

MANUAL PROCEDURES

LISBON YOUTH CENTRE OF THE PORTUGUESE INSTITUTE OF SPORT AND YOUTH

The Manual of Procedures aims to provide information on the principles, rules, values and general norms of the Lisbon Youth Centre space



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VALUES



NORMS



RULES

Lisbon Youth Centre (CJL) is part of the Lisbon and Tagus Valley Regional Directorate (DRLVT) of the Portuguese Institute of Sport and Youth (IPDJ), with the Lisbon and Tagus Valley (LVT) region being composed of 5 NUTSIII (sub-regions: Greater Lisbon, Setúbal Peninsula, Medium Tagus, West and Lezíria do Tejo). With circa 3,5 million people, it concentrates a third of the country's total population. DRLVT includes the districts of Lisboa, Santarém and Setúbal, with a total area of 12 204 km², being composed of 52 municipalities and 355 parish councils, integrating more than 4 400 education establishments.

Within the context of the IPDJ Pontos JA (information spaces) network, the DRLVT counts a total of 14 information spaces, 3 of them of institutional nature, 10 in partnership with regional town councils and one with a regional youth association.

The associative movement in the LVT region is composed, among other organisations, by 226 youth associations currently registered in RNAJ (National Register of Youth Associations), as well as other 4 000 associations and sports clubs.

CJL was awarded with the Council of Europe (CoE) Quality Label, in November 2014, with Portugal being the fifth country having a space recognized as an example and instrument for good practices in the field of youth policies. This Quality label is valid until 2022.

Lisbon Youth Centre is, therefore, an innovative space and laboratory, for learning how to be and how to do.

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Its Mission is to promote the CoE values: Human Rights, Democracy and Rule of Law.

It promotes Education towards Human Rights, Young People's Democratic Participation and Youth Rights.

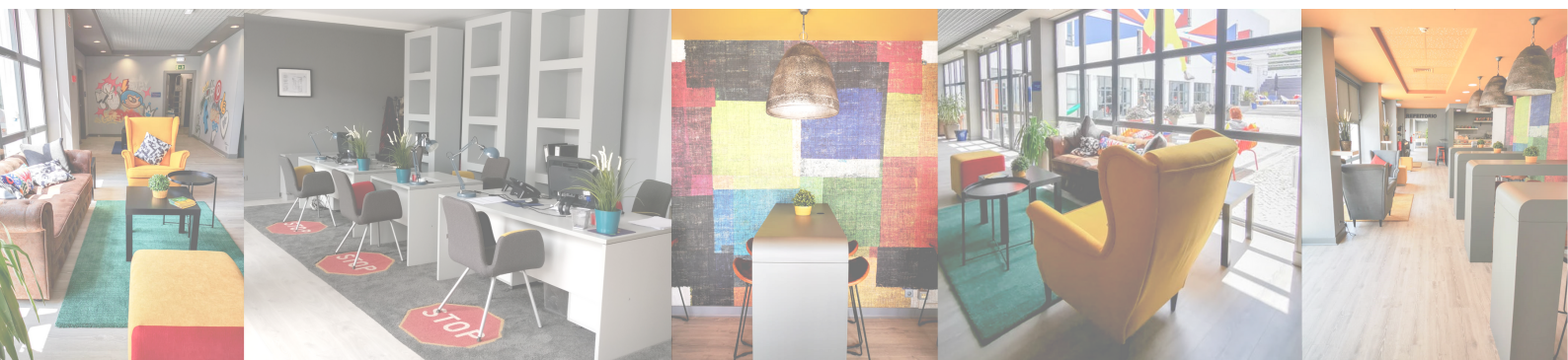
It fosters a unique combination between development, non formal training and education, research and innovation, valuing acquired learnings and capacity building among young people and youth workers.

It sets quality standards for youth work and youth workers, contributing towards innovation and development of youth policies.

It strives for the defence of human rights, democracy and political and social stability in Europe.

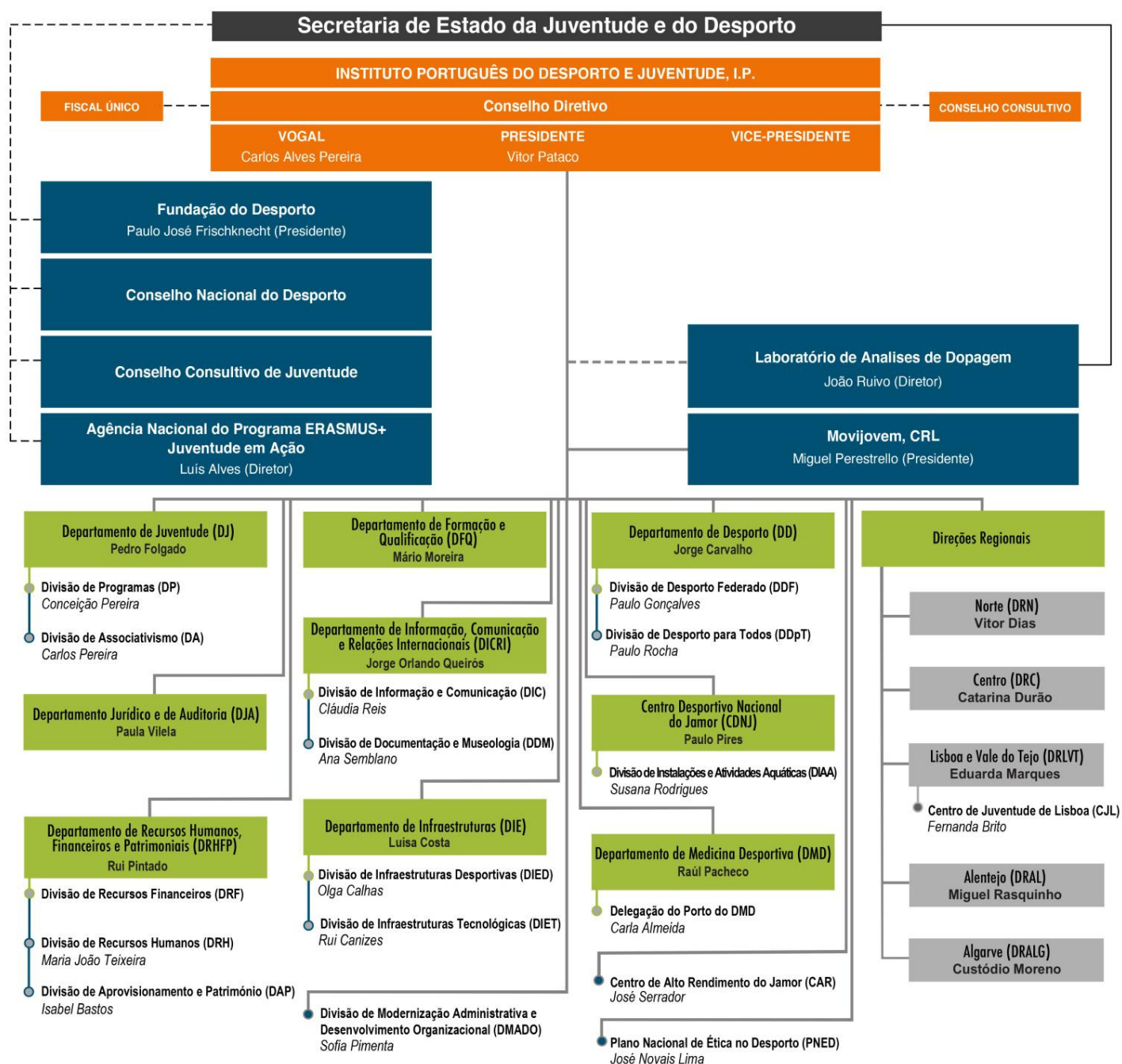
Strategic areas

- Education towards Human Rights
- Young People's Democratic Participation
- Youth Rights



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Framework



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Utilisation of the facilities

- All individuals working in or using the CJL facilities are responsible for having a conduct suited to his/her job, position and task;
- Making a careful utilisation of the CJL spaces;
- Careful utilising the available equipment, safeguarding its maintenance, security and cleaning;
- Making sure that the conduct, as well as the activities carried out in CJL don't disturb the normal functioning of the remaining services which run on the building;
- Respect Human Rights;
- All people are treated equally, irrespective of their racial or ethnic origin, politic opinion, religious beliefs, union membership, sexual orientation or social background;
- The consumption of alcoholic beverages and illegal substances is forbidden in the CJL building;
- It is forbidden to smoke inside the building;
- Respect all instructions displayed in their due place;
- Don't obstruct emergency exits;
- Make a proper utilisation of the diverse equipment.

Good environmental practices for organisation and cleaning

- Keeping the working areas in a cleaned and tidy condition, avoiding the accumulation of residues;
- Making an efficient and rational usage of electric power and water, resorting, always when possible, to equipment, materials and practices which consume less energy and water;
- Avoiding turning on light bulbs during the day. Use sunlight as much as possible by opening the windows;
- Turning off light bulbs when a space is not being used;
- Printing documents only when strictly necessary;
- Respecting and taking care of the green areas in the building.

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Rules for Safety, Hygiene and Health at Work

All public entities must comply with the established legal regulations, ensuring the standards of safety, hygiene and health at work, towards a continuous improvement, quality of the services and productivity.

However, it is not only dependent on the entity, given that this task is only possible with the collaboration from everyone and, bearing this in mind, we hope you collaborate for yours and ours benefit.

Therefore, you should follow the instructions set by the entity, ensure your safety and health, as well as the safety and health of those who may be affected by your actions. You should always report whenever you encounter a dangerous situation so that the proper measures can be taken. Think of safety first. It exists to protect and improve the working conditions

Basic Hygiene and Safety Rules

- The consumption of alcoholic beverages and illegal substances is forbidden in the CJL building;
- It is forbidden to smoke inside the building;
- Respect all instructions displayed in their due place;
- Don't obstruct emergency exits;
- Make a proper utilisation of the diverse equipment.

Rules for utilisation of the space

- Making a cautious utilisation of the space, complying with the applicable regulations, and not using the space for different purposes than what it is meant for;
- Keeping the available equipment under your responsibility in good conditions, ensuring the maintenance, safety and hygiene of the space and equipment;
- Assume responsibility for the cost of eventual repairs of equipment or facilities, when they are caused by its users;
- Do not alter the space layout without previous authorisation from IPDJ and inform, in writing, about eventual anomalies or malfunction in the space;
- Assembling and dismantling your own equipment during the time window previously set;
- Ensure that the activities carried out in the available space don't disturb the normal functioning of the other services running in the building.

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The Lisbon Youth Centre is a space available to be used in a responsible manner by everyone

It is part of the CJL staff competences to host, contextualize and inform about the space utilisation rules to all the visitors and users of the available equipment.

It is a competence of the partners, youth associations and entities belonging to the Associative Space, to contextualize and present this centre to the people or entities they work with.

OBLIGATIONS

It is a competence of the users to respect the mission of this Youth Centre.

It is a competence of everyone to make a good utilisation of this centre's space and equipment, as well as taking responsibility for eventual damages caused.

LISBON YOUTH CENTRE

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