

Present on call: Ale, Joy, Neelay, Gustavo & Nadia
Apologies: Kristy, Linda, Carlos
Date of next meeting: 17-19 th August 2019

Item 1 – Welcome

Apologies from Kristy and Linda.

Gustavo began the meeting by sharing his excitement for the in-person meeting next month together with the ReCos. It's a great opportunity for us to hone in on some of the big topics we have been discussing and take Chapter Development another step forward.

A pre-camp from CISV El Salvador will be sent out later today or tomorrow. A reading list will also come from Gustavo and Nadia over the coming days. Please look out for both of these.

Item 2 – Action Tracker

Action Tracker – updated the tracker and everyone knows their outstanding tasks. Ale will remind Linda to make the introduction with her contact who has experience working in Russia.

Project Updates – we ran through the project updates.

- Joy gave us a quick overview on the status of the **Guide to setting up a new Chapter (in an existing NA)**. She has been working on restructuring the content they have already and they are meeting next week.
- Joy also gave an update on the **Website Project**. This is now with the Comms Team and we are waiting for Emily to return from her Village in Costa Rica for the next steps of this project.
- **Global Hosting Plan Review** – Neelay has some ideas around this, very much aligned to what we have discussed in the past. He may share some of this with the rest of the Committee ahead of the in-person meeting.
- **Understanding motivation behind Chapters hosting more** – this does link to the previous point. Neelay will follow up with Carlos on this project.
- **Local and National Programmes** – this has been on hold whilst other project take priority. However, Nadia knows from Bebbe that Educational Programmes hope to kick start this project next month so we should know more then.
- **Strategic Planning Workshop Package** – this project is on hold a bit at the moment. The package is with a designer and we hope to get everything designed and looking good by the end of August.

Commented [N11]: What has been discussed in the past has been to focus in on Chapter level hosting plans. This will help us see at local level where the challenges are. How exactly we will do this is still under discussion.

Item 3 – Regional Updates

CISV Russia – update?

Ale hear from Iris a couple of days ago. CISV Russia have received some legal advice around registration of CISV in Russia. They have been told this will take around 6 months to process. Iris is now working with CISV Russia to draft statues for the registration. The Committee discussed next steps and timelines for CISV Russia. We also discussed the still pending detail on their financial plans for hosting and sending going forward.

Commented [N12]: This is an ongoing topic in the Committee since October 2018. The EMEA ReCos recommended the upgrade of CISV Russia from category F to category E. The Committee have a number of questions in relation to this. See minutes from October 2018 and April and May 2019 for more information.

Meeting Minutes
Chapter Development Committee
Wednesday 24th July 2019
1pm UK time

DECISION: Ale will go back to Iris with a few follow up questions around registration (i.e. cost, how they will register and will this allow them to work with the age groups we work with). He will also ask CISV Russia to provide us with a more detailed financial plan which can demonstrate how they will support participation and hosting over the coming years. We will ask them for an update by the end of September at the latest. This should tell us a status update on the registration process and the financial plan. This will allow us to consider upgrading them to category E in October-November and whether we will allow them to participate in 2020 programmes (Round 2).

Action: Ale to respond to Iris and CISV Russia reflecting our decision above.

CISV Cote d'Ivoire – approve plan

CISV Cote d'Ivoire have been in debt with CISV International for several years. Some of the debt is 'historic' from a programme they hosted several years ago. However, some of the debt is more recent from programmes they have attended over the last few years, or cancellation fees relating to invitations they have received. CISV International took the decision in 2018 to withhold invitations from CISV Cote d'Ivoire until a payment plan has been agreed and implemented.

The Committee discussed the payment and development plan they have submitted to us. We have some questions about how they will raise the funds to keep to the payment plan, especially considering they say that 'many parents wanted to send their kids and pay **most** fees'. If they pay 'most' fees, where will the rest come from and the debt repayments?

Nadia and the Chapter Development ReCos are interviewing a potential new Promoter for Cote d'Ivoire a week on Monday (5 August) so we hope that having a new Promoter in place will help structure the relationship and expectations going forward.

DECISION: we agree with the plan but we would like more detail on how they propose to raise the funds to keep to the payments. Should they pay the first instalment in October-December, we will allow them to receive invitations in Round 2. They must also understand the following two key points:

- **Should they receive any invitations, these fees must be paid first, then any additional payments will be taken off the total amount of debt.**
- **What we now expect from PAs is different from what they have been used to up until now (what is outlined in the new Chapter Development framework).**

We will also expect a new 3 year strategic or development plan for CISV Cote d'Ivoire by the end of the year which has been put together with the support of their new Promoter and must focus on financial commitments, increasing participation, and hosting in the future.

Action: Nadia to respond to Iris and CISV Cote d'Ivoire reflecting the above decision.

Item 4 – Annual Review of Global Hosting Plan

The Committee discussed the recommendations made by Bebbe and Nadia. The recommendation this year is to not make any revisions to current targets and for the new year target (2025), we echo the targets already in the plan for 2024.

Commented [N13]: This is an annual process we go through. The Educational Programmes Committee and ReCos, and the Chapter Development Committee and ReCos, provide feedback on recommendations made by Bebbe (Educational Programmes Manager), and Nadia (Chapter Development Manager) on the Global Hosting Plan targets. We also add a new year each year so the plan is always 5 years.

Meeting Minutes
Chapter Development Committee
Wednesday 24th July 2019
1pm UK time

We discussed the plan by region and what our assessment is of how realistic the targets are based on what we know at the moment. We feel that they can be reached with some analysis and work over the coming years.

The conclusion of the discussion is that everyone in the meeting agreed with the recommendations. However, we should spend some time analysing by region whether it is possible to close the gaps in the plan.

Item 5 - In-person Meeting Preparation

Nadia reiterated what was mentioned at the start of the meeting.

Pre-camp – we should receive this over the next couple of days. They will ask us for some information about logistics and dietary requirements so if everyone could respond to them with this information, that would be great.

A [reading list](#) is being put together in the meeting folder on SharePoint. Some of it is old information, but people should refresh their memories, and some of it is new.

The Committee talked about other items which will be discussed at the in-person meeting:

- Linda will have some time to workshop some ideas around the topics of ‘*volunteer motivation and engagement*’ and ‘*volunteer leadership development*’.
- Joy will let Nadia and Gustavo if and what needs to be done at the in-person meeting around the *guide to setting up a new Chapter*.
- Clear regional plans for all our PAs with goals and timelines. Nadia will ask all the ReCos to share the 3 year plans for all PAs prior to the meeting to help with this.

Nadia explained how the plan for the end of the meeting is to have come up with some concrete proposals for the Governing Board and some concrete plans for Chapter Development for the coming years.

Item 6 – Any Other Business

None

Commented [NI4]: In mid-August, there is an in-person meeting for the Chapter Development Committee and ReCos. This meeting is to assess how our new approach to Chapter Development is doing so far and to put some more detail to some of the areas in the framework. Chapter Development have changed the way it approaches promotional work and Chapter support quite substantially so meeting together and planning with this new approach in mind is vital.