

## **General Khaita Guidelines 2026**

This document was developed by the International Gakyil in collaboration with the International Atiyoga Foundation and the International Advisory Teacher Adriana Dal Borgo. It provides a set of general guidelines that are useful to facilitate the coordination, management and implementation of Khaita courses.

This is an internal document intended for the Gakyils of Gars/Lings, for people working in the administration of the International Dzogchen Community (IDC) and the International Atiyoga Foundation (ATIF), as well as for the Khaita teachers. The programs of the various courses on Khaita are based on Chögyal Namkhai Norbu's indications. All Khaita Joyful Dances can be taught publicly.

IDC is supporting the International Teachers for Vajra Dance, Khaita and Yantra Yoga in the implementation of their activities that fulfill the relevant aims expressed in the IDC statute. IDC and the ATIF have come into an agreement by which they work in strict coordination in managing activities and events that relate to the involvement of the International Teachers. IDC and ATIF have also agreed upon the share of the revenues of the courses that should be allocated to IDC to cover the costs of the International Teachers, when there are such costs.

### **Teachers**

Those who teach Khaita are classified in two main categories: International Advisory Teachers (IAT) and Authorized Teachers (AT).

Among the Authorized Teachers, there are some more experienced teachers who act as a bridge with IAT: they identify and prepare potential candidates to become teachers in different countries, they assist during Teacher Training and collaborate in supervision.

#### **International Advisory Teachers**

The International Advisory Teacher, Adriana Dal Borgo is responsible for the definition of the overall educational path and the detailed program of the various levels and supporting teaching materials (books, tutorials, etc.). Adriana Dal Borgo in collaboration with some experienced teachers, takes care of the Teacher Training programs, of the supervision of candidates and of new Authorized Teachers.

#### **Authorized Teachers**

Authorized Teachers are those Khaita teachers who have received a diploma from Chögyal Namkhai Norbu in 2016, and those who have been authorized by Adriana Dal Borgo after completing the Educational Program of the Khaita Dance School.

#### **Special Consideration**

Particular emphasis is placed on the transmission of the Dzamlingar Song and Dance. The content and aim of this practice are closely linked to the core of Dzogchen teachings. Therefore, the Dzamlingar Song and Dance require the transmission of the Dzogchen state. Without this transmission, the song and dance lack their inner meaning and should not be

taught in public classes. Should it nevertheless be possible to teach the Dzamlingar dance publicly, the inner meaning must be omitted.

In order to teach the Dzamling Gar Song and Dance, the Khaita teachers must have been supervised specifically on this practice.

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## **Organization of Courses**

The courses are organized with the collaboration of the different stakeholders through a clear understanding of the different roles and responsibilities and the boundaries of the respective spheres of contribution.

In general, public Khaita courses and events should ideally be organized by the Gakyil of the Gars and Lings of the International Dzogchen Community (IDC) in partnership with the International Atiyoga Foundation (ATIF), or vice versa, under the logos of both entities.

If a public course is organized outside the structures of the IDC), Khaita teachers and/or organizers can promote it only under the ATIF logo, which confirms the class's connection to the legacy of Chögyal Namkhai Norbu. In such cases, anyway, the local Gakyil should be informed.

Awareness of the respective circumstances and the collaboration of all involved are the first prerequisite for any activity, as are open, clear and honest communication with the teachers and a respectful attitude towards them.

The following list of responsibilities is mainly aimed to be an organizational support to IDC Gars and Lings Gakyils, to ATIF, and to the International Advisory Teachers.

The main stakeholders involved in the organization of the courses are:

- a) IDC
- b) ATIF
- c) The Gakyils of Gars and Lings
- d) Teachers
- e) Other centers/ organizations external to the Dzogchen Community (when it is the case)

## **1 - Roles and Responsibilities**

### 1.1 – IDC Responsibilities

a) International Advisory Teacher's payrolls including health insurance; 3) aspects regarding invitation to teachers: reimburse traveling expenses, taking care of the logistics, general care and respect.

- b) Collaborating with the International Advisory Teacher by implementing the organization of the Teacher Training and other training to facilitate the teaching of Khaita available globally;
- c) Collaborating with the International Advisory Teacher to define the overall educational path and the detailed program of the various levels regarding the Teachings of VD, including the public levels;
- d) Issuing Khaita IDC Teachers' Certificates;
- e) Developing, in collaboration with the Gars, general guidelines for the definition of the registration fees in relevant geographical areas;
- f) Developing general guidelines for the reimbursement of the teachers;
- g) Drafting and providing disclaimers to Gars and Lings to be signed by course participants.

### 1.2. ATIF Responsibilities

- a) Developing general guidelines for the management and organization of public courses with the IDC;
- b) Developing general guidelines for the promotion of public courses and related communication, and providing all relevant templates to Gars and Lings and other centers/organizations external to the IDC (as needed);
- c) Providing general guidelines for relevant accounting and administration and all relevant templates;
- d) Developing Customer Satisfaction Survey forms and providing/collecting them to/from Gars and Lings;
- e) Regularly monitoring and evaluating public courses;
- f) Preparing and distributing to Gars and Lings registration form templates for public courses;
- g) Drafting and providing to Gars and Lings disclaimers to be signed by public course participants;
- h) Paying teachers' travel expenses, board, and lodging, and any other local organizational costs for Khaita public courses at centers/organizations external to the IDC.

### 1.3 – Gakyils' Responsibilities:

*"The Gakyils have always the responsibility to protect the Teaching and the Transmission, not only the Teachings of YY and VD but all our precious Dzogchen Teachings and their transmission."* Chögyal Namkhai Norbu

#### 1.3.1 Responsibilities of the Gar Gakyil

In addition to the responsibilities of the Ling Gakyil (see 1.3.2. Responsibilities of the Ling Gakyil), the Gar Gakyil have the following responsibilities:

- a) to ensure that the Khaita public courses at the Gar and affiliated Lings are implemented in a consistent way (including consistent registration fees, teachers reimbursements etc.), in compliance with the present guidelines;
- b) to facilitate, in coordination with the teachers, ATIF and the Lings, the promotion of public courses, as well as at other Buddhist Centers;
- c) to pay relevant insurance for the teachers;
- d) to assume responsibility in case of injuries of participants through relevant insurance coverage.

### 1.3.2 Responsibilities of the Ling Gakyil

The Ling Gakyil has the responsibility of overseeing all administrative and organizational aspects of the courses.

More specifically the Ling Gakyil is responsible for:

- a) preparing the yearly course plan, and finalizing it by the end of the previous year. The goal is to plan local needs and responsibilities, and confirm the availability of International Advisory Teachers and Authorized Teachers.
- b) entering all planned courses in the general calendar of events on the IDC portal ([dzogchen.net](http://dzogchen.net)) or other relevant IDC platforms, on the ATIF Educational Platform, and on <https://www.khaita.org/>, regularly updating the programs as needed;
- c) appointing a project manager in charge of the organization of the courses; can be a member of Gakyil;
- d) promoting the courses with adequate advance notice (promotional materials and relevant guidelines for public courses at IDC Gars and Lings will be provided by ATIF);
- e) making the necessary agreement with the teacher and defining their reimbursement according to the present guidelines (see below);
- f) taking care of all the logistic organization including suitable spaces for the implementation of the courses;
- g) fixing the registration fees according to the guidelines provided;
- h) defining the minimum number of participants needed to make the course economically viable;
- i) making sure that all participants complete registration forms and sign relevant disclaimers;
- j) collecting registration fees
- k) paying relevant insurance for the teachers;
- l) paying relevant insurance for the participants.

When inviting a teacher from another location the Ling Gakyil is also responsible for:

- a) arranging their travel and accommodations;
- b) ensuring that the accommodation is adequate and as close as possible to where the course is held;
- c) enquiring about the teacher's dietary requirements;
- d) appoint a course/retreat coordinator who is in charge of:
  - picking up and welcoming the teacher at the airport, bus or train station;
  - providing the teacher with his/her contact information in advance;
  - communicating to the teacher the address and telephone number of their lodging.

#### 1.4 – International Advisory Teachers' Responsibilities

- a) Defining the overall educational path and a detailed program of the various levels regarding their Teaching on Khaita, including the public levels and supporting teaching materials (books, tutorials, etc.);
- b) Managing the development of Authorized Teachers worldwide in both quantity and quality which includes the Teacher Training program and the supervision of its candidates;
- c) giving public courses on request
- d) collaborating with Gakyils in preparing course programs and their schedules;
- e) communicating to the IDC and ATIF the information of people (name, date of birth etc.) who have passed teacher exams and need to receive relevant certificates;
- f) preparing and distributing Teacher Training registration forms to the Gars.

#### 1.5 - Authorized Teachers' Responsibilities:

- a) teaching Khaita according to the principles and instructions originally explained by Chögyal Namkhai Norbu;
- b) collaborating with the Gakyil in preparing course programs and relevant schedules;
- c) collaborating with the Gakyil, with a clear understanding of respective roles and responsibilities, in order to ensure the successful implementation of the courses;
- d) teaching according to the capacity and specific physical condition of the students;
- e) informing the students, when needed, about the registration requirements;

The Authorized Teachers, no matter which level they belong to, should not solicit any Gakyil from other countries to invite them to teach and they should not take the initiative to request any Gakyil of a Gar/Ling, different from the one where they reside, to organize courses on

their behalf. Authorized Teachers are requested to collaborate with the local Gakyil and avoid unusual requirements.

Authorized Teachers who organize and implement public courses, events and/or publishing activities of any sort, are requested to inform the Gars/Lings Gakyils of the area where the activity will be implemented.

## **Guidelines for Communication**

Branding and content for any communication related to advertisement of Khaita public courses and events will be made available by ATIF in collaboration with IDC/IG.

## **2. Financials**

The following guidelines define the different financial aspects associated with course implementation:

- a) Donations to IDC to fund the International Advisory Teachers and the share of their course income and activities due to IDC;
- b) Reimbursement to the Authorized Teachers
- c) Application of Sponsorship to the courses;
- d) Guidelines for the definition of registration fees and parameters to be adopted to guarantee economic viability of the courses;
- e) Donations to fund administrative and infrastructure expenses.

### a.2.1. Donations to fund the International Advisory Teachers

The International Advisory Teachers provide an indispensable service to the IDC by supporting Rinpoche's work aimed to ensure that the VD Teachings are passed on intact to future generations.

The IDC offers the activities of the International Advisory Teachers as part of its mission. They work full time for the IDC and are on the payroll of IDC. Nevertheless, to partially fund their salaries, a donation is strongly recommended. The table below represents the recommended funding as a minimum donation according to their activities. The financial guidelines apply in the same way for in person teaching and for teaching via web.

The share of the revenue, when applied, is therefore intended as an advised donation to partially cover the salaries of the International Advisory Teachers.

A Gakyil wishing to organize a course with one of the International Advisory Teachers can directly contact him/her to define the time and the details of the course. Once the course has been scheduled the organizer of the course has the responsibility to input the event in the Events Calendar on dzogchen.net or ATIF Educational Platform or <https://www.khaita.org/> or any other tool advised by the International Gakyil.

### b.2.2. Reimbursement to fund the International Advisory Teachers

<b>Activities of the Teachers</b>	<b>Way of funding IDC</b>
Teaching courses and participating in events within the Dzogchen Community (Supervision, Teacher Training etc.)	Depending on course type, see details below
Teaching courses and participating in events organized by other organizations	According to organizer's standard conditions
Preparing teaching materials (DVD, books, e-learning) distributed or sold by an organization of a Community other than IDC (e.g. SSP)	By project
Preparing teaching materials (DVD, books, e-learning) distributed or sold by an organization external to the IDC (e.g. a Publishing company)	To be agreed with relevant counterpart.
Studying/preparing/reviewing the Teachings/practice	Covered by IDC share of membership or by donations

#### Course types

Courses and lessons within IDC: recommended donation 140 euro/day\*\* or 70 €/half day,

Supervision: recommended donation 120 euro/day

Teacher Training: recommended donation 140 euro/day\*\*

\*\*A lower donation may be exceptionally agreed when courses are held in countries affected by severe socio-economic circumstances (to be discussed with the IG).

A course day is meant to consist of a minimum of 4-5 hours, up to 6 at teacher's will. A two hour unit is considered half a day.

The Gar or Ling hosting the teacher is responsible for travel expenses, visa expenses, board, and lodging. On arrival, the teacher should receive, without having to ask, a small amount of local currency for basic needs (telephone card, transportation, and so on). Round-trip transfer expenses to and from the airport, if any, are to be reimbursed to the teacher.

### b.2.3. Reimbursement to the Authorized Teachers

<b>Main activities of Authorized Teachers</b>	<b>Reimbursement</b>
Teaching courses and participating in events within the IDC (direct)	See detailed cases in table below
Teaching courses and participating in events organized by other organizations	See detailed cases in table below

Helping to prepare teaching materials (DVD, books, e-learning) distributed or sold by any publishing house belonging to a Community other than IDC (e.g. SSP)	Possibly karma yoga
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	<b>Authorized Teachers course within IDC</b>	<b>Authorized Teachers course outside IDC (organized without the support of the IDC)</b>
To Authorized Teacher	From a minimum of 10 EUR / 11 USD to a maximum of 20 EUR/ 22 USD per hour of course, according to local economic situation (see table by Gar below)	As agreed by the Authorized Teacher
To IDC/ATIF	Possible Donation	Possible Donation
Organizer	Remaining profit net of costs according to possible ATIF Terms & Conditions	As agreed by the Authorized Teacher

#### Reimbursement to the Authorized Teacher

Advised reimbursement to Authorized Teachers according to the local economical situation:

<b>Gars</b>	<b>Maximum €/day</b>	<b>Maximum €/hour</b>
Tsegyalgar E, Merigar W, Namgyalgar	100	20
Dzamling Gar, Tashigar S, Tsegyalgar W, Munselling, Gephelling	75	15
Kunsangar N+S, Merigar E, Tashigar N	50	10

#### Support of Authorized Teachers by the Gars and the Lings

IDC invites Gars and Lings to evaluate the opportunity to support, when necessary, the educational path of local Khaita Authorized Teachers, as participation in Teacher Training, Supervision and Qualification Courses. They share the responsibility of keeping intact the teaching of Khaita and supporting activities of their own Gar/Ling for the benefit of future generations.

#### Donations by the Authorized Teachers

The Authorized Teachers are suggested to give a donation to IDC for the courses they hold in or outside the Community.

The possible donation, by the Authorized Teacher(s) or/and by the organizer, is given in gratitude for the work of supporting the development and the continuation of the Khaita Teachings that Chögyal Namkhai Norbu and the IDC have been giving over the years.

#### c.2.4. Application of the Sponsorship to the courses

IDC recommends course organizers of the IDC Gars and Lings to also consider applying the Sponsorship to the courses of Khaita.

For the moment this doesn't apply to Teacher Trainings, where the fee is established by the International Gakyil.

#### d.2.5. Guidelines for the definition of the registration fees and economic viability of the courses

These General Guidelines for the establishment of the registration fees of the courses are developed taking into account the socio-economic circumstances of the different geographical areas where the Gars and Lings of the IDC are established.

Considering local economic circumstances on the basis of the criteria illustrated in the present Guidelines, the local Gakyils can determine the reimbursement of the Authorized Teachers and they fix the registration fees of the courses. The minimum number of participants should be considered to make the course economically viable.

IDC states the fees of Teacher Trainings globally, as these courses are of special interest for the transmission of the Teaching of Khaita.

IDC advises the Lings and Gars to apply the fees in the table below to the other courses (non TT), differentiated when taught by an International Advisory Teacher, or by an Authorized Teacher.

The suggested daily fees are in the table below, according to the Gar where the course is organized. To calculate the price of the course, just multiply these daily fees by the number of days of the course (generally including the half days at beginning or end if any). The three groups of Gars were determined on the combined base of Gross Domestic Product per capita calculated by Gar and the Average Membership Fee by Gar. The prices are based on amounts presently charged, separated into the three levels to have a gap 1:2 (lowest:highest).

Gars	Fee for TT and courses held by International Advisory Teachers €/day (at least 4h/d up to 5-6h/day)	Courses held by Authorized Teachers €/day
Tsegyalgar E, Merigar W, Namgyalgar	40	36
Dzamling Gar, Tashigar S, Tsegyalgar W, Munselling, Gephelling	30	24

Kunsangar N+S Merigar E Tashigar N	20	18
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#### e.2.6. Donation to fund administrative and infrastructure expenses of ATIF

ATIF may recommend a donation for funding the costs of the development of technical tools used for offering a certain activity for the community (e.g. the Educational Platform, the development of Khaita programs, etc.) and for the central course manager dealing with the various events and courses.

Moreover, other services may need to be supported, if they have a cost, like promotional support for each certificate presented, whether it is an attendance certificate or a diploma.

A percentage of the participant's fee is donated by the hosting organization to ATIF, to support the activities mentioned above, when the course is public or coordinated by ATIF on behalf of IDC.

ATIF shares part of these donations with the IDC to continue supporting their role in the overall quality of the courses and to maintain a relation between the two organizations in the activity of students' certification.

### **3. Certifications and Discounts**

#### 3.1 - Certifications offered

The certifications offered are the following:

##### Attendance Certifications

These can be offered to all students, attending the courses (whether or not they are members of the Dzogchen Community).

The organizers should register the public courses and participants in ATIF's Educational Platform.

Any attendance certifications issued by ATIF as a pdf-file are free, while a high quality paper version costs 7 euros to cover mailing costs.

##### Teacher Certifications

These are offered to the candidates who are authorized to teach Khaita.

Authorizations to teach have an expiry date. Once this is reached, students are required to attend a review course to ensure their preparation is still up to date and faithful to the Teachings received, which provides them with adequate training in line with the authentic instructions of Khaita.

The expiry date does not apply, nor does the requirement to attend a review course, when the Authorized Teacher attends a course to teach a level higher than their current authorization allows.

Diplomas awarded to IDC members for courses held within the Dzogchen Community never expire as long as they are members of the Dzogchen Community.

### 3.2 - Participants fees and discounts

Course fees may offer several discount levels based on IDC membership type, age of student and other criteria.

Members of the IDC

- Ordinary and Local Sustaining member discounts are applicable according to local benefits conditions.

The Ling has the option not to apply discounts, but this must be published.

- Global Meritorious and Global Sustaining member discounts are applicable everywhere according to the international benefits conditions
- Student and Senior discounts (optional).

### Teacher Training Courses

Existing Authorized Teachers who wish to attend again a Teacher Training (TT) of their level, receive a discount.

For the 1st Level TTs, existing 1st Level Authorized Teachers receive a discount of 50%; while 2nd Level Authorized Teachers are exempt from the fee.

For the 2nd Level TTs, existing 2nd Level Authorized Teachers receive a discount of 50%.

Concerning VD Teacher Training the International Gakyil of the IDC and the ATIF Board of Directors agreed to follow the scheme summarized in the file [Responsibility and budget of activities TT](#). This file is an example based on YY TT of January 2024 in Dzamling Gar.

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### Supervision Courses

It is advisable to offer Supervision courses at an additional discount to ensure adequate attendance.

### Exclusions

There is no membership discount for TT and review courses.