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## Annex – Web-Platform Brief

### Functional and Technical Requirements for the Project

#### “Strengthening National Child Participation Frameworks and Action in Europe”

##### Introduction

The joint Council of Europe – European Union ([Justice and Consumers \(europa.eu\)](https://european-council.europa.eu) DG JUST) project “[Strengthening National Child Participation Frameworks and Action in Europe](#)” (CP4Europe) aims to strengthen child participation mechanisms and practice across Europe at national and local levels. A child participation web-platform is a key deliverable of the project.

CP4Europe builds on the Council of Europe’s leading role in the field of children’s rights and particularly children’s right to participation.

*Child participation means that children, any person under the age of 18 years old, individually or in groups, have the right, the means, the space, the opportunity and, where necessary, the support to freely express their views, to be heard and to contribute to decision making on matters affecting them. Their views should be given due weight in accordance with their age and maturity.*

Child participation can mean children being listened to and influencing their personal lives or care plans. It can also mean children having an influence on national and international policy and laws.

CP4Europe is co-funded by the European Commission (DG JUST) and the Council of Europe, and implemented by the Children’s Rights Division of the Council of Europe from 2021-2023 in partnership with the following five countries: Czech Republic, Iceland, Finland, Portugal and Slovenia, as well as with a team of experts who developed key resources of the project.

Find more details on the [CP4Europe project webpage](#)

Find more background information [on child participation topic webpage](#)

##### The concept

The concept is an interactive web-platform for children and professionals working with children to inspire, create incentives to innovate, and to provide access to key resources developed under the CP4Europe project. The web-platform aims to be a go-to web-platform for children and professionals already engaged with child participation in Europe, and through practice exchange on the web-platform, to support the development of a virtual child participation leadership network. It also aims to host resources which can be used at national and local levels, by professionals and children starting to develop participatory processes with children. It contrasts to other existing web-platforms, such as the Save the Children’s and Unicef’s resource banks, in that it is focused on Europe and on participation, rather than the broad range of children rights.

The CP4Europe web-platform will showcase work arising from the implementation and adaptation of Council of Europe child participation tools and resources developed under the CP4Europe project. It should also provide capacity for easy sharing of further practice examples and other resources. It will be connected to the EU-DG JUST [Child Participation Platform](#)/web-platform with a weblink in order to make sure that no duplication takes place between the two web-platforms. On this latter point, it is important to note that the CP4Europe web-platform will focus on the resources and good practices developed under the CP4Europe project in the 5 partner countries, while the EU-DG JUST web-platform will promote child participation in EU member States and enable children to connect with each other and with the EU and to engage in EU decision-making processes.

At the end of the CP4Europe project on June 30<sup>th</sup>, 2023, the CP4Europe web-platform will be handed over to the Social Protection Institute of the Republic of Slovenia. From July 1<sup>st</sup>, 2023, further contents - supplied by the Council of Europe, the project partners and agreed others - will be uploaded by the Social Protection Institute of the Republic of Slovenia for at least the next five years. From July 1<sup>st</sup>, 2023, the Social Protection Institute of the Republic of Slovenia will be fully in charge of and responsible for the management and moderation of the web-platform. Dedicated staff and resources from the Social Protection Institute of the Republic of Slovenia will be appointed in this regard.

#### **The future web-platform should:**

- Contain pdf. resources and short videos such as guidelines, training material, etc. on children's participation that were created by the Council of Europe and partners under the CP4Europe project.
- Contain new pdf. and video resources developed during the project, including, good practices around child participation, checklists and training materials.
- Provide ways of uploading for moderation brief text summaries and one JPEG image, and links to external resources, describing ongoing practice, publications and events that continue after the close of the project, and at least for the next 5 years, see annex 1 for model.
- Enable limited safe online interaction by child participation professionals and children themselves, through polls and an open text form which would be submitted to the web-platform moderator and ensure secure and anonymous data storage of these.
- Alert the moderator when new content has been supplied for moderation.
- Provide information about opportunities to influence public decision making within and beyond the Council of Europe on issues that concern children.
- Allow a Moodle to be embedded or link to an external Moodle.
- Be accessible in English [with the capacity to be potentially expanded after June 30<sup>th</sup>, 2023, into further languages such as Slovenian, Icelandic, Portuguese, Finnish and Czech, should future funding allow].
- The web-platform will include the following information: " The CP4Europe web-platform was developed by the Council of Europe under the project "[Strengthening National Child Participation Frameworks and Action in Europe](#)" (CP4Europe) funded by the European Commission (DG JUST), implemented from April 1<sup>st</sup>, 2021, to June 30<sup>th</sup>, 2023. On June 30<sup>th</sup>, 2023, the CP4Europe web-platform is handed over to the Social Protection Institute of the Republic of Slovenia. From July 1<sup>st</sup>, 2023, the Social Protection Institute of the Republic of Slovenia is fully in charge of and responsible for the contents, management and moderation

of the CP4Europe web-platform. Dedicated staff and resources from the Social Protection Institute of the Republic of Slovenia are appointed in this regard.”

### Target Audience

- Professionals directly engaged in the CP4Europe project in the five partner countries.
- Professionals interested in learning about and adopting some or all of the Council for Europe tools and training in their own country.
- Professionals interested in practice exchange and networking on children’s participation.
- Professionals and children interested in responding to Council of Europe invitations to contribute views.

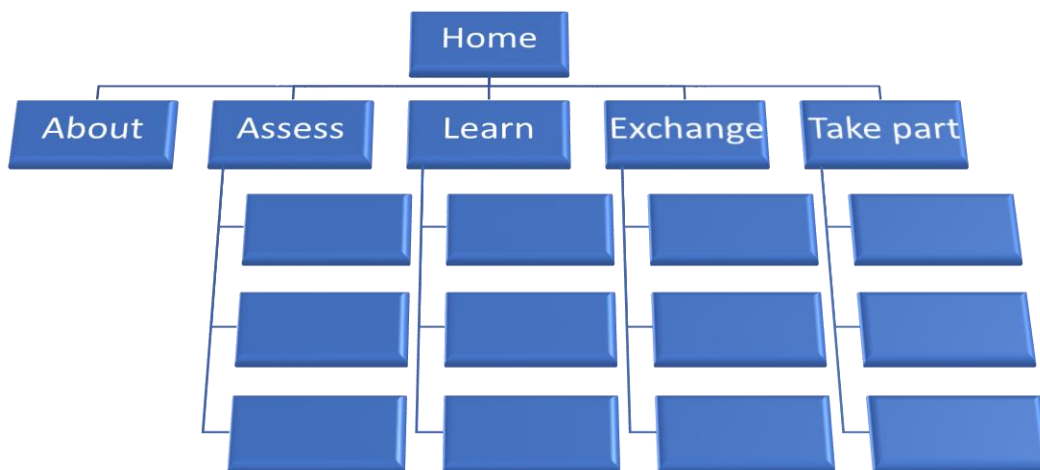
Professionals may include Council of Europe staff, European Union institutions (such as the European Commission), Governments staff, NGO staff, academics, other national and international organisations and networks, civil society organisations, such as Child Rights Connect, Child Hub, IICRD, Child Rights International Network, ombudspersons, International Social Service etc., international experts/consultants.

Children may include either individual children or children involved in child participation processes/groups/associations. By association, parents may also be interested in the web-platform.

A membership section of the CP4Europe web-platform is not foreseen as there is no capacity to maintain this. Therefore, new content will be moderated and uploaded directly through the organization/body hosting the web-platform.

### Structure, Features and Content

The proposed structure is as follows.



The content will be provided quickly to the supplier once selected.

Texts (word or pdf format) and images (jpeg) for these pages will be provided to the web-platform developer and a mock web-platform already exists (developed in Squarespace) which can be used as a style guide. Screen shots of the style guide will be available on request.

The text, images and videos can be supplied in any chosen format (ex pdf, jpeg and MP4). The files that can be submitted by contributors will be pdf, any type of image file (max 1000KB each) or video (max 5GB each).

## 1. Home

- Text Introduction to project
- Video introduction to project
- Text Invitation to contribute and link to a contributor form, see details in functionality and annex 1
- Content pulled into homepage from internal and external sources:
  - i. Links to recent contributions posted in the Learn or Exchange sections
  - ii. recent opportunities and responses posted in the Take Part section
  - iii. CoE\_Children Twitter Account

## 2. About

- Text about each partner and expert involved in CP4Europe
- Logos of Partners

## 3. Assess

- Text Intro to the purpose of this section
- Link to pdfs of the [Council of Europe Child Participation Assessment Tool \(CPAT\)](#)
- Link to Child-friendly CPAT and Outcome Indicators pdf (pdfs will be supplied)
- Embedded MP4 Animation
- **Posts** with text supplied in which partner countries explain how they have done the CPAT (text and one image per post will be supplied)
- Repeat of the invitation to contribute an example of using the CPAT and link to contributor form, see annex 1

## 4. Learn

- Introduction to the Resource and Training Centre and the [Council of Europe Handbook on Children's Participation](#) and a reminder about the search functionality of this web-platform and the invitation to contribute
- Link to a pdf of the Handbook
- Link to the CP4Europe Moodle which is currently under construction
- Navigation to four subpages - Principles and Guidance; Participatory Environments; Individual Participation; Collective Participation - each of which will contain introductory text and **posts** that link to resources that have been quality assessed (text, links and one image per post will be supplied)
- Invitation on each subpage to contribute a resource using form, see annex 1

## 5. Exchange

- Text Intro to the purpose of this section and a reminder of the filter options, see annex 2 for all details
- **Posts** with information, practice examples and event created by partners and others during and after the project (text and one image per post will be supplied)
- Repeat of the invitation to contribute and link to contributor process

## 6. Take Part - This part of the web-platform should be hidden initially and will only be used if sufficient funding is secured

- Introduction to the purpose of the page and explanation of what opportunities and feedback to post and how
- Live closed response polls
- Invitation to share comments with the web-platform moderator in response to a closed question, for example on poll or propose priority issues or concerns. The invitation should be accompanied by a consent process. The response should be sent to the web-platform moderator and the moderator should receive an alert [this feature will only be put to use if continued funding permit adequate time to allow for a meaningful process and provision of feedback. So, the function may be latent]
- **Posts** with opportunities for and from children and partners which the moderator will create. This is likely to be opportunities to access links to consultations, conferences etc. being run by partners and the EU web-platform.
- **Amendments to the posts on** past consultations, conferences etc. which the moderator will create to provide feedback received.

## 7. Filter

- The web-platform contents should all be tagged, and it the web-platform should have a facility by which the user can filter to search for chosen content.
- See annex 2 for filters.

## 8. Background content

- **Member Profiles**
- **Contributor form**/process and agreement
- Contact information
- Policies on Privacy and Cookies, Consents and Safeguarding

Please look, as a model the [CPIP@UCMC2](#) web-platform.

### List of key functionalities

**Ease of upload and maintenance:** once the wireframe/page structure is created, it should be possible for someone with limited experience of web-platform content management to create additional posts, pages and filter options. Ongoing upload after the web-platform goes live will include the text and images provided via the form in annex 1, and the additional posts in the “Take Part” section, created by the moderator. Ideally the form should create posts in the web-platform, which can be made live by the moderator through a few simple steps. A short video on how to moderate the web-platform should be provided.

**Accessibility:** the web-platform should comply with the highest international standards of accessibility see [WCAG 2.1 guidelines](#). Children and child participation professionals should be consulted on options for design to enhance useability and accessibility to children.

**Social Media Sharing:** the web-platform should capture feed from the [CoE children](#) Twitter account and the [CoEChildren](#) Facebook account.

Shortcut buttons should enable users to share content from the web-platform to Twitter, Facebook, Instagram and email.

**Searchability, filters and tagging:** the web-platform should be searchable and it should be possible to filter content using a series of criteria that have already been created, e.g. country, language, age group, protected characteristics, audience, sector, see annex 2.

**Interactivity:** there will be no live chat function and no option to directly post to the web-platform. However, there should be:

- A content upload form or process, that would enable people who wish to contribute to the web-platform to upload and use predefined tags to label potential content that can either be posted to the exchange, assess or learn pages. This form or process should enable the host organisation to easily read, moderate and post new content, see annexes 1 and 2. The moderator should be able to validate and publish these in not more than 3 clicks.
- The possibility of creating closed question polls, with live display of results, and additional opportunities to send comments in relation to the polls directly to the web-platform host.
- Compatibility with Moodle, as this will be used to integrate training activities into the web-platform.

**Consent to publish and contributor agreement:** there will be a contributor agreement that people agree to when supplying content via the form. This will state that all content supplied to the web-platform will be published under Creative Commons Attribution Licence 4.0 licence. Organisations and individuals supplying content to the web-platform will be asked to confirm that the content they supply was generated with the active consent of all individuals included, and parents of children aged under 18 years old. If any identifiable images of children are published, these should be supported by additional evidence of consent to publish and information about how to withdraw consent. The web-platform should not permit any sharing of children's personal details.

**Safeguarding:** no unmoderated content should be published on the web-platform. Contact details of organisations only will be available.

**Privacy and Disclaimer:** a privacy statement and content disclaimer should be accessible from all pages. See model here <https://www.coe.int/en/web/portal/disclaimer>, noting that the contents of the disclaimer will be provided by the Council of Europe.

**Language:** the web-platform should have integrated translation software to enable users to convert text to their preferred language. This might be Google Translate or Weglot.

### **Analytics, Digital Marketing and Promotion**

Google Analytics or equivalent should be integrated to monitor web-platform tracking. Strategies for search engines optimisation should be included. That is both technical (e.g. structure, navigation, internal linking, load speed, experience, schema, hosting services, content management system and web-platform security) and content elements.

### **Maintenance, Hosting, and Support Plan**

In March-April 2023, the following domain will be purchased by the Social Protection Institute of the Republic of Slovenia: **CP4Europe.org**

The hosting of the domain will be in Europe and the domain will be used by the Social Protection Institute of the Republic of Slovenia as long as the web-platform exists.

### **What Success Looks Like**

A child using the web-platform can navigate to an opportunity to participate and respond to a poll within 10 seconds of reaching the web-platform. A professional can search for a post that fits their criteria and download a resource within 45 seconds.

### **Interface and regulatory requirements**

- The system shall be fully compliant with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). This is particularly important to ensure that the web-platform is accessible in school settings. Video content should be “uploadable” directly to the web-platform, or an appropriate platform suitable for access by children of all ages, and not stored on YouTube.
- Navigation throughout the webpages and forms should be mobile-friendly
- Forms and web pages are designed to be visually according to the project identity and retain their formatting and functionality on all of the most common mobile/stationary devices and browsers
- The mobile system works on Android, iPhone and Windows Phone–platforms
- The web-platform needs to be accessible via an internet browser without any specific hardware

### **User documentation and training requirements**

- User documentation shall include general instructions for using and update the web-platform.

The Supplier must supply within their offer a training session and short introductory video guide

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## Annex 1 – Examples of forms

### Report your CPAT/Practice Example/Learning Resource

By filling in this form you can contribute to the content of the CP4Europe web-platform. Fill in the relevant fields, to share examples of using the CPAT tool, or any other relevant activities, or upload a learning resource.

Before sharing an example of your practice or resource, please read our Privacy Notice and the Contributor Agreement. By submitting this report, you are consenting to us publishing a summary on the CP4Europe web-platform.

#### Tell us your contact details:

<b>Your Name:</b>	[Not public]
<b>Your Email:</b>	[Not public]
<b>Organisation(s):</b>	
<b>Location:</b>	<input type="checkbox"/> [all countries] <input type="checkbox"/> [all regions] <input type="checkbox"/> Europe <input type="checkbox"/> International

#### Tell us about the content you are sharing:

<b>Which category of content will you submit (tick all that relevant)</b>	<input type="checkbox"/> An Example of using CPAT <input type="checkbox"/> A Practice Example <input type="checkbox"/> A Learning Resource
<b>Title of your Activity/Resource:</b>	
<b>Provide a summary of what you did Or description of this resource (in 25 words):</b>	
<b>Languages [multi-select]</b>	[all languages]

#### Tell us about how to categorise your contribution to the web-platform

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We are asking for details about who you worked with or who your learning resource is designed for, so that everything uploaded to the web-platform can be organised to help people find what they need. Please give us as much information as you can:

<b>Is this about</b>	<input type="checkbox"/> Theory to Practice (models and frameworks) <input type="checkbox"/> Enabling Environments <input type="checkbox"/> Individual Participation <input type="checkbox"/> Collective Participation			
<b>Date</b> (When did this work take place or when was this resource published?)				
<b>Age range of children and young people:</b> (involved or targetted by this resource)	<input type="checkbox"/> 8 <input type="checkbox"/> 9-12 <input type="checkbox"/> 13-15 <input type="checkbox"/> 16-18 <input type="checkbox"/> 19-25 <input type="checkbox"/> 26+			
<b>Characteristics of children and groups you engaged with:</b>	<p><b>Please note all known experiences represented in the group</b> (choose all that apply and include number if known):</p> <input type="checkbox"/> Care experience <input type="checkbox"/> Living in poverty <input type="checkbox"/> Living with violence <input type="checkbox"/> Living rurally <input type="checkbox"/> Living in a rural area <input type="checkbox"/> Contact with the criminal justice system <input type="checkbox"/> Young carers <input type="checkbox"/> Working children <input type="checkbox"/> Students <input type="checkbox"/> Refugees, asylum seekers, undocumented migrants <input type="checkbox"/> Ethnic, religious, linguistic minorities <input type="checkbox"/> LGBTQI+ <input type="checkbox"/> Roma, Sinti, Travellers <input type="checkbox"/> Persons with disabilities			

	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary  Other (please specify):
<b>What adults were involved:</b> For example: politicians, local decision makers, teachers, etc.	

**If you are contributing an example please tell us what you did (or skip to the last section):**

What did you do?	
<b>How did you <u>prepare and plan</u>?</b>	
<b>How did you <u>connect</u> with children?</b> For example: choosing which groups to approach, how you reached out  <b>Total number of children involved:</b>	
<b>How did children <u>identify issues and choose priorities</u> and ways of working together?</b>	
<b>How did you <u>investigate</u> children's views?</b>  For example: informal conversations, artistic activities, etc.	
<b>How did you <u>take action</u> based on what children said?</b>  For example: Meeting with municipality, social media campaign, organise new activities with children	
<b>How did you <u>follow up</u> this action?</b>	

For example: Information you fed back to people taking part or advice you gave them on what else they could do	
How did you <u>evaluate and share</u> your work?	
What was <u>the impact</u> of this participatory process?	
What <u>challenges</u> did you face?	
How did you <u>overcome</u> any of the challenges?	
What <u>advice</u> would you give to other people?	

If you are contribution a learning resource or you have already published reports of your activity please provide links and confirm consent

Please include links to any relevant files, reports, pictures, videos of the project (where you have consent to share these)	
Has consent been given by children (and their parents if aged under 18) for any images, videos and quotes included in this report and content you have published?	<input type="checkbox"/> Yes  <input type="checkbox"/> No

Please upload any picture or logo related to the content shared above for us to use on the web-platform (where you have consent and rights to share these)

Upload picture/logo	Upload space
Format [multi-select]	<input type="checkbox"/> Publication (digital) <input type="checkbox"/> Publication (hardcopy) <input type="checkbox"/> Web-platform <input type="checkbox"/> App <input type="checkbox"/> Online Course <input type="checkbox"/> Video <input type="checkbox"/> Audio (Podcast)

<b>User Degree of Expertise [multi-select]</b>	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Content [multi-select]</b>	<input type="checkbox"/> Example <input type="checkbox"/> Activity Instructions <input type="checkbox"/> Guidelines <input type="checkbox"/> Checklists <input type="checkbox"/> Concepts <input type="checkbox"/> Recommendations <input type="checkbox"/> Models & Frameworks <input type="checkbox"/> Templates & Forms <input type="checkbox"/> Handouts
<b>Target Adult Profile [multi-select]</b>	<input type="checkbox"/> All Adults (General) <input type="checkbox"/> Healthcare Professionals <input type="checkbox"/> Educator or School Staff <input type="checkbox"/> Social Workers <input type="checkbox"/> Local Authority Staff <input type="checkbox"/> National Authority Staff <input type="checkbox"/> Politicians (local) <input type="checkbox"/> Politicians (national) <input type="checkbox"/> Donors <input type="checkbox"/> Parents & Families <input type="checkbox"/> Judges, Lawyers, Prosecutors <input type="checkbox"/> Child Rights Experts <input type="checkbox"/> NGO Staff <input type="checkbox"/> Corporate Staff <input type="checkbox"/> Researchers <input type="checkbox"/>
<b>Any further comments [text]</b>	[not public]

**Please use these additional criteria to help describe your contribution. This will help users of the web-platform find the resources and examples they are looking for.**

- Modes of Participation [multi-select]
    - Consultative
    - Collaborative
    - Child-led
  - Phases in Cycle of Participation [multi-select]
    - 1. Planning
-

- 
- 2. Connecting with Children
  - 3. Identifying Issues and Priorities
  - 4. Investigating Children's Views
  - 5. Taking Action
  - 6. Following-up on Actions
  - 7. Evaluating and Sharing

Skills Trained

- Facilitation and Training
  - Advocacy
  - Research
  - Evaluation
  - Campaigning
  - Demonstrating
  - Organising
  - Consulting
  - Advisory Groups / Councils
  - Awareness Raising
  - Communication
-



## Annex 2 - Filters

1. Title [text]
2. Promoting Entities/Organisations [text separated by commas]
3. Authors [text separated by commas]
4. Creation Year [number]
5. Link to Resource [URL]
6. Comments [text] - not public
7. Submitter email [email] - not public
8. Languages [multi-select]
  - a. [all languages]
9. Target Location
  - a. Europe
  - b. International
  - c. [all countries]
  - d. [all regions]
10. Format [multi-select]
  - a. Publication (digital)
  - b. Publication (hardcopy)
  - c. Web-platform
  - d. App
  - e. Online Course
  - f. Video
  - g. Audio (Podcast)
11. User Degree of Expertise [multi-select]
  - a. Beginner
  - b. Intermediate
  - c. Advanced
12. Content [multi-select]
  - a. Examples
  - b. Activity Instructions
  - c. Guidelines
  - d. Checklists
  - e. Concepts
  - f. Recommendations
  - g. Models & Frameworks
  - h. Templates & Forms
  - i. Handouts
13. Modes of Participation [multi-select]
  - a. Consultative
  - b. Collaborative
  - c. Child-led
14. Focus [multi-select]
  - a. 1. Theory to Practice (models and frameworks)
  - b. 2. Enabling Environments

- c. 3. Individual Participation
  - d. 4. Collective Participation
15. Phases in Cycle of Participation [multi-select]
- a. 1. Planning
  - b. 2. Connecting with Children
  - c. 3. Identifying Issues and Priorities
  - d. 4. Investigating Children's Views
  - e. 5. Taking Action
  - f.6. Following-up on Actions
  - g. 7. Evaluating and Sharing
16. Target Adult Profile [multi-select]
- a. All Adults (General)
  - b. Healthcare Professionals
  - c. Educator or School Staff
  - d. Social Workers
  - e. Local Authority Staff
  - f.National Authority Staff
  - g. Politicians (local)
  - h. Politicians (national)
  - i. Donors
  - j. Parents & Families
  - k. Judges, Lawyers, Prosecutors
  - l. Child Rights Experts
  - m. NGO Staff
  - n. Corporate Staff
  - o. Researchers
17. Target Children's Age Group [multi-select]
- a. 0-8
  - b. 9-12
  - c. 13-15
  - d. 16-18
  - e. 19-25
  - f.26+
18. Children's experiences
- a. Living in Care
  - b. Living in Poverty
  - c. Living with Violence
  - d. Living Rurally
  - e. Living in City/Urban Area
  - f. Young Carers
  - g. Working Children
  - h. Students
  - i. Other
19. Children's Social Profile [multi-select]
- a. All (General)
  - b. Refugees, asylum seekers, undocumented migrants
  - c. Ethnic, religious, linguistic minorities
  - d. LGBTQI+

- e. Roma, Sinti, Travellers
- f. Persons with disabilities
- g. Other

20. Skills Trained

- a. Facilitation and Training
- b. Advocacy
- c. Research
- d. Evaluation
- e. Campaigning
- f. Demonstrating
- g. Organising
- h. Consulting
- i. Advisory Groups / Councils
- j. Awareness Raising
- k. Communication