



# DIGITAL STEPS FOR THE SOCIETAL AND POLITICAL INTEGRATION OF MOBILE EU YOUTH

## CONTACT DATABASE

Project Number: 101090099

[www.adapt-youth.eu](http://www.adapt-youth.eu)



European Center for Research and  
Regional Development



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To construct the **contacts database**, ADAPT project partners worked collaboratively to ensure that the process was both efficient and thoughtful. They began by determining which target groups and recipients the project wanted to assist. Each partner identified significant **individuals and organizations** (such as local businesses, schools, NGOs, and government agencies) who were closely related to the project's objectives and would benefit from its outcomes.

The next step was selecting the key contacts. Each partner was responsible for choosing at least **20 individuals** who were influential and relevant to the project. These contacts were chosen because of their expertise, position, or ability to engage with the project's objectives. The goal was to make sure that these individuals could help drive the project forward and effectively represent the target groups.

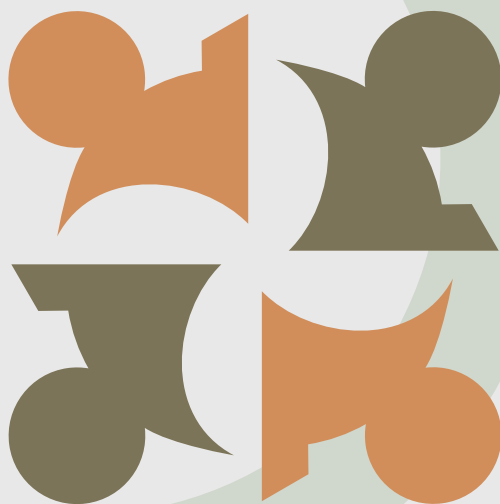
Once the key contacts were identified, the partners gathered all the necessary information, including names, job titles, phone numbers, and email addresses. They made sure to double-check and verify the accuracy of these details, ensuring that the contact information was up-to-date and reliable. This step was crucial in making sure that the database would be **useful** and **accurate**.

Throughout the process, the partners maintained **regular communication** to share their progress and collaborate on selecting contacts. They worked together to avoid duplication and make sure the database covered a wide range of relevant stakeholders. This teamwork helped ensure the database was comprehensive and included **diverse individuals** from **various sectors**.

Each partner also made sure that the contacts reflected the **local context** and needs of their country. By tapping into local networks, relying on existing relationships, and consulting with **local experts**, the partners ensured they included the right people who would be engaged with the project in a meaningful way. Once the data was collected, the contacts were organized in a user friendly format.

To meet the project's requirement of having a minimum of **50 contacts per partner**, each partner included not only the 20 key contacts but also additional individuals from their wider networks. This ensured there were enough options for **outreach** and **engagement** throughout the project's duration.

Lastly, the partners were committed to respecting privacy and adhering to data protection laws. They obtained consent from individuals before adding their details to the database and ensured that all data was stored and handled ethically and responsibly.



# ADAPT



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