



<b>Date</b>	9 June 2019	<b>Meeting facilitator</b>	Einav	<b>Minutes</b>	Bebbe
<b>Present</b>	Bebbe, Chrissy, Eetu, Einav, Frank, Tamara				
<b>Not present</b>	Joanne, Nancy				
<b>Next meeting</b>	Sunday, 14 July 2019 at 17:00 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](#)

- Already, several edits and updates have been identified and noted for the Programme Guides in 2020.
- The 2019-2020 review plan of InfoFile T-02 (Big Educational Guide) and T-03 (Passport) is still to be outlined.

### 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](#)

- Bebbe and Tamara are developing and drafting a rough work process and timeline for the review of goals and indicators. The work is anticipated to be continued and mostly completed by end of 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](#)

- The work group has received an email about a submitted activity that has to be responded to. **Action:** Frank to reply on behalf of the work group.

### 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.
- The committee discussed the ongoing challenge in getting new programme training sessions submitted. Some CISV International trainers have expressed dissatisfaction with the existing and approved training sessions, but this so far has not resulted in any new session submissions. Bebbe shared a few possible reasons recently shared by some of the ReCos. There were also shared accounts of trainers still using unapproved training session to varying extents. The committee is clear on the policy that CISV International trainers do have to use approved training sessions. **Action:** The Training Work Group will have a conversation about ways address the challenge in order to generate additional training session. [This connects to action point below under Pending actions from previous meetings]

### 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 draft report is still delayed. Frank and Bebbe have agreed on how to move forward with this step (so that the work on developing the project plan going forward can commence).



## **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 Guide: **Actions: Bebbe to check with ReCos for, ideally, and interested team member from each region, Bebbe & Chrissy to take this mini-project forward.**

### **Programme Review**

We discussed the possibility of the Committee providing feedback and input into the process of motion-bundling process, and giving them to the Governing Board for consideration.

### **Committee personnel**

The recruitment process is on track. The plan is the new members will be able to join the committee call in July.

### **2020 Host Offers: Special Requests for Seminar Camp age exceptions**

This matter relates to a previous committee discussion in 2018:

#### ***Seminar Camp for only 18-year-olds - short-term points to address***

*[Focusing] on the 2020-2022 Seminar Camps and seek to limit the negative impact of any further exceptions. Essentially, we would continue to accept the exceptions (in a controlled and deliberate manner) by setting out firm parameters with regards to reasons and numbers. This would entail that we:*

- *request rationales from the relevant hosts whether the reason for requesting an exception is a matter of 'ease' or 'necessity' (and thus give CISV International a clearer understanding)*
- *establish a maximum cap of 1-2 exceptions per year (giving clear guidance to the Chapter Development as they coordinate the host offers)*

Though having been asked to confirm some months ago, one NA has just indicated to the International Office that they want to host a Seminar Camp for 18-year-old participants only. (It is also possible that two more NAs will make the same late request.) Unfortunately, with the 2020 host lists in the process of being confirmed, it is very late in the day to request to be exempted from an official programme rule. The Committee agreed that Bebbe will ask the Helen (Pringle) to prompt the NAs in the event they will make this request. Unless a request is made to the Committee and the Committee can reply with short notice, the affected Seminar Camp may not be included in Round 1. **Action: Bebbe to check with Helen to contact the relevant three NAs.**

### **Committee work plan changes and updates in July [tabled due to lack of time]**

By the end of June, the Committee will get a few team additions. With new committee members joining by July, we will review the committee work plan to make sure that each work group has the resources needed. Some of the tasks coming up are: Programme goal and indicator review, Village Curriculum, developing National Programmes, review InfoFile T-02 and T-03, and working with Training & Quality Assurance Committee on online certification of programme staff and leaders

**Policy question: For individual invitations that are returned very late in the process, is there an argument for dispensing with gender and NA criteria (to increase the chances of filling the spot)? [tabled due to lack of time]**