

Voluntary Training Initiative (VTI) Guidelines for Participation

I. General Description of the VTI

The Voluntary Training Initiative is an informal networking mechanism that connects highly qualified experts with counterpart institutions around the world that are interested in providing training for the purpose of raising professional qualifications. It is managed by ICA World - the International Consulting Alliance, in cooperation with its founding member organisation IBF International Consulting.

Experts are often in countries on an assignment or on vacation, and willing to spend a “free day” training colleagues but lack the contacts to make arrangements. Counterpart institutions genuinely want to arrange events with visiting experts, but often lack information about their areas of expertise and availability. And both experts and counterparts appreciate chances to arrange trainings without the “formalities” associated with formal projects. Under the stewardship of ICA World, the VTI builds bridges that overcome these obstacles, thereby facilitating professional development at minimal cost.

Generally speaking, live and in-person training is prioritized under the VTI. Naturally, on-line training is always a possibility, depending on the parties and the circumstances. However, in-person training is considered more valuable for strengthening relations and increasing opportunities for cooperation between institutions and experts.

II. Obligations of Experts

- Experts offer to deliver training on a *pro bono* basis. Experts agree not to demand any form of compensation or financial/material support for their training. However, experts are fully allowed to accept an honorarium or support for their costs, provided that this is offered at the initiative of the counterpart. ICA World recommends that any such honoraria be in line with what national experts receive for providing comparable training.
- Experts agree to cover their own transportation, accommodation, and living expenses.
- Experts authorise ICA World to publicise their participation in the VTI and provide information concerning the subjects of their training and their general availability.

- Experts agree to liaise with counterpart institutions to precisely define the subject of the training and the duration, which can be half day, one day, or two days. Online trainings can be shorter.
- Experts agree to notify ICA World a) if any issues or complications arise during their preparations for or delivery of training, and b) if a counterpart does not fulfil its obligations under the VTI.

III. Obligations of Counterparts

- Counterparts agree to make all required arrangements for the training, including a) securing a suitable location, b) informing and inviting the participants, c) providing required equipment and supplies, d) arranging for evaluation, and e) supplying refreshments (if any are being offered).
- If the language of training requested by the institution is not a preferred language of the expert, the institution agrees to finance any costs related to interpretation/translation. If no interpretation or translation is being provided, it is understood that the training will be delivered in a language proposed by the expert.
- Counterparts agree to provide a short letter of appreciation or reference confirming details of the training (subject, audience, location, and date), to thank the expert. Experts can list the training on their CV and share the letter of appreciation as appropriate.

IV. Obligations of ICA World

- ICA World pre-qualifies experts through its Top Experts membership programme, in which only experienced and highly qualified consultants can take part. This provides quality assurance to counterparts.
- ICA World publicises the proposed training subjects offered by experts on its website and through its other networking channels. This enables counterparts to be aware of opportunities offered by experts.
- ICA World checks the requests from institutions willing to benefit from one of the trainings, and after performing its due diligence, ICA puts the institution in touch with the expert.
- ICA World monitors the respect for the VTI Guidelines on the part of both experts and counterparts and has the right to exclude parties who fail to meet their obligations.

- ICA World keeps a database of information regarding trainings taking place under the auspices of the VTI, the results that have been achieved, and feedback which has been provided.
- Once ICA World has facilitated initial contact between experts and counterparts, it is up to them to agree on all details regarding the training. ICA World establishes a framework for experts and counterparts to make contact but is not involved in logistics or details regarding the training itself.

V. Miscellaneous

- Experts are encouraged to share whatever materials they can with counterparts. However, experts are not required to share their materials or work product. Counterparts are expected to respect the work product of experts.
- If experts share materials, this does not constitute a transfer of copyrights or compromise their intellectual property rights.

VI. Conclusion

The Voluntary Training Initiative under the ICA World auspices offers win-win opportunities for experts and counterpart institutions to make contacts that facilitate streamlined training, to raise professional qualifications at minimal cost.