

DJS/ILP(2006)2

Strasbourg, 1 February 2005

Intercultural Language Programme

Selection procedure, deadlines, conditions for participation

I Selection procedure:

The enclosed programme 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 candidate's 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 they want to nominate for the language courses and to present a maximum of **2 candidates per course in order of priority**;
- **comment on the application form** of the candidates explaining why the candidates' activities or projects are important for the nominating organisation;
- **prepare a recommendation letter for each candidate** indicating *why you believe your candidate/s should be accepted to 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 a language 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, the courses and your priorities.

Once the candidates have been selected by the Directorate of Youth and Sport, the nominating organisation should:

- get in touch with the participant 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 sister organisations in the country/region where the course is being held.

II Deadlines:

1 March 2006:

Nominating organisations must receive the applications of their potential candidates by 1 March 2006.

Between 1 and 17 March, the organisation must carefully select the applications it wishes to support, as indicated above.

17 March 2006:

The Directorate of Youth and Sport must receive the application forms of the prioritised candidates from each nominating organisation by 17 March **by surface mail or fax** in order to have the original version of the stamp and signature of the nominating organisation. Applications should also be sent by e-mail to facilitate processing.

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

- **The importance of the 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
1 March	Collect the candidates' application forms.
1 – 17 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.
17 March	Deadline for receipt of the applications by the Directorate of Youth and Sport (by post or fax, with copy by e-mail).
21 April	Information to nominating organisations concerning the results of the selection.
15 May	Make sure the selected participants have confirmed their participation in the course/s.
June	Help the participant to organise her/his journey/visa.
Sep/Oct	Report about the course 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, in most cases, 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 language course to the course organiser.**

Travel expenses:

The cost of travel to and from the course location is to be covered by the PARTICIPANT.

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 pay the costs of the journey. This fund is limited and will only cover some of the costs of 10% of all participants in all courses.

A request, justifying why the participant should be considered as a disadvantaged person¹, must be sent by the participant together with her/his confirmation of participation in the language course. This request must be supported by the nominating organisation. If selected for help, the participant will be reimbursed directly 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 arriving only by e-mail;
- applications that are not signed.

¹ For the definition of “disadvantaged young person” see the definition given for the Mobility Fund (http://galadriel.coe.int/fsmj/portal/media-type/html/user/anon/page/FSMJ_presentation;jsessionid=FDf16A4DD5D4EF5327D70BE26CA9BD6C)