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## Pool of Trainers

The Pool of Trainers within the Youth Department of the Council of Europe is composed of trainers and educational experts experienced in intercultural learning and non-formal education, as applied to international youth work activities.

The trainers are active in the implementation of the Youth Programme of the Council of Europe and help to sustain and develop its education and training activities.

## Role and Functioning of the Pool

This document presents the Pool of Trainers within the Council of Europe’s youth sector and the rules and practices for its usage by the Council of Europe and external partners. This document may be regularly improved and updated based on experience or proposals submitted by the trainers themselves.

## **Table of contents**

1. The role of the Pool of Trainers .....	2
2. Quality criteria.....	4
3. Functioning.....	4
4. Usage of the pool by external partners .....	6
5. Consultative meetings of the Pool of Trainers .....	6
6. Status, rates and fees.....	6
7. Rates and calculation of fees .....	7
8. Glossary.....	8
Appendices .....	9
Appendix 1. Profile of a junior trainer .....	10
Appendix 2. Profile of a senior trainer .....	11
Appendix 3 .....	14

## **1. The role of the Pool of Trainers**

The training courses and other educational activities planned and organised under the programme of the Youth Department of the Council of Europe must be run by experienced and reliable educational staff. Each study session held at the European Youth Centres in Budapest and Strasbourg must be carried out with an educational advisor as a member of the preparatory team. Training courses are also prepared and run by intercultural teams of educational consultants, trainers and facilitators with experience in non-formal learning, youth work and intercultural learning, as well as other specific expertise according to the activity profile.

These educational consultants together constitute what is known as the Council of Europe youth sector's Pool of Trainers, which was established in 1990. The trainers in the pool support and complement the work of the educational advisors and administrators in the Education and Training Division.

The trainers typically assume the following roles:

- Acting as educational advisors during study sessions organised in co-operation with international youth organisations at the European Youth Centres;
- Participating in teams of trainers in charge of planning, implementing and evaluating training courses held under the Youth Department's programme of activities. These activities often also include e-learning activities, project development support and mentoring. Most of the activities take place at the European Youth Centres, but many are also held in member states and use languages other than English and French, the official working languages of the Council of Europe;
- Carrying out studies, evaluations and surveys;
- Drafting reports and documentation of activities;

- Contributing to educational publications and manuals, including those produced in the framework of the partnership between the Council of Europe and the European Commission in the field of youth;
- Delivering specific sessions or workshops as lecturers and resource persons in education and training activities.

Members of the pool may also be contacted to provide expert educational support for activities that receive financial support from the European Youth Foundation. In such cases trainers usually work under contract with external entities or partners, according to the conditions set out below.

There is no formal link or obligation between the Council of Europe and the trainers in the pool. Each trainer is hired under a contract to serve as consultant for specific programme activities; the contract specifies the mutual obligations and commitments, which are usually limited to the scope of the activities.

There is, however, a strong expectation that trainers involved in the Council of Europe's youth activities will also embody the values, approaches and quality standards of the Council of Europe in general and of the youth sector in particular. These include:

- A commitment to human rights, democracy, the rule of law and intercultural dialogue
- A commitment to youth work that relies on the agency of young people and youth organisations, is based on the autonomy and active participation of young people and adheres to youth participation as a political purpose and an educational approach
- Non-formal learning/education as an important dimension of young people's learning for life and for living together
- The understanding of human rights education as a fundamental human right and as a framework for learning universal values, developing citizenship attitudes and exercising rights and responsibilities
- Intercultural learning as an overarching approach and principle in international youth educational activities, including its corollary of values and competences (which should be articulated with those applying to human rights education) and the dilemmas it poses concerning the roles of culture and identity and their application in European youth work activities
- A responsibility to apply quality criteria that support the social, political and formal recognition of non-formal learning activities and youth work and are based on delivering meaningful learning opportunities to participants
- An understanding of the importance of the quality of non-formal education activities as a means for the further promotion and recognition of youth work.

## **2. Quality criteria**

While respecting and promoting the inherent diversity of youth work across Europe, the youth sector of the Council of Europe has identified a set of quality criteria applying to its education and training activities. The quality standards and criteria are available [here](#).

The “quality” of the trainers, i.e. their professional competence and expertise combined with their ability to perform under the Council of Europe social and educational framework, is an essential – and probably the most important - dimension of the quality of the activities they are entrusted with.

Composing a team of trainers that is able to function and deliver according to expectations is therefore a constant concern for the educational team of the Youth Department of the Council of Europe. Trust and transparency are very important in this process. In managing the pool, the educational team pays specific attention to the ability of the individual trainers and to the need for each specific activity team to function well. It must therefore make sure that all areas of competence relevant to the activity are covered, that the individual trainers can work together as a team and that the necessary sex/gender and geographical balances are safeguarded.

The quality of training activities plays an essential role in furthering the recognition of non-formal education and youth work; the role of trainers and of training activities for trainers is therefore vital. As part of the ongoing development of the Trainers Pool, ways will be sought to increase self-assessment possibilities as well as mechanisms for obtaining feedback and evaluations from peers and participants.

Particular attention is currently being paid to developing quality criteria for e-learning and mentoring/coaching, as use of both these methods is steadily growing within the Youth Department's programme of activities.

The Council of Europe's annual programme of youth activities usually includes training courses for trainers; these are also opportunities for trainers to develop an insight into the education and training approaches of the European Youth Centres and to enhance their competences. In addition, the youth sector holds regular consultative meetings (every two years) with the members of the pool. These consultative meetings are opportunities for sharing knowledge and experience and discussing matters of common interest to the trainers and the Council of Europe secretariat. They are held alternately at the European Youth Centres in Budapest and Strasbourg. As far as possible, changes in the pool's functioning are discussed and agreed with its members.

## **3. Functioning**

Admission to the pool is voluntary and based upon an application procedure, which includes:

- an application form:
- a recent CV;

- recommendation letters from at least two other trainers, one of whom should already be a member of the Trainers Pool. The trainers providing recommendation letters should have worked together with the applicant in training courses as colleagues in a trainers' team and the letter should make references to the competences of the applicant on the basis of this experience(s).

To be eligible for pool membership, candidate trainers must:

1. Possess as a minimum the competences of a junior trainer (see Appendix 1)
2. Have been actively involved in grassroots youth work for at least four years or have been actively involved in international youth work for at least two years
3. Have attended a training course for trainers lasting at least five working days with the Council of Europe's Youth Department or other partners running similar training courses and have proven abilities to run intercultural non-formal education activities
4. Be familiar with and adhere to the values and approaches of the Council of Europe in non-formal education youth activities.

Applications are assessed by the educational team of the Youth Department. Once accepted, trainers fill in their profile on-line and complete a self-assessment form. The aim of the self-assessment is to allow the Youth Department's educational team to identify possible areas of expertise and compose teams of trainers that are complementary and compatible. The self-assessment data and other details about the trainers are accessible only by the staff of the Council of Europe secretariat. Trainers are also invited to prepare a brief profile that can be accessed by any visitor to the Trainers Pool website.

The online functions relating to the trainers pool can be found at <http://trainers-youthapplications.coe.int>.

The pool functions as a database of contact details for trainers who are, in principle, considered competent to contribute to the implementation of the programme of activities of the youth sector of the Council of Europe. Their specific areas of competence and experience may make them more or less suitable for certain types or formats of activities.

At regular intervals and according to programme needs, the secretariat of the Youth Department (usually the Education and Training Division) publishes calls for expressions of interest aimed at trainers in the pool. These calls are activity-specific and provide details about the nature of the role and tasks to be performed and of the required competences.

The responses received are assessed by the educational team, and trainers who pass this screening process are offered a consultant's contract for the specific activity.

In there is no response to a call or if the responses received are considered insufficient, the secretariat may extend the invitation to other trainers and consultants. This is often the case for very specific tasks, new thematic areas or very specific country-based activities requiring local knowledge of youth policy and/or local language proficiency.

Membership of the pool expires automatically after three years for trainers who have not responded to any call for expressions of interest or have not been given a contract for any activity. The trainers concerned may re-apply.

All trainers in the pool are also expected to renew their profiles and update their self-assessments every third year at least.

#### **4. Usage of the pool by external partners**

Other organisers of international or national youth activities may also call on members of the pool to assist them in running their activities. The European Youth Foundation, for example, sometimes recommends that beneficiaries of its grants seek a trainer's educational support. External partners – i.e. “external” to the Youth Department of the Council of Europe – can publish calls for trainers using the Trainers Pool database. Decisions as to whether to invite a trainer to participate in activities are their sole responsibility; the educational team may give an opinion if asked, but that is a rare occurrence.

Regular external partners include intergovernmental organisations, governmental bodies developing and implementing youth activities, and/or other Council of Europe bodies. Several international youth organisations also request the support of the Youth Department in identifying competent trainers for their activities. The conditions for publication of calls by external partners are outlined in Appendix 3 – partners who are interested may use standard templates downloadable from [www.coe.int/youth](http://www.coe.int/youth).

#### **5. Consultative meetings of the Pool of Trainers**

The meetings are organised every two years and aim to improve the quality of co-operation between the Youth Department and the pool with a view to ensuring quality education and training activities in the youth sector. They are an opportunity to evaluate and review co-operation in respect of specific activities organised by the Council of Europe's Youth Department, to share and review practices in the youth field, and to support ongoing development of pool members' competences through training opportunities.

The consultative meetings bring together representatives of the secretariat of the Youth Department, especially the Education and Training Division, and members of the pool who have participated in activities organised by the Youth Department over the last two years. As the pool's membership is constantly changing, the consultative meetings are also an opportunity for new members to get acquainted with the role and functioning of the pool.

#### **6. Status, rates and fees**

Being a member of the pool may have little or considerable impact on a trainer's life, depending on that trainer's interest and personal investment in the Council of Europe's youth programme. The most significant practical advantage of pool membership is probably to be able to receive calls for expressions of interest. Calls are sent out regularly for study sessions (held every six months) and whenever programme planning needs so require.

The Youth Department proposes two types of contracts: for junior and for senior trainers. The decision to award a junior or senior contract is taken by the Youth Department's secretariat and often reflects the perceived level of experience or expertise of the individual trainer for the

specific activity or task concerned. It is therefore possible for a trainer to be taken on as a senior in the case of one activity and a junior in another. Being considered junior or senior is, therefore, not an assessment of the trainer’s abilities, as such, but of their perceived relative competence in relation to the activity concerned and to the other trainers in the specific team.

The distinction drawn between junior and senior trainers is based on recognition that not all trainers have the same levels of experience, expertise and reliability in the performance of their tasks individually or as part of a team. The creation of the junior trainers category was also intended to encourage youth workers aspiring to become trainers to join the pool and gain practical experience as trainers – this has been particularly useful in the case of former participants in training activities, whose insights in that capacity make them particularly interesting for inclusion in a team. In a typical team of trainers for an activity senior trainers are expected to take a leading role in the conceptual development and methodology of the programme and the main sessions. Junior trainers support the work of senior trainers by facilitating group discussions or workshops according to their level of competence.

These competence profiles have been developed by trainers, members of the pool, in various consultative meetings, and also with the input of the Council of Europe's educational advisors and administrative officers, who finalised the profiles.

Over the years, a number of principles have been formulated and adopted to foster transparent and objective decisions:

- The first two contracts of a new trainer in the pool are usually for junior rates;
- A trainer acting as educational advisor in a study session is always proposed a senior rate contract;
- A trainer acting as “documentalist” in an activity is proposed a junior rate contract;
- A trainer acting as general rapporteur is proposed a senior rate contract.

## 7. Rates and calculation of fees

Currently, the rates for junior and senior trainers are set at:

- 130 €/ day for junior trainers
- 260 €/ day for senior trainers.

Work days and overall fees are always calculated on a case by case basis and should reflect the actual work and tasks undertaken by each trainer, even if they work in a team. The following table provides an indication of standard calculations applied to the most frequent activities.

Activity   Task	Preparation and evaluation meetings	“Home” Preparation	Residential activity	Report coordination and contribution	E-learning, mentoring and coaching
<b>Training courses</b>	Number of meeting days	Specific to course and trainer	Number of meeting days		Paid at junior rate
<b>Study sessions</b>	Lump sum of 750 €	Included in the lump sum	Number of working days	Lump sum of 375 €	
<b>Documentation and Reporting</b>	Twice the number of working days of the activity				

<b>Research and studies</b>	Calculated on a case-by-case basis
<b>Lectures and specific inputs</b>	260 € per day

All members of the pool hired under trainer contracts by the Youth Department of the Council of Europe are required to produce an evaluation report, in addition to the specific obligations of their contracts.

## 8. Glossary

The following glossary is an attempt to clarify some of the terms used in this document, especially for readers less familiar with the “jargon” of the Council of Europe’s youth sector:

Call for expressions of interest	Request for applications related with a specific activity/project for trainers. It contains: information specific to the project/activity, desired profile and competences of the trainers to be hired, the selection procedure, the application form.
Course director	In a study session, the main person in charge on behalf of the youth organisation and, as such, responsible for making sure that, from the organisation’s point of view, the activity is a success. In a training course, the team member (usually from the Education and Training Division) in charge of the activity and coordinating the team of trainers.
Documentalist	Person responsible for documenting, compiling and editing the results and outcomes of an educational activity.
Education and Training Division	An operational division within the Youth Department of the Council of Europe, mainly in charge of implementing the youth sector's programme of activities in close cooperation with all the staff of the Youth Department and the main stakeholders in the field.
Educational advisors	Members of the staff of the Youth Department who are located in the European Youth Centres. They support the development, implementation and evaluation of the Council of Europe's programme of youth activities. In educational activities they can have various roles: course director; supervisor; trainer and so on.
Educational team	Within the Youth Department, this means the Head of the Education and Training Division and the educational advisors.
Field activity	An activity of the Council of Europe taking place outside the European Youth Centres, usually organised in partnership with local/national actors (governments, institutions, NGOs, etc.)
Junior trainer	A trainer who, in the context of a specific team and activity, has less experience of the topic, methodology and particular working context while being able to take a leadership role in the educational processes. A junior trainer is expected to support the work of senior trainers. Differences between senior and junior trainers are explained in the document.
Rapporteur	The person responsible for producing a final report of an educational activity. Often, the work of the rapporteur involves placing the activity within a youth policy context and building upon the conclusions and outcomes of a meeting to suggest potential ways of



	following it up.
Senior trainer	A trainer who, within the context of a specific team and activity, has extensive experience of the topic, methodology and particular working context and can take a leadership role in the educational processes. Differences between senior and junior trainers are explained in the document.
Study session	Study sessions are international youth events lasting between four and eight days which bring together members of youth organisations or networks and experts, so as to hold discussions on a specific subject leading to conclusions relevant to the priorities and programmes of the Council of Europe Youth sector. They are organised in co-operation with youth organisations and networks, and are hosted by one of the European Youth Centres.
Trainer	In the context of the Pool of Trainers, a trainer is an educational consultant with strong experience in non-formal learning/education, youth work and/or youth policy. Pool members have extensive experience of facilitating or running education and training activities, particularly with young adults; all of them also have considerable experience in working with international and multicultural groups of participants.
Training course	Training courses are residential seminars of between five and ten days, or long-term courses comprising two or more residential seminars and a practice period.
Youth Department	The main structure within the Council of Europe responsible for devising guidelines, programmes and legal instruments for the development of coherent and effective youth policies at the local, national and European levels. The Youth Department encompasses the work of the European Youth Centres in Strasbourg and Budapest, the European Youth Foundation, intergovernmental cooperation in the youth field, the Youth Partnership with the European Commission and the Partial Agreement on Youth Mobility. It is part of the Directorate of Democratic Citizenship and Participation, which is itself part of the Directorate General for Democracy (DG II)

## Appendices

- Appendix 1 Profile of a junior trainer
- Appendix 2 Profile of a senior trainer
- Appendix 3 Usage of the Pool of Trainers by external partners

## Appendix 1. Profile of a junior trainer

Competence	<b>Experience as a trainer and/or member of a team of trainers in international and intercultural youth work activities</b>
	Criterion: The trainer has been involved in at least two international and/or intercultural youth training activities.
Competence	<b>The ability to contribute constructively to and assist in the preparation, running and evaluation of the activity, based on intercultural non-formal education.</b>
	Criterion: The trainer has attended at least one training course for trainers with the Youth Department of the Council of Europe or another partner running similar activities or the trainer can prove his/her ability on the strength of experience (CV, recommendation letters).
Competence	<b>The ability to run parts of the activity independently (such as selected workshops or working groups)</b>
	Criterion: Possession of certain educational backgrounds, whether on a formal or non-formal basis. <ul style="list-style-type: none"> <li>▪ academic education in line with the methodologies and/or topics relevant to the activity</li> <li>▪ extra-curricular training</li> <li>▪ has attended a training course for trainers as a participant/learner</li> <li>▪ has been a participant and/or trainer in previous activities of relevance to the activity concerned</li> <li>▪ leader of a project on a similar topic</li> <li>▪ the trainer is recommended by a member of DYS educational staff or members of the DYS Pool of Trainers</li> </ul>
Competence	<b>Good knowledge and experience of youth work in at least three of the following areas:</b> <ul style="list-style-type: none"> <li>▪ Human rights education and education for democratic citizenship</li> <li>▪ Youth participation, democratic citizenship and the development of youth work and youth organisations</li> <li>▪ Promoting gender equality through youth policy and youth work</li> <li>▪ Environment and sustainable development</li> <li>▪ Intercultural youth work in a multicultural environment</li> <li>▪ Promoting responses to racism, intolerance and discrimination</li> <li>▪ Youth work for peace-building, conflict prevention and transformation</li> <li>▪ Promoting global solidarity and cooperation</li> <li>▪ Youth information and counselling</li> <li>▪ Promoting young people's access to social rights</li> <li>▪ Non-formal education/learning as a means of facilitating the social inclusion of young people and children</li> <li>▪ Promoting intergenerational dialogue and solidarity</li> <li>▪ Supporting youth and child policy development at national level</li> <li>▪ Using e-learning in non-formal education activities</li> <li>▪ Using information and communication technology in youth work</li> </ul>
	Criteria: the trainer has run activities in the above-mentioned key areas at local/regional/national level; the trainer has undergone training on the issues or has a relevant formal or non-formal background. Publications and articles.
Competence	<b>The ability and willingness to work in an intercultural team</b>
	Criteria: The trainer has previously worked in intercultural teams; motivation letter highlights willingness.
Competence	<b>Intercultural competence, especially in working with multicultural groups. The trainer is aware of own biases, understands tolerance of ambiguity and is able to take a distance from social roles.</b>
	Criteria: The trainer has worked in similar settings before; has received formal or non-formal training on youth work in multicultural environments; has worked with various cultural and social groups.

## Appendix 2. Profile of a senior trainer

Area of competence	Including:
<b>Understanding the institutional frame of the Council of Europe and its youth sector (institutional awareness)</b>	<ul style="list-style-type: none"> <li>▪ Ability to present and explain the core values of the Council of Europe to team colleagues and participants</li> <li>▪ Knowledge of and ability to explain the main fields of action and the main bodies and institutions of the Council of Europe</li> <li>▪ Capacity to respect and safeguard the values and approaches of the Council of Europe, while taking into consideration the specific approaches of different partners involved in the activities</li> <li>▪ Implementing the core values of the Council of Europe in the educational programme, including the approaches and methodology employed</li> <li>▪ Understanding of and ability to explain about his/her role(s) as a trainer for the youth sector of the Council of Europe and to support other trainers in that role</li> <li>▪ Explaining to participants and trainer colleagues the institutional context of the educational activity</li> <li>▪ Supporting trainers and participants in making the link between the values of the Council of Europe and their activities</li> <li>▪ Implementing the quality standards of the youth sector of the Council of Europe in activities</li> <li>▪ Ability to present and explain the values and functioning of co-management and its structures within the Council of Europe Youth Department</li> <li>▪ Presenting the structure, priorities, work and publications of the Youth Department</li> <li>▪ Understanding and capacity to present and explain the main instruments of the youth policy of the Council of Europe and their interest for participants in activities</li> <li>▪ Awareness of and ability to make links between the topics being addressed in the activity and the related work of other Council of Europe sectors/bodies.</li> <li>▪ Understanding and presentation of the relations between the Council of Europe and the European Union, as well as other partners, in matters relevant to activities.</li> </ul>
<b>Criterion</b>	<i>The trainer has cooperated with the Youth Department in the past.</i>
<b>Facilitation of the team and group work process</b>	<ul style="list-style-type: none"> <li>▪ Ability to create an enjoyable and productive working atmosphere in and for a team</li> <li>▪ Ability to organise and facilitate the working process of a team, including distribution of tasks</li> <li>▪ Ability to recognise and foster the strengths of people rather than drawing attention to weaknesses</li> <li>▪ Ability to give and receive feedback in an educational context</li> <li>▪ Capacity to deal with conflict in teams</li> <li>▪ Capacity to support team members in developing ownership and responsibility for the activity and the educational process</li> <li>▪ Capacity to self-evaluate performance in a team and seek support where necessary</li> <li>▪ Capacity to support learning processes and self-development in a team</li> <li>▪ Ability to work autonomously</li> <li>▪ Ability to formulate session outlines and reports adapted to specific target groups</li> <li>▪ Capacity to maintain regular communication with the Youth Department's secretariat</li> <li>▪ Sensing group dynamics and influencing them in a constructive way</li> <li>▪ Participating in and organising social groups</li> <li>▪ Taking responsibility for tasks and developments</li> <li>▪ Providing guidance to other team members and participants to support their self-development and learning</li> <li>▪ Understanding the socio-political background of learners and adjusting the educational programme of an activity accordingly</li> <li>▪ Supporting learners to increase their self-awareness</li> </ul>
<b>Criterion</b>	<i>The trainer has documented experience as a member of international teams and in leading international teams during training activities.</i>

<p><b>Facilitation of learning processes</b></p>	<ul style="list-style-type: none"> <li>▪ Organising a training programme according to competences</li> <li>▪ Learning with and from others</li> <li>▪ Taking responsibility for one's own actions and showing commitment to personal development and social change</li> <li>▪ Finding relevant information, appraising evidence critically, being aware of preconceptions and biases, recognising forms of manipulation, and making decisions on the basis of reasoned judgements</li> <li>▪ Viewing an argument from various perspectives</li> <li>▪ Choosing methods that best serve the educational setting and aims</li> <li>▪ Designing an educational programme from beginning to end</li> <li>▪ Explaining and applying group learning methods, related debriefing</li> <li>▪ Debriefing and extracting learning points from an educational activity or method</li> <li>▪ Identifying motivating factors for learners and addressing them</li> <li>▪ Making use of information technology to support learning processes</li> <li>▪ Mentoring participants in their learning process</li> <li>▪ Coaching participants in initiatives and other follow-up activities implemented after the educational activity takes places</li> <li>▪ Supporting learners to self-assess their competences</li> <li>▪ Supporting learners to identify their learning needs and ways to respond to them</li> <li>▪ Presenting concepts, methodologies and theories relevant to the activity in a coherent and comprehensible manner</li> <li>▪ Developing educational programmes responding to different learning styles</li> <li>▪ Facilitating plenary sessions, workshops and group discussions</li> <li>▪ Supporting others in discovering their learning style and developing strategies accordingly</li> <li>▪ Making learning processes interesting and playful</li> <li>▪ Evaluating learning processes and using results in the future process within the particular educational activity</li> <li>▪ Supporting participants to identify learning outcomes</li> <li>▪ Acting as a resource person</li> </ul>
<p><b>Criteria</b></p>	<p><i>The trainer has a formal or non-formal educational background in youth work training and the thematic area concerned and has been involved in youth activities or working in the specific field in question for at least two years; the trainer has been responsible for developing and implementing a learning process in at least three training activities.</i></p>
<p><b>Competence to facilitate intercultural learning processes and culture-sensitive communication</b></p>	<ul style="list-style-type: none"> <li>▪ Promoting diversity as a resource within the group of participants</li> <li>▪ Awareness of ambiguity of individual and culturally determined behaviours</li> <li>▪ Approaching intercultural settings with curiosity and an open mind</li> <li>▪ Working towards the ideals of human rights, equality in dignity and respect for diversity</li> <li>▪ Ability to empathise with participants/learners</li> <li>▪ Capacity to take a distance from social roles</li> <li>▪ Ability to communicate in different cultural contexts</li> <li>▪ Capacity to work autonomously in English, using both oral and written communication</li> <li>▪ Capacity to work autonomously in other languages used in the activity and by the preparatory team, making use of both oral and written communication</li> <li>▪ Basing own judgements on a sense of human dignity, of self-worth and of others' worth, irrespective of social, cultural, linguistic or religious differences</li> <li>▪ Communicating meaningfully and respectfully with others</li> <li>▪ Dealing constructively with conflict situations</li> <li>▪ Reflecting on and communicating one's own cultural identity</li> <li>▪ Critically reflecting about and being aware of one's own biases (perceptions and stereotypical constructions of reality)</li> <li>▪ Understanding the principles of the White Paper on Intercultural Dialogue and their application in youth activities</li> <li>▪ Applying anti-discrimination principles and guidelines to youth activities</li> <li>▪ Ability to apply principles of intercultural learning to own work</li> <li>▪ Ability to explain concepts such as tolerance of ambiguity, empathy, distance from social roles</li> </ul>

<b>Criteria</b>	<i>The trainer has been involved in at least three international youth activities in a responsible role; the trainer is/has been active with at least three different target groups; experience in delivering training (at least 30 training days); clearly written motivation letter; experience in working with groups composed of participants from different cultural backgrounds</i>
<b>Competence to organise an educational activity in cooperation with the Youth Department</b>	<ul style="list-style-type: none"> <li>▪ Working autonomously</li> <li>▪ Keeping deadlines</li> <li>▪ Using e-mail, internet and basic programmes</li> <li>▪ Formulating precise session outlines and reports adapted to specific target group (reader)</li> <li>▪ Maintaining regular communication with the Youth Department secretariat</li> <li>▪ Working in a structured and transparent way</li> </ul>
<b>Criterion</b>	<i>The trainer has been responsible for the organisation of at least five (youth) training events or his professional duties have involved organisational aspects for at least one year.</i>

DDCP-YD/TP (2014) 1

# **Pool of Trainers**

**CONTACTING and HIRING**  
trainers and educational consultants  
within the pool

Guidance for entities external to the Youth Department of the Council of Europe

**Explanatory Note  
Procedures and Forms**

## **I. What is the Pool of Trainers?**

The Pool of Trainers of the Youth Department of the Council of Europe is a database of trainers who have worked or who have shown an interest in working on Youth Department educational activities - training courses, study sessions, seminars, etc.

“Trainers” are in fact educational consultants with strong experience in non-formal learning/education, youth work and/or youth policy. All of them have considerable experience of facilitating or running education and training activities, particularly with young adults; they all also have considerable experience of working with international and multicultural groups of participants. Intercultural learning competences are part of the essential requirements for membership of the pool.

The pool brings together different kinds of expertise and experience needed to support the preparation, implementation and evaluation of the annual programme of activities of the Youth Department. This includes subject-related competence related to the work priorities of the Youth Department (youth participation, human rights education, intercultural learning, gender equality, conflict transformation, democratic citizenship, etc.) and to the different types of activities (seminars, study sessions, training courses, “field” activities, etc.).

There are about 100 trainers registered in the pool database at present. This database comprises information about the members, including their experience of formal and non-formal education, their training experience at the European and national levels, their fields of expertise in training young people, key competencies and the topics they deliver training on, their language proficiency and personal contact details.

There are two categories of trainers: senior and junior, corresponding to specific competency profiles. Sometimes, the profile is activity-specific: in specific circumstances, a senior trainer may be offered a contract according to “junior” conditions; junior trainers may also be hired at “senior” level, where justified.

## **II. Usage of the pool by an organisation external to the Council of Europe**

The pool was established and is run solely for the needs of the activities of the youth sector of the Council of Europe.

However, in response to growing demand from various partners, the Youth Department can agree to put trainers in contact with potential contractors and vice-versa. This is done with the sole purpose of contributing to the quality and recognition of non-formal learning activities across Europe and supporting the development of quality youth work and programmes.

The Youth Department secretariat’s role is merely to pass on requests for trainers (or calls for expressions of interest) to pool members and, if necessary and where requested, to provide an opinion about interested trainers.

The secretariat of the Youth Department *cannot*:

- Select trainers for external needs;
- Interfere in the conditions of the contract between a trainer and an outside contractor;
- Supervise implementation of contracts by trainers and contractors;
- Evaluate the performance of the trainers concerned;
- Be held responsible for the (non-) compliance of trainers or contractors with their contractual obligations.

The secretariat of the Youth Department welcomes feed-back on the usefulness of this service and partners' satisfaction.

### III. How does this work in practice?

1. Any organisation or institution interested in contacting a trainer from the pool is kindly requested to complete the appended form “Call for Expressions of Interest by an External Organisation or Service”. It is in the interests of all concerned that the form should give as many details as possible.
2. The secretariat of the Youth Department screens the call and notifies the trainers in the pool (by email or on the pool's Internet pages).  
The secretariat reserves the right not to post calls that are manifestly incomplete.
3. Trainers interested in the call reply directly to the organisation, using the form provided with the call.
4. The organisation or institution concerned decides as it deems appropriate and makes contact with the trainers.
5. The Youth Department has no other involvement in the process.

External partners looking for a trainer should send their ‘Call for Expression of Interest’ to [dys.trainers.pool@coe.int](mailto:dys.trainers.pool@coe.int) with a copy to [Katalin.ormos@coe.int](mailto:Katalin.ormos@coe.int).

The address for replying to the call should be clearly indicated at the bottom of the ‘Form for Expression of Interest’. All replies must be received and dealt with by the external partners.

**Useful documents** (available for download from <http://trainers-youthapplications.coe.int>):  
Standard form (Template of “Call for Expressions of Interest to the Trainers’ Pool by an External Organisation or Service”) to be completed by the organisation or institution.

[Form for expression of interest by members of the Trainers Pool \(suggested\)](#).

#### **More information:**

<http://trainers-youthapplications.coe.int>