



### **HOSPITALITY POINTS SYSTEM FOR IPP, SEMINAR CAMP, STEP UP, VILLAGE AND YOUTH MEETING**

- In 2009 the International Board decided to adopt a new programme hospitality formula for Seminar Camp, Step Up, Village and Youth Meeting programmes. The formula took effect as of the 2011 programme year. As of the 2013 programme year, IPP is included in the hospitality formula.
- Based on the experience of the first year of implementation, a slight change was made in the order of the steps. Details of the procedures (the steps) are outlined below.
- The programme hospitality formula is based on reciprocity, in which NAs' invitation entitlement is based on their past hosting history.
- The formula is a point-system where one point is awarded per hosted participant, per week. E.g. hosting one Village delegation will generate 16 points (4 participants x 4 weeks). The formula will thus calculate how many sending points an NA has based on the average of the past three completed years of hosting (but with slightly more weight on the current year (10%). Note that for IPP there is a standard flat-rate of 3 points per individual per IPP. The length of the IPP does not affect the flat rate.
- The formula will only apply to Round 1.
- The programme hospitality formula only deals with number of invitations. It does not extend to destinations, age groups or programme seasons (which will be considered during the football pools once all invitations have been allocated).
- Round 1 will consist of seven steps (see below) and is administered by the International Office (IO). Please note that some details may change as the implementation is reviewed after the first cycle.

#### **STEP ONE – HOSTING HISTORY**

Based on the above formula, each NA will earn invitation points based on their hosting figures from the last three completed years. This calculation will be done per NA and per Programme.

*Example:* to calculate 2011 Round 1 invitations, the hosting history for 2007, 2008 and 2009 will be considered. The reason 2010 is not considered is that at the time the calculation is done, the 2010 hosting year is not yet over and may still be subject to programme cancellations.

The hosting history is based on the delegation/participants places offered; not actually filled.

*Example:* If NA GREY hosted a 12-delegation Village but only 10 delegations attended, NA GREY will still be credited a 12-delegation Village.

If a programme is cancelled for force majeure reasons the host will still keep the hospitality points earned. However, hospitably points are not kept if a programme is cancelled for any other reasons than force majeure, or if a programme host offer is turned down by CISV International.

When a programme is co-hosted by two NAs, the points are split evenly between the two NAs (unless agreed otherwise by the two NAs and the IO is informed).

April: Initial Statement of Hospitality Points Earned

In April, the IO will issue a statement to all NAs (A and B) and PAs (D and E) showing their hosting history for the past three completed years, and the points earned for the next programme year. The statement will also give an estimate of the points earned subject to (A) the forecast of the global hosting plan, and (B) the deduction of the Invitation Bank.

Once the initial statement has been issued, the Chapter Development Regional Teams can start preliminary work on the next year's Invitation Bank and prepare their proposal by 1 June.

June: Round 1 Begins

Once all Host and Participant Data Sheets (containing host offer confirmations and invitation requests) have been submitted to the IO (deadline: 1 June), the IO can proceed with Round 1.

## STEP TWO – THE REALITY ADJUSTMENT

To make sure that all the different programme points earned by NAs correspond to the number of invitations that are actually available, the points earned will be recalculated into proportional shares to match the number of points (invitations) that are actually available.

Example: If, in 2011, fewer programmes are hosted than in the previous years, the total number points earned by NAs will exceed the total number of points that correspond to the available number of invitations. If all NAs have earned a total of 600 Village invitations but only 580 are available, the points that make up the 600 invitations will be proportionally recalculated into points that correspond to 580 invitations.

## INVITATION BANK PREPARATION

17percent of all points earned by each NA is deducted and placed in the Invitation Bank. This will be allocated by the Chapter Development Regional Teams in **STEP 4 – THE INVITATION BANK**.

## STEP THREE – USING PROGRAMME SPECIFIC POINTS

In this step programme invitations are allocated to those NAs and PAs that have earned enough programme-specific points (e.g. Village points for Village delegations)

The allocation will be based on requests (as long as the NA requesting has enough programme-specific points).

Example A: If NA BLUE requests 3 Village delegations and has earned enough Village points for 4 Village delegations, they will receive the 3 Village delegations they requested. Their unused Village specific points will then be carried forward to **step five**.

Example B: If the same NA (BLUE) requests 5 Village delegations but only has earned enough Village points for 4 Village delegations, they will receive 4 delegations in **step three**.

Note. Based on the experience of the first year of implementation, and in order to make it easier for Chapter Development Regional Teams to manage the Invitation Bank, it was agreed with the International Office that the Invitation Bank would be done after the IO had allocated the programme-specific points (STEP 3). This will allow the IO to highlight where the Invitation Bank (STEP 4) must consider home participation allocation for those hosts that do not have enough points.

## STEP FOUR – THE INVITATION BANK

See Invitation Bank Notes below.

The size of the Invitations Bank contribution will be determined by a flat percentage rate across all four Programmes (at 17 percent).

End of June: Once step three is completed, 17 percent of all programme points will be transferred from each NA that has points, and contributed to the Invitation Bank. The Chapter Development Regional Teams will then allocate these 17 percent among those NAs and PAs whose hosting history has not earned them enough points to earn invitations.

The Invitation Bank allocation will be reported to IO by the end of June.

If Chapter Development Regional Teams do not use up all the points in the Invitation Bank the unused points will be returned proportionally to the NAs from whom the points were originally deducted.

The Chapter Development Regional Teams will provide a rationale behind all their Invitation Bank allocations in a standard format. A reference to the rationale will also be included in the formula spreadsheet, which will be available for everybody when Round 1 has been issued.

Note. Junior Counsellor (JC) positions are exempt from the Invitation Bank and are only allocated to those NAs and PAs with JC points. The only exception will be NAs who will be hosting in the coming programme year and who have not hosted a Village in the past three completed years). They will still be allocated two Home JCs.

#### **STEP FIVE – USING UNUSED/LEFT OVER POINTS FOR OTHER PROGRAMMES**

In this step, each NA's left-over and unused points will be grouped together into generic programme points.

Example: If NA BLUE no longer has enough Village-specific points and still requests one more Village delegation, they can use their unused points from Seminar Camp, Step Up and Youth Meeting, provided they have enough unused points for a Village delegation (=16 points).

If NA BLUE has 5 unused Village points, 8 unused Seminar Camp points and 6 unused Step Up points (which together will amount to 19 generic programme points), they have enough for one more Village delegation (=16 points).

#### **STEP SIX – ALLOCATING INVITATIONS IF NOT ENOUGH POINTS ARE LEFT**

When NAs have no more requests or not enough unused points left, any remaining places will be allocated according to most left-over points.

Example: NA BLUE and NA GREEN would like one more Village delegation at this step but neither has enough points. NA BLUE has 12 left-over points and NA GREEN has 7 left-over points. The Village delegation will then be allocated to NA BLUE. NA BLUE will now have no more points left.

#### **STEP SEVEN – WHEN THERE ARE LEFT OVER INVITATIONS BUT NO MORE REQUESTS**

If, at this point, there are invitations left-over but no more requests, the IO will allocate the left-over invitations as needed.

#### **FOOTBALL POOLS (ALLOCATING INVITATIONS TO PROGRAMMES)**

Once step seven is completed the hospitably system ends and the IO will proceed with the football pools.

#### **CONSIDERATIONS**

- The host offer confirmations (Host and Participant Data Sheets) MUST be submitted to the IO by 1 June. Without these, neither the IO nor Chapter Development Regional Teams have the necessary request information to be able to allocate invitations.

- Adding more programmes after 1 June will not be possible for Round 1. Any additions to the Global Programme Hosting Plan should be considered in the period between the regional meetings and prior to the 1 June deadline. If exceptions are made, new programmes will be added before Round 2.
- The Youth Meeting programme has two significant variables; length and participation type. Consequently, Youth Meeting invitations can have four different values in terms of hospitality points. See table immediately below:

	8 days	15 days
Individual participants	1 point	2 points
Delegations	6 points	12 points

To reduce the limiting impact of four different point values within the same programme, two average standard values will be calculated each year – one for delegations and one for individuals. This will increase the flexibility needed when working on the football pools.

- If the Chapter Development Regional Teams has any specific requests as to where their Invitation Bank allocations (for support and growth reasons) are to be allocated, Chapter Development Regional Teams need to provide IO with this information in time for the football pools.

## EXPLANATION NOTES ON THE INVITATION BANK

### WHAT IS THE INVITATION BANK?

The **Invitation Bank** refers to a pot of invitation points, which the Chapter Development Regional Teams can allocate to NAs and PAs for support and growth purposes. It is made up by 17 percent of the total points available globally per programme. The Invitation Bank covers IPP, Seminar Camp, Step Up, Village (not including JCs), and Youth Meeting.

### WHO IS RESPONSIBLE?

The Invitation Bank is managed by the Chapter Development Regional Teams; and in particular, the Regional Coordinators (ReCos) in consultation with the Chapter Development Manager. Based on (1) their ongoing communication and overview of the NAs and PAs, and (2) coordination with the IO, the Chapter Development Regional Teams can allocate invitations to NAs/PAs for either support or growth purposes.

### THE REASONS FOR INVITATION BANK ALLOCATIONS

There are two bases on which to allocate invitations from the Invitation Bank – Growth and Sustainability (see below). We are committed to ensuring the participation of NA/PAs unable to earn points for reasons outside of their control – that is why sustainability is a reason for allocation. In general, however, the priority in allocations should be Growth -- using the Invitation Bank to encourage Chapters to host more programmes.

#### Reason 1. **Growth** (building and developing Chapters and NAs)

1. PA development
2. New Chapter development
3. First time host (home participation)
4. Gaining experience of a programme before hosting it for the first time
5. Hosting additional Village or Step Up programmes, above and beyond Global Hosting Plan targets

Suggested factors to consider when allocating points for **Growth reasons**:

- Working according to a long-term plan. This plan must not only be for hosting but also a general working plan to strengthen the NA/PA.

- If NAs have not hosted programmes for x years and do not plan to do so within the next x years, and if there are no strong sustainability limitations (see below), then a decrease of allocations should be planned, leading to eventual cessation of invitations.
- Encouraging NAs to host a variety of programmes

What is meant by additional?

*A Village or Step Up that*

*is currently not envisaged in the Global Programme Hosting Plan*

- *will be added to an NA's existing host offers*
- *will become a regular programme of that NA's three-year hosting cycle (at least) will not require further support from the region or CISV International once it has been added*

Reason 2. Sustainability (ensuring participation which for various reasons is not possible though earned points)

1. Hosting difficulties due to reasons outside the NA's control (e.g. security/political concerns, natural disaster)
2. Hosting difficulties due to pattern of low acceptance of invitations to that NA

Suggested factors to consider when allocating points for Sustainability reasons:

- Whether the circumstances affecting the ability to host are expected to be temporary or long-term. If long-term then ongoing expectations need to be part of the long-term plan
- Though the circumstances may prevent the NA from hosting one type of programme, would it be possible for them to host another programme, e.g. for a different age-group.

Additional considerations:

- The history plus long-term plan for the NA/PA
- The older the PA the less generous Chapter Development Regional Teams should be
- Small NAs may have problems hosting different programmes simultaneously
- Invitation Bank allocation should be in fairly consistent with past invitation allocations
- The hospitality formula only applies to Round 1 invitations (issued by 1 September). All subsequent invitations rounds are allocated based on direct requests by National Secretaries to the International Office and the number of invitations available. (See more detailed information on invitation rounds in the relevant Programme Guide.)

## DOCUMENTATION

Two important features of the Invitation Bank are transparency and objectivity. Every Invitation Bank allocation will be accounted for and explained. The reasons will be documented as part of Round 1

## TIME LINE

February	Statement of Hospitality Points Earned is sent out to NAs/PAs and the Chapter Development Regional Teams
Early June	Based on the final host offer confirmations for the coming programme year, the IO confirms the final size of the Invitation Bank to the Chapter Development Regional Teams. The Chapter Development Manager discusses any considerations and priorities with the ReCos.

Late June/early July	The Chapter Development Regional Teams develop their proposed Invitation Bank allocation, possible unused points and the reasons behind the allocations. They discuss it with the Chapter Development Manager and agree on the allocation or any changes
1 September	IO issues Round 1.