

# Project Lab for Municipalities

Hotel Park Inn, Narva 7c, Tallinn, Estonia  
7-11 April 2025

Trainers:  
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## FINAL REPORT

**Number of participants:** 20 people

**Countries:** Estonia, Latvia, Croatia, Slovenia, Sweden, Denmark, Bulgaria, Portugal.

**Salto Link:** [here](#)

**The goals** of the activity were to:

- Foster partnership building among municipalities;
- Provide information on Erasmus+, focusing on Mobility of Youth workers and Small-scale partnership action types;
- Map the needs of the participating municipalities;
- Support participants with their project idea development and creating the application form;
- Foster committed and efficient partnership in projects

### Profile of participants

This event was primarily intended for municipal workers focused on youth issues. Youth workers were eligible participants only if they were coming as a team (“in tandem”) with their municipality partner.

The training was intended to create a space for municipalities to exchange their practices, discuss challenges and create projects that support improvement of the quality of youth work. This activity was set to support formation of reliable partnerships, provide insights on different international youth work practices, and create space for collaboration between municipalities.

### Program Flow

	07.04.2025	08.04.2025	09.04.2025	10.04.2025	11.04.2025
	Monday	Tuesday	Wednesday	Thursday	Friday
	Arrival	Day 1	Day 2	Day 3	Departure
Breakfast	Arrivals				Breakfast

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<b>Morning</b> 9:00-9:30		<i>Training Intro</i>	<i>Daystarter</i>	<i>Daystarter</i>	
<b>Session 1</b> 9:30-11:00		Get To Know Each Other	Erasmus+ & Possible Project Formats	Capacity-Building in Project Development	
<b>Coffee Break</b>					
<b>Session 2</b> 11:30-13:00		Sharing Local Youth Work Realities	Project planning Step 0: The Who	Project planning 3: The quality	
<b>Lunch</b> 13:00-14:30					
<b>Session 3</b> 14:30-15:30		Defining Needs of Local Youth Work Realities	Project planning Step 1: The Why	Idea Presentations & Feedback	Departures
<b>Coffee Break</b>				<b>16:00-16:30 - Coffee Break</b>	
<b>Session 4</b> 16:00-17:00		Good Practices from the Field	Project planning Step 2: The How & What	A Look Back & A Step Forward	
<b>Reflection</b> 17:00-17:30		Reflection	Reflection		
<b>Dinner</b> 18:30	Arrival Dinner (19:00)		<b>18.00 (Optional)</b> <i>Discovering Local Youth Work Practices</i>		
<b>Evening</b>	Arrival	Free Evening	Dinner Out (19:00)	Free Evening	

The program consisted of three full working days. Each day was composed of four main thematic sessions (2 x 90 minutes in the morning and 2 x 60 minutes in the afternoon). An additional daily introductory session (30 minutes) was held at the beginning of the day, while an additional closing session (also 30 minutes) was reserved for daily reflection.

The two trainers shared the delivery of sessions evenly each day.

During the **first half of the program** (first one day and a half), the content followed these phases:

- Getting to know the participants and understanding the reality of youth work in their local contexts (situation analysis).
- Analyzing the needs or challenges participants face in their local environments.
- Exploring good practices of projects and the Erasmus+ program from the perspective of municipalities.
- Brainstorming possible project ideas and forming partnerships.

In the **second part of the program** (the second half of day two and most of day three), the focus was primarily on working within **project partnerships**. These partnerships were divided across two seminar rooms (each trainer in one room), with one room dedicated to KA1 projects (mobility of youth workers) and the other to KA2 projects (small-scale partnerships). We limited the scope to these two types of projects, as the organizers considered them the most suitable for the participants' contexts.


The group project planning process followed these phases:

- **Who?** (partners, their needs, and their interest in participating in the partnership)
- **Why?** (project purpose and potential impact)
- **How and what?** (definition of approaches and activities)
- **Quality** (identification of elements that enhance the project, such as EU priorities, dissemination of results, planning for impact, etc.)

At the end of the training, presentations of the developed projects were held.

To support the project planning process, we used the **Padlet** tool, as it enables easy collaboration within the entire group and makes their work transparent. We used a so-called "master Padlet" as the main platform, which was linked to the Padlets of the individual working groups. The questions for each group were prepared in advance and differed slightly depending on the type of project.

### **Summary of feedback of participants**

Responses:  [Evaluation Form - Project Lab for Municipalities \(Responses\)](#)

#### **On a 1-5 scale, the average score was:**

- Overall training course experience: 4.25
- Establish a new partnership(s) for future projects: 3.9
- Find out new information on Erasmus+, specifically about Mobility of Youth workers and Small-scale partnership action types: 4
- Map the needs of my organization: 3.6
- Receive support with the project idea development: 4.2

Commenting on the content and logical build up of the training course, participants mostly referred to it being "excellent", "very good" and "very interesting and useful" with a few comments that the days felt long. There was a comment that the project introduction was basic, while someone else commented that some sessions were too difficult. Which highlights the diverse experience in the group that gathered.

In the logistical comments, the majority was satisfied with all logistical matters. A few comments on the food variety being similar day-to-day, or vegetarian soup options not always present in some mealtimes.

Additional comments on the overall training were connected to the program feeling a bit rushed, suggestions for adding an extra day and having more diversity in the countries represented.

## **Trainers Evaluation**

- **What worked well?**

The atmosphere and connections developed through the training flow was well-built. The content packed into the given timeframe was optimized and allowed diversity of methods and approaches. The number of project idea groups / partnerships (7) formed was adequate to the group size and countries represented. Groups were also nearly equally distributed among project types (KA1: 4, KA2: 3).

Project ideas pitched were appropriate to the project formats and adequately balanced between the needs of the organizations and the scope of the project actions.

Despite the fact that the representation of different countries varied significantly, there were no signs of closed-off groups or situations where certain subgroups spent noticeably more time together than others.

The staff present at the training (representatives of the National Agencies) were very cooperative. They took on parts of the program and consistently provided timely and high-quality feedback.

- **What could be different?**

The training flow could have benefitted from one more day, to ensure more development in the project ideas, with less pressure of looking at all the sections and steps of project application and idea development.

It would have been more clear whether tandems will be a strong point or not for the participation. Some diversity made it difficult to form teams or understand the needs/basis for project ideas. E.g. a tandem of an NGO (without strict youth work activities) and a municipality representative had more trouble to find partners than for those who have youth center-like infrastructure.


With this length of a training, I would suggest skipping project application & budget sessions in the future and add them to an online info-session after the main training. And concentrate only on the project idea design. The basic slides introducing the actions & budget framing can be sent to the participants in advance, to ensure that everyone has a chance to get to know the basics in advance and during the training, the time spent on it can be shortened with examples & a Q&A session instead.

Out of 20 participants, we had half from Estonia/Slovenia, which made the diversity of countries represented low and made pairing project teams more difficult.

A WhatsApp group for communication could be initiated by the team before the arrival day to foster some communication.

## **Annexes**


- **Session outline with comments**

Commented session outline:  Session Plan - Project Lab 04.25

- **Link to results:**

Master Padlet link: <https://padlet.com/saltoparticipation/projectlab>

- **Presentations**

 Presentation\_Matej.pptx

Pavel Slides: [LINK HERE](#)