the visit
- If you want to talk to an experienced Messenger about your plans let us know
- ➔ You can always write to mmsteeringgroup@yeni.org