CONGRESS OF LOCAL AND REGIONAL AUTHORITIES
CONGRÈS DES POUVOIRS LOCAUX ET REGIONAUX

THE CONGRESS LE CONGRÈS COUNCIL OF EUROPE CONSEIL DE L'EUROPE

Call for Applications

to attend the training for co-facilitators of Citizens' Assemblies

Project	Advancing multilevel dialogue, innovative democracy and human rights at local level in Bosnia and Herzegovina
Implementing entity	**COUNCIL OF EUROPE** Congress of Local and Regional Authorities – Centre of Expertise for Multilevel Governance
Duration of the Project	01 January 2026 **-** 31 December 2029
Estimated dates of activity	14-16 December 2026
Deadline for applications	16 November 2026

I. INTRODUCTION AND BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Centre of Expertise for Multilevel Governance (CEMG) at the Congress of Local and Regional Authorities of the Council of Europe is implementing the project "Advancing multilevel dialogue, innovative democracy and human rights at local level in Bosnia and Herzegovina", within the Council of Europe Action Plan for Bosnia and Herzegovina (2026-2029). Building on previous Congress interventions and stakeholders' needs, the project aligns with its overall priorities and those of the Council of Europe Action Plan for Bosnia and Herzegovina 2026-2029. It contributes to ensuring compliance with the European Charter of Local Self-Government, supporting the country's path towards the European Union. The project also supports Bosnia and Herzegovina in addressing the Congress' recommendations on further improving local self-governance and contributes to the implementation of the Council of Europe's Committee of Ministers' Recommendation on deliberative democracy (2023). Furthermore, it is in line with the Reykjavik Principles for Democracy (2023), which refers to the active encouragement of citizen participation at national, regional and local levels, including, as appropriate, through deliberative democracy. Additionally, the project is a direct contribution to the New Democratic Pact for Europe, by engaging citizens in dialogue and co-creation of policies, thus reinforcing democratic legitimacy.

II. TRAINING LEARNING OBJECTIVES AND METHODOLOGY

This call for applications is launched within the framework of the Council of Europe project "Advancing multilevel dialogue, innovative democracy and human rights at local level in Bosnia and Herzegovina". In the framework of the project, and building on the successful practices held in Mostar and Banja Luka, the CEMG is organising a capacity-development activity to train facilitators of Citizens' Assemblies in Bosnia and Herzegovina. The activity will provide support to the authorities and the associations of local authorities in Bosnia and Herzegovina to implement Citizens' Assemblies and ensure sustainability of deliberative processes.

The three-day training will gather up to 24 participants, and it will take place in Sarajevo on 14-16 December 2026, with the following objectives:

1. To raise understanding of deliberative processes and the Council of Europe standards on deliberative democracy; and
2. To develop practical competences for co-facilitation of citizens' deliberations within Citizens' Assemblies.

Through peer-learning, interventions of experts and simulation, participants will strengthen their knowledge and skills in facilitating small-group deliberations within Citizens' Assemblies. The trained co-facilitators might support the facilitation of future Citizens' Assemblies organised in the framework of the Council of Europe project mentioned above as well as other deliberative processes in the region.

The training will be held in the **local language**.

Additional information about deliberative democracy in Bosnia and Herzegovina is available here.
Accommodation, meals and transportation will be covered by the organisers.

Any question related to the call should be submitted to the following e-mail address adela.softic@coe.int

The agenda will include:

- On day 1, introduction of deliberative democracy and the Council of Europe standards, Citizens' Assembly process and the role of co-facilitators, core principles of table facilitation and interactive exercise;
- On day 2, effective questioning, active listening and time management, group dynamics, inclusive participation and facilitation techniques, managing challenging participants, disagreement and conflict, and facilitating the formulation of citizens' recommendations.
- On day 3, facilitation simulation, and training evaluation.

III. EVALUATION AND SELECTION PROCEDURE

1. Eligibility criteria

In order to be eligible to participate in the training for co-facilitators for citizens' assemblies, an applicant must:

- Being present in Bosnia and Herzegovina;
- Having an excellent knowledge of the official languages of Bosnia and Herzegovina (CEFR C2 level);
- Having at least three years of experience in facilitation of meetings; and
- Must be available to commit to the **full duration** of the training course.

Municipal staff and elected representatives of local authorities are not eligible.

2. Selection criteria

Applications will be assessed against the following criteria:

- **Relevant experience**: experience in facilitation of meetings, workshops, and trainings. Experience in facilitation of deliberative processes will be an asset.
- **Motivation and commitment**: clear articulation of personal motivation for participating in the training and commitment to applying the knowledge gained in local context.
- **Relevant experience** in participatory democracy processes and citizens' engagement.
- **Gender balance and geographical distribution in Bosnia and Herzegovina**.

IV. HOW TO APPLY?

1. Documents to be submitted

The interested applicants must fill in the application form found below and submit it through e-mail.
In particular, the application must be:

- Properly filled in English or local language, by providing clear answers to the questions.
- Accompanied by CV.

Use of AI tools in providing the answers is strongly discouraged. Only complete applications will be considered.

2. Deadline for submission of applications

The application form and CV must be submitted in electronic form (Word and/or PDF) to Adela Softić (Project Assistant, Council of Europe Office in Sarajevo) at adela.softic@coe.int and CC ilda.besic@coe.int (please indicate her position) with the subject **Application – training for co-facilitators of Citizens' Assemblies**.

Applications must be received **before 16 November 2026 (at 23:59 CET)**.
Applications received after the abovementioned date will not be considered.

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APPLICATION FORM

Training of co-facilitators for citizens' assemblies

General information	
First name	
Last name	
Gender:	☐Woman ☐Man ☐Other ☐Prefer not to say
Residence:	City: _____
E-mail address:	
Phone number:	
Background information	
Current position/Title:	
Name of organisation/Institution (if applicable)	
Type of Institution:	☐ Academia ☐ Civil Society Organisation ☐ Other _____
Experience and Skills	
Please describe any previous facilitation experience (events, workshops, or deliberative processes). Include your role, group size, and outcomes. (Maximum 300 words)	
Please, describe your previous experience in participatory democracy processes and citizens' engagement. (Maximum 300 words)	
Motivation	
Please elaborate your personal motivation for participating in this training and how it aligns with your professional or civic goals. (Maximum 300 words)	
Please describe specifically how you plan to apply the knowledge and skills from this training in your local context. (Maximum 300 words)	
Availability	
Applicants must be available to commit to the full duration of the training course: 14-16 December 2026 (three full days) in Sarajevo. Are you fully available to participate in the training for co-facilitators of citizens' assemblies? ☐ Yes ☐ No	
Language skills	
Bosnian/Croatian/Serbian: ☐ Proficient (C2/C1) ☐Independent (B2/B1) ☐Basic (A2/A1)[1] Native language: _____	

☐ I declare that the information provided above is true and accurate to the best of my knowledge.

[1] As per the Common European Framework of Reference for Languages