Codes of Conduct /

Codes of Ethics

Training Manual for Political Parties

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| Title of the traing | **Code of Conduct/Code of ethics** |
| Trainees | * Party Leadership (Executive Board, Secretary General) * Party’s local and regional representatives * Representatives of Women and Youth Forums * Party members |
| Training Objective | The seminar aims to establish a better understanding of the importance of ethics in dealing with public affairs, introduce the idea of party integrity, and raise the capacity for developing and implementing the code of conduct. |
| Training Outcomes | * Increased capacities of participants evaluation of the level of ethical behaviour of their party members * Raise participants understanding of the importance of ethics in dealing with public affairs * Improve the quality of Code of Conduct, both in spirit and letter * Improve the implementation of the Code of Conduct |
| Training Topics | * What is ethics, and why is it Important for political party representatives? * How to improve/create our code of conduct * How to implement the Code of Conduct in an impartial and just manner * Best practices – case studies |
| Duration | 4 hours 30 minutes |
| Training Methods | Presentations, Brainstorming, Breakout Groups, Facilitated Discussions, group tasks |
| Resources Needed | Flip Chart, power point presentation, stickers |

**TRAINING OUTLINE**

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| Timing | Topic | Training Method | Resources |
| 00:00 – 00:10 | Introductions | Opening speach and welcoming remarks of a party leader (stressing the importance of the training session and its utility for party development) |  |
| 00:10 - 00:20 | A short explanation of training content and establishment of basic rules for work | *A presentation of the training technique through interaction with participants to establish the most suitable method* | Flip chart |
| 00:20 - 00:40 | Get to know each other | *3 simple questions (name, city, what motivates them to deal with the topic of Code of ethic)* |  |
| 00:40 –  01:10 | What is ethics, and why is it Important for political party representatives? | *Brainstorming discussion*  *Presentation* | Flip chart  PPT |
| 01:10 – 01:30 | Code of conduct presentation | *Presentation* | Flip chart |
| *01:30 – 01:50* | *Coffee Break* |  |  |
| 01:50 –  02:30 | Code of conduct presentation - work shop | *Group work: what is good whot could be better*  *Group presentation* | Flip chart  Stickers |
| 02:30 – 03:15 | Code of conduct implementation - work shop | *Presentation*  *Group work: what is good whot could be better*  *Group presentation* | Flip chart |
| *03:15– 03:30* | *Break* |  |  |
| 03:30 - 03:45 | Presentation of best practices – 3 case studies | Presentation | PPT |
| 03:45 - 04:15 | Conclusions and plan creation | *Facilitated Discussion* | Flip chart |
| 04:15 -  04:30 | Training Reflections, evaluation and Summary | *Facilitated Discussion* | Evaluation questioner |

**Introductions**

*The party leader opens the seminar and gives the value framework and reasons why the party decided on this type of seminar. (Advice: arrange with the person who opens the seminar to tell essential facts about the training, which you will later refer to during the seminar).*

*The trainer welcomes the participants and introduce him/herself. Welcome the participants, introduce yourself and other trainers. Explain what qualifies you for the job of a trainer, highlighting the information about yourself that makes you competent to conduct this training. Don’t forget to thank the organizers of the training and emphasize its importance.*

*The trainers/facilitators will establish the first and most important contact with the participants through an introductory story about why we are here, and what the participants will get from training.*

*Explain the main goals of the training, and present the work agenda in detail.*

*The next thing is the creation of the basic rules for work. Ask participants to set their own training rules that they think will be productive and effective during the training. Emphasize that these rules contribute to better group communication, active participation, exchange, and the creation of a good and supportive atmosphere. Don't be directive, but direct participants to create rules. Possible answers of the participants: no cell phones, we listen to each other, everyone participates, we are active, we respect different opinions, there are no wrong answers…*

*The participants should introduce themselves by stating their name, position in the party and why they think the code of conduct is important for their party (alternative what do they think is the most important regulation in their party's code of conduct)*

*Kick-off by answering this yourself. Keep the pace of response fast-moving. This exercise should take about 15 minutes, depending on the group size. Reflect with the following question: “What is the most relevant answer you have just heard?”*

**What is ethics, and why is it Important for political party representatives?**

*Through one brainstorming session, the trainers will lead the group through the question: "What is ethics, and why is it Important for political party representatives?"*

*On the flip chart board (if there is no board, stick paper in the visible place), write down the answers as they arrive. We always summarize long sentences. When we finish summarizing, ask the question to the one who said the sentences whether he agreed with the wording.*

*Then ask them what codes of conduct they know or have heard of?*

*Memorize and repeat the answers by paraphrasing.*

*Possible answers Hippocratic Oath, journalistic code, codes of civil servants...*

*He then tells them the importance of ethics in any business using materials from integrityaudit.org. You can mention the historical perspective of dealing with ethics from Ancient Greece, then ethics in trades to later develop into business ethics.*

**Code of conduct presentation**

*If the party has a code of conduct, use the opportunity to present it and review its parts and articles to remind ourselves.*

*If the party you are working with does not have a code of conduct, ask the participants to consider the areas that the code of conduct should address.*

*On the flip chart board (if there is no board, stick paper in the visible place), write down the answers as they arrive.*

**Code of conduct presentation - work shop**

*In this part, divide the participants into groups. For division, you can use a simple method. You, as a trainer, must decide how many groups will be and sad that to participants. After that, every participant will say the number in order up to the number of how many groups there will be. Each group should have 4-5 participants, so if there are 22 people at the training, you will divide them into five groups. Then write the task they need to do on the paper or prepare material for them. If the party has a code of conduct, then let them go through the document and see what is missing; what is not sufficiently understandable and what needs to be reformulated;*

*If the party does not have a code of conduct, remind them of the areas they listed in the previous section. Then share the material with the areas the Code of conduct should cover and give them the task of writing it as the articles of the Code of conduct.*

*In the end, each group presents its work. During the presentation, use the rule that the groups do not repeat themselves but only add what has not been said. That's why it's crucial that the first group doesn't tell everything and draw their attention to that.*

**Code of conduct implementation - work shop**

*In this part, divide the participants into groups. Make sure that the group will not be with the same participants. Use some other method of division. To shake them up, you can arrange them according to height, birth year, or some other personal characteristic. Then again, apply the same method as in the previous exercise and divide them into groups.*

*Then, if the party has a code of conduct, let the participants say how it is implemented and monitored; Let them discuss it in groups; let them then propose the improvement of the code of conduct implementation. Possible proposals of the commission for the implementation of the code of conduct, the existing party body to which it is entrusted, discuss especially the election of that body, how we include people from outside the party and whether we need them.*

*If the party does not have a code of conduct, the participants must devise its implementation.*

*In the end, each group presents its work. During the presentation, use the rule that the groups do not repeat themselves but only add what has not been said. That's why it's crucial that the first group doesn't tell everything and draw their attention to that.*

**Best practice***On the integritiaudit.org website, you have examples of ethical codes of conduct. You should choose some of them and some local ones if they exist. In the region, the Democratic party (SERBIA) had a developed code of conduct as well as a way to implement it. You can also include a Democratic party example in the presentation of the reception of good practice. The English Conservatives are always an excellent example of party work. A short PPT should be prepared, and the most important examples should be extracted depending on the situation in each of the West Balakan countries individually. Always refer back to what was already said by the participants in the previous part of the seminar and refer to those statements when talking about examples of good practice.*

**Conclusions and plan creation**

*In the end, look back on the entire day's work. Praise the participants and thank them for their participation. Through conversation, summarize what was done that day. Highlight three key things they did. Ask them if they agree with these three things and if these can be the seminar's conclusions. When you decide on the conclusions, ask them how to implement them now. Through a short conversation, list the ideas and agree on the first steps they should take. Potential proposals can be addressing the leadership, launching an internal party campaign for change, promotion, adoption...*

**Training Reflections and Summary**

*Ask participants what is possible to implement within the party from the outcomes of the training. Would there be any resistance and why? What such changes would mean for party members and voters?*