

## OPERATING REGULATIONS

### INTER-AMERICAN TRAINING PROGRAM

#### **Article 1- Definition and Objective**

The Inter-American Training Program (PIC) is the set of formative activities/actions promoted by the Inter-American Children's Institute (IIN-OAS) whose ultimate goal is the training.

It aims to strengthen the capacities of States and civil society for the promotion and protection of the exercise of the rights of child, through the development of training processes in different modalities, on various subjects.

The PIC is regulated by the dispositions established in this instrument, whose compliance is obligatory.

#### **Article 2- Beneficiaries**

The PIC is aimed at persons who are part of the comprehensive promotion and protection systems of the rights of the child of the OAS Member States.

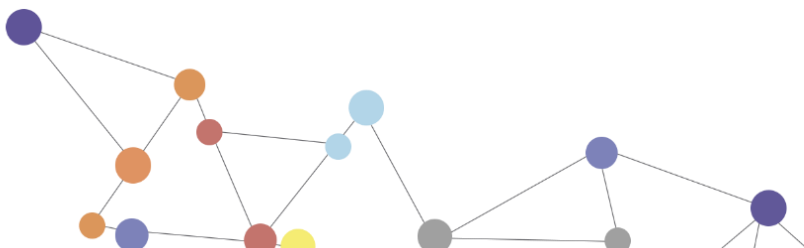
#### **Article 3- Portfolio**

The PIC is composed by a **regular offer of courses**, offered to all OAS Member States simultaneously, and **special courses**, developed in agreement and/or exclusively with/for a given State or institution.

#### **Article 4- Types of courses**

The courses are either virtual (distance courses, delivered through the IIN teaching platform) or blended (with both virtual and in-person phases).

Eventually, there may be courses which are exclusively in-person.



## Article 5- Dissemination of information on the courses and call for applications

### a) Regular offer

The IIN-OAS is the agency charged with disseminating information and calling to the courses of the regular offer of the PIC, through its Directing Council, the OAS National Offices, the technical liaisons in different subjects and its Website and the Social Media.

To this purpose, it will publish the planned schedule (period of postulations, selection, and start of courses) and the Technical File of the courses offered, which will contain the following information: tutor responsible for conducting the course, type of course, number of available places, participant profile, course objectives and content, methodology of evaluation.

### b) Special courses

The dissemination and calling to the special courses will be carried out specifically and/or in accordance with what has been agreed with the counterpart, which must have, in all cases, an active role, guaranteeing the participation.

## Article 6- Applications

### a) Regular offer

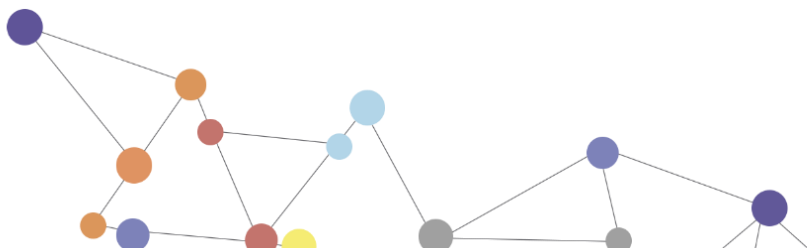
The applications for the courses of the regular offer are conducted in two ways: by the Member States or by the open call.

In the first case, the state agency responsible for child issues submits to the IIN-OAS a pre-selection of candidates, in order of priority for the participation.

In the second case, anyone interested in participating can apply individually on the online application form available in the IIN Website.

The applications to the blended courses of the regular offer is made through the counterpart States. These courses do not have an open call.

It is possible to apply for more than one course. However in the event that the applicant is selected for more than one course in the same semester, he or she must select just one course in which to participate.



## **b) Special courses**

The applications for the special courses will be made specifically and/or in accordance with what has been agreed with the counterpart.

### **Article 7- Selection of participants**

#### **a) Regular offer**

The virtual courses of the regular offer have 25 places for all OAS Member States and 10 places for participants of the open call.

The final selection will be made by the IIN-OAS, taking into account the following variables: number of member states which have submitted candidates, equitable geographic distribution, and potential impact of the candidates on their institutions, among other factors.

For the call through the member states, in the case of the number of candidates is more than the available vacancies, places will be awarded following the priority order indicated in Article 6.

The blended courses of the regular offer have 25 places for each participating State. The State is in charge of the selection.

The candidates selected will be contacted individually to ascertain their willingness to participate, and to emphasize the responsibility they assume in doing so, through completion of a Participant File and a Letter of Commitment. Should a person selected decide not to participate, another candidate with a similar profile will be selected to fill the vacancy.

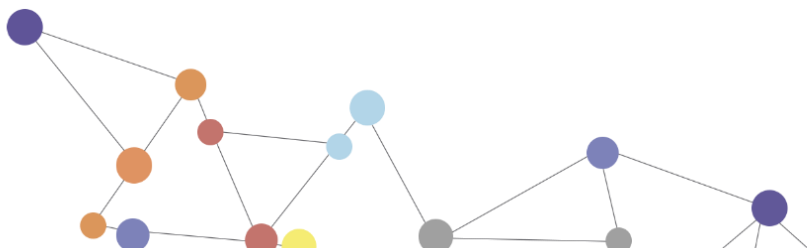
Those who meet this requirement will be finally registered.

The final list of participants of each course will be recorded by the responsible tutor and the PIC coordinator

#### **b) Special courses**

The selection of participants of the special courses will be made specifically and/or in accordance with what has been agreed with the counterpart.

As in the courses of the regular offer, to confirm the registration, the requirement of complete the Participant File and the Letter of Commitment will must meet.



## Article 8- Rights and Duties of course Participants

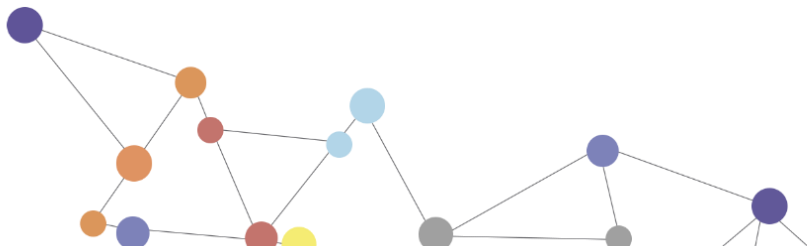
Course participants have the following rights and obligations:

### Rights:

- ✓ Receive prior to the start of the course all information relevant to the activity.
- ✓ Access to all activities and materials of the course.
- ✓ Contact the tutor to communicate the requests he or she considers pertinent relating to his or her participation in the course, and receive a reply.
- ✓ Receive information on his or her grades, as well as feedback on all assignments or activities. Request information justifying the grade assigned, although this does not imply modification of the grade.
- ✓ Receive the course approval certification, after complying the established requirements.

### Obligations

- ✓ Stay informed about the course.
- ✓ In case of virtual courses or in the virtual phase of blended courses, entering the teaching platform at least twice weekly.
- ✓ Comply with activities, tasks and reading material recommended for the course, within the time frame and in the manner required.
- ✓ Scrupulously observe originality and intellectual integrity of the work produced, in accordance with Article 10 of these Regulations.
- ✓ In case of been unable to continue with the course, notify and explain the reasons to the tutor by Email. **The participant who abandons the course while it is being conducted without communicating to the tutor will not be able to participate in the PIC courses for a period of 2 years.**
- ✓ To have available technological and other resources required for the course. The IIN does not provide these resources.



## Article 9- General coordination of the course and teaching methodology

All courses are under the general coordination of at least on technician of the IIN-OAS and have one or more person who performs teaching/tutoring functions.

This includes, among other responsibilities:

- ✓ Methodological design of the course: content, materials, activities, assessment tools.
- ✓ Reviewing and updating course content.
- ✓ Selecting and registration of participants. After the first week of the course, each tutor will write to the participants who did not enter to the teaching Platform to know the reasons.
- ✓ Accompanying each student and evaluating his or her progress, by orienting and evaluating the recommended activities, among other tasks.
- ✓ Monitoring and evaluating of the course with the objective of making adjustments to achieve optimal results.
- ✓ Systematization of the course Evaluation Survey completed by the participants.
- ✓ Submitting of a Final Report.

In the blended courses of the regular offer, as well as in the special courses, the teaching/tutoring methodology will be developed according to the agreements reached with the counterpart, or specifically.

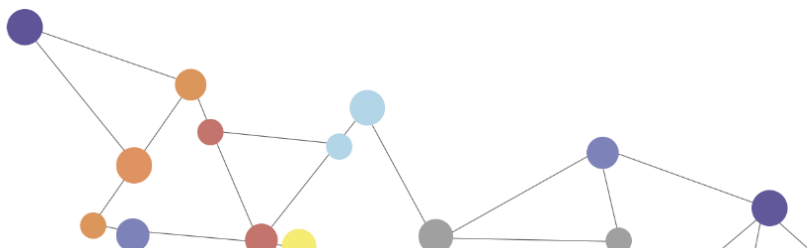
## Article 10- Evaluation System

In evaluating participants, formal aspects as well as qualitative aspects will be assessed in the learning process.

### Formal Aspects

- ✓ Completion of at least 80% of recommended assignments/activities and evaluations.
- ✓ Completion of activities, assignments and reading material in the time period and format required.

After the first two weeks of the course, each tutor will review the status of student



participation. **The participant who did not enter to the learning Platform or did not submit or complete the assignments/activities without notifying the tutor as to the reason will be barred from the course.**

The academic work set as assignments or activities must be of the intellectual authorship of the student who submits it (or, in the case of group assignments, of the group of students producing the work), and must indicate the sources of information consulted, as well as the origin of verbatim quotations cited in the assignment.

A participant found guilty of plagiarism will be notified on the first occasion and will be given the opportunity to resubmit the assignment. **Should the offence be repeated, the participant will be expelled from the course and will be barred from taking part in any of the PIC courses for a period of two years.**

**Same procedure and sanction will fall on those who present assignments copied among themselves.**

#### Regarding the learning process

- ✓ Assimilation of concepts on the basis of assigned bibliography.
- ✓ Knowledge and critical analysis of state policy (management of updated information and analytical capacity from the rights based perspective).
- ✓ Ability to reflect, on the basis of bibliography reviewed, on practical and “real world” situation or situations.

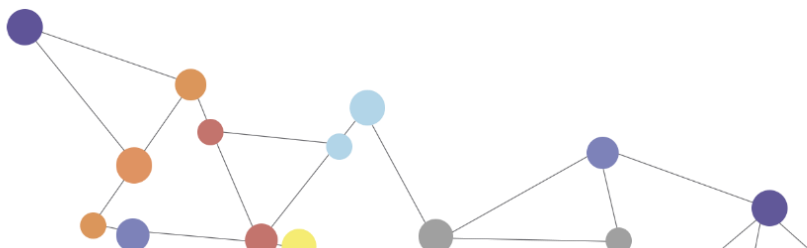
#### **a) Regular offer**

In the virtual courses of the regular offer, the teacher/tutor will evaluate each assignment/activity on the bases of a scale from 0 to 100 and do a qualitative devolution.

To successfully complete the virtual courses, the participant must complete at least 80% of recommended assignments/activities and evaluations and obtain a final grade of at least 80/100, the average of the grades obtained in all the assignments of the course.

Same evaluation and approval criteria apply to the virtual phase of the blended courses of the regular offer. The evaluation methodology and evaluation criteria of the face to face phase will be proposed by the counterpart State and endorsed by the IIN-OAS.

To successfully complete the blended courses, the participant must successfully conclude both phases.



## b) Special courses

The evaluation methodology and evaluation and approval criteria of the special courses will be defined according to the agreements reached with the counterpart, or specifically.

### Article 11- Final Report

At the end of the course, each tutor will draw up a **Final Report** that will contain the following information:

- ✓ Quantitative Report, with qualifications of participants and indication of their status:
  - Approved: who complete the course and have a grade equal to or greater than 80.
  - Not approved: who complete the course and have a grade lower than 80.
  - Desertion with notice: who notify and justify its desertion of the course.
  - Desertion: who, having started the course, does not complete the process and does not communicate his withdrawal.
  - Without participation: who never enters to the learning Platform and or does not present any assignment and does not communicate his/her withdrawal.
- ✓ Systematization of the course Evaluation Survey completed by the participants.
- ✓ Qualitative assessment about the general development of the course (materials, activities, tutoring) elaborated the referred Survey and a self-evaluation.

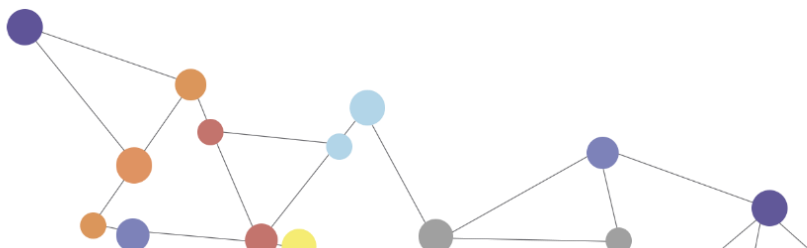
This report will be presented to the IIN-OAS General Directorate and will be kept on record by the tutor and the coordinator of the PIC.

### Article 12- Certification

The IIN-OAS will issue an approval certificate to those participants who have successfully completed the course, as established in Article 10.

In virtual courses of the regular offer, the certificates are signed by the IIN General Directorate.

In blended courses of the regular offer, the certificates are signed by the IIN General Directorate and by the authority of the appropriate authority of the counterpart State



(with up to two logos).

In the special courses, the certificate's contents will be defined according to the agreements reached with the counterpart, or specifically, following the criteria established for the courses of the regular offer.

All certificates will contain information on academic hours dedicated to the course and will have an authentication code.

The certificate will be sent to participants or local coordinators -depending on the type of course—in virtual format by Email.

### **Article 13- Information to Member States**

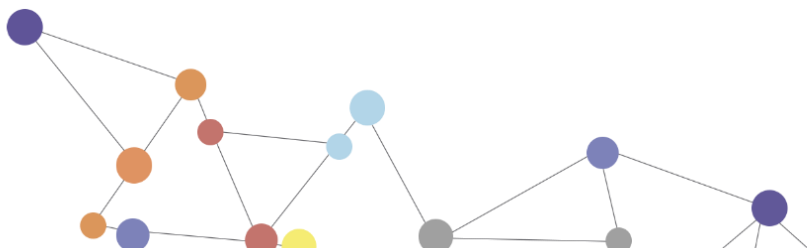
In the courses of the regular offer, the IIN General Directorate will send to the Member States information on the postulants that have been selected to participate in the courses, so they can follow up them. At the conclusion of the courses, it will inform about their performance too.

Same procedure can be adopted in the case of special courses, according whit be specifically defined or agreement with the counterpart.

### **Article 14- Course evaluation by participants**

At the conclusion of the course, participants will evaluate the activity through a survey on their perception relating to:

- ✓ General development of the course.
- ✓ Clarity and relevance of thematic content.
- ✓ Usefulness for professional purposes.
- ✓ Evaluation of support provided by the tutor.
- ✓ Suggestions.





## Article 15- Prohibitions

It is expressly forbidden to:

- ✓ Use the informatics tools of the course for other activities.
- ✓ Disseminate and/or utilize personal information (names, surnames, city, Email) of the teacher/tutor and/or other participants which are available on the course platform, for other purposes unrelated to the course and its academic activities.
- ✓ Reproduce totally, or in part, course contents, whatever they may consist of (documents, photographs, archives of audio or video material, etc.), unless they are freely available or have the express authorization of their author or those with the intellectual property rights.

**The contents specifically elaborated for the courses are the intellectual property of the IIN-OAS and any use unrelated to the course requires processing a specific authorization, with the Institution have the exclusive decision to grant it or not.**

