

INTER-AMERICAN TRAINING PROGRAMME

OPERATING REGULATIONS

Article 1- Definition and Objective

The Inter-American Training Programme (PIC, by its acronym in Spanish) 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 capabilities of States and civil society for the promotion guarantee and protection of the exercise of the rights of children and adolescents, through the development of training processes in different modalities, on different issues.

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 systems of the promotion and protection of the rights of children and adolescents in the countries of the region.

Article 3- Portfolio

The PIC is composed by a **regular offer**, integrated by courses with common features, which are offered to all the States of the Inter-American System simultaneously, and a **special offer**, integrated by courses of singular features and/or developed in agreement with/for a given State or institution.

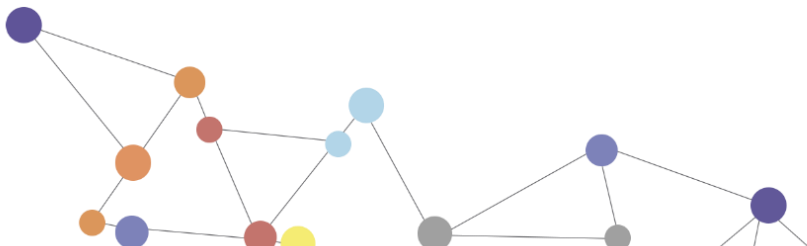
Article 4- Courses modalities

Courses are virtual (through the IIN-OAS Moodle Platform or the one that is opportune agreed) or blended (with virtual and face-to-face stages). Eventually, there could be exclusively face-to-face training activities.

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 technical liaisons in different subjects, the organizations with which has training agreements, and the



institutional website and the social media.

For this purpose, it will publish the planned schedule and the Technical File of the courses offered, with the following information: responsible of the course, modality, duration, quotas, participants profile, objectives, contents, evaluation criteria.

b) Special offer

The dissemination and calling to the courses of the special offer is carried out specifically and/or according to whatever has been agreed with the counterpart.

Article 6- Applications

a) Regular offer

Application to **virtual courses** of the regular offer can be conducted in three ways:

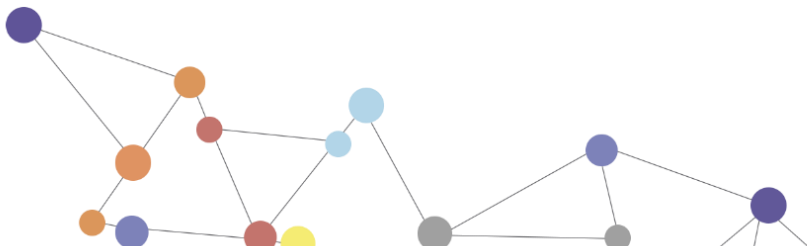
- through the States. The IIN-OAS notifies the institutions that are members of its Directing Council of the opening of the applications period, whereupon these institutions make a call for applications at the national level and send the IIN-OAS a list of applicants, organized by participation priority.
- through the open call. Any interested parties can apply personally through the Form available for this purpose on the IIN-OAS Website.
- Through organizations with training agreements. The IIN-OAS notifies the organizations with which it has training agreements of the opening of the applications period, whereupon these organizations make an internal call for applications and send the IIN-OAS a list of applicants, organized by participation priority.

Application to **blended courses** of the regular offer is carried out through the counterpart States. The States that decide to participate jointly in the proposal, make a call for applications at the national level and send the IIN-OAS their list of applicants, organized by participation priority. These courses do not have an open call or quotas for organizations with training agreements.

The application of the same applicant for more than one course is allowed. However, it is only possible to take part in one per period. If a person is selected for more than one course in the same period, they must choose which course to attend.

b) Special offer

Application to the courses of the special offer is made specifically and/or according to whatever has been agreed with the counterpart.



Article 7- Participant's selection

a) Regular offer

Virtual courses of the regular offer have 25 places for people nominated by States and 10 places for people applying through the open call. In addition, places are guaranteed for the organizations with which the IIN-OAS has training agreements, according to the terms of each agreement.

The final selection of participants is made by the IIN-OAS, taking into account the following variables: number of States which have submitted candidates, equity regarding the nationalities of the participants, institutional insertion, amongst others.

There are exclusionary criteria for the participation; see Art. 8, "Obligations" section.

For the call through the States, in the event that there are more applicants than available places, the same number of places will be granted to each State that has sent applicants, following the priority order mentioned in Art. 6.

Blended courses of the regular offer have 25 places for each participating State. The State is responsible for selecting participants.

To confirm enrolment, selected candidates should complete a Participant File and a Letter of Commitment. If a selected person decides not to attend or does not meet the requirements within the established deadline, another person with a similar profile will be selected to complete the quota.

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

b) Special offer

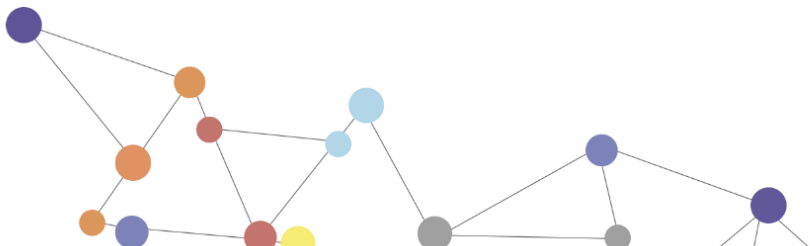
Participant selection for the courses of the special offer is made specifically and/or according to whatever has been agreed with the counterpart. The requirements for confirmation of registration may or may not apply, depending on said agreement.

Article 8- Rights and Duties of course Participants

Courses participants have the following rights and obligations:

Rights:

- Receive, prior to the start of the course, all pertinent indications for its development.
- Access to all activities and materials of the course.
- Submit to the teacher/tutor the questions and requests they deem pertinent and receive the corresponding answers.



- Know the grade obtain in each of the evaluation activities. Request information justifying the grade assigned, although this does not necessary imply modification.
- Receive the course approval certification, after fulfilling the established requirements for it.

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 and reading material within the time frame and in the manner required. After the first two weeks of the course, the teacher/tutor will review the participation status of the participants. **Those who have never entered the learning Platform or have not completed any of the evaluation activities requested until the moment without notifying the teacher/tutor the reason of their absence and/or non-compliance will be excluded from the course and will be unable to take part in none course of the PIC for a period of 2 years.**
- Adhere to what is indicated in Article 10 of these Regulations regarding the originality and intellectual property of the works.
- In case of been unable to continue with the course, notify and explain the reasons to the teacher/tutor by email. **The participant who abandons the course without this communication will be unable to take part in none course of the PIC for a period of 2 years.**
- To have available technological and other resources required for the course. The IIN-OAS does not provide these resources.

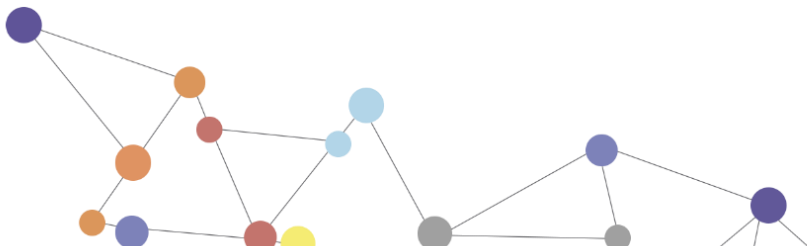
Any exception or modification made to the provisions of this article for the courses of the regular offer will be duly communicated.

Article 9- General coordination of the course and teaching/tutoring

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

This includes, among other responsibilities:

- Methodological design/updating of the course: content, materials, activities, assessment tools.
- Selection of participants.
- Accompanying of students and evaluation of their learning process. After the first week of the course, the tutor will write to the participants who did not enter to the teaching Platform to know the reasons and offer the necessary support.



- Monitoring and evaluating of the course with the objective of making adjustments to achieve optimal results.
- Preparation of a Final Report.

Article 10- Evaluation system and approval criteria

a) Regular offer

To evaluate participant performance in the **virtual courses** of the regular offer, different evaluation activities will be applied throughout the course, in various formats (such as essays, forum participation, questionnaires).

The teacher/tutor will grade each assessment activity based on a scale from 0 to 10, considering both formal aspects and elements that give an indication of the learning process. **Non-compliance for an evaluation activity is equivalent to a 0 grade.**

Formal Aspects

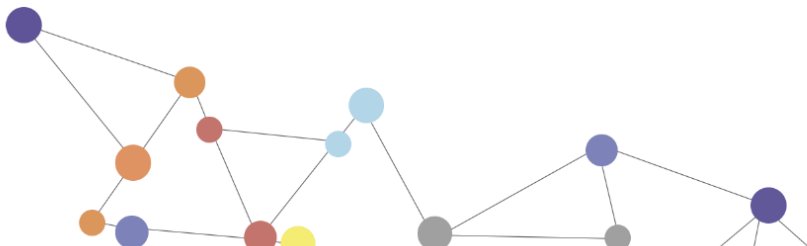
- Completion of activities and reading material in the time period and format required.
- Originality and intellectual property of the works. The productions that be presented in answer to the evaluation activities must be of the intellectual authorship of the student who submits it (or students, in the case of group assignments) and must indicate the sources of information consulted, as well as the origin of verbatim quotations cited. **The participant who makes plagiarism (that is, who submits full text or extracts made by another person as their own) 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 unable to take part in none course of the PIC for a period of 2 years. Same procedure and sanction will fall on those who present assignments copied among themselves.**

Regarding the learning process

- Analytical capacity from the rights-based perspective.
- Assimilation of contents on the basis of what has been work on.
- Knowledge and critical analysis of updated information.
- Ability to reflect on their practice and/or situations of reality on the basis of what has been work on.

The final course grade will be equivalent to a simple average of the grades obtained in all of the evaluation activities applied.

In order to pass the course, participants must complete the process, comply at least 80%



of the required assessment activities, and achieve a final grade of 7/10 or higher.

The same criteria apply for the virtual phase of the **blended courses** of the regular offer. The evaluation methodology and grading criteria of the face-to-face phase will be proposed by the counterpart State and endorsed by the IIN-OAS. **In order to pass the blended course, participants must pass both stages.**

b) Special offer

The evaluation methodology, grading criteria and approval criteria for the courses of the special offer are defined in each specific case and/or in agreement with the counterpart.

Article 11- Final Report

a) Regular offer

In **virtual courses**, the teacher/tutor will draw up a Final Report, containing the final grade and status of the participants will be recorded, according to the following criteria:

Approved: finishes the course process, completes at least 80% of the requested evaluation activities and obtains a final grade equal to or greater than 7/10.

Not approved: finishes the course process, completes at least 80% of the requested evaluation activities and obtains a final grade lower than 7/10.

Desertion with notice: notifies and justifies its desertion of the course.

Desertion: never enters to the learning Platform, does not finish the course process, or does not complete at least 80% of the requested evaluation activities, and does not notify and justify its desertion of the course.

In **blended courses**, same criteria apply to the Report of the virtual phase. Once both phases have been completed, the teacher/tutor will draw up a Final Report, containing the final grade and status of the participants in each of the phases and their final status of the course, according to the following criteria:

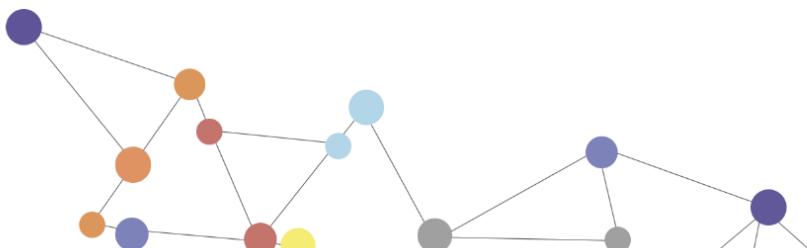
Approved: passes both stages.

Not approved: Not passes one or both stages.

Desertion with notice: notifies and justifies its desertion of the course, ay any of the stages.

Desertion: abandon the course, in any of the stage without notifying or justifying their reasons.

This Final 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.



b) Special offer

In the courses of the special offer, the teacher/tutor will draw up a Final Report, according to what is specifically defined and/or agreed with the counterpart.

This Final 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

a) Regular offer

The IIN-OAS will issue an approval certificate to those participants who have passed the courses of the regular offer, according to the requirements established in Article 10.

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

The certificates of virtual courses are signed by the IIN-OAS General Directorate.

The certificates of blended courses are signed by the IIN-OAS General Directorate and by the authority of the counterpart State.

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

b) Special offer

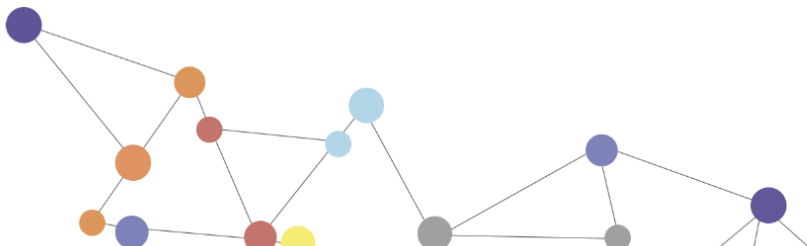
The content of the certificates of the special offer courses will be defined specifically and/or in conjunction with the counterpart, following the criteria established for those of the regular offer courses.

Article 13- Communications to Member States

The IIN-OAS General Directorate will send to the Member States information on the postulants that have been selected for the **virtual courses of the regular offer**. Also, at the conclusion of the courses, it will inform about their performance.

In the **blended courses of the regular offer**, same communications will be done to the designated local coordinator regarding the virtual phase. At the conclusion of the courses, the local coordinator and the State will be informed.

In the **courses of the special offer**, communications will be done according to what is specifically defined or agreed with the counterpart.



Article 14- Course evaluation by participants

In the **courses of the regular offer**, participants will be asked to evaluate the course (or the virtual phase in blended courses) by completing an opinion survey relating to:

- general development of the course;
- clarity and relevance of thematic content;
- personal, professional and institutional usefulness;
- support provided by the teacher/tutor, suggestions.

A similar procedure may be adopted in the **courses of the special offer**, according to what is specifically defined and/or agreed with the counterpart.

Article 15- Prohibitions

It is expressly forbidden to:

- Use the informatics tools of the course for activities unrelated to it.
- Disseminate and/or use the personal information (names, surnames, city, email) of the teacher/tutor and the other participants available on the teaching platform, for purposes unrelated to the course.
- Reproduce totally, or in part, contents of the course, whatever its type (documents, photographs, audio or video files), unless they are freely available or have the express authorization of their author or whoever has the intellectual property rights.

The contents specifically elaborated for the courses (Reading Material) are the intellectual property of the IIN-OAS (and counterpart institutions, if applicable) and any use unrelated to the course requires a specific authorization, being the exclusive decision of the Institution(s) grant it or not.

