

YOUTH IN POWER

IMPLEMENTATION HANDBOOK



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SUMMARY

The flexible guide for the implementation of the Youth In Power (YIP) Sustainability Framework was created to complement online, in-person, or hybrid training and discussions of youth-led drug-related organisations. As part of the open nature of the project, this resource is expected to be used by other organisations for a positive sustainability impact that includes cooperatively tackling their key areas of improvement. This Implementation Handbook revolves around the three pillars of the YIP project (1. Leadership Transition, 2. Institutional knowledge/memory, and 3. Long-term strategy). However, by design, it can and should be modified as needed in its specific content as well as the possible duration of the implementation stages.

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HELPING US STRENGTHEN OUR
OUR MOVEMENT**

TRAINING COMPONENTS

The implementation schedule below follows a two-day mix of trainings, peer-led discussions, and creative problem-solving sessions.

DAY 1

- **Opening Circle**
- **Peer Session: Collaborative Team Structures & Burnout**
- **Peer Session: Collaborative Work**
- **Peer Session: Key Upcoming Events**
- **Discussion of YIP: Solutions - Addressing the Three Pillars**
- **Creative Session I: 2024 Sustainability Strategies**
- **Closing Circle**

DAY 2

- **Opening Circle**
- **Creative Session II: Integrating Sustainability into Organisations**
- **Peer Session: Long-term Planning**
- **Peer Session: Leadership Transitions**
- **Peer Session: Institutional Knowledge**
- **Peer Session: Workplace Standards & Care Protocols**
- **Creative Session III: Writing Session**
- **Closing Session**

Opening Circle

- Group and Organisation Introductions, (**What aspirations should we take away from the training for each organisation?**)
 - Check-ins/Introductions
 - Discussion Questions:
 - **What does sustainability in your personal career look like?**
 - **What does sustainability in your organisation look like?**
 - **Is sustainability more about the individuals or the organisational structure?**
 - *Sustainability is a spectrum*
 - *Volunteering is a privilege, a privilege you can buy*
 - *Financial sustainability is very important*
 - *Finding the balance between personal sustainability and group practices*
 - *Privatisation of stress*
- Icebreakers, Agenda, and Visions for the future of sustainability.
 - *Opportunities for growth towards "adult organisations"*
 - *Collect domain specific knowledge*
- Presentation and Discussion
 - Summary on the preparation for this implementation and Q&A
 - *Youth In Power sustainability project summary*

Peer Session: Collaborative Team Structures and Burnout

We begin by having a short presentation on personal and organisational burnout. We then provide a safe space (including a pre-session anonymous survey, and face-to-face in the room) for people to bring forward current challenges they are facing related to remote team work (or any common challenge in the organisation). Furthermore, we discuss ways and ideas to resolve it as much as possible (e.g. to improve team working remotely, discuss how to better use online tools, team meeting dynamics, organisational structure, and expected responsibilities).

- Personalised presentation to the organisation
- Intersectional techniques to deal with burnout
 - Normal cope with healthy stress levels = antifragility
 - Post traumatic growth (PTG)
 - Stronger will power
- Balance at a personal level
 - Balance of S.P.I.R.E
 - Spiritual - having (creating) your own meaning or purpose in life
 - Physical - doing any kind of full body sports that you enjoy or not
 - Intellectual - being curious, asking questions, deeply engaging with material, practising intellectual work
 - Relational - quality time spent with people you care about, being selfish altruist
 - Emotional - gratitude, appreciating what you have
- Balance at an organisational level: suggestions from anonymous forms and a peer-led discussion
 - **Challenges related to face-to-face teamwork**
Lack of role models for healthy work. Need for mentorship to identify, deal with, and advocate for personal boundaries
 - **Challenges related to remote teamwork**
Cultural differences in burnout, Global North versus Global South
 - **How do you identify burnout signs?**
Open conversation from the presentation on burnout
 - **What are your self-care techniques?**
Time away for regenerative activities
Relationally spending quality time with loved ones
 - **Additional comments/suggestions on the topic/examples**
Human resources check-ins
Work accommodations for high stress periods
The need for workplace accountability in having a functional support system
Streamlined work processes that prioritise healthcare
Lack of funding sustainability drives burnout

Peer Session: Collaborative Work

Presentation on collaborative ways of creating sustainable networks and structures between organisations

- *What is Paradigma?*
- *How has it been relevant to our organising at the UN?*
- *What is the future of Paradigma?*
- *Insights from Reform 2023 and beyond.*
- *Interactive session with onboarding to the new Discord platform*
 - a. Coordinating around key events*
 - b. Sharing resources*
 - c. Social interactions*
 - d. Funding support*

Peer Session: Key Upcoming Events

Discussion on mid- and long-term goals

- *Paradigma/Youth Common Position creation. Strategising for the Mid-Term Review High*
- *Level Meeting and the 67th Commission on Narcotic Drugs.*

Upcoming deadlines and strategy

- *Collaboratively create a Paradigma Coalition Youth Common Position on Drugs through peer-led discussions*

Presentation/Discussion of YIP: Solutions - Addressing the Three Pillars

The pillars selected might vary by organisation(s), but the example questions should address the key concerns and open a discussion for improvements.

- **What did we identify after our consultations?**
- **What are the solutions to the sustainability crisis?**
- **How can we best incorporate them into our work?**
- **Discussion of the three pillars**
 - *Long-Term Plan, Leadership Transitions, and Institutional Knowledge, and the Organisational Assessment Tool, Needs Assessment, and Consultation Findings reports.*

Creative Session I: 2024 Sustainability Strategies

Organisations split up to discuss long-term plans for 2024 and beyond, according to their priorities.

Closing Circle

- **What did we discuss today?**
- **What did we find out about our own organisations in the creative sessions?**
- **How do we proceed?**
- **Final thoughts of the day and review of Day 2 agenda.**

DAY

Opening Circle

Goal setting, reflections on Day 1 sessions, and agenda for Day 2 in a brief discussion session.

- Natural flow of laying out the issues we all face
- End with discussions on how to address them in our 2024 plans
- Smooth transition into the action points
- Go over agenda for Day 2 and answer any questions

Creative Session II: Integrating Sustainability into Organisations

Organisations split up to discuss sustainability in their long-term plans, according to their priorities.

Peer Session: Long-term Planning

The biggest hurdles to plans with longer duration and less immediate results will be individual for each organisation, but the consultation period in the Results Report can be followed to assess this and find commonalities if the Framework implementation is done jointly.

- **How do we plan for long-term financial viability?**
 - *Donor tracking tool*
 - *Applying for longer term funding*
 - *Approach big donors to fund us - social enterprise*
 - *Costed budgets - dream budget*
- **What can we learn from successful peer organisations?**
 - *Necessary policies: finance, human resources, governance*
 - *Aiming to have positions in the org that are not temporary / consultant based*
 - *Structure is most important*
 - *Integrate the work we do to other prioritised sectors (climate change)*
- **What does your organisation specifically need in the next 6, 12 and 36 months?**
 - *Long term, mid term, short term plans or workplans necessary*
 - *Social media strategy, in a more sustainable way*
 - *Show appreciation and offer support between organisations*

Peer Session: Leadership Transitions

Transitions in leadership are an identified pain point that hurts many organisations when not done smoothly, but any role transition regardless of hierarchy should be addressed.

- **What are the green flags for a healthy leadership transition?**
 - *Proper onboarding*
 - *Transparency*
 - *Enough transition time*
- **How do we best create formal/informal onboarding practices?**
 - *Handover documentation including financial plans*
 - *Documentation of the relationship between partners*
 - *Transfer of experience to new members*
- **Where can we improve?**
 - *Need for a strong Organisational Board to strengthen transitions*
 - *Mentorship for potential future leaders within the organisations*
 - *Mentorship from other big organisations to help leaders*

Peer Session: Institutional Knowledge

The discussion direction session will greatly depend on the base of documentation procedures and institutional knowledge of the organisation.

- **What are the best documentation practices?**
 - *Google Drive as an archive divided into different areas*
 - *Strong templates*
- **How do we incorporate new digital tools?**
 - *Explore other options, for example, AI transcription and meeting summary*
 - *Asana helps do task management and communication*
 - *Slack for communication*
- **How is data collection carried out?**
 - *Annual reports*
 - *Project reports*
 - *Monthly reports*
- **Recommendations for creating an institutional memory**
 - *Sharing templates among organisations*
 - *AI incorporation in work requires sensitive training*

Peer Session: Workplace Standards & Care Protocols

We provide a safe space for the members of the organisations to discuss concerns around workplace standards and care protocols and identify areas for improvement (anonymous pre-event form revisited, and face-to-face conversation, without the Executive Directors or anyone with a “boss” label). This session will not have examples of discussed topics, only the questions from the anonymous form below:

- **Identify your current workplace care protocols / practice**
- **What is lacking in your workplace care protocols / practice**
- **How your workplace care protocols / practice could be improved?**
- **Additional comments / suggestions on the topic / examples**

Creative Session III: Writing Session

Organisations split up to reflect on the sessions during the event, according to their priorities. A Sustainability Report template will be filled in to take into account all perspectives and suggestions mentioned during the weekend by the organisation(s).

Closing Circle

Ensure a calm atmosphere before closing off the Framework Implementation, as conversations that go between personal and organisational care standards, protocols, and recommendations have to be handled delicately. This last session is an opportunity for any last comments, reflections or suggestions going forward, as well as a space to plan next sustainability steps.

- **What did we discuss today?**
- **What did we find out about our own organisations in the creative sessions?**
- **How do we proceed?**
- **Final thoughts on the two-day YIP strategy event**
- **How to integrate the results going forward**

