



Overview and description of activities

| Activity | Short description | Mandatory / non mandatory Available time period |
|------------------------|---|--|
| Introduce yourself | <p>It is very important to get to know each other. The tutor team will prepare a list of all course participants. Therefore the tutor will contact you and ask you to:</p> <ul style="list-style-type: none">· submit a photo (portrait)· fill out an online template “about me” before the course starts. | This task is mandatory. |
| Reading modules | The learning material of the course is presented in six thematic modules. It will be available as online and offline (pdf) versions. | Regular reading is expected. |
| Module discussions | <p>Opportunities for further exchange and deepening of the information provided in the learning material are offered in online discussions (six in total, one for each module). These are initiated by the thematic tutor. Discussions always run from Thursday to Monday, thereby including a weekend. You are of course not expected to be online all the time during discussions, but to provide useful input, ideally more than once and also in reaction to what other participants have posted.</p> | Participation in 3 out of 6 module discussions is mandatory. |
| Collegial consultation | <p>This task is composed of two parts:</p> <p>Part A Think about a question related to decentralisation and/or local governance that you always wanted to ask. You have now the opportunity to post this question, and there is a good chance to get a supportive, creative answer, from a peer (i.e. another participant) and from the thematic tutor.</p> <p>Part B Pick a question posted by a colleague in Part A and write your response.</p> <p>Often, course participants have impressive expertise in certain areas on which others have questions. However, when answering a peer's question, you are not expected to be an expert, but to reflect on the colleague's question and give your point of view as good as you can.</p> | <p>Both parts are mandatory.</p> <p>Part A: Post your question within the first 2 weeks of the course.</p> <p>Part B: We expect you to prepare ½ to 1 page for your response within a time frame of 4 weeks.</p> <p>Former participants rated the Collegial Consultation as a very valuable activity. All course attendees who start with part A must confirm to complete part B too.</p> |



| | | |
|-------------------------------|--|--|
| Webinar or a comparable event | There will be at least two webinars conducted during the course, the topics of which will be announced in due time. Each webinar will last about 1,5 hours. For attending a webinar you need a stable internet connection and a headset. Those participants who lack the necessary technical infrastructure or are unable to attend due to time constraints are invited to submit an essay. | To attend a webinar or submit an essay is mandatory. |
| Course evaluation | At the end of the course, you are expected to complete an online evaluation questionnaire. | This task is mandatory. |

Required time

It is not possible to give a concrete number of hours, but based on the experiences in the last course and the feedback received from participants we can give you following information:

- The time needed for reading modules cannot be calculated in detail, but in average it is about 3 hours reading per module.
- About $\frac{3}{4}$ of participants needed approx. 15 to 18 hours for completion of all the other activities.
- About $\frac{2}{3}$ rated the work load as adequate, $\frac{1}{3}$ said that they expected less work load.

