



Handbook for City, County and Country Chairs/Leaders

This handbook has been produced for those Country Chairs who plan to build a national organisation – like we have done in Norway – and who will need local leaders to be responsible for GDD in different parts of the country. The handbook aims to give county leaders a description of their tasks and responsibilities. If the county leader role is not relevant in your country, please regard this as a handbook for the Country or City Chair. Together with the handbook for high schools/junior high schools and the Teaching Tools for facilitators, we hope this handbook will provide all of the information and tools you will need. In Norway, this description is followed step by step – but please feel free to regard it only as a source of useful information, inspiration and suggestions.

Description of Terms:

Main facilitator: The Global Dignity representative who leads the activities in plenary and serves as Master of Ceremony. Can also serve as a facilitator for a class/group.

Facilitators: The volunteers who lead the sessions in the classrooms

School coordinator: Responsible for the practical aspects of implementing a Dignity Day event at the school.

Global Dignity Country/City Chair: Overall responsibility for planning and facilitating the observance of GDD in their respective country/city.

The county leader's responsibilities

As a county leader, you have responsibility for the practical aspects of implementing Dignity Day events in your county. This includes:

- Recruiting facilitators and main facilitator for the participating schools;
- Coordinating and carrying out training of facilitators and main facilitator in your county;
- Coordinating implementation of Dignity Day events with the school coordinators;
- Submitting reports to the project management;
- Preparing short articles for publication in local/regional media.

Task and implementation plan

Date/deadline	Tasks	Description
2 May	Send emails to school coordinators.	Send out handbook for the schools and schedule a time for introductory talks.
5 May	Registration of facilitators begins.	
5 May	Send emails to previous mentors from earlier years.	
7-11 May	Conduct 20-minute introductory talks with school coordinators.	<ul style="list-style-type: none"> • Review of the school's implementation plan. • Recruitment of facilitators. • Establishment of a working group. • Involvement of students in the project. • Dignity Day event and the school's activity calendar. • Progress plan. • Date/content of the county-wide seminar in September.
18 May	Establish a county group.	<ul style="list-style-type: none"> • Contact suitable candidates and representatives of the cooperating organisations to serve in the county group. • Send out invitations to the first meeting of the group.
1 June	First meeting of the county group.	<ul style="list-style-type: none"> • Map recruitment potential in organisations. • Brainstorm on recruitment of facilitators and main facilitators. • Progress/meeting plans for the county group. • Training plan.
15 June	Submission deadline for recruitment plan and training plan for facilitators.	
20 June	Inform registered facilitators about progress.	
24 August	Status: recruitment and progress.	
1 September	Submit suggestions and an outline of a media article and a Facebook article to the information officer.	
3 September	Registration deadline for main	

	facilitators.	
24-28 September	Brief status update with school coordinators.	<ul style="list-style-type: none"> • Status on recruitment; assessment of alternative plans. • Ensure that all facilitators have received information on training and other practical information about the school from the school coordinator.
1 October	Registration deadline for facilitators.	
1-15 October	Coordinate and carry out training of facilitators according to the training plan.	
5 October	Submit suggestions and an outline of a media article and a Facebook article to the information officer.	
3 rd Wednesday in October	Global Dignity Day	
26 October	Evaluation deadline.	
November	Meeting of county leaders to discuss the evaluation.	

Materials

We have produced the following materials for Global Dignity Day 2012:

For mentors/recruitment:

- Teaching Tools
- Teaching Tools video / instructional video
- Promotional video

For the schools:

- Handbook for high schools / junior high schools
- Promotional video

Appendix 1: Recruitment plan

County:

County leader:

Number of schools:

Number of facilitators:

County group: names (organisation)

Recruitment of facilitators:

From	Number	Comments
Total		

Recruitment of main facilitator:

School	Main facilitator	Status

Comments/assessment:

Attachment 2: About Global Dignity

Global Dignity

The Global Dignity initiative was established in 2006 by His Royal Highness Crown Prince Haakon, Professor Pekka Himanen (Finland) and Founder, Chairman and Chief Executive Officer of Operation Hope, John Hope Bryant (US). All three are members of the Forum of Young Global Leaders, an offshoot of the World Economic Forum. Global Dignity is an independent, idealistic and politically neutral initiative. The vision of Global Dignity is to promote dignity-centred leadership, to foster global dialogue on dignity and to engage young people in discussion about the meaning and importance of dignity.

Appendix 3: Division of roles and responsibilities

Roles and responsibilities

The implementation of a Dignity Day event requires good cooperation between the school, the county leader and the local community. The division of roles and responsibilities is described below.

The school's role and responsibilities

Head of the school

- Has overall responsibility for the observance of Global Dignity Day at the school and ensures that the school is fully committed to the Dignity Day event.
- Puts together a working group for the Dignity Day event, involves the student council in planning activities and appoints a school coordinator from among the school staff, who will lead preparatory activities at the school (the working group).
- Ensures that Global Dignity Day ties in with the school curriculum and activity plan and that the students learn about the concept of dignity before and after Global Dignity Day.
- Opens and closes the plenary sessions on the day itself.

School coordinator

- Has responsibility for the practical aspects of implementing a Dignity Day event at the school and heads the working group.
 - Provides information to and enlists the involvement of the teachers concerned.
 - Selects and prepares the student who will tell a story of dignity in the first plenary session.
 - Organises all necessary tasks and equipment for implementation of the event (e.g. technical equipment for the plenary room, division of students into groups, writing paper, envelopes, writing materials, coffee and refreshments for the facilitators).
 - Carries out follow-up activities (at a minimum a plan for opening of the letters students have written to themselves) and ensures that students who need special follow-up receive it.

- Ensures that students, teachers and the school administration take part in the evaluation of the event.
- Coordinates activities with the county leader.
 - Provides input on the preferred main facilitator and other facilitators.
- Coordinates with the facilitators.
 - Time when the event is to be held, meeting time and place, information about the school, division of classes into groups.
 - Short debriefing/evaluation of the day's event after it has been concluded.

Teachers

- Ensure that the students are prepared for Global Dignity Day in advance of the event.
- Meet the voluntary facilitators on the morning of the Dignity Day event.
- Are present and participate actively in the discussions in the classrooms, together with the facilitators, and have responsibility for the following:
 - Dividing the students into groups;
 - Making notes on the blackboard;
 - Following up students during group exercises;
 - Helping to select the students who are to tell their stories in the second plenary session.
- Collect and store the letters that the students have written to themselves.
- Carry out relevant follow-up activities.

Student representatives/student council

- Participate in planning the Dignity Day event.
 - Coordinate with relevant humanitarian projects/events
 - Provide input on how to prepare for and follow up the Dignity Day event.