



TRAINEESHIP PROGRAM FOR RUSSIAN CIVIL SOCIETY PROFESSIONALS IN THE BALTICS

FOLLOW-UP As of November 4

Dear All!

Regarding the Traineeship Program for Russian Civil Society Professionals in the Baltics we would like to provide you with follow up. After some consultation the organizers have made the decision to invest more time in the preparation work.

AIM OF THE PROJECT

Aim of this project is to facilitate cooperation between similar Russian and Baltic NGOs in terms of development and management of social projects. It is expected for the trainees to develop understanding of the financial resource and information allocation, and facilitate a comprehensive understanding of the trainee to evaluate the environment and the opportunities in his own organisation.

DURATION AND A DRAFT TIME TABLE

- **November – December, 2016** – preparation work, partner organisation selection, agreements with the mentors, selection and assignment of the trainees
- **January – March, 2017** – Traineeship for the Russian Civil Society Professionals in the Baltics (3 weeks subject to availability)
- **March – May, 2017** - evaluation and assessment of the Project

BENEFITS FOR THE ORGANISATION

- Cooperation and network enlargement with similar institutions in Russia
- Extra assistance in the day-to-day tasks
- An alternative opinion on future projects and their management
- Exchange of cultural values
- Financial reward for the mentor - 300 EUR (before tax.) for the 3 week period
- The programme covers accommodation, travel and daily catering costs (per diem) for each trainee.



REQUIREMENTS FOR THE ORGANISATION

- The working language of the project – English. Ability to use Russian will be considered as an advantage
- A possibility to ensure a workplace for the trainee
- A possibility to delegate a mentor to the trainee
- An ability to ensure the trainee's engagement if project development process will be considered as an advantage.

SOME QUESTIONS THE ORGANIZERS WOULD VERY MUCH APPRECIATE HEARING FROM POTENTIAL PARTNER ORGANISATIONS:

1. Does your organisation have an existing partner in Russia, with whom you would like to expand the cooperation?
2. To what extent are you willing and able to devote human and information resources to the project in order to ensure the development of new ideas and project concepts?
3. Please provide us with a short description of your vision on the possible involvement of the Russian trainee in your organisation?
4. Do you expect some additional project related expenses (additional office rent etc.)

CONTACTS:

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The Traineeship program is organized by the Latvian Transatlantic Organisation in cooperation with the Workshop of Solutions (*Risinājumu Darbnīca*).

