

TRAINING AGREEMENT

for hosting organisations
interested in hosting a
NO MORE WAR training

trainings co-ordinated by
Service Civil International's
NO MORE WAR team

www.no-more-war.net



Guideline for NO MORE WAR trainings

Dear friends of XY (= insert branch/ partner organisation)

We are happy that you are interested in joining a co-operation with the NO MORE WAR team for hosting a new SCI training. Below you'll find a short guideline we developed for hosting branches in order to facilitate our partnership in this project. Please feel free to react and comment on the paper.

We are looking forward to a fruitful and peaceful co-operation with you!

*All the best,
the NO MORE WAR team*

Introduction

The aim of this paper is to support the agreement process between the NO MORE WAR team and the potential hosting organisation of SCI trainings organised in co-operation with the NO MORE WAR team.

Role of the NO MORE WAR team

The NO MORE WAR team develops a concept for a new training, launches a call to look for partners in the SCI network (via SCI announce) and contacts potential hosting organisations. The NO MORE WAR team appoints members of its team to be directly involved in the training as trainers or facilitators to be part of the prep team. Further the NO MORE WAR team will officially identify and introduce itself and in particular the prep team members. Even though not the whole team will be involved in the development of the training the communication (at least in the beginning before working on the details) should always be done to the whole team: team@no-more-war.net. We will appoint a contact person in order to personalize and facilitate the contact.

Role of the hosting organisation

The hosting organisation will be mainly responsible for the hosting and the logistics of the event. Further, in co-operation with the other prep team members, the hosting organisation will write the grant application and will also be responsible for the grant report and the budget. The members of the NO MORE WAR team will help with the concept of the application and (according to the agreement among the prep team members) with the report, however the budgeting, financial report and travel reimbursements are among the hosting organisation's responsibility as it is them officially applying and receiving and therefore also monitoring the grant. As it is the hosting branch who is responsible for the logistics and it is their task to ensure that venue, food, etc. stay within the budget (in case of mistakes made they are responsible and carry the consequences).

According to the logistics the hosting organisation has to find a venue for the training fulfilling a certain criteria list (see below), arrange the travel details with the participants, write & send an info sheet and organize the free time activity as well as a cultural evening presenting their country.

Role of the prep team

The prep team will consist of about 3-4 trainers and/or facilitators coming from the NO MORE WAR team and a representative of the hosting organisation. This should ensure that there is a constant communication flow between the NO MORE WAR team and the prep team but also not "limiting" the hosting organisation only to the hosting activities but giving them space to comment and to give input on the programme as well. The prep team will be responsible for developing the programme of the training and the selection of the participants. Further the prep team will assist with the grant application and the

report and finding partners for the event. The prep team will together with the hosting organization decide on participation fees.

Communication of the prep team:

The prep team, once established, will have skype meetings to fix the agenda and agree on the selection of the participants. (Note: the participants' selection may be done by only some but not by all prep team members). A real face-to-face prep team meeting should take place at the latest six weeks before the event and be covered 100% by the grant.

Short criteria list for NO MORE WAR trainings:

Group Size: Ideally the group should not exceed the maximum number of 20 participants.

Topic: The topic will be proposed by the NO MORE WAR team (in the call for partners and hosting organisations) and will fall into the framework of NO MORE WAR (peace, antimilitarism, non-violence, pacifism, etc.). Very often our topic based trainings are inspired by input from previous trainings and incidents in international politics or in the SCI movement.

The Venue: The hosting organisation has to find a venue that is suitable for hosting a training of this size. If it is not reachable by public transport the hosting organisation has to organise a pick-up service for the participants. The venue should include: minimum one big seminar room and possibilities for working in smaller groups (kitchen area, places outside in case of good weather, further seminar rooms, etc.).

Standard facilities needed for the training: Flipchart paper & markers, pens, white & coloured paper, scotch tape & glue, blue tag to put posters on the wall, scissors, flip chart stand, internet (at least for the prep team), speakers/ possibility to play music, a printer and possibly but not necessarily a beamer

Financial conditions: The travel, food & accommodation costs of all prep team members have to be covered 100% by the grant in order not to create any costs for the people organising the event. The trainers'/ facilitators' fees will be discussed among the prep team together with the hosting organisation as they have to be agreed on before writing the grant and adapted to the grant's possible outcome. The financial responsibility for the project lies with the hosting branch.