

# Curriculum Vitae



## Personal data

First name / Last name	<b>Gisèle Evrard</b>
Address	Radivoja Koraca 1a/10, 11000 Belgrade, Serbia
Phone	+381 (0)69 688 078
E-mail	<a href="mailto:gisele@purple8.com">gisele@purple8.com</a>
Nationality	Belgian
Date of birth	13 <sup>th</sup> of April 1973
Sex	F

## Professional experiences

Information about regular contractors / the employers	<ul style="list-style-type: none"><li>- <a href="#">Council of Europe</a></li><li>- <a href="#">Partnership between the European Commission and the Council of Europe in the field of youth</a>:</li><li>- <a href="#">SALTO Training and Cooperation Resource Centre</a> and the <a href="#">network of SALTO Centres</a></li><li>- Network of <a href="#">National Agencies of the Erasmus +: Youth in Action programme</a></li></ul>
Ongoing	<b>Consultant, freelance trainer, facilitator / moderator, and project coordinator</b> (see part training and non formal education experiences)
Information about the employer	<a href="#">Partnership between the European Commission and the Council of Europe in the field of youth</a> , Strasbourg
Ongoing position	<b>Youth work and youth policy officer</b> (temporary contracts: November 2010 - June 2011 / February - July 2014)
Main responsibilities	Prepare and supervise the implementation of the activities such as training courses, seminars, expert groups, workshops and symposia; develop, supervise and evaluate the quality of activities in terms of contents, methodology and impact; ensure the administrative follow-up and reporting of activities towards the Council of Europe, the European Commission and the management structures under the partnership agreement; steer the production of publications falling under the responsibility of the post-holder and ensure the visibility of activities by contributing to a coherent communication strategy and maintaining relevant external contacts; and liaise and coordinate with the educational advisors and secretariat of the Directorate of Youth and Sport of the Council of Europe.
Information about the employer	<a href="#">Directorate of Youth and Sport of the Council of Europe</a> , European Youth Centre, Strasbourg
Position	<b>Educational Advisor</b> (replacement contract: September – October 2010)
Main responsibilities	Support the planning, implementation and evaluation of educational activities within the annual programme of the Directorate of Youth and Sport. This included planning, implementing and securing the follow-up of the programme of study sessions and training courses of the European Youth Centre, and participation in statutory meetings, research activities and publications.
Dates	May 2008 – November 2008 (temporary contract)
Information about the employer	<a href="#">Instituto Galego de Formacion (Ingafor)</a>
Working area	European Projects and International Cooperation

Position	<b>Responsible for international projects</b>
Main responsibilities	Organise briefing meetings and coordinate the dissemination of information about funding possibilities as well as specific issues related to the work area (with a particular focus on interregional cooperation programmes); develop draft project proposals; technical assistance of projects; reporting; visits and networking with partner structures (companies, training centres, public administrations).
Dates	1 <sup>st</sup> of July 2007 – 15 <sup>th</sup> of February 2008 (fixed duration contract)
Information about the employer	<b><a href="#">ACSUR Las Segovias</a>, <i>Forum for a Just Peace in the Middle East</i></b>
Working area	Civil society and cooperation with Middle East.
Position	<b>Programme Manager</b> of the Forum
Main responsibilities	Follow-up of the decision of the different Committees in relation to the contents and the programme implementation, follow-up with the Spanish Ministry of Foreign Affairs, ACSUR Las Segovias and the Madrid Social Forum; preparation with partner organisations in Spain and in the Middle East; develop the Forum's programme and coordinate its implementation; assess the logistic needs related to the programme part; identify, contact and follow-up the guests speakers to the Forum; monitor the budget of the Forum in coordination with the Director; elaborate the final financial report to the different funding institutions; and support the elaboration of the content report of the Forum.
Dates	1 <sup>st</sup> of March 2006 – 30 <sup>th</sup> of June 2007
Information about the employer	<b><a href="#">European Youth Forum</a></b>
Working area	Education within the context of International Youth Work – Youth policies development – representation of youth organisations at the European and global level
Position	<b>Policy Officer for Education</b>
Main responsibilities	Research, develop and promote European Youth Forum's policies in the field of education (both formal and non formal); elaborate briefing notes and articles for the Bureau and the members; liaise with the various actors in the field of education (EU Commission, Council of Europe, UN agencies, social partners, platforms and youth organisations); monitor and report on developments in the field of education, including European Community programmes, with a focus on volunteering and mobility actions; plan and implement activities and projects foreseen in the Work Plan; monitor budget lines allocated to the working area; and report to the Director and liaise with other officers of YFJ's working areas.
Dates	1 <sup>st</sup> of May 2003 – 28 <sup>th</sup> of February 2006
Information about the employer	<b><a href="#">Youth Action for Peace</a></b>
Working area	Global Youth Work – international solidarity – development education – sustainable development and international volunteering
Position	<b>International Secretary</b>
Main responsibilities	Overall administration of the organisation and of the secretariat including staff, volunteers and external consultants; financial management, fundraising; development and coordination of the organisation's programmes (seminars, training courses, long-term volunteering projects, with a particular focus on Euro-Med cooperation); coordinate initiatives, lobby strategies and actions towards European institutions and actors in the field, prepare and coordinate statutory meetings together with the board; liaise with member organisations; external representation and participation in experts meetings.
Dates	1 <sup>st</sup> of April 2002 – 1 <sup>st</sup> of April 2003 (fixed duration contract)
Information about the employer	<b>Technical Assistance Office (TAO) of the European Commission, DG Education and Culture – Socrates, Leonardo and YOUTH</b> (currently the <a href="#">European Commission DG Education &amp; Culture Executive Agency</a> )

Working area	Youth work – Youth policies – Youth programmes: management of specific EU programmes in the fields of education, culture and audiovisual.
Position	<b>Project Officer on Counselling and Crisis Management in the frame of the European Voluntary Service</b>
Main responsibilities	Project Officer on Counselling and Crisis Management within the Support for the Operational Structure at the Youth department of TAO, which assisted the European Commission - Directorate General Education and Culture (DG EAC) in the implementation of the Socrates, Leonardo and YOUTH Programmes.
Dates	1 <sup>st</sup> of November 1998 – 31 <sup>st</sup> of March 2002
Information about the employer	<a href="#">International Cultural Youth Exchange</a> , European Association
Working area	International Youth Work - promoting youth mobility, intercultural learning and international voluntary service
Position	<b>Secretary General</b>
Main responsibilities	Overall administration of the organisation and of the secretariat including staff, volunteers and external consultants; financial management, fundraising; development and coordination of the organisation's programmes (seminars, training courses, long-term volunteering projects, with a particular focus on Euro-Med cooperation); coordinate initiatives, lobby strategies and actions towards European institutions and actors in the field, prepare and coordinate statutory meetings together with the board; liaise with member organisations; external representation and participation in experts meetings.
Dates	1 <sup>st</sup> of October 1997 – 1 <sup>st</sup> of October 1998
Information about the employer	<b>Service Civil International – <a href="#">Belgian branch</a></b>
Working area	International voluntary work, promotion of peace, human rights and international solidarity, development cooperation
Position	<b>Responsible for volunteers placements abroad as well as for projects with Palestine &amp; Lebanon</b>
Main responsibilities	Information, placement coordination trainings, preparation of the volunteers going to Middle-East as well as monitoring and evaluation of those projects; coordination of the volunteers' placement in Europe and overseas; development of local summer projects (3-weeks) focusing on development education; monitor allocated budget lines and report to the Financial Manager; contribution to the organisation's publications; partnership building & external representation.

## Training and non formal education experiences

In process (first level completed in 2016)	<a href="#">Process Communication Model</a> in coaching & the <a href="#">Neurocognitive and Behavioural Approach</a>
Information about the course	<b>Course (MOOC): <a href="#">Inspiring leadership Through Emotional Intelligence</a></b>
Provider and dates	Case Western Reserve University, 12/ 2014
Contracting structure and dates	ONE Management and EAS ( <a href="#">European Administrative School</a> ), 10-12/2014
Position	<b>External trainer:</b> External trainer for 'Training for Newcomers' and 'Learning together' for new civil servants in the European Institutions (European Commission, European Parliament, European Council and Committees) about how to deal with working in an international and multicultural environment, how to deal with transition period, intercultural learning, and the enlargement.
Information about the course	<b>Advanced course on business creation and entrepreneurship</b>
Provider and dates	<a href="#">Confederation of the Entrepreneurs of Pontevedra</a> (Galicia), 10-12/2008
Current	Member of the pool of trainers of the <b>Council of Europe (CoE)</b> – Directorate of Democratic Citizenship and Participation, <a href="#">Department of Youth</a> , <a href="#">BIJ</a> – <a href="#">Bureau International Jeunesse</a> and <a href="#">SALTO South-East Europe Resource Centre</a>

## Overview of the main projects, seminars and training: September 2000 – present

- 11/2016 - 02/2017: external evaluator in the frame of the mid-term evaluation of the Erasmus+ Youth in Action programme for the Bureau International Jeunesse (BIJ);
- Current: co-trainer for the series of [COMETS training courses](#) organised by SALTO Training and Cooperation Resource Centre (SALTO T&C RC);
- Current: member of the steering group of the [European Platform on Learning Mobility in the youth field](#), coordinated by the partnership between the European Commission and the Council of Europe in the field of youth (EU-CoE youth partnership). Co-facilitator the two bi-annual conferences of the platform in 2013 (Berlin) and 2015 (Istanbul);
- Current: trainer and coach of youth groups and movements for projects tackling hate speech online. Co-development of the training curriculum for trainers, youth workers, and young activists in the frame of the [‘No Hate Speech campaign’](#) (Council of Europe and BIJ), Belgium (October 2016: member of the team of the training course on No Hate Speech in cooperation with the Les Offices jeunesse internationaux du Québec-LOJIQ);
- Current: facilitator of the business meetings of the directors of the [National Agencies of the Erasmus +: Youth in Action programme](#) (meet twice a year);
- 2014-2017: involved in the development of a [set of competences for trainers](#) and [youth workers](#) and of the related support guidelines (manual and seminars) in the framework of the European Training Strategy of the Erasmus +: Youth in Action (E+:YiA) programme, coordinated by SALTO T&C RC;
- 2011-2016: member of the Expert Group on Recognition of Youth Work and Non Formal Learning, coordinated by the EU-CoE youth partnership.
- 10-14 October 2016: co-facilitator of the [European Volunteering Forum](#) by SALTO South-East Europe (SALTO SEE) in cooperation with SALTO RCs and National Agencies (NAs) of the E+: YiA programme, Maribor, Slovenia.
- 2-4 February 2016: Moderator and responsible for the methodology of the seminar [‘La Mobilité – un développement durable’](#) organised by LOJIQ and the BIJ, Montreal, Quebec.
- 24-27 November 2015: co-facilitator of the [‘Forum Me Too: Conversations on social inclusion’](#) organised by MOVIT in cooperation with JUGEND für Europa, SALTO SEE RC, and SALTO Inclusion, Ljubljana, Slovenia.
- October 2014 – July 2015: coordinator of the team of facilitators of the workshops organised in the frame of the [‘Forum Mondial de la Langue française’](#) organised by the Organisation Internationale de la francophonie. About 85 workshops were organised for about 1000 participants;
- September 2014 – May 2015: member of the team of organisers and coordinators of the [‘2<sup>nd</sup> European Youth Work Convention’](#) organised in the frame of the Belgian Chairmanship of the Council of Ministers of the Council of Europe, for about 530 participants.
- 2013-2014: team member of the project ‘EVS competences for Employability’, coordinated by SALTO T&C RC, SALTO SEE and SALTO Inclusion in cooperation with NAs of the E+:YiA programme. Co-facilitator of the international symposium that closed the overall project. Co-author of the narrative report;
- 19-21 November 2013: co-facilitator of the seminar [‘Youth and Citizenship: focus on youth participation’](#), Amman, Jordan, organised by the EU-CoE youth partnership and UNFPA;
- 11-15 November 2013: Trainer in the ‘les relais ultramarins de la mobilité européenne et internationale des jeunes’, Basse-Terre, Guadeloupe, organised by Direction de la Jeunesse, des Sports et de la Cohésion Sociale de Guadeloupe;
- 3 October 2013: workshop leader on ‘No Hate speech’ for students and teachers for the ‘kick-off seminar’ of the [Academy of Central European Schools](#), Bucharest, Romania, organised by Erste Stiftung Foundation and Interkulturelles Zentrum;
- 24-25 June 2013: co-facilitator of the conference ‘Youthpass in Action – Impact, Practice and Future’, Brussels, Belgium, organised by the JUGEND für Europa and SALTO T&C RC;
- 10-17 June 2013: Member of the team of trainers of the training course [‘CREA-TE – training on creativity and emotional competences’](#), Brussels, Belgium, organised by Taaluma;
- 22-29 October 2012: member of the team of the first residential seminar of the ‘Long-Term Training Course on Social Inclusion of Roma People via Humanistic Approaches and Non Formal Education’ organised by Euroaccion, Spain;
- 10-13 December 2012: Facilitator of the expert seminar [‘Indicators for Intercultural Dialogue in Non-formal Education Activities’](#), Hammamet, Tunisia, organised by the EU-CoE youth partnership. Involved in the follow-up of the event (drafting the guidelines);
- 1-3 October 2012: co-facilitator of the [‘Symposium on Youth Policy Cooperation in South East Europe: focus on recognition of youth work & non-formal learning’](#) (Tirana, Albania) organised by the EU-CoE youth partnership, in cooperation with the Ministry of Tourism, Culture, Youth and Sport of Albania; SALTO SEE, SALTO T&C, SALTO EECA and Interkulturelles Zentrum;
- 27-29 August 2012: Member of the team of facilitators of the Symposium [‘Arab spring: Youth participation for the promotion of peace, human rights and fundamental freedoms’](#) organised by the EU-CoE youth partnership in cooperation with the League of Arab States, UNFPA, Anna Lindh Foundation, the Euro-Med Youth Platform, the Maltese YiA NA, the North-South Centre and the European Youth Forum, in Rammarth, Tunisia.
- October 2011 – April 2012: trainer in the long-term training course [‘formación de formadores en proyectos europeos y educación no formal’](#) organised by the Spanish NA of the YiA programme;
- December 2010 – December 2011: trainer in the long-term training course ‘Euro–Arab training course for cooperation youth projects through non formal learning’ organised by the Directorate of Youth and Sport of the Council of Europe and the League of Arab States;
- June 2010 – November 2011: coordinator of the [‘Symposium for the Recognition of Youth Work and Non-Formal Learning’](#) organised by the EU-CoE youth partnership;
- November 2008 – December 2010: trainer in the European Commission – Council of Europe Partnership’s Training for Trainers

- June 2003: trainer in the 'Training on Organisational Management' (Council of Europe);
- June 2001: trainer in the 'Training for Trainers' (Council of Europe);
- September 2000: trainer in 'Introduction in Working in International Youth Structures' (Council of Europe).

### Main publications

- [Competence model for youth workers working internationally](#), SALTO Training and Cooperation Resource Centre
- [Competence model for trainers working at international level](#), SALTO Training and Cooperation Resource Centre
- Card game '[Learning Out of The Box](#)', SALTO Training & Cooperation Resource Centre;
- Coyote#20 - WHAT'S XTREME ABOUT YOUTH?!, co-author of the article '[My kid is an extremist](#)', EU-CoE youth partnership;
- Coyote#19 - WHAT'S GOING ON, [article on Human Rights practices](#), EU-CoE youth partnership;
- Documentation of the seminar '[Empowerment of youth organisations and youth-led civil society initiatives in the South-Mediterranean framework](#)', EU-CoE youth partnership;
- [Mapping of activities organised by institutions and international organisations on the theme of youth and the Arab Spring](#), EU-CoE youth partnership;
- Report of the conference '[Bridges to Work - creating better chances for young people on the labour market](#)', SALTO Inclusion Resource Centre;
- Documentation of the [ENTER! Youth Meeting](#), Council of Europe;
- Documentation of the [Seminar on Gender Equality in Youth Projects](#), Council of Europe;
- Documentation of the seminar '[New ways of youth participation based on Information and Communication Technologies](#)', EU-CoE youth partnership;

## Education

Dates	2008-2011
Studies	Access to University (in Spanish) / English Language, literature and Culture - English philology (in Spanish)
School - University	Spanish Open University (UNED)
Dates	1992-1997
Studies	Literature history, Theatre, Declamation
School - University	Academy of Brussels Centre & Royal Academy of Brussels
Dates	1985-1992
Studies	General secondary school programme, option literature and languages
School - University	Collège of Cagnes sur Mer & of Breil-sur-Roya, France Lycée Auguste Renoir, Cagnes-sur-Mer, France Athénée Royal d'Ottignies, Belgium

## Personal competences (attitudes, skills and knowledge)

Mother tongue	French
Other languages	English, Spanish, basic level of Galician (A1), basic level of German (A1)

Self-assessment	Understanding		Speaking		Writing
	Listening	Reading	Have a conversation	Have a fluent conversation	
Level					
English	C2	C2	C2	C1	C1
Spanish	C1	C1	C1	C1	C1

## Organisational competences

### Organisational management

I have been at the helm of two international organisations. Moreover, the different positions I have had in other contexts gave me the opportunity to consolidate a very solid experience in organisational management. This does not only include planning, preparing and implementing meetings, seminars, conferences and training courses, but also and primarily applies also to the day-to-day development of the organisation and management of the secretariat (programmes and human resources) of the latter. It also includes reporting, drafting & reviewing briefing notes or articles for targeted publications and audiences.

### Financial management and monitoring budget

I have significant experience in budget management. Through my positions in various organisations I have dealt with budget and financial management, from activity-based management to an organisation's overall budget management. The budgets I have been dealing with went from about €10,000 for one activity to yearly budgets of €700,000.

### Plan and implement projects and activities

Since the almost very beginning of my professional career I have been involved in and later on in charge of the management, coordination and implementation of programmes and activities at international level (meetings, training courses, seminars, conferences, and congresses) as well as in project-writing processes for larger-scale projects. I have assisted and monitored international projects on various issues (peace education, intercultural sensitivity, project and organisational management, human resource management, volunteering, etc.), all using non formal education's methods and methodology.

### Promote policies – networking - lobby actions

Contribution to the promotion of youth work, volunteering, non formal education and related learning outcomes for the development of adequate youth policies has happened through my mandates in international youth organisations, the European Youth Forum, or the EU-CoE youth partnership. This included to closely cooperating with national member organisations, other international networks and institutions (European Commission, Council of Europe, UN Agencies). Strategic initiatives, coordinated approaches, promotion and lobby actions also happened through different channels: meetings, thematic expert and consultative groups, info sessions, thematic newsletters, website, reports, etc.

## Social competences

### Team work, leadership and communication skills

Through my work and the different positions I had, I got used to working with international teams and with people from various social, geographical, ethnic and cultural backgrounds. I am also used to human resources management. My diverse experiences throughout the past 20 years as well as the different roles and responsibilities I have assumed gave me the opportunity to acquire and develop my leadership skills, intending to get people fully and willingly committed within different types of initiatives, projects and activities, to meet commonly agreed objectives while ensuring and guaranteeing common values as well as the development of people's competences. My experiences as trainer, as coordinator and as manager in different cultural and multicultural environments allowed me to develop effective communication skills. I believe it is essential in such working environment to be able to express and interpret thoughts, feelings and facts in both verbal and non-verbal forms and to interact in an appropriate way in varied social and cultural contexts.

## Other competences

### Training skills

Being involved in several Pool of trainers since 1999 as well as in other training processes for public or private structures, I have been active as trainer and/or facilitator in several international activities and training courses focusing on issues such as: organisational management, project management, intercultural sensitivity, intercultural dialogue and conflict transformation, mobility and volunteering, Euro-Arab youth cooperation, training of/for trainers, and competence development, amongst others.

Computer skills	Competent with most Microsoft Office and Mac OS related programmes and applications
Driving licence	Driving licence category B (Belgian licence)

## References

- Ms. Marta Medlinska, Coordinator of the partnership between the European Commission and the Council of Europe in the field of youth, Tel: +33 3 90 21 4916, E-mail: [Marta.MEDLINSKA@partnership-eu.coe.int](mailto:Marta.MEDLINSKA@partnership-eu.coe.int)
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