



## Help Notes: Programme Director's Planning and Evaluation Form (PDPEF)

These notes are to help you find and access your online form, enter and save data, and to submit your completed form:

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### About the PDPEF

#### What is the PDPEF?

The Programme Director's Planning and Evaluation Form (PDPEF) is our comprehensive programme evaluation tool. It is an online form that covers administration, education, practical arrangements, and other aspects.

#### Who uses the PDPEF?

The PDPEF is for use by people with programme responsibility such as Programme Directors, staff, leaders, and Local or National Interchange Coordinators.

#### Who is responsible for submitting the PDPEF?

The Programme Director or LICs are responsible for completing and submitting the form online. However any staff with access to the online form can also submit the PDPEF.

**You should submit your completed form within 2 weeks of the end of the programme.**

## Accessing CISV Forms

To access your online 'PDPEF' form, you will need a **CISV ID and password**. Over time, your CISV ID will be your access to all CISV IT services; keep it safe and secure.

If you do not already have a CISV ID, you will be sent a **"new account (CISV ID)"** information email. If you already hold a role that gives you access to CISV International SharePoint, you will already have a CISV ID, and you can use this. You will already have a CISV ID if you have previously been given access to CISV Forms, or if you are a member of an international Committee, Regional Delivery Team, or a National Secretary, Treasurer, or Risk Manager.

### CISV ID and New Password

The **new account (CISV ID)** information email will be sent by [forms@support.cisv.org](mailto:forms@support.cisv.org). It will contain **3 pieces of information** only:

- a. A **URL (browser address)** where you will find the new CISV Forms url: <http://sharepoint.cisv.org/forms>
- b. Your CISV ID. (This will take the format *firstname.lastname@xx.cisv.org*)
- c. Your personal password – which you will have to change at the first login

Once you receive your new account information, please **log in as soon as possible** and let us know if anything does not work as expected. **If you wait too long** before logging on for the first time, your password may no longer work and you will need to contact [forms@support.cisv.org](mailto:forms@support.cisv.org).

The new CISV Forms will allow you to easily **reset or change your password**. To make sure that this can work, **you will be asked additional information at the first login**.

You will be asked to change your password at the first login; please, use something secure enough to not be compromised and at the same time easy enough for you to remember. After that, you will be asked to provide an alternate phone number and/or email address for the self-service password reset to work properly with your CISV ID.



## Navigating CISV Forms

Use your CISV ID and sign in to: <http://sharepoint.cisv.org/forms>

The screenshot shows the 'CISV International Forms' SharePoint site. The main content area includes a 'Welcome to CISV Forms!' message with instructions on using forms and submission deadlines. Below this is a 'Help and resources' section with links to Programme Resources, POPEF, Final Agreement Quick Notes, and Final Agreement Forms. A 'Click here for help' button is also present. At the bottom, there is a 'News' section with a message about the new landing page for online forms. On the right side, there are two document libraries: 'PDPEF' and 'Interchange Final Agreement', both showing lists of forms with columns for Name, Date, and Version.

### Help and resources

Links to some useful online resources, including frequently asked questions and help notes.

### Your Forms

This is a list of all online forms that you have access to because of your programme role.

Click on the folder name for your programme – the programme reference number - to find the actual form.

Click on the form to open in Excel Online.

### News

Occasionally, we will share new information about the form, or updates on common problems.

### Ask for help

Click here or e-mail [forms@support.cisv.org](mailto:forms@support.cisv.org) to contact the support team about any problems that you have.

## Completing the Online Form

**CISV International** Building global friendship

**Programme Directors Planning and Evaluation Form (PDPEF)**

Once the PDPEF is complete, please 'Submit' by selecting 'Yes'.

confirm submit No

Next >>

As its name suggests, the Programme Director's Planning and Evaluation Form (PDPEF) has been designed to help plan and evaluate CISV programmes. The PDPEF is to be used by people with programme responsibility – Programme Directors, staff, junior staff, leaders as well as National and Local Interchange Coordinators (NIC and LIC).

It is the responsibility of the Programme Director/NIC/LIC to make sure that the PDPEF is used, completed and submitted within 2 weeks after the end of the programme or host phase. For Interchange, a PDPEF must be completed for each hosting phase and it is the responsibility of the hosting NIC/LIC to complete and submit it within 2 weeks of the end of that phase.

Since the PDPEF applies to all CISV programmes, you may find that there are positions listed that do not apply to your programme, so please read the questions and headings carefully.

It is strongly recommended that you read through this form together with the PDPEF Quick Notes, CISV Passport, Big Ed, and your Programme Guide, before your programme begins.

If you experience any technical issues when filling out the form, please contact [forms@support.cisv.org](mailto:forms@support.cisv.org)

Please submit this form by: 14/01/2020

**Key:**  
 \* mandatory field  
 v select from dropdown options

**Start of Programme**

Programme Details		Programme Director / NIC or LIC Details	
Host National Association	USA v*	Given Name	Doris *
Host Chapter	Cincinnati v*	Surname	Allen *
Programme Reference	V-2019-999 *	National Association	USA v*
Programme Start Date	01/01/2019 *		
Programme End Date	31/12/2019 *		
Programme Age group	11 v*		
Camp Name			

Overview Arrival Address List Education Evaluation Feedback Practicals Community Departure

### Navigation

To move between sections, you can:

- o Use the <<Previous or Next>> arrows
- o Select the Page name in the status bar
- o Select the section name from the tabs

In the event of any technical issues when filling out the form, please contact [forms@support.cisw.org](mailto:forms@support.cisw.org)

Please submit this form by: **14/01/2020**

PDEPF **incomplete**

**Key:**  
 \* mandatory field  
 ▾ select from dropdown options

**Key**

\* = a mandatory field. If you do not complete this, you will not be able to submit the form.

▾ = a drop down menu. Just click on the field to and select one of the options.

### Start of Programme

Programme Details		Programme Director / NIC or LIC Details	
Host National Association	USA <span style="float: right;">▾</span> <sup>*</sup>	Given Name	Doris <sup>*</sup>
Host Chapter	Cincinnati <span style="float: right;">▾</span> <sup>*</sup>	Surname	Allen <sup>*</sup>
Programme Reference	V-2019-999 <sup>*</sup>	National Association	USA <span style="float: right;">▾</span> <sup>*</sup>
Programme Start Date	01/01/2019 <sup>*</sup>		
Programme End Date	31/12/2019 <sup>*</sup>		
Programme Age group	11 <sup>*</sup>		
Camp Name			

Overview
Arrival
Address List
Education
Evaluation
Feedback
Practicals
Community
Departure
+

**Pre-filled fields**

To help you, throughout the form we have used information that is already available to pre-fill some fields.

If this has changed, you can update the information by just typing over or using the drop down box.

### Start of Programme

Programme Details		Programme Director / NIC or LIC Details	
Host National Association	USA <span style="float: right;">▾</span> <sup>*</sup>	Given Name	Doris <sup>*</sup>
Host Chapter	Cincinnati <span style="float: right;">▾</span> <sup>*</sup>	Surname	Allen <sup>*</sup>
Programme Reference	V-2019-999 <sup>*</sup>	National Association	USA <span style="float: right;">▾</span> <sup>*</sup>
Programme Start Date	01/01/2019 <sup>*</sup>		
Programme End Date	31/12/2019 <sup>*</sup>		
Programme Age group	11 <sup>*</sup>		
Camp Name			

**Campsite Address**

Site Address <sup>\*</sup>

(Interchange: give mini-camp site address)

Overview
Arrival
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+

**International**  
global friendship

**Programme Directors Planning and Evaluation Form (PDPEF)**

Once the PDPEF is complete, please 'Submit' by selecting 'Yes'.

[Next >>](#)

confirm **submit** **No**

The Programme Director's Planning and Evaluation Form (PDPEF) has been designed to help plan and evaluate CISV. It is to be used by people with programme responsibility – Programme Directors, staff, junior staff, leaders as well as change Coordinators (NIC and LIC).

The Programme Director/NIC/LIC to make sure that the PDPEF is used, completed and submitted within 2 weeks after the end of the phase. For Interchange, a PDPEF must be completed for each hosting phase and it is the responsibility of the hosting submit it within 2 weeks of the end of that phase.

For all CISV programmes, you may find that there are positions listed that do not apply to your programme, so please read the form carefully.

Remember that you read through this form together with the PDPEF Quick Notes, CISV Passport, Big Ed, and your Programme Director's Planning and Evaluation Form begins.

For any technical issues when filling out the form, please contact [forms@support.cisv.org](mailto:forms@support.cisv.org)

Please submit this form by: **14/01/2020**

**Key:**

- \* mandatory field
- ∨ select from dropdown options

Status:		
<a href="#">Page 1 / Overview</a>	incomplete	Complete before/at start of programme
<a href="#">Page 2 / Arrival</a>	not started	
<a href="#">Page 3 / Address List</a>	not started	Complete during/throughout
<a href="#">Page 4 / Education</a>	not started	
<a href="#">Page 5 / Evaluation</a>	not started	
<a href="#">Page 6 / Feedback</a>	not started	Complete at end of programme
<a href="#">Page 7 / Practicals</a>	not started	
<a href="#">Page 8 / Community</a>	not started	
<a href="#">Page 9 / Departure</a>	not started	

PDPEF **incomplete**

**When the form is complete.**

Check the Status box. Are all the fields now green?

If not, you have missed a mandatory field, or made an input error. Go back to that section and check your answers.

**Start of Programme**

Programme Director / NIC or LIC Details

**Deadline**

Submit the PDPEF within 2 weeks of the end of the programme.

**Submit**

Change the 'Submit' dropdown box to 'Yes'.

If 'No' is the only option given, the form is still incomplete. Go back and check the fields marked \* are all correctly completed.

Once the PDPEF is complete, please 'Submit' by selecting 'Yes'.

confirm **submit** **Yes**

Yes

No

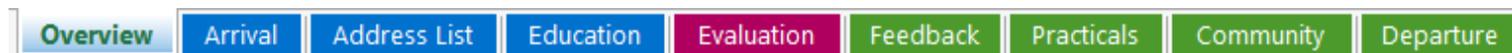
confirm **submit** **No**

No

No

## Using the PDPEF – Section by Section

The PDPEF has 9 sections. Each section is colour coded to indicate the best time to fill in the requested information, titled “**Start**”, “**Throughout**” and “**End**”.



Please review the form carefully and complete the sections as you plan and evaluate the programme.

### Start of Programme/Phase

#### Overview

*(For the International Office)*

The overview shows the status of each section. When the status for all sections is 'Complete', the PDPEF can be submitted.

The deadline for submitting the form is clearly highlighted in red.

This section also collects basic details about the programme, including programme dates, Programme Director information, and campsite address information. For Interchanges, the mini-camp site address should be given.

#### Arrival Information

*(For the International Office)*

This section requests administrative information about the programme, its staff, leaders and participants. It records all the necessary information for the programme that includes:

- Risk Management Checklist
- Health and Legal forms
- Attendance: Arrival information

## Address List

*(For the International Risk Manager, and International Office)*

The Address List section requests personal information about all staff, leaders, and participants in the programme. We will use this information for internal administration of participation (including attendance statistics and compliance with programme age rules). It will also be kept as an historical record of participation.

## Education and Research

*(For National Associations, the International Educational Programme Committee, and the International Training and Quality Assurance Committee)*

To assist with planning, this section should be discussed and recorded in the PDPEF before the programme begins.

We want to know which activities you will plan to achieve the programme goals and indicators, and which information or evidence you will collect which demonstrates that the programme goals and indicators have been achieved). In other words:

- What will the delegate learn (goal)?
- How will they learn it (activity)? And,
- How will you know it has been learned (evidence)?

## Throughout Programme/Phase

## Educational Evaluation

*(For National Associations, the International Educational Programme Committee, and the International Training and Quality Assurance Committee)*

This section is to be used during ALL PHASES of the programme as a tool to help staff, leaders and sometimes delegates to plan and evaluate the educational content for your programme.

Throughout the programme, the Programme Director, staff, leaders and junior leaders, and older participants can use the **Delegate Evaluation**, the Group Evaluation Form (GEF), and/or the Individual Evaluation Forms (IEF) to evaluate the progress of the programme goals and indicators. The Individual Evaluation Form is an optional form which can be used throughout the programme by leaders, junior leaders, or participants to keep track of their learning outcomes. They can then be used as a reference to complete the Delegate Evaluation.

Each programme must provide an evaluation for each delegate. Our primary objective is to evaluate the programme effectiveness. We are NOT evaluating the level of individual's achievement. Therefore the form will only allow two options, achieved or not achieved. Please add 'Yes' to the appropriate box when the indicator has been achieved (at any level). An empty box, or 'No', means "not achieved". If you are unsure if the indicator has been achieved, please leave the box empty and this will be counted as "not achieved".

Information is also requested about any research conducted, issues on inclusion, and the featured educational content area for the programme year

More information on evaluation is available on [cisv.org](http://cisv.org) > [Evaluation](#). For more about "How to Evaluate" learning goals please refer to the 'Complete Notes to Educational Evaluation'. Or to find out 'What We've Learned' in past programmes, the compiled data is available in 'CISV Programme Educational Evaluation Results'.

## Throughout Programme/Phase

### Feedback

*(For National Associations, International Risk Manager, International Educational Programme Committee, and the International Office)*

After the programme is complete, please provide feedback about everyone with programme responsibilities (leaders, junior leaders, Programme Director, staff, junior staff, JCs).

This information will be shared with their home NA to support future selection and training needs.

Where you have any serious concerns about their suitability for CISV, or any health or other incidents, this should be brought to the attention of the International Risk Manager using an Incident Report Form (IRF).

### Practical Arrangements

*(For National Associations and International Educational Programme Committee)*

This section can be monitored informally throughout the programme. It includes information from staff, leader and participant feedback about the site, food, facilities, and arrangements for transportation, etc.

For Interchange programmes, additional information on the host families and Interchange partners is requested.

## Media and Community Activities

*(For International Office and International Committees)*

This section is to record valuable contributions to communities and the organizations with whom we partner. After the programme, please provide a brief summary of the community project and the contact information for the partner organization (PO) or like minded organizations which was involved.

## Departures

*(For International Office and International Committees)*

This section completes the administrative information about attendance (Departure information). Any other comments about the programme and its evaluation can be included here.

## Congratulations!

You now know how to find, use, complete, and submit your PDPEF.

**Thank you and have a great programme!**