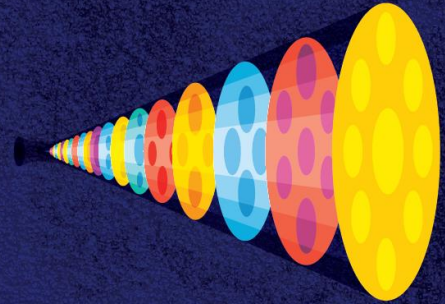


Youth4Foresight Toolkit

OCTOBER 2024



Youth4Foresight Toolkit (OCTOBER 2024) - INTPA FORESIGHT HUB NETWORKS BUILDER - NOT FOR EXTERNAL DISTRIBUTION

Welcome to the Youth4Foresight toolkit. This toolkit is your guide to leveraging foresight in your engagement with young people. Below is an overview of what each section covers and how it will help you integrate foresight into your work:

- 1. Introduction For Youth Focal Points** which explains the principles of foresight and the value of using it with young people and youth advisory structures.
- 2. Building a Youth Advisory Structure Journey Using Foresight** which explains how to link together multiple tools into a coherent foresight journey that can underpin the objectives of your youth advisory structure.
- 3. Running Events Using Foresight** which explains how to structure and run a one-off event using Foresight, including which tool can help you to solve which challenge.
- 4. Facilitating Foresight Workshops** which provides advice on facilitating sessions as well as how to train young people to facilitate their own sessions.
- 5. Learn More About Foresight:** Which provides a few links and next steps to deepen your knowledge and continue your foresight journey.

How to get started

Starting your Foresight journey with young people may seem like a big task, but with the right steps, you will quickly see how foresight can help young people influence decision-making and shape their future. Here is a quick guide to help you take the first three steps toward integrating foresight into your work:

1. Understand the Value of Foresight

Before diving into tools and workshops, take a moment to understand why Foresight matters. Foresight allows young people to anticipate future challenges, think creatively about solutions, and make informed decisions that influence long-term outcomes. It empowers them to shape their own futures and gives them the tools to provide meaningful input to policymakers.

Action: Spend 15 minutes exploring the [“Introduction for Youth Focal Points”](#) section to familiarize yourself with key Foresight concepts and understand how this approach fits within your youth engagement context.

2. Identify Your First Opportunity

Decide where Foresight can best support your current work. Are you looking to run a single event to energise your group? Or are you interested in building a longer-term strategy for your youth advisory structure? Pinpointing where you can start applying foresight will help you select the right tools and approaches.

Action: Reflect on the needs within your youth engagement context and/or youth advisory structure. Do you want to:

- Build group cohesion?
- Develop novel policy ideas?
- Take action on a specific issue?

Use the ["Building a meaningful youth engagement journey using foresight"](#) section to find an entry point that aligns with your goals.

If you are only planning to organise an event or a meeting with young people, see directly the ["Running events using Foresight"](#) section.

3. Choose a Foresight Tool

With a clear understanding of Foresight and a specific opportunity in mind, it is time to choose a tool that matches your needs. Whether you are hosting a single workshop or building a year-long programme, the right tool will help guide the group's thinking and generate impactful outcomes.

Action: Use the tool selection table in the ["Running events and meetings using Foresight"](#) section to decide on the best tool for your event or programme. Start simple, and let the experience guide you as you get more comfortable with foresight.

By following these three steps, you'll be ready to bring foresight into your youth advisory work. Remember, this is a journey—start small, and see how these tools can evolve your approach and empower young people to take ownership of their futures.

1. Introduction for Youth Focal Points

This section is intended for Youth Focal Points (YFPs) as an introduction to the toolkit and to Foresight concepts. We understand the Foresight journey as a continuous and transformative process, and in this journey, not only young people and/or members of youth advisory structures will learn and will be transformed, but also YFPs and even youth experts.

Are you ready to explore the future?

Welcome to the beginning of your foresight journey! In this journey, you will learn to see the world from a fresh perspective—thinking bigger, staying curious, and even learning how to shape the future. So, what is Foresight?

At its core, Foresight is a structured way of thinking about the different possibilities for the future. Since the future has not happened yet, we have the power to shape it!

However, thinking about the future is not always easy. With so many possible outcomes, it is easy to feel overwhelmed or stick to familiar ideas we have heard before.

This toolkit provides structured tools to help young people think creatively about the future, build skills to explore different futures, and create new recommendations for policymakers. By developing these “futures thinking” skills, young people will not only better understand the role of the future in shaping the world but also gain personal benefits in planning and anticipating their own futures.

EU Definitions

Foresight is the discipline of exploring, anticipating and shaping the future to help build and use collective intelligence in a structured and systemic way to anticipate developments

Futures is a concept that indicates the presence of possible alternatives that might happen, and the need to consider them.

Why should colleagues and young people think together about the future?

The UN Pact for the Future, along with its annexed Declaration on Future Generations, adopted by Member States at the UN Summit of the Future in September 2024, represents a significant commitment to long-term and intergenerational governance. The INTPA Youth4Foresight toolkit supports the implementation of this commitment, enabling young people to meaningfully engage in international partnership decision-making processes. It empowers young people and amplifies their aspirations and frustrations, ensuring their voices are heard in the EU’s external action.

Moreover, in line with the European Commission’s commitment to embed Foresight in better policymaking, INTPA management approved on 17 March 2022 a 5-year incremental approach for the rollout of Strategic Foresight. The approach sets down three objectives: (1) to build an institutional Foresight culture; (2) to inform the next programming; (3) to position INTPA as a leading futures-shaper partner in the international arena.

Young people and youth advisory structures

Young people will inherit the consequences of today’s decisions, but all too often have no say in them. The Youth Action Plan in EU external action (YAP) sets a great framework for the EU to better engage with and empower young people worldwide. However, a strong institutional mind-set still leads to blind spots, ways of thinking and

methods that do not cater for the concerns of young people.

Different youth advisory structures will apply foresight in different ways, but the approach has the potential to offer value to young people regardless of how the group is structured. Foresight is a methodology with tools that can create space

for young people to think freely, outside of institutional norms, and offer alternatives to current decision-making paradigms. Combining a

structured yet creative approach to thinking through policy problems can help young people to:

EU colleagues (e.g. Youth focal points)

YFPs from EU Delegations co-created this toolkit and it is designed to help you support your youth advisory structures to influence EU programmes, projects, and policies most effectively. We heard that many YFPs had limited time and resources to plan and design activities for their group - this toolkit aims to do some of that thinking for you.

In particular, the toolkit responds to three challenges and opportunities YFPs and young people spotted:

Driving engagement

To drive engagement and cohesion within the youth advisory structure.

Creating policy messages

To help youth advisory structures to create novel and interesting policy messages.


Taking action

To support youth advisory structures to take action in their own committees, projects and communities.

The toolkit is designed for colleagues to facilitate it, but the materials are self-explanatory enough for young people to take the lead on the activities themselves. When a contracted youth expert manage activities with the members, we suggest the YFPs work together with them to adapt and implement the toolkit.

 **Generate genuinely novel ideas and policy messages**

 **Build young people's legitimacy in expert spaces**

 **Give young people a mandate to speak truth to power**

 **Make complex topics energising and exciting**

2. Building a Meaningful Youth Engagement Journey Using Foresight

The Youth4Foresight toolkit is focused on helping you choose and apply Foresight tools with youth advisory structures. However, the process of setting up such a structure from scratch has several additional considerations before you can think about which foresight tools to apply. The following 7 stages describe the full process of decisions you will need to make when setting up a youth advisory structure. These are adapted from the [UNICEF Youth Foresight Playbook](#), which goes into more detail. The Youth4Foresight toolkit is focused on helping you choose and apply foresight tools in your Youth Advisory Board. However, the process of setting up a Youth Advisory Board from scratch has several additional considerations before you start thinking about what foresight tools to apply. The following 7 stages describe the full process of decisions you will need to make when setting up a youth advisory structure.

These are adapted from the UNICEF Youth Foresight Playbook, which goes into more detail about setting up a youth advisory board from scratch.

- **Define Programme Objectives:** Establish clear goals from the beginning, ensuring they are co-created with young people for relevance and buy-in. Flexibility in design allows young people to contribute meaningfully once involved. This alignment builds a strong foundation, promotes a shared vision, and increases the likelihood of success.
- **Identify Target Participants:** Target specific age groups, geographies, or expertise, ensuring inclusivity. It is crucial to be transparent with applicants and provide alternative engagement options to accommodate diverse needs. A broad participant base, including those without Foresight experience, democratises the futures-visioning process.
- **Determine Programme Duration and Format:** Choose a duration and format based on capacity, objectives, and young people needs. Consider hybrid models or advisory groups to enhance engagement. Pilot tests can help refine the programme for optimal learning experiences.
- **Establish Partnerships:** Engage young people as equal partners in building networks. Leverage partnerships with organisations that have established youth networks or expertise, helping secure resources, funding, and best practices.
- **Develop a Foresight journey** (the focus of this toolkit): Design a Foresight journey that moves through the stages of developing a futures mindset, exploring futures and shaping action. This will develop the anticipatory and critical skills of your youth advisory structure, while helping to develop future-facing recommendations.
- **Plan for Evaluation:** Establish an evaluation framework to measure impact, focusing on futures literacy, optimism, and agency. Involving young people in the evaluation process fosters ownership and ensures the programme remains relevant and accountable.
- **Provide Ongoing Support and Follow-up:** Maintain regular communication through weekly meetings and mentorship. Support young participants with resources, coaching, and opportunities for continued engagement, ensuring their growth in foresight practices and leadership.

[UNICEF Youth Foresight Playbook](#) has more detailed descriptions of the stages of setting up a youth advisory structure outside of the Foresight journey. The rest of this toolkit will focus specifically on how to apply Foresight tools within an EU youth advisory structure.

Designing a Foresight journey for your group

Running the tools with your group

Each tool can be led by the YFPs for the whole youth advisory group, in smaller groups organised by specific topics or in their committees. Many youth advisory structures are already divided into thematic committees, but those structures without committees could work on a specific, or split them

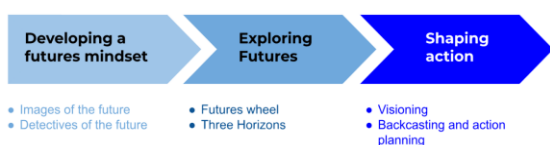
into group on specific topics for the purposes of some exercises.

The way each youth advisory structure usually meets can also slightly differ. You will need to think through how these sessions can fit best with how your group meets. For example, you might initially run a few tools with the whole group online or at a

weekend residence. Then, over their mandate, you might encourage them to have a go themselves in specific thematic committees.

The toolkit includes six different tools to help youth advisory structures think about the future. The tools can be used either in order, with each tool building on one another's outputs, or they individually, as each tool has a slightly different purpose.

Each tool fits within a three-stage process



When designing the foresight journey for your group you might want to start by trying out one tool that meets your current needs. If you are designing a longer foresight journey try to use at least one tool from each of these three stages..

The following table shows each tool and some recommendations about how each tool can be facilitated:

<p><u>Images of the Future</u></p>	<p>Stage: Developing a futures mind-set</p>
<p>Aim: Build early understanding of futures thinking; Develop a baseline for measuring Foresight learning.</p> <p>>>Instructions here</p>	<p>Recommended use: During group forming and contracting.</p> <p>Level of difficulty: Easy</p>
<p><u>Detectives of the Future</u></p>	<p>Stage: Developing a futures mind-set</p>
<p>AIM: Build awareness of the different factors that shape change; Harness collective intelligence around regional changes</p> <p>>>Instructions here</p>	<p>Recommended use: One of the first workshops in a multi-stage Foresight journey</p> <p>Level of difficulty: Medium</p>
<p><u>Futures Wheel</u></p>	<p>Stage: Exploring futures</p>
<p>AIM: Generate new ideas about the future; Spark interesting exploratory discussions around a topic</p> <p>>>Instructions here</p>	<p>Recommended use: A one off event to promote Foresight; Build on Fetectives of the Future tool in a multi-stage foresight journey</p> <p>Level of difficulty: Easy/Medium</p>

<p>Three Horizons</p>	<p>Stage: Exploring futures</p>
<p>AIM: Explore an issue from a systems perspective; Develop quick policy recommendations around a topic; Understand how a topic changes over time.</p> <p>>>Instructions here</p>	<p>Recommended use: A one-stop solution to quickly develop policy recommendations on a topic; Building off the Futures Wheel to develop deeper Foresight recommendations.</p> <p>Level of difficulty: Easy/Medium</p>
<p>Visioning</p> <p>AIM: Create a shared vision for a future we want to move towards; Align the group around a single set of priorities</p> <p>>>Instructions here</p>	<p>Stage: Shaping action</p> <p>Recommended use: During group formation to set advisory group themes and priorities; After three horizons to deepen recommendations.</p> <p>Level of difficulty: Medium</p>
<p>Backcasting and action planning</p> <p>AIM: Move from a future scenario into concrete action; Develop policy recommendations from future scenarios</p> <p>>>Instructions here</p>	<p>Stage: Shaping action</p> <p>Recommended use: Take a vision and figure out the steps needed to get there; Combined with Futures wheel or three horizons to create recommendations from a specific scenario.</p> <p>Level of difficulty: Easy</p>
<p>Reflection and Taking Action</p> <p>AIM: Reflect deeply in the learnings of the foresight journey to structure and develop good practices and policy recommendations</p> <p>>>Instructions here</p>	<p>Stage: Shaping action</p> <p>Recommended use: As a final workshop or as the last part of one workshop to recap the learnings and reflect on next steps; Combined with Backcasting</p> <p>Level of difficulty: Easy</p>

The way each youth advisory structure usually meets can also be slightly different, so you will need to think through how these sessions can fit best with how your group meets. For example, as a YFP you might initially run a few tools with the whole group online or at a weekend residence. Then, over the term of the youth advisory group you might encourage them to have a go themselves in specific thematic committee groups.

So you are planning to launch a youth advisory structure?

We think that working through the 7 steps above are an excellent place to start. But here are some extra questions to think about:

- Read the instructions for the tools you are planning to use and watch the accompanying videos.
- Decide what you want to achieve with your group and which tools will help to achieve that. You may want to run a series of sessions that link together.
- Figure out how the tools will fit within the meeting schedule of your structure, including if they are online, or in person. The tools could be implemented over a residential weekend or spread out over a few months to coincide with key moments or committee group meetings.
- Will committee groups work in their own time or in centrally convened spaces? This may depend on the ability of the members to self-organise.

- Will the activity be done with the whole group or in topic specific/committee groups? Most of the tools are intended to be used in groups of 3 to 8 people.
- Introduce your structure to the concept of Foresight and why you will be using this toolkit. You can share the introductory videos with them for inspiration.
- Figure out which tools can and will be self-facilitated by the youth advisory structures members, and which ones will require your facilitation or the one of the experts/technical assistants.
- Encourage the members to also watch the videos and read the relevant tools' rationales, instructions, and facilitation tips when needed, so they understand why they are using them, or they can take the lead on the exercises themselves.

The [INTPA Foresight Community of Practice](#) can also provide advice and support if you need it along your journey!

For a more detailed introduction to designing each individual session, see the next [“Running events and meetings using Foresight” section](#) which will talk you through how to plan the different steps of a foresight workshop.

For more information about facilitating Foresight workshops see the [“Facilitating Foresight workshops” section](#).

3. Running Events and Meetings Using Foresight

How can Foresight turbocharge my event/meeting?

Even in a one-off event or meeting, Foresight tools have the potential to add real value. We have seen EU delegations successfully applying foresight tools to:

- Build group dynamics and cohesion as part of a first contracting exercise
- Launch a programme to build stakeholder engagement and enthusiasm
- Help youth decide what thematic priorities to focus on
- Help young people develop novel policy recommendations
- Identify direct actions and next steps to take as a youth advisory structure

This section should help you quickly decide on what tools might be helpful to apply in your event or meeting and give some context about how to structure an individual workshop, including within a multi-stage journey.

Just like a good story, an event, a meeting, a workshop, needs a beginning, a middle and an end. In line with the YAP, we have called these stages Engage, Connect and Empower. Here is how we recommend you structure it:

- **Engage:** A short section to get participants, energised and in the right headspace to engage with subsequent activities. Typically, this stage will require a short activity of 20-30 minutes to get participants to be creative, and to think about the future in a low-pressure way. We recommend you explore our set of [Diving into the Futures Mindset warm up](#) which is a selection of short futures thinking activities.
- **Connect:** The main workshop activity (60-90 minutes) to join the dots on systemic challenges. This is where the foresight activities allow participants to make meaningful connections on their different knowledge, expertise, aspirations, and frustrations, seeing the world through a different lens. If you have not yet, see the table of tools in the [“Building a meaningful youth engagement journey using foresight”](#) section and choose the one that better fits your context.
- **Empower:** A short final activity to develop clear recommendations, action, or next steps, so everyone can see how their work leads to change. We have created a short option (5-10 minutes) and a long option (20-30 minutes).

Short version: For a short ending to a workshop take 5-10 minutes for the participants to answer the following two questions: What did you learn? What are our next steps? This could be as a whole group, in breakout groups or in pairs.

Long version: The long version of the activity is designed to give more structure in thinking about what ways young people or a youth advisory structure can make an impact. It uses a simple framework that draws out four different routes to action that young people and/or youth advisory structures can take forward in collaboration with the EU. Young people should work section by section (in whatever order they like) to come up with actions and next steps in each of these categories. See the [Empower landing](#).

Depending on your youth engagement context, actions might be more feasible than another - that is ok. At the end of the activity, we recommend asking young people to choose the actions that they would most like to take forward.

4. Facilitating Foresight Sessions

Who is the facilitator?

The first thing to think about is who will facilitate the session(s) you are planning to run. There are several options here:

- An EU Colleague (e.g. YFP)
- An External Consultant
- Youth Advisory Structure Member(s)
- Youth Volunteers

The choice of facilitator will depend on the structure of your workshop and which tools you want to use. If breakout groups are needed in the session, young people will likely be needed to be trained to facilitate activities. There is a section below on training young people to facilitate a breakout group.

Prepare to facilitate a session

Whether you are a seasoned facilitator or it's your first time, these tips should help you make the sessions go smoothly. But do not worry - preparing for these sessions won't take long at all.

Before the session:

- Creating safe spaces for youth to share and discuss their thoughts and feelings about the future.
- It is important to provide and assure a safe space for youth, where they will not be judged or evaluated, a space where cultural differences are acknowledged and respected. It should be a space for learning and growth, where facilitators themselves and participants listen respectfully to others and show curiosity and openness.
- To prepare participants for the workshop, some tips can be sent to them to establish expectations and norms that can help with the flow of the workshop.
- Also, share an agenda for the session and decide on groups ahead of time.
- Prepare any materials for the session, which might include setting up the [Miro boards](#) or printing the [templates](#) provided in this toolkit for each tool. Make sure everyone has the links and/or the information they need to join the session.
- Each activity has recommended timings in the tool's instructions. These are intended as loose guidance, for you to edit and meet your needs and time availability. Groups will often need time at the beginning of a session to get settled, open the right links or find the right table., so plan in spare time to transition into and out of activities.
- When designing a session that lasts longer than 90 minutes, we recommend making sure there are breaks.

During the session

- Start a session with an ice breaker. This is a fun activity to get people loosened up and energised. For example, you could get everyone to answer a question about themselves or do a fun activity. Some ideas for icebreakers can be found [here](#).
- Most group activities can be self-facilitated by members of the youth advisory structure. At the beginning of each session, it is important to clearly explain the steps involved in the use of the tool, before letting groups break out and try it on their own. It may be helpful to share the tool instruction for members to read before the session.

Closing and following up on the session

- Think about how you will capture the outputs of a session and share it back with the group. You might not need to capture everything - perhaps the final discussion is enough.

- It will be important to close a session by framing the next steps and outlining where the process is going. This sense of direction will lead to increased engagement.
- Think about what outputs might be inputs for the next session, or might be useful to discuss further, such as action ideas and next steps that arise from the session.

Training young people to facilitate a session

If you need to train young people to facilitate a session, we recommend running a 2-hour online training space for the specific tool you are trying to use. To train facilitators, we suggest the following plan adjusted according to your training needs:

Part 1: training a specific tool (1 h)

- 5m- Introductions - how much facilitation experience does each young person have?
- 5m - Explain what foresight is and the purpose of the tool you are planning to use
- 5m - Briefly explain how to facilitate the tool using the instructions. You can use the pre-prepared video for each tool that is helpful.
- 5m - Hold a space for any clarifying questions about the tool.
- 40m - A mock-run through of the tool where **you** facilitate the tool, and the trainee facilitators act as participants.

5-10 min break

Part 2: Facilitation (50 mins)

- (10 mins) Using a set of images, ask each participant to pick an image that represents the role of a facilitator and describe it to the group. Through doing so you will elicit from the participants what facilitation is (most people know - it is just helpful to draw it out explicitly).
 - The key takeaway from this exercise is that facilitation is not leading or teaching. It is not about your opinions, but about drawing out the views and wisdom of the group.
- (20 mins) Ask trainee facilitators to tell the group about a meeting or workshop they have been to that was badly facilitated - ask them what the facilitator did wrong, and what they should have done better.
- (15 mins) Ask the group to share any worries or questions they have about the workshop. Don't answer them yet, just write them down on a whiteboard.
- (15 mins) Once you have collected all the worries, ask the group what they would do in each of these cases to address this facilitation challenge. Note - try not to answer these yourself. If you can get the group to source answers for each other's worries it will build a collective sense of confidence within the group.

You will find layout of this plan in [Miro](#) in case you want to organize a virtual training session.

Before large events, some colleagues have found it helpful to run mock workshops where they run through the timings and process of the workshop in the actual event venue. You will need to check in with your facilitation team to assess how much confidence and experience they have, and therefore how much support they need to prepare for the session.

Learn more about Foresight

The [INTPA Foresight Community of Practice](#) can also provide advice and support if you need it along your journey! We hope you have been inspired to learn more about foresight and take the next step on your journey, not only with young people, but also in your own projects and programmes.

Did you receive this PDF via email from a colleague? Become member of the INTPA Foresight Community of Practice for further collaboration and mutual support! Check out more about Foresight in INTPA [here](#) and send your application to the PA01 team:

INTPA-PA01-FORESIGHT@ec.europa.eu

You can come and go as you wish, participate in only one or more activities, depending on your interest and availability.

Further resources:

If you are an INTPA colleague, you can access the [first INTPA Foresight Express series of webinars](#) (5 modules of 30 minutes each) or consult the Futuresproofing guide (including some of the tools of this toolkit) for organizing Foresight exercises in other internal settings and spaces.

The platform Ted-Ed in collaboration with the European Commission has launched a special micro-site called “Futures - Forward” with a collection of videos to learn more about: Perception of time, futures mind-set, multiple futures, investing in imagination and taking action. <https://ed.ted.com/future-forward>