**National Training Courses for Human Right Education**

**With young people**

**FORM FOR EXPRESSION OF INTEREST**

**in organising a national course**

*Please type in English or French and answer all questions clearly and concisely. Add extra lines or pages as needed, but please keep to the order of questions.*

**1. Name of the applicant organisation**(s):

**2. Details of the organisation(s)[[1]](#footnote-1)\***

Address (include city, postal code, and country):

Telephone (include international dialling code):

Fax number:

Email:

Website:

**3. Contact person.** Please provide the name and contact details of the person in charge of the project:

Name:

Position in the organisation**:**

Address:

Telephone number:

Email:

Are you cooperating with any other organisation(s) in making this request? If so, please give details of the organisation, their profile and a contact person:

**4. Title, time, working language and duration of the training course** (*training courses must be a minimum of 4 consecutive working days in duration)*:

4a. Title of the course:

4b. Start date:

4c. End date:

4d.Number of working days:

4e. Working Language(s) of the course:

**5. Venue** (if possible, provide the address)

**6. Participants in the training.** *Please provide details about:*

6a. Profile of participants:

6b. Number of participants (*the accepted minimum is 15 and the maximum 40*):

6c. Expected average age of participants:

6d. Place of residence of participants:

6e. Relationship of participants with your organisation:

6f. Explain in detail the planned procedure and calendar for recruitment and criteria for selection of the participants:

**7. Probable composition of the team of trainers**

|  |  |  |
| --- | --- | --- |
| Name of trainer | Organisation | Competences or experience (in relation to the course) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**8. What are the aims and objectives of the training course?**

**9. Competences addressed by the training course**

*What knowledge, skills and attitudes do you plan to develop through the course?*

**10. Programme outline and methodology**

*Please provide a provisional outline of the programme envisaged and a description of the methodology to be used.*

**11. Preparation**

*Please outline the preparation process planned for this course, including any preparatory meetings foreseen and explain how the trainers’ team will be involved in the preparation process.*

**12. Follow-up**

1. *What follow-up do you expect participant to undertake as a result of the course? How will the participants be supported in their future projects and follow-up activities?*

1. *How will your organisation follow-up on the training course? How will you support the development/strengthening of national networks of organisations and trainers involved in human rights education?*

**13. Expected impact**

*What is the expected impact of the training in your country in relation to human rights education? How will it relate with the Charter for Education for Democratic Citizenship and Human Rights Education?*

**15. Type of support you request from the Youth Department** (multiple choices are possible):

**Educational support and advice:**

Trainer contracted by the Council of Europe

Trainer recommended by the Council of Europe (and paid for by the organisers)

**Institutional support, please specify:**

**Financial assistance**

*If yes, please submit your detailed budget proposal using the table below (appendix 1).*

Please submit this form to:

Council of Europe, Youth Department

E-mail: [dys.nrtc@coe.int](mailto:dys.nrtc@coe.int)

Before 16 December 2015

**APPENDIX 1**

**To be filled out only by applicants requesting financial support.**

*Please present, using the table below, a detailed budget of the expenses and income of your project, indicating the amount and purpose of the support requested from the Council of Europe Youth Department. The budget must be submitted in Euro (€) and the total expenses must match the total income expected. Please add extra rows to the table as needed.*

**Bank details** (please submit details for your EUR account)

Bank account holder:

Bank name:

Bank address:

IBAN/ Bank account number:

# SWIFT code:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Costs** | **Unit** | # of units | Average unit rate (€) | # of participants | | Estimated   budget (€) | Council of Europe contribution | Contribution from other sources – (specify) |
| **1. Per diems 1** |  |  |  | |  |  |  |  |
| 1.1 Hotel expenses (nights x unit rate x participants[[2]](#footnote-2)) | Per night |  |  | |  |  |  |  |
| 1.2. Meals (meals x unit rate x participants ) | Per meal |  |  | |  |  |  |  |
| 1.3 Coffee breaks (breaks x unit rate x participants) | Per break |  |  | |  |  |  |  |
| ***Subtotal Per diems*** |  |  |  | |  |  |  |  |
| **2. Travel** |  |  |  | |  |  |  |  |
| 2.1 National participants (return trip x unit rate x participants) | Per trip |  |  | |  |  |  |  |
| 2.2 Local transport (coach hire) | Per day |  |  | |  |  |  |  |
| ***Subtotal Travel*** |  |  |  | |  |  |  |  |
| **3. Rent of hall, interpretation and translation** |  |  |  | |  |  |  |  |
| 3.1 Rent of hall/training room (days x unit rate) | Per day |  |  | |  |  |  |  |
| 3.2 Rent of interpretation equipment (days x unit rate) | Per day |  |  | |  |  |  |  |
| 3.3 Interpretation services (days x unit rate x interpreters) | Per day |  |  | |  |  |  |  |
| 3.4 Translation (pages x unit rate) | Per page |  |  | |  |  |  |  |
| ***Subtotal Rent of hall, interpretation and translation*** |  |  |  | |  |  |  |  |
| **4. Publications and printed material** |  |  |  | |  |  |  |  |
| 4.1 Publications (editing) (item x unit rate) | Per item |  |  | |  |  |  |  |
| 4.2 Publications (printing) (item x unit rate x copies) | Per item |  |  | |  |  |  |  |
| ***Subtotal Publications and printed material*** |  |  |  | |  |  |  |  |
| **5. Other (specify)** |  |  |  | |  |  |  |  |
| 5.1. specify | specify |  |  | |  |  |  |  |
| 5.2 specify | specify |  |  | |  |  |  |  |
| ***Subtotal Other*** |  |  |  | |  |  |  |  |
| **6. Administrative fees** |  |  |  | |  |  |  |  |
| 6.1 Stationery supplies | Per event |  |  | |  |  |  |  |
| 6.2 Other services (tel/fax, mail, copies) | Per event |  |  | |  |  |  |  |
| ***Subtotal Administrative fees*** |  |  |  | |  |  |  |  |
| ***Total:*** |  | | | | |  |  |  |

1. \* Please supply details of aims, membership, structures and activities of your organisation in addition to this form. [↑](#footnote-ref-1)
2. You can include here in the number of participants also the team members and members of the organising team. [↑](#footnote-ref-2)