

Future Mentors Manual



Eurocities
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1. Introduction

1.1. The Future Mentors programme in a nutshell

Great to have you joining our programme, together we will make this something inspiring and a programme of impact!

The Future Mentors programme is a reversed mentoring programme, in which a small group of young people will mentor a leader from their own city about the hopes, dreams and fears of the future generation regarding the future of their city. In this programme the city leaders are not the mentors, but the mentees, the ones offered the opportunity to be exposed to the bright thinking of their young mentors.

The programme is a platform for youth in cities to contribute to a sustainable future at the same tables with the decision makers. The youth will also have an opportunity to network with young mentors from other European cities and exchange ideas. Finally, one young mentor from each city will travel to Espoo 2022, Finland, to participate in the annual conference of the Eurocities network together with their city leaders. The mentoring takes place before Espoo 2022 according to a programme set up by the City of Espoo and Eurocities. The Espoo 2022 conference entails workshops where the themes of the mentoring programme will be discussed further, and the youth will participate the conference with their cities' delegation.

The Future Mentors programme and Espoo 2022 conference provides a platform for dialogue between the youth and the city leader about a sustainable future in cities. During the spring the youth will meet the city leader two times. A coordinator from each city will organize the programme with help of this manual and a step-by-step guide, attend the meetings and act as a facilitator to organize the content of the meetings according to the instructions given.

The topics discussed together will be linked to sustainable future of the city. The Future Mentors will be given a task to dream a city of future. The

topics of the mentoring will be decided by the Future Mentors themselves during the process as this programme is a platform to for the voice of the next generation. The Future Mentors will use their own city as the starting point and vision it in the near and far future, and then communicate their dreams and fears for the future of the city to the mentee, the city leader, as part of the mentoring process. The topics can be grand scale such as climate change in cities, opinion polarization, mental health issues and biodiversity loss, or more concrete and local such as urban mobility, recycling plastic, youth empowerment and everything in between. All of these are issues that must be dealt with to create a better future for the generations to come. We must be willing to question our thinking and be open to the idea that our thinking could be better. This can best be done by exposing ourselves to dialogue with different people.

The mentorship programme enhances youth's participation and strengthens their voice in the Eurocities network on European level as well as locally in Eurocities member cities. The opportunity for transnational European encounters and creating bonds between cities are a crucial element of the programme. The aim is to exchange ideas and gain perspective and understanding on themes for sustainable future cities through the eyes of younger generations. The young Future Mentors will reinforce the future European community by bringing youth and leaders in European cities together.

We encourage posting about the Future Mentors programme on social media. Please use the hashtags **#Eurocities2022**, **#FutureMentors2022** and **#EuropeanYearOfYouth** while posting.

1.2. Who is this manual for?

This manual is an overall guide for all the participants of the mentoring programme: the mentors (the youth), the mentees (the city leaders), the Eurocities coordinators (coordinating the implementation of the programme or delegating the coordination) and the City coordinators (coordinating the practicalities and organizing the meetings of the mentoring programme in each city).

This manual gives an overview of the programme and the roles of it. We recommend all the participants to read this whole manual to get an understanding of the objectives and practicalities of the programme.

A more detailed step-by-step guide on arranging the mentoring meetings is sent to the participating cities' coordinators mid-March 2022. The step-by-step guide is for the city coordinators to use for help in planning the mentoring sessions first with the Future mentors and then with the mentees as well.



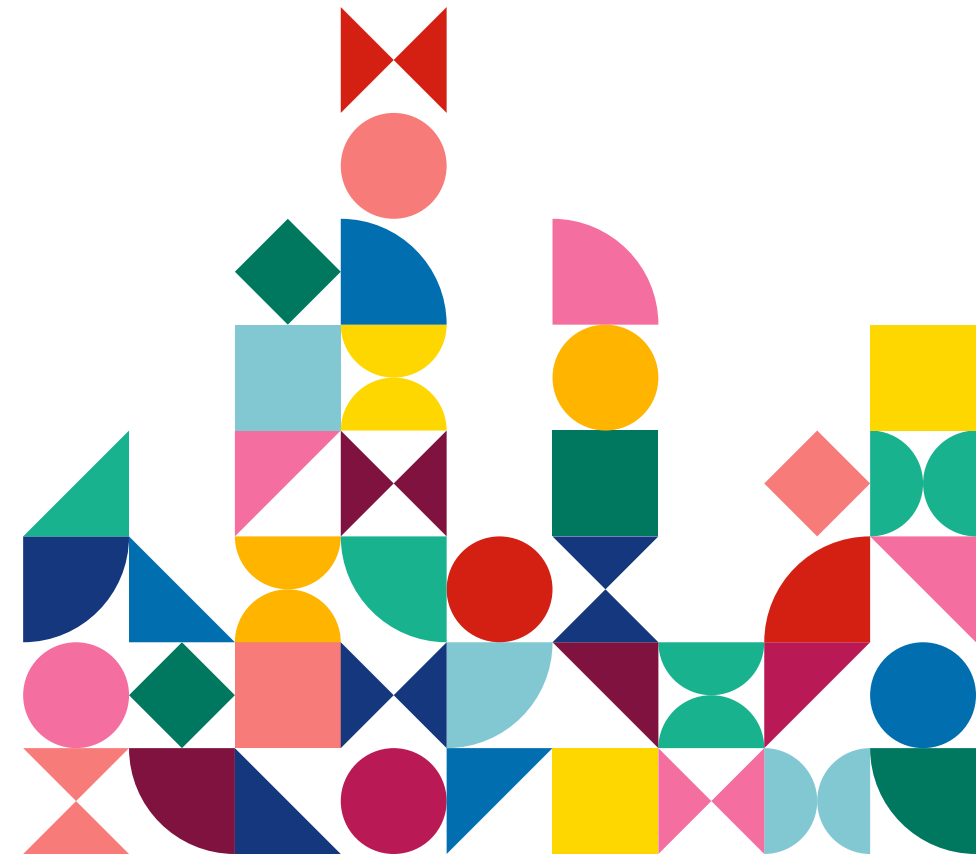
2. Aim of the programme

As the Eurocities 6th Goal states: As the closest level of government to people, city governments are the place where democracy can start, and from where connections can be made to bridge the gap between people and politics. The close proximity of European local governments to young citizens offers cities the opportunity to create a dialogue between local youth and policy leaders about the future of cities.

The aim of the mentoring programme is to

- Provide a platform for dialogue between city leaders and youth about a sustainable future in cities. The values and decisions of today's cities directly affect the future in the near and far future. The future generations as the ones who have to live in that future should have their say in the conversation.
- Bridge the gap between youth and the city leaders. Young people all over the world have begun to fight the global sustainability deficit and demand governments to act, especially against climate change. The youth climate movement has not only shone a light on the sustainability challenge, but also on the gap between decision-makers and young citizens.
- Increase the mutual understanding in a dialogue and decision-makers' knowledge of the values, hopes and dreams steering younger generations. Give new perspectives to all participants.
- Make the voice of young people better heard in the Eurocities network and in cities.
- Increase the feeling of togetherness between young people in European cities.
- Participate in the European Year of Youth as the Eurocities network.

- Create a new and future-oriented way of working towards dialogue with the youth in cities. The initiative will spark an increased understanding of how to include the voices of youth and citizens in Eurocities and its upcoming work.
- Increase the youth's feeling of being invested in the city's future. The cities need the youth to stay and to be interested in the city's future.



3. The roles

3.1. The Future mentor

In this mentoring programme the youth will act as mentors. A group of 3–4 young mentors chosen in each participating city will mentor a leader of their own city as a team. All the mentors will be equal participants of the local meetings. One of the young mentors is however chosen to travel to Espoo 2022, an Annual General Meeting of the Eurocities network as part of her/his city's delegation in 8–10 June 2022. The mentors will decide themselves, which one of them will be the one traveling to Espoo (check the school schedules etc.). The City coordinator will help with the decision if needed.

The Future mentors are experts on thoughts and dreams of the young and in this programme they have the opportunity to make their voice and the voice of youth of their city better heard at the city level and at the European level.

The mentors will get instructions from the local city coordinator on how to do the mentoring and are guided and supported by the coordinator throughout the whole programme. The youth should read this manual and the step-by-step guide sent to them mid-March. With the help of the coordinator, they will choose specific topics related to a sustainable future of the city to talk about with the mentee, prepare for the mentoring meetings, collect views and opinions from their city's local youth, prepare a little presentation for the mentee and have a dialogue with the leader in two meetings.

The youth will register on the Discord platform to connect with young mentors from other European cities. Future mentors from all the participating cities will also meet at a virtual meeting before the Espoo 2022 conference to exchange ideas and prepare for the trip to Espoo on 8–10 June 2022. Each city covers for the mentors conference registration fee (150 €) and traveling costs.

At the Eurocities 2022 Espoo conference the Future mentors will participate the conference as part of their city's delegation and also have a conference programme of their own. They will get the opportunity to get to know the City of Espoo on several on-site visits and have an interactive programme planned for them.

Feedback will be collected from all participating cities to create future recommendations for youth participation in Eurocities.

3.2. The mentee

The mentee is one city leader/politician e.g. mayor, deputy mayor, local politician, someone from the city administration, who is preferably part of the delegation of their city to Eurocities 2022 Espoo conference.

The mentee's role is to be open to learn about the dreams, hopes and fears of the younger generations through the eyes of the Future Mentors from their own city. This will empower the youth to become active urban citizens, have their voices heard in the decision making and to feel part of their own city's future.

The mentee has received an invitation to the programme with a nutshell overview on the programme. The city coordinator (see 3.3) will inform the mentee about all the necessary information on participating the programme, take care of all the practicalities, book the meetings and prepare the content of the meetings together with the mentors. By reading this manual the mentee/their assistant can get to know the overall view of the mentoring programme and their own role in it in more detail.

The mentee will be sent a little pre-task to do before the first mentoring meeting. The mentee will participate in two 1,5-hour meetings with the mentor and preferably make a quick 5–10 minutes (virtual) visit to say hello at the first meeting of the mentors and the city coordinator on week 13 (see 10).

In June the Mentee will travel to Espoo 2022 with the Future Mentor as part of the city's delegation (this is recommended, but the mentee might not be part of the delegation in some cities). In the conference the topics of the mentoring programme will be discussed further, and the highlights of the programme are presented.

Feedback will be collected from all participating cities to create future recommendations for youth participation in Eurocities.

3.3. The city coordinator

The city coordinator is in charge of coordinating and organizing the mentorship programme.

The city coordinator receives from the Eurocities coordinator the material presented at the first info webinar, this manual (Espoo will send the city coordinators this manual also just in case), instructions on how to run the youth's application process along with ready-made marketing material for different platforms and social media that can be used and edited according to the needs of each city. The city coordinator runs the youth's application process according to the instructions provided and chooses 3–4 Future mentors among the applicants. The application and selection process can also be done in some other way most suitable for the city.

With the help of this manual the city coordinator will plan the specific timetable of the mentoring in their city. As soon as the Future mentors are chosen, fill in this form link.webropol.com/s/futurementorsregistration with their names, ages and email addresses so that City of Espoo as the organizer of the programme can send them all the necessary information and have them registered on the virtual platform. Inform them about the kick-off webinar, book all the upcoming meetings with them and let them know the dates and time of the meetings with the mentee, that were already booked well in advance. When contacting the Future mentors for the first time, let them know that during the first two meetings they will have a conversation about who will be traveling to Espoo.

Mid-March the city coordinator receives from the City of Espoo a step-by-step guide on how to implement the mentoring programme. We have prepared instructions for every meeting in our step-by-step guide. According to those specific guidelines the city coordinator will plan the content of the three meetings with the city coordinator and the Future mentors. In those meetings the city coordinator helps the Future mentors in choosing the topics to be discussed with the mentee, planning how the mentors will collect other local youth's opinions and views and planning the content of the actual mentoring session in relation to the topics chosen.

Feedback will be collected from all participating cities to create future recommendations for youth participation in Eurocities.

3.4. Future Mentors from other European cities

All the young mentors from all the cities attending the mentorship programme are invited to join the virtual Discord channel to network and discuss the topics of the programme. The youth can exchange ideas and tips on how to do the mentoring. They can also get to know each other before traveling to Espoo, talk about their experiences after the programme and stay in touch afterwards for hopefully even lifelong connections.

3.5. The Eurocities coordinator

The Eurocities coordinators are the ones who first learned about this programme and possibly attended the first info webinar in January.

The Eurocities coordinator should book the required 2–3 meetings with mentee according to the timetable (see 10) preferably already in the beginning of February to make sure the city leader is able to arrange the meetings. The Eurocities coordinator of each city has received the material presented at the info webinar, this manual, enrolled their city in the programme, received instructions on how to run the youth's application process and marketing material for the programme. The Eurocities coordinators decide if they coordinate the mentoring programme themselves or if they delegate the coordination to someone else. For the role of the coordinator of the programme see 3.3.

The Eurocities coordinator is an important link between the participating city and Espoo and Eurocities as the organizers of the Future Mentors programme and the Espoo 2022 conference. If the Eurocities coordinator isn't also the City coordinator, the Eurocities coordinator should write the name and email address of the City coordinator on the enrollment form in order for her/him/them to receive all further material and information.

On mid-March the city coordinator will receive a step-by-step guide on how to implement the mentoring programme. The Eurocities coordinator helps with the conference registration (reduced participation fee 150e) and traveling arrangements of the young mentor regarding the Eurocities 2022 Espoo conference. Each city covers for the young mentors registration fee and traveling costs.

3.6. Local youth & children

The mentor is instructed to ask/discuss the hopes, dreams and fears on the chosen topic(s) of other local youth in their city to get a broader perspective. Instructions and tips are provided in the upcoming step-by-step guide. This can be done according to the ideas and wishes of the Future mentors, so it can be done differently in every city. The Future mentors can for example plan a small questionnaire for their friends in social media, interview local children/youth in schools or something else. The idea is to include a bit of a broader perspective in addition to the mentors' in the mentoring programme.

4. Eurocities network and European visibility

Eurocities is a network of more than 200 cities in 38 countries, representing 130 million people.

Eurocities mission and goal is to strive for a Europe where cities are genuine partners with the EU to create a better future where:

1. People take part in an inclusive society
2. People progress in a prosperous local economy
3. People move and live in a healthy environment
4. People make vibrant and open public spaces
5. City governments address global challenges
6. City governments are fit for the future

The Future Mentors programme furthers Eurocities' goals number one by providing the youth participation possibilities and number six by providing the city leaders with fresh ideas for the future of the city. The Future Mentors programme is the answer to the challenge of European Year of Youth 2022, which encourages young people to become active citizens. The Future Mentors programme will be an official part of the European Year of Youth with visibility both in Eurocities communications and European Year of Youth communications.

5. The Annual General Meeting and conference 2022 in Espoo

In June 2022, Espoo hosts the annual general meeting and conference of the Eurocities network. The conference will bring hundreds of European city leaders and a significant number of EU decision-makers and officials to Espoo. The Future mentors will be part of their own city's delegation traveling to Espoo. Registration fee (150e), travel costs and accommodation will be covered by the sending city. At the Eurocities 2022 Espoo conference the Future mentors will participate the conference and also have a conference programme of their own.

Espoo 2022 under the title An Era of New Beginnings invites city leaders, future generations, visionaries, European decision-makers to dream, act and lead a more sustainable future together. As we are looking into the future at Espoo 2022, the voice of the next generation will have an essential role in the conference.

In Espoo, young people and city leaders will meet in a dialogue with the aim of increasing mutual understanding between young people and decision-makers in cities. During the conference as well as through this Future Mentors programme organized before the conference, city leaders will have the opportunity to broaden their awareness of the dreams and insights of young people in cities. At Espoo 2022, we will see the highlights of the Future Mentors programme. What are the values of the next generation that will guide our cities forward?

6. Timetable and the time required for each phase

		Admission Phase			Participation Phase				Mentoring Phase	Conference Phase		Follow-up
January 25		26/01 – 13/02	February 28	March 13	March 29	week 13 (29/03–03/04)	week 15 (11/04– 17/04)	week 17 (25/04– 01/05)	weeks 17–21 (25/04– 29/05)	week 22 (30/05–05/06)	June 8	After the conference
Phase of the programme	Future Mentors kickstart webinar	Enrollment of cities to Future Mentors	Enrollment of young people starts	Enrollment of young people finishes	Future Mentors kick-off webinar	Local online kick-off	Mentors 1st meeting	Mentors 2nd meeting	At least two meetings	Online meeting with mentors	Eurocities 2022 Espoo starts!	
Time allocated for meetings					1 hour	1 hour	2 hours	2 hours	á 1,5 hours	1 hour		
Roles taking part in activities					mentors + city coordinators from all cities	mentors + city coordinator + a quick visit from the mentee	mentors + city coordinator	mentors + city coordinator	mentors + mentees + city coordinator		Future Mentors traveling to Espoo	
Eurocities coordinator: To Do	Support city coordinator as required through the whole process.											
	Find a coordinator Agree on participation Preliminary planning	Book three meetings with the mentee						Travel arrangements	Please note: the final date for registering the city delegate for Eurocities 2022 Espoo is May 27th.			Analyse the results. Make follow-up plans. Provide feedback on the process and receive future recommendations.
City coordinator: To Do		Enroll in the programme via online form Communicate to young people and relevant stakeholders Find mentees, communicate in city organisation	Start youth enrollment process Keep communicating – make sure young people know how to enroll	Review applications to the programme Select up to 4 young people to be mentors Prepare for the local online kick-off	Offer support for Future Mentors during the task Prepare for face to face meetings: contact young people, reserve space, familiarise with the guide, prepare materials ...		Facilitate sessions (guide available!) Help young people contacting relevant stakeholders in the city when collecting other youth's views. Aid mentee in preparation for the meetings	Communicate results to mentees	Facilitate sessions, enable the development of ideas Traveling preparations Agree on follow-up actions and schedule. Collect feedback.			Provide feedback on the process
Future Mentors: To Do			Follow city's social media Apply for the programme	Wait for the results of enrollment	Participate in online session Work on the assignment Register on Future Mentors Discord channel		Participate in local meetings					Online platform stays open after the programme. A chance to continue networking across Europe Provide feedback on the process
							Participate on Discord			Participate in online session		
Mentees: To Do		Agree on participation Familiarise with the project				Introduce yourself in the local online kick-off (5 to 10 min)	Prepare for meetings with Future Mentors (guide available!)		Participate in local meetings Possible work to prepare for next meetings			Provide feedback on the process

7. Topics to be discussed during the mentoring

Future Mentors will be given a task: to dream a city of the future. The topics discussed together will be linked to sustainable future of the city. The Future Mentors will decide the more specific topics themselves during the first meetings together. The city coordinator can help with choosing the topic(s). The topics can be grand scale such as climate change in cities, opinion polarization, circular economy, social segregation, increasing loneliness, mental health issues, biodiversity loss, the metaversum and/ or more concrete and local such as urban mobility, food loss, recycling plastic, youth empowerment and everything in between. The topic should be related to the hopes, dreams and fears of the Future Mentors, something that is of importance to them in regard of their future. Here are a few questions as examples of the task the Future Mentors are given:

In your dreams,

- What does your city look like in the near and far future? 5-10 years from now? What about 15-20 years from now?
- What has to change to make that reality?
- What must we hold on to, so that we don't end up in a future of your fears?
- How could the voice of the youth be better heard in decision making?

After discussing with other young people locally and other cities' future mentors, the Future Mentors will have two sessions where they have a dialogue with the local leader, the mentee. Espoo's staff will help the Future Mentors in any questions regarding sustainable development, please contact marianne.julkunen@espoo.fi in these matters. We will be glad to help and give you new ideas and tips!



Photo: Tuomas Uusheimo

8. Networking and the virtual platform

The Future Mentors will have a chance to meet and interact with Future Mentors from other participating cities during the programme. The virtual networking is done on Discord. Discord provides the Future Mentors with an easy platform where to discuss anything they want during the programme. Espoo will also provide different topics and ideas for Future Mentors via the platform in order to spark creativity and motivate them to be active during the programme.

Espoo will provide basic technical support for Future Mentors so that everyone can join and operate the platform. Espoo will also take care of moderation of the platform to ensure that everyone feels safe and welcome to meet and discuss with fellow Future Mentors from around Europe. An email link with instructions will be sent to Future Mentors after the enrollment phase is finished.



9. The mentoring process

A step-by-step guide will be sent to the participants mid-March. The guide contains instructions for organizing the meetings and running the mentoring process with instructions for pre-tasks, icebreakers, goals and facilitation and concrete tools to reach those goals. To get to know the timetable of the programme through this spring, see 6. Timetable and the time required for each phase in this manual.

The process consists of one virtual meeting, a pre-task, two preparation meetings and two mentoring sessions. During the preparation meetings the Future Mentors will discuss the future of their city with the City coordinator as discussed earlier. Espoo will provide the City coordinator with instructions on how to facilitate these meetings. These instructions are there to inspire Future Mentors to discuss different topics with each other. In addition, their aim is to enable a safe environment so that everyone can reach their full potential during the programme.

Of course, the City coordinator can approach these sessions in any way he/she/they wants, the instructions are there to provide support during the process.

During the pre-task the Future Mentors will be asked to broaden their views by collecting views and opinions from their city's local youth. This can be an online questionnaire or a visit to a local school. If possible, the City coordinator can prepare some ideas for the collection of ideas beforehand (ie. discuss the possibility of a school visit or a channel for questionnaire etc.). More ideas will be provided in the step-by-step guide.

After the preparation meetings the Future Mentors, the mentee and City coordinator will participate in two mentoring sessions where the Mentors and mentee will engage in dialogue. Instructions for these sessions will be provided as well.

9.1. Online orientation session

The kick-off webinar of the programme for all the Future mentors around Europe is on 29th March. The Future Mentors will receive an email from their city coordinator and/or City of Espoo with a link to the webinar. In the webinar the Future Mentors will get an overview of the programme and their role as mentors. They will also get to meet other Future mentors from different countries and cities and ask questions about the process.

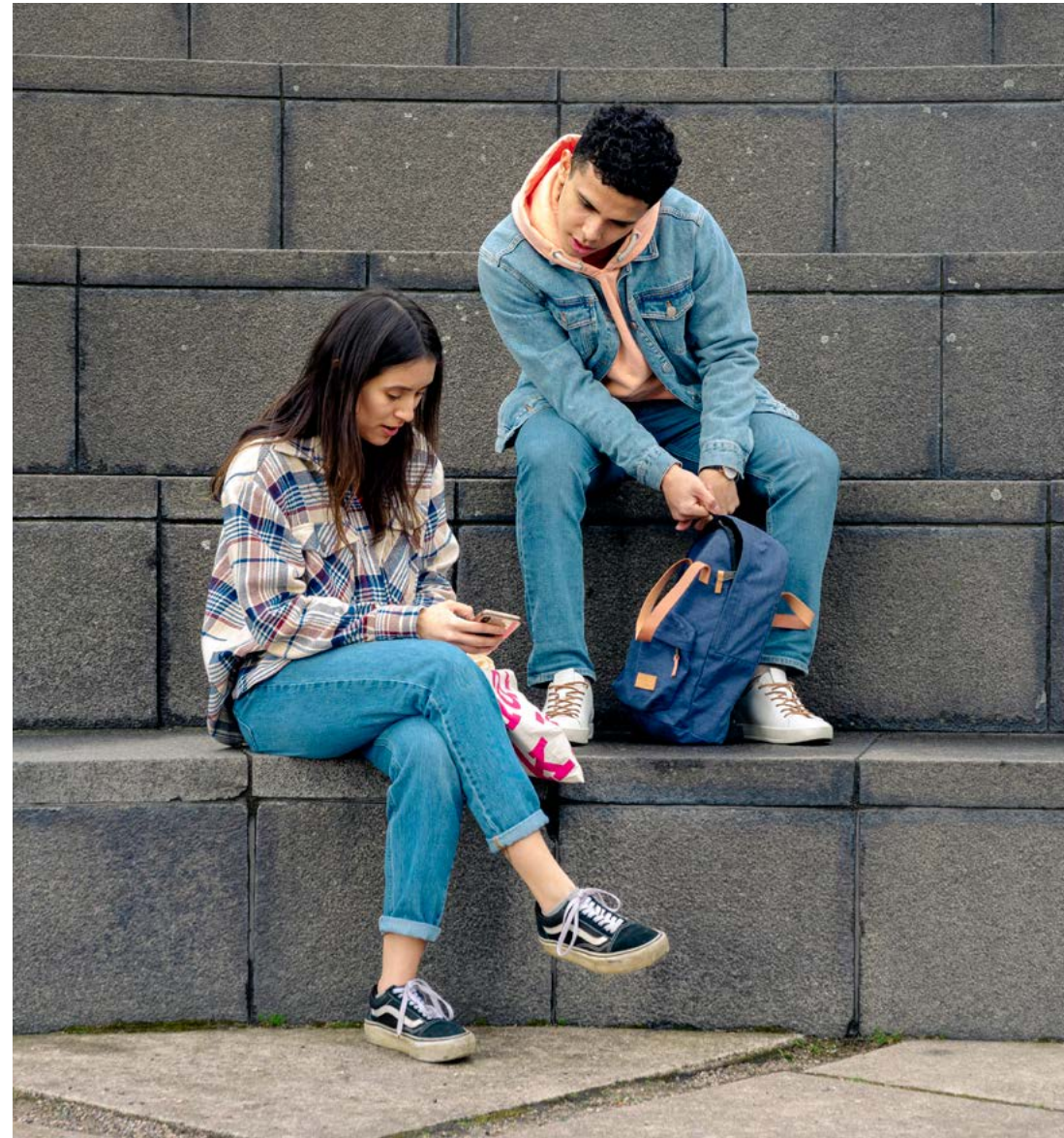
After the international kick-off webinar the cities are advised to hold their own online kick-off meeting later in the same week. There the City coordinator can provide Future Mentors with instructions for a pre-task: to collect views and opinions from their city's local youth. It is also a chance to discuss various local aspects of the programme together. These aspects can include topics like timetables and venues for meetings amongst others.

10. After the programme

The virtual platform will stay open for 3 weeks after the Espoo 2022 conference. This way the Future Mentors will have time to reflect on the joint journey and make sure they have the contact information of their new European friends. City of Espoo will ask for feedback after the mentoring process and give future recommendations.

Locally, we encourage the cities taking part in the programme to follow up on the topics discussed during the mentoring sessions and to reflect the learnings of the Future Mentors programme in the development work of involving the local youth in city decision making and city development.

We hope that the Future Mentors programme will continue in the Eurocities network and we hope that the cities keep on finding new ways to hear the voice of the young people. We are grateful to have you and your city participating in Future Mentors programme and most importantly: we hope you will find the programme inspiring, meaningful and fun!





An Era of New Beginnings, Dream – Act – Lead – Together