IEC YP Programme

The Dreamguide

A guide for NCs to improve their national YP programme

For National Committees, the future YPs and everyone who is interested in developing national YP programmes.

Version	Date	Description	Name
01	September 2023	First version	IEC YP cohort 2022

Foreword

Dear IEC 2022 Young Professionals, here after called YPs, this book is from our cohort. You all know how your ideas have contributed to this Dreamguide. We hope you enjoyed the development of the guide.

Now to the IEC 2023 YPs and the forthcoming YPs, please read the guide, bring it to your National Committee (NC), use it as an inspiration, develop it, and give it your own touch. It is now yours. Take good care, implement the ideas, adjust them to your own needs and develop them further. Have fun together, work together and overcome the borders we have in our minds. After all we are always learning and evolving. You are the future cohorts of the IEC YP Programme, and together you can achieve anything!

With the best regards, The YP cohort 2022 #Dreamteam

Statement from the 2022 YP Leaders

During the IEC YP workshop in San Francisco, we met 85 YPs from 43 different National Committees; and we were astonished by the positiveness and vibrant energy of the cohort, and the motivation of the YPs to drive developments in standardization and to contribute to the community.

Elected as the three YP Leaders, we are honoured to represent the 2022 YP Programme cohort. In the projects we are going to lead, within the next year, we want to contribute to sustainability, improve contact between YP alumni and further the development of national YP programmes – Cameron Chapman, Aida Al Yaaqoubi and Mareen Tiedemann.

Why the Dreamguide

The #Dreamguide as we know and see it today was a product designed and thought of in one of the IEC YP 2022 working groups, aka #Dreamteam! Within her IEC YP Leader project, Mareen gave a form to this abstract idea, and several YPs contributed voluntarily to the development of this guide, which now is in front of you!

Table of contents

Foreword 3
Statement from the 2022 YP Leaders 3
Why the Dreamguide 3
Chapter 1: The Dreamguide in short, or: You need to read this 8
1.1 Introduction 8
1.2 History 8
1.3 Different tools for different stages 9
1.4 Tool 1: Social media campaign 11
1.5 Tool 2: Regulars' table 11
1.6 Tool 3: Mentoring 11
1.7 End of Chapter 1 12
Chapter 2: The Dreamguide in long, or: You can read this 14
2.1 Social media campaign 14
2.1.1 Pick a topic 15
2.1.2 PERA 15
2.1.3 PERA template 17
2.1.4 Canva template 17
2.1.5 Hashtags 17
2.1.6 PERA (reloaded) 17
2.1.7 Yay – you are ready to publish 20
2.2 Regulars' table (RT) 21
2.2.1 Purpose of the regulars' table 21
2.2.2 Elements of a regulars' table 21
2.2.3 Timeline of a regulars' table year 24
2.2.4 Roles of the professionals in the regulars' table 26

2.2.5 Inspiration for topics 26
2.2.6 Inspiration before the event 27
2.2.7 Inspiration after the event 27
2.3 Mentoring 28
2.3.1 Finding participants 29
2.3.2 Database management 30
2.3.3 Facilitating the match 30
2.3.4 Kick-off meeting 30
2.3.5 “The rules of the game”: Regular mentoring meetings 31
2.3.6 Regular meetings’ topics 32
2.3.7 6-month feedback 34
2.3.8 1-year feedback 34
Final words 35
Annex 36
3.1 Link to videos 36
3.2 Social media post fictional example 37
3.3 PERA template 38
3.4 Social media healthcare example 39
3.5 Canva template 40
3.6 Hashtags 42
3.7 Community building with regulars’ table 43
3.8 Topics for regulars’ table 44
3.9 Event announcement and LinkedIn posts 46
3.10 Event reviews and LinkedIn posts 48
3.11 Mentoring templates 50
3.12 Folder structure proposal 56

3.13 Letter before kick-off event 57
3.14 6-month feedback 58
3.15 1-year feedback 59

Chapter 1:

The Dreamguide in short,

or:

You need to read this

(it will take you 15 minutes)

Chapter 1: The Dreamguide in short, or: You need to read this

1.1 Introduction

The YPs can provide fresh insight to a variety of different topics, including pressing issues of renewable energy integration, energy efficiency, decarbonization, sustainable development goals (SDGs), sustainability driven growth, etc. The YPs' voice should be heard in standardization which is why the National Committees (NCs) should engage with this new generation. The Dreamguide covers and provides ideas for NCs on how to reach out to the YPs, activities through which YPs can contribute and methods to retain the YP involvement.

1.2 History

The IEC YP Programme brings together young professionals in standardization and conformity assessment since 2010. The participants benefit from networking opportunity, learn and meet the IEC in action, and bring new ideas to IEC. During the 2022 IEC YP Programme organized alongside the IEC General Meeting in San Francisco, USA, one of the five working groups in the workshop, aka the Dreamteam, was tasked with the question, "how to improve national YP programmes?". As a first action the team made a survey and discovered that approximately 50 % of the NCs that sent YPs to IEC did not have a national YP programme! Some had a national YP programme, but it needed improvement, while few had a well-established and working national YP programme. Throughout the workshop the YPs shared their ideas, expectations, and experiences, leading to the selection of three main tools to improve national YP programmes:

1. Social media campaign
2. Regulars' table
3. Mentoring programme

The social media campaign is an outreach campaign, the regulars' table is a semiformal regular get-together inspired by the German concept of a "Stammtisch" and the mentoring programme gives guidance to young professionals from experiences members. The tools are detailed later in this Dreamguide.

1.3 Different tools for different stages

To improve national YP programmes we recommend different actions at different stages. We split the national YP programmes into three categories/stages and give recommendations for each stage:

1. The Starter
2. The Intermediate I and II
3. The Advanced

These recommendations are not in black and white with stark distinctions; choice as to which level your national YP programme belongs in is to be taken intuitively. If you feel your national YP programme belongs in more than one group, please feel free to browse through the relevant sections. Inspirations can strike at any interval!

In the next paragraph you will find recommendations on where and how to start, what you can do, depending on the stage your national YP programme is.

As a start, try to find your NC in the following three statements under “Stages”.

Then read Section 1.4 Tool 1: Social media campaign, Section 1.5 Tool 2: Regulars’ table and Section 1.6 Tool 3: Mentoring. This is a fast read. If you choose to go more in depth with one of the tools, or all tools, continue reading Chapter 2, where details about the tools are reported.

In this guide you will read many times that it shall be used as the lesser-known expansion of the abbreviation **FYI – for your inspiration**. This is intentionally repeated. You have to find out yourself what’s best for your NC’s YP programme, and the guide shall inspire you.

One last note before we delve into the guide – YPs can be participants of the IEC YP programme, but also YPs not participating in the programme. “Young” does not necessarily refer to a certain age and may also just mean “new to standardisation”.

Stages

The Starter: "We do not have a national YP programme, we do not have YPs interested in standardization, or we do not know where they are". If this applies to your national YP programme, we suggest starting an outreach campaign, for example via a **social media** platform**.**

The Intermediate I: "We do have YPs interested in standardization, but we do not have a national YP programme". If this applies to your NC we suggest starting with a hand-over meeting between the preceding batch of IEC YPs and the succeeding batch, together with an experienced professional in standardization and conformity assessment at the NC. This way the NC and YPs can brainstorm areas where the YPs can and would like to contribute to the national YP programme, and the steps that the NC can take to implement these findings. Finally, we suggest establishing a **regulars' table** to help form a network between the YPs and the NC.

The Intermediate II: "We do have a national YP programme, but it needs some improvement". If this applies to your national YP programme, you might wonder if a **regulars' table** could be something for you? You might also consider a **mentorship programme** for your YPs.

The Advanced: "We have a great national YP programme". If this applies to your national YP programme, then that is great! But do not give up on improving. Find out what your YPs' **ideas and thoughts** are by reaching out and listening to them on a regular basis – you may end up being surprised at the genius of your own YPs! Would they be interested to lead their own initiatives? Would they be interested in reaching out to the next generation at universities or schools (e.g., via guest lectures)? Would they be interested in helping other countries to develop their YP programme? The list is long; and if you attract the right people and support them with the resources to put their ideas into practise, your YP programme is going to flourish even more.

Tools

1.4 Tool 1: Social media campaign

The social media campaign is a tool to reach out to the YPs who may not be aware of standardization and conformity assessment yet. We decided to describe and conduct a prototype of such an outreach campaign on Instagram. This can be extended to other online business network platforms, such as LinkedIn, XING, etc. – feel free to use this content as inspiration, share it, develop it, or copy (with due citations and references of course).

The **content** needs to be professional enough for business platforms, but at the same time light, so you want to read it on your social channels during a coffee break or while scrolling.

Section 2.1 describes how you can approach an outreach campaign.

1.5 Tool 2: Regulars' table

The regulars' table is a tool for learning, networking, and having fun. In the journey to a national YP programme, it is essential to build a strong network between the YPs in the country. With the frequent implementation of a regulars' table, strong bonds can be built, despite the spatial distance between YPs and the limited time of the YPs who have a full-time job.

The concept of the regulars' table is explained using the format implemented by the German NC in Section 2.2. This can serve as an inspiration, and/or a guide, and everyone is welcome to adapt and shape their own regulars' table. However, the format has been in use for more than two years and can be a good starting point.

1.6 Tool 3: Mentoring

Mentoring aims to support the next generation of members of the community when they start their journey in standardization and conformity

assessment. The system around standardization and conformity assessment can be overwhelming at the beginning and since it is not known to many – one can experience a steep learning curve while joining.

By providing a personal mentor, mentees are given professional and experience-based guidance on how to navigate in the world of standardization and conformity assessment. The exchange with mentors enables mentees to develop a better understanding of the various stakeholders, bodies and processes and prepares them to participate and engage in their committees, and to represent their interests.

In Section 2.2.3, a proposal is given of how a mentoring programme could look like, which is drawn from the German programme. This is for your inspiration, feel free to adjust it to suit your NC's preferences.

1.7 End of Chapter 1

You have reached the end of the "essential to read" part of the Dreamguide. By now you should know in which stage your YP programme is, and hopefully have gotten a glimpse of the tools you could use to start or improve it.

You could now either refer the Dreamguide to someone else in your NC that should read it and use it for inspiration, or delve into the more comprehensive following Chapter 2, which gives detailed descriptions of how to implement each tool.

Chapter 2:

The Dreamguide in long,

or:

You can read this

(to scan the chapter takes 20 minutes, if you want to deep dive, you can easily spend more time on it)

Chapter 2: The Dreamguide in long, or: You can read this

Social media campaign

2.1 Social media campaign

Yay! Great to see you here. You have decided to dig into the world of social media and outreach. To help you in, here are three short rules:

Make it fun – think about people having a short laugh while scrolling.

Keep it short – the attention span of your audience is a couple of seconds. Long texts will push your audience away.

Use images – text is for reports and guides. Pictures and illustrations are for social media.

It can be overwhelming in the beginning to create content – especially if you are not active on social media yourself. We therefore developed a sequence to help you with planning and creating content. It has seven steps:

1. Pick a topic
2. PERA
3. PERA template
4. Canva template
5. Hashtags
6. PERA (reloaded)
7. Yay – you are ready to publish.

In the following sections, the seven steps are described, and recommendations and links are given wherever available. Feel free to find your own style that fits your own NC. Watch this great video in Annex 3.1

where Diana Laura Rojas explains the tool used for the social media campaign to the IEC YPs.

2.1.1 Pick a topic

What do you want to inform your audience about in your post? Formulating a question can often help you find the right answer. Do you want to illustrate the importance of the standardization works which your NC does? Then ask, “Why must the National Committee exists?”. Do you want to illustrate the need for standards to accelerate the green transition? Then ask, “Why standardization is important for the breakthrough of renewable energies in your country?”

2.1.2 PERA

PERA is a tool to tell a story while creating content. We are not experts, but here, we all learn together. Pera, in Spanish means “pear” but in our context it stands for the **P**oint, an **E**xample, data, the **R**eason and call to **A**ction. It splits the content into four main sections:

The **P**oint revolves around the main idea which we want to communicate. For example, our title, “to get attention”. The **E**xample, or data supports this point. The **R**eason is why we are talking about this example or providing this data. The call to **A**ction can be to invite people to read an article, look something up, or to follow a movement.

P The ***point***

E An ***example***, data

R The ***reason***

A Call to ***action***

How to use PERA
P
The POINT
Communicates ONE idea, keep it short, direct but clear
Standards are important (too general)
Standards facilitate trade all around the world
ONE slide
E
Provide an EXAMPLE
To sustain the point. Can be a story (in two parts)
Standards communicate countries (too general)
Was in 2000 the first time a country in development was able to send their experts to be trained in conformity assessment by a first world country
Up TWO slides
R
Establish your REASON
Rational part. Numbers, insights, relevant information
There are 123 standards (too general)
Compared with 2005, to 2020, industry and quality of life in Singapore improved after to implement 70 new standards
Up TWO slides
A
Call to ACTION
Indicate explicitly want you want public to do/learn
Follow us (too general)
Follow us to keep updated about how you can be involved in standardization
ONE slide
Remember:
Add a TITLE
100 characters
Main content
50 characters
Additional content / references
Use original pictures
Give credits
This is a material to support project:
iec_yps
IEC YP Programme

2.1.3 PERA template

Use a template to collect data for the outreach campaign. You can use this to ease the creating of content. The template is also provided in Annex 3.3 and Annex 3.4 shows a filled example by team “Healthcare”.

2.1.4 Canva template

Now this becomes more advanced. The content is there, but it needs to receive a nice format. A fictional example of a social media post is provided in Annex 3.2. Canva helps us to get to this social media post in a streamlined way.

Canva is essentially a platform for content creation. In our project we have developed templates where the content collected with the PERA template can be “plugged in”. The platform Canva is for free if you are happy with the basic functions. You can log in with your Google account and make your own templates – and because we have already done this, you can find a description of the template in Annex 3.5.

2.1.5 Hashtags

Yes – we need them. They are indispensable and will help you to get attention and connect with others on social media. In Annex 3.6 you can find some common hashtags we used for the IEC YP Instagram channel for inspiration. Try to find the hashtags that are relevant for you and your NC and use them under every post.

2.1.6 PERA (reloaded)

During the execution of the Instagram profile @IEC_YPs, we noted that a shortcut for storytelling, “PERA reloaded” is a useful approach to reduce the amount of work that you need to spend to develop content. The benefits of PERA reloaded are explained in the video linked in Annex 3.1 by Diana Laura Rojas, and essentially shown in the following graphics.

PERA Approach

Reloaded

Conventional PERA approach is still available, but here you have some practical suggestions:

Make people say:

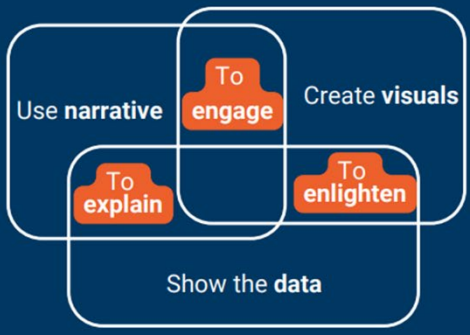
Define your **objective:**

- Do you want to **enlighten**? → *"Oh, I didn't know that"*
- Or maybe to **engage/connect** → *"Wow, that's me!/I want that!"*
- Or to **explain** something? → *"This is really useful"*

Example:

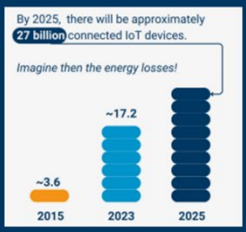
This is good!:
Standards provide written instructions but CA systems help to verify these instructions in real world scenarios

But this is easier & shorter:
Standards is the recipe to bake a cake but CA is to taste the cake!



Suggestion:
- *Reels*
- *Memes*

What a better way to feel relate it to something than having fun?



Example:

There's no need to be so accurate with scales, focus on what you want to show

Original data can be access through a link

This is a material to support project: iec_yps

IEC YP Programme

PERA Approach

Reloaded

Main resources to get inspiration and reliable information:

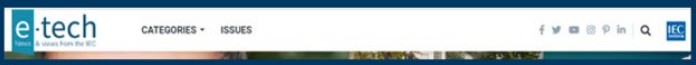
IEC Blog

Each team:
(click on it)

Fundamentals | Transversal topics | Smart Manufacturing | Healthcare | Cities & communities | Energy | Transportation

- Safety & Security
- IEC Community | Digital transformation | Healthcare | Cities & communities
- Environment | SDGs | Energy

e-tech



Each team: (click on it)

Fundamentals | Transversal topics | Smart Manufacturing | Healthcare | Cities & communities | Energy | Transportation

- Safety & Certificacion
- The inside view | Digital age | Greentech
- Smart cities

Another resources:

Magazine

Podcast

This is a material to support project: iec_yps

IEC YP Programme

2.1.7 Yay – you are ready to publish

Last point – when you publish, do remember to schedule the posts. This saves you the trouble of manually setting up the posts. At the time of writing and with the current version of Instagram available this can be done under “advanced settings” / “schedule content” / activate “schedule this post” / choose a date and time. Since software changes, and business platforms may have their own scheduling functions, google how or if the platform you are using allows scheduling of posts. There could also be the need to use meta business suite to schedule posts. At the time of writing this guide, it seems that posts are usually seen more when published in the morning.

What now? Keep the momentum going. The more you publish, the more attention you get on social media. However, make a realistic estimate. Will you bring out two posts a day, or rather two posts a week? Estimate your resources and then decide. No matter how much content you create, try to publish in regular intervals, so that your followers are not overwhelmed with 10 posts in one day, or do not have to wait for months for the next post.

Regulars' table

2.2 Regulars' table (RT)

Some of you may also call it "round table", "majlis", or "xxx"… what is important is that, the regulars' table is **not** just an online seminar or lecture. It is much more than that, as it aims at creating a network between the regular participants and with their NC, see also Annex 3.7.

2.2.1 Purpose of the regulars' table

The regulars' table provides a regular, informal networking between YPs. The participants get to know each other during the RTs and stay connected outside. The RT lasts approximately 1 ½ hours and is held regularly online, for example, every six weeks. The participants learn about new trends and innovations and how they impact standardization, and how standardization impacts them, get to know new avenues of work, etc. The aim is that the participants learn something new every time and leave the RT as more knowledgeable professionals. The online format facilitates easy execution of the table despite spatial separation which would otherwise cause long travelling hours and high costs or would prevent the meeting in case of a pandemic. The RT is led by a moderator and an organizer. More about the roles will follow later.

2.2.2 Elements of a regulars' table

Essentially, the table is composed of three parts:

1. Start
2. Core
3. End

Composition

Start (~ 25 min.)

- Presentation round
- Group picture
- Cold or hot drink

Core (~ 1 hr.)

- Presentation and Q&A

End (~ 5-10 min.)

- Feedback sheet
- Information round

How the group picture looks

In the **Start** part (~ 25 minutes), the group gets to know each other. In the beginning of the event, all participants (max. 15 + the speaker)

present themselves briefly in the presentation round. The moderator varies the presentation content from event to event. Here it is encouraged to be a bit silly. Yes, it's fine to explain who you are and what you work, but as a moderator, you can ask about the participants' hobbies, how their day was or something else to break the ice. If you do not know the group well yet, you can start asking these three simple questions:

Name – what do you associate with topic X (the topic of the regulars' table) – where are you from? – and what are you drinking tonight?

After the group picture is taken. Ask the participants for permission before taking the picture. The picture can then be used for marketing the RT and for other presentational purposes.

The drink serves to set the mood of a coffee or bar table – informal. Note that the German regulars' table "Stammtisch" is often related to drinking alcoholic beverages, however in the RT we do not enforce this. Participants drink what they like, from water if they are at work, to tea or coffee in winter to any non-alcoholic or alcoholic beer, wine or drinks. It's basically up to the participants.

You can combine the picture with cheering – it becomes a fun little activity at the beginning of the RT.

In these 25 minutes it is essential that the networking part happens – that is also the reason for the regulars' table being limited to 15 participants. The Start part is crucial to get to know each other; the speaker gets to know their audience and the speaker is also briefly introduced by the moderator.

In the **Core** part (~ 1 hour) the learning part takes place. The invited speaker gives a presentation on the topic of the evening – plan for ~ 20-25 minutes for the speaker. It is recommended to agree with the speaker on the rough content and format of the presentation ahead the event. It usually starts with a technical presentation about topic X, a critical assessment, reference to standardization and concludes with

personal experiences and impressions. Depending on the speaker's discretion, questions can be asked during or after the presentation – we have better experiences with after the presentation, but this is solely up to you. Plan ~ 20-25 minutes for Q&A, where the moderator is steering the questions. Use the hand-rising function in your online tool, so that the questions are streamlined.

In the **End** part (~ 5-10 minutes) you can ask the participants for their feedback. This can be filled in the feedback sheet which was prepared ahead of the event. You can post the link directly into the chat. Try to really get the feedback, so you as the moderator, or the organizer knows the areas for improvement. And let's be honest – it is good to receive constructive feedback.

A good format of the **feedback** sheet is short. No one answers feedback sheets with more than three questions. You can find a template for a feedback sheet in this link. Feel free to copy it and update it with your own figures/YP programme logo. Some sample questions are:

Q1: From 1-10, how would you rate the event?
Q2: Which topics would you like to hear more about?
Q3: Can you think off an interesting speaker for our future event?

You can also take five minutes to present your next events in your national YP programme to the participants.

2.2.3 Timeline of a regulars' table year

Try to fit approximately seven regulars tables in one year and accommodate a summer break. This way you plan in for your well-deserved holidays and can alternatively plan other events with your YP programme. We realised that four RTs before summer and three RTs after summer, the last one being a Holiday special ("Fun activity" like a pub quiz, etc.) works well. Find below an exemplary timeline for a year with the regulars table based on the central European seasons, where summer holidays are usually taken in June/July/August. Of

course, this will shift when your seasons or main holidays are different – feel free to adjust it to your own needs.

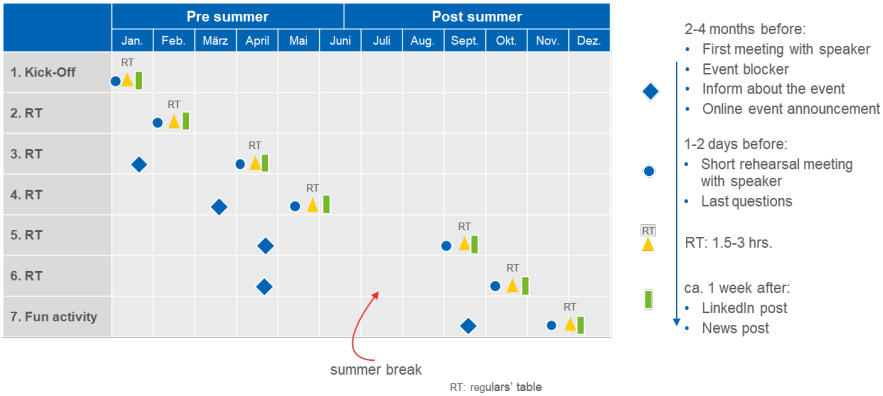
The timeline shows how far ahead the events need to be planned:

2-4 months before: The speakers are contacted. They are usually experts in their field, and they have busy calendars. Hence, to reserve their timeslot in the evening, early engagement is needed. Have an initial meeting with the speaker, talk about concept, content and organization (composition) of the regulars' table. Find a date that fits for you and the speakers and send out an event blocker. Inform your community about the event – that may be via a newsletter, a landing page, an Instagram, or LinkedIn post or via email distribution, simply the way how you know that you can reach your network of YPs.

1-2 days before: Meet the speakers and rehearse – much time has passed since you met the last time, remind on the agenda and answer to last questions.

On the blocked date: Hold the regulars' table. If possible, dial in 15 minutes before the event with the moderator, organizer and speaker. Start and end on-time. The "formal time" of the RT is 1 ½ hours. Make sure you don't exceed the time, since your YPs need to be able to fit the RT in their daily schedule with certainty that the main event is over after 1 ½ hours. You can stay online with the interested parties after the formal time is over and you gave everyone the opportunity to leave without simply "disappearing" from the meeting. Our experience has shown that sometimes people stay up to 1 ½ hours longer, but the norm is 15-30 minutes. You can use this time to chat informally, network or continue the discussion.

Approximately 1 week after: Write and publish a LinkedIn post or news post about the event. Tag the speaker and your NC and use further hashtags or keywords that you think suit the event.



2.2.4 Roles of the professionals in the regulars' table

Moderator: Participates in the preparation and follow-up of the event, chairs the discussions during the event, prepares feedback-sheet.

Organizer: Point of contact for the speakers, invites the speakers to the preparation meeting, sends out invitation and reminder to the YPs, sets up the online meeting for the event, posts a short news story on the standardization website and/or LinkedIn, sends a "thank you" to the speakers.

Media: Writes the article that the organizer posts.

YPs: Participate actively in events, reach out to interesting speakers, and give feedback on which content is wanted for future regulars' table.

2.2.5 Inspiration for topics

If you don't know where to start, it can be valuable to invite a speaker who has long years of experience in international standardization, who can give the participants a first insight into the standardization world. Schedule one more RT with a future relevant topic and then focus the following RTs on the topics you receive from the feedback from your YPs, which are of their interest. In Annex 3.8, you can find topics from the German regulars' tables as inspiration.

2.2.6 Inspiration before the event

Event announcement, e.g. Conformity assessment and international cooperation - first bilateral regulars' table AFNOR-CEF & DKE. For the regulars' table with AFNOR-CEF (NC France) and DKE (NC Germany), see also Annex 3.9.

LinkedIn post from moderator before the bilateral regulars' table, see also Annex 3.9.

2.2.7 Inspiration after the event

Event review, e.g. Next Generation DKE Standardization Regulars' Table: On the importance of conformity assessment and international cooperation, see also Annex 3.10.

LinkedIn post from DKE about the bilateral regulars' table, see also Annex 3.10.

LinkedIn post from AFNOR-CEF about the bilateral regulars' table, see also Annex 3.10.

2.3 Mentoring

If you want to incorporate a mentoring programme into your young professional programme, you can use the following as inspiration.

The mentoring programme conducted by DKE in Germany is the baseline for this proposal, but adjustments and further development have been made. Mentoring programmes often run for around one year. They can be split into seven steps. These steps are detailed further in the following text.

1. Finding participants
2. Database management
3. Facilitating the match
4. Kick-off meeting
5. Regular meetings
6. 6-month feedback
7. 1-year feedback

Remarks:

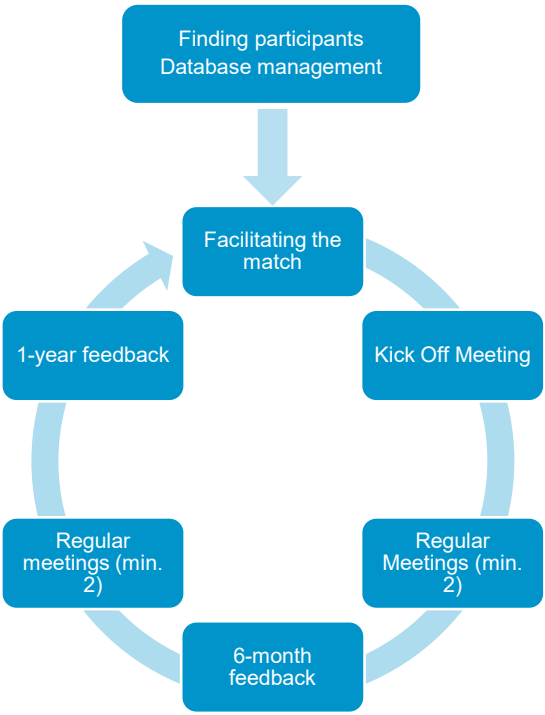
Note that this mentoring programme requires a person at the NC who is responsible for matchmaking and facilitating the mentoring programme, being available at the kick-off event, for questions during the year, and analysis of 6-month and 1-year feedback.

This could be the person being responsible for the YP programme, or someone supporting this person.

When you are running the mentoring programme for the first time, it may be beneficial to start with a small number of matches and learn alongside the mentors and mentees. Don’t start with too many matches, there is the risk that you cannot support them all and the quality of the programme reduces.

Once you gain more experience with the programme, you can ramp up to more matches, since it will take you less time to manage the programme.

Mentoring cycle



2.3.1 Finding participants

To find participants, the programme is advertised on several channels to draw attention to it. This can be the NC's or Young professional programme's website, any media platform there is (see also Section 2 on social media), or a call for mentees and mentors can be made in the working groups or technical committees related to your national standardization body. Mentees and mentors register by filling in a profile form and get saved in the database of all participants.

The following templates can be used for signing up of mentors or mentee. These can be distributed via email, on paper, by letter, or how it is best to reach your young professionals and professionals.

Documents online or Annex 3.11. When accessed online, please download the .docx file, else the format may be corrupted.
Registration handout Sign up mentor/mentee
Profile mentee
Profile mentor
About the mentoring programme (guide) (can be distributed to potential mentors)

2.3.2 Database management

You need to manage, at least, the templates and people specific information in a safe way. In Annex 3.12, one possible folder structure is presented; you can of course develop your own.

2.3.3 Facilitating the match

Matches depend on the mentors and mentees that sign up/apply for the programme. The more mentors you have that are willing to participate, and the more diverse these are, the better your chance of finding a right match for a young professional. Note that mentor and mentee do not necessarily need to be active in the same industry or field – there can be many commonalities between industries on how standardization and the process around it works, that can also be discussed with someone outside someone's subject area (sometimes this may even be beneficial).

Facilitating the match should be run by carefully assessing the mentor's and mentee's interests, industry and wishes about learning and mentoring content. When suitable, mentor and mentee are matched and notified that a match has been found.

2.3.4 Kick-off meeting

After both sides accept the proposal, a first kick-off meeting is agreed on, where the framework of the mentoring programme is presented. Here mentor and mentee get to know each other briefly.

Before the kick-off meeting this letter can be sent to both mentor and mentee. Please read the letter and adjust it to your own needs.

Document see online or Annex 3.113
Letter before kick-off event

At the kick-off meeting someone from the NC, who is responsible for the mentoring programme should be present, further the mentor and mentee. The responsible party from the NC can introduce the match to each other and reiterate why it was found to be a good match. Then the “rules of the game” can be explained again, and expectations towards place (online/in-person), time (during/outside of working hours), conduct for contact (phone/email) and outcome of the programme (sharing experiences/support while entering a specific working group) can be reiterated. A first mentoring meeting can be prearranged. Note that the responsible party from the NC does not join the upcoming regular mentoring meetings and should only be available for questions during the programme.

2.3.5 “The rules of the game”: Regular mentoring meetings

It is recommended to conduct at least two regular meetings in the first six months and two in the end of the programme. Here mentor and mentee can work together on and discuss several topics. Depending on the interest and industry, the topics for the meetings can vary.

Note that mentoring programmes depend strongly on the individuals, but a certain “standard” can be followed to set expectations on the beginning of the programme.

Duration: Meetings no longer than 1 hour.

Content: Mentee prepares the meeting topic and informs the mentor at least one week before the meeting about the content and leading questions.

Organization: It is the mentee that invites for meetings (although the mentor can of course invite as well, or send the meeting invitation, the mentee should be the driving force).

Expectations: In the beginning of the mentoring programme, expectations that were already mentioned in the mentee/mentors profiles should be reiterated; see also section about the kick-off meeting.

Stay professional: Always foster a positive, friendly, and professional atmosphere, even if you are not agreeing on the content or topics discussed – both, the mentor and mentee are here to learn from each other and support each other. Disagreement is likely, and a large reality of the standardization work is to find consensus while several parties disagree with each other. If you disagree with each other, take it as a learning exercise, too. If you don't get along at all, or the match does simply not seem to work out because of other constraints you can contact your NC organization and stop the mentoring process.

Notes: After each meeting, the mentee is encouraged to write up a little summary of the (not confidential part) of your meeting, and keep it in an email exchange or minutes of meetings (MoMs) between mentor and mentee. These can help you to retrospectively look back on your mentoring year and see what you have learned from each other.

Publicity: You can also consider writing an article on LinkedIn or the like out your mentoring progress. However, this should be an optional choice since the mentoring is primarily directed towards the mentee and mentor.

2.3.6 Regular meetings' topics

Below we have gathered some topics that can serve as an inspiration to start with. You can give these to your match for inspiration, but the match should be free to tailor them or change them.

1. How are standards made? (speak about National Committees, working groups and mirror committees, local or international standardization, where to ask when wanting to start a new standard ("new work item"))

2. What can I expect when joining a typical committee meeting for the first time? (speak about participants, agenda, votes, roles, rules, responsibilities, who does what, etc.)

3. Experience sharing after the mentee has joined the first committee meeting (speak about what went good/bad, emotions, feelings during the meeting, did the mentee feel included in the group? If the match is from the same subject topic contents can be discussed, but be aware that sometimes content of committee meetings is to be kept confidential, and details cannot be disclosed outside of the meeting)

4. What is the hot topic in technology and standardization in our country? (speak about the trends, maybe your country is on the forefront of nanotechnology or carbon capture utilization and storage systems, artificial intelligence or cyber security and standards are needed. What does the mentor/mentee think are the critical needs and how can they be addressed?)

5. How can my standardization subject topic contribute to the green transition? (speak about mentors/mentees subject area and discuss if the standards are accelerating or hindering the green transition? What can be done to align the needs of the green transition and standardization in your particular fields? Where are the gaps?)

6. What are the hot topics in your field (speak about recent studies/research, technological developments, buzzwords and how they can/should be influencing standardization, or how does standardization influence them? Best when mentee and mentor are from the same field)

7. How to convince the employer? (speak about how mentor/mentee is supported by their employer to engage in standardization, share experiences/good practises)

8. The evolution of standardization (speak about how the (standardization) system being based on experts staying at their companies for many years can be adjusted to a workforce that is changing jobs every 2-5 years. How can the standardization system change? Can it change? What are your opinions?)

9. Standardization in other standards developing organization (SDOs). Think of emerging technologies, overlap and other correlations for example in: IEEE, ISO, ANSI, UL and others.

2.3.7 6-month feedback

After six months, mentor and mentee should meet and formulate together an email to the NC mentoring programme responsible party.

Give a short feedback with the topics that you have addressed in your regular meetings and address reliability of the mentor and mentee. This should be developed together between mentee and mentor in an open conversation and can so be used as intermediate feedback to each other and the NC.

Feedback should at least include details of Annex 3.14.

2.3.8 1-year feedback

After one year the mentoring programme draws to a close. Mentor and mentee should meet and formulate together a closing email to the NC mentoring programme responsible with feedback on the remaining regular meetings

Feedback should at least include details of Annex 3.15.

Develop your mentoring programme together with your young professionals (mentees) and professionals (mentors), so it can evolve and suite your NC's YP programme character.

Final words

This Dreamguide would not have been possible to develop without the incredible work of Diana Laura and several individuals of the IEC YP cohort 2022/23 on the social media campaign. My deepest respect towards their work and to the good spirit of the team.

More or different projects can be started to increase the outreach of standardization to the next generation. A presentation slide set exists that was developed initially by Lea Emmel in her IEC YP Leadership and adapted by the cohort 2022/23, to a slide set in English, Portuguese and Spanish that can be used to present about IEC, to name one.

There are several further initiatives recorded by the IEC, contact the IEC YP Programme coordinator and alumni about it, there is a rich amount of knowledge that you may leverage from.

A national YP programme is not necessarily a “one-size fits all solution”, and the recommendations in this Dreamguide shall be used as an inspiration.

With that, I wish you good luck with the implementation, and don’t forget – it’s a serious topic we are speaking about, but while working with it, why not make it fun and engaging.

With my best wishes,

Mareen Tiedemann

Annex

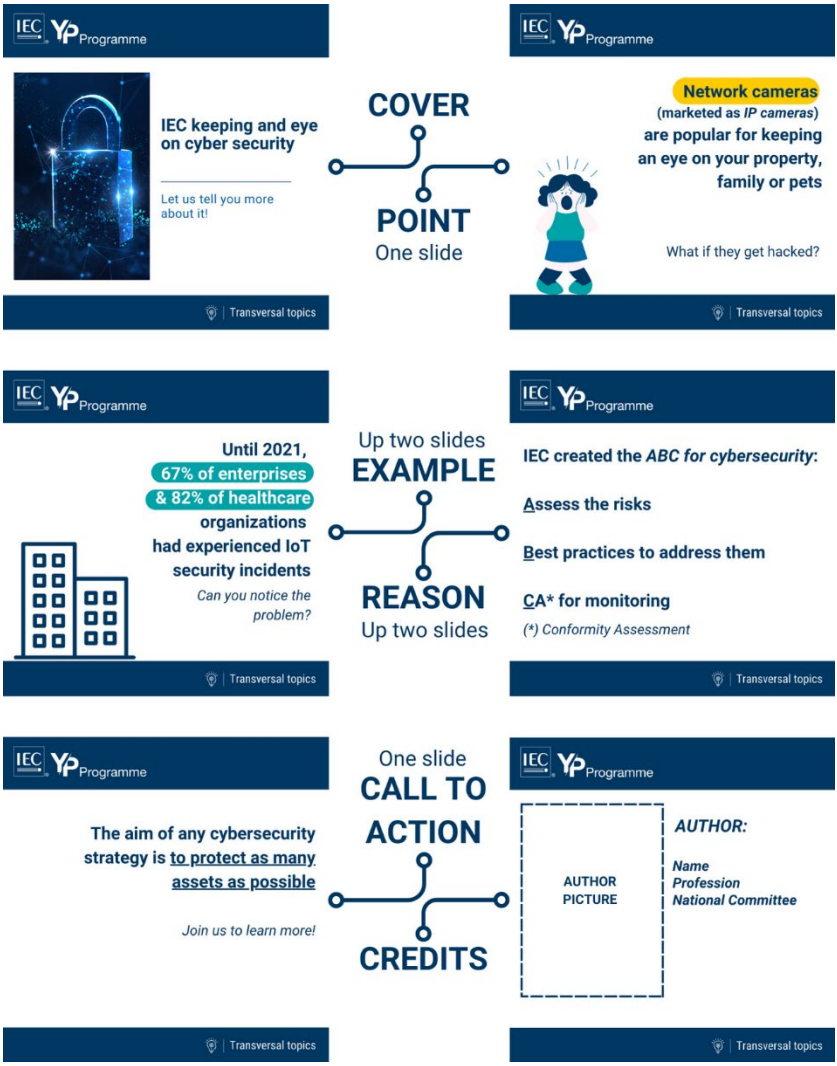
In the below you can find the annexes to the Dreamguide.

3.1 Link to videos

15 minutes video where Diana Laura Rojas explains **PERA** and the tools to create content for the IEC YP social media campaign (watch it all).

6 minutes video where Diana Laura Rojas explains **PERA reloaded** (first 3 minutes) and further considerations (3:00-4:30) for tools to create content for the IEC YP social media campaign. The last part of the video (04:30-06:00) is about where you can get your inspiration for content creation and 06:00-06:17 the ending of the video.

3.2 Social media post fictional example



3.3 PERA template

This template can also be found online.

PERA TEMPLATE

NOTES TO KEEP IN MIND:

- ***Make a copy before modifying anything.***
- *If possible, keep edition online to do revision and collaboration easier*
- *Have fun! Character limit can be struggling but we're here to help each other, just think about what you want exactly to share with the community*
- *Some fields can be replaced with images and or graphs, not always you need to use text.*
  Add them here for revision but for final version send them by WhatsApp to your team, Diana or by email to: iecypcommunity@gmail.com in order to keep the resolution
- *When and where needed, provide the link to the sources*
- *For memes, to fill the template is not required* 🤪

Define your objective:

- ☐ To enlighten
- ☐ To explain
- ☐ To engage/connect

Title (50)			
Subtitle (50)			
Point		Main content (100)	
		Optional text (50)	
Example	*Slide 1*	Main content (100)	
		Optional text (50)	
	Slide 2 (if required)	Main content (100)	
		Optional text (50)	
Reason	*Slide 1*	Main content (100)	
		Optional text (50)	
	Slide 2 (if required)	Main content (100)	
		Optional text (50)	
Action		Main content (100)	
		Optional text (50)	

Authors:

Name: _____, Profession or Job Title: _____, Country: _____

3.4 Social media healthcare example

Task: WHY IEC work is relevant in healthcare?

Title (50)			IEC standards saving lives in american football
Subtitle (50)			Saving people from Sudden Cardiac Arrest
Point		Main content (100)	Worldwide, more than 2 million people suffer from Sudden Cardiac Arrests (SCA) every year
		Optional text / references (50)	But not all get attention on time Source: CJC
Example	*Slide 1*	Main content (100)	The medical device used is a defibrillator. Imagine you're lucky enough to be close to one...
		Optional text / references (50)	What if it is not charged?
	Slide 2 (if required)	Main content (100)	In 2023, a NFL player suffered a cardiac arrest in the middle of the game requiring a defibrillator
		Optional text / references (50)	Source: TIME Magazine
Reason	*Slide 1*	Main content (100)	IEC 60601-2-4 is the IEC standard to ensure defibrillators are designed to be safe & effective
		Optional text / references (50)	To act in time and place
	Slide 2 (if required)	Main content (100)	Mechanical, electrical, software, performance... manufacturers must comply with many requirements
		Optional text / references (50)	But they need to be available in more places
Action		Main content (100)	So yes, the IEC is present everywhere, protecting lives even when you're not watching
		Optional text / references (50)	Follow us to know more about IEC in healthcare

3.5 Canva template

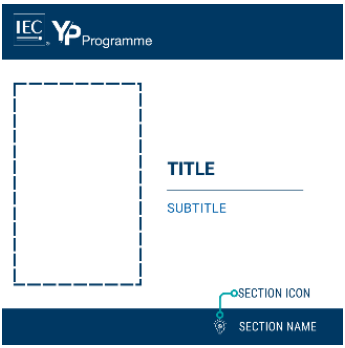
You can find a link to the template we have developed and are using here: Canva template. If you click this link Canva will tell you that you are invited to “edit the design”. Please copy the design instead once you have your own Canva account, and do not overwrite it, so that others can use it, too. Below a screenshot of the template is shown.

For the post on social media in our prototype campaign, we start with a **cover**, stating the title, subtitle and illustrating the post’s topic with an icon. In our project we included the team name (also called section name) too, as we split the YPs into subject matter teams like “Cities & communities”, “Energy” or “Healthcare”.

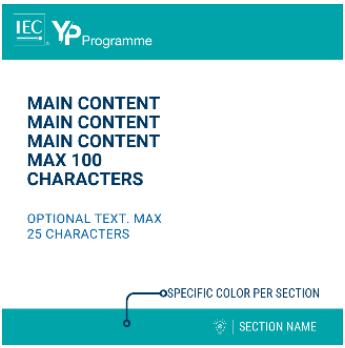
The point of the post is made and the example and reason follows on maximum two slides. You can present your data, or an example that underlines the key point. Keep it short. The main content should have maxima of 100 characters, and the optional content, a maximum of 50. You can also add figures to support your example. Be careful of not using pictures from the internet and always reference your points.

It follows a slide on call to action, followed by a slide about the author. The author part is important too, as you want to give credit to the people working on the posts.

Slide 1: Title

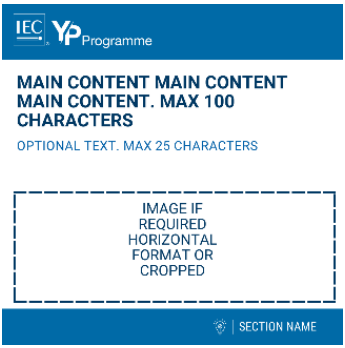


Slide 2: Point, Example

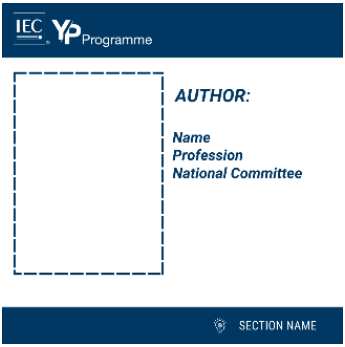


Slide 3: Reason

Slide 4: Action



Slide 5: Author

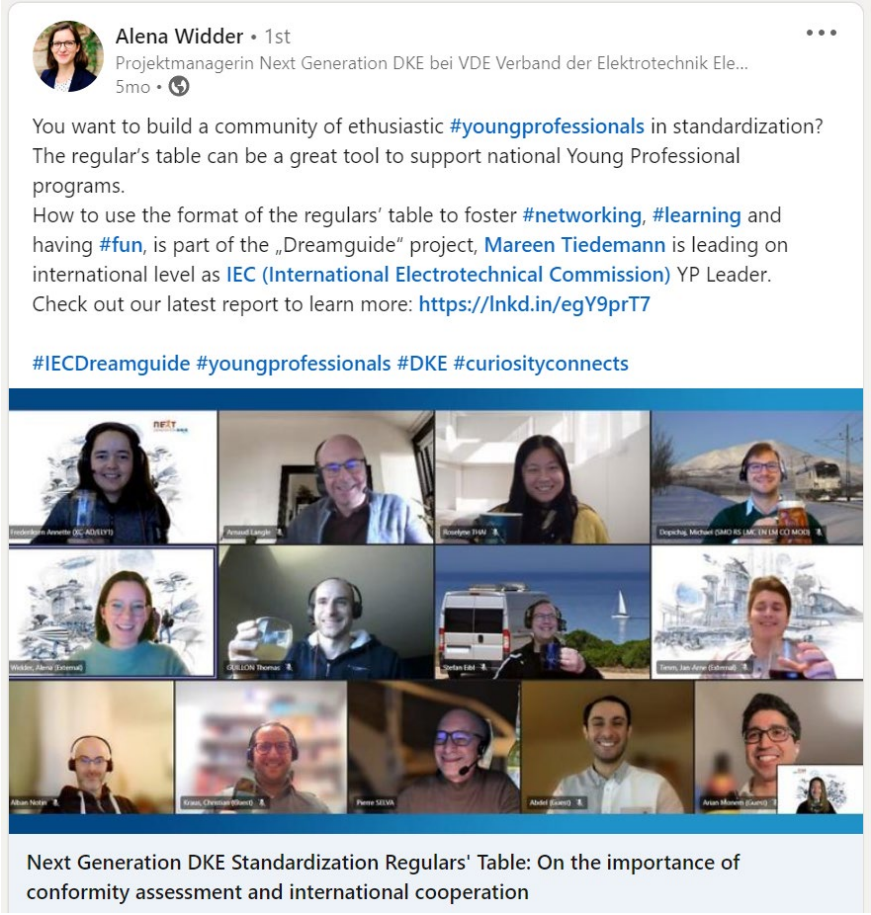


3.6 Hashtags

- #IECIoT
- #IECCASystems #ConformityAssessment
- #IECRE #IECEx#IECEE #IECQ
- #WomenAtIEC
- #IECElectric
- #IECHealthcare #HealthStandards
- #IECSmartTech
- #IECEnergyEfficiency
- #IECTransportation
- #IECSafety #SafetyStandards
- #IECforSDGs #StandardsforSDGs
- #IECforSDGs #ClimateChange #COP28
- #IECRenewables
- …
- …
- …

And you can find further and different hashtags that are relevant for your post.

3.7 Community building with regulars' table



3.8 Topics for regulars' table

- "Standardization – from DKE[1] to IEC and back",
- "Cyber security and standardization: A race between hare and hedgehog?",
- "Hydrogen the cure-all?",
- "Artificial intelligence – with trustworthiness to the development of potential",
- "An informal chat",
- "Pub quiz",
- "Circular economy – BSH ends the throw-away mentality. A story of success, that began with recycling of fridges and standardization",
- "What does the KAN do, or: How is health and safety anchored in standardization?",
- "Smart manufacturing: How does standardization support the future factory?",
- "AC/DC infrastructure",
- "Smart home, everything is connected",
- "Responsible standardization: The researcher's perspective ",
- "MiniPV – producing electricity on your balcony",
- "Conformity assessment",
- "Blockchain in the energy sector and distributed-ledger-technologies (DLT)",
- "German Standardization Panel[2]",
- "The IEC YP programme – what's this about?"

In preparation:

- Offshore wind energy and standardization
- DC-grid and standardization
- European/International standardization
- Decarbonization of maritime and aviation sector

[1] DKE is the German Commission for Electrotechnical, Electronic, and Information Technologies of DIN and VDE, hence the German NC.
[2] The German Standardization Panel is an annual survey to collect data on standardization activities of companies.

Others:

- Sustainable development goals (SDGs) and standardization
- Gender equality representations and standardization
- Carbon capture utilization and storage (CCUS) and standards
- Green transition: Gaps in standardization and how to address them

3.9 Event announcement and LinkedIn posts

liliyabatyrova / stock.adobe.com

26.01.2023 | Online | Forum

14th regulars' table with Next Generation DKE

Conformity assessment and international cooperation - that fits!

Termin	Beginn: **26.01.2023** 19:00 Uhr Ende: **26.01.2023** 20:30 Uhr
Veranstaltungs-Sprache	
Veranstaltungsort	Online
Beschreibung	This is the 14th regulars' table with Next Generation DKE – and the first international regulars' table with AFNOR-CEF (Association Française de Normalisation - Comité Electrotechnique Français/French Electrotechnical Committee) **Topic: Conformity assessment and international cooperation - that fits!** Imagine someone inviting you to an event where … • you could learn about conformity assessment and • network with international colleagues in standardization! Sounds good? Keep on reading! "Conformity assessment is any activity to determine, directly or indirectly, that a process, product, service or personal competencies meets relevant technical standards and fulfills relevant requirements." (IEC, 2022). Ok – and what exactly does that mean? That is one of the questions we want to discuss on January 26, 2023 with Pierre Selva, VP Conformity Assessment & Market Surveillance at Schneider Electric and IEC's Treasurer, in our 14th regulars' table with a twist! We will not only kick off the next year, but also have the first international regulars' table held in English. For that AFNOR-CEF and DKE have joined forces and we are happy to invite you to celebrate and discuss with each other! Together we are going to talk about the conformity assessment in general and how it can open the market. We want to look at the connections between conformity assessment, market surveillance and standardization, to see how standardization is making its impact. We will look at the workforce diversity in standardization, and we are looking forward to personal experience from Pierre's 30+ years of experience in the field. We invite you to an informal and exciting evening, where you can learn new information and network with members from the Next Generation DKE and AFNOR-CEF. Remember – standardization is an international challenge.
Weitere Preisinfos	Participation is free of charge
Veranstalter	DKE
Bemerkungen	**You want to be part of this online event?** Please let us know by writing an email to: alena.widder@vde.com We will keep the round small, to facilitate the networking part.

Mareen Tiedemann (She/Her) • You
Wind Energy | IEC Young Professional Leader
8mo •

I am excited to moderate the #NextGenDKE 2023 kick-off shared regulars' table with DKE (German Commission for Electrical, Electronic & Information Technologies) and AFNOR Group. The topic of the online evening event is #ConformityAssessment. See details in the post below.

DKE (German Commission for Electrical, Electronic & Information Tec...
3,891 followers
8mo •

The 15th regulars' table with #NextGenDKE will be held on January 26, 2023. It's the first international one with AFNOR Group! We invite you to learn about conformity assessment and network with international colleagues in #standardization! Info + registration: http://bit.ly/3TPTHxP

3.10 Event reviews and LinkedIn posts

DKE STANDARDS. MAKE. FUTURE.

Search for

Standards & Specifications | Areas of work | Services | About us

Next Generation DKE Standardization Regulars' Table | DKE

2023-02-10 | review of event

Next Generation DKE Standardization Regulars' Table: On the importance of conformity assessment and international cooperation

Learning online about a new and exciting topic in a relaxed after-work environment and networking with like-minded people? This opportunity is available to participants of the popular standardization regulars' table of the Next Generation DKE.

Contact

Alena Widder
Tel.: +49 69 6308-320
alena.widder@vde.com

Conformity Assessment

Raymond Puppan
Tel.: +49 69 6308-321
raymond.puppan@vde.com

Downloads + links

> Next Generation DKE

Young professionals from Germany and France come together

The 14th regulars' table on standardization to kick off the year 2023 was a very special event, as it was the first bilateral regulars' table held in cooperation of DKE with **AFNOR-CEF** (Association Française de Normalisation - Comité Electrotechnique Français) and young professionals from Germany and France. The motto of the evening was: **Conformity assessment and international cooperation - that fits!**

After a warm welcome by **Mareen Tiedemann**, who is the moderator of the regulars' table, the group had time to get to know each other. Afterwards, the group moved on to the content part of the meeting, which inspired the participants to a lively discussion.

What is conformity assessment and why is it so important?

Guest speaker **Pierre Selva**, who has more than 30 years of experience in standardization and currently works at Schneider Electrics, gave the participants interesting insights into the topic of conformity assessment. He explained the benefits and impact of conformity assessment on the safety, energy efficiency, reliability and sustainability of the products we use every day. He also addressed the interplay between conformity assessment, market surveillance and standardization, emphasizing how good interaction promotes the opening of markets and adaptation to European standards. At the same time, he drew attention to the risks of non-compliant products and the increasing ageing of electronic equipment installed decades ago in European households.

After a lively exchange and many in-depth questions, the first bilateral regulars' table ended with a big thank you to the guest speaker Pierre Selva. The successful cooperation between DKE and AFNOR is to be continued in the future and paves the way for further bilateral standardization regulars' tables.

The regular's table as a tool to support national YP program

The regulars' table was founded in the beginning of 2021. Since then, it has found its fixed place in the heart of the German **Next Generation DKE** program. How to use the format of the regulars' table to foster networking, learning and having fun, is part of the **„Dreamguide"** project, Mareen is leading on international level as **IEC YP Leader**.

The regulars' table team - Annette, Mareen and Alena - are looking forward to the continuation of the German-language regulars' table on **March 14** with Luzie Kromer and an insight into the work of the **German Standards Panel!**

DKE (German Commission for Electrical,...
3,891 followers
5mo •

"Congratulations to the #NextGenerationDKE for hosting a successful bilateral regulars' table with #AFNOR! It's inspiring to see young professionals in #standardization coming together to exchange ideas and network. Your topic on "What is conformity assessment and why is it important?" was enlightening and Pierre SELVA's insights on his work at IEC were truly valuable. Thank you to Mareen Tiedemann and Arnaud LANGLE for co-organizing and moderating the event. Excited to see more events like this where curiosity connects us all and we learn something new! Don't miss the next one on March 14th. #DKE #youngprofessionals #curiosityconnects #conformityassessment #IECdreamguide."

Alena Widder • 1st
Projektmanagerin Next Generation DKE bei VD...
5mo • Edited •

The #NextGenerationDKE has organized its first bilateral regulars' table together with #AFNOR!
A great evening for exchange and networking between young professionals in #standardization from Germany and France and our guest Pierre SELVA.

Our topic of the evening was: "What is conformity assessment and why is it important?"
Pierre not only gave us an overview of the topic and how it affects the products we use every day in terms of #safety, #energyefficiency, #reliability and #sustainability, but also provided valuable insights into his work for IEC (International Electrotechnical Commission). MERCI BEAUCOUP, Pierre!

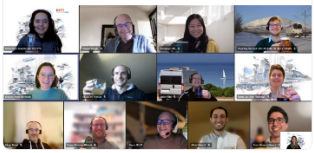
A big thank you also goes to Arnaud LANGLE for co-organizing the event and to Mareen Tiedemann who moderated the event and is eager to help you if you want to establish this format in your young professional program as well.

We look forward to more events like this, where we can learn new things, expand our international network and have so much fun at the same time!

The next regulars' table of the Next Generation DKE will take place on March 14 (in German): https://lnkd.in/e96ucbBK Come join us!

#DKE #youngprofessionals #wiederwasgelernt #curiosityconnects #conformityassessment #networking #IECdreamguide

Mareen Tiedemann, Annette Frederiksen, Arnaud LANGLE, Pierre SELVA, Jan-Arne Timm, Abdel fattah Alshadafan, Michael Dopichaj, Stefan Eibl, Thomas Guillon, Christian Kraus, Arian Monem, Alban Notin, Christopher Schmid, Roselyne THAI, DKE (German Commission for Electrical, Electronic & Information Technologies), AFNOR Group



Arnaud LANGLE • 1st
Chef de Projets Normalisation - En charge d...
5mo • Edited •

Premier webinaire commun entre les membres du réseau du Programme des Jeunes Professionnels des Electotechnologies du Comité Français (PJPE) et les membres du réseau du Comité Allemand (Next Generation DKE).

Ce fut l'occasion d'un partage de connaissances sur le sujet de « l'évaluation de conformité », présenté par Pierre Selva (Schneider Electric).

Un grand merci à Alena Widder (DKE) et à Mareen Tiedemann (Stiesdal) qui ont permis à la réussite de cet événement ainsi qu'à Pierre Selva pour sa disponibilité!

First joint webinar between the members of the French Committee's Young Electotechnology Professionals Program (PJPE) network and the members of the German Committee's network (Next Generation DKE).

It was an opportunity to share knowledge on the subject of "conformity assessment, presented by Pierre Selva (Schneider Electric).

Great thanks to Alena Widder (DKE) and Mareen Tiedemann (Stiesdal) who made this event a success and to Pierre Selva for his availability !

#webinar #PJPE #nextgenerationdke #dke #afnorcef #afnor

See translation

3.11 Mentoring templates

Registration handout – 1 page

[YP Programme] Mentoring

[YP programme] Mentoring Programme 20xx/20yy

Logo of your YP programme or of the mentoring programme, if you have	**Registration data for the mentoring programme** *Please fill in all fields
Personal data	
First name, last name	
Organisation/Company	
Your standardization committee/working group/TC/etc.	
E-Mail	
Phone number	

After successful processing of your provided data, we will contact you soon.

By submitting this form, you accept the declaration of consent to processing of your registration data as follows:

I consent to the data I have provided above being used by [YP programme/national committee], [Address of YP programme/national committee], to process my registration, to prepare an initial contact interview as part of the [YP programme] mentoring programme and for the further processes of the [YP programme] mentoring programme and stored electronically for this purpose.

Date/Place

Signature

Logo of your YP Programme or national committee

Profile mentee – 2 pages

[YP Programme] Mentoring

Logo of your YP programme or of the mentoring programme, if you have

[YP programme] Mentoring Programme 20xx/20yy

Profile: Mentee

Personal data

First Name

Last name/Title

Education (Year):

Work

Year – year: Organization, Title, Description

Standardization work:

In which committee are you active? What's the subject and when did you start? Is it a national or international committee?

Expectations:

Which are your expectations to the [YP Programme] mentoring programme?

:

Logo of your YP Programme or national committee

[YP Programme] Mentoring

Logo of your YP programme or of the mentoring programme, if you have

Expectations towards the mentor:

What specific wishes do you have for a mentor (e.g. experience background, area etc.) We try to accommodate requests but cannot guarantee this.

Optional: :

If applicable, work area of the desired mentor

Interests/hobbies/extra-professional engagement:

Anything else you would like to tell your mentor:

I consent to my profile being passed on to my mentor.

Date, Place

Signature

Contact information of your YP programme mentoring programme coordinator

Name
Organisation
Email
Phone

Logo of your YP Programme or national committee

Profile mentor – 2 pages

[YP Programme] Mentoring

Logo of your YP programme or of the mentoring programme, if you have

[YP programme] Mentoring Programme 20xx/20yy

Profile: Mentor

Personal data

First Name

Last name/Title

Education (Year):

Work

Year – year: Organization, Title, Description

Standardization work:

In which committee are you active? (Subject, national/international)

Logo of your YP Programme or national committee

[YP Programme] Mentoring

Logo of your YP programme or of the mentoring programme, if you have

Experience:

In which subject areas can you offer your professional support?

Optional: :

Interests/hobbies/extra-professional engagement:

Anything else you would like to tell your mentee:

I consent to my profile being passed on to my mentee.

Date, Place

Signature

Contact information of your YP programme mentoring programme coordinator

Name
Organisation
Email
Phone

Logo of your YP Programme or national committee

Mentoring programme guide – 1 page

[YP Programme] Guide

Logo of your YP programme or of the mentoring programme, if you have

[YP Programme]-Mentoring

What is the goal of the DKE mentoring program?

The [YP Programme] mentoring aims to support new standardizers when they start standardization. By providing a personal mentor, mentees should be given professional, but also experience-based guidance. The exchange with mentors enables mentees to develop a better understanding of the structures of standardization and to prepare for constructive participation and representation of interests in their committees. The NG mentoring is to be seen as an additional offer in addition to the expert training courses offered by the [YP Programme]. The new generation of experts should benefit from the knowledge of experienced standardizers. This makes the often difficult initial phase of standardization work easier, since mentees can consult a reliable contact person in the event of ambiguities and can benefit from their knowledge and network. Important features that must be taken into account in the mentoring relationship are voluntariness, mutual trust, appreciation and freedom from hierarchy

Who is the program designed for?

In principle, all new committee members who want to prepare themselves for committee work through [YP Programme] mentoring can be considered as mentees. The program also welcomes those colleagues who have already gained initial experience but wish to close gaps in their knowledge. The role of the mentor is assumed by experts with longer experience in international standardization work who can draw on extensive expert knowledge.

What are the advantages for the mentees and mentors?

Mentees benefit from an introduction to the working methods of standardization committees, in that a mentor offers them personal support and helps with questions and ambiguities. For the mentee, this is an opportunity to reflect on the individual development process in committee work and to exchange ideas and experiences that arise. In addition, there is the opportunity to build up an initial network for further committee work. Mentors can learn from the younger generation, benefit from the network and improve their communication skills, any many more benefits.

Contact information of your YP programme mentoring programme coordinator

Name
Organisation
Email
Phone

1

Logo of your YP Programme or national committee

3.12 Folder structure proposal

- 01_Templates (with version control recommended)
  - Mentoring registration handout
  - Mentee's profile
  - Mentor's profile
  - Mentoring guide
  - FirstLetterAfterMatch
  - 6-month feedback emails
  - 1-year feedback emails
- 02_Mentors
  - all unmatched mentors' profiles
  - all unmatched mentors' registration handouts
- 03_Mentees
  - all unmatched mentees' profiles
  - all unmatched mentees' registration handouts
- 04_Matches
  - 01_MentorXMenteeY
    - Mentoring registration handout
    - Mentee's profile
    - Mentor's profile
    - FirstLetterAfterMatch
    - 6-month feedback emails
    - 1-year feedback emails
    - E-mail contact mentee
    - E-Mail contact mentor
  - 02_MentorZMenteeW
  - …

In this setup you can move the profiles and registration handouts of matched mentees/mentors from folder 02_ and 03_ to the respective "Match folders" under "04_Matches". This way you mitigate double matching.

3.13 Letter before kick-off event

[YP Programme] Mentoring

Logo of your YP programme or of the mentoring programme, if you have

[YP Programme]-Mentoring – It's a Match!

Dear mentors and mentees,

We are pleased that you have accepted your match and will take part in the [YP Programme or national committee] mentoring program together. To make it easier for you to get started with the next meeting, or if you still lack ideas on how to organize the meeting, we have put together a few ideas for you in this document. These serve only as a recommendation.

At the beginning of the next meeting, if not already done, both sides should share their wishes and idea of cooperation. This includes which topics you would like to discuss, what goals you are pursuing with the exchange and whether the meetings can take place online or in person. If there is a common demand for a face-to-face meeting, it may be possible to combine the meeting with a visit to a trade fair or other event.

Furthermore, we recommend that you look again at the sent profile before the meeting in order to get involved in the interests of the other person. The profile tells you the interests of your match and offers you initial points of contact.

It can also be useful to read the [YP Programme or national committee] Mentoring Guide. The rough flow of the program is recorded here. However, the precise design is left up to you.

Missing topics to talk about?

The events page of the [link to YP Programme or national committee] can help you. Here you will find regular news about the activities of the [YP Programme or national committee] and the standardization community, which you can exchange information about.
Possibly one of you is already active in the [YP Programme] and can pass on the inputs and experiences you have gathered there. The website of the [YP Programme] also offers further input and points out exciting events, such as our standardization regular' table (if you have).

Finally, we would like to give you an overview of a few events and meeting places for the desired personal exchange:

[If you have events coming up in your national YP programme, fill in here]

1

Logo of your YP Programme or national committee

3.14 6-month feedback

You can also develop a feedback sheet with the below information via Microsoft, Google forms or similar.

Regular meeting 1:

- Topic
- In-person/online
- Duration (time)

Regular meeting 2:

- Topic
- In-person/online
- Duration (time)

Reliability mentee:

- Punctuality: Poor/okay/good
- Preparation for meetings: Poor/okay/good

Reliability mentor:

- Punctuality: Poor/okay/good
- Preparation for meetings: Poor/okay/good

Areas to improve for the next six months:

- …

3.15 1-year feedback

You can also develop a feedback sheet with the below information via Microsoft, Google forms or similar.

Regular meeting 3:

- Topic
- In-person/online
- Duration (time)

Regular meeting 4:

- Topic
- In-person/online
- Duration (time)

Reliability mentee:

- Punctuality: Poor/okay/good
- Preparation for meetings: Poor/okay/good

Reliability mentor:

- Punctuality: Poor/okay/good
- Preparation for meetings: Poor/okay/good

What was your key takeaway from the mentoring programme?

- Mentee:
- Mentor:

What went good in the mentoring programme?

Which areas can be improved for the mentoring programme?

Authors

The Dreamteam – IEC YPs 2022

Guide

2022-10-30 to 2023-10-20

Part 1: 2023