



Date	10 February 2019	Chair	Einav	Minutes	Bebbe
Present	Bebbe, Chrissy, Eetu, Einav, Frank, Joanne, Nancy				
Not present	Helen, Tamara				
Next meeting	Sunday, 10 March 2019 at 17:00 UK time	Chair	Einav		

PENDING ACTIONS FROM PREVIOUS MEETINGS

- **Action:** Any committee member that has the time and ability to look at the issues report to share their suggestions with the committee by Wednesday, 8 January. **DONE**
- **Action:** Chrissy to collate issues reports analysis input and submit suggested action by 13 January. **DONE**
- **Action:** Bebbe to add the Interchange and Seminar Camp recommendations in the report. **DONE**
- **Action:** Bebbe to follow up with the committee on next steps on how to assist NAs with Interchange parent preparation/training **ON HOLD UNTIL MARCH**

ANY DECISIONS TAKEN AND ACTIONS ADOPTED SINCE PREVIOUS MEETING

The recommendation by the committee to change to the minimum number of Youth Meeting staff (from 3 to 4) was approved by the Board.

COMMITTEE WORK GROUP UPDATES & PROGRESS

Guides & InfoFile (Bebbe)

Collate updates and edits for 2020 Programme Guides / Review of Interchange Parent Guide / Review of programme-related InfoFiles

- The Programme Guides were published on 31 January and InfoFile C-03 Programme Basic Rules was published on 1 February.
- The task of gathering Programme Guide edits and updates for 2020 has begun. Bebbe to check with ReCos about engaging the teams in providing informed content corrections, clarification or additions).

Programme Models (Bebbe, Chrissy, Eetu, Helen, Tamara)

[Programme review] Develop broad recommendations / [Programme review] Develop selected recommendations further and act on approved changes / [Programme review] Pending potential Member decision, act on changes

- See Agenda Items below.

Educational Activities (Chrissy, Frank, Joanne, Nancy)

Document a quality checklist for reviewing educational activities / Oversee and contribute to the annual content area campaign team [incl. Kompaz] / Review pending educational activities / Review educational activities

- No update provided.

Training (Eetu, Helen, Nancy, Tamara)

Document the process and timeline for annual trainer notes / Provide 2019 training recommendations / Engage in discussion with Training & Quality Assurance Committee about leader and staff certification / Review programme training sessions / Integrate a sustainable development awareness into programme hosting

- No update provided.

National Programmes (Bebbe, Frank, Ale, Paula, Rupert)



Review the inventory and identify educational and organizational benefits of different types of educational experiences / Develop national programme models / Develop required support, guidance, reporting, and roll out resources

No update provided. Work group to be reconvened shortly and update to follow in March.

AGENDA ITEMS AND COMMITTEE BUSINESS

Current recruitment and committee member status

- Nancy has joined the committee
- Rachel has stepped down from the committee

Committee work plan

With Rachel stepping down, Nancy will join the Educational Activities and Training Work Groups for the time being. After the Governing Board in-person meeting later in February, we will learn about the possible effects the **Programme Review** and the **2019-2021 Strategic Plan** and will/can have on the committee's work. Probably we will need to do our annual work group confirmation somewhat earlier this year to make sure we are aligned and smartly resourced.

Programme Models Work Group and potential Step Up and Village Recommendations.

Prior to the call, the programme models work group circulated their notes to the rest of the committee to prepare for a wider committee discussion. The notes – taking into account the input from surveys completed by committee and team members, and programme staff and leaders – highlighted where the work group was in unity (or agreement) on a number of potential recommendations regarding Step Up and Village. These potential recommendations should be seen as broad questions that do not go into detail or provide answers. The recommendations may be further revisited and reconsidered as the Committee goes through the remaining programmes, and also depending on any recommendation generated from the programme review.

The Committee made a few additional points that will be incorporated into the report stated above. **Action:** Bebbe to add the Step Up and Village recommendations in the Educational Programmes Committee Programme Review Recommendations.