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February 2012

Guidelines for the format of the final reports of study sessions

**held at the European Youth Centres
Strasbourg and Budapest**

I. Introduction

The Youth Department requires the youth organisations, partners running study sessions held in cooperation with the European Youth Centre, to produce a full report of the study session. This report must be submitted to the educational advisor assigned to the study session, no later than two months after the study session has taken place.

This document contains guidelines on the content and form of the report of the study session, but also clear specifications that must be followed by all organisations, unless differently agreed with the educational advisor responsible/supervising the study session. They are meant to facilitate the work of those in charge of writing and publishing the report. Reports which do not conform to the specifications outlined in the document will be returned to the organisations to be revised, improved and finalised.

Role and function of the report

The reports of study sessions, if well presented and representative of the actual activity can provide valuable reference material on the issues discussed, project ideas, recommendations and follow-up related to the involvement of young people in the work priorities of the Youth Department and to their own youth organisations. The report is an important presentation document for the Council of Europe and the organisers (e.g. the report will be posted on the Council of Europe website and listed in the non ISBN publications of the Council of Europe).

The content of the report should relate to the discussions that took place and any conclusions reached by participants during the sessions. A report is not just a description of the daily programme of the study session. It should be a valuable resource for the organisation in question and for teams of other study sessions. The report is an equally valuable resource for the Youth Department, other youth organisations and institutions interested in the subject of the study session.

Reports can have different formats depending on its envisioned use. A report therefore could be for example:

- A descriptive report of the issue addressed including definitions and conceptual understandings,
- A description of the issue addressed and an overview of successful practices from youth leaders, youth workers and organisations in the addressed issue.
- A policy recommendation with a background description to the recommendation,
- A manual for other organisations on how to approach the challenges addressed during the study session.

During the preparation meeting the preparation team should already discuss with the educational advisor the type of report the organisers envisage producing. The preparation team should plan the documentation process before, during and after the study session as this will ensure significant time savings when writing the final report of the study session.

II. Guidelines & Specifications

Size

The report should be between 15 and 30 pages long, without annexes (exceptions are possible if discussed with the educational advisor in advance and properly justified).

Format

The report should be provided in both MS Word and Acrobat PDF files. It should use type font Times New Roman (size 11 or 12) or Arial (size 10 or 11) for the main text. The title pages should be specially formatted according to the template provided in Appendix 1 to this document.

Readers and users of the report

The potential readers and users of the report are the participants of the actual study session and other young people, the organisation(s) involved in the actual study session, but also other organisations which are co-operating with the CoE or dealing with similar topics, as well as staff members of the CoE and members of statutory bodies of the Youth Department of the Council of Europe

Content Outline

The main aim of the report is to document fairly on the activity: what happened, what are the conclusions, main findings and contributions to the “knowledge” and the expertise in the theme(s). The report should, furthermore, emphasise the main outcomes and results from the study session for the organisers and the most important learning points for the participants.

Optional: The report could also report on the methods used if relevant and directly usable by the potential multipliers in the organisation or elsewhere. It could also, wherever possible, include evaluation material collected from participants. This can give a better picture of the nature of the session and the quality of the discussions.

Suggested structure for reports of study sessions

- Executive summary
 - A maximum of 2 pages outlining the most important facts, issues, conclusions and recommendations of the study session. It should be possible to read the executive summary and get a complete overview of the information in the report about the study session in brief – therefore it is recommended to write the executive summary only after having finalised the other parts of the report
- Introduction
 - Present the aims and objectives of the study session
 - Describe the profile of participants
 - Present the overall topic and list the main contents/issues discussed
 - If relevant: a background to the theme of the study session
 - A maximum of 2-5 pages, depending on the amount of background information and details of the participants provided.
- Programme – inputs and discussions
 - Present a summary of the main issues / thematic blocks, findings and presentations in relation to the theme(s) (maximum 7-15 pages).
 - You do not need to give a detailed description of the daily programme but rather give a description of the flow of the week in 2 or 3 paragraphs followed by a detailed account of the most important sessions and its outcomes grouped by focus, theme or otherwise.
 - Outline of the content of the discussions that took place during the study session, including where possible the main conclusions, definitions and concepts developed.
 - the inputs of team members, external experts or lecturers
 - new ideas, conclusions and projects emerging from the discussions
 - interesting points of discussion, conflictual opinions, facts and observations presented by participants, team members or experts
- Main Outcomes of the study session (maximum 3-7 pages)
 - Recommendations or statements on issues that require particular attention and which could be addressed in the context of the European youth work
 - Main results for the organiser of the study session
 - Main learning points for participants
 - Possible suggestions or recommendations for the Council of Europe (including for the work of the Youth Department)

- Follow-up activities
 - Give an overview of follow-up activities developed by participants and/or organisers
- Final Conclusions and recommendations (maximum 2-5 pages)
 - provide a conclusion on the main outcomes and recommendations of the study session and if they answer the aims and objectives of the study session.
- (Optional) Analysis of the Session
 - Summary of Participants' evaluations
 - Team evaluation
- Appendices
 - Final Programme, as executed
 - List of participants names, organisations and countries (no personal contact details!)
 - List of references (books, web-sites, handouts, articles, pictures used)
 - List of links where information about the study session was posted online to ensure visibility.
 - Maximum 5-10 pages, where possible provide links to online information.
 - (Optional) List of the methods used and short descriptions of each one (or references to the sources where such descriptions can be found)
 - (Optional) Session outlines and/or daily reports of the study session
 - (Optional) In extenso presentations delivered by team members or external lecturers
 - Additional information and/or documents provided by participants and/or team (optional)

Note: The focus on the areas outlined above is by no means exhaustive. The content of the report should also not be limited to descriptions of the above, but should attempt to be analytical, informative and useful to the future readers. It is, therefore, useful to define the target group first. Everything that seems unnecessary and makes the report too long should go in Appendices or left out.

III. Copyright

It is the organisation's responsibility that copyrighted material is not reproduced without written agreement of the copyright holder. The Council of Europe reserves the right not to publish reports (fully or partly) wherever this rule is not respected.

IV. Process

- The report, as mentioned above, should be produced by the organiser of the study session and submitted to the educational advisor assigned to the study session no later than 2 months after the study session;
- After the submission, the educational advisor controls the quality of the report and provides relevant comments and feedback to the organisers;
- The secretariat of the EYC where the study session was held provides the report with a reference number.
- The organisation then finalises the report by integrating comments provided by the educational advisor responsible for the session. These comments may be on form or content. The organisation should resubmit the final version of the report in both MS Word format and Acrobat PDF format as soon as possible, and no later than 2 weeks after receiving the comments of the Secretariat;
- The Youth Department decides on publishing the report on the Youth Department website and sends the final approved PDF version of the report to the organisation.
- Organisations can request 50 to 80 printed copies of the report (black and white, A4 size), The Youth Department reserves the right to decide on the printing of the report based on the quality criteria for reports of the Council of Europe.

- If requested and fully justified an organisation can request a translation of the report into a second language.

V. List of Appendices

Appendix 1 - Sessions report cover layout mask

Appendix 2 – Guidelines for daily reports

Appendix 1 - Sessions report cover layout mask

LOGO OF YOUR
ORGANISATION
(black and white, printable quality)
(OPTIONAL)



TITLE

Report of the study session held by
(name of organization)

in co-operation with the
European Youth Centre of the Council of Europe

European Youth Centre Budapest / Strasbourg
Dates



This report gives an account of various aspects of the study session. It has been produced by and is the responsibility of the educational team of the study session. It does not represent the official point of view of the Council of Europe.

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TITLE

Report of the study session held by
(name of organization)

in co-operation with the
European Youth Centre of the Council of Europe

European Youth Centre Budapest/Strasbourg
Dates

Acknowledgements (optional)

Team

Reporter

Any other contributions

Name of your organisation
address

tel:, fax:

E-mail:

website:

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2 pages to remain empty at the end of the report

Appendix 2: Guidelines for daily reports (OPTIONAL)

N.B. The prep team and the course director should make the choice of whether or not to write daily reports! This is merely a suggestion on how and what to report on each day during the study session.

It is often a preference of teams to involve participants in the collection of material and even the drafting of the report. However, it will be up to one or more team members of the team to ensure that the report is coherent, well presented, clear and reflects the actual nature of the activity. The daily reports are usually made by participants. These reports very often lack coherence and structure. Below, is some general advice on instructing participants to make daily reports.

Outline for daily report

1. Title of the session / programme element

The name or title of the session / programme element (e.g. Getting to know each other, Individual and group learning, Definition of Human Rights and etc).

2. Aim and Objectives

State the general purpose of the programme element / session (e.g. to develop participants self-confidence and their awareness about training in non-formal education; to explore the particularities of human rights education with young people, etc.).

The concrete objectives or goals refer to what this particular programme element / session seeks to achieve. They should be concrete and multiple. In as far as possible, it should also address the learning or educational objectives according to: Knowledge, Skills and Attitudes.

3. Programme

Timeline of the programme as executed.

4. Educational methods used

The methodology includes also the approach to make sure that the set objectives will be achieved. The methods presentation should be a simple outline – not a description of the method itself. Please quote the source if the method is already published in a training manual or website. Be aware not to reproduce copyrighted material.

5. Thematic Discussions or Inputs

A short summary of the main issues discussed, questions raised, contributions made. All visual support and handouts should be presented in Appendices to this report.

6. Recommendations and outcomes of group discussion

Any recommendations made by the group, conclusions and outcomes of discussions. All visual aids used for group report, all written conclusions/ reports by the entire group or by small sub-groups can be integrated.

7. Evaluation, conclusions and follow-up

A brief evaluation of the session, conclusions and ideas for follow-up of this particular programme element should be indicated here. All links and contributions to other programme elements / sessions should be indicated here.

8. Resources used

All possible bibliography, list of handouts, manuals and other materials, as well as the webography (list of web-sites) used in the preparation and the implementation of this programme element. Also further readings or interesting web-sites on the topic can be indicated, if known.