



Date	14 April 2019	Meeting chair	Tamara	Minutes	Bebbe
Present	Bebbe, Chrissy, Frank, Tamara				
Not present	Eetu, Einav, Joanne, Nancy				
Next meeting	Sunday, 19 May 2019 at 17:00 UK time			Meeting chair	Einav

PENDING ACTIONS FROM PREVIOUS MEETINGS

- Guides & InfoFile Work Group: **Action:** Bebbe to follow up with the committee on next steps on how to assist NAs with Interchange parent preparation/training **DONE**. See below
- Programme Models Work Group: **Action:** Committee members who are not part of the working group to share any IPP and Mosaic component comments by email by Wednesday, 20 March.
- Educational Activities Work Group: **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. **DONE**.

ANY DECISIONS TAKEN AND ACTIONS ADOPTED SINCE PREVIOUS MEETING

None

COMMITTEE WORK GROUP UPDATES & PROGRESS

Guides & InfoFile Work Group (Bebbe)

[Collate updates and edits for 2020 Programme Guides](#) / [Review of Interchange Parent Guide](#) / [Review of programme-related InfoFiles](#)

- To keep the task of replacing the Interchange Parent Guide with a user-friendly training or orientation resource manageable and focused, the committee needs to provide clear expectations and parameters (taking into account PDPEF comments and Risk Management input). For the creation of the resource it is suggested we establish a small, dedicated working group made up by a committee member and a few regional team members (ideally from each region). This should be a small project resulting in one or possibly useful resources. Chrissy expressed interest. **Action:** Chrissy & Bebbe to discuss and suggest a draft project outline before the May committee call.
- The next InfoFile documents coming up for review are **T-02 Big Educational Guide** and **T-03 The Passport**. This could be a significant review and will require a time. Publication estimated to early 2021.

Programme Models Work Group (Bebbe, Chrissy, Eetu, 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](#)

- No additional comments or input were made on the IPP and Mosaic components after the last committee call. The previously circulated comments can now be added to the committee report and thus complete the report.
- A big objective in the CISV International 2019-21 Strategic Plan (under 'Safety & Quality') is the creation of a curriculum and educational content for Village. Bebbe will be drafting a detailed project plan. The main work on the curriculum is expected to take place in early 2020.
- Before any development work on the Village curriculum can get underway, we need to continue and complete the work of reviewing of the programmes goals and indicators. Bebbe and Tamara will provide a draft plan in June for how this task will be accomplished (including any opportunities for meaningful consultation and input). This is going to be a main piece of work for the committee in 2019.

Educational Activities Work Group (Chrissy, Frank, Joanne, Nancy)



[Document a quality checklist for reviewing educational activities](#) / [Oversee and contribute to the annual content area campaign team](#) / [Review pending educational activities](#) / [Review educational activities](#)

- Nancy has agreed to take the lead of the work group
- The review of the Activity Writing Template is done. The new template will be the same across programmers. The final step will be for the communication group to sort out the design.

Training Work Group (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](#)

- The [Improving Educational Quality in Programmes – Trainer Notes 2019](#) were published in March. This year they have a new look and design as well.
- A big objective in the CISV International 2019-21 Strategic Plan (under ‘Safety & Quality’) is the creation and enforcement of an online training certification and verification process (focusing initially on basic risk management and child protection). The work will be led by Training & Quality Assurance but our Committee will be contributing.

National Programmes Work Group (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](#)

The work group had a call last week. We are now in the final stage of wrapping up the work that belongs to the 2016-18 strategic plan. Once that work is completed, we will be outlining the plan for how to move forward into the development phase. The plan is expected to be ready by August when it will be shared with the Educational Programmes and Chapter Development Committees.

AGENDA ITEMS AND COMMITTEE BUSINESS

Minute any virtual decisions since the previous meeting

None

Committee personnel

- Helen Scott stepped down from the committee in March
- We are presently recruiting new committee members. The recruitment call ends on 30 April, with selection to be completed – hopefully – in May. Tamara and Frank volunteers to be on the selection panel.

CISV International 2019-2021 Strategic Plan

For now, it is available on SharePoint - Working Areas - All Areas Common Documents

Committee discussion: How to develop and maintain Programme Training Sessions?

In 2017, as part of the CISV International 2016-2018 Strategic Plan, we launched a complete set of programme training sessions (see Project Walrus). Most of the training sessions were cross-programme sessions. For the past two years, the regional teams have run with these sessions. There have also been efforts at asking and encouraging team members to develop new training sessions, but so far it has not generated any additions. At the moment, the committee does not have the bandwidth to create additional training sessions for 2020 but we see that this could possibly be done by a small, extended working group with someone from the committee and a few regional team members.



As the efforts over the past two years suggest, coming up with and – especially – completing the training session template is not as easy as it may seem. But, if the scope of the task can be more focused (e.g. pre-identifying a specific element to work with, targeting a few NAs that reportedly develop and maintain training resources so that the work does not have to begin from scratch) it might increase the likelihood of success. The working group would be in place at some point between May and January. **Action: The Training Work Group to scope the working group task and share with the Committee in May.**

Programme review – the process going forward and our role as a committee of CISV International

The reports (and recommendations) have been shared with the Members and throughout CISV International. There have already been a number of town hall meetings and the programme review is also an agenda item at all the regional meetings. What is our role and what can we do to support the process going forward? In short, we should encourage people to engage in discussions with their NAs. These are big questions for the organization to consider, and regardless of the outcomes in 2020, the Members need to take informed decisions that they will stand by. The Governing Board will want to know from the Members what they can do to make the recommendations work for them or what they may need from CISV International.