

Annex 1: Guidelines for the submission of experiences for the inclusion of young women in the labour market in the European Union, Latin America and the Caribbean"

1. Who can present experiences?

Those entities that are implementing legal initiatives, policies, programs, projects and/or actions aimed at improving the inclusion of young women in the labour market in the EU and LAC are invited to take part in this call. Representatives of civil society organisations; institutions and agencies of the State; university centres; technical and vocational training centres; research institutes; large, medium, small or micro enterprises; business networks; business chambers; banks and credit institutes are explicitly welcome.

All these institutions must have their headquarters in one of the countries of Latin America, the Caribbean or European Union. International public organisations cannot participate. If an experience has been financially or technically supported by an international organisation, the national actors who executed the program or project can submit it, explicitly acknowledging the role of the international entity.

The organisation/instance that submits the experience must be able to demonstrate that it is attributed to its own performance, or in case of submitting other's experience, must have the written consent of those who led the initiative.

2. Format for the presentation of experiences

Proposals must be submitted in PDF or Word format, Palatino font size 11 and with a maximum extension of 6 pages.

Section 1: Information on the experience (0.5 page)
a. Title:
b. Country or countries where the experience was implemented:
c. Duration:
d. Target population:
e. Coverage:
f. Geographic scope:
Section 2: Analysis of the experience: (4.5 pages)
a. Brief description: What was the identified problem? What was the objective? What changes/outcomes were anticipated?
b. Description of the practice: What was done? What strategies were used?
c. Implementation of the activity: Characteristics of the beneficiaries. What difficulties did they face? Number of beneficiaries and their socio-economic

profile (age, sex - if it is a program for both sex -, economic level, study level, ethnicity, vulnerability factors, etc.). Selection method and its evolution.
d. Monitoring and evaluation system: What were the results? What impact has the initiative had? How long did it take to reach it? What difficulties have persisted? What lessons were learnt?
e. Reasons to consider it a good practice: Which key factors were relevant to success? And from the point of view of the number or type of beneficiaries, of replicability, of economic support, of institutional relations, of public policy change?
f. Financing sources and period financed
g. Acknowledgments and publications:
Section 3: Information on the proponent: (0.5 page)
a. Responsible body:
b. Executors:
c. Name:
d. Institution:
e. Email:
f. Website:
Section 4: Exclusions from participation (0.5 page)
a. If false statements had been made by providing the required information to participate in the call.
b. If the representatives have committed serious professional misconduct found by any means during their current or previous position.
c. If the organisation is in judicial intervention or its representatives have been felony convicted by non-appealable Court judgment.

3. Languages

The attached experiences and documents are accepted only in English or Spanish.

4. Sending the experiences

The experiences must be sent by email to call@eulacfoundation.org before December 18, 2017. Incomplete proposals or those received after the deadline will not be considered for analysis and review regarding the digital publication and the discussion event on the trends and keys to success expressed in the gathered experiences.



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The **subject** of your email should include: "*Young women and the labour market*" and in the **body** of the message it should be highlighted that the submission of the information presented is genuine.

5. Tentative calendar

Publication of the call: 21.11.2017

Deadline for submission of good practices: 10.01.2018

Disclose the experiences that will be published: 15.02.2018

Distribution of document with good practices: 06.04.2018

Presentation and discussion event on the trends and keys to good practices success: May 2018.

Publication of systematisation documents and videos clips: end of June 2018

This Initiative is funded by:

3



Federal Foreign Office