

HELP TRAINING-OF-TRAINERS SESSION (ToT)

17-18 September 2020 (online)

Concept Paper and Agenda

Date	17-18 September 2020
Location	Online (the link to join the meeting will be sent to participants at a later date)
Language	English
Participation	Trainers/legal professionals selected by the HELP Network partners in the EU (National Training Institutions and Bar Associations) Note: participants will have to have a laptop available for the ToT session
Registration	Via the procedure and by the deadline indicated in the call circulated at national level

The HELP Programme

The **European Programme for Human Rights Education for Legal Professionals (HELP)** supports the Council of Europe member states in **implementing European standards at the national level, focusing on the European Convention on Human Rights (ECHR)** and other key CoE instruments (i.e. Istanbul Convention, Convention 108, Oviedo Convention etc) at the national level, in accordance with the Council of Europe Committee of Ministers Recommendation (2004) 4 on the European Convention on Human Rights and university education and professional training, , and more recently, the 2015 Brussels Declaration on the “Implementation of the ECHR, our shared responsibility”.

The objective of HELP is to provide high quality education on human rights to judges, lawyers and prosecutors throughout Europe. Law enforcement authorities such as police and prison staff are also targeted by HELP. Thanks to HELP courses, legal professionals can better protect human rights on a national level and keep up to date with the ever-evolving standards and case law of the European Court of Human Rights (ECtHR). HELP courses specifically designed for EU countries increasingly incorporate relevant EU laws.

HELP is:

1. the **only pan-European Network** of national training institutions for judges, prosecutors and lawyers in the 47 CoE Member States;
2. an e-learning platform with **free on-line courses on human rights**;
3. a **human rights training methodology** for legal professionals.

The EU-CoE HELP in the EU II Project

The EU-CoE HELP in the EU II Project is funded by the EU and implemented by the CoE from 1 September 2019 to 28 February 2022. Its overall objective is to enhance EU justice professionals' capacities to effectively and coherently apply European fundamental rights standards at the national

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level through training, mainly referring to the Council of Europe instruments (the European Convention on Human Rights (ECHR), the (revised) European Social Charter (ESC) etc.) and EU framework (EU Charter on Fundamental Rights, EU Law). It also aims to strengthen the HELP Network in the EU, as well as the capacity of the Network members to effectively implement the HELP methodology and courses and contribute to increasing mutual trust between EU practitioners.

The HELP Training of Trainers (ToT)

HELP Training-of-Trainers sessions (ToTs) are one of the tools to support national training institutions (NTIs), Bar associations (BAs) and other actors to deliver **high-quality trainings to legal professionals**.

HELP online courses are first developed as model courses in English and are then, upon request of CoE member States, translated and adapted to the specific national legal order and practice.

The goal of the HELP Training of Trainers is to prepare participants to fulfil the role of HELP trainers for their NTIs, BAs and other relevant institutions and to equip them with skills to successfully tutor a HELP on-line course in their respective countries. It focuses on the HELP methodology for legal professionals and on the HELP e-learning platform.

The **basic functions of a HELP tutor** are the following:

- 1) to **proofread the translation** (provided by the HELP Secretariat) of the HELP model course;
- 2) to **prepare the national adaptation** (by adding relevant national resources, such as examples of national legislation and/or relevant national case-law etc.)
- 3) to **attend the course launch** event
- 4) to **tutor the online course** (provide support to participants taking the course, both in respect to the content of the course and the use of the HELP e-learning platform).

Successful participants in the ToT are included in the list of certified HELP trainers which is available on the HELP website. NTIs and other actors are then informed of the opportunity to select from this pool their trainers for national or international activities on the European system of human rights protection, particularly when using the HELP methodology. Tutors of HELP courses are also selected among these experts. This increases national ownership while ensuring the uniform application of the HELP training methodology.

Learning objectives

By the end of the ToT, participants will be able to:

- Understand the HELP Programme and its mission.
- Understand the role of HELP tutors in implementing HELP courses.
- Adapt HELP courses to the national legal order, as well as to the needs of the target audience.
- Run HELP courses (usually a course consists of a face-to-face meeting and then 2-3 months of on-line course moderated by a HELP tutor).

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- Make use of the HELP e-learning platform to moderate HELP courses and disseminate resources.
- Support the participants of their respective courses in using the HELP e-learning platform.
- Evaluate trainings.

After the ToT session, participants will be asked to complete a final assignment, designed to assess their skills on applying the HELP methodology and the use of the HELP e-learning platform. The successful completion of this final assignment is necessary for their certification as HELP tutors.

Preparation

Before the ToT session, participants should:

- 1) Watch this (5 minute) video on the HELP methodology at <http://helpcoe.org/news/help-video-available-6-language>;
- 2) Create an account on the [HELP e-learning platform](#)

For creating your HELP account, please follow these steps:

- go to this link and fill in the form (it takes about 2 mins): <http://help.elearning.ext.coe.int/login/signup.php>
- once submitted, you will receive an activation link on the email you used for creating the account
- go to your email inbox and click on the link to activate your account.



- 3) (optional) Take one of the HELP courses available in the [HELP e-learning platform](#) (among the topics indicated by the HELP Secretariat before the ToT)

Participation

Participation is open to trainers/legal professionals selected by the HELP Network Partners from EU countries. Participants should:

- ✓ Ideally have some training experience (regular trainers with NTIs are particularly welcome to take part)
- ✓ be available to **attend the HELP ToT session** online
- ✓ undertake **complete the assignment** in view of obtaining the HELP Tutor Certificate
- ✓ **have knowledge of English** (necessary level in order to interact during the ToT session)
- ✓ **bring a laptop to the ToT session** (tablets not recommended)

The HELP ToT session will be held **online on 17-18 September**. The working language will be English (no interpretation provided).

For any information, do not hesitate to **contact the project team**:

Content, methodology, agenda: Ana-Maria Telbis – Project Coordinator (ana-maria.telbis@coe.int)

Travel, administrative: Konstantinos Vratisidas–Project Assistant (konstantinos.vratisidas@coe.int)

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Indicative agenda

Thursday, 17 September 2020

09:30 – 09:45	Welcoming address Eva PASTRANA, Head of HELP Unit, Directorate General Human Rights and Rule of Law
09:45 – 10:30	Introduction to the HELP Programme and objectives of the ToT session Eva PASTRANA, Head of HELP Unit, Directorate General Human Rights and Rule of Law
10:30 – 10:45	Introduction to the EU-CoE HELP in the EU II Project Ana-Maria TELBIS, Eu-CoE HELP in the EU II Project Coordinator, HELP Unit
10:45 – 11:15	Tour de table: introduction and expectations of the participants
11:15 – 11:30	Coffee break
11:30 – 12:00	Introduction to the HELP the HELP Training Methodology Ana-Maria TELBIS, HELP Unit
12:00 – 12:30	Keynote speech TBC
12:30 – 14:00	Lunch break
14:00 – 14:45	The role of the HELP national tutor; the national version of a course – examples and practices Ana-Maria TELBIS/Eva MASSA, HELP Project Coordinator, HELP Unit
14:45 – 15:30	The HELP E-learning Platform: presentation and walk-through Ana-Maria TELBIS, Project Coordinator, HELP Unit
15:30 – 15:45	Coffee break
15:45 – 17:00	HELP e-learning tools: building a national course page (part 1) <ul style="list-style-type: none"> - Create sections and structure page - Upload materials/resources - Create activities - Create and use forum



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Friday, 18 September 2020

9:30 – 11.00	HELP e-learning tools: building a national course page (part 2) <ul style="list-style-type: none">- Create assignments/tests- Enrol participants- Send messages via the platform- Monitor activity and completion of tasks
11:00 – 11:15	Coffee break
11:15 – 11:45	Overview of the resources developed by the CoE – how to use HUDOC and the ECtHR publications Carmen MORTE, Head of Division, ECtHR TBC
11:45 – 12:15	Overview of the HELP courses included in the project HELP Secretariat
12:15 – 12:45	Assessment and certification; evaluation of the ToT session. Open discussion: Q&A Moderated by Ana-Maria TELBIS
12:45 – 13:00	Next steps. Closing remarks Eva PASTRANA