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[Roles & rules applying to consultants in sessions]

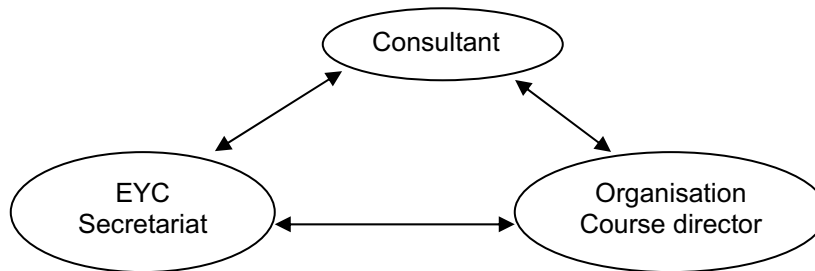
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# **Roles, Rules and Practical Conditions Applying to consultants in study sessions**

**Appendix to contracts for consultants  
involved in the running of the study sessions programme  
of the Directorate of Youth and Sport**

## I. On the role of the external tutor/ trainer in the study session.

The **external consultant/trainer** is someone contracted by the Council of Europe to do a specific job and replace an educational advisor. The consultant does not have only an educational role but also an administrative and a political role. The **course director** in the study session is the main person in charge on behalf of the youth organisation, and as such responsible to make sure that, from the organisation's point of view, the activity is a success.



The consultant is, for example, expected to:

- prepare the activity in co-operation with the youth organisation
- constantly communicate with the other preparatory team members
- respect the organisation, its educational methods and approaches;
- support the organisation's team in respecting the values and approaches of the Council of Europe's Directorate of Youth and Sports, such as intercultural learning and participation.
- introduce the work of Council of Europe and of the Directorate of Youth and Sport (DJS) to the participants
- be a link between the organisation and DJS Secretariat (in EYCs, for example provide list of technical needs for the activity, report any needs or damages related to the EYCs)
- communicate and keep informed the responsible resident educational advisers in the EYCs on the development of the activity
- act as resource person for other members of the preparatory team, and if necessary provide the guidance for accomplishment of certain tasks;
- provide guidance on the writing and finalisation of the report for the study session.

The consultant in a study session should, among others, refrain from:

- Taking decisions with budgetary implications (i.e. changes dates of the session, the number of participants, the Non-European participants, the number of experts) or changing the topic of the session. In the case that the need for such a

decision arises, the consultant should discuss it with the educational advisor responsible for the session immediately;

- Interfering with the selection of participants;
- Writing the report of the session for the organisation;
- Judging on the political orientation or socio-educational approaches of the organisation.

## **II. Expectations and practical conditions for Trainers' Pool consultants engaged to assist in the running of study sessions at the European Youth Centre**

The following conditions complement the contractual obligations and the educational role as defined in the contract and other relevant documents (e.g. the manual for study sessions organisers).

### **During the Preparation**

1. The educational advisor or administrator responsible for the activity with the EYC secretariat shall inform the youth organisation of the name and contacts of the consultant (and vice-versa).
2. The consultant has the responsibility to initiate the contact with the youth organisation responsible for the study session in view of organising the preparatory meeting/s. In case of difficulties the consultant must seek advice of the administrator or educational advisor of DJS in charge of the activity.
3. When preparatory meetings are to take place at the EYC the consultant has the responsibility to contact the secretariat of the EYC regarding availability of rooms and other logistic arrangements as early as possible.
4. The consultant – in coordination with the organisation – will ensure that the rules for interpretation (final confirmation four weeks before the session) and for invitations to lecturers or experts are respected, notably that the information is timely provided.
5. The youth organisation must send the EYC secretariat a complete list of participants (including mention of any early arrivals or late departures) and a provisional daily programme not later than four weeks before the opening of the session and a copy must be sent to the consultant. The consultant should draw the attention of the course director to the fact that the list of participants who need

visas and their full visa information must be provided no later than six weeks in advance of the session;

6. The consultant must send the EYC a list of all practical needs related to the session, such as educational materials, bibliographic references, meeting rooms' arrangements and any special needs three weeks before the beginning of the session.
7. For study sessions in which the reimbursement of participants is done by the EYC secretariat, the consultant is expected to communicate the financial regulations concerning study sessions to the course director and team, in particular the financial limitations concerning travel reimbursement and that the organisation is responsible for monitoring that they do not exceed this ceiling. External consultants working on study sessions where the organisation has opted for an administrative arrangement (under which the organisation is solely responsible for the administration of the travel reimbursement procedure for reimbursement of travel expenses of participants) are expected to familiarise themselves with the regulations pertaining to this procedure.

#### On arrival

8. The consultant shall be given a single room for the entire duration of the activity, meal tickets, a code for using the photocopier, a key for the team room, a box of essential materials (markers, masking tape, post-its, overhead pens and slides, etc.) in addition to any other items that s/he may have requested in advance, and, if appropriate, a key to the seminar rooms.
9. Be introduced to the secretariat members related to the activity;
10. If another activity is being prepared for the same period, the consultant must seek a meeting with the educational advisor and course director of the other activity to agree on rooms' distribution and any other matter of common interest.

#### During the session

*The consultant is expected to:*

11. Co-ordinate the collection of travel reimbursement forms and supporting documents, in co-ordination with the EYC secretariat. Similarly, to inform the organisation of the procedure for claiming the lump sum for preparatory expenses

and regulations for submission of this claim for study sessions in which the reimbursement of travel expenses for participants is made by the EYC secretariat.

12. Assist with the travel reimbursement procedures for lecturers.
13. Present the Council of Europe and the Directorate of Youth and Sport principles and activities in the programme of the session;
14. Secure that a list of participants is produced before the end of the session (in coordination with the EYC and the organisation's secretariat);
15. Coordinate the activity with the services of the EYC concerned (i.e. secretariat, reception, accounting, catering, security);
16. Inform the secretariat of any particular problems or difficulties encountered;
17. Raise participants' awareness about respecting the equipment and facilities of the EYC and to make sure that educational materials and stationery are adequately used and kept.
18. Inform the organisation of the procedure for claiming the lump sum for preparatory expenses and regulations for submission of this claim;
19. Secure that the team in charge of the session devotes time to evaluate the session together with the consultant, and that the relevant activity evaluation form is filled in, if possible together with the course director.
20. Inform the organisation of the procedure and regulations for the submission of the study session report and any other follow-up necessitated.

*The consultant shall also:*

21. Have regular and easy access to a computer with Internet connection, connected to a printer and to a local telephone line;
22. Arrange a meeting between the team of the session (or the course director in alternative) and the administrator or educational advisor responsible for liaising with the EYC;

### After the session

23. Send the evaluation form of the activity to the educational advisor or administrator concerned, including an evaluation of the services provided by the EYC;
24. Send the study session synopsis for the Council of Europe Activity Database (CEAD), on the basis of the guidelines provided by the secretariat;
25. Inform the advisor or administrator of any special considerations for follow-up (e.g. report, special outcomes related to the work priorities);
26. Send the request for fees and any other relevant financial document specified in the contract to the EYC secretariat.