

Conditions for applying and carrying out the Diversity Workshop

National Organization (NO) or Training Institute who applies:

1. selects target group and the participants for workshop;
2. choose two trainers from two different countries from the Trainers' List;
3. contact and contracts trainers;
4. determines the price of the workshop according to the average local cost structures;
5. pays the trainers according to the local rates for giving trainings;
6. pays the housing and travelling costs for trainers;
7. organizes and provides facilities;
8. provides the necessary materials for workshop in possible capacity;
9. issues certificates.

ANSE:

1. gives support in choosing trainers if necessary;
2. monitor the process of carrying out the workshop;
3. provide information;
4. provide logo and data for issuing the certification;
5. ANSE mediate the process in case of need of finding trainers.

Trainers:

- responsible for distribution of the workshop according to rules, procedure and standard of the project;
- design the actual workshop content and timeframe according to the wishes and needs of the applying Organization, by using the Manual of the Grundtvig Diversity Modul
- inform Secretary of ANSE board Inese Stankus-Visa about arrangements of workshops;
- report on workshop;
- use ANSE logo on ppt and handouts.