



Date	8 September 2019	Meeting facilitator	Karo	Minutes	Bebbe
Present	Ale, Alle, Bebbe, Chrissy, Eetu, Frank, Henry, Karo, Nancy, Tamara				
Not present					
Next meeting	Sunday, 13 October 2019 at 17:00 UK time	Meeting facilitator	Karo		

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, Eetu, 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

Action: All work groups to have update their Work Group Updates on SharePoint by 15 September.

Action: All work groups to have completed a high level work plan with milestones either in their work areas or Work Group Updates on SharePoint.

AGENDA ITEMS AND COMMITTEE BUSINESS

Committee personnel

The committee has a new chair – Karo.

Confirm December meeting time

The committee meeting on Sunday, 8 December clashes with a Governing Board meeting. The committee agreed to start its meeting at 18:30 UK time (90 minutes later than the usual time).



Actions and follow-up from the previous meetings

See previous [Meeting Minutes](#)

Action: 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. **In progress. See above action.**

Action: For the tabled policy question (dispensing with gender and NA criteria), Bebbe to set up a dedicated discussion form on SharePoint and committee member to share their thoughts before the September committee call. **Done**

Action: Regarding pocket money and emergency funds guidance, the Guides & InfoFile work group to draft suggested amendments and present to the rest of the committee. **In progress. To be shared by October meeting.**

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)?

The committee agreed and decided that for individual programme participation invitations (Seminar Camp participants, IPP participants, Youth Meeting 16+ participants, and Village JCs) that are cancelled very late, the International Office may re-allocate those invitations without adhering to the gender and NA criteria of the specific invitation. The rationale for this decision is to increase the likelihood that late invitations can be 'picked up' rather than ending up empty. This exemption will only apply to invitations that have been cancelled by the following dates: 1 February for March-April programmes, 1 May for June-August programmes, and 1 November for December-January programmes.

Where exemptions may have an impact on logistics, the International Office will first contact the relevant programme host to ensure the exemption can be accommodated.

The exemption will take effect as of the 2020 programme year.

Possible consequences of the exemption if applied:

- More than 4 participants per NA in IPP, Seminar Camp and Youth Meeting
- No or only partial participation by the host NA
- Uneven gender balance among Village JCs and Seminar Camp participants
- More than 1 JC per sending NA

Policy question: Overall gender criteria for programme invitations

The specific policy question above generated a broader discussion on gender-specific invitations and the aspect of gender-balance in our programmes. *Different programmes have different rules in this respect; invitations for Village, Step Up and Seminar Camp are gender-specific whereas Interchange and Youth Meeting are gender neutral. Interchange fall somewhere in between because of the matching process.* Due to other commitments, it was agreed to revisit this question when we know the outcome of the programme review recommendation decisions. Meanwhile, we will set up a discussion forum so that the committee can add input and questions that will eventually feed into a discussion. **Action: Bebbe to set up a discussion forum and members to sign up for alerts.**