



<b>Date</b>	10 March 2019	<b>Chair</b>	Einav	<b>Minutes</b>	Bebbe
<b>Present</b>	Bebbe, Chrissy, Eetu, Einav				
<b>Not present</b>	Frank, Helen, Joanne, Nancy, Tamara				
<b>Next meeting</b>	Sunday, 14 April 2019 at 19:00 UK time	<b>Chair</b>	Einav		

### PENDING ACTIONS FROM PREVIOUS MEETINGS

- **Action:** Bebbe to follow up with the committee on next steps on how to assist NAs with Interchange parent preparation/training **ON HOLD**

### ANY DECISIONS TAKEN AND ACTIONS ADOPTED SINCE PREVIOUS MEETING

None

### 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](#)

A discussion forum for the Regional Teams has been set up to collect any programme guide input and edits throughout the year. We will also trial extending the final check of Programme Guides edits to the ReCos before publishing in January 2020 (at the same time as when Committee goes over and confirm the edits).

#### 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](#)

Prior to this meeting, the work group had circulated their IPP and Mosaic notes to the rest of the committee to prepare for a wider committee discussion on components and structural aspects. 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 and points. However, as the less than half the committee could make it to the meeting, it was agreed to complete the exercise by email. **Action:** Committee members who are not part of the working group to share any comments by email by Wednesday, 20 March.

#### 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](#)

The work group is presently deciding who can take the lead role. Feedback have been shared on the draft activity writing template but the present status is unclear. **Action 1:** Work group to suggest new lead. **Action 2:** Work group to confirm the status of the draft activity writing template and timeline for decision and publication.

#### 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](#)

Work group is presently working on getting the annual trainer notes ready.

#### 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 progress since previous meeting.

## **AGENDA ITEMS AND COMMITTEE BUSINESS**

### **Minute any virtual decisions since the previous meeting**

None

### **Programme Models Work Group: IPP & Mosaic Components and Structural Aspects**

See work group update and action point above.

### **Committee work plan**

The current committee work plan may be revisited earlier in the year as the 2019-2021 strategic plan of CISV International is communicated later this month. The main project in the educational programmes area will be work on developing a Village curriculum. That, project, however, will build on another piece of work the committee has identified and that is the development of standard programme goals and programme specific indicators. It is expected that work will be done in 2019 and that work on the Village curriculum will commence in early 2020. In addition, once the national programmes work group concludes the remaining part of its work (belonging to the 2016-2018 strategic plan) the work will continue on developing actual programme models (still with involvement by Chapter Development, training & Quality Assurance and Junior Branch).

### **Training resource: update**

Using material developed by Crossing Borders Education two new training resources have been developed; a [short in-person training session](#) that can also be done at the programme as staff and leaders prepare, and an online training resource that staff and leaders can on their own. Both training resources are the result of CISV International exploring the field of blended learning. Additionally, they address the increase of cases where adults in programmes exacerbate problems by not being able to work together, and it feeds into the Conflict & Resolution content area focus in 2019.