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[Procedures recruitment consultants TP]

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**Procedures for the recruitment of
consultants/trainers of the Trainers' Pool
of the Directorate of Youth and Sport**

**Information note
prepared by the Education and Training Unit**



1. The trainers' pool: a database

The Trainers' Pool of the Directorate of Youth and Sport was initiated in 1990. It is a database of trainers who have worked or who have shown an interest in working for Directorate of Youth and Sport educational activities - training courses, study sessions, seminars, etc.

This database includes information about the members, including the trainers' experiences in formal and non-formal education, their experience in training at European and national levels, their fields of expertise in training young people, key competences and the topics they deliver training on, their language competences and personal contact details.

There are two categories of trainers: senior and junior, corresponding to specific competences/profiles. Sometimes, the profile is activity-specific: a trainer might be offered a senior contract in one activity, but a junior contract in another, depending on their specific expertise on the topic of the activity but also and on the profile requested.

All relevant information and documents about the pool are available at <http://www.coe.int/youth>

The full database is also available in the Public Folders.

2. Admission to the pool

Anyone who estimates that they possess the minimum competences to join the pool can apply to be part of the pool. They must also provide recommendation letters from at least two other members of the pool.

Applications are processed by Gabriella TISZA at the EYCB; they are circulated among the educational advisors who decide together with the Head of Unit whether the person should be accepted or not. The decision is based solely on the compliance to the formal criteria and competences described. Should there be doubts about, for example, the level of experience, the opinion of the trainers who recommended them to join the pool and/or colleagues who have experiences of working with the applicants may be sought.

The fact of being accepted in the pool is in no way a commitment by the Council of Europe to offer a contract to the consultant.

The trainers' pool database is revised on a regular basis. Trainers who have not applied to any activity or been offered a contract for three years will be taken out of the database; they have the possibility to re-apply.

3. Using the pool

According to the standards and practice of the Education and Training Unit of the directorate, all consultant trainers and experts (e.g. editors of publications, rapporteurs) needed to implement the programme of activities should be recruited through an open call to the t Trainers who have not applied to any activity or been offered a contract for three years will be taken out of the database trainers' pool.

For study sessions

The majority of the annual programme of study sessions is prepared and run with direct involvement of the European Youth Centres' educational advisors. The other sessions are run with educational support of pool trainers under the supervision and administrative coordination of the educational advisors.

At the bi-annual planning meeting of the Education and Training Unit, the sessions to be served by consultants acting as external educational advisors are identified. At the same time a staff member is appointed to follow the activity.

A call for expressions of interest is then sent to the pool members asking for experiences and expertise on the specific subject of the session and study sessions in general. Only senior trainers can apply.

Each trainer can only apply to 2 study sessions per call (with indication of priority interest). The trainers have to motivate their preferences. A deadline of 2 to 3 weeks is usually given.

At the end of the deadline, the expressions of interest are processed and compiled. They are circulated among the educational advisors and decided together, usually within two weeks. The selection, in addition to the formal criteria, takes into account the following principles:

- Avoiding having the same consultant serving the same organisation twice in a row;
- Avoiding having consultants serving organisations with whom they are or have been formally linked;
- Diversifying the trainers being offered contracts (i.e. providing contracts to as many trainers as possible);
- Providing opportunities for newcomers;
- The evaluation of previous work by the consultants
- Avoiding giving competing contracts to trainers.

For training courses, language courses and other activities

The principles and procedures are very similar to the study sessions, with the following specificities:

- The calls for expressions of interest are not always grouped but often made according to need and opportunity;
- The recruitments often include both senior and junior trainers in the same team;
- Trainers are recruited to form a team, even if they are offered individual consultant contracts;
- The competences asked for are often more specific than for study sessions. These competences are usually outlined by the staff member in charge of the activity in consultation with the rest of the colleagues;
- The decision is taken by the whole team (i.e. educational advisors, staff member/s in charge and head of unit), with a priority opinion being given to the staff member/s in charge of the activity. In case of doubt, the opinion of the Head of the Youth Department should be sought.

All the educational activities of the programme of the Directorate of Youth and Sport, including the Partnership's, are run according to these guidelines.

In case of activities run in cooperation with other partners, the partners' opinion on the selection is also taken into account. The calls for expressions of interest related to activities run

in cooperation with other partners are usually sent to other trainers' pools (e.g. European Youth Forum) or trainers' databases (e.g. SALTO), if deemed relevant.

Exceptions to open calls

The practice of open calls for expressions of interest is not necessarily followed in the case of:

- Lack of response of pool members to a proposed activity;
- Last minute cancellations of trainers;
- Very specific activities or tasks to be implemented in very short notice.

In these cases, it may be needed to take direct contact with consultants who have previous experience and who could be available.

In exceptional and justified cases, the calls are also sent to other recipients who could be interested and fulfil the specific criteria (e.g. being Arabic-speakers).

4. Contracts and remuneration

The trainers are proposed contracts calculated on the basis of estimated working days needed to perform the tasks specified. The levels of remuneration for 2008 are fixed at 240 €/day for senior trainers and 120 €/day for junior trainers.

The contracts are drafted according to the existing rules and instructions in place in the organisation.

5. Communication and Transparency

As a norm, as stated in the call, only the trainers being offered contracts are informed about the results of the selection. In several special cases or projects, we also inform unsuccessful applicants individually. This practice may be changed in view of improving communication and transparency.

Efforts for greater transparency will focus on:

- Making standard contract masks available on the Internet;
- Publicising the results of the calls for expressions of interest, including the results of the selection.

These improvements will be progressively introduced, together with other measures proposed by the trainers' pool consultative meetings which ideally take place regularly.

6. Evaluation of the consultants' work

The evaluation of the work performed by the consultants is systematically made by:

- The organisers of study sessions (course director and other team members of the cooperating youth organisation (a specific evaluation form is used for this purpose));
- The educational advisor or administrator in charge of a training course or other activity of the EYCs.

The evaluations are especially used (and useful) in the assessments of future expressions of interest.

7. Consultation with the trainers' pool

Regular consultative meetings with members of the trainers' pool are organised every two-three years. These meetings are useful to:

- Review the criteria and quality standards for our activities;
- Collect the consultants' opinions and evaluation on the running of the pool;
- Reflect on developments related to non-formal education and how they may influence the work of the DYS, in particular in relation to activities where trainers' pool members are involved;
- Improve the running of the trainers' pool and the way the DYS activities are run.

The last consultative meeting was held in 2007, it issued several recommendations about improving and dynamising the function of the pool in view of securing the quality of the education and training activities. Improvements will be introduced in 2008 and 2009.

8. Role of the European Youth Forum

Since 1985, the training courses of the European Youth Centres have been held in cooperation with representative European youth structures (CENYC, ECB and, later, the Youth Forum Jeunesse [YFJ]). This has been a way to secure that the experiences and perspectives of youth organisations are reflected in and contribute to the activities' specific objectives. Lately this means mostly that trainers of the Youth Forum's pool of trainers may be part of the teams of trainers in the training courses.

This practice is regularly reviewed with the YFJ bureau and officer in charge of training and/or the Council of Europe. Under the informal agreements in place, the Directorate of Youth and Sport informs the Forum of the calls for expression of interest. The YFJ is free to disseminate information about the call among their trainers and sometimes nominate one trainer who from their point of view would fit the requirements; the Directorate of Youth and Sport is free to accept or not the expressions of interest communicated by the Forum. In as far as possible, and especially in courses where the YFJ's experience is important, DYS tries to invite at least one trainer from the YFJ.

9. Members of the statutory bodies

Since the creation of the trainers' pool, members of the statutory bodies (CDEJ and Advisory Council) who are also members of the trainers' pool are barred from being offered consultant contracts for programme activities as this often could result in a conflict of interests. Whenever their specific expertise (personal or related to the function) is to be considered irreplaceable, they may be invited as lecturers according to the rules in place for study sessions and training courses.