



RIGHTS & DEMOCRACY NETWORK NATIONAL RETREAT TRAINING AND CAPACITY BUILDING FOR THE CANADIAN DELEGATIONS

September 22, 23 and 24, 2006
Montreal (Quebec)

CONTEXT

The Rights & Democracy Network is organizing a **national retreat** in the greater Montreal area on September 22, 23 and 24, 2006. The objective of this initiative is to enable our active members across Canada to meet each other, share information and views, and participate in training sessions. The latter will enable participants to deepen their understanding of approaches particular to the Network and strengthen Canadian Delegations' capacities for reflection and action.

INFORMATION / TRAINING

Students selected to participate in this retreat will receive information and training intended to foster integration of the Network's approaches into the initiatives of Delegations:

- **Diversity and equality:** why and how to take into consideration gender issues, Aboriginal issues, the international character of the university population and accessibility for the disabled;
- **Innovation:** how to identify subjects rarely addressed or tackle them from a new, constructive angle; how to develop initiatives having an innovative, accessible and interactive format;
- **Connectivity:** how to optimize use of information technologies and communications including the tools and services made available by the Network to its members; Delegation Websites and Network Forum;
- **Multidisciplinary:** everyone can contribute to advancing human rights and democracy: ways to promote participation by students from all disciplines in the Delegation executive committee and in project teams;
- **Studies and career:** how to take full advantage of the Network member experience and develop initiatives within which knowledge and capacity-building can be recognized as value-added for students' academic and professional careers by governmental and non-governmental organizations and institutions in the international cooperation sector.

NETWORK TOOL KIT

The Network Tool Kit, which is intended for the Delegations, will be handed out to participants. Designed to facilitate both Delegation management and project development and implementation, this kit contains tools addressing the particular subjects of:

- producing/distributing notice of meeting (for general assembly); communications with members;
- drawing up a budget, finding partners and funding, and producing a closing balance sheet;
- writing a media release;

Training will also include workshops on:

- media relations;
- event organization and protocol.

FORMAT

The various sessions will take the form of interactive workshops, simulations or discussions and will help students build their capacity for promoting human rights and democracy through concrete, practical examples that can be applied within their respective Delegations.

PROGRAMME

Centre Notre-Dame de Fatima
2464 Perrot Blvd., Notre-Dame de l'Île Perrot

Thursday September 21

Evening: Arrival of participants/"ice-breaker" activity

Friday September 22

8:00 – 9:15 **Breakfast / Opening Address**

Cynthia Gervais, Coordinator, Rights & Democracy Network, Rights & Democracy

9:15 – 10:30 **The Rights & Democracy Network Approach: Diversity and Equality/Innovation/Connectivity/Multidisciplinarity/Education and Career**

Cynthia Gervais, Coordinator, Rights & Democracy Network, Rights & Democracy

9:30 - 10:30 Presentation, workshop and discussion with the participation of *Shirley Sarna*, Workshop facilitator, Direction de l'éducation et de la coopération, Commission des droits de la personne et des droits de la jeunesse du Québec (CDPDJ)

10:30 – 10:45 Break

10:45 – 11:15 **Presentation of Rights & Democracy Network's "Toolbox"**

Geneviève Paul, Liaison Officer, Rights & Democracy Network, Rights & Democracy

Presentation, workshop and discussion

11:15 – 12:30 **Media and Communications**

Stephen Smith, Officer, External Relations, Rights & Democracy
Media relations and communication
Presentation and drafting of a press release
Communications issues in the area of human rights

12:30 – 14:00 **Lunch**

14:00 – 14:30 **Establishing a Budget: Useful Advice and Tricks of the Trade**

Diane Migneault, Administrative Assistant for the Rights & Democracy Network

14:30 – 15:30 **Teamwork: The Key to Success**

Anne-Marie Lavoie, Senior Assistant, Human Resources, Rights & Democracy

15:30 – 15:45 Break

15:45 – 18:30 **Projects for the 2006-2007 Academic Year: Innovation, Ideas, Initiatives**

Cynthia Gervais, Coordinator, Rights & Democracy Network, Rights & Democracy

Geneviève Paul, Liaison Officer, Rights & Democracy Network, Rights & Democracy

Brainstorming session: ideas for projects for the 2006-2007 academic year

18:30 – ... **Supper and group activities** (human rights, democracy, equality and diversity)

With the participation of Frederic Hareau, Program Officer – Canada, Equitas (International Centre for Human Rights Education)

Saturday, September 23

8:00 – 9:00 **Breakfast**

9:00 – 12:00 **Protocol**

(Group 1)

Louis Dussault, Director of the Centre d'études en protocole, Université du Québec à Montréal and author of *Le protocole, instrument de communication*

9:00 – 12:00 **Connectivity: The Web sites of the Delegations and the Network Discussion Forum**

(Group 2)

Sylvain Aubé, Webmaster, Rights & Democracy Network, Rights & Democracy

Presentation of the Network's website: 15 minutes

Accessibility workshop: 15 minutes

Design: 30 minutes

Delegations' sites — Content management tool: 15 minutes

Exercises: 30 minutes

Break: 15 minutes

Forum: 15 minutes

Exercises: 30 minutes

Brainstorming session: 15 minutes

12:15 – 14:00 **Lunch**

14:00 – 17:00 **Protocol**
(Group 2)
Louis Dussault, Director of the Centre d'études en protocole, Université du Québec à Montréal and author of *Le protocole, instrument de communication*

14:00 – 18:30 **Connectivity: The Web sites of the Delegations and the Network Discussion Forum**
(Group 1)
Sylvain Aubé, Webmaster, Rights & Democracy Network, Rights & Democracy

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Accessibility workshop: 15 minutes

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Delegations' sites — Content management tool: 15 minutes

Exercices: 30 minutes

Break: 15 minutes

Forum: 15 minutes

Exercices: 30 minutes

Brainstorming session: 15 minutes

18:30 – ... **“Formal” dinner and group activities**

Sunday, September 24

8:00 – 8:30 **Breakfast meeting**

8:30 – 10:30 **Regional and National Events of the Network**
Geneviève Paul, Liaison Officer, Rights & Democracy Network, Rights & Democracy

10:30 – 11:30 **Brain-storming session and presentation of project ideas by region for the 2006-2007 academic year**

11:30 – 13:00 **Closing discussion**