

# ANNEX C: Basic Requirements for Planning Young People's Participation and Engagement

This is a tool referenced in the [Participation Tools](#) section of Chapter 3: Meaningful Participation. This checklist provides requirements and corresponding questions to help humanitarian implementers plan for adolescent engagement.

## 1. Participation is transparent and informative

- ☐ Do young people have enough information about the project to make an informed decision about whether and how they may participate?
- ☐ Is information shared with young people in language that they can understand?
- ☐ Are the roles and responsibilities of everyone involved clearly explained and understood?

## 2. Participation is voluntary

- ☐ Is young people's participation voluntary?
- ☐ Have the young people been given enough information and time to make a decision about whether they want to participate or not?
- ☐ Can they stop participating at any time they wish without suffering from negative consequences as a result of their withdrawal?

## 3. Participation is respectful

- ☐ Have young people been involved in selecting the issues in order to ensure they are relevant to their lives? Do the ways of working with young people consider and build upon local cultural practices?
- ☐ Has support from key adults in young people's lives been gained to ensure respect for young people's participation?

## 4. Participation is relevant

- ☐ Are the issues being discussed and addressed of real relevance to young people's own lives?
- ☐ Do young people feel any pressure from adults to participate in activities that are not relevant to them?

## 5. Participation is young people-friendly

- ☐ Are young people-friendly approaches and methods used?
- ☐ Do the ways of working build self-confidence among young people of different ages, genders, and abilities?
- ☐ Are young people-friendly meeting places used? Are such places accessible to working children, refugees, girls, and young people with disabilities?

## 6. Participation is inclusive

- ☐ Are young people of different ages, genders, and backgrounds, including young people with disabilities, or from different ethnic groups, given opportunities to participate?
- ☐ Is the process inclusive and non-discriminatory?
- ☐ Are young people encouraged to address discrimination through their participation?

## 7. Participation is supported by training for adults

- ☐ Are the staff and partners youth people-friendly?
- ☐ Does the staff have confidence and skills to facilitate young people's participation?
- ☐ Are staff members able to effectively support young people's participation in their community?
- ☐ Do the staff have opportunities to improve their capacity in working with young people?

## 8. Participation is safe and sensitive to risk

- ☐ Are the young people aware of the impact or potential consequences of participation?
- ☐ Do young people, including young women and other vulnerable groups, feel safe when they participate?
- ☐ Have risks and ways to keep young people safe been identified?
- ☐ Do young people know where to go for help if they feel unsafe while participating in the project?

## 9. Participation is accountable

- ☐ Are young people supported to participate in follow-up and evaluation processes?
- ☐ Do adults take young people's views and suggestions seriously and act upon them or offer adequate justification for why they cannot be actioned?
- ☐ Are young people given feedback from the relevant organizations about any of their requests and follow-up?

Source: [Adolescent and Youth Engagement Toolkit](#) (No Lost Generation, 2018).