

HELP TRAINING-OF-TRAINERS SESSION (ToT)

6-7 November 2023

Concept Paper and Agenda

Date	6-7 November 2023
Location	Strasbourg
Language	English
Participation	Trainers/legal professionals selected by the HELP Network partners in the EU (National Training Institutions and Bar Associations)
Registration	Via the procedure indicated in the call circulated at national level. Deadline 13 October 2023

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 46 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 "Judicial Training on Rule of Law and Fundamental Rights" Project (EU-CoE HELP RoL Frights)

The EU-CoE HELP RoL Frights project is funded by the European Union's Justice Programme (2014-2020) and implemented by the CoE from November 2022 to november 2024.

The objective of this EU-CoE project is to contribute to the effective and coherent application of European law in the areas of rule of law, criminal law and fundamental rights, as enshrined in the EU Charter of Fundamental Rights and in the European Convention on Human Rights. To achieve this objective, it is intended to strengthen the capacity of EU justice institutions (multipliers) and the knowledge and skills of justice professionals. In addition, the project aims to strengthen the HELP network in the EU and the capacity of network members to effectively implement the HELP methodology and courses.

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).
- 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 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.



Participation

Participation is open to trainers/legal professionals selected by the HELP Network Partners from EU countries. In this respect, **the usual trainers of national training institutions (INF) are particularly encouraged to take part to this training.** These include trainers responsible for initial and in-service training in the following areas:

- **human rights and European law** ;
- **“classical” subject**: civil and criminal law, civil and criminal procedure, administrative law, family law, commercial law, etc.

Classical law trainers are particularly encouraged to take part in this training, so that they can incorporate HELP courses into their respective curricula.

Participants should:

- ✓ Ideally have some training experience;
- ✓ be available to **attend the HELP ToT session** in person;
- ✓ to **complete the assignment** in order to obtain the HELP Tutor Certificate;
- ✓ **have knowledge of English**;
- ✓ **bring a laptop to the ToT session** (tablets not recommended).

Additional Information

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

Content, methodology, agenda: Giulia Lo Presti – Project coordinator (giulia.lo-presti@coe.int)

Travel, administrative: Ferial Belguechi – Project assistant (ferial.belguechi@coe.int)

Indicative agenda

Monday, 6 November 2023

09:15 – 09:30	Registration of participants
09:30 – 09:40	Welcoming address Ana-Maria TELBIS, Deputy Head of Justice & Human Rights Training Division (HELP), Directorate General Human Rights and Rule of Law, Council of Europe
09:40 – 10:15	Introduction to the HELP Programme and objectives of the ToT session Giulia LO PRESTI, Project coordinator EU-CoE project “Judicial Training on Rule of Law and Fundamental Rights, HELP Division
10:15 – 10:30	The HELP E-learning Platform: presentation and walk-through Giulia LO PRESTI, Project coordinator EU-CoE project “Judicial Training on Rule of Law and Fundamental Rights, HELP Division
10:30 – 11:00	Tour de table: introduction and expectations of the participants Eva MASSA, International expert and certified HELP tutor
11:00 – 11:20	Coffee break
11:20 – 11:50	Introduction to the HELP Training Methodology Eva MASSA, International expert and certified HELP tutor
11:50 – 12:30	The role of the HELP national tutor; the national version of a course – examples and practices Eva MASSA, International expert and certified HELP tutor
12:30 – 14:00	Lunch break
14:00 – 15:30	HELP e-learning tools: building a national course page (part 1) - Open the course page - Create sections and a structure page - Upload materials/resources

	<ul style="list-style-type: none"> - Create activities - Create and use a forum
15:30 – 15:45	Coffee break
15:45 – 16:45	Overview of useful ECtHR resources and developed by the CoE (HUDOC, the ECtHR publications and other relevant materials)
16:45 – 17 :15	The impact of trainings on the implementation of ECtHR judgments Execution Department
17:15 – 17:30	Summary of the first day and Conclusions

Tuesday, 7 November 2023

9:00 – 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
11:00 – 11:20	Coffee break
11:20 – 12:00	HELP e-learning tools: building a national course page (part 3) <ul style="list-style-type: none"> - Monitor activity and completion of tasks - Evaluation of participants
12:00 – 12:20	Overview of HELP courses related to the rule of law and recently developed/updated HELP courses Giulia LO PRESTI, Project coordinator
12:20 – 12:50	Assessment and certification; evaluation of the ToT session. Open discussion: Q&A Moderated by Eva MASSA
12:50 – 13:00	Summary of the second day and closing remarks