Help, I am a member of a coaching team!

2016 Guide for members of Constellation coaching teams
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1. What is a coaching team?

Coaching teams are groups of Constellation coaches and facilitators who are working together to implement a formal or informal partnership. They represent the Constellation in formal partnerships.

Members of the coaching teams manage the 4 functions that support the SALT approach (share, transfer, learn and care), during partnership development and implementation.
2. GST Support to Coaching Teams

The Constellations [Global Support Team](#) (GST) provides the teams with support by connecting them to other coaching teams, existing materials and [tools](#) (password: ConstellationRepresentatives2016).

The intensity of GST support depends on the partnerships and the needs and experience of the team.

GST will assign one reference person to each coaching team who will ensure that GST members provide adequate support and receive appropriate information.

<table>
<thead>
<tr>
<th>GST Care Team</th>
<th>GST Transfer Team</th>
<th>GST Share Team</th>
<th>GST Learn Team</th>
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</thead>
<tbody>
<tr>
<td>Marlou de Rouw Loli Rey Novoa</td>
<td>Laurie Khorchi Luc Barrière-Constantin</td>
<td>Rituu B. Nanda Marie Lamboray Célicia Theys</td>
<td>Phil Forth Autry Haynes</td>
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3. What is the role of a coaching team?

The coaching team **represents the Constellation** in formal and informal partnerships;

The coaching team **develops the partnership, manages the implementation and the follow up of a partnership** with the aim to Learn from, Share and Transfer this experience;

**Development of partnership**

Coaching teams develop and submit a concept note/proposal and budget to the partner in collaboration with GST members;

Coaching teams discuss all details of implementation program with the partner;

Coaching teams prepare a proposal for the division of roles and tasks in the team as well as budget attribution between team members and share it with GST for the development of the coaching agreement.
What is the role of a coaching team?

The coaching team will distribute following functions and tasks, while consulting the GST and any other Constellation coach on a regular basis in order to better manage these functions and tasks:

<table>
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<tr>
<th>Transfer/Care</th>
<th>Learn</th>
<th>Share</th>
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<tr>
<td>- Develop, adapt and facilitate the facilitation process for the entire partnership to achieve the objectives identified by the Constellation and the partner;</td>
<td>- Facilitate, capture and share with the transfer team the After Experience Reflection about the partnership and functioning of the team;</td>
<td>- Develop and share (on Ning) a short note about the partnership, the objectives and the program, before departure;</td>
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<tr>
<td>- Organise a discussion with the partner and Care team around logistics of the partnership;</td>
<td>- Capture and share with the Learn team the After Experience Reflection of the coaching team about facilitation lessons (in the form of a written document, video or audio file);</td>
<td>- Share photos (at least 5), reports and a short note about the lessons learned of this experience;</td>
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<td>- Facilitate conversation in the team on task attribution and roles;</td>
<td>- Jointly with the team develop the report of the partnership;</td>
<td>- Connect communities and participants of the partnership to the Ning platform;</td>
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<td>- Stimulate SALT as way of working in the team;</td>
<td>- Help the learn team (Phil and Autry) to update the Theory of change, the Blended Learning modules and the knowledge asset by providing relevant data to adapt these tools;</td>
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<td>- Organise travel arrangements of the team that respect the Constellation Travel policy.</td>
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<td>- Ensure that financial management is clear and transparent (Ref slides 13, 14 and 15).</td>
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4. SPR, what does that mean?

SPR means Special Point of Reference. This is someone who takes responsibility and ownership of a partnership. Usually the person who is there at the beginning is the best person for this role! However it is possible to invite someone else to take this role. The SPR can be involved in the implementation in the field or provide distance support to the team only. The SPR could also be a member of the GST.

SPRs will build a team around them for support.

If you are SPR for a partnership, your task is to:

- Be the main reference person for the partner;
- Inform GST about any evolution in the partnership;
- Organise (Skype) meetings with the partner and GST members to organise the implementation of the partnership on its financial and logistical aspects;
- Select teammates (*Ref: slide ‘9. How to constitute a Coaching Team’*);
- Stimulate the discussion with your team regarding the budget attribution;
- Develop with the GST the partnership agreement according to the conditions discussed with the partner;
- Develop with the GST the coaching team agreement according to the budget and role attribution discussed with your team;
5. How do I get involved in a partnership?

Coaches/ facilitators can be involved in a partnership in different ways:

1. I take initiative and develop an opportunity with contacts, organisations in my network;

2. I respond to a call for coaches/facilitators - To get informed about the new opportunities, have a look at the page “What’s new” on the Constellation website and the coaches group on Ning (Ref: 5 - How to constitute a Coaching team)

3. I get invited to be part of a coaching team by the SPR for my specific experience on the topic or in the country.
When the opportunity reaches the stage of submitting a proposal, the SPR and GST work together to find coaches to implement the process after agreement.

1. **The SPR - supported by GST - develops a document** (two pages max) to **inform Constellation coaches and facilitators about the opportunity** and the profiles needed.

2. **The SPR- supported by GST- shares the opportunity** on :
   - Coaches group on Ning ;
   - GST Facebook group;
   - “What’s new” page on the Constellation website;

3. **The SPR is the contact person for candidates** and will file all applications in a Google Drive folder.

4. **The SPR studies all applications** regarding following criteria (**example of profile management sheet**) 
   - Experiences and competences needed for the partnership;
   - Experiences of the country and issue;
   - Available Budget (travel cost);
   - Language spoken in the country;
   - Need of visa for the coach/facilitator;
   - Opportunity for the partnership and for the coach/facilitator;
   - Diversity in the team and opportunities for learning
6. How to constitute a coaching team?

5. The SPR identifies coaches that fit the criteria and shares the list with the coaches’ strengths with the GST;
6. The SPR can have a skype call with each candidate to introduce them to the opportunity and gather their impression, motivation and availability for this opportunity;
7. The SPR can get support from the GST regarding candidates and relevant profiles for the opportunity;
8. The SPR- with the GST in copy- sends an email to the selected coache(s) with a final invitation to be part of the team;
9. The SPR- with the transfer team in copy- sends an email to all the candidates about the selection process and the decision made.

Independent of and separate from the partnership budget, the SPR may wish to invite a volunteer facilitator in the team. This can be a way to stimulate a new facilitator or a local or national support team, or to strengthen the coaching team with an additional experience. Make sure this happens in full transparency with other team members and the partner. The volunteer facilitator must be aware that he/she should be able to cover own travel cost, accommodation and other expenses during the partnership implementation.
7. How do we work as a team?

At the start of the partnership, GST will facilitate (Skype) conversations with the team to go through step 1 and 2 of the CLC Process. This process will support the team building, develop the common vision for the partnership and will identify the strengths and tasks that each member brings to the team. For the organisation as a team, the coaching team organises itself to ensure that all functions (Share, Care, Learn and Transfer as well as the specific partnership requirements) are managed by the team (Ref: slide 6)

We will use **Google Drive for joint work in progress**. To facilitate your work as a team, the GST will create a **share space in Google drive** accessible for each member of the team to add, update and finalise all documents related to the partnership (Partnership agreement, Coaching agreement, budget, concept note/proposal, facilitation program, Cv of coaches, reports, photos...). If you need support to use Google drive, please ask within your team or ask a GST member. This tool will help you and your team to progress easily during preparations.

**Final documents and core documents to be kept in Dropbox.** When you finalise a document, share it with GST who will take care of the storage.

As often coaches are based in different countries and continents, the preparation of the implementation will be virtually coordinated via Skype and e-mail.
8. How to develop a budget?

Each partner is different, and we adapt the coaching fee to the partner.

For international organisations we have used the price of 600 USD/coaching day. We can reduce the price to 450 USD/coaching day. Coaches may also agree to work for free or for very limited payment for partnership with no/a small budget.

Main elements to include in a budget:
1 - Number of days and number of people needed to prepare the technical and financial offer;
2 - Number of days and number of people needed for execution of a partnership (preparations and actual coaching);
3 - Number of days for reporting;
4 - Travel expenses (International tickets, national tickets, VISA, etc);
5 - Per diem for accommodation and meals (example of UN rates see this link)
6 - Transport home-airport-home;
7 - Transport in country - negotiate that the partner takes care of this. Make sure this is detailed in the partnership agreement;
8 - Communication costs (telephone card and internet connection);
How to develop a budget?

Don’t forget to include in the budget **per diem for non-working days** that you need to spend in the field (**weekends or days in between two facilitation events**)!

9 - **Stationary** (flipcharts, papers, pens, cameras photo/video...). Clarify with the partner who will be responsible.

10 - On each row of the budget a **small description** of the services to be delivered.

11 - Add a line at the bottom of the budget with **10% overhead** on the total costs which will cover for administrative costs (bank fee etc) as well as GST support to this specific partnership;

12 - Our budget is not including taxes. 21% for VAT will be charged separately in each invoice, unless the partner provides proof that he is exempted; this should be stated clearly on the budget!

13 - For an example default Constellation budget see [here](#)

14 Ask the partner if they require a budget offer in their format;

15 Ask the partner beforehand what details will be **required for financial reporting**!
9. How to manage fee in the team?

Please note that **20% of the total coaching fee** will be reserved as a contribution to the functioning of the Constellation; the remaining **80% coaching fee is available for payment of fee** to the members of the coaching team.

The team organises itself to share the coaching fee between members, taking into account the amount of work/number of days for each coach.

Constellation principal: Coaching **fee per day** is the **equal** for all coaches and facilitators working in the same team, regardless of their task, seniority, country of residence.
8. What do I do before getting involved in a partnership?

1 - If I want to receive payment for my services, I get a registration number as independent worker in my country. As a (paid) member of a coaching team I have to indicate my business number/VAT number in the coaching agreement and on my invoices (for support contact Loli).

2 - I sign my coaching agreement before implementation.

3 - I ensure my facilitation skills are up to date (ref: blended learning)

4 - I inform myself about similar CLCP applications on the issue or in the region (ref: ning, other Constellation members).
I inform myself about the country where the implementation takes place and take measures if needed, for example for:

- **Visa requirements** - “All those traveling for the Constellation will arrange for their own visa.”

- Local **currency** (always carry **some cash** for unforeseen events);

- Possibilities for cash withdrawal with your **credit card**;

- **Health measures**: “The Constellation recommends the traveler to ensure taking the necessary preventive health measures (vaccination, prophylaxes etc). The traveler may wish to consult [www.fitfortravel.nhs.uk](http://www.fitfortravel.nhs.uk) or [www.cdc.gov/travel](http://www.cdc.gov/travel) or [www.itg.be/itg](http://www.itg.be/itg) (Travel health) for the specific situation of the country that will be visited.”

- Valid **Passport** (*minimum 6 months*)

- Get informed about possible **security issues** and **measures**.

- Ensure **travel arrangements** ([Ref: Constellation Travel policy](#))

- Ensure **local logistics** in country are in place (hotel reservation, **transfer** from the airport...)

- I have my own **health and travel insurance**. “Travelers are in all cases responsible for their own insurances (medical, repatriation, luggage...).”

- I submit a **claim form** for 80% of my per diem to GST (get a claim form [here](#))
10. What do I do when I am back home after implementation?

1 - I Relax and enjoy time with my family and neighbors:-) ;

2 - I send a short note that I have arrived safely to my contact in the GST and my coaching team;

3 - I capture the learning from this experience and share it on Ning during the month following the implementation - and/or encourage participants in the process to post;

4 - I upload photos and videos of the experience on NING - and/or encourage participants in the process to post;

5 - I send the invoice and final claim including boarding passes, valid invoices and receipts to marlou and loli;

6 - If it’s not done yet, take the time with my team to do an AER for the whole partnership experience;

7 - I finalise and submit the report of the partnership.
10. How do I know I make progress as a facilitator/coach?

The aim of working as a coaching team whether we are a coach or a facilitator, is to Learn from, Share and Transfer local responses.

A Constellation Coach or Facilitator is always learning and challenging his/her own experience to progress in his/her facilitation skills and coordination of a program.

To help me assess my progress, the GST has developed following tools:

- The Self-Assessment for facilitator/coach - Access here
- The SALT platform - This platform will help me track all communities I worked with and the process they went through.
- Regularly review the Blended Learning modules.
11. How do I get paid?

I submit my invoice according to the installments agreed in the coaching agreement to the Care Team (Marlou and Loli). Payments will be done as soon as the Constellation receives the payment from the partner.

My invoice contains (Get a template invoice in the toolbox [here](#)):

1. Constellation details including VAT number (Constellation Face au Sida, Sentier des 5 Bonniers nr 25. 1390 GREZ DOICEAU - Belgium) **Registration Number**: 873994942 **VAT Number**: BE 0873994942

2. Your (business) name and address;

3. Business/VAT registration number;

4. Invoice number;

5. Reference number of the coaching agreement;

6. Description of activities;

7. Number of coaching days;

8. The fee per day and the total amount for the total number of days;