



Internal resolution:

JEF Pool of Trainers: Human resources for the implementation of non-formal educational activities

Resolution submitted by: *Task Force Capacity Building*

This internal resolution serves as a guiding document for the functioning of the Pool of Trainers (here and after PoT) of JEF Europe and provides directions for the network on how to organise and develop this kind of human resource. This document consists of a set of rights, responsibilities and role of the pool of trainers and it gives direction to the Executive Board, JEF Secretariat and the JEF sections on how to use this resource. This resolution is largely based on the experience of other international youth organisations (Youth for Exchange and Understanding and the European Youth Forum) which have operated such bodies over a longer period.

JEF Europe,

- *Recognising* that the PoT is a group of people - members and activists of JEF Europe - with experience in non-formal education in different thematic areas, among which federalism, the European Union and its institutions, advocacy, policy development, disinformation, critical thinking and civic education.
- *Emphasising* that the PoT is a resource that is used by JEF Europe for the capacity building of the network but also for the implementation and delivery of the international activities organised in the network.
- *Affirming* that the PoT as a community of people will work closely with a Federal Committee body (at the moment of adoption: the Task Force Capacity building) and support educational processes for JEF Europe and JEF sections.
- *Encouraging* JEF sections to make use of the PoT for their own educational activities following the guidelines established by JEF Europe.
- *Reaffirming* that the members of the PoT can use educational activities of JEF Europe and JEF sections as the space for the development of competences in delivery of educational processes and for the development of new ways of federalist education in diverse environments.



Role, Tasks and Structure of the Pool of Trainers

JEF Europe,

1. Decides that the main role and tasks of the JEF PoT are to:
 - Serve as a resource to JEF Europe and JEF sections for quality implementation of educational activities.
 - Support in the implementation of educational activities aimed at capacity building of local, regional and national JEF sections and other activities part of the work-plans of JEF Europe.
 - Develop modules/methods for non-formal educational activities and approaches for European civic education in diverse learning environments.
 - Develop modules for presenting federalism and the political platform of the Young European Federalists.
 - Provide advice and ideas for the educational activities that can be organised by JEF Europe, give directions on how to ensure quality in educational activities.
 - Serve as a human resource that JEF Europe can promote outside of the network to other partner organisations.
2. Recommends that the JEF PoT is structured as follows:
 - The JEF Pool of trainers is composed of 20 trainers for the period of 2 years that have applied for a spot on an open call.
 - The interested candidates have the chance to apply for the position of a senior or a junior trainer.
 - Junior trainers will be specifically members of JEF sections and the senior trainers can also be individuals that JEF has worked with in the past or have competencies that are required for the pool of trainers and requirements for senior trainers will be specified in the PoT call.
 - The PoT is coordinated by the JEF Secretariat with the support of the body established within the Federal Committee (at the moment of the adoption: Task Force Capacity building). The JEF Secretariat and the body supporting it will appoint together a coordinator within their members.
 - The JEF Secretariat is responsible for ensuring that the JEF PoT has at least one physical meeting per year (subject to the availability of the finances) and several online coordination meetings.



Roles and Responsibilities of Trainers and PoT Coordinator

JEF Europe,

3. Decides that all the trainers have the following general responsibilities:
 - To develop/prepare a programme of activities together with other trainer(s) and the JEF Secretariat/JEF section responsible for organising the activity.
 - To send session outlines and list of materials for the activity at least 5 days before the activity takes place, unless other deadlines are agreed with the organisers of the activity.
 - To briefly introduce the work of JEF Europe to the participants if necessary.
 - To be present at all the sessions during the activity.
 - To submit a report of the conducted activity, on the basis of specific forms provided by JEF Europe, within 30 days following the activity. The report should be sent by email to the responsible member of the organising team.
 - To be open for sharing experience, knowledge and tools with their colleagues.
 - To put effort and be committed to their self-development as trainers, and support the development of the PoT as a community of practice.
 - Be in constant cooperation with the JEF Secretariat and relevant organising team and avoid last minute changes of the agenda and workshops.
 - Not to politically influence the facilitation and/or training process.
4. Decides that the Coordinator has the following general responsibilities:
 - Drafts the call for trainers for the specific activity.
 - Provides the trainer with relevant information about the activity/event, including clear objectives and expected outcomes of the event, number of participants, expected working hours and other information upon request of the trainers.
 - Agrees with the trainer on the number of working and preparatory days and informs the trainer on the budget line for the activity.
 - Organises a preparatory meeting or manages e-mail communication with the PoT member regarding preparation for the relevant activity.
 - Provides the selected trainer with content support, in terms of policy input and material on the specific policy or theme of the event.
 - Integrates the output from the training into JEF body of knowledge.
 - Reminds the PoT member to send reports and to issue invoices within an agreed time frame.
 - Provides feedback on the overall performance and service provided by the trainer during the activity.



Financial and administrative arrangements

JEF Europe,

5. Decides that the PoT members are contracted as service providers. Each trainer signs a framework contract that regulates the scope of work, roles and responsibilities of the engagement.
6. Decides that the financial and administrative arrangements are set up as follows:
 - The fees are determined by the JEF Secretariat and JEF Europe Treasurer on an annual basis.
 - The trainer issues an invoice for his/her work, following each service provided.
 - The invoice description must indicate the name of the event, dates and number of working days in total, following the invoice templates provided by JEF Europe.
 - The trainer sends the invoice and any other relevant financial document specified in the contract to the JEF Secretariat.
7. Affirms the commitment of the JEF Secretariat to prepare and internally publish the guidelines for the PoT establishing, among others, the recommended fees for the service provided, the division of tasks between the JEF Secretariat and the Federal Committee body, and providing templates for the invoices, training session outlines and reporting documents.

Restrictions and expulsion

JEF Europe,

8. Emphasises that the participation of an individual member of the PoT in its activities, and their own membership in the body can be restricted if they adopt behaviour which is against JEF Europe's Code of Conduct and commits the following offences:
 - Endanger the realisation of the activity/event.
 - Discriminates participants or colleagues on any basis.
 - Commits sexual or other type of violence on participants or colleagues.
 - Fails to fulfil the obligations as a member of the PoT or responsibilities as determined with the framework contract.
9. States that any offences have to be communicated to the PoT Coordinator and the Secretary General of JEF Europe, who will further take the final decisions on any possible restrictions such as participation at events or permanent eviction from the PoT.