

DJS/ILP(2007)3

Strasbourg, 29 January 2007

Intercultural Language Programme 2007

Selection procedure, deadlines, conditions for participation

I Selection procedure:

The enclosed programme presentation and application form are to be sent to your member organisations and are **destined for potential candidates**. Before sending out this information, the person in charge of the selection in each nominating organisation **must read carefully the programme and application form** and **complete Part I** of the application form.

The responsibility of the nominating organisations in the selection process has been reinforced and nominating organisations are requested to:

- carefully select the candidates you want to nominate for the intercultural language courses and to propose a maximum of **2 candidates per course in order of priority**;
- **make comments on each applicant's form** explaining why the candidates' activities or projects, as well as participation in the course are important for your organisation;
- **prepare a recommendation letter for each candidate** indicating *why you believe your candidate/s should be accepted on the course/s for which they have applied*. Please be as specific as possible. A description of the projects in which the candidate/s is/are involved and justification of their need for this course will be useful for the Directorate of Youth and Sport in making the final selection;
- **prepare an accompanying letter** indicating your list of candidates for each course in order of priority.

Once the selection has been done by the Directorate of Youth and Sport, the nominating organisation should:

- get in touch with the participant(s) to make sure s/he can participate in the course;
- if necessary, help her/him to organise her/his journey (and visa);
- give her/him all necessary information to present her/his organisation to other course participants in addition to providing the participant with contacts for partner organisations in the country/region where the course is being held for possible meetings.

II Deadlines:

2 March 2007:

Nominating organisations must receive the applications of their potential candidates by 2 March 2007.

Between 2 and 18 March, the organisation must carefully select the applications it wishes to support, as indicated above.

18 March 2007:

The Directorate of Youth and Sport must receive the application forms of the prioritised candidates from each nominating organisation by 18 March **by e-mail. Please avoid sending faxes.**

You are requested to send a scanned copy in order that we may have a stamped and signed version, plus a Word version to facilitate data registration.

The final selection will be made by the Directorate of Youth and Sport according to the following criteria:

- **The importance of the intercultural language course for the development of youth work:**
 - priority given by the nominating organisation;
 - the candidate's responsibilities in youth work determined by the projects and activities described in her/his application form, on which the nominating organisation must also comment;
 - relevance of the candidate's projects and activities for the priority areas 2006-2008 of the Directorate of Youth and Sport (see www.coe.int/youth).
- **Quantitative aspects for a balance within the group:**
 - maximal ratio per type of organisation;
 - gender balance;
 - geographical balance.

Selected participants and organisations will be informed about the results of selection by the end of April. Organisations are requested to stress to their candidates that once they have been selected to participate, **they must commit themselves to attend for the full duration of the course**, and that if for any reason, they are unable to take up the offer of a place, they must inform the Directorate of Youth and Sport and their sending organisation **immediately**. This is also the case for applicants placed on the waiting list.

III Check list and deadlines:

Date	Check list
2 March	Collect the candidates' application forms.
2– 18 March	Select two candidates per course and comment on their applications + write a letter of recommendation + list your candidates per course in order of priority.
18 March	Deadline for receipt of the applications by the Directorate of Youth and Sport (by e-mail, both scanned and Word versions).
30 April	Invitations dispatched and information to nominating organisations concerning the results of the selection.
21 May	Make sure the selected participants have confirmed their participation.
May/June	Help the participant to organise her/his journey/visa.
Sep/Oct	Report about the course to be submitted from the participants.

IV Conditions of participation:

Enrolment fees:

Board and lodging as well as educational costs are provided and paid for by the Council of Europe and the governmental authorities of the hosting country. An enrolment fee of **€ 100 per participant per course** **must** be paid by **each participant** at the start of the intercultural language course to the course organiser/trainer/representative of the Secretariat.

Travel expenses:

The cost of travel to and from the course location is to be covered by the PARTICIPANT or her/his organisation.

In order to encourage the participation of disadvantaged young people, the Directorate of Youth and Sport has created a special fund to **partly** cover travel expenses of young people who cannot afford to cover the costs of the journey. This fund is limited and will only cover some of the costs of a limited number of participants in all courses.

A request, justifying why the participant should be considered as a disadvantaged person, must be sent by the participant together with her/his confirmation of participation in the intercultural language course. This request **must** be supported by the nominating organisation. If selected for help, the participant will be reimbursed (in most cases) during the course.

The following applications will not be considered:

- no selection from the nominating organisation;
- no comments from the nominating organisation;
- no recommendation letter accompanying the application;
- applications arriving after the deadline;
- applications that are not signed.