

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

DDCP-YD/G (2014) 1 E

5 February 2014

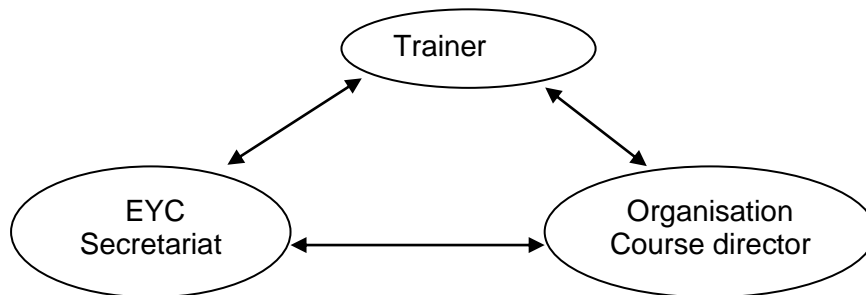
## **Roles, Rules and Practical Conditions Applying to trainers in study sessions**

Appendix to contracts for trainers  
involved in the running of the study sessions programme  
of the Youth Department of the Directorate of Democratic Citizenship and Participation

## I. On the role of the external trainer in the study session.

The external trainer is someone contracted by the Council of Europe to do a specific job and replace an educational advisor. The trainer does not have only an educational role but also an administrative and a political role.

The course director in the study session is the main person in charge on behalf of the youth organisation, and as such responsible to make sure that, from the organisation's point of view, the activity is a success.



### As a minimum request, the trainer is expected to:

- prepare the activity in co-operation with the youth organisation
- constantly communicate with the other preparatory team members
- respect the organisation, its educational methods and approaches;
- support the organisation's team in respecting the values and approaches of the Youth Department of the Council of Europe, such as intercultural learning and participation.
- introduce the work of the Council of Europe and of the Youth Department of the Directorate of Democratic Citizenship and Participation to the participants
- be a link between the organisation and the Youth Department Secretariat
- communicate and keep informed the responsible educational advisors in the EYCs on the development of the activity
- act as resource person for other members of the preparatory team, and if necessary provide the guidance for accomplishment of certain tasks;
- to return the feed-back form within 5 days after the preparatory meeting to the educational advisor responsible for the activity;
- ensure the completion of the evaluation form with the required input from the organisation and the study session synopsis for the Council of Europe Activity Database (CEAD) and concise report within 7 days after the study session

### The trainer should, among others, refrain from:

- Taking decisions with budgetary implications (i.e. changes dates of the session, the number of participants, the Non-European participants, the number of experts) or changing the topic of the session. In the case that the need for such a decision arises, the trainer should discuss it with the educational advisor responsible for the session immediately;
- Interfering with the selection of participants;
- Writing the report of the session for the organisation;
- Make judgments of the political orientation or socio-educational approaches of the organisation.

## **II. Expectations and practical conditions for trainers engaged to assist in the running of study sessions at the European Youth Centres**

The following conditions complement the contractual obligations and the educational role as defined in the contract and other relevant documents (e.g. the manual for facilitators).

### **During the Preparation**

1. The educational advisor or administrator responsible for the activity at the EYC secretariat shall inform the youth organisation of the name and contacts of the trainer (and vice-versa).
2. The trainer has the responsibility to initiate the contact with the youth organisation responsible for the study session in view of organising the preparatory meeting/s. In case of difficulties the trainer must seek advice of the programme assistant or educational advisor of the Youth Department in charge of the activity.
3. When preparatory meetings are to take place at a EYC the trainer has the responsibility to contact the secretariat of the respective EYC regarding availability of rooms and other logistic arrangements as early as possible.
4. Within two weeks after the preparation meeting to submit the feedback form to the Educational Advisor administrating the study session. The feedback form is attached to the contract and can be found on the e-learning platform.
5. The trainer – in coordination with the organisation – will ensure that the rules for interpretation (final confirmation four weeks before the session) and for invitations to lecturers or experts are respected, notably that the information is timely provided.
6. The youth organisation must send to the respective EYC secretariat a complete list of participants and their schedule of arrival and departure (including mention of any early arrivals or late departures) and a provisional daily programme not later than four weeks before the opening of the session. A copy of both documents must be sent to the trainer. The trainer should draw the attention of the course director to the fact that visa details of participants requiring a visa need to be provided no later than six weeks prior to the session;
7. The trainer must send the respective EYC a list of all practical needs related to the session, such as educational materials, bibliographic references, meeting rooms' arrangements and any special needs three weeks before the beginning of the session.
8. For the travel reimbursement, the trainer is expected to communicate the financial regulations concerning study sessions to the course director and team, in particular the financial limitations concerning travel reimbursement and that the organisation is responsible for monitoring that they do not exceed this ceiling.

### **On arrival**

9. The trainer shall be given a single room for the entire duration of the activity, meal tickets, a code for using the photocopier, a key for the team room, in addition to any other

items that s/he may have requested in advance, and, if appropriate, a key to the seminar rooms.

10. The trainer must be introduced to the secretariat members related to the activity;
11. If another activity is being prepared for the same period, the trainer must seek contact with the educational advisor and course director of the other activity to agree on rooms' distribution and any other matter of common interest.

### **During the session**

The trainer is expected to:

12. Co-ordinate the collection of travel reimbursement forms and supporting documents, in co-ordination with the EYC secretariat. Similarly, to inform the organisation of the procedure for claiming the lump sum for preparatory expenses and regulations for submission of this claim for study sessions in which the reimbursement of travel expenses for participants is made by the EYC secretariat.
13. Assist with the travel reimbursement procedures for lecturers.
14. Present the Council of Europe and the Youth Department of the Directorate of Democratic Citizenship and Participation principles and activities in the programme of the session;
15. Secure that a final list of participants is produced before the end of the session (in coordination with the EYC and the organisation's secretariat);
16. Coordinate the activity with the services of the EYC concerned (i.e. secretariat, reception, accounting, catering, security);
17. Inform the secretariat of any particular problems or difficulties encountered;
18. Raise participants' awareness about respecting the equipment and facilities of the EYC and to make sure that educational materials and stationery are adequately used and kept.
19. Secure that the team in charge of the session devotes time to evaluate the session together with the trainer, and that the relevant activity evaluation form is filled in, if possible together with the course director.
20. Inform the organisation of the procedure and regulations for the submission of the study session report and any other follow-up necessitated.

The trainer shall also:

21. Have regular and easy access to a computer with Internet connection, connected to a printer and to a local telephone line;
22. Arrange a meeting between the team of the session (or the course director in alternative) and the administrator or educational advisor responsible for liaising with the EYC;

## **After the session**

23. Send the evaluation form of the activity to the educational advisor or administrator concerned, including an evaluation of the services provided by the EYC within two weeks after the study session;
24. Send the study session synopsis for the Council of Europe Activity Database (CEAD) and concise report, on the basis of the guidelines provided by the secretariat (evaluation form attached to the contract and found on the e-learning platform);
25. Inform the advisor or administrator of any special considerations for follow-up (e.g. report, special outcomes related to the work priorities);
26. Provide guidance on the writing and finalisation of the report of the study session which has to be delivered in due time after the study session
27. Send the invoice and any other relevant financial document specified in the contract to the EYC secretariat.