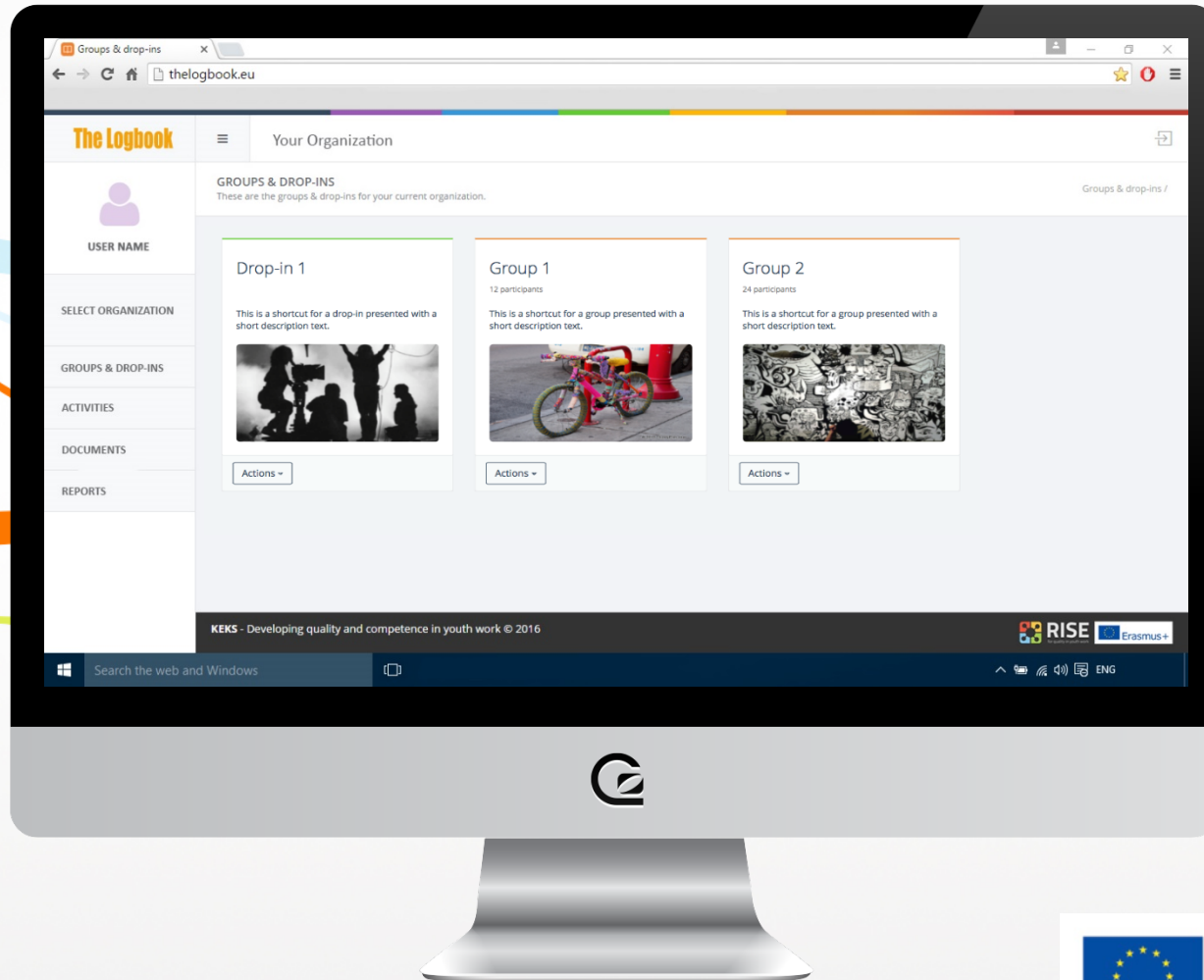


# The Logbook

- system for documentation of youth work





# RISE

for quality in youth work

- **Romania** – Hunedoara County Direction for Sport and Youth
- **Ireland** - City of Dublin Youth Service Board
- **Sweden** – KEKS
- **Estonia** - Association of Estonian Open Youth Centres
- (Finland – City of Helsinki was a part of the process but not the project)
  
- The objective is the development and testing of an **international youth work documentation system** based on KEKS' Loggboken
- Strategic Partnership Erasmus +
- Jan 2015 – Dec 2016



**RISE**  
for quality in youth work

### Phase 1 (Jan – May 2015)

How is documentation being done in the different countries?  
Common needs for documentation of youth work.

### Phase 2 (June – September 2015)

Agree on how the system should function and create a sketch for it.

### Phase 3

Nov 2015 - First mockup of the system -Feedback from RISE at Dublin meeting

Feb 2016- First version of the system in four languages available



Phase 4 (February 15th – April 2016)

Test phase users in each country tests the system and gives feedback

Phase 5 (May – August 2016)

Improve the system - feedback from the test users

Phase 6 (September – December 2016)

Dissemination events



# Common needs

- Drop-in
- Groups
- Visits/visitors
- Staff/volunteers
- Level of participation
- Age, gender
- Reflections
- Archive (upload documents, pictures)

# The Logbook

System for documentation of Youth Work

- Web based documentation system
- Easy access through computer and smart devices
- Documentation of youth work (open youth work and groups)

# The Logbook

System for documentation of Youth Work

- Gather information to use for follow up and development of youth work
- Make communication between youth workers easier
- Stimulate reflection
- Give heads of departments/units better overview and possibilities to manage youth work

# Terms and conditions

- No sensitive information
- Personal data
  - Any information relating to an identified or identifiable person is considered personal data

*“Under the [Data Protection Directive](#), collecting and processing the personal data of individuals is only legitimate in one of the following circumstances laid down by Article 7 of the Directive:*

*Where the individual concerned, (the 'data subject'), has **unambiguously given his or her consent**, after being adequately informed”*





[thelogbook.eu](http://thelogbook.eu)

# Level of access

- The levels complement each other. Click both admin functions to get full access
- Basic setting (no admin) – can only view numbers in reports
- **Organisation admin** – basic setting + can edit organisation settings
- **Activity admin** – access everything except editing organisation settings

# The Logbook

**You have been invited to the Logbook by Jenny Andersson!**

To be able to use the Logbook you first need to create an account.

**Let's go!**

[Click the button or this link to create an account.](#)

## WELCOME

Please check your credentials and choose a password.

**Name**

Check the spelling of your name.

**Password**

The Password must be at least 6 characters long, have at least one uppercase character and a number.

**Confirm password**

Create account

# Definition

- **Drop in**

Open activities that are carried out in line with the aims of the organisation and everybody within the target group can attend without registering before.

- **Group**

Group activities are attended by a specific group of youth and this activity is not open for anybody to attend spontaneously. This can happen in one room in the Youth centre at the same time as there is drop in at the centre or at another location. Anybody can not attend spontaneously, it is a pre-defined group.

# Definition

## Level of participation

- **Actively engaged**

A young person assisting in carrying out an activity

- **Facilitation/ producing**

A young person that facilitate/produce an activity is defined by that the young person have carried out an activity that they have taken responsibility for to organise, prepare and carry out.

- **Hours facilitated/produced by youth**

That time of an activity that is facilitated/produced by youth