

# Youth Partnership

Partnership between the European Commission  
and the Council of Europe in the field of youth



## European Knowledge Centre Correspondent job description

*Updated 2017*

### Function:

The EKCYP-correspondents are part of a network of national knowledge-brokers in the field of youth covering the signatory states of the European Cultural Convention. Correspondents provide adequate and up to date information on youth policy in their country.<sup>1</sup> The national EKCYP-correspondent is nominated by the Ministry in charge of youth affairs, which is the responsible entity for knowledge provision on youth policy. The Partnership on youth between the Council of Europe and the European Commission's contact person in the Ministry for is the respective member of the European Steering Committee for Youth (CDEJ). The information collected by EKCYP correspondents, analysed and provided on-line, supports most activities of the youth partnership and is a reference point for many youth stakeholders in Europe. EKCYP includes thematic, regional and country pages, a glossary as well as a wide range of analytical papers. EKCYP network meets once a year to discuss trends and agree on the main lines of action in the following year.

### Responsibilities:

#### Knowledge gathering and updating:

- Provide a comprehensive country information sheet on youth policy
- Submit thematic information on national youth policies according to the templates provided by the EU-CoE youth partnership
- Keep information on the situation of youth policy and selected topics at national level up to date, reviewing it once a year or as changes occur

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<sup>1</sup> The provision of knowledge on youth through the EKCYP follows the recommendation R. (92) 7 of the Council of Europe's Committee of Ministers and the common objectives on a greater knowledge and understanding of youth adopted by the member states of the European Union. For further information on the political context of the EKCYP, please see [http://www.youth-partnership.net/youth-partnership/ekcyp/BGKNGE/Better\\_Understanding](http://www.youth-partnership.net/youth-partnership/ekcyp/BGKNGE/Better_Understanding)

- Take full responsibility for the quality of the content provided and be available for being contacted. Please note that every template will include a disclaimer explaining that the correspondent is responsible for the information submitted.

#### **Building Knowledge Networks and Dialogue:**

- Keep an updated profile on the EKCYP experts' database
- Participate actively in the meetings of the correspondents' network, where knowledge is shared and further developed
- Support national initiatives of knowledge development in the field of youth for enhancing youth policy and youth work practice, acting as a liaison between the European and national level.

#### **Tasks:**

**Draft a *country information sheet on youth policy (approx. 12 pages)* according to the template provided by the Partnership. Keep the country sheet up to date** by informing the Partnership of relevant changes and providing an updated version of the document in question. The country sheet should be updated at least once a year. This task is applicable especially to EKCYP correspondents whose country is not participating in the EU Youth Wiki project. For those involved in EU Youth Wiki, the requirement to update the country information is at their discretion, to avoid double work. Once EU Youth Wiki platform will be launched, a link to it will be included on the EKCYP.

- **Gather data on national youth policy** from available resources and through cooperation with institutions in the field of youth policy, youth work and youth research according to the themes agreed at the annual meeting and on request of partner institutions.
- **Submit texts following the quality requirements of the Council of Europe.**
- **Participate in the meetings of the correspondents' network** (usually once a year).
- **Submit to the EKCYP website other relevant research on young people and youth policy in the country.**
- **Keep an updated profile on the experts' database of EKCYP**
- **Contribute to developing national knowledge dialogues and, where relevant, infrastructure by liaising with other researchers, practitioners and policy makers in the country.**
- **Raise awareness on and promote the EKCYP on the national level** (e.g. via electronic newsletters, links, presentations, brochures).

#### **Requirements**

- A sound ability to work in English (written – drafting and editing texts, and oral communication)
- A good overall knowledge of the reality of young people, youth work and youth policy in the specific country

- A good knowledge of the landscape of youth research and existing national research networks in the specific country (including access to the results of the most up to date youth research conducted in the country: either through institutional contacts or through libraries and information on the internet).
- A sound ability to collect and synthesise quantitative and qualitative information: specialised knowledge is not required but an interest/motivation in using statistical databases and following research trends on youth in the country and internationally is useful for this profile.

**Time required and working schedule:**

The time needed for the correspondents' tasks depends on the size and the administrative structure of the country, the existing documentation on youth policy in the given country and availability of support from other relevant stakeholders (policy-makers, other researchers and practitioners). In case the submission of new thematic information templates is required, the collection of data and drafting of documents requires a bigger amount of time. The country sheet should be delivered in the first place and updates should be communicated when necessary.

**Reporting:**

On behalf of the Partnership, the contact person for the correspondents is the coordinator of the European Knowledge Centre for Youth Policy, Tanya BASARAB (E-mail: [tanya.basarab@partnership-eu.coe.int](mailto:tanya.basarab@partnership-eu.coe.int)).