



<b>Date</b>	19 May 2019	<b>Meeting facilitator</b>	Einav	<b>Minutes</b>	Bebbe
<b>Present</b>	Bebbe, Chrissy, Eetu, Einav, Frank, Nancy, Tamara				
<b>Not present</b>	Joanne				
<b>Next meeting</b>	Sunday, 9 June 2019 at 19:00 UK time	<b>Meeting facilitator</b>	Einav		

## COMMITTEE WORK GROUP UPDATES & PROGRESS

### Guides & InfoFile Work Group (Bebbe)

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

- The first step for the review of InfoFile T-02 (Big Educational Guide) and T-03 (Passport) will be to outline the policy review plan late May in May, and then have a review plan ready for the Committee in late June.
- A proposal for how to move forward with the development of an Interchange Parent Training / Orientation was circulated with the Committee ahead of the meeting. See Agenda below.

### 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](#)

- Upcoming review of programme goals and indicators to be done in second half of 2019 (continuing the work already done as part of the committee programme recommendations. Main focus is on Village.

### 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](#)

- No update

### 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](#)

- No update

### 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 first draft report to be compiled is delayed. As soon as it is done, the whole working group will finalise it before reporting back to the Committee.



## **AGENDA ITEMS AND COMMITTEE BUSINESS**

### **Any decisions taken and actions adopted since previous meeting**

None

### **Pending actions from previous meetings**

- Committee discussion: How to develop and maintain Programme Training Sessions? **Action: The Training Work Group to scope the working group task and share with the Committee in May.**
- Interchange Parent Training/Orientation resource: **Action: Chrissy & Bebbe to discuss and suggest a draft project outline before the May committee call. DONE**

### **Committee personnel**

- The recruitment selection is in progress. Several applications were received. The selection panel (Einav, Tamara, Frank and Bebbe) is about to schedule and confirm interviews. The hope is to complete the process in June and that the new members join the Committee call in July.

### **CISV International 2019-2021 Strategic Plan**

We went through the strategic plan overview. For our Committee (and area) the most directly related outcome is the development of the Village curriculum.

### **Committee Evaluation Results**

Einav shared the main observations from the group evaluation. On the whole, the Committee is doing better than last year. The two areas where we can still improve is meeting attendance and engagement between meetings.

### **Interchange Parent Training/Orientation resource**

Prior to the Committee call a proposal was shared with the Committee of how this task could be done by a small working group (consisting of 1 Committee member and 3 Regional Team members specializing in Interchange) in time for the 2020 programme year.

The focus of the resource will be on the role of parents in the educational process, the practical engagement of parents during the programme, and essential risk management. The resource needs to be light and clear (to make it easy to use and translate), and should not simply repeat information held elsewhere.

A couple of data sources and other resources were identified to help the working group prepare and decide whether to pursue a training or orientation resource.

The Committee agreed with the proposal and added a suggestion to the consultation process towards the end of this mini-project. **Actions: Bebbe to check with ReCos for, ideally, and interested team member from each region, Bebbe & Chrissy to take this mini-project forward.**