

## Preparation Procedure for a Libre Foundation training

for -candidate- Local Project Coordinators (LPC's)

Thank you for considering to become one of our Local Project Coordinators! Please find below the procedure for our 5 day training and our 2 day follow-up training.

GENERAL
<ul style="list-style-type: none"> <li>We will ask candidate LPC's to send us their resume and a motivation letter. Based on these, we will decide whether we will plan a (Skype) meeting for an intake.</li> </ul>
<ul style="list-style-type: none"> <li>In order to ensure a smooth-running project, we're asking for our LPC's to have easy access to a computer and internet, have a (smart)phone, be swift in their reply to the emails of the International Project Coordinator (IPC) and meet their deadlines.</li> </ul>
<ul style="list-style-type: none"> <li>All forms should be completed digitally <b>and be submitted by email before the respective deadlines.</b></li> </ul>
<ul style="list-style-type: none"> <li>Training dates: avoid election- and holiday periods or any other matter that might influence training attendance.</li> </ul>
<ul style="list-style-type: none"> <li>Libre Foundation is an organization which operates in a cost-effective manner.</li> </ul>

WHAT LIBRE FOUNDATION DOES
<ul style="list-style-type: none"> <li>We will provide you with all the necessary information and documents concerning the training(s).</li> </ul>
<ul style="list-style-type: none"> <li>We will pay you an expense allowance of € 150,- for a 5 day training and € 75 for a follow-up training. These amounts are meant for airtime, local transport, internet costs, copying, flipchart stand + paper, et cetera. It will be paid to you by the trainer, in local currency.</li> </ul>
<ul style="list-style-type: none"> <li>We organize, arrange and pay for the flight, visa and additional costs for the trainer.</li> </ul>
<ul style="list-style-type: none"> <li>The trainer will bring training materials like notebooks, pens, hand-outs and certificates for the participants.</li> </ul>
<ul style="list-style-type: none"> <li>Libre Foundation will never pay participants in cash.</li> </ul>

5 DAY TRAINING	WHAT THE LPC DOES
<p><b>Who to invite – Entrance criteria</b></p> <ul style="list-style-type: none"> <li>Invite the <b>leaders</b> (key decision makers who are in charge of the daily management of their organization) of small Civil Society Organizations (CSO's) you think are suited for the training, based on our criteria.</li> <li>Make sure to only invite those who are seriously interested in attending the training. Please keep in mind that you're the one initially responsible for only inviting candidates who entirely fit our criteria.</li> <li>Check if the candidate's English is good enough to understand the topics and hand-outs, and to actively participate in the training.</li> <li>Please invite 2 persons per CSO (maximum), for a bigger impact within their CSO.</li> <li>Organizations with a budget larger than € 100.000 are not considered a 'small Civil Society Organization' as described in our Entrance Criteria and thus will be asked to pay an entrance fee of € 80.</li> <li>Only two candidates of large CSO's maximum can be accepted on the list.</li> </ul> <p><b>Recruitment of candidates</b></p> <ul style="list-style-type: none"> <li>We found that the best way of recruiting good quality participants is by visiting them in person.</li> <li>Hand over/send the candidate participants the documents called <b>How to apply for a Libre Foundation training</b> and the <b>Application form</b>.</li> <li>Collect all completed <b>Application forms</b> before the deadline on the form.</li> <li>Check whether all questions have been answered and whether they are complete. If necessary, ask participants to give more detailed/relevant answers. Forms should be saved starting with family name, followed by first name. This will help you and the IPC to keep the overview.</li> </ul> <p><b>Return completed Application forms / List of participants</b></p> <ul style="list-style-type: none"> <li>Inform the International Projects Coordinator (IPC) by the time you found 15 candidate participants and about 5 reserves, who also have to be leaders.</li> </ul>	

- Send the completed **Application forms** and **Candidates 5 day training – blank list** to the IPC before the deadline, and always update the list after feedback of the IPC.

#### Send Personal Invitation to selected participants

You will deliver the **Personal Invitation** - sent to you by the IPC once provided with a final **List of participants**- to the selected participants.

### FOLLOW-UP TRAINING

### WHAT THE LPC DOES

#### Invite former participants

- The IPC will send you a **Graduates project xx – template list for Follow-up xx**
- Send all those who are on the list the **Preparation form**.
- Send the completed **Preparation forms** and **List of Participants** including the reason for absence of those who won't be able to attend to the IPC before the deadline.

### ARRANGEMENTS TO BE MADE

### WHAT THE LPC DOES

#### Venue

- You will find a free and suited venue of at least 35m<sup>2</sup>, with windows, working toilets with toilet paper, decent chairs, sufficient lighting, good ventilation, a flip chart stand and flip chart papers. A too noisy venue is not an option.

#### Catering

- You will organize a (simple) lunch meal and drinks. Budget: **maximum** €5 per person per day. Please keep all receipts and hand over to the trainer. Libre will pay for the actual number of participants that are present.

#### Accommodation for trainer

- You will find and book suited accommodation for the trainer at a rate of € 20 - € 25 max/night (breakfast included) nearby the venue, with working internet access/WiFi.

#### Travel arrangements trainer

- You will make travel arrangements for the trainer (except flight).

#### Timetable and budget sheet

- Once all details have been completed, send the IPC the **Timetable and budget sheet**.

#### Inspection of venue

- Two weeks before the start of the training you will inspect the venue.

#### Reminder for participants

- One week before the start of the training, send a reminder to all participants, with a copy to the trainer and the IPC.

#### Replacement of participants by stand-by candidates

- Only those who are on the (reserve) list can and will be accepted in the training.
- If there is any cancellation, please replace with a candidate from the reserve list.
- Inform the IPC and send IPC an updated **List of participants**.

#### During the training

- We would like for you to be present during all training days, in order to answer any practical questions of the trainer and participants. Or find a good replacement if you cannot do this yourself.
- In case a participant is absent, please contact him/her by phone, and inform the trainer about the reason for his/her absence.
- In case a participant is absent for more than a half day, (s)he cannot continue the training and will not be awarded a certificate.
- Since you're the official host, we kindly ask you to take good care of the safety and wellbeing of the trainer.

#### After the training

- The IPC will plan a date with you for a debriefing.

**If you have any question, please feel free to get in touch with our International Project Coordinator!**