REGIONAL TRAINING FORUM HOSTING GUIDE

Regional Training Forums (RTFs) are training events held in CISV's regions which provide common and specific trainings for CISVers on a variety of topics. RTFs are an important way through which CISV International supports its National Associations by providing participants with

- High quality training which prepares CISV volunteers to deliver on their roles in CISV
- Information about key topical content with relevance for everybody who is active in CISV
- Opportunity to network and bond with participants from different chapters and/or countries

A. Purpose and Scope of the RTF Hosting Guide

The purpose of this RTF hosting guide is to help ensure that RTFs offer a consistent and high-quality training and informal learning experience to all participants.

The RTF hosting guide provides practical information and is to be used, in the first place, by RTF Host Coordinators and Conference and Events Regional Coordinators (ReCos). The detailed step-by-step instructions and dates are in the RTF Calendar on the CISV International intranet in the Conference and Events area.

The RTF Hosting Guide provides guidance on how to put into action the binding rules and responsibilities described in CISV International policies, especially the Training Policy; see also the Terms of Reference for Conference and Events ReCos. Information about specific RTFs (dates, location, which trainings are offered) are available at the International Training pages on www.cisv.org.

The time and site when and where RTFs take place and which trainings are offered there are generally decided during Regional Meetings. The RTF hosting guide focuses on planning and preparing for a high-quality RTF once these decisions have been taken.

B. Preparing for an RTF

Who?
The Conference and Events ReCo will be the overall coordinator of an RTF. The host National Association must appoint one point person responsible for site logistics called RTF Host Coordinator.

The Conference and Events ReCo is responsible for 1) managing registrations, 2) liaising with participants and trainers, and 3) liaising with the RTF Host Coordinator.

The Host Coordinator is responsible for 1) coordinating the host team and 2) for making sure that appropriate food, drinks, accommodation, and training rooms and materials are at hand.

The RTF Host Coordinator and the region's Conference and Events ReCo are the core team responsible for preparing an RTF so they must be in close contact throughout the preparation phase.

The Conference and Events ReCos report to the Conference and Events International Coordinator who oversees the running of RTFs and related CISV International budget. They coordinate with the other Regional Coordinators within the region to ensure that RTFs deliver for the region, which means an appropriate number of trainees can attend the kind of training which is required for their role in CISV and that training benefits all of the region's NAs and PAs.

Budget and participation fees

The costs of RTFs are shared between CISV International and participants (or their National Associations) and the host.

Costs covered by CISV International Conference and Events Budget:
- Travel and accommodations of Conference and Events ReCo including shuttle or taxi cost to site as well as exit taxes if applicable
- Travel and accommodation of trainers, including shuttle or taxi cost to site as well as exit taxes if applicable
- As provided for in the annual budget, costs arising from printing training material

Note: If an individual is sent by CISV International to receive training (e.g. TTT) travel and accommodation may be covered by CISV but does not fall within the Conference and Events budget.

RTF host budget

RTF participation fee should be calculated to cover the host Chapter's costs, but should not exceed any cost guidelines set at a regional level. However, the host chapter is welcome to contribute to the cost of the RTF out of their own budget. The participation fee is set by the host Chapter; the relevant Conference and Events Regional Coordinator must submit the proposed participation fee to the Conference and Events International Coordinator for approval.

RTF hosts collect participation fees to cover
- Travel and accommodation of home staff
- Meals and accommodation for all participants (including staff, Conference and Events ReCo, trainers and trainees)
- Administrative costs incurred from the planning of the RTF
- Materials such as paper, markers and pens, sticky notes, tape, etc.

Transport to and from airport, train station or meeting point to the site for all participants should be included in the participation fee if possible, but this is not mandatory.

Participants pay the participation fee upon arrival at the RTF site in cash in the currency of the host country or the currency specified in the Info-Pack. The RTF host must provide an invoice to participants in case it is requested.

Note: RTF hosts can also offer other forms of payment (e.g. card payments or online bank transfer) but must discuss any such arrangements with the Conference and Events Regional Coordinator and the Conference and Events International Coordinator.

Risk assessment and insurance
The RTF Host Coordinator is responsible to make sure that the local Risk Manager conducts a risk assessment of the RTF site and approves it using the RTF Risk Assessment Checklist Report Form provided in appendix 1. RTF participants are responsible for their own insurance. Participants under the age of 18 must present the completed Child Travelling Alone Legal Form to host staff upon arrival at the RTF.

Note: Participants who wish to use CISV International travel insurance should contact the CISV International Office (international@cisv.org) at least two weeks in advance of departure.

Providing information and promoting the RTF
Making sure that many CISVers know about it in time, is essential for a successful RTF. Therefore, it is important that the Conference and Events ReCo is supported by all of a region's National Associations, Promotional Associations, and all ReCos in making sure that RTFs are well promoted in advance so that all CISV volunteers who have training needs can attend the region's RTF(s).

Each year the CISV International Office publishes basic information for all RTFs (region, country, dates, application closing date, which trainings are offered) on the International Training pages and in the IO update.

Conference and Events ReCos advise their region on RTF planning and facilitate the compiling of information for an Info-Pack for each RTF. ReCos and/or RTF hosts provide the necessary information using the online survey set up for that purpose. A designated member of staff at the CISV International Office will organize the design of the Info-Pack and make it available on the International Training pages. One Info-Pack per RTF is mandatory and it will contain all of the basic and necessary information (see appendix 2). Conference and Events ReCos are responsible for collecting and sharing the mandatory information using the online survey.

Note: Info-Packs must be published by 15 November for RTFs in the first half of the year; and by 15 January for fall RTFs taking place in the second half of the year.

The Conference and Events ReCo shares the link to the Info-Pack with their region and the other ReCos. They may request assistance from the other ReCos in the Region to communicate with their networks of NA contacts to promote a specific training. This may be particularly urgent if a training is in danger of being cancelled due to low registration. In cases of low registration numbers, the Conference and Events ReCo will also inform all registered participants of the possibility of the training being cancelled and strongly suggest that they not book travel until further confirmation. Participants will also be informed that if a training is cancelled, they may switch to another training.

Subsequent Info-Packs can be designed and published at the discretion of the RTF host.

Registering for the RTF

For each RTF, Conference and Events ReCo together with the RTF Host Coordinator will determine a period of time during which registration for the RTF is open to participants.

'Early bird' reduced participation fees which apply for a specified part of the registration period can be set by the RTF host, but they must be discussed with the Conference and Events ReCo and approved by the Conference and Events International Coordinator.

Note: All ReCos and all trainers will only be charged the reduced fee.

The closing date will be 6 weeks before the start of the RTF. It is at that point when decisions will be made whether or not a training will go ahead and how many trainers will be required.

Extending the registration closing date: The Conference and Events International Coordinator may extend the closing date for registrations by up to 2 weeks. However, registrations must be monitored and must not exceed the corresponding number of trainers already booked (e.g. if you have one trainer booked already maximum number of trainees will be 11; if it's two trainers it will be 24 trainees).

Everyone attending an RTF must apply using the online application form on the International Training pages. The form will be provided by the International Office.

Note: Every registrant will need their myCISV username to complete the application process; if they haven't done so already they will need to register on myCISV at https://www.cisv.org/login/. RTF participants are also asked to claim participation in that RTF in myCISV.

The Conference and Events ReCo monitors registration in the months leading up to the RTF and updates the other Regional Delivery Teams on registered participants. They will coordinate reports and ensure that relevant information is shared with the Host Coordinator and any other ReCos. Registration for a particular training closes when the maximum number of trainees per training has been reached (maximum group size is 24 if two trainers are available; 11 if only one trainer is available). Also, registration will close if the total number of participants for the site has been reached.

No later than 6 weeks prior to the RTF, the Conference and Events ReCo informs
- already registered participants and the relevant ReCo and trainer that the training has to be cancelled **if** the number of registrations for a training is below 8
- the relevant ReCo **if** the number of registered participants is 12 or above and a second trainer is needed (second trainers should be informed as soon as possible to avoid higher travel costs).

After the application closing date, the Conference and Events ReCo sends all relevant National and Promotional Associations a list of their members that have applied for the RTF; if this list changes over time, the ReCo will send an update.

Confirming trainers

When RTF training information is published, the Conference and Events ReCo will contact the relevant other ReCos and request that they select two trainers who will be available and

provide their names and contact details to the Conference and Events ReCo. (If only one trainer is available, the Conference and Events ReCo will know that registration must be closed once there are 11 participants.) It is then up to the Conference and Events ReCo to liaise with the trainers and confirm with them once they can proceed with finalizing their travel.

One trainer per training can be confirmed once 8 people have registered for their training. A second trainer can be confirmed once 12 people have registered.

Cancellations

Cancelling an RTF: After careful deliberation with all relevant parties, an RTF may be cancelled at any time by the Conference and Events International Coordinator in the event of unforeseen major risks; if overall registration levels are too low, s/he may cancel an RTF up to 6 weeks prior to the date that event was scheduled to take place.

Cancellation by a participant before the application closing date will not incur a penalty. Cancellation after application closing date may incur a cancellation fee.
RTF hosts are responsible for collecting cancellation fees and for determining the amount to pay in cases where participants cancel after the application closing date. If cancellation fees apply this must be made clear in the Info-Pack 1. If a registered participant cancels after the extended registration closing date or if they don't attend despite having registered, hosts can charge up to the maximum amount of the participation fee.

Cancelling a training: A training will be cancelled, if at the closing date of the application period there are fewer than 8 registered participants or less. In the event of cancelling a specific training, the Conference and Events ReCo will inform participants who have already registered and the prospective trainer(s). The participants will be offered to attend a different training at the same RTF or the option to cancel their participation without penalty. If participation numbers fall below 8 after the closing date, the training will proceed.

Exception: Following consultation with the relevant ReCo, the Conference and Events International Coordinator can also approve a training to take place with fewer than 8 participants if cancelling the training would jeopardize the success of a CISV Programme or directly cause damage to CISV in another way.

Travel arrangements
The RTF Host Coordinator is responsible for arranging transportation between the airport or train station or meeting point (as explained in the Info-Pack) and the RTF site. Participants who arrive later and/or leave earlier than the suggested times may have to pay for alternative travel to and/or from the site at the discretion of the RTF Host Coordinator.

All those travelling on behalf of CISV International (e.g. Conference and Events ReCo and trainers) must book travel in accordance with CISV International Travel Policy; payment will be managed by CISV International directly.

All other participants must arrange their own travel to the airport or train station published as the arrival point for the RTF.

C. RTF Format and On-Site Logistics

RTF schedule

All RTFs will follow a similar format to ensure consistency across regions (see appendix 3). The overall duration of all RTF should be three full days. This will allow all trainings to use 25 hours for specific training plus at least 1 hour of common sessions for all RTF participants plus socializing time in the evenings. The exact structure of the schedule (e.g., meal times, length of each session) is at the discretion of the RTF Host Coordinator but should be determined in collaboration with the Conference and Events ReCo and the trainers.

Training

Training content and delivery are the responsibility of the relevant trainers. Required quality standards for trainings are defined in the CISV International Training Policy.

Common Sessions

Common Sessions provide an opportunity to address all RTF participants and share information that is relevant to all present. Common Sessions are designed to engage all RTF participants – socially (getting to know each other), for information sharing, and to start working together. The content of Common Sessions will depend on what is particularly relevant to CISVers each year and it is recommended to schedule Common Sessions at the beginning of the RTF.

CISV International's Senior Management Team suggests the content of Common Sessions to and agrees it with the Chair of the Conference and Events Committee and the Conference and Events International Coordinator. The Conference and Events International Coordinator informs Conference and Events ReCos about Common Sessions.

The Senior Management Team ensures that any required training materials are prepared and that trainers are identified (from among those already attending) and supported so they can deliver the Common Sessions.

Meals and beverages

All RTFs should offer participants 3 meals and 2 snacks per full training day. For arrival and departure days, if arrival is expected prior to 7pm, dinner must be provided; if departure expected after 12pm, lunch must be provided.

Based on application information, the Conference and Events ReCo will provide the RTF Host Coordinator with dietary restrictions of all participants by the application closing date. The RTF Host Coordinator must accommodate any restrictions to ensure all participants receive the required number of meals. If there are any special needs that cannot be reasonably accommodated by host, it is essential that the RTF Host Coordinator notify the Conference and Events ReCo as soon as possible. The participant should be contacted by the Conference and Events ReCo to see if any alternative arrangements can be made. Additional beverages and snacks can be offered to participants and Host Coordinator may charge participants for these, for example additional snacks in the evening, sodas during meal times, alcoholic beverages after training hours.

Training facilities

The RTF Host Coordinator, together with the Conference and Events ReCo assign a separate training room for each training, based on the number of participants and training requirements. It is strongly recommended that each training has a set training room that will be available to them for the duration of the RTF. Each training room must be equipped with large paper and/or flip charts and marker pens; a suitable number of projectors must be available at every RTF.

Training materials should be printed locally by the RTF Host Coordinator and ready at the start of the RTF. The Conference and Events ReCo collects requests for training material to be printed and agrees with the RTF Host Coordinator and trainers what amount and quality of printing is possible and sensible considering local printing costs, the budget available and the requests made by trainers.

Internet access
Trainers must have internet access for the purposes of their training. It is strongly recommended that RTF sites are equipped with internet access for all participants.

Accommodation
The RTF Host Coordinator is responsible to ensure that separate bedrooms and bathrooms are available for male and female participants, and that beds are separate with space between them. If participants are expected to bring a towel, sleeping bag or linens, this must be specified clearly in the Info-Pack. The RTF Host Coordinator may ask participants about preferred roommates but is not required to accommodate them.

Where RTF participants notify the RTF Host and/or CISV International of their requirements regarding facilities because they do not identify as male or female, the RTF Host is required to make reasonable efforts to provide adequate accommodation, bathroom and toilets. For example, it may be possible to assign gender neutral facilities.

Excursions
RTF Host Coordinators can offer excursions for participants. If offered, excursions must be optional, may not lower the number of training hours offered at the RTF, and should be either before or after the RTF.

RTF evaluation
Each RTF will be evaluated using a standard online RTF evaluation form. The Conference and Events ReCo is responsible for sending out the link to the online evaluation to all RTF participants (including trainers, etc.). The Training and Quality Assurance Committee is responsible for summarizing evaluation results and for sharing them with all relevant parties so as to enable them to take appropriate action.

Note: The RTF evaluation is designed to give CISV International information to monitor and improve RTFs with regard to hosting, logistics, Common Sessions and training. RTF evaluations are not for giving detailed feedback to trainers. Therefore, trainers are encouraged to evaluate their training specifically and according to their personal needs and in coordination with their ReCo.

Appendix 1: RTF Risk Assessment Checklist Report Form

Risk Management Checklist Report (for Hosting ALL International Events)
This must be completed by the Chapter Risk Manager or other Chapter official and signed by Day One of the event. It should then be sent immediately to the National Risk Manager, by fax or post. *Requirements for sites, food, activities apply to all venues. Please submit only one form per event. Answers should apply to all venues. If there are some exceptions, these should be explained on a separate sheet of paper and attached to this report. Most of the questions must be addressed in advance of the event and this form serves as a final check.*

Event Reference (e.g. RTF -2015 -01)			
Start Date		**End Date**	
Hosting Chapter			

HEALTH CARE

	Yes / No
Have appropriate staff been properly trained and equipped to provide First Aid?	
Have arrangements been made to provide medical, dental, and psychological care / advice, both emergency and routine, for all participants at all times?	
Is there a list of emergency contact numbers available and a procedure in place in the event of an emergency?	

TRANSPORTATION

Have all individuals and hired companies who will provide transportation for delegates provided proof of locally accepted and adequate insurance against injury to delegates?	
Have hired companies been required to add CISV as Additional Insured's to their insurance policies?	

EVENT FACILITIES

Is the chosen site appropriate for the specific CISV activity being hosted / conducted?	

PLEASE CHECK THAT THE FOLLOWING ITEMS ARE IN THE SITE:

Dormitory / Sleeping Facilities	Y / N	General	Yes / No
Separate areas for males and females		Adequate sanitation	
Space between beds		Required health and legal requirements	
Linens		Kitchen	

Lighting		Sufficient equipment	
Ventilation / climate control		Adequate sanitation	
Separate showers for males and females		Activity Room	
Toilets		One room large enough for all participants	
Space for luggage		Smaller areas for group activities	
Security for valuables		**Outdoor Facilities**	
Dining And Eating Facilities		Free from health hazards	
Dining area		Adequate space for activities	
Sufficient tables and chairs		Office Space	
Passage between tables		Telephone, fax or e-mail facilities *(at least 2 means of external communication)*	
Cutlery and china		Safe for valuables	
		Space for Staff to meet privately	

Do all sites comply with local laws concerning occupancy, fire safety and sanitation?	
Has the site been recognised as suitable by the local risk manager?	
Is the site insured?	

FOOD

Will every CISV participant have a healthy and appropriate diet?			
Please check FOOD requirements	Yes / No		Yes / No
Three meals and one (1) snack a day		Drinkable water available at all times	
Sufficient quality and quantity		Provisions for special diet requirements	

ACTIVITIES

Are those staff members responsible for planning activities aware that they must	

review activities so as to reduce or eliminate the possibility of injury?	

LEGAL COMPLIANCE

Do all activities and use of facilities comply with national, state and local laws and regulations that affect CISV and its programmes?	

IF ANY OF THE ABOVE HAS BEEN ANSWERED "NO", ON AN ADDITIONAL SHEET OF PAPER, PLEASE LIST THE ACTIONS TAKEN TO COMPLY.

Name of Chapter Risk Manager: *(Person submitting this form)*	
Signature:	
Date:	

FOR THE USE OF NATIONAL RISK MANAGER

Name of National Risk Manager:	

Please sign below to indicate that you have reviewed this report, followed up on any concerns and will report them to the NA Board.

Signature of National Risk Manager:	
Date:	

Appendix 2: Mandatory information provided in the Info-Pack

1. Start and end date and time of the event
2. Which trainings and other meetings are offered
3. Contact person and their email
4. Application deadline
5. Information on how to apply
6. Address of the site where the event takes place
7. How to get to the site
8. Meeting point with date and time
9. Participation fee(s)
10. Accepted payment method(s)
11. Cancellation fee and date from when it applies
12. Documents required

Appendix 3: Sample RTF schedule

	Travel day	Day 1	Day 2	Day 3	Travel Day
8.00-9.00		Breakfast	Breakfast	Breakfast	Breakfast
9.00-10.30		Session 1	Session 6	Session 12	
10.30-11.00		Break	Break	Break	Departure
11.00-12.30	Arrival	Session 2	Session 7	Session 13	
12.30-14.00		Lunch	Lunch	Lunch	
14.00-15.30		Session 3	Session 8	Session 14	
15.30-15.45		Break	Break	Break	
15.45-17.15		Session 4	Session 9	Session 15	
17.15-17.30	Orientation (30 minutes),	Break	Break	Break	
17.30-19.00	Common Session (60 minutes)	Session 5	Session 10	Session 16	
19.00-20.30	Dinner	Dinner	Dinner	Dinner	
20.30-21.30	Extra Session	Extra Session	Session 11	Session 17	
21.30-	Socializing	Socializing	Socializing	Socializing	