International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

Dear Sardana Tatarinova and Andrian Androsov,

As indicated in the letter officially recognizing International Arctic School as a candidate for the Diploma Programme, I am pleased to inform you a consultant has been assigned to your school.

Name of school: International Arctic School			
Programme Type: Diploma Programme			IBIS Code: 062131
Head of School	Head Director	Sardana Tatarinova	office@arctic-school.com
IB coordinator	Tutor	Andrian Androsov	tutor@arctic-school.com
Consultant	Principal	Adam Armanski	adam.armanski@gjovikis.no

To ensure an aligned understanding between the school and the consultant the below information is divided into two sections: information for the school, and information for the consultant.

Information for the school

Purpose of the consultation process

The purpose of the consultation process is to support the school through the candidate phase, as the school works toward authorization.

During the consultation process, the school will receive up to 20 hours of remote consultation per year and a two-day consultation visit. your consultant is available to work with you as of today.

Consultation visit

A description of the consultation visit is included in *Consultation process: Guidelines for consultants.*

Please refer to Americas School Visit Event Guide / Africa,Europe,Middle East School Visit Event Guide / Asia Pacific School Visit Event Guide for logistics arrangements.

- **Dates**

The school and the consultant will decide on the date of the consultation visit. This visit should be planned at least two months prior to the dates that the visit is scheduled for. **Once you agree on the visit dates with the school, please inform the** Fiona Clark **at** fiona.clark@ibo.org.

Arrangement of Travel, Accommodation and Responsibilities

Stakeholder	**Scope of responsibility**	**Remarks**
School	Accommodation (include breakfast and internet connection) for IB Educator.	School to provide details of the hotel reservations for IB Educator at least 2 weeks in advance of the visit. All educator accommodations are paid by the school.
	School is requested to provide ground transportation from the airport to the hotel and from the hotel to the school and vice versa.	Please confirm the arrangement at least 2 weeks in advance to the visiting team.
IB	Consultant's travel cost (Airfare only) to city of School's location. Travel and related incidental cost (airfare and visa application). Incidental cost/flat rate (as specified in the Global IBEN policy and regional Educator Logistics Guidelines). IB Global Travel Insurance for Non IB Staff.	IB Educator to contact IB designated Travel company to arrange flight bookings at least 4 weeks before travelling.

Consultancy support forum

The remote consultation between the consultant and the school will primarily take place via the 'Consultancy Support Forum' located on your MySchool dashboard. In this forum you will be able to communicate virtually with your consultant. This virtual communication should also be supplemented by phone calls, skype, etc. You may also wish to include updates or notes in the forum after calls.

Application for authorization

Please inform Fiona Clark of your school's intended date of submission of the *Application for authorization* no later than three months prior to the submission date. This notification will prompt IB staff to grant the school access to the online application.

Information for the consultant

Dear Adam Armanski,

Documentation Access

You have been given automated access to the relevant documents in IBEN Central accessible via My IB.

Supporting documents for the consultation process

All documents mentioned below are available on the IB website or the Program Resource Centre (PRC). The school's application and supporting documents are available for review via IBEN Central.

- *Consultation process: Guidelines for consultants* (2015)

  https://ibo.org/globalassets/publications/become-an-ib-school/guidelines-consultation-process-en.pdf

- *Programme Guides to school authorization*

  https://ibo.org/en/become-an-ib-school/useful-resources/resource-library/

Required documents from the consultant

REPORT	**DEADLINE FOR SUBMISSION**
Consultation visit report	Within two weeks of completion of the visit
End of consultation report	Prior to the school submitting the *Application for authorization*

Consultation visit

A description of the consultation visit is included in *Consultation process: Guidelines for consultants.*

The school and the consultant will decide on the date of the consultation visit. This visit should be planned at least two months prior to the dates that the visit is scheduled for. **Once you agree on the visit dates with the school, please inform the** Fiona Clark **at** fiona.clark@ibo.org.

Honorarium

HONORARIUM	AMOUNT	DATE RECEIVED
Consultation visit (single school)	$660.00	Upon submitting the visit report and an expense claim form.
20 hours of remote consultation for a single PYP, MYP, DP, CP school	$500.00	Initial 20-hour payment will be paid upon completion, together with consultation visit honorarium if it took place first year. In case of extension of candidacy, additional 20-hours will be paid upon submitting the end of consultation report.

Event Logistics AEM:

The following link to the Africa, Europe and the Middle East Educator Logistic Guidelines will guide you to ensure efficient logistical preparation specific to the **Educator Role** and **IB Event** assigned.

Arrangement of Travel, Accommodation and Responsibilities

Stakeholder	**Scope of responsibility**	**Remarks**
School	Accommodation (include breakfast and internet connection) for IB Educator.	School to provide details of the hotel reservations for IB Educator at least 2 weeks in advance of the visit. All educator accommodations are paid by the school.
	School is requested to provide ground transportation from the airport to the hotel and from the hotel to the school and vice versa.	Please confirm the arrangement at least 2 weeks in advance to the visiting team.
IB	Consultant's travel cost (Airfare only) to city of School's location. Travel and related incidental cost (airfare and visa application). Incidental cost/flat rate (as specified in the Global IBEN policy and regional Educator Logistics Guidelines). IB Global Travel Insurance for Non IB Staff.	To contact IB designated Travel company to arrange flight bookings at least 4 weeks before travelling.

Please follow the information provided in the **Educator Logistics Guidelines** to arrange your logistics, and if you have any questions or concerns, please contact schooldelivery@ibo.org.

Travel Emergency Contact Details		
Africa Europe Middle East	ib@bcdtravel.nl	+ 31 20 2047 063 + 31 20 2047 018 (after hours)
Americas	Internationalbaccalaureate@bcdtravel.com	+ 1 855 317 4206 Outside the U.S. 1 614 210 5066 Collect After Hours Emergency Executive Code – F9TK

Mexico	IB.MX@bcdtravel.com.mx	+ 52 55 9138 3184
Asia Pacific	ib.sg@bcdtravel.sg	+ 65 6215 6064

As you engage with IB schools in your capacity as an IB Educator, we would like to get your support to collect examples of good practice within the context of the IB Standards and Practices. Please fill in the following form Good Practices in IB World Schools / Good Practices in IB World Schools (WHEN IB STAFF SUPPORT VISITS) based on your observations during the visit and feedback of reviewed documents. The IB appreciates your contribution and support in the successful implementation of IB Programmes globally.

Sincerely,

Fiona Clark

Programme Relationship Manager

fiona.clark@ibo.org