



SALTO – YOUTH*
WORKING SESSION
ON
ACTION 5
STAFF MEMBERS
ON TRAINING ISSUES

INJEP
Marly-le-Roi, France
October 5th, 6th, 7th

REPORT



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* ***SALTO-YOUTH*** is shorthand for the Support for Advanced Learning & Training Opportunities for the YOUTH programme of the European Commission. In September 2000, four of these ***SALTO-YOUTH centres*** were created (within the YOUTH National Agencies of Flanders-Belgium, Germany, UK & France) to enhance the quality of the projects within the YOUTH programme, through the organisation of specialised training courses and the co-ordination of the different training efforts within the YOUTH programme.



Youth, Civil Society, Communication

There is good reason to say that the days between 5 and 7 October 2000 mark a stepping stone for the further development of YOUTH policy and programme. There were two different Events taking place in Paris which both will have impact on the life and learning of young people in Europe : whereas the White book gathering brought together around 450 young people in Paris in order to discuss their expectations from a European YOUTH policy ? The French National Agency hosted a working session of Action 5 staff on training.

The latter – certainly less spectacular but nevertheless very important – allowed for reviewing the existing training activities within the network of National Agencies and to discuss further steps forward. The results of the different workshops are outlined in this document. In addition, the report provides an excellent overview about existing and future training courses by the end of the year 2000 which will be helpful to everybody involved into international YOUTH projects to get acquainted with information about this intern.

Training is the key element for ensuring quality in non-formal educational projects supported within the YOUTH programme, which requires an ongoing effort of all the actors involved into the implementation of our programme. Especially the members of staff in the National Agencies play a crucial role for further progress in the field of training. I am sure that – based on this first working session – the Co-operation between the National Agencies and within the network will be even more intensified in the future. Our common goal is – and this becomes evident from the report – to maintain and to improve the quality of non-formal educational projects for young people.

Pierre MAIRESSE
March 2000

EUROPEAN YOUTH PROGRAMME

French National Agency



Dear colleagues,

In October, the French National Agency had the opportunity to welcome representatives of the European commission, Action 5 staff members and EuroMed co-ordinators.

In this working session, participants exchanged about their practices, experience, questions and needs. Their purpose was to (and still is!) develop the quality of the YOUTH programme through support measures.

European youngsters were never offered such possibilities to meet since the YOUTH programme was voted by the European parliament.

During these three days, each participant expressed his/her will to be part of this “new adventure”.

There is so much “savoir-faire” within the different NAs that we all agree on the interest to reinforce our network and gather our experience from the bottom to the top.

The creation of SALTO is an answer to these expectations.

Catherine Leseve-Nicolle
Head of the French
National Agency

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I. PROGRAMME

Thursday, October 5th	
From 10 :00 am	Arrival of the participants,
13 :00	Lunch
14 :30	Plenary session
	Opening speeches by Jacques Touzeau, Director of the National Institute for Youth and People's Education, Mrs Catherine LESEVE NICOLLE head of the French NA.
to	<ul style="list-style-type: none"> Resume from the conclusions of Baden's seminar :
	Helmut FENNES Head of Interkulturelles Zentrum (Austria).
	<ul style="list-style-type: none"> YOUTH and the training strategy of the Commission:
	Frank MARX Senior Project Officer of Action 5.
	<ul style="list-style-type: none"> The role of the Council of Europe within the partnership:
15 :15	Peter LAURITZEN, Head of the youth policies and education board from the Youth Directorate of the Council of Europe.
	<ul style="list-style-type: none"> Presentation of the workshops:
15h30	
to	<ol style="list-style-type: none"> 1. Training annual meeting; Moderator: Tony GEUDENS (Jint) 2. Co ordination ; Moderator: Udo TEICHMANN (JUGEND für Europa) 3. Curriculum and quality development group; Moderator: Peter LAURITZEN (Eyj). 4. Publication Materials, compilation of good practices; Moderator: Bernard ABRIGNANI (Injep).
18 :00	
to	
19 :00	
19h30	Plenary session : report from the workshops
	Dinner
	Evening free
Friday , October 6th	
9: 00	Plenary session: presentation of the day
	Synthesis of the NA's action 5 work-plans
9h30	Workshops : Resource centre training programs :
to	<ol style="list-style-type: none"> 1. Access to the Youth Programme, especially for disadvantaged young people in EVS (by JINT) 2. Developing EVS-activities in PECO countries (by JUGEND für Europa) 3. Implementation of the EuroMED actions (by INJEP) 4. Project-management and capacity-building on a European level (by CYI)
12 h30	
13 :00	Lunch
14 :30	Plenary session: report of the workshops

to 15 :30 16h00	Workshops: Training offers from NAs to the network 1. BiTriMulti- Moderator: Charlotte FRANCK (BE-FL) and Inge STUER (IRL). 2. Soho - Moderator: Peter BARENDSE (NL), Peter HOFMANN (A), Paulos BERGLÖF (SWE). 3. SSV - Moderator : Brian RODRIGUES (DK). 4. Backup - Moderator : Laszlo FOLDI (HU). 5. Train the trainer – Moderator : Helmut FENNES (A).
to 18h30 to 19h30	Plenary session: report of the workshops and decision about the networktraining
20h	« Aperitif » and “buffet” - Music and dance. ☞ Can you please bring some gastronomic specialities?
Saturday, October 7th	
9:00 to 10h30	<i>Plenary session: presentation of the day, End of reports and decision making of the workshops</i>
11h00 to 12h30	New good practices: presentation and questions 1. EVS experimental feasibility seminar French NA 2. Youth exchange feasibility training Hungarian NA 3. Training for an easier linguistic communication Italian NA
13:00	Lunch
14:30 to 17h30	Open space for informal Inter-agency meetings aiming at achieving a common analysis of the European actions and reflecting upon the partenarial actions should be developed in the new programme 2000: Training, partner-matching, etc. (we are waiting for your proposals and suggestions!)
	<i>FREE EVENING IN PARIS</i>

II. GENERAL OBJECTIVES OF THE NATIONAL AGENCIES (DISCREASING ORDER O F ACTIVITIES IN NATIONAL AGENCIES) –2000/2001 -

- Implementation of multilateral projects,
- Work on “EVS” with PECO,
- Increase in the participation of disadvantaged youth on “EVS” actions,
- Training of multipliers within national networks,
- Work on development of partnership,
- Links between “EVS” and “Youth for Europe” actions,
- Stimulating the co-operation with non usual partners, regions and countries,
- Implementation of “Euromed” projects,
- Implementation of transborder actions,
- Creation and development of national and international pool of trainers,
- Networking and co-operation with Eurodesk.

III. PRESENTATION OF SALTO-YOUTH

The 4 S.A.L.T.O. (Support for Advanced Learning and Training Opportunities) are part of the training strategy for the Youth programme. The general aim of the strategy is to empower youth workers and support persons to develop high quality youth activities that contribute to the achievement of the objectives of the programme.

A. SALTO'S ROLE

- Implement training activities,
- Provide a link between the various elements of the training strategy,
- Contribute to the development of training activities and tools in the network,
- Co-ordinate and foster the development of NA co-operation on training initiatives (such as Click or Bitrimulti),
- Help to organise from 2001 onwards, an annual training meeting event which will review levels of activity, discuss policy and define needs and future developments.

The main objective now is for each of the SALTOs to offer training courses that develop thematic areas of work within the Youth programme. These courses should be concerned with priority issues and target groups that are not addressed within the rest of the training offer.

The 1999 NA seminar in Baden, "Training for European Youth Projects" identified the priority target groups for training and their key training needs. This process will be continued through the Steering Group and the annual training meeting so that the role of the SALTOs responds to changing needs and developments in the programme.

B. THE TRAINING COURSES

These courses are part of the training strategy for the YOUTH programme, which aims to **empower youth workers and support persons to develop high quality youth activities that contribute to the achievement of the objectives of the programme**. These SALTO-YOUTH courses hope to serve as a complementary tool that you can use in your NA or EuroMed strategy on Training as a way to increase the knowledge & skills of the key youth workers co-operating with you in the framework of the YOUTH programme.

1. THE OFFER

Each course will be run twice and will have places for 25 participants (50 participants over the two similar courses). The topics of the training courses are :

- SALTO-JINT (Flanders, Belgium): “Inclusion – a focus on EVS”.

How to use the YOUTH programme (and more specifically EVS) in the work with young people from disadvantaged backgrounds ?

- SALTO-INJEP (France): “EuroMed Co-operation”.

How to implement and manage a EuroMed project ?

- SALTO-JUGEND für Europa (Germany): “EVS in PECO”.

How to develop EVS in the pre-accession countries ?

- SALTO-Connect Youth International (UK): “Project Management & Capacity-Building at the European Level”.

Managing for Quality within the YOUTH programme.

We would like you to consider these courses as an opportunity to address the training needs in your (future) applicant organisations by sending the right persons to the training courses, and perhaps they can also serve as a resource person for your work with the YOUTH programme in the future. Therefore we would like to ask for your co-operation in the recruitment and selection of participants and for the follow up of the course.

2. RECRUITMENT & SELECTION

There is a common administrative timetable and structure for the four SALTO-YOUTH courses, so that the course length, recruitment, selection and evaluation process is the same for all the courses. These elements have been considered in order to make the courses accessible and open in terms of their cost and length and to allow a standard period for recruitment and preparation of participants.

A **prioritised list of maximum 4 candidates per course topic** (irrespective the course dates) and **their application forms is to be sent to SALTO-YOUTH-Jint**. So we ask you to make a preliminary selection of the 4 applications per course-topic that you think would be most appropriate and also shortly **motivate the priorities** that you have given. After a meeting with the commission, a final selection will be done for the limited place, taking into account your priorities to the extent of the possible but also geographic and gender balance. For some courses there is a specific composition of the group of participants (EuroMed: 1/3 EU and 2/3 Mediterranean; EVS in PECO: 1/3 EU and 2/3 PECO).

It would be recommended that the NAs and EuroMed coordinators send relevant information about the YOUTH programme in relationship with the course topic to the selected participants or brief them on the possibilities within the YOUTH programme.

If for any reason a participant cancels his/her participation, we would like to ask you to inform the SALTO-YOUTH centres immediately to replace the person with someone from our waiting list.

3. PARTICIPANT PROFILE

You are a crucial partner in the selection process. In your selection it is important that you try to identify participants who are able to put their experience and learning into practice, after attending the course. You are in the best position to know whether the candidates could function as multipliers or serve you as resource persons in your future work. The precise participant profile will vary a little according to the particular nature of the training course, and is described in each course description.

However the common selection criteria would be:

- they are prepared to share the information, knowledge and skills developed on the training course with others – to act as multipliers,
- they will have the recommendation and support of their organisation and/or of the NA or EuroMed co-ordinator (there is a space provided for a support signature in the application forms),
- they should be knowledgeable about their own organisation and its capacity to undertake international projects within the YOUTH programme,
- they can work comfortably in English,
- they will participate fully for the whole period of the training course,
- they will participate in follow-up and evaluation initiatives organised by the National Agency or by the SALTO-YOUTH network,
- they will have a clear need for training and will not have taken part in a course with similar content; for example through the Partnership with the Council of Europe.

4. FINANCIALLY

There is a participant fee of 50 Euro. (However, NAs can look at this on a case-by case basis if it is a barrier to participation for a priority applicant and try to support this applicant to overcome this obstacle).

We suggest the travel tickets will be bought for the participants by the NA/EuroMed co-ordinators, which will be reimbursed to them on the basis of tickets, invoices and receipts after the course, deducting the participant fee of 50 Euro.

Board and lodging will be provided and paid for by the SALTO-YOUTH centres.

5. FOLLOW UP

Assessing the impact of the training courses will be crucial. National Agencies and EuroMed co-ordinators will have the key role in following-up participants and proactively supporting their participation in YOUTH projects. We will devise a common approach to the evaluation and follow-up of the courses early next year.

Resource material in the format of a course report or a manual on the different topics will be developed with the course participants, compiled and edited by SALTO-YOUTH-INJEP, distributed to the network and accessible on internet.

C. THE TRANSVERSAL ROLES

In addition to their training role, each SALTO is responsible for a set of horizontal activities :

- SALTO-JINT (Flanders, Belgium): Organisation of the **Training Event**, autumn 2001.

For 3 days, in September-October 2001, training officers from the National Agencies and active trainers in the youth field in Europe will exchange their experience, methodologies and initiatives.

- SALTO-JUGEND für Europa (Germany): Creation of a calendar and co-ordination of training activities.

It provides the youth field with information about European training and development opportunities. The NA network, the Partnership, SALTOs, Youth Forum etc, enter information. SALTO-YOUTH JfE act as a 'gatekeeper' in terms of suitability and timeliness of entries.

- SALTO-Connect Youth International (UK): Evaluation and follow up of SALTO training courses.

It aims to evaluate **the results, the “feed-backs” and the impact** of the SALTO courses. This comprised a framework for the collection of evidence, including sources, methods and timing.

- SALTO-INJEP (France): Publication of materials, compilation of good practices.

NAs are to send examples of training resources and good practice to SALTO-YOUTH INJEP. The materials including documents, useful web-sites, CD Roms, videos etc, are catalogued, with a brief summary and details of availability. INJEP also maintains a library of resources like a **“common memory”**.

All high quality resources, in any language, are sent with a brief summary of the content in English or French.

IV. TRAINING EVENT

NOTE: This report is the combined result of the workshop and the SALTO-YOUTH centre and shows work in progress. The concept described here will evolve over time due to a variety of influences so this text should be understood as a draft. Refer to the final invitation (Summer 2001) for the exact information.

Present at the meeting :

5 National co-ordinators/Euromed: Tunisia, Lebanon, Palestine (2), Malta; 1 PECO country: Slovenia; 1 EEA country: Norway and SALTO-YOUTH Flanders-Belgium.

A. EXPECTATIONS & NEEDS

After a round of presentations we started off sharing what our and other expectations and needs could be towards a meeting of different actors in the field of training (NA training officers, trainers, institutions, ...).

For the Euromed participants, basic knowledge about the different actions (including technicalities, filling out applications etc.) needs to be provided.

It could be a space for partner finding and new co-operation initiatives, for planning co-operative events between NAs and National Co-ordinators of the Euromed region.

Comparisons of different training activities within the NAs would be useful – picking good practices, being aware of challenges/problems that might occur.

A space to promote non-formal education and to put it on the agenda of the NA, decision makers, etc...

It would be good to involve policy makers to show all the work that is happening in the field. Policy discussions about which direction to go.

Have an analysis of the training done by scientists in order to give us legitimacy and status.

Evaluation of last years training and co-operation, to find weak spots and put focus on possible improvements.

To exhibit or present different training initiatives; their methodology, their programme and their results.

Get new ideas for training from different sources (from training institutions, business, trainers using specific methodologies,...).

Make our training offer known to the outside world : PR event.

B. AIMS

From the needs and expectations we tried to fit them into acceptable **AIMS** :

- Taking stock of the achievements in the field of training (=non formal education)
- Exchange of views & experiences between partners in training (=non formal education)
- Defining future developments in the field of training (=non formal education)
- Provide an opportunity for debates about training policy
- Promote the actions of the YOUTH programme in the field of training (=non-formal education).
- Raise the visibility of the products, achievements and benefits of the YOUTH programme.
- Measure the positive outcomes of non-formal education.
- Get inspired by good practice outside of our own training events and see how we could adapt it to our practice promote our own

1. THE FORMAT

THE FORMAT of the Annual Training Event could include :

- Overview of the activities carried out in the field of training by the NAs.
- Fair of different training activities & institutions that exist.
- Press campaign to get non-formal education within the YOUTH programme known
- Documentation about different training activities– videos, articles etc.
- Policy debates with policy makers.
- Workshops to try out new methodologies.
- Think tank on the use of Training strategies.
- Presentation of training materials (from in & outside).
- Training consultancy: trouble shooting for concrete training problems.
- Presentations by experts/business trainers/scientific of their opinion on non-formal education: analyses of outcomes.
- Market with trainers that are co-operating with European projects (NA, Commission, CoE, YOUTH projects, ...).

2. THE SCENARIO

THE SCENARIO could be as follows :

The 3 day Event will be partially split up in different groups.

After a general introduction for all (welcome, speeches, practicalities, overview), the group will be split up in two.

- The first one will be composed of NA training co-ordinators and talk about internal training matters (like a NA Training meeting). The second group will be composed of trainers from the Trainers Pool of the Partnership Agreement and they will discuss matters of internal functioning.
- The second day will also include other actors from the training field (Training Consultants, Council of Europe, Researchers, Training Organisations...). They will be invited to participate and present their training approaches. The whole event will be stimulated by inputs, presentations and workshops from several experts in the field (interactive conference style).

Linked to this Training Event there will be held a press conference as part of a PR campaign to give the activity the importance it deserves.

- The third day the NA meet together again to discuss the steps towards the future in the field of training, while the Trainers Pool gets the space for own initiatives, training sessions and networking.

C. METHODOLOGY

The Event creates space both for building bridges between the NA and trainers and for discussing internal matters of the different groups.

Enriching each other with good practices, both coming from within the network of the national agencies, the trainers, the Partnership as from other (training) institutions and experts. Day two of the training event will look like a fair in which key participants present different information, ideas and products to each other. The participants can actively take part in workshops and steer the direction of the training activities taking place within the YOUTH programme.

In parallel a web site will give direct reports of the Event. Chat sessions about training could be organised in the evening in order to allow for participation of the people that could not be present at the Event.

If these are the aims and the concepts, who should be **INVITED** ?

- NAs/National Co-ordinators responsible for training,
- Trainers (pool of trainers from NA, Council of Europe, Youth Forum),
- Figures who can influence public opinion – administrators, politicians, journalists (linked to PR campaign),
- Competent trainers from other sectors (training institutes, business, science, ...),
- People with different levels of expertise and with different needs in order to cross-fertilise. We should invite trainers from a variety of countries – not only from the most resourceful and famous training milieus.

All together there will be an estimated minimum of 100 and maximum of 150 participants.

D. PROGRAMME SUGGESTION

1. DAY 1: GETTING STARTED

(starting NA & trainers together)

Opening of the meeting and overview of the Event.

A warm welcome from the institutions/organisers, situating the Event in the framework of the training strategy, the Belgian presidency & the Partnership agreement for Training & Youth.

Training Harvest: What has happened up to now since the Baden Seminar in the field of Training. What training courses and linked activities & publications have been organised on different levels (concepts, statistics, co-operation agreements, developed materials,...).

Update on the SALTO YOUTH Network and their activities.

Update on the Partnership Agreement with the Council of Europe (eg. curriculum development group, production of educational materials,...).

Splitting up in two groups :

NA Training Meeting	Trainers Pool Meeting
<ul style="list-style-type: none">• Working Groups on different NA Training Offers (according to the needs & wishes; suggestions: Bi-Tri-Multi, Short Study Visits, Action 5, Training for Trainers, The Cocktail project, SOHO,...)• Report in plenary• New initiatives and co-operation requests.• Needs for training within the different agencies: wish list and suggestions for implementation• Any Other Business	<p>(!!! activity taking place under the Partnership: content to be discussed with the Council of Europe)</p> <ul style="list-style-type: none">• Who does what? Getting an overview of what's happening in Trainer Land. Presentation of projects that trainers are involved in.• Discussion about further training for trainers. Exchange of knowledge about different training possibilities (organisations, institutions, self study, web sites,...)• Training Ethics• Market for co-operation & training projects. Different offers: matchmaking between projects and trainers• Any Other Business

2. DAY 2: FAIR

(for NA, Trainers and other guests)

A menu of different workshops to arouse the interest and enhance the development of training. What is happening in the world of training outside the framework of the YOUTH & Partnership programme? Enriching and challenging our work with elements from outside.

Case study on the effects of a specific training activity. Exploring different methods for ensuring follow up of training courses. (thorough evaluation of a training course after a certain period of time, effect on the quality of the programme and on the trainee's life).

Methods for certification and accreditation of non-formal education. Exploring different possibilities and the cross-cultural feasibility of them. Presentation of examples of good practice. Suggestions for the future.

Development and use of training strategies and policies in different countries and organisations (comparison, analysis, evaluation,...). Panel discussion with training experts

from different organisations Open forums to discuss this issue. Suggestions for a European Training Strategy.

Recent developments in the field of non-formal education (new methodologies, theories,...) with its consequences on our training approach. Workshops to try out a sample of this new methodology.

Round Table on Citizenship. Discussing the challenges it entails. How to educate concretely for Citizenship – materials & methods

Debates about training policy and discussions about the direction in which to continue to work and provide opportunities in training. Policy discussions between the different actors in the field of training and determining the direction in which we want to work and which tools/activities are needed for.

3. DAY 3: FEED FORWARD

(NA only – open space for Trainers Pool)

Feedback from the work shops that provided suggestions for the future (about training strategy, policy, certification, follow up of training activities/monitoring results,...)

In the light of this feedback (re)defining the priorities in training within the framework of the YOUTH programme in the light of the needs of the youth leaders/support persons/....

Suggestions for new/additional tools to develop in the field of training (the topics of further training courses, web site development, publications, networking, quality standards...)

Input from the Commission on future visions

Closing statement

THANX to the Rapporteur Erik Langbraten

And in order to avoid breaking our mouth when we try to pronounce Annual Training Event, we are looking for a shorter **NAME** Contact Tony Geudens with your suggestions at TGeudens@Jint.be

V. CO-ORDINATION OF IMPLEMENTATION AND DEVELOPMENT OF EUROPEAN TRAINING ACTIVITIES BY THE NATIONAL AGENCIES OF THE YOUTH PROGRAMME

A. INTRODUCTION

One of the basic objectives of SALTO – YOUTH (Support for Advanced Learning and Training Opportunities in YOUTH) has been defined by the Commission and the four SALTOs in their application as “to co-ordinate the European training activities and support their development in the network of National Agencies”.

“As the Baden-seminar has shown, National Agencies have developed a series of training activities in order to improve access to and quality of projects under the programme. A lot of these are situated on a national level, but some have been developed as European training initiatives run by and in co-operation by several NA’s. Up till now this was done on a “voluntary” basis. Most important examples of these activities are : Bitrimulti (youth exchanges), Click (youth initiatives), Soho (voluntary service). The SALTOs will play a role in this field by assuring the continuation of this kind of co-operation between Agencies and by registering and reinforcing new developments in the network, that could lead to innovative activities.” For reasons of efficiency, Short Study Visits run by NA’s had been included. It was stressed that the SALTOs will not take a role in the actual organisation of European training activities of NA’s. This should stay a task for the NA-network.

“Instruments to be used are a common calendar of activities and recruitment procedures for participation twice a year. This tool can also be expanded for information on and recruitment of participants for other European training courses.”

B. FOSTER THE DEVELOPMENT OF NA CO-OPERATION ON ACTIVITIES RUN UNDER ACTION 5.

First, I would like to clarify the name of the different kind of activities, to reduce irritation :

- **SALTO – Training** are organised by the four SALTOs and will be offered twice a year.
- **NA – Network training** are activities co-ordinated by SALTO-YOUTH Germany, actively used from all NA’s, after they negotiated about it. This activities are financed under their own budget in action 51 / support measures.
- **NA – Support activities** are all other NA initiatives and activities, which are organised from one or several NA’s on a national, bilateral or multilateral level and financed under their own budget in action 51 / support measures.

C. NA- NETWORK TRAINING

1. GENERAL RULES SHOULD BE :

Activities, being organised under the network and run by the NA's should have a direct link to the needs of the different actions of YOUTH. Activities could be training, seminars, or any other activities, which help to fulfil the quality criteria of YOUTH.

The common activities of the NA-Network should be introduced at the annual conferences on training strategy, the Business meeting or the NA-Meeting. All programme countries should agree on the need and concept of such an activity and all NA's should be involved actively (recruiting / sending and hosting participants, financing participants costs). These activities should be co-ordinated by JUGEND für Europa. Activities organised and run by some NA's (not the whole network) should be co-ordinated by themselves.

The well known activities "BiTriMulti and "Train the trainer" will be discussed as a start in different workshops on the first Conference (5./7.Oct.) in France. The SSV is already accepted as a common activity, but will also be develop in a workshop in France. The participants of the workshops concerning the five mentioned activities should exchange their experience and discuss the standard structure and concept of each activity. JUGEND für Europa co-ordinated the preparation of the discussion on 6./7. October.

2. THE TASK FOR JUGEND FÜR EUROPA AS THE CO-ORDINATING SALTO COULD BE:

1. To develop a standard concept for each activity, which may help to continue the activity within the network without problems. As a minimum standard all NA's should agree on :
 - the general time schedule,
 - the number of training courses,
 - the general objectives, content & methods,
 - the duration of each training,
 - the financial input by each NA,
 - the profile and number of each participant,
 - the recruitment of participants and it's procedure,
 - the involvement of NA's and trainer in the training,
 - the matching of country groups per training,
 - technical and organisational procedures.
2. To create a common calendar with various possibilities to inform the network about these activities and to create an editor tool for e.g. the recruitment of participants (see point 2)
3. To evaluate the activity and to feedback results into the process of any further development of the activity
4. To act as a contact body for the activities offered by the network of NA's and to prepare proposals for new common activities in co-operation with these NA's to be introduced at the next annual conference on training strategy, the Business meeting or the NA-Meeting
5. To identify, implement and support a group of max. three NA's, which should be responsible for the quality of each activity (e.g. standard concept, method, evaluation with trainers, technical support). Herewith, it is guaranteed, that NA's are actively involved in the network co-operation. JUGEND für Europa would participate in each group. In some cases (e.g. SSV) it might not be necessary to implement such a group.

D. NA – SUPPORT ACTIVITIES

To foster the process of a common training strategy, it is necessary to co-ordinate all initiatives and activities carried out by the NA's under their own budget in action 51 / support measures. The co-ordination should support NA's to benefit from "good practise", to create new partnerships, to evaluate and perhaps modify their own national training strategy. It could also be an important input for the development of a coherent European training strategy.

1. THE ROLE OF JUGEND FÜR EUROPA AS CO-ORDINATING SALTO COULD BE:

- Out of the work-plans of all NA's a syntheses of training activities carried out by the NA's in action 5 should be evolved.
Through the common calendar all NA's can get an overview over all planned activities. There is a need for an intensive exchange of experience. Beside annual meeting and business meeting the action 5 project officer should have a common platform to develop their work
- There is also a need to create a common evaluation instrument, which NA's could use for their own evaluation of Action 5. This instrument should be created by a professional external organisation. SALTO - Germany should monitor the creation phase and help to implement this tool in the network afterwards. This need should be discussed and developed during the next NA-Meeting.

Through the co-ordination of the different activities above, it should be possible to get a clear view on the outcome of the training activities of all NA's

E. COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA

The idea of a "common calendar" has a history: Since 1999 the Troika of NA's organises a process of compiling a "list of events" of NA's. The co-ordinating NA (Movit / Slovenia) sends out a reminder four times per year to all national agencies with the request to fill in the date concerning the planned activities for the next three months. All entries are put together and listed according to the date of beginning of the announced activities. This list finally is sent to all national agencies for their use. The list of event was issued three times, with 45 to 90 events.

1. THE OBJECTIVES OF A COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA'S ARE:

- To get an overview for the Commission and NA's over all training activities
- To show the diversity of work and training offers of the NA's
- To encourage co-operation among national agencies (direct participation in the activity, dissemination of methods / results of activities, exchanging experiences, evaluation)
- To make planning of training activities transparent for the whole network
- To install a possibility for the recruitment of participants

2. WHAT KIND OF ACTIVITIES SHOULD BE IN THE COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA'S?

- All initiatives and activities carried out by each NA under their own budget in action 51 / support measures (e.g. national trainings)
- All European training activities run in co-operation of several NA's
- All NA – Network trainings co-ordinated by SALTO – Germany for all NA's (like perhaps BiTriMulti, etc.)
- All Short Study Visits organised and offered by the network of the NA's
- All European training seminars of the four SALTOS
- All training activities of NGO, funded under action 5 / support measures in the decentralised strand from one or more NA's, open for participants

3. WHAT STANDARD INFORMATION SHOULD BE IN THE COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA'S FOR EACH ACTIVITY?

- title
- theme
- target group
- aim
- composition of participants (countries, number of participants from each country)
- necessary qualifications
- working language
- organiser
- date
- venue
- participant fee
- deadline
- further info : email
- registration : email, fax
- address
- contact person
- link to homepage of applicants

4. HOW SHOULD THE COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA'S FUNCTION ?

It should be an electronic calendar on a common web-site of the four SALTOS. A possibility to produce a print version with these information should be foreseen.

Every NA has access to a special service part of the web-site and is allowed

- to input or maintain their own training activities and
- to adapt “their” participant profile form for each activity with an editor tool.

Every Internet user has access to the database being able to :

- search for training offers under several criteria (country of location, type of activity, content / theme, chronology / dates of activity) and
- fill in participant profile forms related to the different activities and send them via email to the organisers / NA's

There should be links to the different websites of the NA's, European Commission and Council of Europe and their "training calendars" (www.training-youth.net).

5. THE ROLE OF JUGEND FÜR EUROPA AS CO-ORDINATING SALTO COULD BE :

- Clarification about the location (a common web-site of SALTOs; common web-site / portal of NA's; webforum-jugend.de / web-site of JUGEND für Europa; others),
- Clarification with Troika about the relation of list of events / common calendar of training activities,
- Development and maintenance of the electronic calendar ,
- Information of NA's and active initiation of data input,
- Compilation and maintenance of links to other web-sites.

6. FURTHER PRECONDITIONS TO BE DISCUSSED:

- Languages: English, French, German, ... (translation!?)
- To be deleted following date ?
- Downloads of further descriptions, materials, registration forms ?

MINUTES

The workshop started with an input to the fact, that the NA's received an own budget for support activities (2.5 Mio Euro). Herewith, NA's developed officially to a kind of training institutes in the new programme YOUTH. A higher transparency, an evaluation and development of such activities and a coherent strategy is strongly needed.

F. THE DIFFERENT ACTORS AND LEVELS IN THE FIELD OF TRAINING ACTIVITIES FOR EUROPEAN YOUTH WORK

- NA - support activities (national activities of NA's or European activities in co-operation with other NA's, but without open access to all NA's)
- NA - network activities (with a regular and free access for all NA's, e.g. SSV)
- SALTO YOUTH activities (like training, material, calendar, annual meeting)
- Covenant activities (e.g. training, coyote, t-kits)
- Other activities of the European Commission, the Council of Europe and the European Youth Forum

NA's could use a mixture of all the different offers above for the active development of their national strategy to support Action 1, 2 & 3, e.g. through :

General support for the programme YOUTH, for example:

- active use of the t-kits (produced under the Covenant)
- SALTO YOUTH training "Project management and Capacity building"
- "back-up" training for multipliers (will be develop to a NA-network activity)

Support for specific Actions, for example in :

- Action 1: "BiTriMulti" training for beginners (will be offered as a NA - network activity in 2001)
- Action 2: Job shadowing of NA's (specially for the new co-operation with pre-accession countries)
- Action 3: Multilateral seminars for Youth-initatives to develop network activities and to work on the European Dimension (as a NA activity in co-operation with other NA's)
- Action 5: Common calendar of NA activities in Action 5 (co-ordinated by SALTO YOUTH)

The further development of a coherent national and European strategy could be guaranteed through an intensive exchange of experience and a tool to be created for the self - evaluation of national and European work-plans. An easy and early access to relevant information will play a key role in the planning of a training strategy on the different level.

The second part of the workshop consist of an input from the participants to the work-paper "Co-ordination of implementation and development of European training activities by the NA's of the YOUTH programme" handed out by SALTO YOUTH Germany. Herewith I briefly summarise the development of the specific items, which were mentioned.

Input to "Foster the development of NA co-operation on activities run under "Action 5":

- *"There should be a clearer definition of the different kind of activities run and / or co-ordinated by SALTO and / or by NA's."*
- *"Support activities where more than 20 (or 19 ☺) NA's participate should already be co-ordinated by JUGEND für Europa"*
- *"The decision for a new NA network training should be made in the Business meeting or Annual meeting (was changed in the plenary, that it also could be installed by SALTO Germany, whenever it is ready for that)"*

G. PROPOSAL FOR A CLEARER DEFINITION

1. NA SUPPORT ACTIVITIES

NA support activities are all activities and initiatives of NA's (national or in co-operation with other NA's), which are not open to the participation for all NA's on a regular basis. JUGEND für Europa is not involved in these activities as a co-ordination body. These activities should also be put into the common calendar for support activities, which will be offered from JUGEND für Europa in 2001 for the information to all NA's.

2. NA NETWORK ACTIVITIES

NA network activities (not only training!) are activities, where all NA's will have an open and regular access to. This concept will be guaranteed through the involvement and co-ordination of JUGEND für Europa together with a "quality group" consisting of colleagues from NA's. NA's which developed an activity in co-operation with other NA's, can always contact JUGEND für Europa (or perhaps will be asked by JUGEND für Europa), if they like to develop their activity to a NA network activity.

All NA's will receive (for the SSVs twice a year) the announcement for their participation in such an activities from JUGEND für Europa each year during autumn. So they are able to put these activities into their national plan of action (work-plan) and implement it into their national training strategy.

If there are only several NA's that would like to participate (less than 20) in one of the NA network activities, JUGEND für Europa will co-ordinate it, too. But, if the interest of the network in this specific training activity remains in a low level the following year, JUGEND für Europa will not co-ordinate it and will not announce it again through SALTO YOUTH. NA's which are in need of such an activity should develop and co-ordinate this activity on their own.

H. SALTO TRAINING

SALTO training are organised and run by the four SALTO centres in co-operation with trainers working in the field. The themes will be identified through the NA's in negotiation with the EU-Commission and the four SALTOs.

1. FINANCE PROCEDURES AND FUNDING MECHANISM FOR NA NETWORK TRAINING MUST BE CLARIFIED FOR EACH TRAINING.

This will be an essential part of the implementation of an activity into the network and should be organised in a way, that countries with smaller budgets will not be excluded from such network activities because of a lack of finances.

2. THE "QUALITY TEAM" FOR EACH NA NETWORK TRAINING SHOULD ROTATE IN A PRACTICAL WAY AFTER A PERIOD OF TIME.

There is a strong need for a qualified team of colleagues from NA for each activity (perhaps not for SSV). The aim, objective, method, evaluation and follow up will be in the responsibility of these "quality teams". Therefore, instead of selecting three NA's in general, specific colleagues should be named personally. As the meeting in Marly le Roi showed, activities which are developed in co-operation of NA's, will have already a team of NA colleagues, who guaranteed the quality of such an activity. Coming from these teams, three colleagues should start as a "quality team" to develop this activity to a network activity in co-operation with JUGEND für Europa. Tasks could be split among the four team members. After a period of max. two years, there should be one new colleagues involved as a minimum. JUGEND für Europa will focus on the involvement of all programme countries in general and on a regional balance in the specific teams, if possible.

3. INPUT TO "COMMON CALENDAR OF EUROPEAN TRAINING ACTIVITIES OF NA" :

- *"Is it realistic to put everything in, better to focus on certain activities?"*

- *"The SSV standard form could be send to SALTO from each NA"*

- *"How get the NA's involved in the web board on Internet?"*

We should try to put all activities into the database, which will be financed under the own budget in Action 5 from each NA as a start. This will be very important for the transparency, the encouragement of co-operation among the NA's and development of a coherent national and European training strategy. The common calendar will give each NA the possibility, to put its relevant data into the calendar through a standard form. JUGEND für Europa will remind the NA's on a regular basis to put new data in and to correct current changes.

- *"The ongoing process and its obstacles could be evaluated on the next training meeting"*

The first version of a Calendar will not be in the net before mid 2001. The next possible evaluation meeting would then be the Annual Training event in autumn 2001, which could be a good possibility to make a first evaluation on the ongoing process.

Other remarks during the workshop:

- *“The EUROMED countries should be more involved into the activities”*
- *“NA staff needs to be trained”*
- *“More Job shadowing among the NA’s could develop the national training strategies”*

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VI. PUBLICATION OF MATERIALS, COMPILATION OF GOOD PRACTICES.

Present at the meeting :

Bernard Abrignani (Moderator – SALTO-YOUTH-INJEP, France), Hubert Olié (Council of Europe), Asuman Göksel (National co-ordinator of Euro-Med, Turkey), Gordon Blakely (Connect Youth International, UK), Ana Videira (Instituto da Juventude, Portugal), Agnes Szilagyí (Mobilitás, Hungary), Jana Mimáliková (Juventa NAFYM, Slovakia) Mirek Marczewski (Foundation for the development of the Education System, Poland), Clément Dupuis (SALTO-YOUTH-INJEP, France).

A. PRESENTATION OF THE COVENANT.

An agreement (covenant) has been signed between EU (through the Commission of Education and Culture) and the Council of Europe (through the Youth and Sport directorate).

Its purpose is to “promote active European Citizenship and civil society by giving impetus to the training of youth leaders and youth workers working within a European dimension.”

Four main activities have been developed.

1. T-KITS (TRAINING KITS OR TICKETS)

These kits aim to “encourage the development of well managed youth organisations across Europe through the provision of a theoretical foundation and practical application of organisational management techniques.”

Four T-kits have been already published:

- 1- Organisational Management.
- 2- Methodology in Language Learning
- 3- Project Management
- 4- Intercultural Learning

Three are to come:

- 5- Voluntary Service
- 6- How to organise a Training Course
- 7- European Citizenship Education

2. COYOTE

This magazine deals with issues around “youth-training-Europe”. “It provides a forum to share and give new insights into some of the issues that trainers face in their work, issues related to the diverse training concepts, methodologies practices and realities across this continent. It also wants to inform about current developments in this field, especially at European level.”

3. *WEB-SITE (WWW.TRAINING-YOUTH.NET)*

This site is under construction. Its purpose is to develop “training opportunities” and on-line publication for youth-workers and trainers. Download publications (T-kits, Coyote), databases of resources are reachable. Moreover, one will find a newsgroup on training topics, a calendar of events and training activities.

4. *TRAINING COURSES*

The training sessions are aimed at the development and implementation of “European Youth Projects” – youth exchanges, youth initiatives and voluntary service projects- organised within the youth programmes of the European Union.

B. THE ROLE OF SALTO

1. SALTO : SUPPORT OF ADVANCED LEARNING AND TRAINING OPPORTUNITIES.

This programme is part of an overall European Training Strategy, as approved by the Programme Committee of the EU Youth Programme, with the following general aim: to empower youth workers, youth leaders and support persons to develop high quality youth activities contributing to the objectives of the programme.

Four different SALTOs from UK (Connect Youth International), Belgium (JINT), Germany (Jugend für Europa/IJAB) and France (INJEP) co-operate and act as part of a flexible network of co-operating partners in the field of training. This means :

- Complementary to the work that is being done in the framework of the co-operation with the Council of Europe.
- Maintaining a dialogue with the network of National Agencies of the Youth Programme,
- Responding to the priorities identified through the steering group.

Each SALTO works on a particular pedagogical field and co-ordinates training sessions on different actions and geographical zone.

2. SALTO FRANCE (INJEP): PUBLICATION OF MATERIALS, COMPILATION OF GOOD PRACTICES.

One of the French SALTO role is to develop, or contribute to the development, of tools, supporting the quality of youth workers training on a European level.

Its purpose is not to theorise an ideal training session but to launch a “research and development” project that could compile and create basic quality materials that trainers could use during training sessions. French SALTO can be a central place where the NAs can find the materials they need.

Therefore, it has to be agreed that it is the interest of all National Agencies to co-operate and provide the French SALTO materials that could be useful to all agencies to implement training sessions, to explain the pedagogy of exchanges in Europe and point out the interest of the different actions.

Five different kinds of supports can be compiled :

- Paper (magazines, articles, books, reports, transparency films...),
- Video : (tapes, DVD...),
- CD-Roms,
- Web-sites : a list of interesting web sites one can present to participants,
- Human Resources : a list of contact persons complementary to the pool of trainers compiled by the Youth and Sport directorate, the European commission and the Youth Forum.

Sharing these resources is the best way to **enrich each other with good practices**, both coming from within the network of National Agencies, the trainers, the Partnership as from other (training) institutions and experts.

C. ORGANISATION.

1. COYOTE

For the moment, there is a minority of articles written by persons from National Agencies. Then, it would be interesting to receive contributions from the NAs : ideas about new topics to develop articles... the deadline for the next publication is May 2001.

B. Abrignani (co-ordinator of the French SALTO –INJEP-) represents the NAs in the editorial comity. He is the referent person to contact. He will send the format and the next topics to the representation of the NAs at Coyote.

(A document with the format and the new topics of Coyote is joined to the document in the annexes).

2. T-KITS

About the choice of the topics, it has to be agreed that they have to match the demand. Therefore, it is important to communicate to B. Abrignani (who is part of the editorial comity) the needs of the trainers, from bottom to the top.

Ten T-kits have been sent to each agency. If there's any more need, they can ask directly to the Council of Europe, by post or by mail. These documents are transferable through Internet too.

Concerning the translation of the documents and its cost, this question must be asked officially to the Council Of Europe. The question of copyright is particularly important about the documents written by external writers.

3. WEB-SITE

It is agreed that there is a real interest to develop a common “SALTO web-site” for trainers. It would increase the visibility and accessibility of the training sessions and pedagogical materials, with all different kinds of information dealing with :

- the calendar of the different training sessions taking place in Europe,
- the way youth-workers are trained in European countries,
- the productions concerning international training sessions,
- discussions (“chats”) with thematic (in order imply the persons who could not be present at the meetings),
- a list of contacts with their specialities,
- information about events...

The creation of an editorial committee could precise the content of the web-site.

A question laid is suspend is whether the web-site would be part of the actual web-site of the covenant (www.training-youth.net) or not. But it is understood that this web-site will **work in co-operation** of all the existing “virtual outlets” and **enrich** them.

Other questions have been asked :

Will a web-master be taken on ? Part-time or full-time ?

What would be the public of this site ? Which kind of trainers should it focus on ?

D. CONCLUSION

Looking at the future and the need for innovation in training in the context of the new programme, we believe it is necessary to co-operate and bring together at an international level all different material that could be useful to share between NAs, trainers and youth-workers.

By registering and reinforcing new methods in the network of National Agencies, SALTO could lead to a better active European citizenship in youth exchanges.

It is every agency’s role and interest to contribute to the creation of a “**COMMON MEMORY**”.

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VII. INCLUSION & EVS (HOW TO MANAGE AN EVS PROJECT WITH YOUNG PEOPLE FROM VULNERABLE SITUATIONS)

Present at the meeting :

Helja (CIMO-Finland), Paloma (Instituto de la Juventud-Spain), Iana (Juventa-Slovakia), Angela (Jugend für Europa-Germany), Erik (SUAK-Norway), Irma (NIZW-Netherlands), Brian (ICU-Denmark), Sophie (Jint-Belgium), Taoufik (EuroMed Tunisia), Amir (EuroMed Lebanon), Tony (SALTO-YOUTH Flanders-Belgium).

A. NEEDS

After a round of presentations we started off sharing what our and other **needs** could be towards a training course promoting inclusion through EVS :

- It is important to work on the trust between organisation co-operating in activities with young people from disadvantaged backgrounds. They need to know where their youngsters will end up.
- Attention should be given on how to motivate and encourage young people from disadvantaged backgrounds to take part in activities.
- Support for the youngsters is primordial. Support persons & youth workers should realise the real situation of the young person at risk.
- There are differences in running a YOUTH project between different kinds of disadvantages (disabled, social, economic,...).
- Real life examples of young people's vulnerable situations would be useful to understand the young person better (eg video).
- Educational and psychological sensitivity should be developed in working with this target group.
- Legal requirements and responsibilities should be addressed in working with the young people at risk (in case of accident with people with reduced mobility, recidivity with delinquents,...) – questions of insurance.
- Evaluation and monitoring should be developed.
- How to make your way of working with this target group explicit to the other organisations involved – describing your organisational culture in dealing with “disadvantage”.
- Communication pitfalls and tips.
- Crisis -management.

B. AIMS

From the needs and expectations we tried to fit them into acceptable **aims** :

- Seen the commission wanted to promote inclusion of young people from disadvantaged backgrounds in the YOUTH programme in general, the approach will be changed to 'how to increase access to YOUTH programme, in particular EVS'.
- It should develop tools, knowledge, skills etc to work with the target group
- It should stress the multiplier effect and the follow up after the course (documenting could be one part of it)

1. *TARGET GROUP*

It should be for youth workers directly working with the young people in implementing the project(s)

They should be supported by their organisation and have the green light to go ahead with a project

We should also include youth workers that don't have any EVS experience yet but that are working with young people from disadvantaged backgrounds. The NAs should give these participants information about the possibilities of the YOUTH programme

Geographic disadvantage is not taken up in this course as an issue.

2. *PROGRAMMES ELEMENTS*

As **Programme Elements**, we looked back to the needs and the following elements should be included on top of the ones already there in the first draft:

- Partner-matching and how to get to know other organisations better
- Possibilities for preparation
- Getting inspiration of real life examples
- How to use other actions/possibilities of the YOUTH programme in the run up to or the follow up after an EVS programme?
- Intercultural learning with this target group: the same or different?

Thanks to the Rapporteur Irma Vermeend ☺

You can find the final Course Description, amended with the majority of these suggestions in Annex

Comments welcome at TGeudens@Jint.be or fax +32-22.09.0749

VIII. DEVELOPING EVS ACTIVITIES IN PECO COUNTRIES

The main objective for each of the four SALTOs (Support for Advanced Learning and Training Opportunities - YOUTH) is to offer training courses related to different thematic areas of work within the YOUTH programme. These courses should be concerned with priority issues and target groups that are not addressed within the rest of the training offer.

For the first year of operation the SALTOs will offer a programme of four courses, and each course will be run twice in the period between February and June 2001.

SALTO - YOUTH Germany will offer a training course concerning the developing of EVS activities in PECO Countries.

This workshop is mentioned as a quality input for the ongoing planning process of this training course. The objectives of this workshop should be:

to negotiate about common needs, target group and participant profile

to clarify the themes for such a training

A. ONE ESSENTIAL REMARK

The training should not only focus on the technical needs of the EVS. Due to the different background of the expected participants from all over Europe and the different experiences (or non experiences) with voluntary services in general, setting and approach of this training is an important tool for the development of EVS.

The method of the training should clarify:

- different origin and background of the participants
- different views on EVS and its expected results
- different cultures of communication

In general, elements of Intercultural Learning should be implemented throughout the entire training.

In September, I have asked all NA's of the PECO countries to inform us about their needs, which they would like to implement in such a training course. Herewith I would like to give you a overview about the different themes, which were already identified from our colleagues from Czech Republic, Bulgaria, Estonia, Romania and Hungary.

B. TARGET GROUP

We should negotiate about the target group, first. If we like to put “Youth workers prepared to share the contacts, knowledge and skills developed on the training course with other - to act as multipliers” **and** “Youth workers/support persons who are or will be directly responsible for organising hosting and sending projects within the Youth programme” together into the same training, it could have influence on the training. JUGEND für Europa will not be able to organise and run two different training for each group.

C. OTHER THEMES

- The philosophy of the programme
- The partner organisation
- The partner-finding process should be important part of the training. This include also the communication between hosting and sending organisation.
- The application process
- Finances (including fund raising) and application form
- The implementation of the project

What are the rights and the duties of the volunteer, the sending and host organisations?

- Conflict management exercises for the participants should be included.

The organisations should know and be prepared for some of the most often problems that occur in the implementation of the programme. How to solve language barriers.

- Presentation of different kinds of hosting projects
- Concept and content of the different training sessions (pre-departure, midterm, on arrival meetings)
- Legal status of the volunteers
- The role of the tutor, tutor training
- Future Capital

During the workshop, I would like to select more themes which fit to your needs. Herewith, an international team (SALTO Germany, one PECO NA and three trainer) should be able to create and run a training which will allow a good start to implement EVS.

In a second step, we should try to identify other additional support for the implementation, such as partner finding seminars, NA-staff training or job shadowing. This ideas should come to concrete activities organised and run by NA's themselves.

MINUTES

The workshop started with an Input to the work-paper “Developing EVS-activities in PECO countries” handed out by SALTO YOUTH Germany. The input is already implemented into to announcement of the training course which was already send to the NA’s earlier. Please use this as a minutes of the workshop, too.

Due to the fact, that these two training courses will not be enough support for the implementation, the second part of the workshop consisted of a brainstorming on additional supporting tools which could be organised from NA’s or in a co-operation of several NA’s and / or external organisations under Action 5.

Additional tools could be also :

- Job shadowing (for NA’s and SO & HO)
- Contact making seminars
- Study visit
- Preparatory visit (tutor and volunteer)
- tutor training (national and international)
- job shadowing in the different training and meetings (on-arrival or midterm) for volunteers organised by other NAs
- invitation of international experts to support this volunteer training
- SALTO - YOUTH training course: "Implementation of EVS in Peco"
- SOHO, when it is ready for the participation of all programme countries (perhaps in 2002?)
- "trouble shooter" on a free lancer basis for the current problems of foreign volunteers and their hosting organisations in your country
- training and information material (Moving in Europe, TKit "Voluntary service (planned for 2001 in the frame of the covenant, other materials developed by the NA’s which will be selected and published through SALTO - YOUTH France)

For the co-operation with other NA’s, partnerships could be arranged through :
the partner countries (from the old Youth for Europe partnerships between Peco and EU-countries),
or with a mail threw the “vol-list”, where all NA’s can easily reply on offers concerning e.g. job shadowing or partner finding seminars, etc., if they are interesting in a co-operation.

IX. IMPLEMENTATION OF THE EURO-MEDITERRANEAN YOUTH ACTION PROGRAMME

The discussion started with an exchange of experience related to EuroMed projects. Before being able to discuss specific SALTO-training offers on this issue it was necessary to address the situation and needs of the EuroMed Co-ordinators and to discuss approaches as to how to develop the EuroMed network of National Agencies and National Co-ordinators.

A. SITUATION OF EUROMED NATIONAL CO-ORDINATORS

- many obstacles and problems (e.g. visa, late transfer of project funds etc.),
- need for (new) contacts with youth organisations/structures in Europe,
- lack of training of National Co-ordinators,
- lack of knowledge of youth structures on EuroMed Programme.

Possible approaches :

- EuroMed contact/partner finding seminars,
- “Job-shadowing” for National Co-ordinators in European National Agencies and vice versa,
- develop specific partnerships between National Agencies and National Co-ordinators (similar to partnerships between NA’s in Member States and pre-accession countries, each partnership involving 2 EEA and 2 Mediterranean countries).

B. SALTO-INJEP AS CO-ORDINATOR OF EUROMED ACTIVITIES

A strategy for the development for EuroMed activities should be developed and implemented by SALTO-INJEP. Such a strategy should include :

- co-ordination of the EuroMed NA/NC network (partnerships, EuroMed-network activities, collecting and disseminating information, “calendar” of EuroMed activities etc.),
- training of National Co-ordinators,
- training of actors in the youth field (see “SALTO-INJEP training offer”),
- annual EuroMed meeting.

SALTO-INJEP training offer :

The following was suggested concerning the EuroMed training to be organised by INJEP during the first semester 2001 :

- Content: building partnerships and skills training for EuroMed projects (Action 1, 2 and 5)
- Target group: mix of youth workers with and without experience as exchange organisers; participants should come with an idea for a EuroMed youth project
- Language: either both courses in 2001 in English or one in English and one in French
- Location: either both courses 2001 in France or one in France and one in a Mediterranean country

Good preparation of participants is necessary; if possible, set up an e-mail group before seminar

A long-term approach should be taken rather than one-off training activities; e.g., there should be a follow-up seminar for the participants of next year in 2002.

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X. PROJECT MANAGEMENT AND CAPACITY BUILDING AT THE EUROPEAN LEVEL

Present at the meeting :

NA representatives from: Luxembourg, Netherlands. Sweden, Portugal, Iceland, Hungary, UK.

The group first discussed the general organisation of the SALTO courses; then the target group, objectives and content of the project management course

A. GENERAL ORGANISATION ISSUES

1. COURSE LENGTH

There was some feeling that the course was too long and that this would limit accessibility. Participants often had to use holiday to take part in such activities. Five days (max) plus travel was considered more reasonable and sufficient learning time. There was a query about why all the SALTO courses were the same length, irrespective of the topic.

2. COURSE LANGUAGE

While the reason for having the courses in English was understood, it was felt to be a barrier to participation in training events for some applicants. French would be the preferred language for some participants/countries

3. PARTICIPATION FEE

The need for a 'commitment' fee was agreed by everyone. The level might vary eg for PECOS participants, at the NA's discretion. The question of how and when the fee would be paid was discussed. No overall consensus was reached. It was noted that in order to be an effective commitment by the participant, the participation fee should be paid in advance of the course; however, for some NAs (Portugal and Luxembourg in our group), collection of money causes financial complexities.

4. REIMBURSEMENT OF TRAVEL

Various options were discussed. Most NAs that expressed a view, felt that the system used for SSVs was fine ie the NA buys the participant's ticket (or reimburses the participant) and the SALTO could reimburse the NA (less the participation fee).

However, there were some other options and preferences. eg from INJEP who use a travel agent to buy all their incoming participants' tickets This has yet to be resolved.

B. THE PROJECT MANAGEMENT COURSE

1. TARGET PARTICIPANTS

It was agreed that there could be a difference in role between project '*managers*' and '*organisers*', and that we wanted initially to target the practitioners ie '*organisers*', who will actually undertake projects themselves.

We discussed the level of the course. It was agreed this should not be a course for absolute beginners who would need very basic introductory training in YOUTH programme projects and intercultural learning. This role is covered by the NAs own training strategies. So the '*capacity building*' idea is that the participants should be *improving* their experience and *building* their confidence and skills. The NAs will be investing in someone who can improve the quality of their YOUTH projects and ideally, help others to do so through the sharing of good practice (multiplying).

2. COURSE CONTENT

The group was asked to identify areas of project management which they would see as a priority in helping organisers to plan and run more effective projects - or to put it another way, the areas which caused the most barriers or difficulties in projects. The following key areas were mentioned:

- communication - establishing real partnerships before the project begins and communicating effectively throughout eg on multicultural issues, health and safety etc.
- identifying project goals - why are we doing this? and formulating clear measurable learning outcomes
- developing methods and tools eg for preparation, programme, evaluation, problem solving
- planning skills - time management, task sharing among the project partners particularly in multilateral projects, risk management.

Further input from other NAs on their priorities will be very welcome and is requested to help reflect the key areas of concern - (to sue.kingsley-smith@britishcouncil.org)

XI. BI-TRI-MULTI

A. DESCRIPTION

The BTM is an international, basic and short term TC for voluntary and professional youth workers, working directly with youngsters, interested in setting up their first international exchange projects.

B. AIMS AND OBJECTIVES

- To give a first international experience
- To train in project management
- To give information about YOUTH and especially Action 1
- To develop the necessary knowledge, skills and attitude to organise an exchange
- To give the opportunity to meet possible partner groups

C. IMPORTANT

BTM is a motivation and skill development training and not a partner finding seminar, this is clearly communicated towards the participants to avoid disappointments.

D. SET UP

The BTM is set-up around the simulation game of setting up youth exchanges.

4 steps :

- Partner request,
- Partner finding,
- Prep visit/negotiating,
- Application Forms.

After each step the participants are brought back in national or international group and they get feedback as well as support and information.

E. NA'S INVOLVED

Sweden, Netherlands, Bulgaria, Hungary, Finland, Lithuania, Austria, France, Romania, Norway, Ireland, Slovenia, Germany, Denmark, Belgium (Flemish community), Estonia. Observer in the autumn 2000 training courses will be United Kingdom, Latvia and Portugal.

F. THE HISTORY OF BTM COURSES

To be able to take the necessary decisions for the future of the BTM training course, possibly within the Training Network of National Agencies, it is useful to start with looking back at the small history of the BTM with the most important changes.

Leen Laconte, former project officer for training in the Flemish national Agency, wrote a document in 1999 about the history of the BTM, pointing out the most important evolutions. This document will give you, if not acquainted with the BTM, where the idea initially came from, how the course developed over the years and the reasons for the most important changes that occurred.

1. LIST OF BI-TRI-MULTI TRAINING SESSIONS

1991: BTM in Belgium with BE/FL participants.
1992: BTM in Belgium with BE/FL and GE participants.
1993: BTM in France with BE/FL, FR, LUX participants
1995: BTM in Belgium with BE/FL and French participants.
1996: BTM in Belgium with BE/FL, FR, LUX, NL, BE/FR
1997: BTM in The Netherlands with BE/FL, NL, GE, BUL
1997: BTM in Belgium with BE/FL, NL, GE, BUL, ROU
1998: BTM in Belgium with BE/FL, NL, GE, BUL, ROU
1998: BTM in Bulgaria with BE/FL, DK, AUS, BUL
1998: BTM in Romania with FR, HO, ROU, GE, NL
1999: BTM in Denmark with BE/FL, DK, AUS, BUL
1999: BTM in France with FR, HO, ROU, GE, NL

- 12 training sessions
- 10 countries involved.
- Aprox. 25 participants per course.
- Bitirimulti (BTM) evaluation and future meeting.
- Brussels, 2nd and 3rd of July 1999.

G. THE BTM TODAY

On the 3rd and 4th of July 1999 all NA's involved in the BTM met in Brussels in the JINT-offices for an in dept evaluation of the BTM. As a basis for this discussion we used a preparatory document reflecting the present situation in the training, as well on the level of the content as for practical or organisational matters. This document also put forward questions and proposals to be able to further develop and adapt the concept of the training course according to new challenges like the involvement of a growing number of NA's, the new Youth programme and the general need for development and improvement of the concept.

This preparatory document was based on several other documents :

- A little story of the BTM,
- An extensive description of the BTM training course in Romania in September 1998 by Barbara Schrauer, a trainee in the Dutch NA,
- A critical report, pinpointing the strengths and weaknesses of the BTM in Denmark in March 1999, by Martijn Gunst, on behalf of the Flemish NA,
- The participants and team evaluations from the most recent courses.

The report from this meeting gives an overview of the decisions taken at that time. Some decisions are still valid, some conclusions are out of date since the last BTM's in autumn 1999 and spring 2000 has and some need an urgent update.

H. FUTURE DEVELOPMENT

The training will have an open access for all NA's in 2001. Therefore, we hired a second trainer, who will participate already in the training in Denmark (18-22/11/00). Because of personal and financial resources, BiTriMulti is planned to be offered once in 2001 for each NA's (31 NA's : 6 training = 5 countries per training).

SALTO – YOUTH will also set up a “quality team” (three colleagues from NA's & SALTO – YOUTH Germany), which will be responsible for the quality of the training activity (including evaluation and development in co-operation with the trainer).

SALTO – YOUTH Germany will send out a call for interest to all NA's soon and will co-ordinate the 6 training sessions (including group matching, trainer and venue).

Position of staff NAs in training : experts : yes. Trainers : no ? This would mean that the role of NAs staff will be limited to national sessions, all group work will be for trainers. This means we need a second all round trainer in each training to replace NA staff in workshops and animation.

Need for external evaluation to improve the concept. This evaluation should also lead to a clear, written concept with aims and objectives for each part of the programme.

BTM as part of a long term strategy towards pax : with preparation and follow-up at national level.

Support group will exist out of experienced and new NAs and will function in a rotation system.

I. PROGRAMME EXAMPLE

	Saturday 18.11.2000		Sunday 19.11.2000		Monday 20.11.2000		Tuesday 21.11.2000
		07.45-08.15 09.00-09.30 09.30-09.45 09.45-10.15 10.15-10.20 10.20-11.15 11.15-11.30 11.30-12.30	Breakfast Energisers Intro of the day Hopes and fears Intro of game S.G. 1 : Partner request Coffee-break Ex. Example Matching	07.45-08.15 09.00-09.15 09.15 -09.30 09.30 –12.45	Breakfast Energisers Intro of day S.G. 3 Negotiating Observation	07.45-08.15 09.30-09.45 9.45-10.00 10.00-12.30	Breakfast Energisers Intro Discussion groups
		12.45-13.15 13.30-15.00 15.00-15.15 15.15-15.35 15.35-15.50 15.50-17.50	Lunch S.G. 2 : Partner finding Postmen Matching groups Info Partner-finding 10 Commandments Aims, theme, obj YFE coffeebreak Workshops 1. Intercultural-learning 2. Prep & motivation	12.45-13.15 13.45-15.45 15.45-16.00 16.00-18.15	Lunch Workshops: 1. Prep & motivation 2. ICL Coffee-break S.G. 4 Filling in application form Postmen	12.45-13.15 14.00-15.30 15.30-15.45 15.45-17.00 17.00-18.30	Lunch Info-session by NA on : -Feed back on projects - Visa & budget! -Applications -YFE Coffee-break Hopes and fears Evaluation Team evaluation
18.00-18.30	Dinner	18.00-18.30				18.00-18.30	Dinner
18.45 -19.30 19.30-19.45	Further preparation Pres. training and team	19.00 20.00-20.30	Instructions IC-evening Team meeting		Evening out	19.30-....	Closing ceremony
19.45-20.45 20.45-21.30 21.30-22.30 22.30-... 23.00-23.15	Name games Pres. Participants Group dynamic games Bar Team-meeting	19.00-20.30 20.30-...	Prep. IC evening Intercultural evening		Team meeting (before or during evening out)		Farewell Party

Contact person

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XII. SOHO

A. WHAT IS SOHO-INTERNATIONAL

International Training for Sending and Hosting Organisations familiar with EVS.

1. MAIN TOPICS

Partnership between SO & HO.
Intercultural dimension of EVS projects.
Role of a supervisor in EVS projects.

2. MAIN CHARACTERISTICS

Co-operation between trainers and NA-staff.
Not a contact-making seminar.
“Theme” throughout the training.

B. WHY SOHO-INTERNATIONAL

Need for good communication and partnership between SO and HO.
SO & HO recognise their role as learners in EVS.
Importance of supporting skills for supervisors in EVS projects.
Balance between quality and quantity in EVS.
Need for sharing of experiences.

C. WHO SOHO-INTERNATIONAL

Supervisors in SO & HO in direct contact with volunteers.
Balanced number of SO & HO.
Commitment to continue with EVS.
Selected group of participants from a limited number of countries.

D. SOHO-INTERNATIONAL / HOW TO CONTINUE

SOHO 2000: Gripsholm Sweden
Estonia, Slovakia, Portugal, Poland, Netherlands, Sweden
3 trainers
24 participants
2 observers from NAs (next hosts for SOHO?)
1 SALTO-rep?

E. FUTURE SOHO-INTERNATIONAL – QUESTIONS

- Would this training-concept support the implementation of EVS in your country?
- Would you add or change some elements to the SOHO?
- Would you be able to host a SOHO in the near future?
- Should one SOHO be open for 4 / 6 / 8 countries?
- Financial procedures (who pays what)

XIII. SSV

A. WHAT IS SSV

SSV has been a part of the Youth for Europe for many years and now in the new programme, and we have during these years built up a very good and constructive co-operation between the colleagues, responsible for SSV in the different programme-countries.

We can continue in the same way in the future, and now seems to be the perfect time to update the situation in the workshop on SSV on the Action 5 meeting in Paris.

We have the advantage with the new programme that we do not have any interagency accounting to make between the NA's, which makes everything a little easier.

This has been run in 2 semesters per year, which seems to be a fair agreement.

The SSV has a theme, which should enable the NA's and the users of the Youth-programme to find the right partners.

Some have made them more thematic inspired than other NA's. Some have made them more inspired by contact-seminars. Some have made them more official or more tourist than others.

B. NEEDS

This is just to say that we do have the same rule, but we do not necessarily run them the same way and we do not make the same preparations for our candidates before they leave for a SSV in another country.

And that is good, as it also shows something about the different cultures. This is actually a very important thing to recognise that we do it differently but within the same framework.

One thing which is needed in the different SSV's is a specific time for "Intercultural Learning", where things like cultural differences can be discussed between the participants, when the SSV is going on. A lesson or workshop on Intercultural Learning seems to be more and more popular and necessary, and it will also be able to strengthen the co-operation and understanding between the participants.

We do not have the right tool to evaluate the SSV, as the effect of the contact between participants after the SSV is out of our hands. They can make exchanges between the participants in other countries, without the SSV-organisers or the hosting NA's knowledge. I do believe that this is ok, as long as we do this effort of connecting people across borders nearly all working directly with young people within the given theme of the SSV.

The evaluation could be more on the part of "what is in the SSV-program ?, and what is missing.

Statistics about how many exchanges comes out of the SSV's could be nice to have, but on the other hand I do not believe that we need them. We should not try and find an evaluation method which is maybe not necessary.

Participants can be on SSV's to get the first touch of European co-operation in the area of Youth. They can also be old users of the Youth for Europe-programme, and maybe even have tried several youth exchanges through this programme. No matter how experienced or not that the participants are, it is for sure that the contact between Youth workers and Youth leaders from all over Europe through these SSV's gives them the most perfect possibility to make networking and contacts for future plans in their different structures.

We have had SSVs with a certain theme until now, and this will also continue. We could strengthen this part of the SSV as well, as nearly all participants coming to a specific SSV with a specific theme, are working within the same theme and are very interested in comparing. There are possibilities to make comparisons on the working area in our SSV's, but the main goal is to strengthen and develop co-operation to become appliers in the other parts of the Youth programme. It is though the perfect possibility to discuss more the working methods, for example if the theme is "Working with violent and criminal young people", which is a very difficult area many times. We can stress more during the SSV's, that they talk more intense about this, as it will also make them more interested in co-operation on youth exchange, and more aware of the different problems that can occur if you make youth exchanges for example within this theme. This can be done already through our way of running the SSV's, but it does not seem to be a main task. It is many times left to the SSV-participants to talk about it between each other during the different hours of free time (maybe in the evening). It could be a possibility to make it as a standard part of all the SSV-program. It also makes us more aware of that we have to look more carefully on our selection, as I will not send a representing person from an organisation to a SSV, without him having any knowledge of the working methods, and how to deal with young people.

C. PERSPECTIVES

We could try and make more experimental SSV's for example in the second semester of 2001, where we include some of the following parts in the 1-week program:

1. PREPARATORY VISIT

Strengthen the part that the participants can use some time (maybe 1 or 2 hours in the end of the program) already for preparation, if they find an exchange partner during the week of SSV)

2. CONTACT-SEMINAR

To make a day where they only talk and hear about each others projects. Put up a stand, make small presentations involving pictures/videos etc. This could be a more concentrated presentation than the 2-10 minutes presentation they make on the SSV's today, and it should only include things connected to the theme, as it is not tourist explanations that is needed.)

3. INTERCULTURAL LEARNING

Obligatory "Intercultural Learning" session (to give them tools to use in the work directly with young people, and between each other during exchanges, co-operations, preparations etc..)

4. PROJECT VISITS

As it is now!

5. *YOUTH-PROGRAMME SESSION*

Where they through examples get ideas and inspiration for exchanges and other activities. I mean a very concentrated session, where they will nearly be able to make lectures about the programme, when they come back to their home countries. It is important that we stress that different parts of the Youth-programme can be connected with big success - for example after a youth exchange in Action 1, they have already a European partner, which also can be used in the Action 2 - European Voluntary Service etc...

6. *THEMATIC SEMINARS*

Where the theme is important and exchange of working methods are more in focus- as explained above.

7. *FUNDRAISING*

Obligatory information and exchange of ideas on alternative fundraising. (many of the participants have knowledge about alternative fundraising, which can be difficult for youth workers and youth leaders in many countries).

8. *SSV*

And of course the SSV, which is the base of it all (it gives them about 1-weeks time to reflect on each other, which is just perfect for getting enough respect and understanding between the participants.

It is at this time possible to put all 8 elements in the same SSV, if you would like, but some of the areas mixed together could be interesting to test, and hopefully it gives a bigger experience for all parts in the end.

As the internet and computers are a very important part of the world today, the NA's should provide the participants a possibility to go on internet at least 1 or 2 times during their stay. This can also help and be even more effective in the preparation of an exchange, if they need more details on some specific matters from their home structure.

MINUTES

There are now 2 possibilities to make SSV's. Both were discussed, and here are the results :

D. PART OF THE PROGRAMME : ACTION 5.2, SSV

Organisation of SSV through the NA-network as we have been doing it for many years now. The criteria in the first possibility are as follows as written in the Users' Guide :

- Period: About 7 days
- Countries: All NA's + 3.Countries. (3.countries are also a new thing in the SSV's, but they can not be more than 20 % of the total amount of pax on the SSV)
- Number of participants: 10 – 18 pax. (there can be more or less pax)

Sending NA pays the travel costs and insurance. Flexibility on pax.fee, travel costs or/and insurance paid by pax. Each NA decide their own way of dealing with this.

- Costs: Lump Sums consisting of 100 Euro + 150 Euro/pax/day.

Deadline for this delayed period for SSV's in Spring 2001 was decided to be moved to: 15/10 for sending SSV-proposals between the NA's and SALTO (Udo Teichmann, Germany).

SALTO sent all the proposals to all the NA's after receipt.

15/12 deadline for candidates to the different SSV's in Spring 2001.

The NA's should try not to make any SSV's in January 2001, to give all the NA's some more time.

Apart from this late deadline, we continue the next time with the 2 Deadlines decided in Lissabon, Portugal in May 2000. This means :

- Submitting proposals: 15/3

Period of SSV: July–December

Sending lists of candidates to the relevant NA's: 1/5.

- Submitting proposals: 15/9

Period of SSV: January-June

Sending lists of candidates to the relevant NA's: 1/11

For future SSV's from now on – every proposals have to be sent to SALTO (Udo), so he will send all the SSV's to all the NA's at the same time. We as NA have to be more strict on deadlines !!!.

In 2001, we will be experimenting on alternative SSV's to put more elements into the single SSV. We should think about how to mix and structure the SSV's with elements such as:

Intercultural Learning, Contact-seminar, Thematic Seminar, Intensive Youth-program Sessions, Preparatory and Planning Visit etc.. In year 2002 the experiments should be finished and we should be more open to use more the new type of SSV's constructed at that time. Some NA's already use some parts of it, but we should be even more clear on the different parts of the SSV's to make them more challenging, interesting and exciting to improve the quality of the SSV's in the future.

E. PART OF THE PROGRAM: ACTION 5.1, SSV.

Organisations can apply to make their own SSV's outside the NA-network.

The criteria in the second possibility are as follows as written in the User's Guide:

- Period: 3 – 6 days,
- Countries : Minimum 4,
- Number of participants: Max.15.,
- Costs: Lump Sums consisting of 100 Euro + 150 Euro/pax/day,
- Applicant: Hosting organisation apply for all costs (incl. travel costs and insurance for incoming pax).

No decisions on deadlines for proposals.

We clarified that organisations, who want to make their own SSV, can get the Lump Sums reduced, if the Hosting NA find it reasonable.

Apart from that – it is advisable for the NA's to guide/control the organisations, both for having a close control of how they spend their Lump Sums, but also to help and advice them.

F. GENERAL COMMENTS

There will be an SSV e-mail list made through the SALTO. This means only an SSV-list, and not everybody interested...

The SALTO will gather the SSV proposals, make a brief description on each for a "calendar" and also send out all the SSV proposals to all the NA's at the same time. Co-ordination!!!

SSV-co-ordinators and Action 5-coordinators in general should take the possibility to go on SSV's and different courses themselves. Not as directly participants, but more as observers and maybe even assistance. This should be combined with the NA hosting a SSV or other NA-Training Courses. As we do not have specific Training Courses for NA-staff, this is one of the ways to educate ourselves, learning about good practices in other countries and also give a helping hand to another NA. A kind of active Job-shadowing.

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XIV. MULTILATERAL LONG TIME TRAINING COURSES FOR MULTIPLIERS OF THE YFE PROGRAMME -BACK UP-

	<u>TRAINING THE MULTIPLIER</u>	<u>BACK-UP LTTC</u>	<u>TRAINING OF MULTIPLIERS</u>
<i>Participating countries</i>	Austria, Ireland, Norway and Portugal	Finland, the Netherlands, Belgium (Flanders), Sweden, Estonia, Hungary	Denmark, Ireland, Lithuania and Hungary
<i>Preparation of the course</i>	One-one NA representative from the participating countries	the Swedish and the Finnish NAs	One-one NA representative from the participating countries
<i>Contributing trainers</i>	Danny Hearty (UK), Els van Mourik (the Netherlands)	Danny Hearty (UK), Els van Mourik (the Netherlands)	Mark Taylor (UK)
<i>Participants and the selection criteria</i>	A common feature of the participating National Agencies is that they all have a developed and centralised operating structures of local/regional volunteers. The training course is made up of 4 individuals (youth workers, youth information providers, etc.) from each participating country and the NA representatives, all together 20 people.	A common feature of the participating National Agencies is that they all have well-functioning networks of local/regional volunteers. The training course is made up of 4 individuals (youth workers, youth information providers, etc.) from each participating country and a co-ordinator from the respective NAs, the later make up the team.	The participating countries had different experiences in the national networks: Denmark and Lithuania has had no experience, while Ireland and Hungary had an existing network already. The training course is made up of 4-5 individuals (youth workers, youth information providers, etc.) from each participating country, all together 17 participants.
<i>Aims</i>	To create a network of personnel, in each of the participating countries, which aims a comprehensive understanding of the aims and the objectives of the new Youth Programme. To give participants a clear understanding of intercultural learning and transnational projects in the context of their own youth work.	To prepare and run a complex chain of activities, which helps in the realisation of international exchanges in the participants' regions, get to know the new Youth programme, and by the end of the training they develop 3 activities (an information day, an A.I. exchange and another activity of their won choice).	To create a network of trained resource persons acting in their regions and organisations for the Youth programme on behalf of their National Agencies

	<u>TRAINING THE MULTIPLIER</u>	<u>BACK-UP LTTC</u>	<u>TRAINING OF MULTIPLIERS</u>
<i>Objectives</i>	To have a network of local/regional youth workers/leaders who will be resource people for the NA in the delivery of the Youth Programme. To strengthen the network of Multipliers participating in the training course, and identify areas for future co-operation between them. To clarify the role of a Multiplier within the Youth programme (i.e. task, role, responsibilities, etc.) To compile a training model which can be used and will be disseminated to the network of YfE NAs, as well as national organisations, to assist them in training resource people within their own country/region.	To organise an information day in their own regions, to find potential organisers of international youth exchanges, and counselling, to involve in the programme the associations and institutions working on the youth field. Through information and skill training the course enables participants to carry out the activities mentioned above.	To emphasise gaining skills throughout the course. / personal skill development. To learn how to transfer Euro-information / how to transfer European information to the local level. To examine the role(s) of the Multiplier. (E.g. motivating, getting people interested, networking, etc.). To benefit from participating in a multi-national group. European dimension and intercultural learning in practice Exchange of experiences. To have continuous evaluation and discussion of transferring. To update the participants on the Youth programme. To assist participants to develop and share their Action Plans.
<i>Phases of the project</i>	6 days in March 1998 The first phase of the training was organised over a six-day programme. Key components of the training included time to get acquainted, details of the YfE III Programme, role and function of NAs, ICL, application process, project support, setting up the practical experience, and the evaluation of the 1 st phase.	3 days in June 1998 The first phase of the project took place on the national level with 4 participants from each participating country. It prepared them for the 2 nd , international phase by making them familiar with the aims of the LTTC and their tasks for the coming year. Their job for at that time was to start planning the activities they had set for themselves	The first phase of the project took place on the national level with 4-5 participants from each participating country. It prepared them for the 2 nd , international phase by making them familiar with the aims of the LTTC and their tasks for the coming months.

	<u>TRAINING THE MULTIPLIER</u>	<u>BACK-UP LTTC</u>	<u>TRAINING OF MULTIPLIERS</u>
<i>Budget for the year 1998</i>	The European Commission provided all finances.	All finances were paid from B.I. for all NAs. Total costs for the first 2 phases were 26400 ECU, which meant 4400 ECU per country. This includes the costs of the preparatory meeting of the team, the national 1 st phase and the costs of the training in Kokkola. The 3 rd phase, that had taken place in Amsterdam in 1999, was financed through centralised funds from B.II.	All finances were covered from the YfE budget of the European Commission.

Sources:

Training the Multiplier – A Project in Perspective: developed by Léargas, the Irish National Agency

Back Up Seminar – International Training of Net-workers: Documentation put together by László Földi, Mobility Youth Service, the Hungarian NA

Report of the Training of Multipliers: Documentation put together by Mark Taylor and the participating NAs (Denmark, Hungary, Ireland and Lithuania)

MINUTES

Present at the meeting :

the Netherlands (Irma Vermeend), Portugal (Natercia Xavier), Hungary (Laszlo Foldi, moderator), Germany (Angela Hoppe), France (Jacques Huon), Poland (?).

A. HISTORY OF „BACK UP”

The first Back Up training was planned and organised in 1998

Between 1998 and 2000 there were three training session organised.

Participating countries: Austria, Ireland, Norway, Portugal, Finland, the Netherlands, Belgium (Flemish), Sweden, Estonia, Denmark, Hungary, Lithuania.

B. THE MODULE

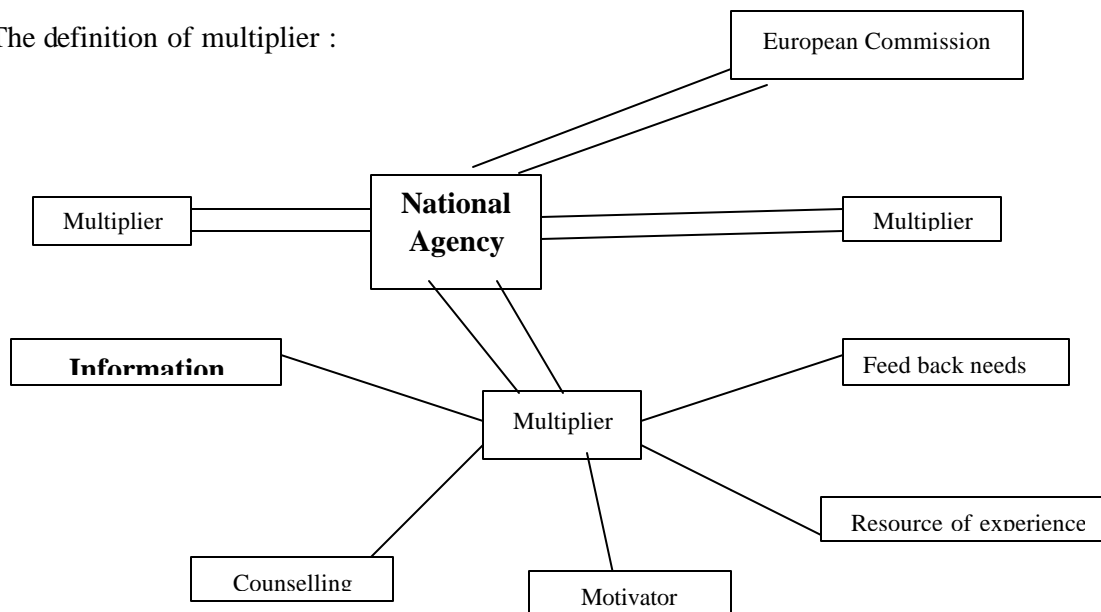
It is designed as a Long Term Training Course (LTTC) including 4 phases :

- 1st Phase: National Preparation (done by each participating NA)
- 2nd Phase: International Training (led by a team of two professional trainers)
- 3rd Phase: Practical Experience (done locally by each participants)
- 4th Phase: Evaluation Seminar (led by a team of two professional trainers)

The period is about 4-5 months time. Number of countries per training is 45. Number of participants is 4-5 multipliers + 1 NA expert per country.

C. THE TARGETTED PARTICIPANTS

The definition of multiplier :



D. DIMENSIONS TO BE DEVELOPED

How to deal with the difference between institutional networks and networks of volunteers?

How to bring in and use national realities?

E. MODULE DEVELOPMENT GROUP

A group of experienced and interested NA experts (plus maybe trainers), who is assessing the results of the first three back ups, and surveying the needs of NAs on multiplier training.

XV. TRAIN THE TRAINER

Interkulturelles Zentrum proposes to organise such a course within the network of National Agencies (“NA-Network Training”). The concept of this course was presented and discussed at the Working Session on Action 5 in Paris from 5 to 7 October 2000.

A. INTRODUCTION

The National Agencies for Youth Programme have expressed for many years the need for qualified trainers for training activities with the Youth Programme (respectively the former Youth for Europe and European Voluntary Service Programme).

In 1998 the National Agencies of Austria, Belgium (JINT), Ireland (Leargas) and Sweden (Ungdomsstyrelsen) together with IKAB (Germany) took the initiative to develop a long-term training course “Training of Trainers for European Youth Projects” which was implemented successfully in 1999/2000.

This course involved 24 trainees from 15 European countries. As a result of this course the participants developed and implemented 17 training projects involving some 320 youth workers from 20 European countries. A number of participants have become involved as trainers in the development and implementation of the training strategies of the respective National Agencies.

- Interkulturelles Zentrum proposes to use the format of this course and to organise it within the network of National Agencies on an annual basis.
- As a side effect, it could be envisaged to produce adequate training materials for training youth workers in a European context.

The training course is planned to consist of three seminars (some 20 seminar days in total). As part of this course, the participating trainees are expected to organise international training activities in the youth field themselves. The duration of the overall course would be approximately one year. Due to the urgent need expressed by National Agencies it should start as soon as possible. In case of a quick approval of the proposal the course could start in April/May 2001. With respect to the participation priority would be given to those countries who were not involved in the first course in 1999/2000.

The course is intended to be an additional tool in a coherent training strategy for the Youth Programme. It will be organised in a way that it is complementary to training projects offered by other project organisers. Specifically, it is intended to be complementary to the course “Training for Trainers” which is planned to be organised within the covenant between the European Commission and the Youth Directorate of the Council of Europe. It is also assumed that one course per year might not be enough to meet the needs expressed by National Agencies.

B. AIMS AND OBJECTIVES

The major aim of the course is to further develop the network of trainers and facilitators who have the skills and the motivation to implement training projects which are aimed at the development and implementation of „European Youth Projects“ – youth exchanges, youth initiatives and voluntary service projects organised within the Youth programme.

Specific objectives with respect to the trainees of the project are:

- to be able to design, implement and evaluate training activities for youth workers and other actors involved in the development and implementation of „European Youth Projects“;
- to be able to co-operate in international teams of trainers;
- to be able to train and facilitate national and international groups of youth workers and other actors involved in European youth projects;
- to be able to use and adapt existing training concepts as well as to develop new training concepts;
- to be able to design and implement the methods necessary for national and international training activities for youth workers;
- to be able to convey the philosophy of the Youth programme;
- to be able to deal with ambiguity and crisis;
- to acquire intercultural competence;

As a result of this project the trainees should be able to provide training for youth workers and other actors involved in European youth projects in the following areas:

- intercultural learning;
- international project development and project management;
- pedagogy and methodology of European youth projects;
- participation of young people in European youth projects;
- involving disadvantaged young people in European youth projects;
- administration and monitoring of European youth projects;
- public relations and fund-raising for European youth projects;
- European dimension.

Special emphasis will be put on approaches to link European youth projects to the local community and to use YOUTH programme to strengthen youth work and youth structures at local level.

C. STRUCTURE OF THE TRAINING COURSE

The training course is planned to have 6 phases :

1. PHASE 1

During the preparatory phase the “reference group” (the team of trainers plus two or three training experts – see below) will review the course organised in 1999/2000 and develop a detailed plan for the training course in 2001/2002 and specifically for the first seminar of the course.

2. PHASE 2

First training seminar (April/May 2001) with the following objectives with respect to the trainees:

- to understand the theory and practice of „European Youth Projects“;
- to understand the philosophy of the Youth programme;
- to introduce the basic elements of the training course – intercultural learning, project management, training for European youth projects etc.;
- to design training projects for youth workers and other actors involved in European youth projects;
- to draft plan for concrete training projects;
- to develop an understanding for training approaches and methods.

3. PHASE 3

Preparation and starting implementation of training projects drafted by the trainees during the first seminar with the following objectives:

- to find partner organisations for the training projects;
- to negotiate objectives, content and basic structure of training projects;
- to approach potential sponsors and to submit applications for funding;
- to recruit participants.

4. PHASE 4

Second seminar (September/October 2001) with the following objectives:

- to evaluate the process and the work accomplished by the trainees so far;
- to identify further training needs and areas of training;
- to review the project plans and to design the training projects in detail – objectives, programme, methods etc.
- to explore different training methods and methodologies during the seminar and to reflect on them;
- to learn how to design and plan a training project.
- to develop the training skills necessary for the implementation of the projects;
- to develop an understanding for principles for training youth workers in a European context;
- to plan the implementation and evaluation of the training projects;
- to further develop intercultural training competence and skills.

5. PHASE 5

Implementation of the training projects designed and planned by the trainees during the previous phases (between September 2001 and March 2002).

6. PHASE 6

Third seminar (March/April 2002) with the following objectives :

- to evaluate the training projects implemented by the trainees between September 2001 and March 2002;
- to provide further and in-depth training according to the training needs of the trainees evolving from the evaluation of the projects implemented by the trainees;
- to plan further training projects.

Evaluation meeting of “reference group” in order to evaluate the overall training course (May 2002).

D. WORKING LANGUAGE

The working language for the course in 2001/2002 will be English. It could be envisaged to have another working language in future courses.

E. PARTICIPANTS

The training course is planned to involve 24 trainees from 15 countries. This would allow each National Agency to have one or two participants within two years. In 2001/2002 priority will be given to those countries which were not involved in the course in 1999/2000.

Participants should be recruited according to the following criteria. They are expected :

- to be able to work in English;
- to have had some basic experience as trainers;
- to have experience with international/intercultural youth projects;
- to have acquired a basic knowledge of the Youth programme prior to the beginning of the course;
- to be interested in or planning to develop and implement training activities within the Youth programme;
- to have the potential and need to develop training skills and act as a trainer for European youth projects;
- to have the institutional support or back up (governmental or non-governmental) to implement a training project for European youth projects;
- to be motivated to contribute to the learning process of the training course and to be committed to attend its full duration.

Participants are expected to develop and implement a training activity as part of this training course. Participants should not yet have had the possibility to attend a training-for-trainers course.

F. METHODOLOGY

It is obvious that the methodology for a project „training of trainers“ has to be compatible with the methodology of training for European youth projects itself.

Since training for European youth projects is also aimed at intercultural learning and “inter-structural learning” (learning to relate to different systems and structures of another society), it is essential that it involves a confrontation with the foreign. As part of their training the trainees themselves have to be exposed to a different country, language, culture and society (including its youth structures). However, to achieve the anticipated training objectives the confrontation itself is not enough. It is necessary to enter a „dialogic learning“ process which implies that the participants from different countries involved in such a project learn from and with each other. To do this effectively they have to compare their own with the foreign country/culture/society, they have to communicate and negotiate with people from another country/culture/society, they have to develop an understanding of their own and the foreign country/culture/society as well as the interrelation between them, and they have to co-operate across cultural boundaries.

This learning process comes about through working together with young people/youth workers/trainers from another country or culture on a common theme or project. This implies a triangular didactic involving the "me", "you" and the common theme or project. In case of this training course the common theme is training and the common project is a training activity organised by the trainees.

There are additional principles which underpin this learning process: one is that of parity and reciprocity which means that the trainees from the different countries and societies involved in the process have equal status and learn from and with each other.

Another principle is that the learning is practical and relates to the specific situation and needs of the trainees. This means that the training includes practical work on actual projects the trainees want to organise.

European youth projects also imply experiential learning. This is the very nature of youth exchanges – experiencing life in another country through a personal encounter with its people rather than reading about it or observing it on TV. Nevertheless, the experience as such is not an end to itself. The concept of experiential learning means moving in circles from experience to reaction to reflection to conceptual understanding to changed behaviour. This means that a pedagogic concept for an experiential learning activity has to refer both to the cognitive and the affective components of the learning process.

In view of this, training for European youth projects also implies that the trainees have to experience in some form what they anticipate the participants of their own projects to experience – they have to have a personal encounter with the foreign themselves. In case of the project „training of trainers“ this is achieved through a multicultural composition of the group of trainees and through a seminar environment which is foreign to most trainees.

Additionally to the approaches outlined above the methodology during the training seminars will be based on the following elements :

- sharing and comparing experiences between the participants;

- development of networks and projects through brainstorming and a structured “project market”;
- sharing and comparing experiences between the project teams;
- preparing and implementing a training workshop;
- designing a programme for a training course;
- internalisation of awareness, attitudes, knowledge and skills acquired during the course through individual reflection and analysis;
- feedback to the participants and the project teams;
- various exercises (e.g. a field exercise) will allow the participants to develop intercultural skills.

The methods applied in the training seminars will also be:

- brainstorming,
- role plays and role change,
- field exercises,
- simulation games,
- working in small groups and project teams,
- project market/bazaar,
- plenary presentations.

The training seminars will be monitored closely by four experienced trainers who will continuously relate the process to the programme. Depending on the objectives of the various sessions the group discussions will be facilitated by the trainers.

The evaluation of the training seminars will be done through a questionnaire as well as through group and plenary discussions.

The overall course will be monitored and evaluated by the “reference group”.

G. THE TRAINERS

The team of trainers implementing the seminars of this training course will consist of four experienced trainers. It is suggested that the team should include two trainers who were in the team of the training course in 1999/2000. This would allow to make direct use of the know-how developed during of this course and ensure continuity.

1. THE “REFERENCE GROUP”

The “reference group” consists of the team of trainers plus two or three other training experts. The “reference group” is responsible for monitoring and evaluating the overall course and will meet four times: before the first seminar, between the seminars and after the last seminar. The composition of the group provides for a reflection of the course process with an outside view of the experts who are not members of the team of trainers. The team of trainers can also benefit considerably from the feedback of the experts who are not part of the team.

2. THE ROLE OF NATIONAL AGENCIES

The involvement of the National Agencies concerned is essential for the success of the course. Specifically, there should be a meeting of the staff members responsible for training of the involved National Agencies at the beginning of the course (before the recruitment of participants) and at the end for the evaluation of the course. (These meetings could be combined, e.g., with the annual training meeting of National Agencies.)

National Agencies have to be aware of the investments (in terms of participant support and funding) necessary to make the course successful :

- recruitment and briefing of participants;
- consultancy to the participants with respect to the training projects they are developing and implementing as part of the course;
- financial support for the projects organised by the participants
- evaluation (in co-operation with the course team) and follow-up with the participants.

H. SEMINAR LOCATIONS

It proved to be very valuable to have the three seminars in different countries (Austria, Hungary and Italy for the course in 1999/2000). No decision has yet been taken concerning a course in 2001/2002 – this would also depend on the National Agencies participating in this course.

1. COSTS

The total costs of the course (including travel and everything else) are estimated at some 1.800 Euros per participant per seminar. Since there is not really a “hosting country” it would be fair that these costs are covered jointly by the National Agencies involved. The simplest would be that each National Agency covers the travel costs of their participant(s) and pays a participation fee (some 1.450 Euros per participant per seminar) for all the other costs. These costs could be covered through funding from Action 5 – presumably from that portion which is allocated to projects organised by National Agencies.

2. PROJECT CO-ORDINATION

Interkulturelles Zentrum is happy to co-ordinate and administrate this training course.

The workshop started with an Input to the work-paper “Developing EVS-activities in PECO countries” handed out by SALTO YOUTH Germany. The input is already implemented into to announcement of the training course which was already send to the NA’s earlier. Please use this as a minutes of the workshop, too.

Due to the fact, that these two training courses will not be enough support for the implementation, the second part of the workshop consisted of a brainstorming on additional supporting tools which could be organised from NA’s or in a co-operation of several NA’s and / or external organisations under Action 5.

Additional tools could be also:

- Job shadowing (for NA's and SO & HO),
- Contact making seminars,
- Study visit,
- Preparatory visit (tutor and volunteer),
- tutor training (national and international),
- job shadowing in the different training and meetings (on-arrival or midterm) for volunteers organised by other NAs,
- invitation of international experts to support this volunteer training,
- SALTO - YOUTH training course: "Implementation of EVS in Peco",
- SOHO, when it is ready for the participation of all programme countries (perhaps in 2002?),
- "trouble shooter" on a free lancer basis for the current problems of foreign volunteers and their hosting organisations in your country,
- training and information material (Moving in Europe, T-Kit "Voluntary service (planned for 2001 in the frame of the covenant, other materials developed by the NA's which will be selected and published through SALTO - YOUTH France).

For the co-operation with other NA's, partnerships could be arranged through:

- the partner countries (from the old Youth for Europe partnerships between Peco and EU-countries)

or

- with a mail threw the "vol-list", where all NA's can easily reply on offers concerning e.g. job shadowing or partner finding seminars, etc., if they are interesting in a co-operation.

XVI. OPEN SPACE

Some of the national agencies expressed the problems they meet when implementing Action 5-projects.

The U.K. agency brought up the case of the creation of a web-site involving 8 countries, several series of previous **visits**. The project can be classified in the activity-category "Youth information" requiring a 50 % funding from the applicant-organization.

One of the questions was how to fund the preliminary visits : how to differentiate between preparatory visits and feasibility activities ?

A proposed answer was that a visit organized before the very beginning of the project should be a feasibility activity, the preparatory visits coming only when the project has proven to be feasible. Incase of action 1-projects, the planification visit occurs within the projects, when practicalities have to be discussed.

Another question that couldn't be answered was how to share the funding with other NA's since the applicant-organization is supposed to apply for the whole grant.

A question about **lump-sums** didn't find any answer : when the organiser doesn't request the whole amount as they only need a lower amount e.g. 50% funding. How should the NA's treat this and express it in the financial agreement and reporting ?

The question of taking into account the applicant-organisation's **personnel costs** among eligible costs was raised and appears to be a general concern.

The seminar ended with a discussion about the difficulty for institutional partners in the pre-accession countries to understand the meaning or the limits of "**non-formal education**" and about how far this idea could/should be funded under action 5-measures.

XVII. LIST OF PARTICIPANTS

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