

Methodology for Roundtable Conduction



GREENCITIZENS

DIGITAL EMPOWERMENT FOR ENVIRONMENTAL CIVIC ACTION OF YOUTH IN SCHOOLS AND COMMUNITIES

Project: GreenCitizens – Digital Empowerment for Environmental Civic Action of Youth in Schools and Communities

Project No.: 2024-3-RO01-KA210-YOU-000287028

Activity 2: National Roundtables

Implementation Period: February – April 2025

Lead Organisation: ATES (Romania)

Partner Organisation: UNLAB (Italy)



Co-funded by
the European Union

Purpose and Objectives

The National Roundtables are designed to foster structured dialogue between youth representatives and local policymakers on environmental and digital transformation challenges.

They will:



Gather insights

Gather insights on how youth can contribute to local and national environmental priorities aligned with the European Green Deal.



Identify gaps

Identify gaps in digital literacy and civic participation for environmental activism.



Co-create proposals

Co-create youth-driven proposals that will feed into subsequent project activities (Toolkit and Workshops).

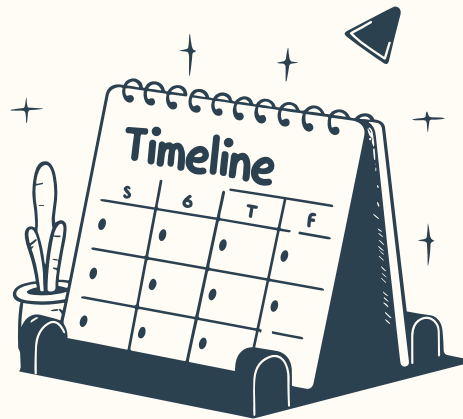


Develop questionnaire

Develop, test, and validate the Digital Skills Evaluation Questionnaire, which will serve as a diagnostic tool to assess young people's digital readiness for environmental civic action.

The Italian Roundtable will be implemented first and will focus on designing and developing the questionnaire through collaborative work between youth and local policymakers. The Romanian Roundtable will take place afterward and will apply and validate the questionnaire amongst participants and additional youth networks to produce more comprehensive results.

Implementation Timeline



Period	Key Milestones	Responsible Partner
February- March 2025	Finalisation of selection procedures, definition of agenda and facilitation guidelines.	ATES & UNLAB
March 2025	Implementation of the Italian Roundtable in Umbria, focused on questionnaire design and development of initial youth proposals.	UNLAB
March–April 2025	Implementation of the Romanian Roundtable in Bucharest, focused on testing and validation of the questionnaire and refining youth proposals.	ATES
April 2025	Compilation of the consolidated Roundtable Report and integration of outcomes for the GreenCitizen Toolkit.	ATES (lead)

Participants' Selection

Each roundtable will involve **8 participants per country**, composed of:

5 Youth Representatives

(ages 17–23) from schools, student councils, or youth NGOs.

3 Policymakers/Decision-Makers

from local/regional environmental or educational authorities.

Selection Criteria:

- Demonstrated interest in environmental and civic participation topics.
- Gender balance, geographical diversity, and inclusion of underrepresented or rural youth.
- Commitment to both preparation and follow-up stages.

Recruitment Channels:

- Dissemination through ATES and UNLAB networks, schools, and youth councils.
- Collaboration with the National Council of Students (Romania) and Legambiente Umbria (Italy) for policy-level engagement.



Facilitators' Selection

Each roundtable will be moderated by **one lead facilitator per country**, selected from partner staff:

Italy (UNLAB)

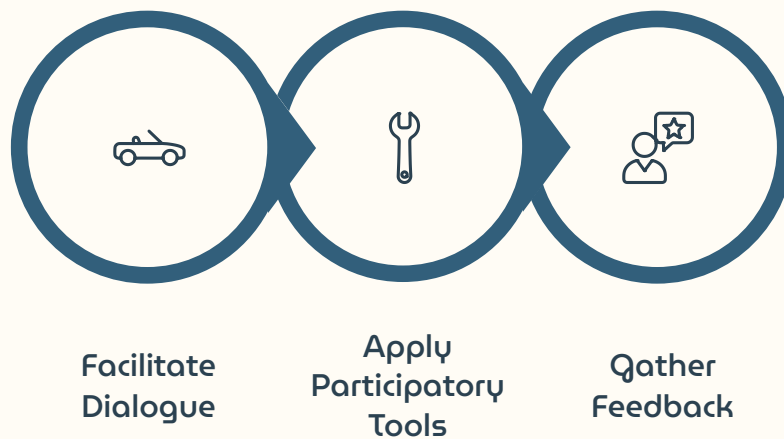
Digital transformation and civic engagement expert (Luca Broncolo).

Romania (ATES)

Environmental education and youth participation expert (Cornelia Popa Stavri).

Facilitators' main tasks:

1. Guide structured dialogue between youth and decision-makers.
2. Use participatory tools to stimulate creative collaboration.
3. Collect feedback for the final report and toolkit integration.



An online coordination meeting will take place prior to the Italian event to align moderation methods and expected outputs.

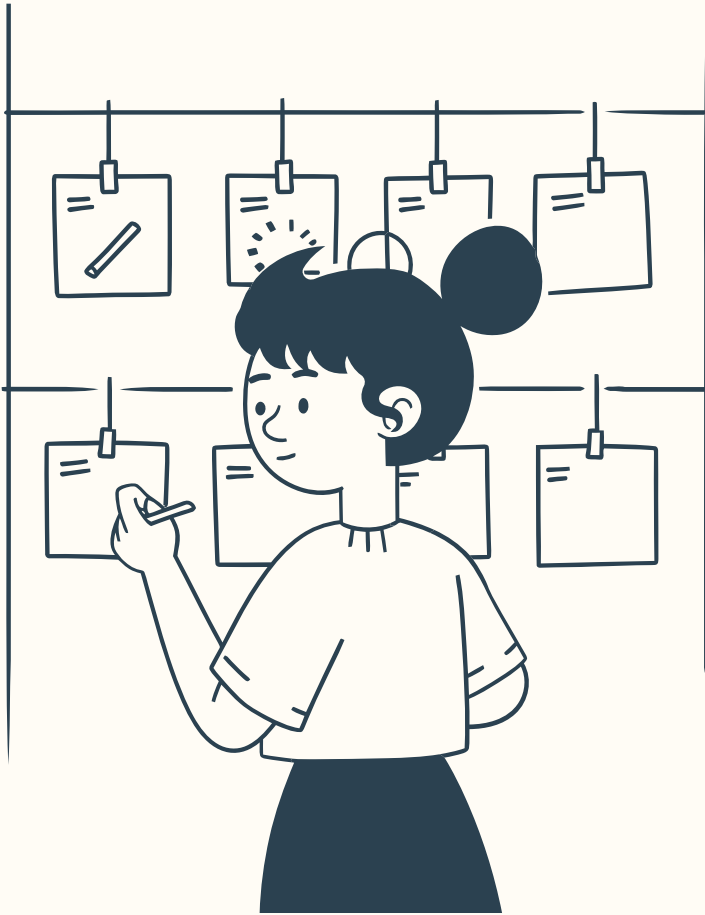
Roundtable Format

Each roundtable will last approximately **4 hours** and follow the same participatory structure adapted to each context:

Session	Duration	Content	Methodology
Welcome & Introduction	30 min	Overview of project objectives and goals of the roundtable.	Ice-breaker and project presentation.
Session 1: Environmental Challenges in Our Communities	60 min	Identification of 2–3 priority environmental issues at local level.	Brainstorming and mapping.
Session 2: Digital Skills and Tools for Civic Engagement	60 min	Exploration of digital habits, needs, and opportunities.	Focused discussion with practical examples.
Session 3: Collaborative Design or Validation of the Questionnaire	60 min	In Italy: co-design of questions and structure of the Digital Skills Evaluation Questionnaire. In Romania: testing and validation of the questionnaire with youth participants.	Co-creation workshop / focus group.
Session 4: Co-Creation of Youth Proposals	45 min	Development of 3–5 proposals for environmental digital actions.	Group work and synthesis.
Session 5: Conclusions & Next Steps	15 min	Wrap-up and presentation of next activities (Toolkit and Workshops).	Plenary and feedback.

All materials will be printed on recycled paper, and venues will comply with eco-friendly and inclusive accessibility standards.

Methodology for Implementation



01

Preparatory Phase

- Partners validate this methodology document.
- UNLAB prepares visual materials and the Italian facilitation guide.
- ATES coordinates invitations and logistical organisation.
- Both partners collect consent forms and participant data.

02

Implementation Phase

Italy: Youth and policymakers collaboratively develop the Digital Skills Evaluation Questionnaire, based on predefined categories (engagement, familiarity, data use, content creation, environmental literacy).

Romania: Youth participants apply and discuss the questionnaire, refining the content and confirming its clarity, relevance, and usability for wider application.

03

Documentation and Reporting

Each facilitator completes a Roundtable Report Template capturing:

- Key discussion outcomes and proposals.
- Digital skill gaps identified.
- Feedback on the questionnaire.

ATES consolidates both reports into a single document (April 2025).

Expected Outputs

1

Digital Skills Evaluation Questionnaire

Developed (Italy) and validated (Romania).

2

10 Youth-Driven Proposals

For digital environmental actions.

3

Roundtable Report

Including feedback and recommendations.

4

Transferable Methodology Document

For replication by other organisations.



Quality Assurance and Risk Mitigation

Based on the Risk Register, the following measures will ensure quality and minimise disruptions:

Potential Risk	Mitigation Measure	Responsible
Low youth engagement	Early outreach, incentives (Youthpass), flexible scheduling.	ATES & UNLAB
Logistical or approval delays	Early communication with local authorities, backup venues.	ATES
Data quality or reporting inconsistencies	Standardised templates, facilitator briefing, central validation.	UNLAB
Limited policy involvement	Early invitation of decision-makers, inclusion of local government.	ATES

Monitoring Indicators:



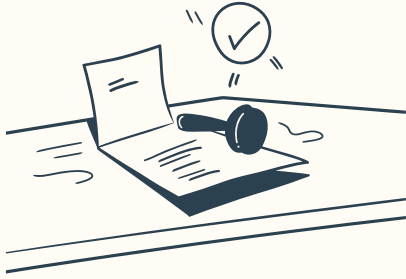
Attendance rate



Proposals per country

- Successful validation of questionnaire
- High satisfaction and feedback scores

Follow-Up and Integration



GreenCitizen Toolkit

The validated Digital Skills Evaluation Questionnaire will serve as the foundation for the GreenCitizen Toolkit (Activity 3).



Interactive Workshops

Youth proposals generated in both roundtables will feed into the Interactive Workshops (Activity 4).



Open-Access Resources

The methodology and questionnaire will remain open-access resources for replication in schools, NGOs, and youth initiatives at EU level.