Checklist for Teachers

Before the session

1. Remember to re-read our HANDBOOK at the beginning of your preparations.
2. Promote YPAC at your school and let the relevant classes know what the program is about, how students can apply and what taking part involves. Ideally, your YPAC students can help you with this task.
3. Ensure that there is a team of teachers who really know what YPAC is all about (ideally because they have taken part several times).
4. Assess students and choose the team members for the upcoming YPAC. This usually has to be completed before Christmas.
5. Organize the preparation of the students: find experts and arrange sessions with them, organize field trips, find materials for preparation (also on local aspects) or similar activities.
6. Support students when preparing for their specific tasks during YPAC (How do you build up a good argument? How do you work in/lead a committee? What should be the result of YPAC? What is important with respect to the work in the media group?).
7. Organize the trip to the preparation meeting and the YPAC session (find funds for the journey, organize the journey and inform parents and teachers).
8. Take an active part in developing YPAC at the preparatory meeting.
9. Take responsibility for communication within your school, with local and/or regional media and with politicians; in other words, remind your pupils – particularly the PR and media representatives – of this and support them in their work.
10. **Inform your students about what is expected of them in terms of appropriate behavior, treating everyone with respect, supporting the organizing team, and thinking carefully before complaining or asking for extras.** After all, we are offering this great opportunity to the students free of charge!

During the session

1. **Remember to do the tasks that you personally or your school committed to at the preparatory meeting**, e.g. taking responsibility for one of the groups at YPAC (e.g. PR or media group), revising the content of the postulations, proofreading postulations, etc.
2. Support the students in the democratic process: Be present in the committees to monitor the progress of the postulations and to seek feedback on the working process. If necessary, supervise the work, provided Presidency or the CPs agree or ask you to intervene, e.g. by reminding everybody to speak English and to work together as a team.
3. Reflect the processes of the youth parliament and discuss suggestions for improvement in the teachers' meetings – the informal ones in the evenings as well as the scheduled ones.
4. Talk to your students in delegation meetings and exchange information with them.
5. Make sure that whatever comes up concerning the organization is communicated to anyone who needs to know about it (esp. those responsible in the host school).

6. Pay the membership fee of 10 EUR per delegate plus 100 EUR per school to the YPAC account. There is no fee for the organizing school in the year of organization.

After the session

1. Together with your students, evaluate the YPAC session and think about proposals for innovation that can then be discussed at the next preparatory meeting.
2. Regarding the translation of the resolution, we have agreed on the following responsibilities: Innsbruck, Maribor/Kamnik, Chamonix, Merano. Please forward your translation to the relevant partner schools as well as to the webmaster (ypac@gmx.org) for publication on our website as soon as it is ready.
3. Support your students in making their resolution known to politicians, media representatives and other interested parties.
4. When presenting YPAC's work and resolutions in your local area, publish a post about it on the YPAC website and on other media platforms we use (your media group students can do this). For the website, send a short text in English and a photo for the Current Issues section to ypac@gmx.org.
5. **Remember: WE are YPAC! There is no organization behind us. It's entirely up to US how well YPAC works.**

Responsibilities

- Homepage: Rikki (Rosenheim)
- Support of presidency/CPs/content reading: Jens (Trogen)
- Support of media group: Anna (Sonthofen), Samuel (Chamonix)
- Support of Public Relations group: Merano
- Proofreading of postulations/resolution – English teachers
- Translation of resolution (Innsbruck, Maribor/Kamnik, Chamonix, Merano)
- Updating the handbook: Dora (Maribor)
- Finances: Kamnik
- Association: Liechtenstein
- Preparatory meeting: Trogen (until 2027)

Organization

Tips for the host school:

- Consider having two presidents as a host school: one for the parliament and one for the organization.
- Coordination with the Alpine Convention and CIPRA at an early stage. They offer support for coordination, finding experts, etc.
- Concerning host families: If possible, place girls in families with girls and boys with boys.
- Start looking for host families really early (at least 6 months before the YPAC week).
- Be aware that some delegations may need to organize their travel very early (e.g. before Christmas). Therefore, communicate as soon as possible when you want the delegations to arrive on Monday and after which time it's best for them to depart on Friday.
- If possible, "think green" during the organization process and especially when preparing food for participants (as little plastic as possible, reusable cups etc., ask pupils to bring flasks, avoid food waste → communicate your efforts to everyone).
- As a general rule, alcoholic beverages and smoking are prohibited at YPAC events.
- Use the official YPAC registration form (on the YPAC website) when registering the students for YPAC – if you need any changes, ask Rikki.
- When preparing the study materials for all members (which are published on the YPAC website) it is advisable to consult experts and scientists from the specific scientific field at different universities, as well as from CIPRA and the Alpine Convention.
- Invite media representatives for the YPAC week and/or make sure to spread the YPAC news and resolutions to the local media.
- Make sure that you choose experts who speak English fluently and comprehensibly, and instruct the experts about what exactly is expected of them (e.g. no lengthy talks, but answers to students' questions).

Tips regarding the organization for everyone:

- As budgets usually have to be finalized very early on (around a year in advance), each school should inform the host school of any specific financial requirements at that time, such as single rooms for teachers, or accommodation and catering for bus drivers. If these requests are made too late, they can cause stress and upset for the host school.
- **And finally: Don't forget to support the organizing team in any way you can**!