

# Guidelines of recommendation letter for a new Trainers' Pool member

The recommendation letter should, among others, provide details and concise information about the following points

- details about the relation to the candidate, which should be based on training courses in which the person writing the letter and the applicant have been co-trainers (the conditions linked to working together, for example the composition of the team of trainers, roles in the team etc.)
- common involvement in educational activities, specifying the context and settings (organisers, aims, participants, venue and dates, thematic emphasis)
- list / exemplify any specific skills and competences of the candidate as trainer, notably in relation to one or more of the areas of work of the youth sector of the Council of Europe
- assess the candidate's skills and competences in the following areas: team work, communication, group dynamic and management
- the advantages for the Council of Europe in admitting the candidate in its pool of trainers
- any other relevant information about the candidate.

The letter should be addressed to the Youth Department of the Council of Europe.