

## **ENTER! Programme – Administration**

The aim of the ENTER! Programme is to ‘strengthen women to volunteer at a European level.’

### **Role of European Co-ordinator**

The role of overall European Co-ordinator will be fulfilled by CCPR (UK).

CCPR will:

- draft and distribute all the shared documentation
- apply for EU funding
- organise the launch event in Brussels
- organise the European Networking event(s)
- instruct the national co-ordinators
- organise the bi-annual co-ordinator meetings
- liaise with the ENGSO Ex-Com and Secretariat regarding the ENGSO Forum

### **Role of National Co-ordinator**

- source and provide funding for the Programme (equal share)
- recruit and select participants
- recruit and select mentors
- first point of contact for information at a national level
- organise annual national training day
- work with the European co-ordinator to arrange dates for meetings, book transport, hotel rooms etc
- promote ENTER! within their own organisation and country
- Work towards implementing a national strategy for equality and diversity within the national sports organisation, incorporating the ENGSO statement and the ENTER! vision.

### **Role of ENGSO**

- Provide advice to the co-ordinating group
- Liaise with European co-ordinator regarding participation in the ENGSO Forum
- Promote the ENTER! Programme in Europe
- Host information on the Programme on website and include updates in newsletters

### **Expectation of national federations**

Although indirectly involved through the partner organisations, the participants will be members, volunteers or staff of national sports federations and will be expected to support participants from their organisation and to seek opportunities for participants to further their development, run for election and attend meetings.

### **Use of ITC**

ITC literacy is vitally important in the 21<sup>st</sup> Century and all participants in ENTER! will be encouraged to make full use of emerging technologies.

**ENTER!** will have its own website, hosted either by ENGSO or the CCPR. The site will contain all relevant documentation, provide information and background material, advertise events and opportunities, promote equality, provide information on the EU funding programme and feature partners and participants.

Email and the internet will be used to exchange information and where applicable web cams/conference calls will be used to conduct meetings and make arrangements, thereby increasing the use of ITC and lower the carbon footprint of the Programme.

### **Ethical standards**

Every effort will be made to ensure all decisions relating to the Programme are 100% transparent. The accounts of the Programme will be available to all partners and participants and the European co-ordinator will consult with the co-ordination team regarding any changes or developments to the Programme.

Whilst participants are understandably women, efforts will be made to have male representation amongst the national co-ordinators, mentors and advisers to the Programme.

The Programme will not discriminate against anyone on account of age, religion, sexual orientation, disability or culture.