

***2<sup>nd</sup> Transnational Meeting  
Steering Committee  
PROVYP PROJECT***

***June, 2<sup>nd</sup> - 4<sup>th</sup>, 2016***

***Sofia (Bulgaria)***



## POLICY RECOMMENDATIONS TEMPLATE

### MAX. 3 POLICY RECOMMENDATIONS REQUIRED BY EACH PROVYP PROJECT PARTNER

The aim of the following template is to develop and submit policy recommendations at European, National, Regional or Local level for better regulation of the career guidance provided in adult education.

Based on O1 analysis each partner expert will develop policy recommendations at local/ regional or national level (month). Then the experts will submit the recommendations to the DG SSIS-CM for their consolidation at European (2 months).

The policy recommendations seek to inform the decision maker of policy options that are evidence based, robust to achieve the desired result in various scenarios. With the creation of each policy brief we hope that maybe, just maybe, we will get the right policy maker to read our compelling arguments and spearhead the process of creating some effective policies with our research as their sword. Unfortunately, policy influence rarely happens in this manner, we have to try to do it. Identify the policy maker's problems and give them actionable policy recommendations.

FIELD	CONTENT
1. REGION/COUNTRY	To which region/country the recommendation refers?
2. ORGANISATION	Which organisation can be contacted for more information?
3. EMAIL	Provide an e-mail address, either of the organisation or the contact person
4. TARGET AUDIENCE	What is target/policy maker's sphere of influence and what change can they implement? Max 100-150 words.
5. CURRENT SITUATION	What the current policy you want to change is? Please, summarise using the analysed good practice results (O1) Max 100-150 words.
6. SCENE	Identify the shortfalls of the current policy. Where is this policy failing, why and how can you recommend/improve the status quo? Max 100-150 words.
7. SUGGESTED CHANGE	What specifically needs to be changed? How will this change come about? Please, identify max. 3 changes/recommendations and elaborate on these. Pick the three that most practical and relevant for your target audience, the focus on presenting these in the actionable way. The word 'actionable' suggests that your recommendations should be active using language that is active rather than passive. Words such as use, engage, incorporate, etc. Max. 75-100 words.
8. RESOURCES	What resources will be needed? Where will these resources come from? Please, describe for each recommendation suggested above. Max 100-150 words.
9. BENEFIT	What is the overall benefit to both the policy maker and society in general? Please, describe for each recommendation suggested above. Max 75-100 words.
10. RESEARCH SUPPORTS	Please, summarise the main sources of evidence used in the previous research. Make sure your research supports your recommendations. This may sound very obvious but makers will want to know that the evidence supports your assertions.
11. VIABILITY	Max 100-150 words. Is the recommendation viable? Does the recommendation seem feasible? Please, describe for each recommendation suggested above.
12. APPLICABILITY	Max 75-100 words <ul style="list-style-type: none"> <li>Locally, regionally, nationally in certain regions or Member States.</li> </ul> Please, describe for each recommendation suggested above.
13. SUSTAINABILITY	Max 100 words. <ul style="list-style-type: none"> <li>Considering the adoption of the policy recommendation to improve regulation of career guidance provided in adult education in your country.</li> </ul>
14. UPLOADED FILES	Please send related electronic documents (brochures, data analysis, evaluations, etc.)

# IO2 TEMPLATE

## Policy Recommendations



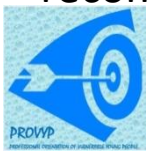
# POLICY RECOMMENDATIONS TEMPLATE

## **MAX. 3 POLICY RECOMMENDATIONS REQUIRED BY EACH PROVYP PROJECT PARTNER**

The aim of the following template is to develop and submit policy recommendations at European, National, Regional and Local Level for better regulation of the career guidance provided in adult education.

Based on O1 analysis each partner expert will develop policy recommendations at local/regional or national level (1 month). Then the experts will submit the recommendations to the DG SSIS-CM for their consolidation at European level (2 months).

The policy recommendations seek to inform the decision maker of policy options that are evidence based, robust and will achieve the desired result in various scenarios. With the creation of each policy brief we hope that maybe, just maybe, we will get the right policy maker to read our compelling arguments and spearhead the process of creating sound and effective policies with our research as their sword. Unfortunately, policy influence rarely happens in this manner. What we have to try to do is identify the policy makers' problems and give them actionable policy recommendations.



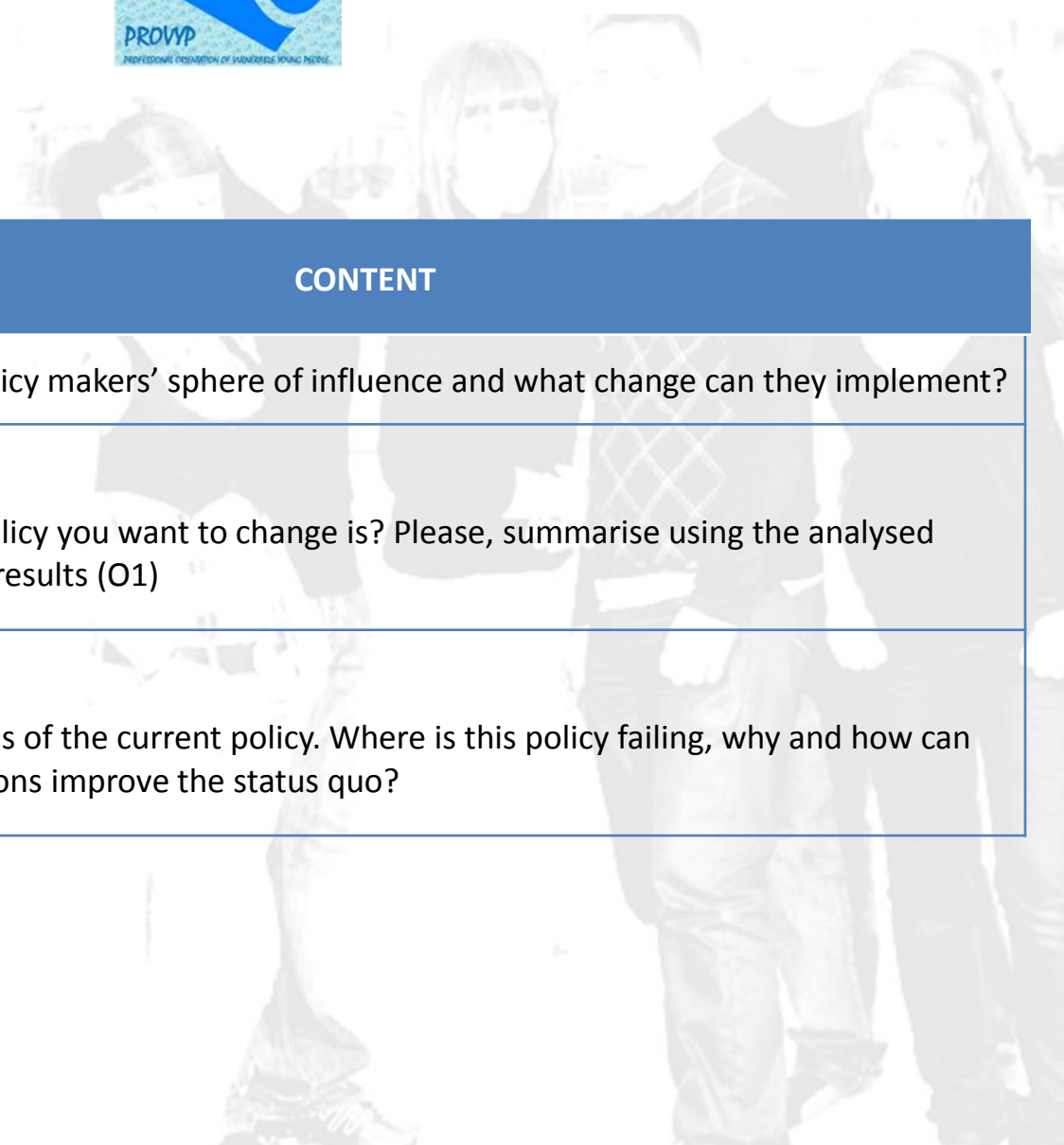


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FIELD	CONTENT
1. REGION/COUNTRY	To which region/country the recommendation refers?
2. ORGANISATION	Which organisation can be contacted for more information?
3. EMAIL	Provide an e-mail address, either of the organisation or the contact person



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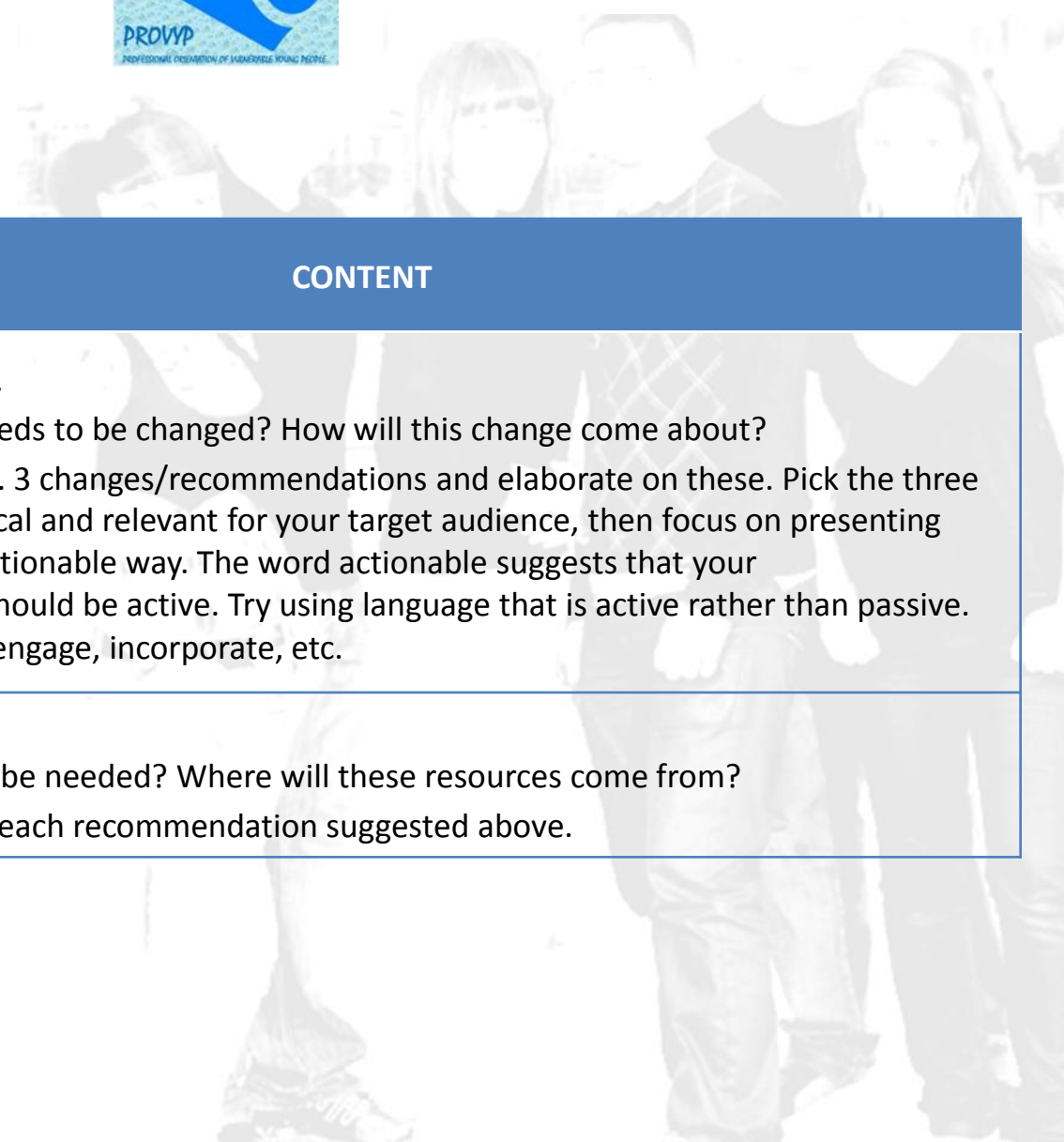


FIELD	CONTENT
4. TARGET AUDIENCE	What is targeted policy makers' sphere of influence and what change can they implement?
5. CURRENT SITUATION	<p><i>Max 100-150 words.</i></p> <p>What the current policy you want to change is? Please, summarise using the analysed good/bad practices results (O1)</p>
6. SCENE	<p><i>Max 100-150 words.</i></p> <p>Identify the shortfalls of the current policy. Where is this policy failing, why and how can your recommendations improve the status quo?</p>





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FIELD

CONTENT

**7. SUGGESTED CHANGE**

*Max 300-450 words.*

What specifically needs to be changed? How will this change come about? Please, identify max. 3 changes/recommendations and elaborate on these. Pick the three that are most practical and relevant for your target audience, then focus on presenting these in the most actionable way. The word actionable suggests that your recommendations should be active. Try using language that is active rather than passive. Words such as use, engage, incorporate, etc.

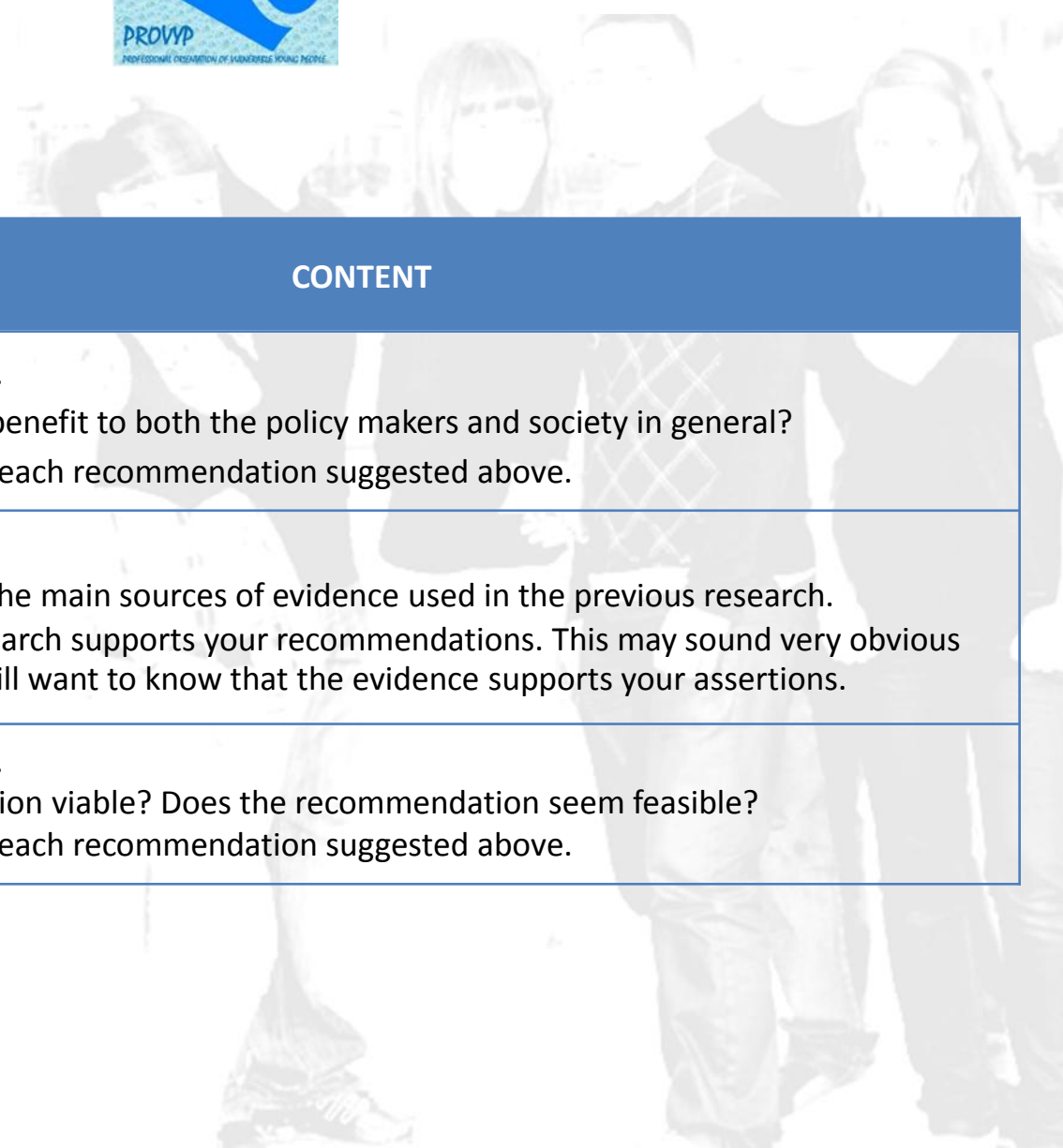
**8. RESOURCES**

*Max. 75-100 words.*

What resources will be needed? Where will these resources come from? Please, describe for each recommendation suggested above.



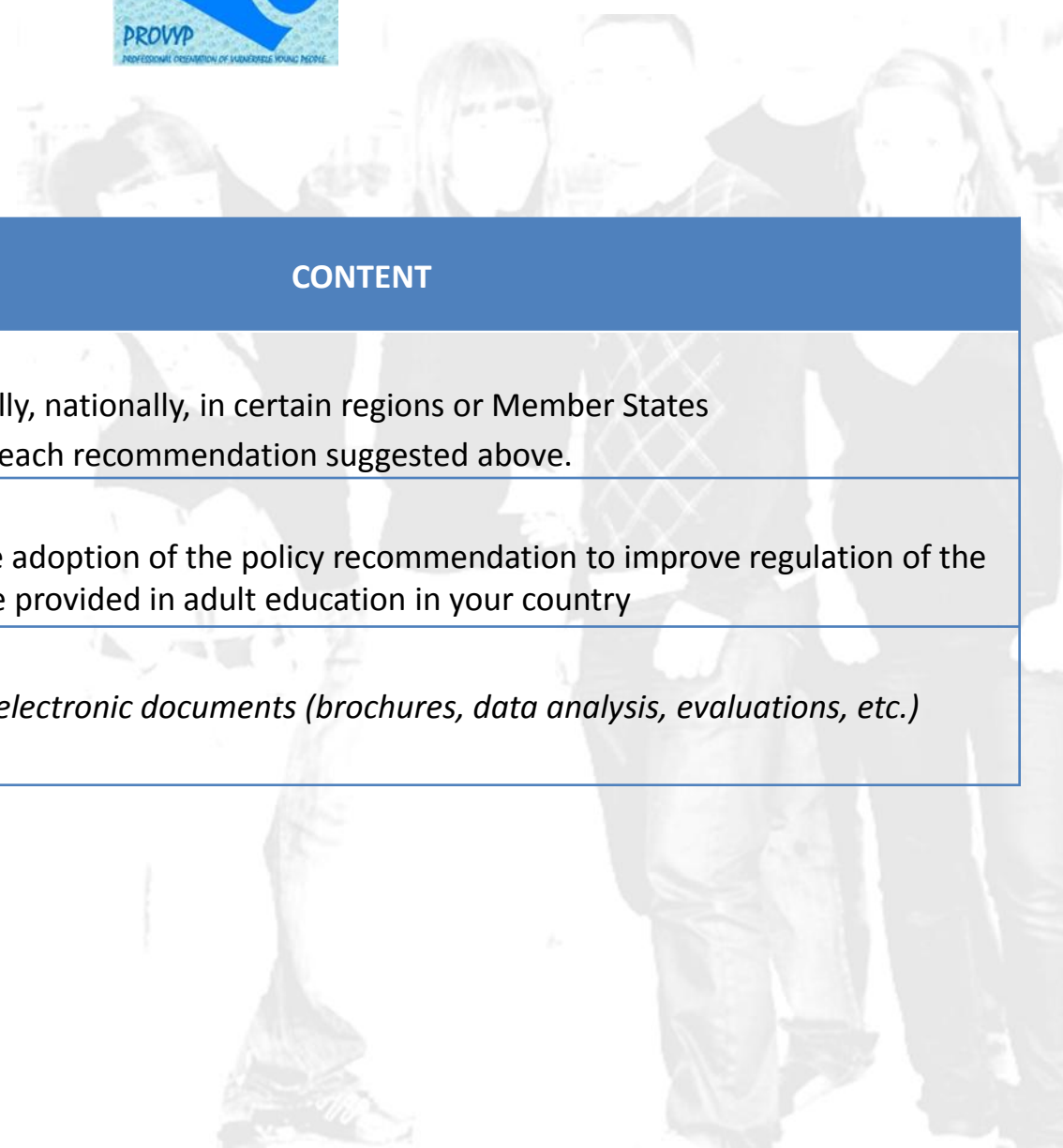
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FIELD	CONTENT
<b>9. BENEFIT</b>	<p>Max 300-450 words. What is the overall benefit to both the policy makers and society in general? Please, describe for each recommendation suggested above.</p>
<b>10. RESEARCH SUPPORTS</b>	<p>Max 75-100 words. Please, summarise the main sources of evidence used in the previous research. Make sure your research supports your recommendations. This may sound very obvious but policy makers will want to know that the evidence supports your assertions.</p>
<b>11. VIABILITY</b>	<p>Max 100-150 words. Is the recommendation viable? Does the recommendation seem feasible? Please, describe for each recommendation suggested above.</p>



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FIELD	CONTENT
<b>12. APPLICABILITY</b>	<p><i>Max 75-100 words</i></p> <ul style="list-style-type: none"><li>Locally, regionally, nationally, in certain regions or Member States</li></ul> <p>Please, describe for each recommendation suggested above.</p>
<b>13. SUSTAINABILITY</b>	<p><i>Max 100 words</i></p> <ul style="list-style-type: none"><li>Considering the adoption of the policy recommendation to improve regulation of the career guidance provided in adult education in your country</li></ul>
<b>14. UPLOAD A FILE</b>	<p><i>Please send related electronic documents (brochures, data analysis, evaluations, etc.)</i></p>

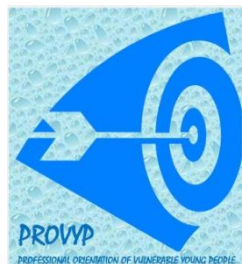




Dirección General de Servicios Sociales  
e Integración Social

CONSEJERÍA  
DE POLÍTICAS SOCIALES Y FAMILIA

**Comunidad de Madrid**



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**THANKS  
FOR YOUR  
ATTENTION**

**WEBSITE:**

**[www.madrid.org/inmigramadrid](http://www.madrid.org/inmigramadrid)**

**E-MAIL**

**[ciudadania.europea@madrid.org](mailto:ciudadania.europea@madrid.org)**

**FUNDACIÓN**  
ALTIUS FRANCISCO DE VITORIA

**UNIVERSITY OF NICOSIA**  
ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ



**LESC**  
LIETUVOS MOKINIŲ  
NEFORMALIOJO  
ŠVIETIMO CENTRAS



*Il Filo d'Arianna*  
Associazione Culturale  
Montevoglio

