

**Process of the organisation of the next three Modules on European Citizenship in cooperation between the Partnership Secretariat (CoE –EC) and the national agencies of the Netherlands, Belgium (Flemish) and Romania.**

**Persons responsible for coordination:**

Romania: Mihaela Vasile, Anduena Dogaru

Belgium (Fl) : Inez Adriansen (out of office 15.7-

The Netherlands : ?

Partnership : Laszlo Foldi (out of office 6-27.08), Dianna Osayande

**Deadlines:**

27 <sup>th</sup> June	calls for course directors and trainers are advertised
8th July	deadline of application for course directors
22 July	deadline of application of 2 trainers and the documentalist
27-28 July	meeting of course directors in Strasbourg (date can change after consulting the selected course directors)
1st August	sending the call for pax to all partners
7-10 September	TCP coordinators meeting in Bonn
15th September	deadline of application of participants
October	preparatory meetings separately
14-20 November	EC ICL in Romania
21-27 November	EC EPU in the Netherlands
29-30 November	NA Staff training in Budapest
2-9 December	EC HRE in Belgium
15-18 December	EC Conference in Budapest (possibly postponed into 2006)

**Figures:**

Number of participants: 25

Number of support persons: 7

Number of training days 5, plus one preparatory for support staff and one evaluation for support staff a total of 7 days (6 nights for all 32 persons, plus one night for the support staff who shall arrive one day earlier)

**Sharing of expenses:**

*Partnership Secretariat:*

Trainers` fee (4 persons per Module – 1 course director, 1 documentalist, 1 senior trainer, 1 junior trainer)

All costs of the preparatory meeting

Travel costs of maximum 10 participants coming from non-program countries (countries without NA)

*Hosting national agency:*

Accommodation costs of all participants (25 pax + 4 trainers + 1 partnership representative + 1 resource person, 1 na coordinator = 32 persons for six nights)

Cost of meals for all 32 persons (1<sup>st</sup> day starting with breakfast only the team and the 3 other persons = 7 persons, others arriving first day evening so dinner is given already for all persons)

Local transportation cost and any other costs.

One dinner out shall be organised by the hosting NA preferably on the evening of the free afternoon.

*Sending national agencies cover the travel costs of participants coming from program countries.*

**Memorandum Note:**

A memorandum note on the cooperation and the sharing of costs is drafted by the Partnership, that will be signed by the head of the host agency and the director of the CoE DYS. It has to be signed by the end of August.

**Selection of the 3 course directors:**

After the above deadline decision is made by the hosting NA and the Partnership secretariat based on mutual interest and agreement. Applications are sent to the Partnership Secretariat. The list of applicants is prepared and sent by the Partnership Coordinator to hosting NAs and decision is made through email communication based on the criteria of the call. The course directors are selected from among the 12 trainers of the first 3 modules. Partnership is contracting the selected trainers.

**Selection of the other 2 trainers and the documentalist:**

Applications are sent to the Partnership S. List is prepared by the Partnership S. The hosting NA, the Partnership S, and the course director decide together on the email. Partnership is contracting the selected trainers.

**Selection of participants:**

Call is finalised during the meeting of course directors in Strasbourg. Call has to be completed by the end of July and sent to all NAs, SALTO and the EYF by the Partnership as well as the host NA. Applications shall go to all sending NAs by the 15<sup>th</sup> September, sending NAs are pre-selecting and sending their priorities to the host NA by the 22<sup>nd</sup> September. Non-program country applications are sent to the Partnership S with the same deadline, and then Partnership S is consulting the SALTO EEC and SALTO SEE and sends its priorities by the 22<sup>nd</sup> September to the host NA. Final selection is done by the teams involving the NA coordinator during the preparatory meeting of the teams.

**Communication with participants:**

Yes/no letters are sent by the host NA to all applicants. Host NA sends the selected non-program country residents (max 10/Module) to the Partnership just after the preparatory meeting. CoE invitation letters are sent by the Partnership S, in order to be able to reimburse their travel expenses.

Information about the venue, the programme, the preparation is sent by the hosting NA based on the discussions in the preparatory meeting.

All letters, emails going to participants and partners shall contain the logo of the host agency as well as the logo of the Partnership.

**Preparatory meetings:**

Dates are decided between the team and the NA coordinator. The venue of the prep-meeting is the same as the venue of the training module. It is paid by the Partnership, with bank transfer, but reservation is made by the host NA.

Preparatory meetings are facilitated by the course directors. NA coordinator is participating in the whole prep-meeting.

**Preparation and follow up of participants:**

All NAs receive all information that goes to the selected pax from the host NA, Proper preparation and follow up will only be supplied by sending NAs after the staff training.

**Documents:**

*Other documents produced by the Partnership.*

- Concept paper of the 6 Modules (2004)
- Documentation report of the Evaluation Seminar (is prepared by Miguel Garcia Lopez by the 8<sup>th</sup> July)
- Evaluation Report of the first 3 Modules EC (Laszlo Foldi)
- Checklist of the preparatory letter to selected participants (to be done by the end of July)
- Call for course directors (by the 27<sup>th</sup> June)
- Call for trainers and the documentalists (by the 27<sup>th</sup> June)

*Documents to be produced by the course directors` meeting (by the end of July):*

- Call for participants
- Coherent core concept that connects the 3 Modules.
- Revised learning objectives of al three modules.
- Detailed description of profile of participants.
- Pre-course questionnaire for selected participants.
- Final evaluation questionnaire for participants.

*Documents produced by the educational teams (one month before the Module):*

- Detailed description of the Module
- Program of the Modules
- Preparatory note to participants including reading list

*Documents to be produced by the hosting NAs (deadline):*

- Lists of applicant with priorities of the sending NAs and SALTOs, (for the prepmeeting)
- List of selected participants (just after the prepmeeting)
- Invitation letters with the practical details (for the prepmeeting)
- Rejection letters to non-selected applicants (just after the prepmeeting)