

PROCESS TO REVIEW NEW PROGRAMMES

This process relates to potential new CISV international programmes, which involve participants and/or staff from more than one National or Promotional Association (NA or PA). It does not relate to projects or activities within an existing official programme as these will be developed and approved within the rules of that programme. Official programmes are defined in Info File C-03.

Until approved as an official programme of CISV International, any new programme concept developed or piloted will be known as an “experimental programme”.

No new / experimental programme involving participants from more than one NA/PA can be conducted until authorized by the CISV International Board (Board) in accordance with the process below.

Without such authorization, NAs/PAs and their member cannot “advertise” the programme, recruit staff / participants, prepare reports or use the name / logo of CISV or any official CISV channels of communication (including WWW sites, official e-mail addressees, newsletters, letterhead, etc.).

Breach of these provisions may jeopardise the integrity of CISV and will subject the host NA/PA and relevant officials / members to possible sanction by the Board.

The stages of official review / action are as follows.

Section 1. Proposal

CISVers who have developed a new programme concept must submit a written proposal to the Board in order to get preliminary approval at the Annual International Meeting (AIM) in the year prior to the year in which it is intended to host the experimental programme for the first time. The proposal should include:

- (a) Defined educational goals and suggested indicators of the proposed experimental programme; compatibility with CISV International’s *Statement of Educational Purpose*;
- (b) Draft description of the proposed experimental programme that could be used for parents / relevant educational officials (including ethical considerations and clear notice of the proposed programme’s experimental nature and limitations);
- (c) Outline of proposed personnel requirements (staff, participants, educational observers and responsible NA / Chapter officials);
- (d) Budget and financial implications upon the host NA(s). There must be **no** financial obligation upon CISV International,
- (e) Estimated impact on other CISV programmes (particularly those relating to the same age group), personnel (staff / leaders) and priorities;
- (f) Conditions and deadlines for cancellation;
- (g) A formal request for Board approval
- (h) A plan (plus draft information) regarding international promotion, fair recruitment of participants of the experimental programme for the intervening time, between approval of the experimental programme by the Board and actual hosting. This plan should seek to ensure appropriate success of the experimental programme and to lessen loss of credibility by cancellation.
- (i) Suggested methods / personnel required for professional educational evaluation of the experimental programme (both *interim* and final summary)

Section 2. Preliminary Decision

Based on the information in Section 1 above, the Board decides whether or not to approve the proposal to conduct the experimental programme.

Criteria for deciding whether or not to approve an experimental programme

The Board must be satisfied that:

- (j) the experimental programme is within the scope of overall CISV objectives (as outlined in the Constitution and the *Statement of Educational Purpose*);
- (ii) it may contribute to the promotion / improved strength of CISV;
- (iii) the proposed programme has a clear set of educational goals, methods and procedures;
- (iv) the proposed programme has sufficient merit to receive official status for NA/PA, parental and participant consideration, and,
- (v) the experimental programme **is included** within CISV's insurance cover / risk management processes.

In order to ensure that these conditions are met, before it makes its preliminary decision the Board should request and receive comments from the Expanded Executive Committee, in particular IRMC, IFC, ILTC and the relevant programme committees.

If approved, the Board will appoint an International Coordinator (and possibly a Taskforce) to coordinate the experimental programme and will set deadlines for interim and final reporting. The International Coordinator reports to the Chair of Educational Development and Research Committee (EDR) and to the International Executive Committee (IEC). Board approval will include limits and duration of the experiment as well as a timeline for interim and final review.

Note. Approval as an experimental programme does **not** imply ultimate approval of the proposed programme as an official CISV programme.

Section 3. Interim Review

For the date specified in Section 2 above, the host NA(s) and International Coordinator will provide to EDR a full interim report and accompanying documentation regarding all aspects of the experimental programme. This will include the *interim* professional evaluation report.

EDR will review this information and will provide to the IEC a written report of its findings and recommendations regarding any required modification for subsequent hosting / continuation of the experimental programme. Together, EDR and IEC will report to the Board.

Section 4. Final Review

For the date specified in Section 2 above, the host NA(s) and International Coordinator will provide to EDR a full final report and accompanying documentation regarding all aspects of the experimental programme. This will include the final professional evaluation report.

EDR reviews the final report and, with the International Coordinator, prepares a summary report for the IEC. This report must include the recommendations of EDR and the International Coordinator for Board action regarding future status of the experiment (cancellation / request further study under specified conditions / approval as a programme). EDR and the International Coordinator should consult with other committees as required; in particular, with Risk Management and Training committees. IEC must ensure that relevant comments from the other committees are included in the report. Together, EDR and IEC will report to the Board.

At this point, no further experimental programmes can be conducted until and unless approved by the Board.

Section 5. Decision on Programme Status

The Board will have the final report and recommendations set out in Section 4 above and will now make a decision on the future status of the experimental programme.

Criteria for deciding whether or not to approve the experiment programme as an official programme

In addition to the above criteria for deciding whether or not to approve an experimental programme, the decision to change the status to that of an official programme requires that the Board examine the continued feasibility of this experimental programme and judge how it complements the existing programmes. The points to examine are:

- (i) In what manner will the proposed programme complement the existing programmes and thus strengthen the overall CISV programme?
- (ii) If the proposed new programme is likely to weaken one of the existing ones, how will the overall CISV programme be affected?
- (iii) What changes will have to be made in the CISV organization in order to administer the new programme?

The Board may decide to:

- (a) Approve the experimental programme as an official CISV international programme. In this case the Board will appoint a Committee to coordinate the programme and will make financial provision for Committee work and International Office support where possible. The Board may require that specific steps also be taken, such as consultation with the Risk Management Committee.
- (b) Request further study under specified conditions and set a new time for a second Final Review. In this case, the Board will give full instructions to the International Coordinator and EDR.
- (c) Cancel the experiment altogether. In this case the experiment cannot be conducted at all.