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TECHNICAL INFORMATION

FOR THE PARTNERS OF THE DIRECTORATE OF YOUTH AND SPORT

HOLDING STUDY SESSIONS AT THE
EUROPEAN YOUTH CENTRES
IN STRASBOURG AND BUDAPEST



INTRODUCTION

The operation of the programme of activities drawn up by the Programming Committee calls for close collaboration between the partners and the staff of the Directorate of Youth and Sport (DYS) of the Council of Europe. The following information is designed to help the preparatory teams of study sessions being held at the European Youth Centres (EYCs) of Strasbourg and Budapest, in the technical preparation of these activities.

- PLEASE READ ALL OF THIS INFORMATION CAREFULLY -

The DYS appoints one of its educational advisors, or an external trainer with requisite experience, to assist in the preparation, running and evaluation of each of the activities in its programme. Once the name of the educational advisor/external trainer has been received, the youth organisation is requested to contact them to discuss the preparation of the activity and to arrange a meeting between the educational advisor/external trainer and the course preparatory team appointed by the organisation. The course preparatory team should respect as far as possible a geographical and sex balance unless running a single sex study session already approved by the Programming Committee. In the case that an external trainer is appointed to the study session, an educational advisor is appointed to administer the session and is the organisation's contact person in the DYS. In this case the educational advisor administering the session does not participate in the preparatory meeting but needs to be updated regularly on the progress of the preparation.

If you have any questions concerning the information in this document, please contact the educational advisor in charge of administering the study session.

LENGTH AND DATES OF STUDY SESSIONS

Study sessions at the EYCs have a minimum duration of 4 working days and a maximum of 8 working days – exceptions to the maximum duration may be granted if justified in the application. The agreed dates for study sessions can only be changed in very exceptional circumstances after discussion with the Director of Youth and Sport. Organisations that wish to make changes to the number of working days should contact the educational advisor as early as possible to discuss the procedure.

RECRUITMENT OF PARTICIPANTS

The partners of the Directorate of Youth and Sport are responsible for the recruitment of participants and should ensure an adequate balance of participants from the various member states of the Council of Europe. They should also seek a balance of participants of each sex, unless running a single sex activity already approved by the Programming Committee. The activities of the EYCs are designed for participants between the ages of 18 and 30 – with a maximum of 25% over the age of 30. For participants under the age of 18 see Appendix 2.

The EYC concerned must receive a detailed list of participants at least 4 weeks before the activity starts. This should list names, gender, nationality and address. In addition a list of participants who need visas should be sent 6 weeks before the session. Please see Appendix 1 for details of information required and the procedure.

The information should be sent to the educational advisor or the secretarial assistant for the session (contact details can be obtained from educational advisor).

The number of participants can be a minimum of 20 and a maximum of 40, including the preparatory team and should not differ from that requested in the application and subsequently agreed to by the Programming Committee (with the exception of double study sessions).

Unless the partners of the DYS concerned provide a valid reason to the contrary, participants must be present for the duration of the activity. Those who are present for less than 80% of the duration of the activity will not receive reimbursement of their travel expenses.

The participation of residents of non-member states of the Council of Europe is provided for in the following manner:

Young people who are residents of states, not members of the Council of Europe but parties to the European Cultural Convention (e.g. Holy See, Republic of Belarus, Republic of Kazakhstan) can be invited in their capacity as members of youth organisations involved in the holding of a session.

A limited number of **young people from continents other than Europe** (up to 15% of all participants) may be invited to come provided that their participation is envisaged in the application. Organisations wishing to invite participants from other continents should send an official request for permission to the Director of the DYS, no later than 6 weeks in advance of the session. This request should clearly justify the added value of inviting such participants to the activity.

Invitations sent by the partners of the DYS to persons coming from countries which are not members of the Council of Europe, and in particular from distant countries, can only be accompanied by the offer of travel reimbursement by the DYS, if the formal approval has been received beforehand fixing its financial contribution.

VISAS

Visas for France: Participants coming from **non-member countries** of the Council of Europe, and from the following countries: **Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo¹, Moldova, Russian Federation, Turkey, Ukraine, participants from Estonia, Latvia and Lithuania having a non-national passport**, must be in possession of a visa to enter France. It is the responsibility of the partners of the DYS to inform participants of this situation and to suggest to them that they contact the French Consulate service in their country sufficiently in advance to allow the participant to secure his/her visa and, if necessary, to contact other consular departments for transit visas. The DYS can offer visa support by providing written confirmation of the person's expected participation in the activity if this is necessary to secure a visa (see Appendix 1).

¹ "All reference to Kosovo, whether to the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo."

Visas for Hungary: Participants coming from **non-member countries** of the Council of Europe and the following countries: **Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, Russian Federation, Turkey, Ukraine and participants from Estonia, Latvia and Lithuania having a non-national passport**, must be in possession of a visa to enter Hungary. It is the responsibility of the partners of the DYS to inform participants of this situation and to suggest to them that they contact the Hungarian Consulate service in their country sufficiently in advance to allow the participant to secure his/her visa and, if necessary, to contact other consular departments for transit visas. The DYS can provide visa support by providing written confirmation of the person's expected participation in the activity if this is necessary to secure a visa (see Appendix 1).

For visa support to be possible, organisations are required to send the entire list of participants needing visa support, including their relevant visa data to the EYC as soon as possible and no later than 6 weeks in advance of the session. The staff of the EYC cannot handle individual visa support requests.

RULES APPLYING TO PARTICIPANTS

Enrolment fee

The enrolment fee for study sessions is € 50 per participant. The fee is deducted from the refund of travel expenses. All persons attending a session must complete a travel reimbursement form even when there are no travel expenses and pay the enrolment fee due to the DYS. The partners of the DYS cannot charge any other participation fees for activities covered by the EYCs. Please note that a maximum of 5 team members, including the “course director” do not pay the participation fee.

Travel

Travel expenses are borne by the DYS, in accordance with the financial provisions set out in document DJS/G (2010) 4E (for Strasbourg) or DJS/G (2010) 7E (for Budapest). Organisations are required to inform their members of these arrangements before the session so that they may make their travel plans accordingly.

A strict management of travel costs expenditure is crucial. As an indication, the average sum for reimbursement (travel costs) used to make the budgetary calculations for 2010 is 340 € per participant

The partners of the DYS are therefore invited to balance the recruitment of their participants in such a way that the average travel cost, as mentioned above, is not exceeded. They must also request that their participants travel in the most economical manner (group travel, apex fares, and reductions for young persons, student fares, etc).

Reimbursement to participants is normally made at the end of a session. Participants will be asked to present their tickets and other supporting material **on the first day of the study session** (invoices, original receipts, in the case of e-tickets documentary evidence of the sum actually paid e.g. copy of credit card slip, copies of visas) and will only be reimbursed travel costs calculated on the basis of the financial arrangements outlined in the document DJS/G (2010) 4E (for Strasbourg) and DJS/G (2010) 7E (for Budapest). Participants receiving cash reimbursements at the EYC in Strasbourg must collect the money themselves at the bank of the Council of Europe. Participants receiving cash

reimbursements at the EYC in Budapest are reimbursed on site at the EYC Budapest. Reimbursement takes place in EUROS (€) and no other currency.

Board and Lodging

Board and lodging is provided at the EYCs in Strasbourg or Budapest for the duration of the session.

- cost of full board for the duration of the session is borne by the DYS;
- if, in order to obtain a reduced fare on travel, participants arrive one day before the session begins, the cost of the room and meals (unless the kitchen is closed) will be covered by the DYS (this information must be received in advance);
- if, for the same reasons as above, participants remain in the EYC after the session has finished, the cost of the room and meals will also be borne by the DYS (unless the kitchen is closed.) (this information must be received in advance);
- participants wishing to remain at the Centre for personal convenience or tourism pay for their room and their meals;
- one meal (generally dinner) may be organised outside the Centres. Participants either receive an allowance in order to pay for their dinner in a restaurant, or the meal is organised for the whole group, with a financial contribution from the DYS. In case of the latter, the EYC staff will organise the reservation for the restaurant.
- Special dietary requirements may be catered for to a limited extent, vegetarian, no pork, etc. However, people who are just following healthy eating, gluten free, high fibre, etc. must be prepared to bring items of food with them. Please indicate all special needs, dietary, mobility, etc in the technical needs form (to be completed during the preparatory meeting).

LECTURERS

Travel, board, lodging expenses and an honorarium for up to **two lecturers per activity** are borne and paid by the DYS . If necessary, and financially feasible, a third lecturer may be invited. Lecturers must receive an official letter of invitation from the DYS. The DYS must address the letter of invitation **15 days before the session** and must mention the duration of the lecturer's stay. For this purpose, the organisation is required to send the respective EYC the following details no later than 15 days before the session: full contact information of the lecturer, date and duration of the contribution, title of the contribution. Lecturers are usually accommodated at the EYC where the session takes place.

Travel and financial regulations for lecturers

Lecturers may travel according to the rules that apply to governmental experts. The relevant regulations are sent to the lecturer with the letter of invitation from the EYC. A honorarium of € 250 per input day in the session will be paid for a maximum period of three input days. Any changes must be negotiated prior to the session with the educational advisor in charge of the administration of the session in order for changes to be indicated in the letter of invitation.

Lecturers from countries outside Europe

Youth organisations wishing to invite one or more lecturers from countries outside Europe must submit a request for approval in advance to the Director of Youth and Sport with an estimate of the travel costs of such lecturers and indicate the proposed length of stay. This should be discussed with

the educational advisor responsible for the administration of the activity well in advance.

COURSE DIRECTOR

A member of the preparatory team, nominated by the youth organisation, deals with the EYC's administration and works in collaboration with the educational advisor as "course director". The budget of the Centres provides for an indemnity for this person of € 130, this indemnity will be given to the course director with the reimbursement of his/her travel expenses. The course director may benefit from the same travel conditions as lecturers.

PREPARATION OF THE STUDY SESSION

Allowance for preparatory costs:

A maximum sum of € 2,000 is provided by the DYS for the preparation of each study session. It is considered as a **contribution** to the cost of preparing the activity. **This sum is to be managed by the organisation**, in other words, the organisation advances the preparatory costs, monitors expenditure and makes the final accounts for submission to the DYS in order to be reimbursed the amount spent within the limit of the maximum sum.

Study sessions are prepared by the team (usually between 4 and 5 persons including the course director) and an educational advisor or external trainer at a **PREPARATORY MEETING**, held at the latest 2 to 3 months in advance of the session. The sum allocated is intended as a contribution to cover the travel costs incurred in the organisation of the preparatory meeting. In the case that the preparatory meeting takes place outside the EYC, this sum is also intended to cover the cost of board and lodging for the preparatory team members (other than the educational advisor or external trainer assisting in the preparation of the session). This sum is also intended to contribute to the coverage of administration costs incurred in the preparation of the session.

NB The organisation is responsible for paying the actual costs incurred for the preparatory meeting, and will be reimbursed AFTER the study session. Requests for reimbursement of preparatory costs (including financial report and full receipts) must be submitted no later than 2 months after the session, except at the end of the year when the receipts have to be received no later than the 31st December. After that period no payment may be made.

Preparatory meetings held at the EYC, Strasbourg or Budapest :

Full board and lodging are provided by the EYCs. If no meals are available at the EYC concerned, the organisation is responsible for paying for meals, keeping the receipts and claiming reimbursement of these costs no later than 2 months after the session as part of the financial report submitted to receive reimbursement of preparatory costs.

Preparatory meetings held outside the EYCs:

Travel, board and lodging for all team members apart from the educational advisor or the external trainer are advanced by the organisation (the latter being covered separately by the DYS). Such expenditure must be justified, and therefore, the organisation is required to keep relevant accounts and to present these as part of the financial report mentioned above.

It is imperative to invite the relevant educational advisor or external trainer to participate in the preparatory meeting.

A feed-back form on preparatory meeting attended by the external trainer will have to be filled in by the external trainer within 5 days after the preparatory meeting and sent to the educational advisor responsible of the study session.

OTHER RULES APPLYING TO THE ORGANISATION OF STUDY SESSIONS

Interpretation

Interpretation between two languages – generally English and one other language – may be provided at the expense of the DYS. The cost of interpretation represents a large part of the budget for a session. **Therefore, the organisation is required to ensure that the need for interpretation is real, based on the participants' needs.** Organisations are also required to inform the EYC as soon as possible if changes to the interpretation request are necessary or if cancellation of interpretation is foreseen. This should be discussed as soon as possible with the educational advisor responsible for the administration of the session.

Cancellation of interpretation later than 1 month in advance of the session entails costs for the DYS. **Organisations are kindly asked to ensure that cancellation of interpretation takes place at least 1 month in advance of the session.**

Interpretation into more languages may be authorised for certain sessions, provided that, as stipulated by the Committee of Ministers, the sessions in question consist mainly of young workers, rural youth or disadvantaged young people and that the Programming Committee's prior authorisation was obtained when the decisions were taken regarding the programme.

Organisations are required to ensure that participants of study sessions have an adequate knowledge of one of the working languages.

Insurance

The DYS of the Council of Europe **declines all responsibility** for any risk that can occur to participants during their journey, or during their stay at the European Youth Centre in Strasbourg or Budapest. **Individual insurance or collective insurance against all risks is therefore necessary, the latter to be arranged by the youth organisation concerned.** There is a Social Security Convention on sickness insurance for member states of the European Union. Nationals of these countries can obtain the necessary documentation (European Health Insurance Card).

Social and cultural activities

The budget of the DYS provides for a certain amount for visits, excursions or other activities for purposes directly connected to the subject of the study session. This must be negotiated directly with the educational advisor responsible for the administration of the session at least 1 month before the commencement of the session.

Technical requirements

Three weeks before the session begins, the course director should send the educational advisor a list of technical requirements specific to the activity. A questionnaire is provided to facilitate this process.

The technical requirements should be discussed during the preparatory meeting and the technical needs documents should be completed in as far as possible during the meeting. Appendix 3 lists the technical equipment and material which is available in each of the EYCs, for use during the study sessions.

Evaluation

The preparatory team and the educational advisor or the external trainer will meet at the end of the session in order to evaluate the activity. Standardised evaluation forms are provided by the DYS to facilitate this process and should be filled in by the course director and educational advisor or external trainer following an evaluation meeting on the last day of the session. The evaluation form to be filled in by the course director should be submitted to the EYCs no later than 1 month after the session.

Report of the Study Session

Within the 6 months following a study session, the organisation must produce a report outlining the content and results of the study session according to the document **Guidelines for the format of the final reports of the study session reports** (DJS/G (2007) 9 rev.1) which can be requested from the educational advisor responsible for the study session. An electronic version of the report in Word format must be sent to the EYC, to the e-mail address of the educational advisor responsible for the study session.

The reports of the sessions held at the Centres must be available for the Centres' users; these reports will be available at the EYC in Strasbourg. Each year a number of study session reports may be published/translated as well as appearing on the DYS website (www.coe.int/youth) at the cost of the DYS. Organisations wishing to have their report translated must ask for authorisation from the Director of Youth and Sport by letter no later than 6 months after the session. The letter should justify the need and indicate into which language the report should be translated. The selection of reports for translation, printing and publication on the DYS website is made by the EYC educational staff, in accordance with quality criteria. The youth organisation is responsible for sending the report to the participants.

Appendix 1

To all partners co-operating with the European Youth Centres, Strasbourg and Budapest

Subject: visa requirements for participants attending activities in the EYCs, Strasbourg or Budapest

Dear Friends,

There is still a very high number of participants coming from countries where it is necessary to obtain a visa to travel to France or Hungary is . They make up approximately 35% of the total number of participants in EYC activities.

In order to facilitate visa applications and avoid delays, we should like to recall that it is your responsibility to inform participants of the visa requirements to enter France and Hungary and to suggest that they contact the respective French/Hungarian Consulate/Embassy sufficiently in advance (ideally 1 or 2 months beforehand) to allow the participant to secure his/her visa and, if necessary, to contact other consular departments for transit visas.

For many embassies/consulates, the invitation letter from youth organisations does not prove sufficient, especially when the organisation is seated outside France or Hungary. If you have already experienced this situation, please take advantage of the EYC secretariat's assistance at an early stage.

At your request, the EYC secretariat can send an original invitation letter directly to the participant who should then contact the embassy/consulate concerned to personally apply for their visa.

1. In order to produce the letter of invitation and in order that this letter reaches the participant as soon as possible, the organisation should provide the EYC secretariat with the following information at least 6 weeks before the beginning of the activity (preferably in table format, eg Excel):

GENDER (Male / Female)
NAME (Surname and First name)
FULL HOME ADDRESS
TELEPHONE NUMBER (without this number an express mail delivery will not be possible)
FAX NUMBER (if available)
PASSPORT/IDENTITY CARD NUMBER
WHERE AND WHEN THE PASSPORT WAS ISSUED AND THE EXPIRY DATE OF PASSPORT
DATE AND PLACE OF BIRTH
OCCUPATION (if employed) OR STUDENT
LOCATION OF FRENCH EMBASSY TO BE APPLIED TO

We recommend that this information be requested in the application forms that you send to candidates for the activity concerned.

2. This arrangement to facilitate procedures for the issuing of visas is **in co-operation with the French authorities only** (the seat of the Council of Europe) as well as the Hungarian authorities (regarding the special status of the EYC Budapest) and **not for transit visas**.
3. ***IN NO CASE CAN THE COUNCIL OF EUROPE INVITATION REPLACE THE STANDARD EMBASSY PROCEDURE FOR THE ISSUE OF VISAS. IT IS INDISPENSABLE THAT PARTICIPANTS THEMSELVES TAKE THE NECESSARY STEPS IN TIME.***

We hope that the information given above will facilitate the work of everyone.

Thank you for your co-operation.

Yours sincerely

Ralf-René Weingärtner
Director of Youth and Sport

Appendix 2

INSURANCE AND LIABILITY FOR PARTICIPANTS UNDER THE AGE OF 18

European Youth Centre Strasbourg and European Youth Centre Budapest

The following specific conditions apply to participants **under the age of 18 (minors)** staying in the European Youth Centre Strasbourg or the European Youth Centre Budapest:

- Written permission to allow participation in the activities organised by the DYS must be given from the legal guardian/parent of the minor (see Appendix 2a). The sending organisation shall produce such permission at the request of the EYC;
- The sending organisation must also provide written confirmation of acceptance of the following terms and conditions (see Appendix 2b);
- The sending organisation certifies that participants possess the necessary maturity to attend activities without constituting a risk for themselves or any third party;
- The sending organisation takes full responsibility for ensuring the adequate supervision of participants for the entire duration of the activities;
- The sending organisation assumes full responsibility for participants' actions and shall indemnify the EYC of any damage or loss which it might incur as a consequence of such actions;
- Considering that a strict non alcoholic policy is applied to participants under the age of 18, the sending organisation shall inform participants of such policy and shall be responsible for making sure that it is implemented and fully respected.

The Directorate of Youth and Sport **declines all responsibility** for any risk that can occur to participants during their journey, or during their stay at the European Youth Centre. **Individual insurance or collective insurance against all risks is therefore necessary.** There is a Social Security Convention on sickness insurance for member states of the European Union. Nationals of these countries can obtain the necessary documentation.

In addition, the EYC cannot be held liable for the loss or theft of any personal belongings. The guest should ensure that personal insurance against loss or theft is obtained for the duration of the visit.

The sending organisation shall be responsible for any loss and/or damage to property, which is partially or wholly owned or rented by the European Youth Centre for the duration of their participants' visit.

This also includes responsibility for the actions of their participants in the event of loss and/or damage.

Appendix 2a

I, Mr/Mrs/Ms

Of (address):

.....

.....

parent/legal guardian of Mr/Miss

authorise my child to participate in the activity held from (date).....

to (date) in the European Youth Centre, Strasbourg under

the conditions mentioned in the document : **'INSURANCE AND LIABILITY FOR**

PARTICIPANTS UNDER THE AGE OF 18 European Youth Centre Strasbourg' .

Signature of Parent or Legal Guardian:

Date:

Appendix 2b

I, on behalf of the sending organisation, have read the terms and conditions governing the stay of under 18 year olds (minors) at the EYCs Strasbourg and Budapest and accept these terms and conditions in connection with the activity held from _____ until _____

Name of Partner Association (sending organisation):

Signature of Partner Association (sending organisation):

Date:

Signature – European Youth Centre

Date:

Appendix 3

Technical Equipment available for use during study sessions at the EYCs Strasbourg and Budapest

The following technical equipment is available for use during study sessions in the EYCs Budapest and Strasbourg respectively:

EYC Budapest

Audiovisual materials

3 VHS video recorders (PAL/SECAM)
3 televisions (2 TV 76 cm & 1 stereo TVs 84 cm)
2 projectors video/PC NEC MT 810
1 digital camera
1 video camera Mini DV
Flip-charts
2 magnetic wipe-off white boards
3 overhead projectors
2 "carousel-type" slide projectors
4 white projector screens on tripod
1 2 x 3m projector screen
2 portable tape recorder & CD players
2 mobile HI-FI equipment
4 notebook PCs (IBM Compatible, Windows XP, Office XP)

Data-processing

WiFi access throughout the building
8 computers (IBM compatible, Windows XP, Office XP)
1 printer

EYC Strasbourg

Audio-visual materials

2 digital cameras
2 hand held camcorders
2 stationary HI-FI equipment (Austrian Room and Dining Room)
1 mobile speaker and free microphones
3 white mobile projector screens
2 portable CD player and tape recorders
3 "carousel-type" slide projectors
5 overhead projectors
2 video recorder and TV on mobile stand
Flip charts
1 lap-top computer
1 portable video projector
3 stationary video projectors linked to laptop computers with internet access (meeting rooms S0.1, S3.1, S3.2)
1 stationary wide screen television and DVD player(Dining room)
1 stationary digital television(large screen) with surround sound and DVD player (S3.4)

Data-processing

WiFi access throughout the building
8 computers with internet access and 1printer, (Cybercentre)

2 computers (with access to printer) in group meeting room S0.4 and S4.1
1 scanner

In addition, disposable materials and copying are available free of charge to study sessions.

Appendix 4

Timeline

	Action
2-3 months before	<p>Preparatory meeting held</p> <p>Details of any visits of institutions or local organisations, should be communicated to the educational advisor or secretarial assistant.</p> <p>Feed-back form on preparatory meeting attended by the external trainer to be sent within 5 days after the preparatory meeting to the educational advisor responsible of the study session.</p> <p>The technical needs should be discussed and later communicated to the Educational Advisor in charge of the study session (no later that 3 weeks before the session).</p>
6 weeks before	<p>Organisation</p> <ul style="list-style-type: none"> - sends details of participants needing visas to secretarial assistant (see Appendix 1) and - requests permission in writing from the Director for any non-member country participants - sends details of any under age participants, together with the relevant authorisations (see Appendix 2a 1 b)
3 weeks before	Deadline for sending technical requirements and completed document 'Morphee List Part' (names in CAPITALS please)
15 days before	Deadline for sending expert details
10 days before	<p>Organisation should inform all participants regarding the travel reimbursement rules. Remind the participant that on arrival in Strasbourg or Budapest they must have purchased all tickets for which they expect to be reimbursed (i.e. all return tickets must all be purchased). They must complete the reimbursement form and hand this in together with all travel receipts IN PARTICULAR AN ORIGINAL INVOICE, on the first morning of the study session. (For the EYCS, a member of the secretariat will be in the dining room on the first day of the study session from 8.30am to 9.30am specifically to collect the forms).</p>
	STUDY SESSION
1 month after	Deadline for Course Director's evaluation form
2 months after	Deadline for financial report
6 months after	Deadline for Study Session report
6 months after	Deadline for requesting translation of final Study Session report, if required