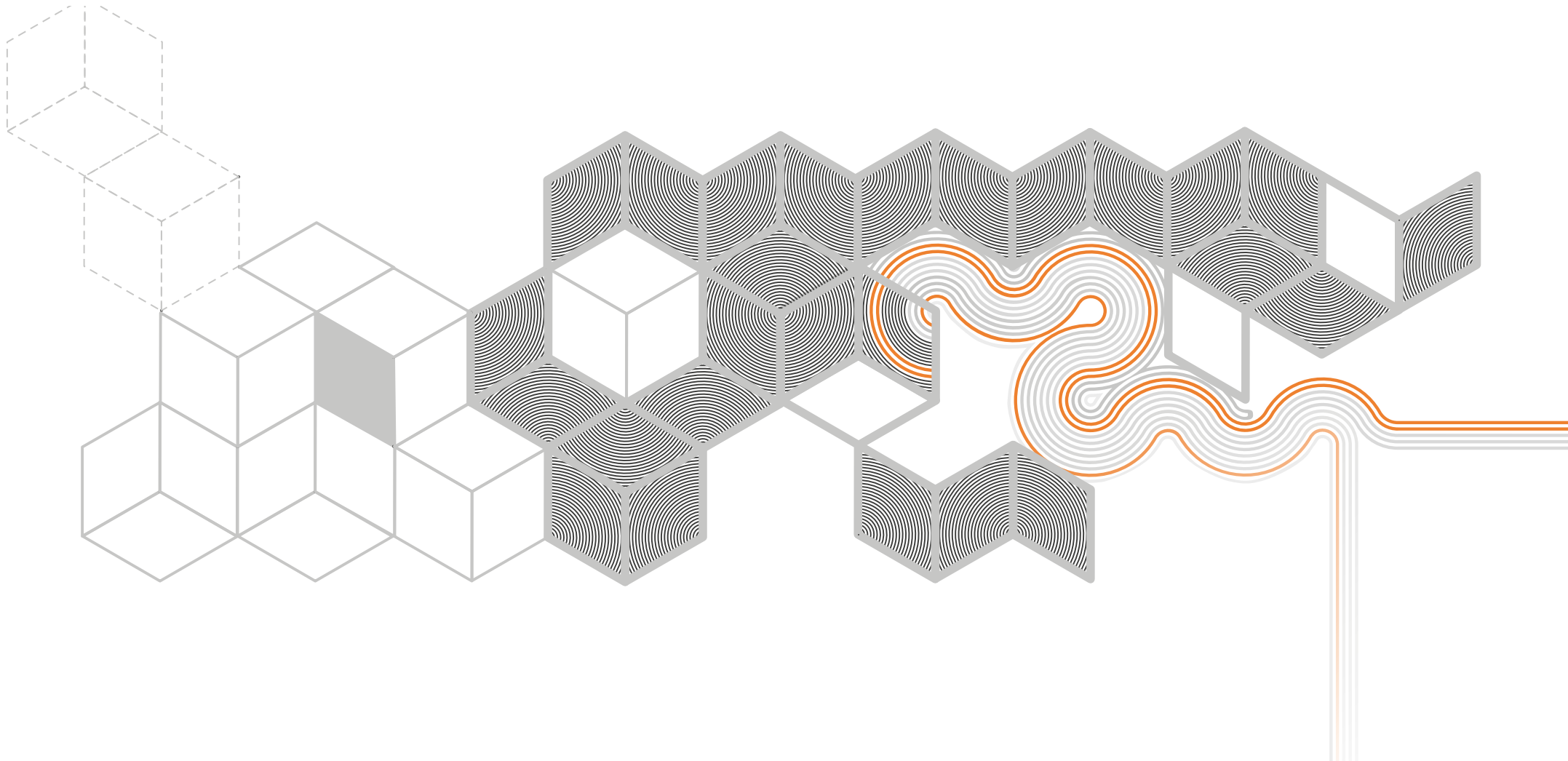
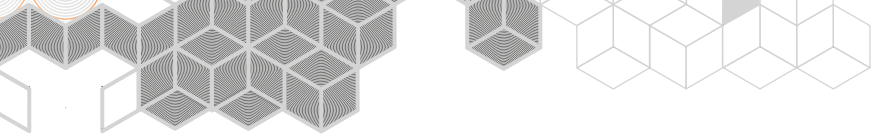




EUROPEAN
PEER
TRAINING
ORGANISATION

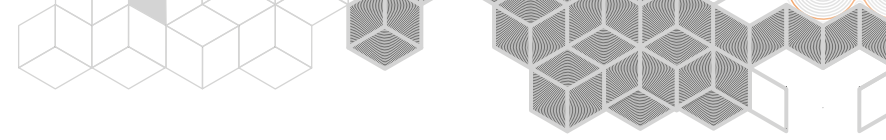
EMPACT GUIDELINES





Index

Introduction – why this guidebook?	3
1. General Information.....	4
1.1 EPTO in short	4
1.2 Membership.....	4
1.2.1 General Information	4
1.2.2. Member Section User Manual	4
1.3. Certification	4
2. EMPACT	5
2.1. Background and Objectives	5
2.2. Roles and responsibilities of training organisers.....	5
2.3. Roles and Responsibilities of EPTO	6
2.4. Training fees	7
2.4.1. Fees for participants in the trainings.....	7
2.4.2. Fees for trainers who facilitate EPTO trainings.....	8
3. Support for training organisers.....	9
3.1. How to apply for funding.....	9
3.2. How to set up partnerships and recruit participants	9
3.3. How to manage the budget.....	9
3.4. How to choose a training venue	9
3.5. How to recruit certified trainers	10
3.6. How to communicate	10
3.6.1. Credits to funders and EPTO	10
3.6.2. Promotion and dissemination	10
3.7. How to report to EPTO and funders.....	10



Introduction – why this guidebook?

More EPTO trainings = more opportunities for peer trainers to practice and gain experience = more youth and youth workers trained = more impact at EU and local level = a more inclusive Europe where youth embrace their differences and realize their unique potential.

This is the equation which led to the development of E.M.P.A.C.T. within the European Peer Training Organisation (EPTO). E.M.P.A.C.T. stands for European Massive Peer Education Actions and aims at generating more EPTO trainings at European level, which would be organised by member organisations.

This framework is fully explained and detailed in this guidebook. We hope that our members organisations will find practical information, clear procedures, tips and motivation to engage in EMPACT, guaranteeing quality peer training for youth within and beyond the EPTO network.



1. General Information

1.1 EPTO in short

“For young people in Europe to embrace their differences and realize their unique potential, the European Peer Training Organisation (EPTO) develops and promotes peer training.”

EPTO provides activities where young people can be learners and educators, sharing with their peers their competences in a spirit of collaboration. They may train their peers themselves or create the conditions for peer education to happen between young people through training, mentoring and coaching creating a snowball effect.

EPTO begun in 1996 as a pilot project training young peer trainers in Europe to lead activities dealing with all forms of discrimination, thanks to [CEJI-A Jewish Contribution to an Inclusive Europe](#) and the [Anti-Defamation League’s A WORLD OF DIFFERENCE® Institute](#), with support from the European Commission (see [epto.org](#) for more info).

1.2 Membership

1.2.1 General Information

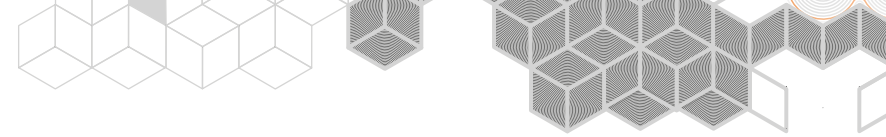
For general information on the membership, as well as advantages and requirements of an EPTO member, see the [EPTO Membership Booklet](#) which can be found on the EPTO website as well as the Member Section.

1.2.2. Member Section User Manual

See the Member Section User Manual that can be found in the [Member Section](#) of the EPTO website.

1.3. Certification

See EPTO Certification Presentation which can be found the [Member Section](#) of the EPTO website.



2. EMPACT

2.1. Background and Objectives

As explained in the introduction, EMPACT was born out of the idea to generate more trainings at European level in order to offer more opportunities for youth, coming in priority from EPTO member organisations, to be trained. In the past, 80 % of the events and trainings which took place within the EPTO network were organised by the EPTO office based in Brussels. This situation limited de facto the amount of activities offered. Through the EMPACT model, EPTO is switching from a role of “organiser” to a role of “support and resources centre”.

Its aim is to make it easy, attractive and mutually beneficial for member organisations to organise as many EPTO training as possible.

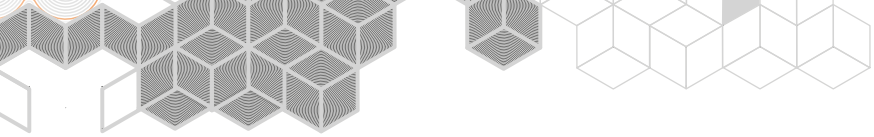
The objectives of EMPACT are to:

- Set up a sustainable model of implementing trainings and certifying peer trainer
- Decentralise EPTO’s activities within the network
- Increase the number of trainings offered within the network
- Increase the amount of peer trainers trained
- Provide more opportunities for certified peer trainers to deliver trainings on behalf of EPTO
- Make the EPTO membership more attractive
- Reinforce the relationship and cooperation between EPTO and its members.

2.2. Roles and responsibilities of training organisers

What does it imply for a member organisation to become an organiser of training(s)?

- Decide with the EPTO office on the pedagogical programme that the member wants to offer as training.
- Find together partner organisations within (and/or beyond) the network.
- Write the funding application(s) - Erasmus+ grants or other funding opportunities - based on the template(s) provided by EPTO for the respective pedagogical programme.
- Make a provisional budget taking into account the EMPACT fees (when necessary) and some participation fees for participants (when necessary), according to the granted budget and financial needs.



Once granted:

- Sign an agreement with EPTO, stating the roles and responsibilities of both parties.
- Manage the grant and the project partnership.
- Book the venue for the training and the accommodation of participants.
- Recruit and select participants, and communicate with them about any logistical and other questions.
- Select together with the EPTO office a training team composed of an Apprentice Trainer and/or Junior Trainer and at least one Senior Trainer. Priority will be given to trainers coming from the organiser, and then from partnering member organisations.
- Host the training and organise all its practicalities
- Promote and communicate about the training (pictures, social media, quantitative and qualitative report).
- Evaluate the training with the trainers.
- Report to EPTO about the training.
- Report to the funder(s) about the grant and project.

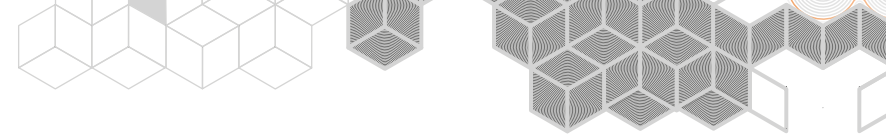
2.3. Roles and Responsibilities of EPTO

How will EPTO support the training organisers?

- Advise the organiser on the programme they wish to deliver.
- Identify together partner organisations within and beyond EPTO the network
- Provide guidelines and templates for writing the Erasmus+ funding application(s), or others, based on the for the pedagogical programme chosen
- Provide advice and support for the grant application and management
- Provide guidelines and advice for the venue for the training room and the accommodation of participants
- Provide guidelines and criteria for the recruitment and selection of participants.

Once the training is granted:

- Sign an agreement with EPTO, stating the roles and responsibilities of both parties.
- Select together with the organiser a training team composed of an Apprentice Trainer and/or Junior Trainer and at least one Senior Trainer for the pedagogical programme chosen.
- Support the promotion and communication about the event (see section 3.6).
- Provide the package for the respective training (see section 2.4.1).
- Provide reporting and evaluation templates.



2.4. Training fees

2.4.1. Fees for participants in the trainings

EPTO asks low fees to the training organisers in order to cover some expenses which are detailed below.

- Thematic Awareness Training (TAT): free.
- Train the Trainer (TTT): 50 euros.
- Peers to professional (PTP): 150 euros.

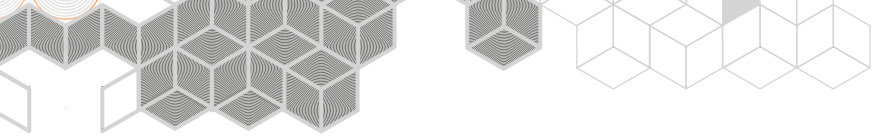
What do these fees cover?

- TAT (free). Even though no fees are asked for this training, EPTO will provide the training organisers with:
 - Passports
 - TAT stickers
 - Self-assessment forms
 - Goodies

EPTO will only ask compensation for sending these items to the organisers (mailing expenses, printing costs, etc.).

- TTT (50 EUR):
 - Trainers' fees
 - TTT Manuals
 - TTT stickers
 - Peer-assessment form
 - Goodies
- P2P (150 EUR):
 - Trainers' fees
 - P2P Manuals & Readers
 - P2P Stickers
 - Goodies

Training organisers can use part of the budget granted for the training(s) and/or ask participation fees to the participants in order to cover these fees and pay the related amount to EPTO.



If a participation fee is settled, it should be announced from the start to the participants.

For practical reasons, the registration fee can be automatically deducted from the participant's travel reimbursement by the training organisers.

2.4.2. Fees for trainers who facilitate EPTO trainings

Depending on the funding available and the own resources of the training organiser, EPTO encourages trainers to be paid as follows:

- Apprentice Trainer: min. 100 euros per day
- Junior Trainer: min. 150 euros per day
- Senior Trainer: min. 200 euros per day



3. Support for training organisers

3.1. How to apply for funding

Find templates of application forms in the [Section for Members](#) of the EPTO website (access only for members who intend to apply for funding).

3.2. How to set up partnerships and recruit participants

You can send a call for participants to EPTO member organisations: their contact information is available in the [Member' Section](#) of the EPTO website.

You can use the [Facebook group EPTO MEMBERS](#) to post/promote your call for participants.

You can create a Google Form for collecting Partner information (Partners Identification Form for Erasmus+).

3.3. How to manage the budget

Budget templates are available in the [Member Section](#) of the EPTO website.

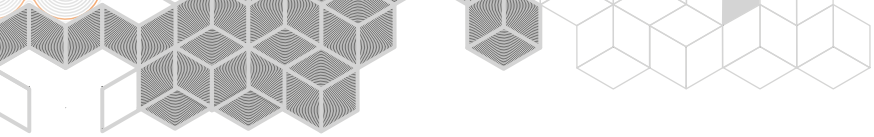
3.4. How to choose a training venue

At some point in the process, you will have to choose a venue that fits your training. When you gather a group of people somewhere, it's important to think of their well-being. What kind of place would be appropriate for your target group? We encourage you to think from their perspective and identify a venue they would feel connected with. A proper environment will help the group to feel more comfortable and willing to engage.

Here are a couple of parameters that you need to take into consideration when choosing the venue:

- Is the space large enough for the size of your group?
- How many chairs and tables will you need?
- Is there enough space to store them when you are not using them?
- Is there extra-space to break into smaller groups and/or to use for free time?
- Is the room equipped with windows that can be opened?
- Is the venue easily accessible by public transport? If not, do you have plans to organize the transportation yourself?
- Is the place equipped for people with disabilities?

Ideally, the venue needs to be checked in person before the event to make sure that it supports people's well-being and that it fits your purpose.



Accommodation and meal expenses (3 meals and 2 coffee breaks per training day) should be covered by the training organisers for the whole duration of the event.

Regarding insurance, staff from the organisation responsible for the training and participating in the event should be insured in cases of accident, illness and third party liability. In addition, they should encourage participants from member states of the European Union to get all the relevant documents related to the social security convention on sickness. The necessary documentation for claims (Form E 111) can be found in their own country.

3.5. How to recruit certified trainers

EPTO will compose the training teams based on available certified trainers for the related pedagogical programme and giving priority to one trainer from the organisation responsible for the training.

3.6. How to communicate

3.6.1. Credits to funders and EPTO

If you post news, updates and/or pictures of the training, don't forget to credit the funders (Erasmus+ programme of the European Commission or others), using their logo whenever possible.

Please tag EPTO on Facebook, so that we can repost your publication.

Generally the title of the training/programme has been used as a hashtag for all related publications on Facebook, Instagram and Twitter (for instance #peers-forpeace, #peersfordiversity, etc.) so we encourage you to do the same.

3.6.2. Promotion and dissemination

EPTO will help you to promote the training(s) and disseminate results in its networks.

Please use the contact communication@epto.org to send us any links and information about the training(s).

Please send us also a few nice pictures taken during the event.

If you have some content to share directly on Facebook or Twitter, please send us the link (directly on Facebook or via email). In case the original post is written in another language, make sure to provide us with an English version.

3.7. How to report to EPTO and funders

All kinds of peer training activities using (even partly) EPTO methods or resources can be reported here.

Reporting templates are available in the [Member Section](#) of the EPTO website.



Membership INFORMATION BOOKLET

EUROPEAN
PEER
TRAINING
ORGANISATION



Version **2019**

Together we are stronger
Become an **EPTO** member!



You are interested in
creating a **BIGGER VOICE**
for **YOUTH WORK**
and **PEER EDUCATION**
on a **EUROPEAN LEVEL?**

JOIN THE EPTO MEMBERSHIP
A EUROPEAN NETWORK FOR PEER EDUCATION.

*Together, let's create an **INCLUSIVE SOCIETY**
for young people to embrace their differences
and realise their unique potential.*

For more information,
please contact us:
membership@epto.org

ANNUAL EPTO MEMBERSHIP FEE p. 4

HOW TO BECOME A MEMBER?
PROCESS AND TIMELINE p. 5

THE EPTO GOVERNANCE STRUCTURE p. 6
GENERAL ASSEMBLY
BOARD
ADVISORY BODY



WHY BECOME A MEMBER?

Advantages

Member Organisation

Individual Member

Requirements



Attend the **ANNUAL EVENT FOR MEMBERS**, which EPTO organises to network and support its members with tailored services.



Take part in the **GOVERNANCE** of a youth-led European NGO.



Access the **IMPACT** system to certify your pool of peer trainers at European level.



Increase the **VISIBILITY** of your local and European activities through EPTO social medias, website and newsletters.



Take part in **EUROPEAN PROJECTS** with EPTO members and partners.



Be part of the **VIRTUAL EUROPEAN NETWORK** via the private Facebook group, where EPTO facilitates the exchange of practices, methods and resources in the field of peer education.



Access **RESOURCES** on training, project management and fundraising.



Take part in the development of **PEDAGOGICAL PROGRAMMES AND METHODS**.



Be part of the related funding application to be able to send representatives of your organisation to the event.

Send a representative to the General Assembly and propose candidates to the EPTO Board.

Participate in and/or co-organise European trainings.

Report on peer training activities to EPTO HQ when using its methods and programmes.

React to the calls for partners which are regularly sent.

Assign a contact person for EPTO HQ in order to guarantee an efficient communication.

Assign a contact person for EPTO HQ and get your login for the members' section of the EPTO website.

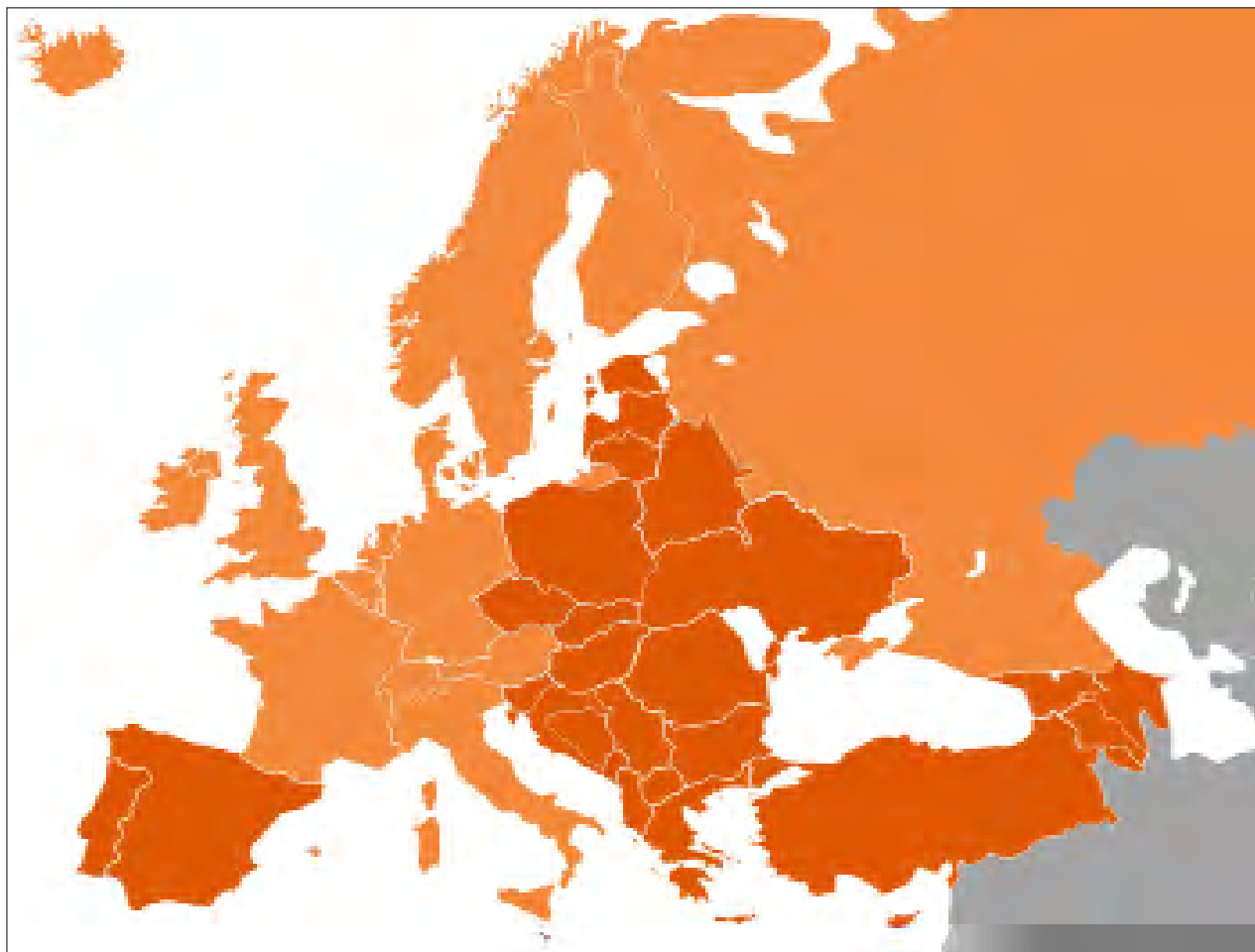
React to the calls for projects and/or express your interest to work on one topic.

ANNUAL EPTO MEMBERSHIP FEE

The amount of the fee is based on the member's country zone.

For Zone 1 Countries, the fee is 200 € for organisations and 30 € for individuals.

For Zone 2 Countries, the fee is 150 € for organisations and 20 € for individuals.



Zone 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Russian Federation, Sweden, Switzerland, United Kingdom.

Zone 2: Albania, Armenia, Azerbaijan, Belarus, Bosnia, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Latvia, Lithuania, Macedonia, Malta, Moldavia, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey, Ukraine.

EPTO MEMBER ORGANISATIONS IN 2019

4motion	Luxembourg
AMO Reliance	Belgium
APPR	Romania
Asociatia AIDE	Romania
Associação Par	Portugal
Associazione Attiva-Mente	Italy
CEJI	Belgium
COLEGAS	Spain
CPSD	Albania
Dev Aid	Albania
Diversion	The Nertherlands
Dunare.EDU	Romania
Ekumbasi	Belgium
FDYS	Ireland
Fórum Színházi Közösség	Hungary
Garīgās Izglīibas Centrs	Latvia
HEPA	Macedonia
Humanitas	Slovenia
IIS Mariano Fortuny	Italy
Inventare Insieme Onlus	Italy
ISCPT	Romania
LCP YouthsRule	Ireland
Ofensiva Tinerilor	Romania
Organizatia Tinerilor cu Initiativa	Romania
Peersleaders sachsen	Germany
Pomoc Deci	Serbia
SIG Foundation	Albania
TOP Youth	Denmark
Volunteers centre Skopje	Macedonia
Wild Carpathia	Romania
Youth On the Move	Romania
Zavod Voluntariat	Slovenia

HOW TO BECOME A MEMBER?

MEMBERSHIP CRITERIA - Who is eligible?

1. Organisations (registered or informal)

Organisations which want to apply should:

- ◇ Be active in the field of youth in the Council of Europe countries
- ◇ Focus on peer education, social inclusion and/or lifelong learning
- ◇ Subscribe to EPTO's purpose.

Above mentioned criteria will be elaborated in the membership application form.

Acknowledgement should happen by using/placing the EPTO logo on the organisation's website.

2. Individuals

Individuals who want to apply should:

- ◇ Be involved in youth-serving activities. Since youth is defined by the European Commission until the age of 35, people over 35 can't be official EPTO members, however they can be part of the Advisory Body (see p.5).
- ◇ Focus on peer education, social inclusion and/or lifelong learning
- ◇ Subscribe to EPTO's purpose.

Above mentioned criteria will be elaborated in the membership application form.

PROCESS AND TIMELINE



Read info

Read this booklet and the regulations here: <http://epto.org/content/membership-regulations>



Apply online

Apply here: goo.gl/forms/Da6XAgllYtgoprnA2.
Please, use English to fill in the form.



Pay the membership fee

Proceed with the payment of your membership fee as soon as possible.



YOU ARE A MEMBER NOW!

We are proud to welcome you as an official EPTO member with all its benefits!

Your membership will be running for the year 2020.



THE EPTO GOVERNANCE STRUCTURE

The EPTO governance structure is the organisational frame which defines the decision making process. It consists of a General Assembly, a Board and an Advisory Body, and is legally defined in EPTO's statutes.

In 2020,
the General Assembly will elect the next
EPTO Board for 2021-2022

General Assembly

The GA consists of representatives of member organisations and individual members, and meets at least once a year (usually in connection with the annual Event for members or another big event). The GA elects the Board, assigns 50% of the members of the Advisory Body and adopts the financial report of the former year and the 2-years strategic and financial plan.

Each member organisation designates one representative which holds voting power in the GA and can propose a candidate to the Board, provided that he/she is a certified EPTO peer trainer.

Individual members don't have any voting power but can participate in all EPTO activities. They can be candidates to the Board if supported by at least one member organisation.



Board

The Board manages the daily business with the support of the EPTO office, proposes a strategic and financial plan to the General Assembly and the Advisory Body every 2 years, and is in charge of implementing the adopted plans. The Board also represents EPTO towards other organisations, institutions and the general public.

The Board consists of 6 members, 4 Board members being elected by the GA for a mandate of two years, who must be certified EPTO peer trainers between 18 and 35.

Advisory Body

The Advisory Body is composed of 4-10 members of the organisation. Former Board members, CEJI¹ representatives, EPTO friends and other people coopted by the Board can be assigned to the Advisory Body. 50% of the members of the Advisory Body are assigned by the EPTO GA, 50% by CEJI.

The Advisory Body has an advisory role, ensures that EPTO's vision and purpose, as defined in the statutes, are respected, and keeps up the historical link with CEJI. The Board can consult the Advisory Body mainly to guarantee continuity in the organisational management.

1. CEJI – A Jewish Contribution to an inclusive Europe is the mother organization of EPTO and holds the rights for the A World Of Difference™ Programme in Europe. Since EPTO moved from being CEJI's youth formation to becoming an independent organization, CEJI has an advisory function.

