



Date	6 January 2019	Chair	Einav	Minutes	Bebbe
Present	Bebbe, Chrissy, Einav, Frank, Tamara				
Not present	Eetu, Helen, Joanne, Rachel				
Next meeting	Sunday, 10 February 2019 at 19:00 UK time	Chair	Einav		

PENDING ACTIONS FROM PREVIOUS MEETINGS

- **Action:** Training Work Group to draft a general paragraph with a few pointers (on how to integrate sustainable development in programme planning) and share with the committee. **DONE**
- **Action:** Training Work Group to draft a general paragraph with a few pointers (on how to integrate sustainable development in programme planning) and share with the committee. **DONE**
- **Action:** Educational Activities Work Group to add update

ANY DECISIONS TAKEN AND ACTIONS ADOPTED SINCE PREVIOUS MEETING

- Following our previous discussion on Seminar Camp host exceptions in terms of restricting the official programme age requirement to 18 only, it has been confirmed with the Chapter Development Manager and ReCos that any request for exceptions to the official programme age requirement will be directed to the Educational Programmes Committee for decision on a case-by case basis.

COMMITTEE WORK GROUP UPDATES & PROGRESS

Guides & InfoFile (Bebbe)

[Collate updates and edits for 2019 Programme Guides](#) / [Review of Interchange Parent Guide](#) / [Review of programme-related InfoFiles](#)

- The collated 2019 edits and updates in the Programme Guides will be made available to the committee on 7 January and the deadline for feedback is 25 January so that final editing and formatting can be done in time for 31 January. **Action:** Committee to give input on the collated edits and updates to Programme Guides by 25 January.
- The Interchange Parent Guide will be taken down and next steps regarding any replacement training/orientation material will be decided (pending programme review recommendations).
- InfoFile C-03 Programme Basic Rules updates: clarification on host obligations for dietary restrictions in programmes (by Risk Management), a notice about new age rules in programmes as of 2020, and possibly the Youth Meeting staff-participant ratio change (ref: November 2018 meeting minutes).

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](#)

- The initial analysis of programme components and structural aspects has progressed to two more programmes (see agenda topics below).
- The recommendations agreed on to date by the Committee have been documented in a report that has been shared with the consultant. Though the work by the Committee mainly focuses on the educational aspects of the programmes (as opposed to the hosting and sending realities of the programmes, which involves the external consultant), it is important the consultant is aware of this as there may be relevant information to their work.



Educational Activities (Chrissy, Frank, Joanne, **Rachel**)

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. **Action:** Provide update to rest of Committee.

Training (Eetu, Helen, Rachel, **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. **Action:** Provide update to rest of Committee.

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. **Action:** Provide update to rest of Committee.

AGENDA ITEMS AND COMMITTEE BUSINESS

Current recruitment and committee member status

- The selection panel reported – in general terms - on the present recruitment process. There may be an opportunity to select more than one applicant.
- Helen has announced that she is stepping down from the Committee. Timeline to be confirmed.

Programme Models Work Group and potential Interchange + Seminar Camp 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 Interchange and Seminar Camp. As with Youth Meeting (at the previous meeting), 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 did not have any further additions and it was agreed that the initial recommendations by the work group be incorporated into the report stated above. It was further noted and agreed that any recommendations that apply across programme be separated in the report. One example of this was the concept of ‘curriculum scope and sequence’, which, though it helped explain how a programme curriculum would apply to a programme like Seminar Camp, actually applies to all programmes. **Action:** Bebbe to add the Interchange and Seminar Camp recommendations in the report.

Annual analysis of issues report

The deadline to submit any observations and recommendations for standard actions is 13 January. These should be based on the Committee perspective (and not just on individual Committee members). As the Training Work Group has a number of tasks to deal with, it was agreed that the rest of the Committee be encouraged to help out. **Action 1:** Any committee that has the time and ability to look at the issues report to share their suggestions with the committee by Wednesday, 8 January. **Action 2:** Chrissy to collate and submit the actions by 13 January.