

**Alliance
Training and Education
Policy Paper**



of European
Voluntary Service
Organisations

» For it is not enough to have a good mind, rather the main thing is to apply it well. The greatest souls are capable of the greatest vices as well as of the greatest virtues, and those who go forward only very slowly can progress much further if they always keep to the right path, than those who run and wander off it. «

René Descartes

Our thanks goes to all visionary volunteers, facilitators, trainers and experts participating in Alliance Educational Activities, the Alliance Executive Committees and the Training Needs Working Groups over the last years for their sustained commitment and support!

The *Alliance Training and Education Policy Paper* is an amenable document that should be adopted whenever it is needed. Learning is a process – so also this policy paper is open for any input at any time. Future TNWG should work on it on regular basis.

Table of Contents

Table of Contents	3
Alliance of European Voluntary Service Organizations	4
Working Principles of Alliance	6
Ethical Principles and Political Stand	6
Code of Professional Conduct.....	6
Alliance Educational Activities	7
Alliance Long-Term Training Course.....	8
Stakeholders of Alliance Educational Activities.....	9
Alliance Course Director	9
Training Needs Working Group (TNWG).....	10
Coordinator of TNWG.....	11
Alliance Pool of Trainers	11
Membership in Alliance Pool of Trainers.....	13
Benefits for Trainers	14
Restrictions of Trainers	15
Hosting organization and project partners	15
Support Staff.....	17
Participants	17
Restrictions of Participants	18
Benefits for Participants	18
Glossary	18

Alliance of European Voluntary Service Organizations

- who we are -

The **Alliance of European Voluntary Service Organizations** is an European based International Non-Governmental Youth Organization of like-minded organizations not aligned to other international structures. It is a cooperative network of independent and active national organizations, working together on the quality and development of International Voluntary Service.

The **aims of the Alliance** are promoting better cooperation between its members and developing common standards and best practice activities for the benefit of volunteers and local partners. **The Alliance has 50 members in 29 countries.**

Member organizations act to **encourage and support voluntary service programs**, international workcamps and other long-term activities, enabling young people to meet & understand different cultures, whilst carrying out community projects of public benefit: EVS, short term projects, medium term voluntary service, youth leaders exchanges & trainings, inclusion, environmental, cultural & local development projects.

The Alliance provides capacity building for its members from IVS technical placement procedures to training and social skills development, external relations, social inclusion/participation, environmental and general sustainability in IVS projects and networking events, quality management, volunteering trends research and policy development on various issues representing the network.

For us, **becoming an active citizen starts with participating in International Voluntary Service (IVS) short term projects (workcamps)**, which involve local communities in work with volunteers from different national/cultural/social backgrounds.

Another important aspect **is cooperation with institutions/networks/other European organizations in the youth field**. We are actively involved in YFJ, CoE's co-management system (Advisory Council and Programming Committee), with like-minded organizations also, to shape European youth policy, strategies on inclusion, environmental awareness and general sustainability and youth participation so to improve the situation of youth in Europe.

Alliance has a clearly set **social inclusion strategy**, supported by its Accessing Campaign. It facilitates and encourages the involvement of young people with fewer opportunities (YPWFO) by ensuring places for them in most of activities hosted by member organizations as well as in Alliance events.

Alliance also supports the **International Campaign for a Sustainable Voluntary Service**. Thus the 4 principles of the campaign which can be followed to put IVS projects on a path towards sustainability: reduction of pollution/consumption, change in our consumption, actions to improve our environment and actions to educate and to facilitate awareness about sustainability. *Environmental Sustainability Working Group* (ESWG) had been established in 2012 to support that way.

In order to align the diverse and various activities the **Alliance Training and Education Policy Paper** aims to provide a guideline supporting the network itself as well as its member organisations in terms of running a project and training multipliers and facilitators

for basic and specific topics and actions.

To realize an *Alliance educational activity* it is important to ensure effective and efficient cooperation and communication between several stakeholders involved in the organizational process. The Alliance Pool of Trainers (A-PoT) and the Alliance Long-term Training Course (LTTC) provide a sustainable source for an *Alliance educational activity* by developing and development of well qualified trainers. And thus sustainability and coherence of *Alliance educational activity* is enabled on a high level of improved quality.

Working Principles of Alliance

When talking of principles of Alliance' educational approach every Alliance educational activity should:

1. Have a clearly defined structure – aims, objectives, methodology, target group(s);
2. Use a diversity of methods by taking in consideration diversity of learning styles;
3. Incorporate principles of experiential learning and non-formal education;
4. Be well balanced between theoretical and practical approach;
5. Create equal opportunities for participation of all participants;
6. Encourage interaction and exchange [trainers-participants, trainers-trainers, participants-participants];
7. Be flexible and oriented towards participants' needs;
8. Support both professional and personal development;
9. Be supportive and sensitive towards people with fewer opportunities;
10. Use best practices and know-how from the rich experience of Alliance and its achievements, outcomes and results of former commitments;
11. Promote sustainable development during work as well as sustainability of work done.

Ethical Principles and Political Stand

Every educational event/training should be based on following ethical principles and political stand:

1. ensure fundamental rights and freedoms to participants and colleagues that all people are entitled to take part in an Alliance educational activity regardless of nationality, national or ethnic origin, sex and gender, age, race, religion, language or abilities;
2. promote the vision and mission of Alliance;
3. promote professional and methodological development in the field;
4. ensure a good reputation of Alliance;
5. promote positive values in society which Alliance stands for, such as intercultural understanding, peace, democratic participation, sustainable development, respect for universal human rights and gender equality;
6. promote the Campaigns of the Alliance during realization of activity.

Code of Professional Conduct

Code of professional conduct for all stakeholders of Alliance educational activities is based on a few essential principles: *responsibility, independence, integrity and public interest*.

Everybody should therefore respect and act according to the following:

1. To implement activity on high professional level;
2. To follow Alliance educational approach as defined by this document;
3. To actively participate in design, implementation and evaluation of activities, including the reporting on each activity;
4. To actively support follow-ups of activities within the bounds of possibility;
5. To be responsible for self-development and own improvement in the field;

6. To protect participant's and colleague's personal data;
7. To ensure safety of participants and colleagues during implementation of the activities;
8. To lead by example.
9. To comply with the restrictions of their respective positions which are listed from page 8 of this document.

Alliance Educational Activities

Pursuant to its vision, mission and program Alliance implements educational activities such as international trainings, study sessions, seminars, conferences, etc. according to its educational policy.

Alliance educational activities are submitted and coordinated by the *Executive Committee* (EC) of Alliance and/or one of its member organizations. Activities at the network level are proposed and agreed on during the *General Assembly* (GA), which takes place at the end of each year. Project proposals are submitted by either EC, by working groups of Alliance or by any representative of member and/or partner organization. Activities at national level are proposed and organized by member organizations themselves. Role of Alliance in an educational activity labelled 'Alliance event' is to provide support in terms of knowledge and expertise through *Alliance Pool of Trainers* (A-PoT) in order to ensure its high quality standards.

Alliance educational activities are coherent to actual priorities of Alliance and they are based on vision and mission of the network, its annual priorities set during the *General Assembly* (GA) as well as the current needs of Alliance members. Depending on funding opportunities as well as collaboration between Alliance and its cooperating institutions, several educational activities are provided by Alliance and its members.

Study Session (StS) aims to develop an occasion for Alliance members to exchange experiences and create new ideas together on themes relevant for their work. The purpose of the this event is to make participants aware of the resources and policies available at European level in the field of active participation of young people in International Voluntary Service experiences (IVS) Furthermore, it intends to acknowledge and promote the networks' values. Study Session is an educational activity organized in partnership with the Youth Department by the Council of Europe and the Alliance, with an aim to strengthen mutual cooperation and exchange good practices.

Long-Term Training Course (LTTC) aims to develop Alliance's and member organizations' future trainers for campleaders in order to increase the quality of the workcamps and its educational impact. LTTC takes place during a longer period of time and consists of several educational activities answering the current educational needs of the network member organisations. Namely the LTTC constitutes of the following four concrete phases:

1. Induction seminar (INS)
2. Training of Trainers (ToT)
3. Practice Phase
4. Evaluation Seminar (EVAS)

Advanced Training Course (ATC) aims to address specific needs of Alliance working groups or Alliance members as well as educational needs of Alliance Pool of Trainers and its development. Those International training courses take place on ad hoc basis and target

participants who are already involved in Alliance activities and thus are already committed to develop their skills as well as the performance of the network itself.

General Conference (GC) is a biannual event, which aims to create a space for different actors from different voluntary service organisations to work on specific topic(s) and thematic priority of network itself. Within this wider context, the purpose is also to make participants aware of possibilities and opportunities of active participation in International Voluntary Service experiences (IVS).

Training of Camp Leaders (TCL) is a training for future camp leaders to provide them with tools and information relevant for leading a voluntary workcamp.

Post-camp Event (PCE) aims to gather the volunteers and/or group leaders who have been involved in voluntary workcamps in order to share and reflect in their experiences.

Alliance Long-Term Training Course

Long-Term Training Course (LTTC) aims to develop participants' competences in design, implementation and evaluation of NFE activities in order to improve the quality standards of Alliance and member organisations' events.

Generally **LTTC** affects the *Alliance Pool of Trainers* (A-PoT) twice: being a recruitment instrument for the future A-PoT members, as well as an instrument for personal and professional development for the members of A-PoT.

Therefore biannual LTTC consists of four progressive stages such as *Induction Seminar* (INS), *Training of Trainers* (ToT), *Practice* and *Post Season Event* (PSE). Each of them is focusing on different segments of the LTTC main theme and using different educational approaches. Participants are required to be committed in all stages of LTTC.

Induction Seminar (INS) marks the beginning of the LTTC. INS provides participants with an understanding of the Alliance and its campaigns, sets the context of the roles and responsibilities within network's structure, as defined in relevant policies, and defines the possibilities and opportunities for further commitment and involvement. Therefore participants are informed about Alliance, its values and the upcoming LTTC events. They are setting the basis for the Training of Trainers and other LTTC phases.

Training of Trainers (ToT) aims to provide participants with basic skills in order to use non-formal education (NFE) methods and approaches to run training courses for camp leaders on local level. Furthermore, the knowledge developed and competences acquired can be used to support other educational activities in the field of NFE proposed by Alliance members.

Practice Phase aims to use the competences and methodologies acquired in the previous stages of LTTC. Participants of LTTC are expected to support their organizations in preparation and implementation of camp leader trainings before running the workcamp season.

Evaluation Seminar (EVAS) aims to evaluate the implementation of preassigned aims and objectives from INS, ToT, as well as the practice. The participants of the event are supposed to share their experience as well as to evaluate the process. PSE should also provide

participants with space to create and develop follow-up activities which should have further impact on future season.

The *Advanced Training Courses (ATCs)* as well as the *General Conference (GC)* are not supposed to be inherent part of LTTTC. But as it is meant to be part of a continuous improvement process, perceptions from every evaluation meeting of an Alliance educational activity are used to feed the next LTTTC.

Stakeholders of Alliance Educational Activities

To realize an *Alliance educational activity* it is important to ensure effective and efficient cooperation and communication between several stakeholders involved in the organizational process. All of them have responsibilities in sense to deliver/receive quality education and cooperation.

1. Alliance Course Director;
2. Coordinator of Training Needs Working Group;
3. Training Needs Working Group itself;
4. Alliance Pool of Trainers;
5. Hosting organization, project partners and support staff;
6. Participants.

Alliance Course Director

Alliance Course Director (ACD) is a senior trainer who has been appointed by *General Assembly (GA)* for a period of two years time for this position. S/He is supposed to provide reports on development of the training activities hosted and/or labelled by Alliance (e.g. LTTTC and/or General Conference) and present them during the meetings *Management Committee (MC)* throughout the year as well as present a final report to the Alliance members at annual GA. There is an intense cooperation of ACD and coordinator of TNWG. ACD is a member of the A-PoT automatically.

General Responsibilities:

Core tasks:

- To preselect trainers for specific projects with the TNWG coordinator for the final approval of the VP;
- To make sure Alliance ethical principles and code of professional conduct are fully respected during all Alliance educational events;
- To provide support and act as an Educational Advisor in all Alliance Educational Activities;
- Upon request to be available for Working Groups in drafting the educational activities;
- To coordinate the Alliance Pool of Trainers throughout her/his mandate;
 - To launch the call for trainers for the Alliance Pool of Trainers;
 - To preselect trainers of A-PoT in cooperation with TNWG Coordinator for final approval by the EC;
 - To be in touch with the A-PoT members regularly, informs about possibilities for personal development, calls for specific projects, etc;

- o To monitor and evaluate the work of A-PoT members;
- To execute restrictive measures towards trainers previously decided by EC.
- To caution or exclude participants from Alliance educational event who do not comply with certain code of conduct, of the general responsibilities or ethical principles with the EC approval.
- To monitor that the Educational and Training Policy paper is followed and implemented in terms of checking the quality of the proposed training facilities, development of respectful working conditions, supervision of the trainers work, role of all the actors involved in the training course to be clear and fully implemented.

Project-based tasks:

- To write the application for the Alliance Educational Activities (AEA) in cooperation with the TNWG and with the support of the Vice President (VP).
- To coordinate implementation of *Alliance Educational Activities* in cooperation with Alliance Pool of trainers (A-PoT) and TNWG, including writing calls for partners, participants, coordination of the logistics with the host, collecting all the documents after the training course and reporting on all activities together with the host and A-PoT;
- To develop the content of Alliance Educational Activities in cooperation with *Alliance Pool of Trainers* (A-PoT) and TNWG;
- To encourage space for evaluation during every steps of implementation of AEA for all stakeholders involved before, during and after the implementation time;
- To prepare summary of evaluation and reports for each Alliance Educational Activity;

Training Needs Working Group (TNWG)

The Training Needs Working Group maps and addresses the needs in terms of Training and Education in the level of Alliance as network and also in the level of the member organisations.

General Responsibilities:

- Monitoring the implementation of the Training and Education policy;
- Developing the Training and Education policy paper;
- The group functions as a strategic partner for the other working groups, committees and task forces in order to support them to answer to their training needs;
- Gives direction about relevant priorities in the educational events according to needs assessments;
- Aims to standardize educational processes (e.g. preparation, reflection, evaluation, certification etc.) in order to make them transparent and understandable for the member organisations;
- Supports the impact measurement of the educational activities;
- Strengthens the coherence between Alliance Educational Activities;
- Connects and coordinates the educational activities implemented by the member organizations related to the training needs of the network and priorities of the Alliance Plan of Action.

Coordinator of TNWG

Coordinator of *Training Needs Working Group* (TNWG) is appointed by *General Assembly* (GA) for a period of one year time for this position. S/He provides reports about the activities of the TNWG and present them during the meetings of *Executive Committee* (EC) and *Management Committee* (MC) throughout the year as well as present a final report to the Alliance members at annual GA. There is an intense cooperation of coordinator of TNWG and *Alliance Course Director* (ACD).

General Responsibilities:

- To coordinate TNWG and support the implementation of its *Plan of Action* (PoA);
- To preselect trainers of A-PoT in cooperation with the ACD for final approval by the EC;
- To preselect trainers for specific projects together with the ACD;
- To make sure Alliance ethical principles and code of professional conduct are fully respected during every Alliance educational event.

Alliance Pool of Trainers

Aim

Alliance Pool of Trainers is primarily meant to be a trainer resource for Alliance Educational Activities. It aims to facilitate empowerment of individuals and to be an important resource of knowledge, skills, experience and expertise that will contribute to capacity building and development of Alliance as a network, its member and partner organizations as well as any institution cooperating with Alliance.

Responsibilities of the Trainers:

- Upon request to be available for the members with tools to make their work more convenient, effective and efficient;
- To contribute in all stages of a project from application to evaluation;
- To implement Alliance Educational Activities (e.g. LTTC) in cooperation with the ACD and the TNWG;
- To provide services (trainings, facilitation, moderation and consultancy) to Alliance, its member organization and institution that aligns interests for cooperation;
- To ensure quality of Alliance educational activities by having a proper range of training topics;
- To foster a space for education, creativity and exchange of good practice and experience among trainers;
- To ensure space and opportunity for participants to become more experienced, to develop (training) methods and give them opportunity for self-development;
- To be available for consulting on youth/volunteer issues according to his/her own expertise;
- To promote equity, social cohesion and active citizenship in Alliance educational activities;

Trainers for the Alliance Pool of Trainers are mandated by Alliance member organizations and are familiar with Alliance vision, mission and educational approach. They are working under supervision of the Alliance Course Director.

To become part of A-PoT each trainer has to apply for a position and to pass the selection process. Criteria for selection and performance are specified for each individual call. *Alliance Course Director*, coordinator of *Training Needs Working Group (TNWG)* and *Alliance Vice-President (VP)* are responsible for the creation of the A-PoT and its alignment with present needs of Alliance as a network and its member organizations. In general, each trainer may apply for the position of junior or senior trainer regarding the criteria listed below:

JUNIOR TRAINER is a person who:

1. Is active in Alliance member organization for at least 2 years;
2. Can prove good understanding of the networks' values, mission and vision;
3. Has taken part and successfully completed LTTC;
4. Participated in at least 2 International NFE events;
5. Has experience as a trainer in at least three 3-full-working-days trainings, out of which at least 1 has to be an international training;
6. Is able to present Alliance and broadcast basic information about Alliance history and its values;
7. Has experience as leader in intercultural activities such as workcamps, youth exchanges or similar activities;
8. Has ability to design, run and reflect educational sessions;
9. Has strong communication competences for good teamwork and proper presentation;
10. Has ability to work in intercultural environment and within international team;
11. Has sense of initiative & creativity;
12. Has good level of both spoken and written English language.

SENIOR TRAINER is a person who:

1. Can prove a good understanding of the networks' values, mission and vision;
2. Has taken part in at least 2 different Alliance events – Joint Meeting, GA, GC, Staff Meeting, Congress or TM;
3. Has experience in developing of project applications, training programs and educational modules, either through the Alliance or the member organisations;
4. Has specific field of expertise that is connected with the Alliance values and principles;
5. Has knowledge of funding schemes;
6. Is able to recognize and implement the objectives of the applied project;
7. Has very strong communication competence, and highly developed presentation skills;
8. Has a sense of initiative, creativity and innovation;
9. Has a sense of urgency and ability to quickly react to situation;
10. Has a sense of teamwork and willingness to share his/her experience with others;
11. Is able to coordinate, develop and implement educational program of the training, according to the outlines specified in the application;
12. Is active in youth /volunteering/non-formal education field for at least 4 years;
13. Is a trainer who has been in responsible position of at least 6 international trainings, out of which at least 1 was a training of trainers (must be visible in CV) and at least 2 were labelled as the Alliance educational events;
14. Is able to provide sufficient knowledge concerning health and safety issues;
15. Has good level of both spoken and written English language.

In order to assure successful transition of junior trainers towards becoming senior trainers within the 2 years mandate, each Alliance Educational Activity should provide a place for at least one junior trainer to be mentored by the senior trainer in project design, implementation, evaluation and reporting of the activities. In addition to this, if time frame allows, Alliance Course Director should envision time to mentor at least two junior trainers per year in project development, while working on Alliance project applications. This way, Alliance secures further development of the junior trainers in project development as one of the essential steps towards becoming a senior trainer.

In case during the selection process for trainers for a project there is no applicant who fulfils the specific required criteria, the call is open for trainers mandated by member organisations. Every selected trainer needs to fulfil the above minimum criteria.

Membership in Alliance Pool of Trainers

The **formal criteria** of the application to be member of the A-PoT is reviewed biannually by TNWG.

During **application process** each applicant for the position in A-PoT needs to take in consideration certain criteria:

→ *Mandate of the organization*

As the Alliance is a cooperative network it's up to the organizations to support the activities of the network by mandating their trainers for the *Alliance Pool of Trainers* (A-PoT).

→ *Commitment of the trainer*

There is a fixed 2-year mandate period. Organizations can appoint trainers commit for at least 2-years-period while after that all the A-PoT members have to reaffirm their commitment of the PoT with a new application. An open call will be launched for both previous members of the PoT and new applicants.

→ *Political involvement in the network*

Recognizing the need for a clear distinction between the operational and the political role of the individuals involved in the different bodies of Alliance, therefore: Executive Committee (EC) members cannot be part of the Alliance Pool of Trainers(A-PoT), .Due to conflict of interest the participation of the EC members in Alliance Educational Activities has to be limited. Any member of the EC, however, can be invited as the guest speaker or an expert to Alliance's educational activities, if this would contribute the quality of the event.

Coordinators of Working Groups and other committees, as members of the Management Committee (MC), can be a part of the Alliance Pool of Trainers (A-PoT) without limitations.

The applications for the A-PoT should contain:

- ✓ *Application form (online)*
- ✓ *Curriculum Vitae (CV)*
- ✓ *Letter of motivation by trainer*
- ✓ *Letter of support by organization*

During **selection process**, the coordinator of *Training Needs Working Group* (TNWG), the Vice President (VP) and the *Alliance Course Director* (ACD) are responsible to check if the applications are complying with the minimum standards declared above. In case the coordinator of TNWG applies for the Alliance Pool of Trainers s/he is not participating in his/her own selection process, it is the ACD and the VP. In order to ensure transparency of the selection process and as much as possible equal treatment of all applicants for A-PoT the decision on admission of trainers is generally based on following order:

1. timeliness and completeness of application
2. applicability of trainer
3. expertise, skills and experience
4. age, geographical and gender balance

The final applications of *Alliance Pool of Trainers* (A-PoT) is presented during the next Alliance event such as the Alliance Day of next *Technical Meeting* (TM) or the General Assembly and the final approval is made by the EC.

Selection of the trainers for specific projects:

For each specific project there is a special call for trainers based on the unique needs of the activity. It contains additional criterias according to the required profile and level of experience for the implementation of the project. (E.g. expertise in specific topics, availability, level of trainership, etc.)

For all the Alliance Educational Events, a **selection committee** is to be formed. The selection committee consists of the VP, TNWG coordinator and the ACD, unless TNWG coordinator wants to apply for a position. In this case a new selection committee will be formed by the EC excluding the person applying. In case there are not enough eligible applications from the A-PoT, the selection committee is entitled to launch an open call among the Alliance members.

For educational events organized by members and other external stakeholders where Alliance is asked or allowed to send trainers, the Alliance does not need to do any pre-selection and all members of the A-PoT are welcome to apply and be selected by the host of the event in question. If needed, the Alliance can issue a letter addressed to the host, explaining that we support and recommend all A-PoT members.

Benefits for Trainers

Being part of the A-PoT provides a wide range of benefits for the trainers, such as:

- Access to training positions within the Alliance;
- Opportunity to work together with experienced colleagues and increase knowledge about facilitation and other specific topic;
- Opportunity for trainers to practice skills and knowledge and get the necessary experience to develop professionally and personally;
- International visibility and recognition through the network of Alliance member and partner organizations;

- Possible involvement in preparation of different Alliance publications, researches etc.;
- Being addressed to run training courses out of Alliance;
- Have chance to develop new ideas and methods and thereby have a certain impact on the development of IVS in general and Alliance in particular.

In addition to the above mentioned benefits the A-PoT and Alliance educational activities are supported by a compensation system following the spirit of voluntary service. We strongly recommend to the Alliance and its hosting organizations to include regular compensation in their applications as well as to actually provide that amount for their professional engagement during the educational activity. The amount of compensation depends on funding opportunities and should be agreed between trainers and hosting organization during selection of trainer team. For Alliance educational activities it is the ACD and the EC ensure compensation considering the specific project conditions. In any way all trainers' expenses directly related to the training course such as travel costs, accommodation, food and material should be fully reimbursed or covered. Trainers are obliged to justify their financial benefit by availability and good performances throughout every stage of educational activities.

Restrictions of Trainers

There is possibility for warnings or exclusion of a trainer/s from the A-PoT. The *Executive Committee* (EC) decides on basis of written reports for any critical situation given by the *Alliance Course Director* (ACD) or host organizations or any other stakeholder of the Alliance educational event. Such report may consist of: determination of violated provision(s), consequences of situation, personal opinion and recommendation for restriction. Whether the trainer will be warned or excluded depends on the seriousness of the offense concerning items of general obligations, ethical code and code of professional conduct. Trainer will be permanently excluded if she/he commits following offenses:

- Has bad influence on reputation of the network;
- Endangers realization of the project;
- Discriminates participants or colleagues on any basis;
- Fosters safety dangers against participants or colleagues;
- Violating law;
- Exerts Sexual or any other type of violence to participants or colleagues
- Gets involved in a sexual and/or romantic relationship with a participant for the duration of the event
- Undermine the authority and the credibility of colleagues

The Alliance Course Director is responsible for execution of restrictive measures previously decided by the EC.

Hosting organization and project partners

The **hosting organization** of an *Alliance Educational Activity* decided to take over the responsibility of applying for and hosting an event of Alliance, upon which is voted during the General Assembly. That decision should be based on full reliability of the hosting organization.

In general, the trainers' expectations towards the host of an Alliance Educational Activity include:

1. Respect of Alliance Training and Educational Policy;
2. Search for appropriate project partners regarding relevant expertise and capacity;
3. Respect of agreed time frame;
4. Respect of agreed terms of participation;
5. Support of participants before, during and after *Alliance Educational Activity*;
6. Support of trainers before, during and after *Alliance Educational Activity*;
7. Provision of adequate facility/facilities and required equipment.

Project Partners apart from hosting organization also takes over certain responsibility of applying for an event of Alliance, upon which also might be voted during the General Assembly. That decision should also be based on full reliability of the project partner (organization).

Further details shall be found in the **Standing Orders of Alliance**.

Sending Organization

Sending organisations take responsibility in choosing and preparing participants for Alliance Educational Activities.

In general, the expectations towards the sending organization of an Alliance Educational Activity include:

Before the Activity:

- Find participants whose profile fits the description in the call for participants by analysing their application forms and having an interview,
- Provide participants with the infosheet and other documents prepared by the hosting organisation,
- Organise preparation meeting in order to provide relevant information to selected participants, such as: overview of the programme, goals and activities of the sending /hosting organisations and the Alliance, financial conditions, necessary preparation tasks, and emergency contact details of the sending organisation,
- Provide communication between participants and the hosting organisation.

During the Activity (specific to LTTC, which is a Long Term Training Course taking place over the course of several months):

- Provide technical support for the LTTC participant/s during the whole course of the programme.
- Include LTTC participant/s in the preparation and implementation of the training/s for campleaders and post camp event/s or any other task which might be a part of the LTTC programme.
- Provide participants with more opportunities to practise training skills.
- If possible, have a certain person responsible for the communication and support for the LTTC participant/s during the course of the programme.
- Give feedback to the LTTC participant/s on the development of their training skills.
- Have regular meetings with the LTTC participants after each LTTC event.

After the Activity:

- Contact the participants in order to receive feedback on the quality and the learning outcomes of the Activity and their possible future involvement in the organisation.
- Contact the hosting organisation to get feedback on the participants.

Support Staff

Support staff of an Alliance Educational Activity is at least one person who is assigned by the hosting organization as a support member of the training team. Support staff is not necessarily a staff member of the hosting organisation but should be present to ensure the smooth practical implementation of the project. Support staff is working under direct supervision and/or in cooperation with Alliance Course Director (applicable for LTTC) or the responsible project coordinator assigned by Alliance.

SUPPORT staff is a person who:

1. Is familiar with Alliance and respects its ethical principles and code of professional conduct;
2. Has worked with the grant her/his organization used for the event it is hosting;
3. Is well organized and behaves responsibly;
4. Has good level of both spoken and written English language.

General responsibilities (to be adopted situationally):

- Assisting the preparation of the info-sheet (at least 3-4 weeks prior event)
- Supporting travel arrangements (especially visa issues)
- Administrative work like participation list
- Technical support concerning content, facilities, equipment, materials and accommodations
- Assistance concerning food and beverage
- Support Reporting activities
- Support for visibility and dissemination of the event

It is mandatory that support staff is physically present for the entire duration of the educational event.

Participants

Participants of Alliance educational activities are volunteers, activists, youth workers or other staff of Alliance member organizations. Learning process of participants is under supervision and facilitation of trainers, but they are also responsible for their own learning.

In general participants of an Alliance educational activity should:

- Respect Alliance values and ethical principles;
- Actively attend the entire duration of the course;
- Respect its time frame and attend minimum 80% of the scheduled activities;
- Accept all consequences that are results of their inappropriate behaving;
- Support sustainable lifestyles promoted through the sustainability campaign;
- Respect others and ensure basic rights and freedoms to participants and trainers that all people are entitled to regardless of nationality, sex/gender, age, national or ethnic origin, race, religion, language or other status;
- Be willing to transfer knowledge to the members of his/her organization;
- Take care of working space, materials, and accommodation;
- Be responsible for the health and safety of self and others.

⇒ *Target Group has to be specified for each project separately.*

Restrictions of Participants

There is possibility for warnings or exclusion of a participant/s from an Alliance educational event. If *Alliance Course Director* (ACD), the project coordinator of hosting organization or any other stakeholder of the Alliance educational event deem that some of the participants do not comply with certain items of the general responsibilities or ethical principles, the participant/s can be cautioned or excluded depending on the seriousness of the offense.

A participant will be permanently excluded if s/he commits following offenses:

- Missed all or most of the session without acceptable reasons;
- Endanger realization of the project;
- Does not respect agreed terms of participation;
- Foster safety dangers of other participants and trainers;
- Discriminate participants or colleagues on any basis;
- Violate law;
- Exerts sexual or other type of violence towards participants or colleague;
- Has a considerate bad influence on Alliance reputation.

Benefits for Participants

At the end of all Alliance educational activities, participants will receive a certificate that proves their successful completion of that event. Also, they will get needed support from their Trainers for personal and professional development during the educational activity. Specifically, participants in the Long-Term Training Course will be introduced to a mentoring system that ensures communication and support after the training and during the season of voluntary service.

Participants will have the opportunity to:

- Be involved in future Alliance activities;
- Advance as trainer and apply for A-PoT;
- Develop a social network over the world;
- Enjoy intercultural exchange by meeting other cultures, lifestyles and similar minds;
- Get certified for future applications and commitments;
- Get personal recommendation.

Glossary

AEA - Alliance Educational Activities (including the LTTC, General Congress etc.)

A-PoT - Alliance Pool of Trainers

ACD - Alliance Course Director

ATC - Advanced Training Course

EC - Executive Committee

GC - General Conference

GA - General Assembly

INS - Induction Seminar
LTTC - Long-Term Training Course
MC - Management Committee
PCE - Post Camp Events
PSE - Post Season Event
StS - Study Session
TCL - Training of Camp Leaders
ToT - Training of Trainers
TM - Technical Meeting
TNWG - Training Needs Working Group