



Date	11 August 2019	Meeting facilitator	Einav	Minutes	Bebbe
Present	Ale, Alle, Bebbe, Chrissy, Frank, Einav, Henry, Tamara				
Not present	Frank, Nancy				
Next meeting	Sunday, 8 September 2019 at 17:00 UK time	Meeting facilitator	Einav		

COMMITTEE WORK GROUP UPDATES & PROGRESS

Monthly work group status updates will be done in the working area on SharePoint by the respective work group. The meeting minutes will only include major updates or developments.

Guides & InfoFile work group (Bebbe, Tamara, Chrissy*)

[Collate programme guide updates and edits for 2020](#) / [*Provide training/orientation resource for Interchange parents \[done in 2019\]](#) / [Review of InfoFile T-02 \(Big Ed\) and T-03 \(Passport\) for 2021](#)

Programme Models work group (Tamara, Chrissy, Henry, Eetu)

[Review programme goals and indicators \[done in 2019\]](#)

Programme Curricula work group (Bebbe, Alle, Ale, Chrissy)

[\[Strategic Plan\] Develop Village curriculum + educational content](#)

Educational Activities work group (Nancy, Henry, Frank, IJB member)

[Liaise with annual Content Area Working Group](#) / [Review pending and submitted educational activities](#)

Training work group (Alle, Ale, Nancy)

[Develop and provide 2020 training recommendations](#) / [Training](#) / [\[Strategic Plan\] Contribute to online training certification modules for leaders and staff](#) / [Training](#) / [Review programme training sessions](#) / [Training Integrate a sustainable development awareness into programme hosting](#)

National Programmes (Frank, Bebbe, IJB member)

[Finalise report and develop project plan for development of national programme models](#) / [Develop national programme models](#) / [Develop required support, guidance, and reporting resources](#)

AGENDA ITEMS AND COMMITTEE BUSINESS

Committee personnel

Joanne has stepped down from the committee. We will await an update from the International Branch Representatives (IJRs) when a new IJB Team member will be assigned to us. It will likely take some weeks as the IJRs will be recruiting new members to the IJB Team.

Committee Work Groups

The new work groups - and the work group leads - were confirmed after the last committee meeting (see above). On the call it was clarified that within a work group tasks might be done at the same time while some can be done at different times of the year. It will depend on the annual calendar. If there are any questions about scope, timeline or other aspects of the work plan, please check with Einav or Bebbe. **Actions: Each work group to (A) have a virtual meeting, and (B) develop a high level work plan to be proposed to the rest of the committee before the September committee call.**



Actions and follow-up from the 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.** It was agreed that this pending action be addressed by the working group as part of their high-level work plan.*
- *Committee work plan: **Action: every committee member to indicate the preferences after the last meeting.** Done.*

Guidance on pocket and emergency money in programmes

The committee was approached by the National Representative from DEN asking to the committee to consider some suggested guidelines on pocket and emergency money in programmes. The committee discussion touched on a number of questions such as the implications of a prescribed sum, the local reality in the host country in terms of general acceptance of credit/debit cards versus cash, the need to keep money safe during travel and the programme, the aspect of fairness, the concept of shopping during the programme and – in particular – shopping day, and, based on the guidance already in place (as well as what the Members last decided on the matter of pocket money), whether the issues we are looking at to address concern: (A) that existing guidance is unclear or incomplete, (B) that Chapters are not following the existing guidance, or (C) a bit of both.

It was agreed that the Guides & InfoFile work group take the lead on this as it has to do with the Programme Guides. They will look at the existing guidance and also reach out to the Risk Management area on the Training & Quality Assurance Committee for input and guidance on any safety and risk aspects, before proposing any suggestions to the rest of the committee. Timeline-wise, any new guidance need to be agreed before January when the annual update of the Programme Guides takes place. **Action: The Guides & InfoFile work group to draft suggested amendments and present to the rest of the committee.**

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)?

This question had been tabled on our last two meetings and, unfortunately, we ran out of time this time as well. It was hastily agreed to begin the conversation virtually and then continue it on our September meeting. **Action: Bebbe to set up a dedicated discussion form on SharePoint and committee member to share their thoughts before the September committee call.**