

February 2007

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GUIDELINES FOR THE FORMAT OF THE FINAL REPORTS OF STUDY SESSIONS

**held at the European Youth Centres
Strasbourg and Budapest**



I. INTRODUCTION

The Directorate of Youth and Sport requires the youth organisations, partners running study sessions held in cooperation with the European Youth Centre, to produce a full report of the study session. This report must be submitted to the EYC where the session has taken place, no later than three months after the study session has taken place. The content of the report should relate to the discussions that took place and any conclusions reached by participants during the sessions. Reports which do not conform to these specifications will be returned to the organisations to be revised, improved and finalised.

The reports of study sessions, if well presented and representative of the actual activity can provide valuable reference material on the issues discussed, project ideas, recommendations and follow-up related to the involvement of young people in the work priorities of the Directorate of Youth and Sport and to their own youth organisations.

The report can be also a valuable resource for the organisation in question and for teams of other study sessions. The report is an equally valuable resource for the Directorate of Youth and Sports, other youth organisations and institutions interested in the subject of the study session.

The report is an important PR document for the Council of Europe and the organisers (e.g. the report will be posted on the Council of Europe web-site and listed in the non ISBN publications of the Council of Europe).

The present document contains guidelines for the format and content of the requested study session report. They are meant to facilitate the work of those in charge of writing and publishing the report.

II. GUIDELINES

SIZE

The report should be between 20 and 50 pages long (exceptions are possible if discussed with the educational advisor in advance and properly justified).

FORMAT

The report should be provided in both MS Word and Acrobat PDF files. It should use type font Times New Roman (size 11 or 12) or Arial (size 10 or 11) for the main text. The title pages should be specially formatted according to the template provided in Appendix 1 to this document.

READERS AND USERS OF THE REPORT

The potential readers and users of the report are the participants of the actual study session and other young people, the organisation(s) involved in the actual study session, but also other organisations which are co-operating with the CoE or dealing with similar topics, as well as staff members of the CoE.

CONTENT OUTLINE

The main aim of the report is to document fairly on the activity: what happened, what are the conclusions, main findings, presentations or contributions to the “knowledge” and the expertise in the theme(s). The report should, furthermore, emphasise the main outcomes and results from the study session for the organizers and the most important learning points for the participants.

Optional: The report could also report on the methods used if relevant and directly usable by the potential multipliers in the organisation or elsewhere. It could also, wherever possible, include evaluation material collected from participants. This can give a better picture of the nature of the session and the quality of the discussions.

Suggested structure for reports of study sessions¹

- EXECUTIVE SUMMARY
 - o A maximum of 1-2 pages outlining the most important facts, issues, conclusions and recommendations of the study session. It should be possible to read the executive summary and get a complete overview of the information in the report about the study session in brief – *therefore it is recommended to write the executive summary only after having finalized the other parts of the report*
- INTRODUCTION
 - o Present the aims and objectives of the study session
 - o Describe the profile of participants
 - o Present the programme flow and list the main contents/issues discussed
- PROGRAMME – INPUTS AND DISCUSSIONS
 - o Present a summary of the main issues / thematic blocks, findings and presentations in the relation to the theme(s)
 - Outline of the content of the discussions that took place during the study session
 - the inputs of team members, external experts or lecturers
 - new ideas, conclusions and projects emerging from the discussions
 - interesting points of discussion, conflictual opinions, facts and observations presented by participants, team members or experts
 - OR**
 - present session outlines following the structure proposed in appendix 2 “outline for daily reports”
- MAIN OUTCOMES OF THE STUDY SESSION
 - o Recommendations or statements on issues that require particular attention and which could be addressed in the context of the European youth work
 - o Main results for the organiser of the study session
 - o Main learning points for participants
 - o Description of projects developed during the session
 - o Possible suggestions or recommendations for the Council of Europe (including for the work of the Directorate of Youth and Sport)
- FOLLOW-UP ACTIVITIES
- FINAL CONCLUSIONS AND RECOMMENDATIONS
- (OPTIONAL) ANALYSIS OF THE SESSION
 - o Summary of Participants’ evaluations
 - o Team evaluation
- APPENDICES
 - o Final Programme, as executed
 - o List of participants names, organisations and countries

¹ Adapted from “Writing a report of a study session held at EYCs – Guidelines” (CEJ/G (97) 14) and Guide on Study Session in EYCs (CEJ -2000). In depth description on reporting from study sessions can be found in this Guide (page 66-69).

http://www.coe.int/T/E/Cultural_Co-operation/Youth/4_Financial_support/Study_Sessions/GuideJan2001.asp#TopOfPage

- List of references (books, web-sites, handouts, articles, pictures used)
- (*Optional*) List of the methods used and short descriptions of each one (or references to the sources where such descriptions can be found)
- Additional information and/or documents provided by participants and/or team (optional)

Note: The focus on the areas outlined above is by no means exhaustive. The content of the report should also not be limited to descriptions of the above, but should attempt to be analytical, informative and useful to the future readers. It is, therefore, useful to define the target group first. Everything that seems unnecessary and makes the report too long should go in Appendices or left out.

III. COPYRIGHT

It is the organisation's responsibility that copyrighted material is not reproduced without written agreement of the copyright holder. The Council of Europe reserves the right not to publish reports (fully or partly) wherever this rule is not respected.

IV. PROCESS

- The report, as mentioned above, should be produced by the organiser of the study session and submitted to the Secretariat of the EYC where the session took place no later than 3 months after the study session. It is preferable to send the final report to the educational advisor who was in charge of the session;
- After the submission, the Secretariat controls the quality of the report and provides relevant comments and feedback to the organisers;
- The organisation then finalises the report by integrating comments provided by the Secretariat member responsible for the session. These comments may be on form or content according to the role the responsible member of Secretariat had in the running of the session. The organisation should resubmit the final version of the report in both MS Word format and Acrobat PDF format as soon as possible, and no longer than 2 weeks after receiving the comments of the Secretariat;
- The Directorate of Youth and Sport prints the report (black and white, A4 size), and also sends copies to the organisation. The Directorate of Youth and Sport keeps the right to post the report on its web-site.

V. LIST OF APPENDICES

Appendix 1 - Sessions report cover layout mask

Appendix 2 – Guidelines for daily reports

Appendix 1 - Sessions report cover layout mask



LOGO OF YOUR
ORGANISATION
(black and white, printable quality)
(OPTIONAL)

TITLE

Report of the study session held by
(name of organization)
in co-operation with the
European Youth Centre
of the Council of Europe

European Youth Centre Budapest / Strasbourg
Dates



Or the HREYP logo for
sessions within this
programme. We must supply
the logo to the organisations.

This report gives an account of various aspects of the study session. It has been produced by and is the responsibility of the educational team of the study session. It does not represent the official point of view of the Council of Europe.

Page to remain empty

Reference number of the report given
by EYCB secretariat

Budapest, date

TITLE

Report of the study session held by (name of organization)
in co-operation with the
European Youth Centre Budapest
of the Council of Europe

European Youth Centre Budapest/Strasbourg
Dates

Acknowledgements (optional)

- Team
- Reporter
- Any other contributions

Name of your organisation

address

tel:, fax:

E-mail:

website:

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2 pages to remain empty at the end of the report

Appendix 2: Guidelines for *daily reports*(*OPTIONAL*)

N.B. The prep team and the course director should make the choice of writing or not daily reports! This is merely a suggestion on how and what to report on each day during the study session.

It is often a preference of teams to involve participants in the collection of the material and even the drafting of the report. However, it will be up to one or more team members of the team to ensure that report is coherent, well presented, clear and it reflects the actual nature of the activity. The daily reports are usually made by participants. These reports very often lack coherence and structure. Below, are some general advices provided useful when instructing participants to make daily reports.

OUTLINE FOR DAILY REPORT

1. TITLE OF THE SESSION / PROGRAMME ELEMENT

The name or title of the session / programme element (e.g. Getting to know each other, Individual and group learning, Definition of Human Rights and etc).

2. AIM AND OBJECTIVES

State the general purpose of the programme element / session (e.g. to develop participants self-confidence and their awareness about training in non-formal education; to explore the particularities of human rights education with young people and etc.).

The concrete objectives or goals refer to what this particular programme element / session seeks to achieve. They should be concrete and multiple. In as far as possible, it should also address the learning or educational objectives according to: Knowledge, Skills and Attitudes.

3. PROGRAMME

Timeline of the programme as executed.

4. EDUCATIONAL METHODS USED

The methodology includes also the approach to make sure that the set objectives will be achieved. The methods presentation should be a simple outline – not a description of the method itself. Please quote the source if the method is already published in a training manual or website. Be aware not to reproduce copyrighted material

5. THEMATIC DISCUSSIONS OR INPUTS

A short summary of the main issues discussed, questions raised, contributions made. All visual support and handouts should be presented in Appendices to this report.

6. RECOMMENDATIONS AND OUTCOMES OF GROUP DISCUSSION

Any recommendations made by the group, conclusions and outcomes of discussions. All visual aids used for group report, all written conclusions/ reports by the entire group or by small sub-groups can be integrated.

7. EVALUATION, CONCLUSIONS AND FOLLOW-UP

A brief evaluation of the session, conclusions and ideas for follow-up of this particular programme element should be indicated here. All links and contributions to other programme elements / sessions should be indicated here.

8. RESOURCES USED

All possible bibliography, list of handouts, manuals and other materials, as well as the webography (list of web-sites) used in the preparation and the implementation of this programme element. Also further readings or interesting web-sites on the topic can be indicated, if known.