



EUROPEAN YOUTH PARLIAMENT DENMARK

Policy on task division: Danish National Sessions

01.12.2018

This Guide seeks to outline how the cooperation between the NC Board, the NC Representative/Event Manager, the Head Organiser(s) and the Session Leadership (President) is to be organized. By the use of colour coding it is made clear who has the decisive power and responsibility over which process.

This policy was originally made in exel/google docs, so when amending the policy, please use the original (adress the board), and “print as PDF”. Then merge with this front page.

Colour Codes:				
Joint process	Main subject	Consultive subject	Supervising subject	VETO subject

NC board	Board member (Event manager)	HO(s)	Session President (Leadership)	Comment
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Long Term tasks

Find national long-term sponsors		
Apply to funds		

PRE-EVENT

Nominate Event Manager				
Nominate HO(s)	Create & open call for HO(s)	Apply to Head Organise		Have HO(s) already present their vision and possible venues
Assist the training	Train the HO(s)			
	Brainstorm the event	Brainstorm the event		
Approve the draft event description	Finalize the draft event description	Create a draft event description		
Approve the draft budget	Consult with the HOs	Create the draft budget		
Accept / reject / suggest theme proposal	Assist in deciding the theme	Make a theme proposal		
Sign the contract	Confirm/Approve venues	Find venues, maintain the contact, makes the contract ready		Philip "President should care for the academics only" - Karl "Green light thingy: if we already have a presi, then we HAVE to do the event"
	Confirm host (=school) and rules	Find host (school), maintain the contact, agree on rules (written)		
	Finalize program-draft and confirm	Create program-draft of the session	Be involved in the draft program creation	
BM on PR: create event or likepage on Facebook	Gets Admin rights	Gets editor rights	Possibility of gaining editor rights	There is need for Communication-policy to ensure coordination of online presence
Promote call for (core-)organisers, and veto the selection. Invites final candidates.	Assist the call creation	Create call for orgas & core-orgas		Core orgas before the president, ideally Refer to the policy "Selection of officials"
	Consult the orga-selection	Select orgas & core-orgas		Refer to the policy "Selection of officials"
Fundraiser: train, coordinate & participate		Find local sponsors (food, money, gadgets)		FUNDRAISE
National Coordinator: Find school delegations (participants)	Assist in finding Danish Delegates	Main contact to delegates after selection		

International Coordinator: Find international delegations		Main contact to delegates after selection		
	Confirm the transfers	Plan the transfers of the session		
Accept / reject / suggest topic proposals	Evaluate and finalize topic proposals	Make topic proposals	Make topic proposals	
Gets Event manager rights	Create event on the members platform	To be added as event managers	Not event manager, but selection panel	
Open call for officials, and veto the selection. Invites final candidates.	Assist and promotes the call creation	Contribute to call creation and promotion. Select officials	Contribute to call creation and promotion. Select officials	Refer to the policy "Selection of officials"
Board Member in selection Have veto-power	Coordinate the selection	Participate in the selection	Participate in selection	Refer to the policy "Selection of officials"
Green-light by absolute majority	Report to the board	Apply to green light when minimum budget and "session skeleton" is confirmed		Refer to Green light Criteria
Supervise participant list	Create participant list	Create participant list		GDPR attention
Provide preliminary travel booklet for early info	Feedback travel booklet	Create Session specific Travel booklet		Preliminary travel booklet attached to call, NC (template)
PR: supervise	Communication with teachers & delegates	Communication with participants		Can, after thorough instruction, be delegated to Core orga? Refer to Vejle evaluation (session timeline draft for board)
Store forms	Collect privacy forms+code of conduct teachers & delegates	Collect privacy forms+code of conduct officials		

DURING EVENT

Consult in extreme cases	Inform about NC rules. Be NC Representative	Enforce rules		
	Inform about NC safety&well being			
	Supervises track-keeping of expenses	Manages NC credit card and Session account		
Be consulted and informed	Make legal emergency decisions	Have a say	Have a say. Be informed continuously.	
		Make non-legal emergency decisions	Have a say. Be informed if relevant	
	Help if needed	Lead the orga team		

	Help if needed	Lead participants&officials	Participate in daily, scheduled leadership meetings	Add extended leadership for learning purposes
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POST-SESSION

Approve post-session report	Create post-session report with monetary details	Contribute to Post-session report	Post-session feedback & comments	
	Follow-up with sponsors and other partners: schools, VIPs			
	Follow up feedback from participants			
Recieve evaluation report. Add or remove to Session timeline/guide	Initiate inofficial evaluation process with leadership	Participate in skype/meeting	Participate in skype/meeting	
	Coordinate Member platform evaluation process			Refer to policy on feedback & evaluations