

ARTWEI TRAINING EVENTS REPORT INSTRUCTION

Please, note the following requirements for the accomplishing and reporting of the training events.

1. Training events must comprise at least 20 organizations in each country. The number of participants is not regulated (at least one per organization).
2. Participation must be recorded (in national language) using the timesheets highlighting the topics, the number of hours allocated for each topic, the names and affiliations of the trainees and the name of the trainer(s) or facilitator(s).
3. The timesheets must be scanned and sent to Jurga.
4. The topics must closely follow the topics of the Code of Conduct and some topical distinction between the groups of local and regional authorities and of business and citizen institutions must be pursued.
5. The ultimate **deadline is June 30, 2012.**
6. The overall number of representatives of local and regional authorities at interactive competence building seminars is 50, and the number of participants at interactive training courses for building an appropriate capacity of business and citizen institutions is 100. However, the Programme allows deviation by 20%, which means that the actual number can be 40 and 80. Split by target areas this means:

Lithuania – at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions;

Kaliningrad – at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions;

Polish Pomerania - at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions;

Polish Western Pomerania - at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions;

German Western Pomerania - at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions;

Sweden and Denmark – at least 7 representatives of local and regional authorities, at least 13 – representatives of business and citizen institutions.