



Terms of Reference

Prison training experts for the EPTA Special Interest Groups

Duration: 1st June 2019 – 1st May 2021 (23 months)

Introduction

The European Penitentiary Training Network (EPTA) was founded in 2010 by heads of European Penitentiary Staff Training Academies to provide for a structure that supports sharing of training methodologies and training materials across Europe. EPTA aims at developing a cooperation that enhances initial and continuous training of correctional staff and at contributing to boost awareness of the correctional staff's work in prison and probation settings.

From the 11 founding members in 2010 the network extended to 25 members from all regions of Europe today. EPTA meets once a year in one of the partner countries for two days to discuss the latest developments in the sector. In the periods between the meetings, the members enter into bilateral sharing of information and mutual visits to facilitate direct exchanges.

The EPTA project, which is funded by the European Union's Justice Programme, aims to create a sustainable, professional and active EPTA network which will tackle gaps in cross-border cooperation by stimulating participation and exchange within the network and which will allow existing and future European members to profit from the results.

Within the framework of this project, the EPTA project steering committee created three Special Interest Groups (SIGs) who will focus on the following topics in terms of training methodology and syllabi:

SIG 1: Leadership / Management training (5 European experts)

SIG 2: Dynamic security & professional positioning / relational mediation (5 European experts)

SIG 3: Managing difficult inmates (5 European experts)

Each SIG will have 3 meetings and produce some of the following deliverables, which will be translated in several European languages and published:

- European comparison & best practices (comparing practices and standards drafted by the CoE)
- Minimum standards
- Handbook / practical guidelines

The EPTA steering committee wishes to contract 15 experts in total to provide input and commonly create the above-mentioned deliverables.



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Duties and responsibilities include:

- Active participation in the SIG meetings and the discussions on the content of the deliverables.
- Co-writing all 3 above mentioned deliverables.
- When relevant, actively involving other EPTA members in the SIG process.

Requirements, specifications and logistics

- The experts are expected to perform their work in the 1st June 2019 – 1st May 2021 period.
- The working language of the meetings is English
- Your country is an EPTA member (or will apply for membership at the EPTA conference in Romania)
- The experts should be able to attend all 3 two-day meetings of the specific SIG. These meetings will be planned in autumn 2019, early 2020 and 2nd half of 2020. The exact dates will be determined in close consultation with all selected experts.
- The experts should be available for any necessary skype meetings in between the 3 meetings mentioned above
- The experts should be able to make time to conduct work in preparation for the meetings and for writing the deliverables
- Important: the experts should be professionals in the field of training prison staff on one of the three above mentioned topics
- To attend the 3 meetings the project will cover hotel, travel and food expenses.
- During travel, the experts will be insured through the travel insurance of the Netherlands Helsinki Committee.

Please find more information on the EPTA project [here](#).

Candidates are requested to submit their application, including a CV and short cover letter, **before May 13th 2019**. Applications can be submitted via email to Ms. Lisanne Veldt and Ms. Emma Oosten at lveldt@nhc.nl and eoosten@nhc.nl. For specific questions regarding the project or the application procedure, please contact Ms. Emma Oosten (eoosten@nhc.nl).



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