



# VILLAGE

OFFICIAL PROGRAMME GUIDE



**international**  
building global friendship

# ABOUT THIS DOCUMENT

This is one of seven Programme Guides. The Guides contain all the information needed to host or participate in CISV's international programmes. Much of the content is the same in all seven of the Programme Guides and some is specific to the particular programme.

## UPDATES



It may be necessary to revise and update the Programme Guide. Any updated version of the Guide will be uploaded on the CISV International website ([www.cisv.org](http://www.cisv.org)) once a year in January. Any significant changes that have been made will be highlighted throughout the document by this button (left).

## STRUCTURE AND CONTENT

Content in this Guide that is specific to the Village programme is indicated with a small icon (with a "V" for Village) and a dotted, coloured line, like this:



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur arcu urna, lobortis vitae blandit ac, rhoncus eu ipsum. Aenean sollicitudin felis id felis porta porta. Morbi nisl sem, porttitor a pulvinar eu, accumsan quis odio. Sed sed tortor non leo imperdiet venenatis.

Sometimes, this Guide will refer to other CISV documents.



This button refers to linked, external sources such as documents and websites. All CISV internal resources are stored on [www.cisv.org](http://www.cisv.org). The button may refer to...

- an **InfoFile** document
- a **Guide**
- a **form**
- a **webpage**

There are four main sections for each Programme Guide: Introduction, Role Profiles; Programme Practicals; and Education & Evaluation. In the Guides for the five camp-based programmes and Interchange, the Practicals section is divided into 'Hosting a Programme', 'During a Programme' and 'Sending Participants to a Programme'.

CISV tries to ensure that all programmes are of a consistent quality and approach, but each one is unique and certain things may be done differently from programme to programme. Some of the information in this Programme Guide provides advice and best practice and it is up to Chapters, staff or participants to follow this in the best way for their particular programme. However, it is essential that certain things are done in a particular way, so this Guide also includes some 'rules', which must always be followed.

## WHO SHOULD READ IT?

Anyone involved with hosting, sending or participating in a programme should read the appropriate Programme Guide. Certain sections of the Guide are specifically for people with certain roles.

## RELEVANT SECTIONS

- ◆ -- Highly Relevant  
 ◆◆ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆	◆	◆
Parent	◆	◆			◆◆	
Participant	◆	◆			◆◆	
Junior Counsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

## COMMON ABBREVIATIONS

Below you find an overview of abbreviations commonly occurring throughout this Guide:

NA = CISV National Association  
 PA = CISV Promotional Association  
 IO = CISV International Office

JC = Junior Counsellor  
 NIC = National Interchange Coordinator  
 LIC = Local Interchange Coordinator

PDPEF = Programme Director's Planning and Evaluation Form  
 InfoFile = CISV's collection of policies and procedures

# CONTENTS

	1
<b>ABOUT THIS DOCUMENT</b>	<b>2</b>
Updates	2
Structure and Content	2
Who should read it?	3
Relevant Sections	3
Common Abbreviations	3
<b>VILLAGE / INTRODUCTION</b>	<b>11</b>
<b>ABOUT CISV</b>	<b>12</b>
Our Mission	12
Our Principles	12
CISV Programmes	12
Overview of CISV Programmes	13
Village	13
Interchange	14
Step Up	15
Seminar Camp	16
Youth Meeting	17
International People's Project (IPP)	18
Mosaic	19
<b>THE VILLAGE PROGRAMME</b>	<b>20</b>
What is Village?	20
Key Characteristics of the Programme	20
How Village Developed and is an Integral Part of CISV	20
<b>OUR GENERAL PROGRAMME RULES</b>	<b>22</b>
Basic CISV Programme Rules	22
Complying with Legal Requirements	22
Risk Management Responsibilities of CISVers	23
<b>ORGANIZATIONAL STRUCTURE FOR PROGRAMME ADMINISTRATION AND SUPPORT</b>	<b>24</b>
Who's Who Internationally?	24
International Office (IO)	24
Educational Programmes Committee	24
Regional Delivery Teams for Educational Programmes	25
Programme Organization on a National or Local Level	25
Objectives of National / Local Programme Coordinator / Committee	26
<b>VILLAGE / ROLE PROFILES</b>	<b>27</b>
<b>ABOUT THIS SECTION</b>	<b>28</b>
<b>ROLE OF CISV INTERNATIONAL</b>	<b>29</b>
<b>ROLE OF NATIONAL ASSOCIATION AND CHAPTER</b>	<b>30</b>
<b>ROLE OF HOST CHAPTER</b>	<b>32</b>
<b>ROLE OF LOCAL PROGRAMME COMMITTEE</b>	<b>33</b>

Responsibilities of the Local Village Committee	34
<b>ROLE OF PROGRAMME STAFF</b>	<b>35</b>
Responsibilities	35
Specific Responsibilities of the Village Staff	36
<b>ROLE OF LEADERS</b>	<b>38</b>
Role and Responsibilities of a Village Leader	38
<b>ROLE OF JCS</b>	<b>40</b>
<b>VILLAGE / HOSTING BEFORE</b>	<b>42</b>
<b>ADMINISTRATION FOR HOSTING THIS PROGRAMME</b>	<b>43</b>
Administrative Rules	43
CISV's Global Programme Hosting Plan	43
Details of Hosting Offers	43
Programme Hosting Offers	44
Programme Co-Hosting	44
<b>FINANCES FOR HOSTING</b>	<b>45</b>
International Fees	45
When Hosting a Programme	45
Penalties for Cancellations / Changes	46
Basic Budget Rules / Items	46
Sample of Budget Components	46
<b>ACCOMMODATION AND CAMPSITE</b>	<b>48</b>
Choosing the Campsite or Host Home	48
Site Insurance	48
Basic Standards for Sites and Host Homes	48
Transport	50
Medical Needs	50
<b>RISK MANAGEMENT</b>	<b>52</b>
Being Prepared to Act if a Crisis Arises	52
<b>APPOINTING STAFF AND OTHER VOLUNTEERS WITH PROGRAMME RESPONSIBILITY</b>	<b>53</b>
General Approach to Selection of People who will come into Contact with Participants	53
Staff	53
Applying to be a Staff Member	55
References	55
Police Records Check	55
Specific Procedures for International Staff	57
Kitchen Staff	58
Host Families	59
Chapter Volunteers and Outside Parties	60
Storing and Keeping Personal Data	60
Pre-Registration on myCISV Website	61
Staff and Chapter Cooperation	62
<b>PROGRAMME INFORMATION</b>	<b>63</b>
Sending out Information to Help Participants Prepare for the Programme	63
Visas	63

Pre-Camp 1	63
Pre-Camp 2	63
Suggested Additional Content in Pre-camp 2	67
Pre-Camp 3	68
Security Concerns in the Host NA	68
<b>GETTING INFORMATION FROM THE PARTICIPANTS</b>	<b>69</b>
Participating NAs	69
Participant Names	69
Participant Special Needs	69
Participant Travel Details	69
Programme Websites	69
<b>OTHER PRACTICAL PREPARATIONS</b>	<b>71</b>
Special Needs of Participants	71
Religious Services	71
Meeting Participants when they Arrive	71
Home Hospitality Pre- or Post- Programme	71
<b>ON SITE PREPARATION</b>	<b>72</b>
Contacts and Information	72
<b>VILLAGE / HOSTING DURING</b>	<b>73</b>
<b>A GROUP LIVING EXPERIENCE</b>	<b>74</b>
Staff Pre-Programme Days	74
Bedrooms	74
Arts & Crafts Room	74
Lullaby Room	74
Leaders' Room	75
Staff Office	75
Orientation Days	75
Arrival	76
Checking Participants' Health and Official Forms	76
Personal Electronic Equipment at Programmes	76
Staying in the Country	77
<b>HEALTH AND LEGAL FORMS</b>	<b>78</b>
Health Forms	78
Insurance	78
Legal-Forms	79
Summary of Health and Legal Forms	80
<b>INITIAL HOMESTAY AND LEADERS' WEEKEND</b>	<b>81</b>
Village Homestays	81
<b>OVERVIEW OF THE PROGRAMME SCHEDULE AND EVENTS</b>	<b>83</b>
Planning Activities	83
A Mix of Activities	83
Programme Planning	84
Daily Schedule / Components	84
Flag Time	86

Cleaning Time	86
Staff Meetings	86
Activities	86
Meals and Snacks	86
Siesta Time/Rest Period	86
Camp Shop/JC shop	87
Shower time	87
Leaders' Meeting/Team Meeting	87
Delegation Time	87
Bedtime	88
Lullabies	88
Goodnight/Lights out	88
In-Village Policies	88
Calendar	89
Delegation of the Day	91
Village Staff/Leader/JC Day Off	91
National Nights	91
Birthdays	92
Laundry Days	92
Excursions and Guest Speakers	92
Open Day	93
Second Homestay	93
Staff/Leaders' Night Out	93
Leader's Weekend	94
<b>FIRST DAYS AT THE PROGRAMME</b>	<b>95</b>
Safety Drills	95
Setting Expectations	95
Risk Management	95
<b>GENERAL CARE AT THE PROGRAMME</b>	<b>96</b>
Setting Expectations	96
General Health	96
General Cleaning and Hygiene	96
Laundry	96
Contact Information for Excursions	97
Shopping	97
Nutrition	97
Note on Transport	97
Providing Adult Supervision	97
<b>COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP</b>	<b>98</b>
What if a Problem Arises?	98
Medical/Safety Situation	98
General Behaviour / Programme related Situation	98
What if the Situation is a Crisis and Public?	99
Reporting Incidents or Issues	99
<b>LAST DAYS AT THE PROGRAMME</b>	<b>100</b>
<b>AFTER THE PROGRAMME</b>	<b>101</b>
Site	101

Staff and Chapter Meeting	101
Practical Evaluation and Reporting About the Programme	101
Programme Director's Planning and Evaluation Form (PDPEF)	102
Address List	104
Incident Report Form (IRF)	104
<b>INFORMATION YOUR NA WILL RECEIVE</b>	<b>105</b>
Issues	105
<b>VILLAGE / SENDING</b>	<b>106</b>
<b>HOW THE ADMINISTRATION WORKS FOR SENDING PARTICIPANTS</b>	<b>107</b>
Administrative Rules	107
CISV's Global Programme Hosting Plan	107
Invitations to Participate	107
<b>FINANCES</b>	<b>109</b>
International Fees	109
Invoicing and Payment of International Fees	109
Penalties for Cancellations / Changes	109
<b>SELECTION OF LEADERS</b>	<b>110</b>
When to Appoint Leaders	110
Number of Leaders	110
Qualifications	110
Gender	111
Age Requirements	111
CISV Membership	111
Applying for a Leadership Position in a CISV Programme	111
References	111
Police Records Check	112
The Selection Process	113
<b>SELECTION OF JUNIOR COUNSELLORS</b>	<b>115</b>
When to Appoint JCs	115
Number of JCs	115
Age Requirements of JCs	115
Gender of JCs	115
Applying to be a JC	115
<b>SELECTION OF PARTICIPANTS</b>	<b>116</b>
Repeat Participation	116
Age Requirements	116
When to Appoint Participants	116
<b>PROGRAMME INFORMATION</b>	<b>117</b>
Getting Information about the Programme from the Host NA	117
Pre-Camp 1	117
Pre-Camp 2	117
Security Concerns in the Host NA	118
<b>PREPARING FOR A PROGRAMME</b>	<b>120</b>
Participant and Delegation Preparation	120



Pre-Registration on myCISV Website	120
Personal Electronic Equipment at Programmes	120
The Preparation in Practice	121
<b>SENDING PARTICIPANT INFORMATION TO THE STAFF</b>	<b>123</b>
Participant Names	123
Participant Special Needs	123
Participant Travel Details	123
<b>HEALTH AND LEGAL FORMS</b>	<b>124</b>
Health Forms	124
Insurance	124
Legal Forms	125
Summary of Health and Legal Forms	126
<b>TRAVEL CONSIDERATIONS</b>	<b>127</b>
Supervision – Travelling Alone or with a Leader	127
Pre and Post-Programme Travel	127
Visa Requirements	127
Contact Details of the Programme	128
Registering with Embassies	128
Tips for Travelling	128
Money of the Delegation	130
Personal Spending Money	130
Expenses of the Leader	130
<b>DURING THE PROGRAMME</b>	<b>131</b>
Communications if a Problem Arises	131
Communicating with the Programme or Participants	131
<b>AFTER THE PROGRAMME</b>	<b>132</b>
Leader and Staff Performance	132
Issues	132
Incident Report Form	132
<b>VILLAGE / EDUCATION &amp; EVALUATION</b>	<b>133</b>
<b>ABOUT CISV</b>	<b>134</b>
Our Educational Principles	134
Use of the CISV Mission Statement and Educational Principles in Programme Planning	135
Building the Mission Statement and Educational Principles into the Programme Structure	135
<b>PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP</b>	<b>136</b>
CISV's Approach to Peace Education	136
Peace, Peace Education and Active Global Citizenship	136
<b>ASK FOR ACTIVE GLOBAL CITIZENS</b>	<b>138</b>
Examples of ASK	138
Attitudes, Skills and Knowledge (ASK)	138
Village Programme Goals and Indicators	139
<b>PEACE EDUCATION IN CISV</b>	<b>140</b>
Use of the Four Content Areas	140

Educational Content	140
Resources used to Support Peace Education	140
<b>BUILDING PEACE EDUCATION INTO PROGRAMMES</b>	<b>142</b>
Building Peace Education into Villages	142
<b>LEARNING BY DOING</b>	<b>144</b>
Using Experiential Learning	144
Experiential Learning Activities	144
<b>HOW DO WE KNOW WE ARE GOOD AT WHAT WE ARE DOING?</b>	<b>145</b>
Quality Standards	145
What Is Educational Evaluation?	146
The PDPEF (Programme Director's Planning and Evaluation Form)	147
Ideas for Integrating Evaluation into the Programme	149
Building Educational Evaluation into the Programme	150
<b>FITTING IT ALL TOGETHER</b>	<b>151</b>
Meeting CISV's Educational and Training Quality Standards in the Programme	151

# VILLAGE / INTRODUCTION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Junior counsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# ABOUT CISV

CISV has a vision of a more just and peaceful world. We believe that through the choices we make, through debate and action, we can all take responsibility for making this possible. In other words, that we all have roles as active global citizens.

## OUR MISSION

*CISV educates and inspires action for a more just and peaceful world*

This Mission Statement is supported by our four educational principles, which unite and inspire us as members of CISV.

## OUR PRINCIPLES

- we appreciate the similarities between people and value their difference
- we support social justice and equality of opportunity for all
- we encourage the resolution of conflict through peaceful means
- we support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment

It is because we hold these beliefs and have a desire to learn more about them and act upon them, that we are part of this organization.

Peace education is a way of learning about issues that are seen to be the cause of social injustice, conflict and war. In line with our principles, we have four areas of peace education content:

- Human Rights
- Diversity
- Conflict and Resolution
- Sustainable Development

The purpose behind our peace education is to provide us all with the attitudes, skills and knowledge we need to be agents of change, both locally and globally – to become active global citizens.

## CISV PROGRAMMES

Since 1951, CISV has been offering a range of local activities, international camps, family-hosted exchanges and community-based projects. All CISV programmes have a peace education focus, which we use to inspire our participants to become active global citizens. Over the years, these programmes have provided opportunities for thousands of participants to meet and develop friendships with people from different countries, backgrounds and cultures.

## OVERVIEW OF CISV PROGRAMMES

CISV has seven international programmes, with something for everyone from age 11 onwards. Each of our programmes is designed for a particular age-group and participants are offered increasing levels of personal responsibility within a programme, in line with their maturity.

Each of the seven programmes has four educational goals, or things we expect them to achieve. Each goal has up to four indicators of success, to enable CISV to evaluate or measure how well the programme is doing. The goals and indicators also help CISV to see how best to develop the programme. See the Education section in this Guide for details of CISV's educational approach and content.

## VILLAGE

Early life experiences shape the way we see the world. CISV Villages are international camps that inspire children to imagine a more just and peaceful world. Children come together from many different countries to take part in a variety of educational, cultural and fun activities. A Village creates a safe setting in which children from around the world learn about each other's lives and how to communicate, cooperate and live together. The Village learning experiences, and the friendships made, often last a lifetime.

AGE GROUP	DURATION	SIZE
11	28 days	12 delegations of participants, each with 2 girls and 2 boys
LEADER	<ul style="list-style-type: none"><li>• Each delegation has 1 adult leader</li><li>• Can have up to 6 Junior Counsellors (JCs)</li></ul>	
STAFF	<ul style="list-style-type: none"><li>• Must have at least 4 adult staff</li><li>• Can have 1 junior staff (from the host NA) in addition to the minimum 4 adult staff</li><li>• It is recommended that 1 staff member have prior experience as a Village leader and/or have attended Village training at a Regional Training Forum</li></ul>	
STAFF/LEADER AGE	<ul style="list-style-type: none"><li>• Adult staff must be at least 21 years old</li><li>• At least 1 member of staff must be 25+ years old</li><li>• Junior staff must be 19+ years old</li><li>• Leaders must be at least 21 years old</li><li>• JCs must be 16 – 17 years old</li></ul>	
PARTICIPATION	<ul style="list-style-type: none"><li>• You can only take part in one Village as a participant or JC</li></ul>	

## INTERCHANGE

Our cultures begin in our homes. This exchange programme for teens promotes aspects of peace education by placing participants with host families from a Chapter in another country. The exchange has two phases, one in each country, allowing each delegate to be both a visitor and a host. Not only is this a profound cultural experience for the young delegates, but it also engages the whole family, and potentially the broader community, in the learning experience.

<b>AGE GROUP</b> 12-13 13-14, or 14-15	<b>DURATION</b> 2 phases of 2 - 4 weeks	<b>SIZE</b> 2 delegations of participants, each with 6 - 12 youth
<b>LEADER</b>	<ul style="list-style-type: none"> <li>Each delegation has 1 adult leader. For delegations of 8 +, there must be 2 leaders or 1 adult leader and 1 junior leader</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>There are no staff, as this is a family-based experience</li> <li>The Local Interchange Coordinator (LIC) serve a similar role</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>Leaders must be at least 21 years old</li> <li>Junior leaders must be at least 18 years old and it is recommended that they are 4 years older than participants</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>You can take part in more than one Interchange</li> </ul>	

## STEP UP

Young people learn when given the chance to lead. Step Up encourages the youth to take a leading role in planning and organizing activities. The participants and adult leaders use CISV's peace education content areas to provide a theme around which the activities are planned, for example, identity, democracy, and environmental protection. Step Up provides great opportunities for youth to learn about how these issues are thought about and dealt with in different countries and cultures and learn how they can make an impact once they return home. Just as importantly, they make friends and gain a wider appreciation of how life is for people in different countries.

<b>AGE GROUP</b> 14 or 15	<b>DURATION</b> 23 days	<b>SIZE</b> 9 delegations of participant, each with 2 girls and 2 boys
<b>LEADER</b>	<ul style="list-style-type: none"> <li>Each delegation has 1 adult leader</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>Must have 3 - 6 staff</li> <li>Can have only 1 junior staff who must be from the host NA</li> <li>International staff must have prior Step Up experience as leader or staff</li> <li>1 staff member must have prior experience as a Step Up leader or have attended Step Up training at a Regional Training Forum</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>Adult staff must be at least 21 years old</li> <li>1 staff member must be at least 25 years old</li> <li>Junior staff must be at least 19 years old</li> <li>Leaders must be at least 21 years old</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>You can take part in more than one Step Up</li> </ul>	

## SEMINAR CAMP

Exchanging ideas is a powerful tool for global learning. The young people who are participating in Seminar Camp coordinate this personally challenging, intensive programme. They develop their own agenda and explore global issues based on their own backgrounds and interests, through activities and in-depth discussions. Seminar Camp's group-living environment encourages them to collaborate, and to take a creative approach to problem-solving and resolving differences that can arise from healthy discussions.

<b>AGE GROUP</b> 17-18	<b>DURATION</b> 21 days	<b>SIZE</b> 24 or 30 participants, with up to 4 from the same NA
<b>LEADER</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Must have 4 – 5 adult staff or 1 staff for every 6 participants</li> <li>• No junior staff are allowed at Seminar Camps</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>• Staff must be at least 21 years old</li> <li>• 1 staff member must be at least 25 years old</li> <li>• There must be 2 home staff from the host NA, 1 Programme Director and 1 or 2 more international staff</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• You can only take part in one Seminar Camp as a participant</li> </ul>	



## YOUTH MEETING

Small gatherings inspire big ideas. Youth Meetings bring small groups of participants together from different countries within a region. They explore aspects of peace education related to a specific theme and share their different perspectives. They also think about how they can apply what they have gained from their experience within their own community, such as knowledge of the theme along with planning and communication skills.

<b>AGE GROUP</b> 12 - 13, 14 - 15, 16 - 18, or 19+	<b>DURATION</b> 8 or 15 days	<b>SIZE</b> For ages 12 - 15, 5 delegations of participants, each with 6 youth. For ages 16 and up, 25 individual participants, with up to 4 participants from each NA
<b>LEADER</b>	<ul style="list-style-type: none"> <li>Each delegation of participants ages 12 - 15 must have 1 adult leader</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>Must have 3 - 5 adult staff</li> <li>Can have only 1 junior staff, who must be from the host NA</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>Adult staff must be at least 21 years old</li> <li>At least 1 member of staff must be at least 25 years old</li> <li>Junior staff must be at least 19 years old</li> <li>Leaders must be at least 21 years old</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>You can take part in more than one Youth Meeting</li> </ul>	

## INTERNATIONAL PEOPLE'S PROJECT (IPP)

Go out, find out, and help out. International People's Projects are innovative learning programmes, which actively contribute toward identified needs within a community. In partnership with a local organization, a group of participants from different countries works together on community projects related to a specific theme, like environmental degradation or immigration. When they are not working on the project, participants bring knowledge of the chosen theme from their own cultural contexts and take turns leading educational activities.

<b>AGE GROUP</b> 19+	<b>DURATION</b> 14 - 23 days	<b>SIZE</b> 15 - 25 participants, with up to 4 participants from the same NA
<b>LEADER</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Must have 3 - 6 adult staff</li> <li>• Can have only 1 junior staff who must be from the host NA</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>• Staff must be at least 21 years old</li> <li>• At least 1 member of staff must be at least 25 years old</li> <li>• Junior staff must be at least 19 years old</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• You can take part in more than one IPP</li> </ul>	

## MOSAIC

Local communities are reflections of the wider world. Mosaic offers our Chapters a model for community-based peace education. Each project responds to local needs and interests in meaningful ways. Most of the projects are planned and delivered in cooperation with partner organizations and come in many shapes and sizes. Mosaic projects create an authentic learning experience for local participants of all ages and deliver a benefit to the wider community.

<b>AGE GROUP</b> All ages	<b>DURATION</b> No specific length	<b>SIZE</b> No specific size
<b>LEADER</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Every Mosaic project must have a project coordinator and staff</li> </ul>	
<b>STAFF/LEADER AGE</b>	<ul style="list-style-type: none"> <li>• Adult staff for Mosaic projects must be at least 18 years old, and must be the age of legal responsibility in that country</li> </ul>	
<b>PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• You can take part in more than one Mosaic project</li> </ul>	



# THE VILLAGE PROGRAMME

## WHAT IS VILLAGE?

Village is a four-week international camp unique to CISV. Delegations of two boys and two girls (age 11) with a leader (minimum age 21) from 10 to 12 nations plus six Junior Counsellors - JCs - (age 16-17) from five nations and the host staff participate in a multi-cultural camp featuring experiential education activities and emphasising global friendship, cross/cultural communication and cooperative living. Village participants come to understand how they are alike and to celebrate their differences.

## KEY CHARACTERISTICS OF THE PROGRAMME

- Eleven-year-olds readily accept new experiences. They can enjoy living with many nationalities and many languages
- Eleven-year-olds are active, in contrast to the intellectual, philosophical adolescent
- Eleven-year-olds easily communicate with other children. In the absence of a common language, they spontaneously use sign language, drawing and drama. At their age they do not fear making mistakes and quickly try out any newly learned words or phrases
- Eleven-year-olds are adaptable. They are relatively free from inner barriers and prejudice
- Eleven-year-olds are old enough to carry the stamp of their respective cultures. They represent enough differences to give a real international character to the Village. They easily work with authority. They have not yet reached the characteristic rebellion of adolescence
- Eleven-year-olds are old enough to be away from home for as long as four weeks without being homesick

## HOW VILLAGE DEVELOPED AND IS AN INTEGRAL PART OF CISV

*Village as the Basis of CISV by Doris Twitchell Allen, Founder of CISV*

During and after World War I, groups of citizens challenged the traditional concept of war as an honourable way to assert national rights. Examples are Women's International League for Peace and Freedom, founded in 1915, and Fellowship of Reconciliation, founded in 1915. In 1945, as a protest against the suffering and waste of World War II, 50 nations established the United Nations based on the concept of a "world community". In August 1946, another concept was added, namely, that education for such a community should start with the children, to grow up aware of "belonging" to humans around the world.

For such education an organisation was formed, Children's International Summer Villages, Inc. (CISV). It was organized to give life to the idea that education for peace should start with children. Its method of education is "learning through doing"; it is an action process. Children from different countries live together in a camp-like Village for four weeks, and each Village is a veritable miniature world.

Especially significant is the limitation of the size of the Village to forty-eight children to

permit establishing close friendships. Equally important is the opportunity to practise solving problems of daily living in the children's parliamentary sessions. In the face of 7 to 10 different languages, instead of aimlessly arguing or fighting, these children learn to discuss situations. Such remarks as the following from an 11 year old Norwegian boy may be heard: "I say that before we talk of punishment, we should be sure that everyone knows what the rules are."

Language is handled in a natural way by 11-year-olds. They spontaneously fall into sign language, demonstrations and drawings. One of the most interesting research findings has been that communication seems to have struck a deeper level in situations where there has not been a common language. Warm human feelings seem to take over in face of a language area deficiency. One thing is certain. Experience at a CISV activity stimulates a desire for further language learning, after the Village.

The Village process for 11-year-olds has evolved and developed over the years since it emerged in 1951. It gave CISV its name, and set the basic standards for the work of the organisation.

# OUR GENERAL PROGRAMME RULES

Each CISV programme is designed to play a distinct role in achieving CISV's educational purpose. As members of a global organization CISV NAs have a responsibility to promote, host and participate in all of the CISV programmes.

As an organization working mainly with children and youth, CISV must always have the health, safety and well-being of its participants and volunteers as its highest priority. To support our goal of building inter-cultural understanding, we must try to provide an environment where participants, and their families, are free from worry about basic concerns of health, safety and legal issues.

Programme coordinators, host families, staff, parents and adult delegates all serve as guardians of the children and youth given into our care to participate in CISV's educational programmes. CISV programmes must further observe differing cultural, legal, moral and educational perspectives. If parents and participants do not have confidence in our integrity as an organization and in our ability to run high-quality, safe programmes, then we will have no participants or programmes.

## BASIC CISV PROGRAMME RULES



See InfoFile [C-03 Programme Basic Rules](#) for the complete set of basic rules for all programmes.



CISV's guidelines on behaviour and cultural sensitivity can be found in InfoFile [R-07 Behaviour Policy](#).

The rules and procedures developed and adopted by CISV for all aspects of the organization are intended to maintain or improve our operations and programmes. This is as true of rules about the age of leaders as it is of rules about educational and training standards and rules about what insurance we must have in place.

CISV's international programmes **MUST** be developed in accordance with CISV rules and policies. It is important that persons in a position of responsibility within CISV, internationally, nationally or locally are familiar with all the CISV rules and procedures and adhere to them at all times.

All policy statements and Guides containing additional rules that are specific to each programme must also be followed. Where there are any differences between InfoFile C-03 and the Guides, C-03 is the authority (please notify the International Office (IO) if you notice any differences between a Guide and C-03).

NAs are free to adopt stricter or additional standards for their own Chapters and members (as long as they do not contradict CISV rules). However, no NA may impose stricter or additional requirements upon any other NA.

## COMPLYING WITH LEGAL REQUIREMENTS

As an international organization, CISV exists in 70 countries. CISV's International Office (IO) is based in Great Britain and must observe the laws of Great Britain. National

Associations (NAs) and their Chapters must observe the laws of their own country/province/state/city. It is, therefore important that NAs and Chapters find out about the relevant laws that govern how they can operate and deliver CISV programmes.

It is the responsibility of each NA to ensure that all their Chapters comply with CISV basic rules and legal requirements. NAs/Chapters are responsible for organizing the practical aspects of the programme and ensuring that all health and safety and risk management issues are addressed.

## RISK MANAGEMENT RESPONSIBILITIES OF CISVERS



CISV International has an International Risk Manager who works with the Secretary General and the Governing Board. Each NA and Chapter must also have a risk manager. Details of their responsibilities are found in InfoFile [U-14 Model Role Profile - NA or Chapter Risk Manager](#). However, risk managers are not the only ones responsible for risk management in the organization. Every CISVer has some level of responsibility for risk management and has further responsibility for notifying their risk manager of any concerns they may have or incidents they may have witnessed.

As an organization, CISV must take reasonable action to meet both legal and CISV International requirements in a timely and accurate way. We must understand that in many countries, both CISV and its volunteers can be held legally responsible for negligence or lack of care or attention. Individuals are personally liable for criminal violations in any country.

If we do not manage risk in a reasonable and responsible way, we increase the possibility of incidents and crises. We also expose the organization to claims of liability and, most importantly, we risk endangering the very people with whom we seek to work.

# ORGANIZATIONAL STRUCTURE FOR PROGRAMME ADMINISTRATION AND SUPPORT

Our purpose, to educate and inspire action for a more just and peaceful world, is why CISV exists. Our peace education programmes are the main way we achieve that purpose, so the programmes are the focal point of our structure and operations.

## WHO'S WHO INTERNATIONALLY?

At CISV International, those most involved with programmes are the Educational Programmes Committee, the Regional Delivery Teams for Educational Programmes and the International Office (IO) Administrative Coordinators. The Committee works with policy, strategies and evaluation of our programmes as a whole. The Regional Delivery Teams provide training and advice to our NAs, Chapters, programme staff/LICs, supporting them to host and participate in programmes. Most of the administrative work to enable NAs to host and participate in our programmes is done by the IO. We all work with other Committees and Regional Delivery Teams in order to ensure the quality of our programmes.

## INTERNATIONAL OFFICE (IO)

The IO communicates with NAs through the National Secretary. All mailings (paper or electronic) are sent to the National Secretary, who then distributes the material to the appropriate people within that CISV Association.

The IO is responsible for centralising the administration (invitations, paperwork, reporting, etc.) for all CISV's international programmes. This is handled by the Administrative Coordinators. For more information on the IO, see [www.cisv.org](http://www.cisv.org).



### Hours of Operation

The office is open Monday – Friday  
FROM 08:00 TO 17:00 (EXCEPT FOR U.K. PUBLIC HOLIDAYS).

### Contact Us

*CISV International Ltd.  
MEA House, Ellison Place  
Newcastle upon Tyne  
NE1 8XS, England*

*Tel: +[44 191] 232 4998  
Fax: +[44 191] 261 4710  
E-mail: [international@cisv.org](mailto:international@cisv.org)*

## EDUCATIONAL PROGRAMMES COMMITTEE

One of the standing committees of the CISV International Governing Board, the Educational Programmes Committee is responsible for input to the Board on policy, standards, strategic development and monitoring, focusing on ensuring quality and growth of CISV's educational programmes through training and programme hosting support across all Regions. The Educational Programme Committee will cooperate closely with the other Standing Committees of the Board within areas of shared responsibility.



### Responsibilities:

- develop and uphold strategies for programme development
- develop and uphold standards for programme content and delivery
- develop and maintain effective guides and materials for programme content and delivery
- develop and maintain content for programme training
- provide programme content and perspective on the methods of programme evaluation and ensure that programmes are evaluated



For more information, see [Terms of Reference - Educational Programmes Committee](#).

## REGIONAL DELIVERY TEAMS FOR EDUCATIONAL PROGRAMMES

There will be an Educational Programmes Regional Delivery Team in each CISV International Region to provide hands-on support and training to CISV NAs and Chapters. The Regional Delivery Team is the main interface between the International Educational Programmes Committee and Governing Board and CISV NAs and Chapters.

The number of members and priorities within each Regional Delivery Team may differ in accordance with the needs of the Region. However, each Team will include expertise and trainers in the areas of educational programme content and delivery. Each Team will also have a Coordinator and Alternate Coordinator who will be the main contact for the Committee and Senior Manager.

### Responsibilities:

- help NAs and Chapters to understand and apply programme rules and policy and give essential input to the Educational Programmes Committee based on day-to-day experience
- help NAs and Chapters to understand and be part of programme strategy and give essential input to the Committee based on day-to-day experience
- use and encourage NAs and Chapters to use CISV International programme guides and educational materials. Give essential input to the Committee on the effectiveness of these materials
- provide programme training to NAs and Chapters and give essential input to the Committee regarding the effectiveness of the training and training materials
- provide proactive and responsive guidance to NAs and Chapters on programme-related matters
- help NAs and Chapters to use approved programme evaluation methods and to understand results. Refer questions as needed to the Committee and refer risk management matters to the Regional Risk Manager



For more details and information, see [Terms of Reference - Regional Delivery Team - Educational Programmes](#).

## PROGRAMME ORGANIZATION ON A NATIONAL OR LOCAL LEVEL

Every NA of CISV must have a national programme coordinator/committee, ideally with

members from all Chapters. The size of this committee depends on the NA's individual situation, as each is structured differently. Some NAs have one Chapter; others have several. So, in some NAs, the local and the national levels will be the same; in others, they will be separate. In multi-Chapter NAs, it has been shown to be more efficient to have a local programme committee, working in close cooperation with the national programme committee throughout the year, with some of its members taking part at the national level as well. It is up to the NA/Chapters to organize themselves to manage the work of hosting, including:

- dealing with invitations to programmes inside and outside of their NA, and involving participants from their NA
- handling CISV correspondence relating to all programmes
- dealing with international fees
- organizing and funding programmes

## OBJECTIVES OF NATIONAL / LOCAL PROGRAMME COORDINATOR / COMMITTEE

The National Association formally organizes the programme, but in most cases this is delegated to the Chapter and local programme coordinator/committee. This committee must report to the Chapter/national board. As in every CISV programme, decisions can only be taken within the framework of CISV's international guidelines for programmes.



Please refer to the role profile of NA/Chapter programme coordinator (usually the chair of the NA/Chapter programme committee) at InfoFile [U-20 Model Role Profile - NA or Chapter Programme Coordinator](#). The objectives of the national /local programme committees are to:

- promote the specific programme, nationally and locally
- recruit and select participants
- assist in staff recruitment
- train home staff or arrange for them to attend Regional Training Forums
- help prepare and provide support for programmes
- evaluate programmes held nationally
- keep administrative contact with, and give feedback to, IO and the relevant Regional Delivery team
- comply with administrative deadlines
- encourage local participants to become actively involved in their local Chapter
- keep records of previous programmes (being careful to keep appropriate documents confidential and destroy them after the period of time required by the law of the country)
- ensure there are participants from the host NA at each programme

# VILLAGE / ROLE PROFILES

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Junior counsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# ABOUT THIS SECTION

The responsibilities and tasks for each role have been divided into 4 different areas:

## **Administration**

## **Educational Content and Training**

## **Communication and Assistance**

## **Practical Responsibilities**

Additionally, you will find small letters in brackets at the end of most responsibilities which indicate the timeframe in which these should be fulfilled:

### **(p)**

Permanently (to be considered before, during and after the programme)

### **(b)**

Before the programme begins

### **(d)**

During the programme

### **(a)**

After the programme

# ROLE OF CISV INTERNATIONAL

Every year CISV has thousands of participants and over 200 programmes taking place internationally. All of them are organized and run by local Chapters and staff. CISV International does the overall global coordination.

As an NA plans, hosts or participates in a programme, questions may arise. If the answer is not in the Programme Guide or InfoFile C-03 Programme Basic Rules, ask your Chapter or NA programme coordinator/committee

IO can help with questions relating to administration, forms, invitations, fees and procedures.

Regional Delivery Teams for Educational Programmes exist to support NAs on issues relating to the programme, the planning, the educational experience, and the outcomes.



See [Terms of Reference - Regional Delivery Team - Educational Programmes](#) for more details.

# ROLE OF NATIONAL ASSOCIATION AND CHAPTER

NAs and Chapters organize themselves in different ways. It is up to the NA and Chapter to find the best ways and structures to streamline programme activity within the NA and its Chapters. As Chapters deliver programmes, this Guide will focus on the role of Chapter volunteers and their interaction with the programme staff or with the LIC.

The role of the programme coordinator (sometimes called organizer or planner) differs from programme to programme, from Chapter to Chapter, and from NA to NA. However, there are common elements and responsibilities that are shared.

The programme coordinator has the following responsibilities:

## **Administration**

- Ensure that programme deadlines are met for hosting and sending, programme fees, and penalty fees
- Be up-to-date on sending opportunities and act on them as needed
- Ensure that invitations are assigned, filled or returned
- Ensure that selection of programme participants take places in line with International guidelines
- Ensure that recruitment and selection of leaders and programme staff takes place in line with International guidelines
- Coordinate with the relevant parties in the NA to ensure that all programme forms, reports, and official documents are submitted to IO and/or other NAs on time
- Ensure that programme rules and guidelines are observed

## **Educational Content and Training**

- Be current with CISV educational principles and content
- Be familiar with the specific programme, its goals and structure

## **Communication and Assistance**

- Work with the NA Board to develop a long-term hosting and sending plan for the programme in line with the Global Programme Hosting Plan
- Liaise with the IO and the Regional Coordinators for Chapter Development should there be any changes to the hosting plan
- Liaise with the treasurer to ensure that all programme fees and penalties are understood and paid, and any host fees are recovered
- Liaise with the training coordinator to ensure that participants, parents, leaders and staff receive appropriate training prior to participation in a programme
- Work with the Risk Manager in planning the programmes, assessing sites and activities and ensuring that CISV International rules are followed (e.g. completion of forms, dealing with and reporting any incidents)

- Provide support to the staff/Interchange leaders before, during and after the programme
- Work with the training coordinator to ensure that follow-up evaluations are conducted with the participants, parents, leaders and staff after the programme
- Liaise with the Regional Coordinators for Educational Programmes and IO as needed

### **Practical Responsibilities**

- Promote the programme to encourage growth in hosting and sending



See InfoFile [U-20 Model Role Profile - NA or Chapter Programme Coordinator](#) for more details.

# ROLE OF HOST CHAPTER

The host Chapter and programme staff should share the expectations they have for the programme. A meeting between the host Chapter and programme staff is good for working out expectations and help ensure cooperation during the programme.

The relationship between the host Chapter and the host staff must be developed in a way that works best for the host Chapter/NA. Once developed, the relationship must be documented so that everyone can get an overview of how things are supposed to work including the lines of responsibility. A role profile for each committee and staff member helps everyone to understand their specific contribution to the successful running of the programme.

As soon as the staff starts working, they should inform the host Chapter about any special needs or requests for the programme, (e.g., equipment or excursions).

Arrangements for the arrival of participants at the site and their accommodations are the joint responsibility of the host Chapter and home staff.

The staff and participants of a programme are an educational unit. To protect the educational unit, the Chapter and NA should try to interfere as little as possible with the day-to-day life of a programme. The role of the host Chapter during the programme is to support it in practical ways and cooperate with the programme staff. This gives the staff and the participants the opportunity to develop a good environment for the programme. Home staff should be released from any local work that would take them away from their programme responsibilities. During the programme, the staff may need to contact the Chapter for advice and they may, in turn, need to contact the NA. The Regional Delivery Teams for Educational Programmes and the IO can also serve as advisors to the NAs and Chapters in special situations. They should be contacted as needed.



# ROLE OF LOCAL PROGRAMME COMMITTEE

The local programme committee is made up of people who are not going to run the programme, but who play a key role in planning and supporting the programme staff or Interchange leaders during the programme. These are some areas where the help of the programme committee is required:

- Finance (budget)
- Kitchen (food and service for the programme or mini-camp site)
- Tours and transportation
- Accommodation (programme or mini-camp site, host homes)
- Communication, promotion and publicity
- Health and safety
- Materials (including requests from delegations/participants)
- General supplies
- Laundry (if there are no facilities on site)
- Special events (e.g. special trips, Open Day)
- Research
- Programme policies (e.g., visits from Chapter)
- Site/home security

## Hospitality of Participants

A host Chapter may be asked to host participants (for no more than two days before and after the programme dates) where travel arrangements cannot be made for the specific starting and ending dates. Alternatively, the Chapter is expected to help participants make hotel arrangements.

## Designated Arrival Point for Participants

The designated point of arrival stated in the Pre-Camp/Interchange information is where participants are expected to arrive. The host Chapter is responsible for providing transportation from the point of arrival to the programme site/host family homes and back.

## Points to Consider

- Choose a committee structure that will work best for your Chapter
- The committee structure should be documented so that everyone can see how things are expected to work
- A role profile should be prepared for each of the committee tasks (note that one person may be responsible for two or more tasks) to avoid working at cross-purposes or duplicating functions
- Clear division of work between the Chapter and staff or between LIC and Interchange leaders should be made to help prevent uncertainties and disagreements about who is responsible for what and should be agreed upon in a common meeting at the beginning of the preparations.



## RESPONSIBILITIES OF THE LOCAL VILLAGE COMMITTEE

### Administration

- Coordinate with the relevant parties in your NA to ensure that all programme forms and reports and any other official documents are submitted to the International Office and/or other NAs on time (p)
- Familiarise yourself with the Village programme, its goals and its structure, in order to both maintain and promote the programme, ensuring good quality and leading to growth in hosting and sending (b)
- Ensure that programme deadlines are kept for hosting and sending, programme fees, penalty fees (b)
- Liaise with the treasurer to ensure that all programme fees and penalties are understood and paid and any host fees are recovered (b)

### Educational Content and Training

- Keep up to date with CISV education principles and content (p)
- Liaise with the training coordinator to ensure that the participants, parents, leaders and staff receive appropriate training prior to participation in the programme (b)
- Work with the training coordinator to ensure that follow up evaluations are conducted with participants, parents, leaders and staff after participation in the Village (a)

### Communication and Assistance

- Work with the board to develop a long term hosting and sending plan for the programme in line with the Global Programme Hosting Plan (p)
- With NAs, liaise with the International Office and the Regional Coordinators for Chapter Development should any changes to the hosting plan be needed (p)
- When hosting, provide support to the staff when needed before, during, and after the programme (p)
- Liaise with the Regional Delivery Team for Educational Programmes and the IO as needed (p)

### Practical Responsibilities

- Stay current on the sending opportunities and act on them as needed (p)
- Ensure that invitations are assigned within the NA/Chapter (p)
- Ensure that appropriate selection of programme participants takes place (b)
- Ensure that appropriate recruitment and selection of leaders and programme staff takes place, in line with CISV International guidelines (b)
- Work with Risk Manager and local staff to support the planning of the Village: assess the site selected and monitor procedures and activities to ensure that CISV International rules are followed (b,d)
- Ensure that the programme rules and guidelines are respected (b,d)

# ROLE OF PROGRAMME STAFF

The programme staff needs to discuss responsibilities, set expectations and agree on how they will accomplish their roles.

## RESPONSIBILITIES

Staff members have the following responsibilities:

### Administration

- Follow all national and local laws, and CISV rules and guidelines (p)
- Distribute Pre-Camp information by international deadlines (b)
- Ensure that all participants are registered on myCISV (b,d)
- Report any incidents using the Incident Report Form and submit to Chapter/National Risk Manager and IO (d)
- Complete the Programme Director's Planning and Evaluation Form (PDPEF) and submit it within the deadline given (d,a)
- Complete required and relevant forms and submit to IO (d,a)

### Educational Content and Training

- Participate in and fulfil the requirements of CISV training (b)
- Understand and be committed to CISV's vision, purpose and principles (b)
- Oversee programme planning to ensure that CISV educational principles and programme goals are being met and upheld (b,d)

### Communication

- Use personal skills in ways that complement the skills of others (p)
- Support other staff, leaders and participants (p)
- Deal with problems in a discreet and responsible manner (p)
- Seek and facilitate active participation from all leaders/participants (d)

### Practical Responsibilities

- Ensure the site is fully prepared (b)
- Provide first aid and support to the participants and leaders (b,d)
- Follow CISV procedures if a crisis arises (b,d)
- Treat information on the site in a confidential manner (b,d)
- Accompany anyone who is injured or is ill for medical intervention (a hospitalised participant should be accompanied by a Chapter representative or staff at all possible times) (d)
- Coordinate the daily running of the programme (d)

- Maintain hygiene and other health and safety standards in the campsite (d)
- Manage participant contact with outside parties (d)

Some of these responsibilities will be shared with the Chapter Risk Manager or Chapter.

## **Points to Consider**

- Key to success is understanding and promoting CISV's purpose and principles
- Ensure that the programme provides a conducive atmosphere for positive experiences in multi-cultural living
- Foster the development of cooperation, sharing and respect among the participants as they learn to know each other
- Create a model of a peaceful global society, where everybody gets the opportunity to participate in creative decision-making
- Ensure that everybody leaves the programme with a growing understanding for and appreciation of different cultures
- Inspire and challenge participants to work actively for peace on a local or global scale when they return home
- Compile a Pre-Camp information pack, which gives the participants an idea of what to expect in the programme
- Be responsible for the organizational structure of the programme
- Provide the opportunity for participants and leaders to influence the organization or daily routine of the programme
- Encourage open communication and establish relationships between participants
- Show a positive interest in everyone and discourage favouritism and biases during the programme
- Show full attention and care for the well-being of all participants



## **SPECIFIC RESPONSIBILITIES OF THE VILLAGE STAFF**

### **Administration**

See above.

### **Educational Content and Training**

- Oversee and facilitate programme planning and evaluation processes to make sure that CISV's educational principles and Village goals are met and upheld (e.g., facilitating and planning the leaders' planning weekend in the Village, running effective camp meetings, helping the leader group plan and evaluate activities) (p)
- Participate in Village staff training and fulfil requirements (b)

### **Communication and Assistance**

- Liaise with local Chapter and organizing committee and know who to contact in case of a problem or emergency (p)

- Coordinate and liaise with JCs – facilitate communication, connection, and 'group feeling' for constructive group work (b,d)
- Coordinate and liaise with leaders – help with particular delegate/delegation issues, facilitate communication, connection and 'group feeling' for constructive group work (b,d)
- Communicate with national Village coordinator and Regional Delivery Team for Educational Programmes (p)

### **Practical Responsibilities**

- Be able to deal with problems in a discreet and responsible manner (p)
- Manage all in-programme practical responsibilities (e.g., review and safely store forms, insurance, securely store passports and money, manage food and kitchen, organize site (set up, cleaning, safety), organize excursions, home-stay weekends, leader's weekend, camp shop and finances, first aid, incident reports, email/letters and communication with home, etc.) (b)

# ROLE OF LEADERS

- Provide supervision and care for participants during travel and throughout the programme
- Participate in training to prepare for their role and apply the principles taught in this training to the programme
- May have specific responsibilities for the travel arrangements and preparation of a delegation prior to the programme
- Support the programme staff/LIC and actively participate in programme activities
- Have shared/total responsibility for planning and running educational activities during the programme



## ROLE AND RESPONSIBILITIES OF A VILLAGE LEADER

### Administration

- Follow all national and local laws, and CISV rules and guidelines (p)
- Check that participants have properly signed legal and health forms and carry these documents during travel (b)
- Make sure you have a copy of the certificate or notice (it can be called both) CISV Travel Insurance and carry this document during travel (b)
- Ensure that all participants are registered on myCISV (b,d)
- Report any incidents using the Incident Report Form and submit to the Chapter/National Risk Manager and the IO (d)

### Educational Content and Training

- Understand the purpose and goals of the Village programme (b)
- Participate in Village leader training and fulfil requirements (b)
- Plan and participate in appropriate activities and discussions for daily delegation time as Leaders are bridges between the Village and their delegations (d)
- Participate actively in programme planning and evaluation processes in order to uphold CISV's educational principles and meet the Village goals (d)

### Communication and Assistance

- Get to know your delegation and prepare them for the Village experience (with the help of Chapter/ families) by planning delegation activities, preparing booklets and national night, visiting families, introducing delegates to CISV, communicating with Village before arrival (b)
- Participate in and contribute positively to the leaders' group (d)
- Help the delegates connect their Village experience to their home life after camp (a)

### Practical Responsibilities

- Understand and fulfil practical responsibilities related to your role as leader (e.g., travel to and from the Village and stay in residence at the Village with your delegation as a legal guardian, substitute parent, and friend to your delegates) (b,d)
- Adhere to guidelines and rules set by the host staff (e.g., communication, laundry, arrival/departure details) and local laws (d)
- Be able to respond appropriately to problems/emergencies (d)



## ROLE OF JCS

Junior Counsellors (JCs) are present only in the Village programme. Because of their age, they are able to relate to both participants and adults and to act as a link between them.

JCs generally travel on their own to the programme point of arrival.

JCs must participate in training to prepare them for their role and must apply the principles taught in this training to the Village. JCs are expected to support the Village staff and leaders and actively participate in programme activities as they have some responsibility for planning and operation of the daily activities in the Village.

JCs are not expected to arrive at the Village before the official start date.

### Administration

- Submit Village JC Information Form and Travel Information Form
- Have and carry properly signed Legal and Health Forms
- Make sure you have a copy of the certificate or notice (it can be called both) CISV Travel Insurance and carry this document during travel (b)

### Educational Content and Training

- Understand the purpose and goals of the Village programme (b)
- Participate in JC training and fulfil requirements (b)
- Participate in all activities addressed to the adult group and the participants, also finding ways to work without words in communicating with the participants: JCs are a bridge between the these two roles (d)
- Be inclusive: help all the participants and never show favouritism
- Participate actively in programme planning and evaluation processes in order to uphold CISV's educational principles and meet the Village goals (d)
- Be a positive role model for the children (p)
- Do not exhibit an authoritarian role in relation to the participants

### Communication and Assistance

- Communicate with local Chapter and take part to the preparation activities and meetings with Village delegations (b, p, a)
- If there is a delegation from the same country as the JC, he/she can help the delegation prepare the national night, bond with the delegates and, if possible, travel with them to the programme (b)
- Participate in and contribute positively to the JC group, the participant group, and the adult group. (d)

### Practical Responsibilities

- Understand and be able to fulfil practical responsibilities related to your role as JC (b,d)



- Travel to and from the Village and stay in residence at the Village
- Adhere to guidelines and rules set by the host staff (e.g., communication, laundry, arrival/departure details) and local laws (d)
- Follow the staff and leaders guidance in case of problems/emergencies (d)

# VILLAGE / HOSTING BEFORE

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Junior cCounsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# ADMINISTRATION FOR HOSTING THIS PROGRAMME

## ADMINISTRATIVE RULES



All CISV programmes must be organized in accordance with the administrative rules set out below and in InfoFile [C-03 Programme Basic Rules](#).

## CISV'S GLOBAL PROGRAMME HOSTING PLAN

One of the most important strategic commitments CISV has made is to host and participate in a sustainable way. In this way CISV can reach more and more people with its unique peace education programmes.

CISV plans three years in advance and states the minimum target number of programmes, globally and regionally. The plan is reviewed and approved annually and can be found on [www.cisv.org](http://www.cisv.org). The plan is based on input from NAs, the Chapter Development Committee, the Educational Programmes Committee and the International Office (IO). The Regional Coordinators for Chapter Development play a key role in ensuring that Regions plan effectively and deliver the programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO (via the Regional Coordinators for Chapter Development) and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view three years ahead.

An NA should plan its hosting in consultation with the Regional Coordinators for Chapter Development. Each NA's hosting plan is included in the global hosting plan.

## DETAILS OF HOSTING OFFERS

The global programme hosting plan contains basic information; type of programme, hosting year, and hosting NA. Next NAs need to confirm the information and get the full hosting details, such as Chapter name, programme dates, age group, airport code of the nearest international airport and the maximum number of invited participants.

NAs provide these details one year in advance by filling in and returning the Host and Participant Data Sheet (one for each of the seven programmes) to the IO. This information is due on 1 June the year before the programme hosting year. NAs planning to host an IPP provide these details by submitting a completed IPP Action Plan Form to the IO by 1 May.

At this point an NA should have:

- a suitable site, available for booking
- assessed the availability of people willing to work for their programme (from the Chapter)
- guaranteed finances for the programme
- identified potential home staff

## PROGRAMME HOSTING OFFERS

Before an NA offers to host an international programme, the NA/Chapter must consider whether it has the ability/space/volunteer commitment to enable it to host. Once the NA has confirmed its programme plans, CISV International relies on that information and everyone plans accordingly. If a host NA decides to change dates or cancel a programme, penalties are assessed (see section on Penalties for Cancellations/Changes). CISV International will consult with the NA if there are concerns regarding their ability to host.

Sometimes an offer may be accepted that is dependent upon certain requirements. Some concerns may arise after an offer has been made and approved. In these cases, it is up to the Regional Coordinators for Educational Programmes to work with NAs and determine whether a programme will go ahead. These decisions may relate to any aspect of the programme, such as staffing, site availability or volunteer support. Assessments and decisions may also have to be made about the general security situation in the host NA.

The IO compiles a list of all the programmes and sends them to the Regional Coordinators for Educational Programmes to confirm the details. If needed, the IO may contact host NAs to ask about adjusting dates or changing age groups if they feel it might create a better spread of programmes. The list is then finalised by the IO.

The IO coordinates the process of inviting NAs to participate. Starting the end of January of the hosting year, the IO will update host NAs regarding which NAs will be sending participants to their programmes.

## PROGRAMME CO-HOSTING

Two National Associations can decide to host a programme together. This is done when one or both NAs do not have sufficient resources or hosting experience to host on their own. If two NAs decide and agree to co-host a programme they need to inform the Regional Teams for Chapter Development as well as indicate this in the relevant Host and Participant Data Sheet.

Co-hosting a programme can be a great way to make a programme happen while also benefiting from the cooperation and support from another NA. It is very important that both NAs identify their official contact persons and start communicating with one another early on to plan and document the nature of their cooperation. This will include agreeing on matters such as host location, budget arrangement, general support, programme staff, hospitality points, etc.

It is strongly recommended that partnering NAs are from the same Region.



In some cases, when the need for host support does not require co-host, a host buddy can be an alternative. A host buddy is a National Association with strong hosting experience and knowledge that can act as a mentor. A host buddy would touch base with the NA throughout the planning process to ensure that things are on track, while also being available in the host for questions or doubts.

A hosting Promotional Association must have a host buddy.

# FINANCES FOR HOSTING

Each programme should have a treasurer. This person may be the Chapter treasurer and should have the ability to deal with financial/banking needs of the programme.

The programme budget is vital and should be carefully discussed in the Chapter and with programme staff or LIC. It is helpful for Chapters that have hosted previously to use figures from past programmes to help forecast costs.

Fundraising and seeking contributions in-kind are essential parts of hosting most programmes. Interchange host families pay for their programme, which they organize under the supervision of the LIC and leader(s).

In programmes with host fees, these contributions will assist in covering the costs of the programme. They may not, however, be sufficient to cover all the costs. Chapters may wish to consider seeking free accommodation/food/excursions, donations or grants from government or other funding organizations. Before a Chapter agrees to host a programme, they must have financing and fundraising plans in place.

During the programme, the treasurer should check regularly that costs do not exceed the budget. It is a good idea for the treasurer to check on the budget once a week with Chapter and staff representatives.

## INTERNATIONAL FEES

The bulk of funding for the work of CISV International (including the IO) comes from membership fees contributed by NAs and from participation fees paid by participants in CISV international programme. These fees help to pay for the overall supervision, administration, training and management of all programmes by Regional Delivery teams, international committees and the IO. Each year, the Governing Board reviews the budget and participation forecasts and determines the fees for the following year's programmes.

## WHEN HOSTING A PROGRAMME

The NA/Chapter must raise funds to cover the costs of hosting the programme. Interchange families bear the cost of their programme, although in some cases the NA/Chapter provides assistance.

For all international programmes except Interchange, the international fees paid by participants include a host fee. This host fee is a contribution to the hosting costs. It is collected by CISV International and credited to the host NA. This credit will appear on the NA's quarterly statement that is issued by the IO.

For current participation and host fee information, see InfoFile C-10 [CISV International Fee Structure](#) on [www.cisv.org](http://www.cisv.org). Fees are billed to the participants' NAs. Note that fees that apply to staff will be invoiced to the host NA. Fees are collected by the IO on behalf of CISV International. This will cover part of the hosting cost.



For help and ideas on fundraising, refer to the [CISV Fundraising Guide](#).

## PENALTIES FOR CANCELLATIONS / CHANGES

Once the NA has confirmed its programme plans, CISV International relies on that information and everyone plans accordingly. So, when an NA decides to change dates or cancel a programme, this can cause significant difficulties for participants around the world. As a result, penalties are imposed on host NAs for late programme cancellations and late date changes. For full information see Info File C-11 Programme Cancellation and Penalty Fees on [www.cisv.org](http://www.cisv.org).



## BASIC BUDGET RULES / ITEMS

All expenses for staff, leaders and participants (except personal spending money) are to be covered by the programme budget. Any staff pre- and post-programme administrative expenses, as well as pre and post meeting costs, are to be included in the budget.

Lodging and meals connected to special events planned by the hosting Chapter for staff, leaders and JCs during the leaders' orientation, leaders' night out, leaders' weekend or at any time during the programme must be covered within the programme budget. Under no circumstances are these expenses to be charged to staff, leaders or JCs. Alcohol or other extras are not included and are considered personal expenses.

Transportation to and from the designated arrival point (stated in Pre-Camp 1) must be paid by the hosting Chapter.

All excursion costs (except personal spending money) must be included in the budget. Participants must not be asked to pay extra money to go on excursions. Note that with Interchange, it is usually the hosting families (not the NA/Chapter) who provide the funds in the budget.

## SAMPLE OF BUDGET COMPONENTS

### Income (Possible Sources)

- Host fees (where applicable)
- Donations/grants
- Contributions in-kind (sites, materials, food, etc.)
- Financial contribution from NA
- Financial contribution from Chapter

### Expenses

- Pre-and post- programme staff meeting expenses
- Staff training
- Travel and expenses for trainers and home staff
- Accommodation for participants and staff
- Site rental

- Site insurance, if not included in lease
- Food/drinks (3 meals per day, plus at least 1 snack per day)
- Materials (for activities and/or other programme purposes)
- Arts and crafts
- Sports equipment
- Flip charts, paper, markers, pens, pencils
- Hygiene, health, and safety supplies
- Cleaning and maintenance of the site, including equipment and materials
- Laundry facilities and supplies
- First aid supplies
- Security
- Administration(photocopying, phone, e-mail, postage prior to, during and after the programme)
- Excursions
- Transportation (including insurance)
- Entry fees (to any places of interest visited during excursions)
- Miscellaneous
- Unexpected expenses

# ACCOMMODATION AND CAMPSITE

Hosting a programme usually starts with finding a site. Ideally the site is ready for booking immediately after the hosting offer has been accepted and confirmed (shortly after the Host and Participant Data Sheets have been submitted to the IO by 1 June, or 1 May for the IPP Action Plan form, in the year prior to hosting). All facilities must comply with local/national health and safety and building laws. See below for details of standard requirements.

## CHOOSING THE CAMPSITE OR HOST HOME

(These basic standards also apply to homes where participants stay for weekends or for Interchanges.)

The NA/Chapter must choose an appropriate site. The programme environment and the site must be conducive to a safe and healthy programme. The National or Chapter Risk Manager must also assess the site and report on its suitability to the National Risk Manager, using the [Risk Management Checklist Report Form](#). The standards required of a programme site are set out below.



The site must be clean, safe, meet local health and safety requirements and must be adequately insured. Staff, Chapter and site representatives should conduct an inspection of the site together before the programme so that any pre-existing damage can be noted and will not be considered the responsibility of the programme or the Chapter.

Together they should form a clear agreement on how to deal with any claims of damages, both before and after the programme.

The site must be near the supporting Chapter and within reasonable distance of medical assistance, shopping, banking and other necessary services. It should have defined boundaries and not be shared with other groups or travelling individuals, if at all possible (this includes both CISV and non-CISV groups). It is of great importance that participants are free from outside interference. If, for any reason, the site has to be shared with another group, ensure that facilities and meal-times are scheduled separately.

If a site is not easily accessible, the Chapter will need to arrange for group transport from a common meeting point to the site.

## SITE INSURANCE

All programme sites must be insured. Whenever a Chapter leases or borrows a site for a programme, it is essential to check that it is insured. If the landlord does not provide insurance, the Chapter must purchase appropriate insurance. The Chapter should ask for the assistance of the National or Chapter Risk Manager when arranging insurance.

## BASIC STANDARDS FOR SITES AND HOST HOMES

The preferred location for a site is in the countryside or a sparsely populated area, not too far from the supporting Chapter. Within a reasonable distance there should be medical assistance, shopping, banking facilities, and other necessary services.



### **Dormitory/Sleeping Facilities/Bathroom Minimum Standards/Requirements:**

- Separate areas/rooms for boys, girls and adults
- Sufficient space between beds and/or mattresses
- Mattresses (with or without frames), bed linens and pillows
- Lighting
- Ventilation / climate control appropriate to the climate/site
- Separate showers for boys and girls
- Separate toilets for boys and girls
- Space for luggage
- Clean and sanitary conditions

### **Dining and Eating Facilities**

- Separate dining area
- Sufficient tables and chairs
- Cutlery and dishes
- Adequate hygiene
- Meet health and legal standards

### **Food**

- Three meals and at least one snack a day
- Sufficient quality and quantity of food, with a varied and healthy international diet
- Safe drinking water available at all times
- Provision for special diet requirements

### **Kitchen**

- Sufficient cooking equipment and facilities
- Refrigeration facilities
- Adequate hygiene

### **Laundry**

- A place to wash and dry clothes, preferably a washing machine, and when this is not possible, external washing facilities must be arranged

### **Activity Room**

- One room large enough for all participants
- Smaller areas for smaller group activities

## **Outdoor Facilities**

- Free from health hazards
- Adequate space for activities

## **Office Space**

- Telephone, fax or e-mail facilities
- Safe for valuables
- Room for staff to meet

## **Communications and Internet**

- There should be at least two means of communications (While it is not necessary for every site to have e-mail or fax, one or the other is needed in addition to a telephone. It is also recommended that at least one of the staff team have a mobile/cell phone, which could be used in emergencies if the regular telephone lines are unavailable.)
- It is recommended that a computer with internet access be available to staff in all programmes
- It is suggested that where internet is available, and where it is deemed not to interfere with the programme, that leaders and JCs may also have access to the computer to check and send e-mails on a limited schedule

## **TRANSPORT**

Any driver and vehicle must be licensed and hold the necessary insurance. At least one car should be available for the entire duration of the programme. At least one staff member must hold a full (eligible) driving licence and be appropriately insured, so that banks, hospitals etc. can be reached easily at all times. Participants are not allowed to drive during the programme.

Where buses are used for arrival, departure or trips, experience has shown that it is better to use one large bus instead of several small ones.

If there are bicycles at the site, it should be made clear that they are to be used only for practical purposes, such as shopping or group activities. The group atmosphere can be disturbed if individuals are able to reach locations independently. In all cases, the insurance situation for cycling in the country should be checked and be familiar to all staff members.

## **MEDICAL NEEDS**

At least one staff member must have valid first aid and cardiopulmonary resuscitation (CPR) training, and first aid supplies must be available at the site. It is the responsibility of the host Chapter to ensure that this is the case. If there is access to water (pool, lake, etc.) at the site, there must be a lifeguard present if required by local/national law. The services of a hospital, doctor, dentist, nurse, psychologist, pharmacy must be available nearby. Ambulance services must be on call. It is also recommended that counsellors be available, should anything happen that would require their assistance.

If a participant is unwell, or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be prescribed and provided by a medically competent person.



If a serious medical incident does occur, a CISV [Incident Report Form](#) must be completed and the accompanying instructions followed.

Consult the World Health Organization (WHO) website regularly to determine whether there are any travel warnings or advice in place. CISVers should avoid travel to (or itineraries with transfers in) locations where there is a WHO advisory against travel for any health reason.

Just prior to a programme, it is important that the host Chapter consults the WHO website and local authorities to determine whether any procedures or precautions are needed upon arrival of participants. The host Chapter must discuss these guidelines and responsibilities with programme staff and ensure that agreed procedures are followed.

# RISK MANAGEMENT

## **In all Situations and at All Times, the Welfare of CISV Participants is Our First Concern.**

Each host Chapter must have a Chapter Risk Manager and that person must be involved in the planning, preparation and running of the programme.



The National/Chapter Risk Manager should check that the necessary steps have been taken to provide for a programme using the [Risk Management Checklist Report Form](#). This official international form must be used when a Chapter is hosting an international programme. Most of the questions must be addressed during the preparation of the programme. This report form serves as a final check by the Risk Manager. If completed by the Chapter Risk Manager, the report must be signed and sent directly by fax/post/e-mail to the National Risk Manager. The National Risk Manager must review and sign the form and include reference to it in their report to the NA board.



For the role of the Risk Manager and all other risk-related considerations, please see InfoFile section N and the Risk Manager role profile at InfoFile [U-14 Model Role Profile - NA or Chapter Risk Manager](#).

## **BEING PREPARED TO ACT IF A CRISIS ARISES**

When you are preparing to host a programme, there are many things to consider. Among them is what to do if something goes wrong, even seriously wrong – a crisis. Each crisis is unique, but as a group of people planning a programme, it is important to be prepared in case of a crisis, so it can be quickly recognised and addressed.



It is also very important, as part of planning for a programme, to consider and prepare a communications plan. For more information, see the [Crisis Communications Guide](#).

# APPOINTING STAFF AND OTHER VOLUNTEERS WITH PROGRAMME RESPONSIBILITY

Home staff must be appointed, and training must be arranged. The invitation process should begin for any international staff and the host NA will pay all expenses for them (unless otherwise stated by the host NA prior to inviting any international staff). Finding staff should be a shared effort of the host Chapter and/or NA.

## GENERAL APPROACH TO SELECTION OF PEOPLE WHO WILL COME INTO CONTACT WITH PARTICIPANTS

In CISV, people in a position of responsibility are the guardians of other people's children. We have a responsibility to participants, their parents, the law and to ourselves, to be very careful in choosing the people who take on programme responsibility and assume a guardianship role. We must also be conscious of, and careful about, anyone who comes into contact with participants.

With the exception of international Seminar Camp staff (who are selected by the Regional Delivery Teams for Educational Programmes), this responsibility lies entirely with the NA/Chapter. Each NA/Chapter must appoint a representative or committee responsible for selecting and screening all of the people who will be in contact with participants.

CISV has established some guidelines and some specific procedures to make our selection process as fair and as safe as we reasonably can: InfoFile [R-06 Selection Guidelines for Persons with Programme Responsibility](#), and [R-05 Guidelines on Discrimination, Selection & Behaviour](#). They set out, in general terms, who may be considered an appropriate candidate and what kinds of factors should/can be considered when reviewing applications.



In addition to these selection guidelines, CISV International has also established specific procedures appropriate to the different responsibilities which help us to keep a record of the decisions made and candidates selected. These procedures are set out below for each type of programme responsibility and must be applied consistently throughout the organization. Unless otherwise indicated, they apply to all CISV international programmes and it is recommended that similar procedures be adopted by NAs for national and local programmes and activities.

## STAFF

The procedures in this section apply to all adult staff, junior staff, leaders, and JCs.

With the exception of host families (for home-stays and Interchanges), only people who have been accepted through this process must ever be left alone with participants. Please see below for selection criteria for host families. Leaders or staff member should avoid spending time alone with a child or young person under the age of 18 (or group of children), away from others. Leaders or staff should always let another leader or member of staff know if they need to spend time alone with a child or young person and where they will be.

### When to Appoint Staff

Selection and appointment of staff should take place as early as possible in the programme planning process. All or most staff should be in place by the deadline for sending out Pre-Camp 1 (see below), which is 1 March (for Jun-Aug programmes)/1 September (for Dec-Jan programmes)/1 December (for Mar-Apr programmes).

## Number of Staff

CISV minimum staffing requirements are designed to ensure a good ratio of staff to participants and to have enough staff so that responsibilities can be shared effectively among the team. The requirements are as follows:

- **Village:** Must have at least 4 adult staff; can also have 1 junior staff
- **Step Up:** Must have 3 – 5 adult staff; can also have 1 junior staff
- **Seminar Camp:** Must have 4 – 5 adult staff or 1 staff for every 6 participants; Junior staff are not allowed
- **Youth Meeting:** Must have 3 – 5 adult staff; can also have 1 junior staff
- **IPP:** Must have 3 – 6 adult staff; can also have 1 junior staff

## Qualifications

The responsibilities of these positions are set out in the role profiles section of the Guide. Any applicant selected must have appropriate skills and background.

## CISV Membership

Staff must be members of their local CISV Chapter or National Association or join once they are selected, prior to the programme.

## Age Requirements

The following rules must be observed and can be found in InfoFile [C-03 Programme Basic Rules](#).

Staff and JCs must be the correct age on the first day of the programme. Leaders must be the correct age on the day they leave for the programme. This rule does not apply if it violates the law of either the sending or the hosting National Association. Specifically:

- All adult leaders and staff must be at least 21 years old
- At least one member of the staff of every Village, Seminar Camp, Step Up, Youth Meeting and IPP must be at least 25 years old
- Programme staff may have only one junior staff member from the hosting NA; Junior staff must be at least 19 years old, and cannot be left in charge as the only staff member on site

All staff, leaders and JCs must receive appropriate orientation and leadership training.

## Part-Time Staffing

Part time-staffing, generally, is not an ideal arrangement but if the host Chapter has no other means to solve their staffing situation then this should be planned and agreed with the full knowledge of the staff group, host Chapter and Chapter Risk Manager. Part-time staffing is not an option for the Programme Director who should be available/accessible at all times. There must be an appropriate number of staff present on-site at all times.

## APPLYING TO BE A STAFF MEMBER



Anyone applying for a position of programme responsibility (including staff, leaders, JCs, junior staff/leaders) must submit a [Staff-Leader Application Form](#) to the CISV member at the NA or Chapter level, who is responsible for staff selection. At the top of page 1 of the [Staff-Leader Application Form](#), there is a box with the name and address of the appropriate person. That is the person to whom the [Staff-Leader Application Form](#) should be returned. The form must be signed by the applicant.

## REFERENCES



Anyone applying for a position of programme responsibility (including staff, leaders, JCs, junior staff/leaders) must arrange for 2 references to be submitted on their behalf. The NA should refer the applicant to the [Reference Form](#). The applicant should fill in the 'Section 1 Applicant Information' on page 1 of the form and then send it to their two referees, along with the name and address of the CISV member, who is responsible for staff selection (the person listed at the top of page 1 of the [Staff-Leader Application Form](#)). The referees should send the completed reference forms directly to that person. The form can be filled in electronically, but must be printed out and signed.

Even if the person has served as staff member or leader before, they must provide references each year that they apply for a staff/leader position. Previous references can be used if the referee confirms that the information is still valid. There is a space at the end of the [Reference Form](#) for a referee to sign to confirm that they have given a previous reference, which is unchanged.

## POLICE RECORDS CHECK

Police checks are required for all (junior) staff / leaders (aged 18+) at all CISV International programmes and activities. This means that each NA will have to investigate and apply the procedures in its country.

### What is Meant by Police Check?

The terms used and the procedures will vary from country to country. For example, in some countries, with the individual's consent, the organization can obtain the information directly from the police. In other countries, the individual has to make the request personally. In some countries the police or other authorities may only give information about situations where the individual has been convicted (found guilty) of an offence. In other countries, they might also give information about arrests or when an investigation is underway.

CISV has to work with the best information we can obtain according to national laws and procedures. What is essential to find out is whether an applicant has a criminal record of convictions or arrests, which would make them unsuitable to take on a role of trust with children and youth in a CISV programme.

### What if it is Not Possible to do Police Checks in some Countries?

CISV has to work with the best information we can obtain, according to national laws and procedures. If the law in an NA does not permit police checks, they should send a statement

to the IO and the Regional Risk Managers to explain the situation and wait for their guidance.

### **Will the Applicant Agree?**

All applicants are required to fill in and sign the Staff-Leader Application Form. The Form includes a Certification that states:

*I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc. that would disqualify me from participation in CISV's international, cross-cultural and peace education programmes. I agree to a police record check if required by CISV. I consent to the personal data in this Application Form being used by CISV to process this application and agree that it may be shared with other people involved in organizing the programmes, wherever they may be hosted.*

The applicants, therefore, are aware that such a check will be required and have agreed to it in advance. If they then decide that they do not want a check carried out, their application will be withdrawn.



### **Will any Criminal Record Mean that the Person Cannot be Selected?**

Info File [R-06 Selection Guidelines for Persons with Programme Responsibility](#) outlines selection guidelines for persons with programme responsibility. Among other things, it states:

Persons with a history of arrest / conviction / treatment for the following behaviours, except in cases of unusual circumstances, are considered inappropriate for a position of leadership / trust in CISV:

- Serious criminal activity
- Alcohol / drug abuse
- Dishonesty
- Emotional or behavioural disturbance
- Sexual or physical abuse
- Prejudice or intolerance
- Violence or lack of self-control
- Unable to handle stress appropriately

Having a criminal record, in itself, does not necessarily mean that the person cannot assume a leadership or staff role. It depends on the contents of the record and whether it relates to serious criminal activity – things which would make the person unsuitable for a position of trust with children or youth.

CISV works in 70 countries and there are a vast range of criminal acts, some of which are not considered criminal everywhere. Some convictions can be removed from a person's criminal record after a certain time. Some may have happened long ago and no longer be relevant. Not all crimes committed in the past are relevant to a person's capacity to serve in a position of trust today. These are all factors that mean there is a judgment to be made in each case. Some examples of convictions, which would clearly be a bar to holding a position of trust, are: crimes involving sexual abuse, violence and/or sexual assault, or the trafficking of illegal drugs.



The word ‘serious’ in the Info File document means, however, that convictions such as minor traffic code violations (even if criminal) or juvenile/youthful indiscretions would not necessarily prevent CISV participation later in life. In addition, it is possible that while a person may not have been convicted, a series of arrests or charges for violent behaviour, abuse or distribution of illegal drugs, is relevant and would disqualify them.

The national law in some countries may have additional requirements for leaders and staff (e.g., regarding age, police checks or registration with authorities) that also pertain to anyone from abroad who will come in contact with children or youth in the host NA. In this case, it is the responsibility of the host NA to communicate these requirements to the participating NAs and any invited leaders/staff as soon as possible so that can be taken into consideration in the selection and preparation of the leaders/staff.



The CISV member at the local or national level who is responsible for staff selection must review the [Staff-Leader Application Form](#) and the two [Reference Forms](#). In countries where this is possible, they must also obtain and review a police record check on the applicant. See the sub-section immediately below for the procedures relating to international staff.

**An interview must be held and references must be checked.** No selection can be made until all of the necessary documents have been received, reviewed and found to be satisfactory. The CISV member responsible for staff selection then signs the [Staff-Leader Application Form](#), under the applicant’s signature, to certify that the correct procedures have been followed. For Seminar Camp, the [Staff-Leader Application Form](#) and two [Reference Forms](#) are then forwarded to the IO, which, in turns, shares them with the Regional Delivery Teams for Educational Programmes.

## SPECIFIC PROCEDURES FOR INTERNATIONAL STAFF

This section relates to situations where a Chapter/NA wishes to invite staff members from another NA to staff a programme, which it is hosting.

### IPP, Step Up, Village and Youth Meeting

In every case, the person responsible for staff selection in the host NA should send a formal inquiry to the home NA of the person they want to invite, asking if they may invite him/her. The home NA might refuse if they feel that they cannot recommend the person as a staff, or that they need the person for a programme at home. If this is the case, the home NA has the final say.



If the home NA agrees, the person in the host NA responsible for staff selection should send an invitation to the invited person with a copy to the home NA. The invitation must contain the [Staff-Leader Application Form](#), two [Reference Forms](#), as well as a clear statement regarding the following:

- the position (Programme Director or ordinary staff member)
- any financial obligations, travelling conditions, etc.
- relevant staff education/training
- pre- and post- programme days



Anyone interested in becoming international staff can check for international programme staff opportunities on [www.cisv.org](http://www.cisv.org).

## **All international Staff**

An applicant for an international staff position for any programme must:

- fill in a Staff-Leader Application Form and send it to the person in their NA who is responsible for staff selection
- ask two referees to complete the official CISV Reference Forms and forward them directly to the person in their NA who is responsible for staff selection
- work with the person in his/her home NA who is responsible for staff selection to arrange for a police check (where possible according to national law) to be carried out and sent to that person for review

Due to the time and effort involved, obtaining a police check must be part of the initial application process for all international staff. The reasons for the home NA to be involved in the police check process for international staff are that: (a) they will know the procedure for requesting the checks in their country; and (b) the police document will be in their language and they will be able to understand and review it effectively.

### **The Person in the Applicant's Home NA who is Responsible for Staff Selection Should:**

- review the Staff-Leader Application Form, references and police check
- (if all is satisfactory and the applicant is considered to be a suitable candidate) sign the CISV certification at point 11 of the Staff-Leader Application Form
- forward a copy of the Staff-Leader Application Form and the references (not the police check) to the person in the host NA who is responsible for staff selection or the IO for Seminar Camp staff, which indicates that the home NA is agreeing that the person may be selected for an international staff position

The host NA (or Regional Delivery Teams for Educational Programmes for Seminar Camp staff) then reviews the material and it is up to the person in the host NA (or Regional Delivery Teams for Educational Programmes for Seminar Camp staff) who is responsible for staff selection to confirm the choice and offer the position to the applicant.

Host NAs must advise the relevant Regional Delivery Team for Educational Programmes and IO of any international staff they are inviting.

The majority, or at least half, of the host staff for a programme must be from the host NA (preferably the host Chapter).

## **KITCHEN STAFF**

Kitchens and food preparation must comply with all local health and safety regulations. Anyone who is selected to be kitchen staff must be certified or able to do that work in accordance with local laws.

If these volunteers are to have any programme responsibility and are ever to be left alone with participants, then they must go through the same application procedures (outlined above) as all other staff/leaders. If they are Chapter volunteers then they must go through the same screening as other Chapter volunteers (see below).



Village kitchen staff should be at least 15 years old. Kitchen staff that are Chapter volunteers need to claim participation on myCISV. Prior to the Village it must be agreed between the host staff, the kitchen staff and the host Chapter what will be the role of the kitchen staff during the Village and if and how they will participate to the programme activities.

## HOST FAMILIES

Some CISV programmes include homestays – staying with a local host family. These host families are required at various points before, during and after the programmes. A proper process for selecting and supporting these families will ensure:

### Accountability

By knowing that these families are trustworthy and in tune with the purpose and principles of CISV, the Chapter can feel more at ease at those times when a programme is occurring outside the jurisdiction or control of the staff.

### Training and Support

By training and supporting these families the host Chapter can feel that participants are as safe and secure as possible. The families will also feel more secure, knowing what is expected of them if something were to go wrong due to accident or illness. By ensuring access to staff/leaders and/or programme committee members through established procedures, participants can trust that host families are working together with leaders and staff to keep them secure.

### Selection Process for Host Families

The following minimum criteria are necessary when considering a host family:

- A sympathy with and willingness to learn about CISV, its mission, principles, values and programmes
- A love of children and experience working with them
- No known history of abusive or inappropriate behaviour in the home
- Time to spend with the participants
- A desire to actively learn about the participants' culture and to share their own
- Able to provide necessities for health and safety
- Comfortable being a substitute parent for the participants and accepting all responsibilities that might arise
- For Interchange, all hosting families must be within 1½ hours driving distance from each other and the adult leader
- For Interchange, the host family must be prepared to participate in the planning and implementation of the hosting agenda
- For all programmes, the family or a family member must be known to the Chapter

### The Following Criteria are Helpful and Advisable:

- A family or family member has been involved in a CISV programme
- Direct prior experience with the programme

- Intercultural experience

CISV wishes to promote a safe, healthy and positive environment for participants and the hosts. A home visit to the family must be conducted by the Chapter before the family is accepted to host. The Chapter must also meet and be comfortable with all family members (or others) who will be living in or regularly visiting the home during the home-stay.

When the Chapter is deciding which participants to place where, they should be sensitive to cultural needs and take into consideration any special requirements. It is generally preferable that there be more than one adult in the home and that one adult is of the same sex as the participants. For the protection of child, youth and adult participants, it is recommended that no adult should spend time alone or unobserved with any one child, youth or group of children or youths. To the extent possible in a home setting, they should try to spend time together in areas where they are clearly visible to others.

## **Orientation**

There must be an orientation session for families that are considering hosting participants during a CISV programme.

## **CISV Membership**

Host families must be members of their local CISV Chapter or National Association or join once they are selected and before the programme starts.

# **CHAPTER VOLUNTEERS AND OUTSIDE PARTIES**

(This section refers to anyone who is not a staff/leader but comes into direct contact with programme participants).

If these volunteers are to have any programme responsibility and are ever to have sole responsibility for or be left alone with participants, then they must go through the same application procedures as staff / leaders (see above).

When bringing outside parties in to programme to assist with specific activities, it is important that they are screened carefully and that their participation is approved by the Chapter/NA board. When outside parties are brought into a camp setting, they must never be left alone with youth participants. At all times, a member of staff or leader must be present.

If any volunteer is coming into contact with participants, the NA/Chapter should know their abilities/manner and enquire into their background in order to determine whether or not they can take any part in the programme. If a speaker or performer is invited to the programme, the NA/Chapter should also be aware of that person's background and obtain a C.V. in order to determine whether or not they can contribute positively to the programme.

On-site as well as off-site, a youth participant should never be left alone with an outside party or even a Chapter volunteer who has not gone through the application/reference procedure.

## **STORING AND KEEPING PERSONAL DATA**

All information received in the Staff-Leader Application Form, Reference Forms and through police checks is personal and sensitive and must be treated with confidentiality.

Only those designated to be responsible for selection (and the person designated to assist them) should see such information. The applicant signs to consent to the data being used by CISV only to process the application and agrees that the information on the Staff-Leader Application Form may *only* be shared with programme organizers.

All of this information must be kept confidentially and securely. We recommend that the Chapter keep a staff/leader selection checklist and send the Application/Reference/police check forms to a person designated by the NA to keep them in a secure location. That person will also be responsible for ensuring that the documents are ultimately destroyed according to local or national laws. Based on legal advice on English laws and practice, CISV can suggest the following as guidelines, but local laws may differ and should be checked:

All police checks should be destroyed within 6 months,

- If a person applies and is not selected, all the information should be destroyed within 6 months
- If an applicant is selected, then the information (other than police checks) should be kept for 12 years, then destroyed

Note that particular care should be taken when destroying and disposing of people's personal information. This must be done in a secure way that means that none of the information can be read or the person identified.

## PRE-REGISTRATION ON MYCISV WEBSITE

When staff/Interchange leaders are selected, they need to register on myCISV and claim participation in their upcoming programme. It is then the responsibility of the host NA to confirm the names of the staff / Interchange leaders to the IO, who will then give them programme manager status on myCISV.

### Why it is Important to Register on myCISV

In order to maintain CISV International's membership database and to keep accurate participation numbers, everyone who participates in an international CISV programme must register on myCISV and claim participation in their upcoming programme. Every international CISV programme needs at least one programme manager on myCISV. The programme managers should ideally be the host staff/Programme Director (for Village, Seminar Camp, Youth Meeting, Step Up, IPP and Mosaic) and the Interchange leader (for Interchange).

The function of the programme manager is to approve/deny the pre-registration claims made to the programme before it goes ahead. During the first three days of the programme, the staff/Interchange leaders need to check that everyone who has arrived at the programme site is also registered for the programme on myCISV.

The benefit of pre-registration on myCISV is further to allow participants to contact staff before the programme and to facilitate the administrative tasks of the staff group.



## **STAFF AND CHAPTER COOPERATION**

There are many different roles taken on by volunteers and each Chapter may organize itself slightly differently. However, there are some standard expectations that need to be understood.

### **Ensuring that Everyone has Realistic Expectations**

One of the best ways to avoid difficult situations before, during and after the programme is to make sure that staff, participants, their parents, and leaders have realistic expectations of the programme. All people with programme responsibility must have training and understand the role they will play, what is expected of them and what they can expect in return. Before they leave, programme participants and their parents should have a good understanding of the programme and what they can expect from the experience and from CISV. It is up to the Chapter/NA to make sure that everyone has reasonable expectations. It is up to the leader (in programmes where delegations travel with a leader) to work with participants in advance to prepare them for the programme.

# PROGRAMME INFORMATION

## SENDING OUT INFORMATION TO HELP PARTICIPANTS PREPARE FOR THE PROGRAMME

Prior to the programme, the host Chapter must make sure that Pre-Camp documents are completed and sent to all the relevant parties.

Individual programmes have different guidelines on the number and content of Pre-Camps, and also the deadlines by which they should be sent (see the relevant programme Guides for more information). As a standard minimum, hosts of all international programmes (except Interchange) should send out at least two Pre-Camps as outlined below. Pre-Camps can also be uploaded in the relevant activity area on [myCISV](#) so that participants who have claimed participation and been approved can access them directly.

### VISAS

Hosting NAs may need to provide an official invitation for visa application purposes. The [Sample Visa Invitation Letters](#) is available on [www.cisv.org](http://www.cisv.org). The relevant text would have to be copied and pasted with relevant additions/deletions onto NA letter head and sent to the relevant NA and/or authorities.



It is recommended that the host NA contact the office that issues visas in that country giving some information about CISV, explaining the nature of the international programme that will be taking place and advising them of the home countries of participants/staff/leaders. This approach has been shown to be very effective in speeding up visa applications.

### PRE-CAMP 1

This should contain basic information on the programme site, dates and contacts. This form must be completed and sent by the NA to all participating NAs and IO by 1 March (for Jun-Aug programmes)/1 September (for Dec-Jan programmes)/1 December (for Mar-Apr programmes). The [Pre-Camp 1](#) form is available on [www.cisv.org](http://www.cisv.org).



### PRE-CAMP 2

This should contain detailed information about the programme. There is no form. This document must be sent to all participating NAs and IO by 1 April (for Jun-Aug programmes)/1 October (for Dec-Jan programmes)/1 February (for Mar-Apr programmes). Generally, the staff team prepares Pre-Camp 2 and any further Pre-Camp. They should liaise with the Chapter to confirm information and to send the Pre-Camps out. Pre-Camp 2 should always include the site address and the contact details of the Programme Director.

To make it easier for National Secretaries to forward Pre-Camps within their NAs, the programme reference code (e.g., X-2015-001) should be included in the Pre-Camp (and in the file name) and all correspondence. Since Pre-Camps are mainly sent by email, care should be taken that the files aren't too big; 1MB is the maximum size limit.

The following is the sort of information CISV recommends is included in Pre-Camps. This is simply an outline; Pre-Camps can be much more colourful and creative. Keep in mind that Pre-Camps will likely be read by children and their families so remember to keep the content appropriate for the age of the participants.



Please take care not to reproduce photographs, screenshots, or text (including from books or the internet and narrative from films) in your Pre-Camp without permission. Many camps use the title of films or books as the name of their camp; this is permitted as copyright law does not cover titles (as so many are the same or similar). The reproduction of someone else's material without permission, however, is illegal.

### ✓ **Welcome/Introduction**

Describe what the staff roles will be, and who will be the Programme Director, kitchen staff, liaison, etc. Let the participants know some personal information about the team. Staff may also wish to include their hopes and wishes for the upcoming programme. Allow the participants to feel the enthusiasm of the staff about meeting them and having an excellent experience. Enthusiasm is contagious!

### ✓ **Arrival and Departure**

Let the participants know which airport is the closest and the arrangements in place once they get there. Let them know if families will be at the airport to pick them up or if there is a common meeting point, and how it can be reached.

### ✓ **Site / Location**

Describe where the programme will be taking place. Include some information about the location of the Chapter that is hosting; population, interesting facts, history, etc. Invite participants to do some research of their own about where they will be spending their summer by including some addresses for interesting internet sites on the host town/city and country. Describe the site that the participants will be calling home. Be sure to include important details such as laundry facilities, voltage and socket type, audio/visual equipment, kitchen, outdoor environment (state whether there is a swimming pool, soccer field, basketball court, etc).

### ✓ **What to Bring**

Describe the climate and weather at the time of the programme and suggest the type of clothing that would be appropriate to pack. Include things they might need for special activities; hiking, swimming, beach, etc. Ask participants to make sure their personal items are clearly marked. This will make it much easier on laundry days and when things get left lying around. Of course, remind them to bring their enthusiasm and good ideas!

### ✓ **Things You Should Know – Laws and Rules**

Let participants know about the legal age to drink and smoke in your country. It is essential that participants understand the laws of your country and of CISV International (including Info File [R-07 Behaviour Policy](#), which should also be part of youth training). Be very clear which rules and points are non-negotiable.



### ✓ **Contacts**

Provide the e-mail address, phone number and/or fax of the programme contact for your Chapter. This will collect information and answer any questions that arise, and can be the



programme planner, a staff member, or a coordinator. If you know the address of your site, you can include that as well. Also include an emergency contact number for during the programme, as well as an e-mail address or fax number if you have them.

### ✓ **Travel Information Form**



Give participants the link where they can find the [Travel Information Form](#): Remind them of the deadline to return it, so that you can organize transportation.

### ✓ **Dietary Restrictions**

Ask for details of any allergy or dietary restrictions so that the kitchen/food service can be informed and other adjustments made if needed. It can be useful to create a form so that participants do not forget to give this important information.

### ✓ **Special Requests**

Ask for details of any other requests such as religious services.

### ✓ **Hello from the Staff or Interchange Partner NIC/LIC!**

Let participants and leaders know what you have been up to over the past few weeks. Let them know what is new and what developments have been made, any fun activities or get-togethers the staff may have had over the past few weeks. Again, enthusiasm about the upcoming programme experience is key.

### ✓ **Goals**

What are the goals of the programme? What are the purpose and principles of CISV? Ask participants to be thinking about what their goals are for their upcoming experience and how they think they can best achieve them.

### ✓ **Reminders About Preparation**

Remind participants that preparation for the programme is essential. Give them strategies for this planning and remind them of their role in the programme.

### ✓ **Activities**

Ask participants to be thinking of topics and activities as there will probably be a brain-storming session at the beginning of the programme and their ideas will be needed. Remember to focus on the educational theme of the programme.

### ✓ **Money**

The economic status of many participants varies. It is important to decide upon a modest amount of money that is reasonable for a participant to bring for the duration of the programme. Stress the importance of sticking to the set amount. It is important for all of the participants to feel comfortable. If everyone has the same amount of money, nobody will feel excluded. Participants might need money for a camp shop and for shopping day (if this is chosen as an excursion). Give examples of prices (e.g., cola, stamps, post-cards) so that they can come prepared. Inform them about access to and availability of a bank or automated teller machine (ATM).

### ✓ **Camp Shop**

For those planning a camp-based programme, list some of the items that will be available at the camp shop, with their prices. This will help participants budget before they leave.

### ✓ **Forms**

All participants must arrive with their health and appropriate legal forms. Remind leaders to duplicate the forms for host families as well as for themselves. Inform everyone if there is a legal requirement in the host NA that requires any special forms or notarization.

### ✓ **Insurance**

Remind participants that they are covered by the CISV Travel Insurance and to bring a copy of the notice or certificate of insurance with them.

### ✓ **Vaccinations**

Advise everyone to check with their local and national health authorities for any required or recommended vaccinations.

### ✓ **Visa Requirements**

Advise everyone to check visa requirements and whether they need a special invitation letter to attend the programme. If needed, provide an invitation letter.

### ✓ **Airport Tax**

If the host country has any airport taxes, specify how much they are and whether they are paid upon arrival or departure.

### ✓ **Special Things to Bring**

You may want to suggest that participants bring certain things relating to your theme. You may also suggest bringing a newspaper from their country from a specific date or articles from magazines from their culture or any other item you feel is relevant to the theme you choose.

### ✓ **What Not to Bring**

Computer games, mobile devices, cell phones, expensive things, things that hold considerable personal value, more money than specified

### ✓ **Equipment**

List the computer and audio-visual equipment that will be available for use by leaders and participants. Explain any internet access/restriction so as to set clear expectations.

### ✓ **Programme Address and Contact Details**

Address of the programme site and/or host homes, e-mail, and emergency contact number for the parents

### ✓ **myCISV Website (<http://www.cisv.org/mycisv>)**

All staff, leaders, LICs, participants and others (e.g., kitchen staff, day staff) must register on [myCISV](http://www.cisv.org/mycisv) prior to the programme. It is the responsibility of staff/LICs to stress the importance of pre-registration on the [myCISV](http://www.cisv.org/mycisv) website. Besides the practical importance for administrative reasons, it is a great tool to start communication among participants. Also,



(provided everyone has claimed participation in the programme and been approved) it will provide staff with an instant address list.



Check out the simple [myCISV Help Notes - Register on the site](#).



## SUGGESTED ADDITIONAL CONTENT IN PRE-CAMP 2

- Who are you? (Delegations and JCs invited)
- National costume and scrapbook (if desired: clarify if everyone should bring one, what the guidelines are, and stress simplicity)
- National flag (if required, give size)
- Trading/swapping items (if desired: clarify if you would like delegates to bring these, and stress that they should be small and inexpensive)
- Home stay when and what to bring (overnight bag, small gift for hosts, copies of Health Form and YLIF)
- Special events (dedication day, Open Day, family weekend, excursions, national / days/nights)
- Village relations with Chapter and local community, visitors. This might also include information about kitchen staff, Chapter volunteers and visitors at national nights or other moments of the Village
- Letter to parents of child delegates (see sample below)

*Dear CISV Parent,*

*We know that your child is coming to our CISV Village. We are very excited about the idea of meeting him / her and welcoming him / her to our \_\_\_\_\_. We are sure that this Village will be meaningful for both children and adults.*

*The \_\_\_\_\_ Chapter of CISV is working very hard and doing its best to make this Village a success. We want children to realize that it is possible and normal to make friends among children of other countries and to live in peace. We also hope that you will encourage your child to participate in our peace-fostering activities, open his / her mind to the other people in the Village, and see each one as a new and everlasting friend.*

*You might want to ask some questions about the Village or about the Village staff. We have sent pre-Village information to the delegation. If you still have questions, please write to us.*

*As a parent of a child delegate, you will need to assist your child both before and after the Village. You will need to help your child prepare for the Village experience by equipping him / her with anything needed, meeting with the other members of the delegations, and cooperating with the leader of the delegation.*

*Your child will also need your help and support after returning home from the Village. The Villager will want to tell you all about the experiences and will need your guidance in relating these experiences to everyday life. Be prepared that your child may have changed somewhat during the Village. He / she may seem different, more confident, and more mature. He / she will want to keep in touch with many new friends. He / she should be encouraged to play a full and active part in the CISV activities of the local Chapter following the Village experience. Your child will talk with other CISVers about his/her Village and find out that not all Villages are exactly the same: we would like to ask you to talk to your child about respecting these differences. Just as in*

*any other facet of education, parents have a vital role to play and should give their child their full support, both now and in the years to come.*

*Please pay particular attention to the following items in the Pre-Camps: Beginning and ending dates of the Village; items to bring; and the amount of money suggested for each delegate. One last suggestion:*

*You may want to write some letters to your child and send them to the Village address (included in the Pre-Camp) about a week before the Village starts. This way the Villager will begin receiving mail from you right away!*

*Please tell your child that we are happy to have the opportunity to meet him / her and that he / she will be most welcome in our CISV family.*

*Peace, The Village staff*

## **PRE-CAMP 3**

Pre-Camp 3 is not compulsory, but you may wish to send a follow-up to Pre-Camp 2. Or, you may wish to complete information given in Pre-Camp 2. In that case, send it in Pre-Camp 3. This Pre-Camp can repeat the important information from Pre-Camp 2. Don't be afraid to be repetitive with the important points. Sometimes people need to read it more than once.

## **SECURITY CONCERNS IN THE HOST NA**

CISV programme are hosted in countries around the world, some of which may be perceived as having security concerns. The CISV Governing Board, has the authority to determine whether or not a programme will be cancelled due to safety risks.

In making its decisions, the Governing Board seeks input from such sources as Regional Risk Managers, International Risk Manager, Secretary General, other relevant Regional Coordinators, CISVers in the host NAs and government travel advisories. Generally speaking, CISV recognises that the people on the spot are usually best suited to give a realistic assessment of the situation and can provide information on precautions to be taken. CISV relies on and trusts its local organizers to take all reasonable steps to create as safe a programme environment as possible.

Participating NAs are encouraged to obtain information from their governments as well as from the host NA. Host NAs should be aware that participant families and NAs may have concerns and be sensitive to this reality; be ready to answer their questions. Host NAs may want to be proactive and send out general information about what life is like in their country and what people can expect.

### **Will CISV International Cancel Programmes?**

No one can guarantee absolute safety anywhere. CISV International monitors security situations in hosting NAs and will cancel a programme or cut it short if they feel that the risk is too high. However, whether or not a programme goes ahead, it is the decision of parents/participants whether to travel to or stay in these programmes.

# GETTING INFORMATION FROM THE PARTICIPANTS

## PARTICIPATING NAs

Starting at the end of January in the year of the programme (or December for Mar-Apr programmes), the IO will send regular (monthly) updates to hosting NAs of NAs sending participants to their programme.

## PARTICIPANT NAMES

Just as staff must register on the [myCISV](#) website, all programme participants and leaders should also register. That way, staff will have an easy way to collect names and communicate with participants. During the first three days of the programme, staff/Interchange leaders need to check that everyone who has arrived at the programme is also registered for the programme on [myCISV](#).

## PARTICIPANT SPECIAL NEEDS

Some participants may have special needs regarding medical conditions, dietary requirements and access to facilities. Ask for this information early. Preparations must be made to respond to these needs, so that they are fully respected. Also, check for any other information contained in the Health Forms once people arrive.

## PARTICIPANT TRAVEL DETAILS



Participants / leaders must send their [Travel Information Form](#) to the host NA at least two months in advance of the programme. If this information is not received, ask the sending NA for it, as it will be needed in order to arrange to meet people on arrival.

## PROGRAMME WEBSITES

In the interests of the safety of CISV participants, information regarding the host site, dates and nationalities of participants should be distributed only to those to who need it. It should not be published on websites prior to or during programmes. No 'personal data' including name, address, e-mail address, fax and phone numbers, may be published/distributed without the consent of the individual (or the parent of individuals under the age of 16).

### Before the Programme

When sending public e-mails or publishing information on a website or blog before a programme, this must not include any list of participating countries, site address, location, or information identifying the site location. (For example, a picture with landmarks, street signs, or other recognisable features revealing the location must not be shown.)

### Blogging During the Programme

If a programme has a website or blog, this must be password protected. Passwords should be provided only to the IO, the relevant Regional Delivery team members, programme host staff, local hosting/planning committee, leaders, JCs, and participants and their families.



Special care and cultural sensitivity must be taken in the choice of photos and information used on a website or blog, so that all participating cultures and CISV are shown in a positive and respectful way. Please also see the guidance on taking and using photos in the [Child Protection Policy](#).

If it is decided to have a programme website or blog, it is extremely important that it is updated on a regular basis and well managed. People at home will consult it frequently and will be worried or disappointed if they don't find up to date information. Miscommunication with home must be avoided. Unless there is prior and unanimous written authorisation from all parents of children and youth at the programme, children and youth must not be identified by name on the website or blog. Adults can be identified if they give their written consent.

### **Use of Social Networks and Online Communication**

Today CISV people are using online social networks and tools, thus making pre-programme communication much easier and widely shared. For the safety of participants and to preserve the programme atmosphere, some limitations should be set for their use. CISV recommends that pre-programme communication is managed through myCISV or private (by invitation) tools only (such as Yahoo and Google Groups) in order to have an effective, safe and open communication. It is important to limit these communication exchanges to staff, leaders and JCs only. Facebook pages, groups and tools alike are not to be considered adequate means for pre-programme and in-programme communication and should not be used. Participants, parents, staff and leaders etc. can contact each other and share photographs and programme-related information safely within [myCISV](#). Please see the [CISV Social Media Policy and Guidance](#) for more detailed guidance on the safe use of social media (available at [Risk Management](#) on the CISV International website).



# OTHER PRACTICAL PREPARATIONS

## SPECIAL NEEDS OF PARTICIPANTS

Some participants may have special needs regarding medical conditions, dietary requirements and access to facilities. Try to find out about these as early as possible. Preparations must be made to respond to these needs so that they are fully respected. Also, check for any other information contained in the health forms.

## RELIGIOUS SERVICES

Where possible, the host Chapter should arrange for participants, staff/leaders/JCs to attend religious services. Find out where houses of worship are in the area and their contact details, so that participants and staff can attend services if they wish.

## MEETING PARTICIPANTS WHEN THEY ARRIVE

Where possible, the host Chapter should have people at the airport/train or bus station to meet arriving participants and take them to the site or host family. The participants' travel details should be available from the [Travel Information Form](#).



## HOME HOSPITALITY PRE- OR POST- PROGRAMME

As a general rule, the host Chapter is not obliged to provide home hospitality to participants or staff who arrive early or depart late. Pre-programme travel is discouraged by CISV.

In some cases, however, travel arrangements make it impossible for people to arrive and leave on the exact programme dates. In these situations, they are asked to arrive and depart as close to the appointed programme dates as possible. Hosting Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders up to a maximum of two nights, if travel arrangements make it necessary. The host Chapter is requested to assist in finding hotel accommodation, where home hospitality is not possible. Staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses.

# ON SITE PREPARATION

There is some information and details of certain safety procedures, which every programme office and host Chapter must have in order to be prepared to run a programme.

## CONTACTS AND INFORMATION

The following information should be accessible at the programme and by the Chapter Risk Manager. In addition to these contacts and information, there must be a clearly outlined procedure for emergencies (e.g., fire, earthquake, bomb threat), which must be displayed prominently at the programme site.

The phone numbers of the embassies and local consulates of each of the countries represented at the camp. In the case of a serious problem (e.g., natural disaster, hostilities) embassies can provide assistance



- Copies of relevant policies and procedures, including the [Crisis Communications Guide](#)
- The relevant [CISV Programme Guide](#); and access to the InfoFile



# VILLAGE / HOSTING DURING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Junior Ccounsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# A GROUP LIVING EXPERIENCE

Learning and living in a small, closed community is one of the key elements to a programme. In order to make it a positive learning experience, there are a number of planning and practical aspects to keep in mind.

## STAFF PRE-PROGRAMME DAYS

The pre-programme days are the days just before the programme begins. In all programmes, staff must be at the site ahead of the participants. The number of recommended pre-programme days will depend on the specific programme rules and site availability. If the site is not available, staff may meet at another location before getting access to the site.



Before the programme begins, the staff should acquaint themselves with the campsite and gain an understanding of any logistical and safety concerns that might arise during the programme. The staff should have the time to discuss all these topics in detail and be prepared for the delegations' arrival. However, not all issues can be fully covered beforehand and some site policies and rules may have to be adapted.

During the pre-programme days, the staff and Chapter volunteers should work together to ensure good cooperation. The staff should not spend pre-programme days only doing practical work, such as cleaning or shopping. This should be done mainly by Chapter volunteers. The cost of staff pre-programme accommodation, food and transport are covered by the camp budget.

## BEDROOMS

All bedrooms are separate by gender and it is not encouraged that leaders, JCs or staff sleep in participants' bedrooms.

Participants are often allocated rooms where they are the only member of their delegation. Participants usually change roommates after the second home-stay in order to get to better know other participants. Participants are not allowed in adults' bedrooms except in case of emergency and with staff permission.

## ARTS & CRAFTS ROOM

This is where the arts and crafts material is kept and where participants can make cards and drawings for their friends during siesta and free time (if this is allowed) and make arts and crafts activities during the activity periods.

## LULLABY ROOM

This is where the Village gathers to sing lullabies before going to bed. It is a room with mattresses where participants can enter only without shoes and where songbooks are stored.

## LEADERS' ROOM

This is where leaders, JCs and staff meet for leaders' meeting but also during siesta and in the evening for some relaxing time together. This room is usually where the Village calendar, the daily schedule, and the PDPEF chart are stored. Participants are not allowed in the leaders' room except in case of emergency and with staff permission.

## STAFF OFFICE

This is where the staff meetings take place and usually where forms, passports, tickets, money, valuables and electronic devices belonging to the participants are kept in a safe. Participants are not allowed in the staff room except in case of emergency and with staff permission.

## ORIENTATION DAYS

The orientation programme can be organized according to local conditions:

- **Model A:** On the first night participants stay with families by delegation (all 4 together or 2 by 2); leaders in Villages with JCs and host staff (preferred plan)
- **Model B:** The first night participants and leaders stay with families by delegation (all 5 together or 2 and 3); leaders stay at the campsite with JCs and host staff starting the day after.

All leaders, staff and JCs get together two days prior to the arrival of the delegates who are at host families. The aim of the orientation is to get to know one another and prepare the camp. Usually, also a leader's handbook is provided so that leaders and JCs have all the information needed at their disposal also during the camp. The host staff should present their philosophy of the Village structure for discussion including the following points:

- CISV goals and educational approach
- Village goals
- Expectations and personal goals
- Getting to know each other and becoming aware of each other's cultures
- Team building activities
- Practicals (site, facilities, resources, safety, health, etc.)
- Local laws and CISV rules
- On-going evaluation and PDPEF
- Responsibilities and roles of host staff, leaders, and JCs
- Theme of the Village

### **Organization of Village Life Must be Discussed and Explained:**

- Daily schedule
- Use of delegation time
- Procedures and use of leaders' meetings

- Programme planning
- Participants' daily duties (including cleaning groups)
- IT information and schedule for use
- Village Calendar
- Special events, excursions, family weekend, Open Day
- National/international days/nights
- Programme planning groups
- Days off
- Laundry
- Conflict situations and problem solving
- Emergency procedures
- PDPEF, evaluation and debriefing
- Planning the first day's activities to give a model of Village life

## ARRIVAL

Where possible, the host Chapter should have people at the airport/train or bus station to meet arriving participants/delegations and take them to the site or host family. All of the participants' travel details should be included in their completed [Travel Information Form](#). Remind participants / delegations to send the [Travel Information Form](#) if it has not been received by a month prior to the programme. If possible, it is a good idea for a staff representative to be there to greet participants. See the section on host families for more information.



## CHECKING PARTICIPANTS' HEALTH AND OFFICIAL FORMS

It is recommended that when you meet participants at the airport/train station, you bring them to a central location to be welcomed by Chapter members and/or programme staff. Upon arrival, immediately check that every participant has completed the [Health Form](#) and the relevant Legal Form, and also check that the Health Forms have been dated within the last three months. It is helpful if, at a central meeting place or soon after arrival, an appropriate medical professional (nurse or doctor) is present to conduct a general 'well-being check' on everyone. This check is intended to guard against the spread of communicable pests and diseases, including such things as lice and influenza. This has been an effective risk management practice for some NAs and it considered good practice for all NAs.



## PERSONAL ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised not to bring personal electronic equipment (such as mobile/cell/smart phones, portable computers, computer games) to programmes. They may bring them for the journey, but they will be asked to store them with programme staff/Interchange leaders in a safe place for the duration of the programme. Host staff may use personal electronic equipment whenever needed. Leaders and JCs may use personal electronic equipment at the end of the daily programme.

The use of electronic equipment as part of or to prepare for an educational activity, or for limited periods/use by general agreement within the programme should only be done with the permission of staff/Interchange leaders.

The rationale behind this rule is to avoid the distraction these devices can cause and help participants to focus on the unique programme experience which is meant to take participants out of their day-to-day environment.



## **STAYING IN THE COUNTRY**

During the programme it is recommended that staff, leaders or participants do not leave the country, in which the programme is hosted because of any practical considerations or potential security concerns. This applies throughout the duration of the programme and includes special events such as host stays, excursions, days off or leaders' night out. If, however, travel or trips across national borders becomes necessary or, after considering travel advice from their government, is considered safe, the hosting Chapter should exercise the same caution as for any travel abroad.

# HEALTH AND LEGAL FORMS

## HEALTH FORMS



It is essential that every participant (including leaders, JCs, and staff) have a [Health Form](#) completed no more than three months before the beginning of the programme. The original signed forms must be taken to the programme and the original should be given to staff; for Interchange the leader retains the originals. Two copies should be made; one copy should stay at home with the sending family or Chapter, and one copy should stay with the leader (if applicable). Interchange host families should also be given a copy. Local doctors must have historical and current medical information on the person to ensure proper treatment. CISV representatives (staff and host families) must also know of any medication which they may have to help administer and medical conditions which they might have to monitor and which might affect a person's participation in certain activities.

Health Forms must be signed by a doctor and taken to the programme. If the doctor has a stamp, it is recommended that you ask for it to be put on the form along with the doctor's signature. In certain countries, this is important and helpful.

If the participants are children or youth travelling with a leader, then the leader should carry the Health Forms of all participants under their responsibility. At the programme, these forms should be stored safely and confidentially in the staff office (for Interchange, copies are given to the host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by staff or leaders. For home-stays during camp-based programme, the original copy should be given to the host family to be returned at the end of the stay. Leaders must also give host families instructions on any medications, which they may have to administer. If an incident occurs, a copy of the Health Form should be attached to an [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the Health Form should be returned to the participant at the end of the programme to be carried on the trip home (for Interchange, the original copy of the form stays with the leader.)



### **What if Someone Arrives Without the Signed Health Form?**

If a participant arrives without a properly completed Health Form, their doctor can be asked to fill it in and send it only where the doctor has seen and examined them within the last three months. If this is not possible, the participant must be taken to a local doctor for an examination. That doctor should fill in the form as far as it is possible under the circumstances. The participant must pay for the visit to the local doctor.

## INSURANCE



Every participant must have travel/medical insurance. As of the 2016 programme year, all participants (including leaders and staff) in CISV international programmes (not including Mosaic projects) are automatically covered by the CISV Travel Insurance. The International Office will issue notices or certificates of insurance to all NAs. Every participant, leader and staff should carry a copy in case they need it while travelling or during the programme. The notice will provide basic information and contact details for the claims handler in case something happens and an insurance claim needs to be started. This information will be necessary to show to external parties such as doctors or hospitals. Within CISV, however, all international programme participants, staff and leaders are covered and will not need to

show proof of insurance. Information on the CISV Travel Insurance is available on [www.cisv.org](http://www.cisv.org).

## LEGAL-FORMS



There are three types of official CISV Legal Forms; [Youth Legal Information Form \(YLIF\)](#), [Youth Travelling Alone Legal Information Form \(TWAL\)](#) and [Adult Legal Information Form \(ALIF\)](#). They are all available on [www.cisv.org](http://www.cisv.org).

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal Form fully completed. The original, signed forms must be taken to the programme and we recommend that the original is given to a member of staff (for Interchange, it is kept by the leader.) One copy should stay at home with the sending family or Chapter, with two copies to stay with the leader (if applicable).

For children and youth, these forms are signed by their parents and give consent for the child or youth to travel with a named leader or alone (for youth 16+).

For all participants, these forms appoint CISV representatives as legal guardian should an emergency occur and should medical decisions have to be made on behalf of the person and their parent/guardian cannot be reached. These forms are precautions, but without them children/youth may have difficulty travelling and doctors may not be able to proceed with some treatments without consent.

These forms also make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

If the participants are children or youth travelling with a leader, then the leader should carry the participants' legal forms. At the programme, the forms should be stored safely and confidentially in the camp office (for Interchange, copies are given to the host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by the staff or leaders. For home-stays during camp-based activities, the original should be given to the host family to be returned at the end of the stay. If an incident occurs, a copy of the form should be attached to a completed [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the form should be returned to the participant at the end of the programme to be carried on the trip home.

### **What if Someone Arrives Without the Signed Legal Form?**

If a participant under age 21 arrives without these forms (or with the wrong form), the sending Chapter must be contacted. They must arrange to have the parents of the participant sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme. If the participant is aged 21+, the form must be signed upon arrival if not done previously.

## SUMMARY OF HEALTH AND LEGAL FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
<b>Health Form</b>	All participants and JCs,  All staff and leaders	All programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)	Signed by participant's doctor.  Also signed by parent/guardian for child/youth participants or by adult (age 21+) participant for him/herself.  If the doctor has a stamp, you should ask that it be put on the form along with the signature. In certain countries, this is important and helpful.	Must be dated within the 3 months before the programme. If a participant arrives without a properly completed Health Form, the person's doctor can be asked to fill it in and send it only if the doctor has seen and examined the person within the last 3 months. If this is not possible, the person must be taken to a local doctor for an examination. That doctor can fill in the form as well as possible in the circumstances. The participant must pay for the visit to the local doctor.
<b>YLIF</b> Youth Legal Information Form	All child / youth participants travelling with an adult leader	Village, Interchange, Step Up and Delegation Youth Meetings	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme.
<b>TWAL</b> Youth Travelling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g., all JCs and Seminar Camp participants)	Village JCs, Seminar Camp participants, Youth Meeting participants aged 16-20, IPP participants aged 19-20, Village, Interchange, Step Up and Youth Meeting Junior staff/leaders aged 19-20.	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme.
<b>ALIF</b> Adult Legal Information Form	All adult leaders and staff members, IPP and Youth Meeting participants, aged 21+	All programmes for staff/leaders, IPP and Youth Meeting for participants, aged 21+	Signed by adult delegate on his/her own behalf	Must be signed upon arrival if not done previously.





# INITIAL HOMESTAY AND LEADERS' WEEKEND

The first two days in Village and Step Up, the participants are hosted by local CISV families, (homestays), while the leaders and staff meet and prepare at the campsite.

Upon arrival, it is important that the leader is introduced to the host family and gives them a copy of the health and legal forms as well as a copy of the participants' passport. The leader should ensure that each participant has money with him/her before leaving them with the host family.

Host families should be given a schedule/itinerary of the excursions planned for the Village and the Step Up and be encouraged not to visit these locations with the delegates.

Host families should be informed that participants and their families have been advised that direct contact with home during the programme is discouraged. However, if the participant expresses a strong desire to speak with his/her family the host family will ensure access to phone/internet.

The leader should contact the delegates' families at home and let them know that they have arrived safely. Host families must also have information such as emergency services numbers, on call contacts in the Chapter, parent/guardian's numbers, the number where the leader can be reached and copies of the participants' Health and legal forms.



## VILLAGE HOMESTAYS

This section applies to homestays that are scheduled parts of the programme, either at the beginning or part way through.

The host family must pay expenses for the visiting delegate/delegation in the same way as for any children of their own (e.g. transportation, sightseeing, trips and meals during these arrangements). Personal expenses should be paid by the visiting delegate / delegations from their own pocket money. When necessary, host families must arrange for transportation for group activities.

An adult (age 21+) should be at home at all times during the visit. If both or the only parent works, an adult family member should be available for supervision.

The rules of the family should be applied to the guest, while respecting his / her religious and cultural upbringing that may differ from the hosts'. Differences should be discussed.

It should be emphasized to host families that the choice of activities for their guests should be based upon what is appropriate for a peace education programme. The activities should not be too tiring and they should show the normal life of a family in that hosting country in order to experience the culture.

Hosts should help their guest feel like a family member. Some ways to make a guest feel more at home:

- Sharing a room with another child where possible
- Arranging informal activities with a few friends and neighbours
- Ensure that guests can have contact with their leader, if needed

- Help the guest to overcome any feelings of homesickness; do not feel offended if he/she looks unhappy
- Everyone needs to be alone sometimes; give guests this opportunity
- Keep all the guest's documents in a safe place (e.g. Health and Legal Forms) and returning them to host staff (or visiting leader in Interchanges) at the end of the home-stay
- Keep possible medication of the guest and renew prescriptions if necessary
- Encourage the guest to write to his / her parents during the stay
- Discourage the guest from phoning home
- Explain local telephone charges so the guest can ration calls if necessary
- Contact the programme staff the leader of the participants, or the local programme committee should there be any problems

In Village, there is a second homestay, a family weekend halfway through the programme. All the above rules apply.

# OVERVIEW OF THE PROGRAMME SCHEDULE AND EVENTS

## PLANNING ACTIVITIES

When planning activities (including excursions), staff, leaders, participants and Chapter must choose activities appropriate to the group. All activities must be reviewed in terms of any risks they might pose of physical or emotional injury to the participants or of damage to property. For excursions and activities away from the site, the local Chapter Risk Manager should be part of the planning process.



Any risks associated with an excursion or planned activity should be included in the [Risk Management Checklist Report Form](#), which must be completed by day three of the programme. For activities planned during the programme, a risk assessment should be done by staff and leaders and the Chapter Risk Manager can be consulted. Guidelines for appropriate activities are set out in the Education section of this Guide.

## A MIX OF ACTIVITIES

In the Education section of this Guide, you find information about planning and evaluating CISV educational activities. These activities are the core of CISV programmes. At the same time, a large part of the programme develops outside of the organized activities. Waking up fellow campers, cleaning, cooking, eating, organizing the camp, preparing activities, evaluating activities, preparing campfires, relaxing in the sun, sharing feelings informally after dinner – all this is part of camp life. These are crucial to the programme, as often intense moments of sharing occur during these periods.

Sharing the responsibilities and tasks of the programme is also the key for a successful camp. In addition to providing opportunities for cultural exchange and at the same time considering health and safety for all participants, a good programme is balanced and has a mix of:

- Active and quiet time
- Individual and group moments
- Large and small groups
- Outdoor and indoor
- Special and regular
- Educational and fun
- Programme privacy and community involvement

Look at the programme from a broader perspective how one day relates to the entire programme period and how one activity relates to other activities. Free time should be provided each day to enable individual contacts and friendships to deepen. A rest time at mid-day permits a quiet break.



## PROGRAMME PLANNING

Planning groups (4-5 people) composed of host staff, leaders, and JCs should develop a plan for a day's activities and present it at a leaders' meeting preferably two days prior to the actual date of implementation (plan-present-revise-lead). This allows the entire group a chance to review, understand and approve the activities. The planning groups should be internationally mixed with consideration given to the experience level. Participants can be involved in the planning process.

Groups rotate this responsibility giving everyone the opportunity to lead and direct activities. Everyone should plan equal number of days. The group does not necessarily have to run the activity itself, but is responsible for making all necessary arrangements and announcements of the activities. Planning groups can organize themselves in different ways.

- **Model A:** Groups can be entirely fixed and exist during a part of or for the whole duration of the Village
- **Model B:** A calendar is made where leaders, JCs or host staffs sign in on each day
- **Model C:** Combination of A and B - the staff decides the planning groups for the first week and then leaders, JCs and staff sign up on the calendar

Planning times should be scheduled during siesta period/siesta time, free time or night so that the leaders-JCs and staff don't miss activities. Planning groups can focus on a special topic so that the activity programme is project oriented and runs for one day or a week. This method of organizing activities with a repeated theme or goal may be more meaningful and educational for the eleven year olds. It is important that staff, leaders and JCs understands their responsibility for the Village programme: they should all come prepared to fully participate in, plan, and lead inspiring and creative activities that reflect CISV goals and educational approach.

## DAILY SCHEDULE / COMPONENTS

Each day at a programme will bring something new and different, but planning a basic schedule will help to keep things moving. Depending on the programme, the schedule is either set by the staff before the programme, or with participants at the beginning of the programme. Below is a sample of a daily schedule.



### Daily Schedule of a Village

Host staff, leaders and JCs decide on the daily schedule and on the changes to it during the Village. The daily schedule reflects the culture of the home country (meal and snack times), the hours of daylight, and the temperature. Below is an example of a daily schedule.

### Example of a Daily Village Schedule

08:00	Wake up
08:20	Flag time
08:30	Breakfast
09:15	Cleaning/ staff meeting
10:00	Activity period 1
10:45	Snack/water
11:00	Activity period 2
12:00	Free time
12:30	Lunch
13:30	Siesta-time/ Rest period (camp shop open)
14:15	Activity period 3
15:15	Snack/water
15:30	Activity period 4
16:30	Free time/ shower time leaders' meeting (programme planning)
17:45	Dinner
18:30	Delegation time
19:30	Activity period 5
20:45	Snack time
21:00	Flag time
21:15	Bedtime/ lullabies
22:00	Good night, lights out



## FLAG TIME

Every day there are two flag times: raising the CISV flag in the morning and lowering it in the evening. Everyone is expected to be around the flagpole for the singing of the CISV song and for saying good morning/goodnight in every language spoken at the Village. The delegation of the day is responsible for flag time.

## CLEANING TIME

It is important to keep all areas in the campsite clean and neat. Usually the staff divides the campsite in areas to be cleaned and participants and leaders are divided into cleaning groups that rotate each day. Usually cleaning groups stay the same for all the duration of the Village and in each group there is gender balance and delegates from different countries. Leaders are responsible for their own cleaning group.

## STAFF MEETINGS

The host staff meet once a day (or more if needed in case of emergency) to discuss the programme of the day and upcoming days, divide tasks, discuss issues and evaluate the Village progress. It is important to have a time scheduled in order to make sure that there is one staff meeting per day.

## ACTIVITIES

It is important that everybody (leaders, delegates, JCs and staff) takes part in all the activities. During activities participants are encouraged not to stay with the members of their own delegation. All staff, leaders and JCs must support the planning group; they are the people in charge of the activity and the person explaining the activity should never be contradicted in front of the participants. In the event that the person explaining the activity is wrong, please be careful to communicate with them privately, so they do not lose respect in front of the participants.

## MEALS AND SNACKS

It is important that everyone is on time for meals and snacks. Everyone is encouraged to taste new food and eat what has been taken. Whenever possible, members of one delegation are discouraged from being together at meal times.

## SIESTA TIME/REST PERIOD

This time of day gives the participants and leaders a chance to rest, write letters, play games quietly, read, write in a journal, etc. The participants must either be in their bedroom or other assigned areas during this time and are encouraged not to stay with members of their delegation; this is the time when most of the intercultural friendships develop. Each day some leaders/staff/JCs are appointed siesta angels to watch the participants during siesta.

## **CAMP SHOP/JC SHOP**

This camp shop is run by the JCs and is usually open every day. In the camp shop candies, snacks, postcards, stamps, CISV merchandising or other things can be purchased. All purchases are added to the individual accounts and are paid at the times set by the host staff (leaders pay for their delegates with the children's own pocket money). JCs, leaders and staff can usually buy drinks and snacks at the camp shop also in the evening. Participants cannot have access to the JC shop outside of the time set in the schedule.

## **SHOWER TIME**

It is important to make sure that personal hygiene of all participants is guaranteed. Every day everyone should have the chance to take a shower. Cultural sensitivity has to be taken carefully into account when planning shower time and a good compromise has to be found between logistics, cultural sensitivity, the smooth flow of Village life and the main goal of maintaining good standards of personal hygiene. During shower time children have to be supervised by adults.

## **LEADERS' MEETING/TEAM MEETING**

Leaders, JCs and staff meet daily in the leaders' room as scheduled. This is an opportunity to discuss daily successes and areas of improvement, upcoming events and the activities planned for the following days. It is also the time when the host staff makes announcements. It is important to be on time and to fully participate in these meetings. Usually there is a designated area to list agenda items. The leaders' meeting is usually chaired by the leader of the delegation of the day or by the host staff.

## **DELEGATION TIME**

Delegation time is an important moment of the day because participants can spend some time with their own delegation and express in their own language their feeling and impressions of the day and of the Village experience in general. During this time the leader has to take care of the participants and organize the time with them. It is suggested that each delegation find their own quiet place where they can meet (not in the leaders' room and preferably not in participants' bedrooms). During this time leaders can:

- Explain the upcoming activities
- Discuss worries or problems
- Check if the participants are taking care of themselves (showers, food, hygiene, etc.)
- Talk about what they have learned or liked
- Give the participants letters, emails, or faxes from home
- Write letters home
- Prepare for national night
- Discuss excursion details, daily schedule, etc.
- Do any other things the participants like (play games)

JCs also have their own delegation time where they meet with the staff responsible for JCs and share their thoughts and feelings and get help with possible problems.

## **BEDTIME**

After flag time, the participants can put on their pyjamas. They should also wash up and brush their teeth at this time. Afterwards, they can go to lullabies.

## **LULLABIES**

Lullaby time is the time to quiet down. Everyone, even leaders, can come to lullabies with their pyjamas on. Each Village has its own songbook (on paper or on video sometimes), which is used during lullabies to choose songs from. The delegation of the day can be in charge of choosing the songs. The songs should be sung quietly.

## **GOODNIGHT/LIGHTS OUT**

Participants should go to the bathrooms before “Lights Out”. Leaders, JCs and staff usually visit the bedrooms to say goodnight. Each day some leaders/staff/JCs are appointed as night angels: this means that they will stay 20-30 minutes after lights out to be sure that all the participants are safe in bed and sleeping.

## **IN-VILLAGE POLICIES**

### **Visitors to the Village**

The staff decide - in consultation with the Chapter - what is the policy regarding visitors coming to the campsite and which scheduled programme or activities they are allowed to attend. Usually Villages are open to Chapter volunteers who are needed to help with the logistics (e.g. food supplies, laundry). When making decision on this policy, the safety of the participants and the feeling of community are essential. The leader and participants should be informed about the visitor's policy and it should always be announced and explained when and why someone from the outside comes to visit.

### **Communication**

The host staff can use any means of communication at any time for the needs of the Village. The use of phones and internet for personal purpose has to be limited in order not to interfere with the programme.

Leaders and JCs communicate directly with their families and friends by phone, mobile phone or internet (if available and on a limited schedule) after the daily programme and when it is deemed not to interfere with the programme.

It is strongly discouraged that participants contact their families and friends at home through phone and internet during their stay at the Village (family weekends included).

Phoning or communication via internet might cause homesickness and miscommunication. Writing letters is encouraged. As with other forms of communication from parents, the delegation leader should be the one to limit and distribute mail and e-mails to his/her delegation.



It is for these reasons and to prevent a logistic burden for the staff or Chapter, that participants are discouraged from having direct access to the computer during a Village. The exception would be when its use is part of a specific activity or with the purpose of registering on [myCISV](#), and when the use of computer takes place during the family weekend, always bear in mind the rules stated before.

Parents of the participants should not expect or ask for more than one communication per week from the leader about their participants. The communication from the leaders to the families should always be inclusive. The suggested means and methods of communication are: general emails to the parents' mailing list, one email a week for each family, a call to one family per week (that then calls the other families), a call to each of the families once a week. It is discouraged to have phone calls, email exchange, web chats or Skype meetings with any parent outside this regular frame of communication, unless there is an urgent issue to discuss about a particular participant (e.g. serious medical problem).

### **Smoking**

Participants are not allowed to smoke and people in a role model position cannot smoke during activity periods and should not be seen smoking by participants. Smoking should never interfere with the Village programme. The staff will determine a smoking area and this must comply with the national regulations (in some countries it is forbidden to smoke in a school area) and be in a place away from participants' eyes.

## **CALENDAR**

Many things happen during a CISV programme. They will relate to orientation, activities, excursions, special events, deliveries, arrivals, departures, etc. Making a large calendar and keeping it displayed in a prominent position will help staff and participants to keep an overview of the whole programme.



### **Village Calendar**

The host staff in close coordination with the local Village committee prepares the calendar. It includes set events that need to be arranged prior to the Village. It is then discussed during the leaders'/JCs' orientation before the arrival of the participants.

During the orientation, changes may be made and programme ideas introduced. Where prior arrangements have been made (homestays, trips outside the Village, etc.) care should be taken that these are considered during the planning time.

Usually a big poster with the Village calendar is prepared and put in the leaders' room (see the calendar example below). A version of the Village calendar for the children is put up in a common area so they can also be aware of the programme, excursions, delegations of the day and birthdays.

The following events should also be included on calendar: days off, national nights, birthdays, laundry days, planning group, and siesta angels/night angels.

## Example of a Village Calendar

MON	TUE	WED	THU	FRI	SAT	SUN
	Staff at the Camp		Kitchen staff at the Camp	<b>1</b> Arrivals leaders and JCs: Orientation days  Children: 1st home-stay	<b>2</b> Orientation days  1st home-stay	<b>3</b> Orientation days  1st home-stay until 17.00 – participants arrive at camp
<b>4</b>  Delegation of the Day	<b>5</b>  Delegation of the Day  Swimming Pool	<b>6</b>  Delegation of the Day	<b>7</b>  Delegation of the Day  Excursion 1	<b>8</b>  Delegation of the Day	<b>9</b>  Delegation of the Day	<b>10</b>  Delegation of the Day
<b>11</b>  Delegation of the Day	<b>12</b>  Delegation of the Day  Shopping day	<b>13</b>  Delegation of the Day	<b>14</b>  Delegation of the Day	<b>15</b>  Delegation of the Day Open Day  Second Home-stay & Leaders' Weekend	<b>16</b>  Leaders' Weekend & – Mid-Village evaluation  Second Home-stay	<b>17</b>  Leaders' weekend  Second Home-stay until 20.00
<b>18</b>  Delegation of the Day  Swimming Pool	<b>19</b>  Delegation of the Day	<b>20</b>  Delegation of the Day	<b>21</b>  Delegation of the Day	<b>22</b>  Delegation of the Day  Excursion 2	<b>23</b>  : Delegation of the Day  Leaders' night out	<b>24</b>  Delegation of the Day
<b>25</b>  Delegation of the Day	<b>26</b>  Delegation of the Day	<b>27</b>  Delegation of the Day	<b>28</b>  Delegation of the Day  Good-bye Departures			

## DELEGATION OF THE DAY

One way to organize some of the daily tasks at the Village is to assign a delegation of the day. The delegation of the day can be responsible for:

- Wake up (accompanied by the music they have brought along)
- Flag times
- Village diary
- Placemats on the tables for meals
- Getting people together on time for meals and activities
- Create a system to decide which table goes first for meals
- Choose songs for lullabies
- The leader of the delegation of the day will conduct the leaders' meeting

## VILLAGE STAFF/LEADER/JC DAY OFF

Leaders, staff and JCs may take a day off during the course of the programme at their own expense. The time away must not exceed 24 hours. Leaders must not be further than two hours travel time away from the campsite.

No more than four leaders should be away at the same time.

JCs can either go separately or with leaders/staff or all six of them together. The responsibility of the JCs during their day off stays with the Programme Director and the host staff. When staff takes a day off, a minimum of 2 staff must stay at the campsite.

In order to avoid affecting the life of the programme with sudden departures or arrivals, it is suggested to take the day off up to morning or evening flag time. Leaders, JCs and staff must communicate their intentions regarding their day off in plenty of time for arrangements to be made and have the staff approval. Days off are usually written on the Village calendar.

The date cannot be changed without staff approval. The day off can be spent offsite (e.g. excursion) or on the site (e.g. resting, sleeping, reading). The staff must be informed of the plans.

Before leaving for the day off, the leader has to arrange for a leader or staff to take care of his/her delegation and assume his/her usual duties of the day. Everyone at the programme should be aware of which leader/staff will take care of the delegation during the leader's day off.

JCs can help the leader or staff appointed.

## NATIONAL NIGHTS

National nights are a traditional activity done at Villages. The purpose of national nights is to allow the delegates to share some things about their home life and life in their country, and is an opportunity for delegations to prepare, work together, and get to know one another before coming to the Village.

National nights may take many forms. It is up to the staff to decide how national nights in their village might work, making sure the activity is as inclusive as possible.

The more traditional national night might look like this:

Every delegation during the Village has the opportunity to present themselves and their country during an activity period. This is usually done during the national night in activity period 5 but it can be done during any other activity period of the day. For this purpose, each delegation prepares an activity which can be made of national dances, songs, dramas, games, videos, picture show of the delegates' families/pets/city. During this activity delegations can wear a national costume. Delegations are also invited to serve their national food. Cooking is not allowed in every campsite, so it is a good idea to offer snacks.

It is also possible to have a number of national nights in the same activity period, depending on the length of the activity.

During the Village, delegations have time to practice for this during delegation time, but everything needs to be prepared at home.

Scrapbooks made by and about each delegation are also a traditional part of national nights. Scrapbooks can take any form, as long as their main purpose is to share information about the delegates with the Village and bring delegates together before travelling to the programme. Delegations usually work together to create their scrapbooks and bring copies for everyone, including host families. Scrapbooks are an optional part of the Village programme. Staff should clarify their expectations in the Pre-Camp so everyone arrives with a clear idea of what is expected.

## **BIRTHDAYS**

When someone celebrates his/her birthday during the Village, a cake is usually offered for all participants and happy birthday is sung in each language spoken at the Village.

## **LAUNDRY DAYS**

It is the responsibility of the host Chapter to provide facilities/host families to do laundry. Usually bed linens are washed once and this happens during the family weekend. It is important that the laundry items are labelled with the person's name and country.

## **EXCURSIONS AND GUEST SPEAKERS**

Before staff meet or start corresponding, a list should be made of the local possibilities for enhancing the programme theme. This list should be made by home staff and the local Chapter in order to have options to choose from. This list may include excursions and guest speakers, both for recreational and educational purposes. As these arrangements are often integral to the content of the programme, they have to be considered carefully. If bookings or appointments have to be made before the programme, it is the responsibility of staff to make the proper arrangements. A limited number of excursions (e.g., one per week) to local places of interest should be arranged. Too many excursions tend to disrupt the close communication of camp life and create the impression that CISV is a tourist programme. It is of utmost importance that the safety of all participants should be the first consideration in

all excursions and activities. Ensure that proper supervision is provided during the excursion and that staff or leaders carry legal and health forms, in case someone requires medical treatment. Also ensure that each person has the address of the site name and contact details for staff or Chapter members, in case someone becomes separated from the group. Excursions must be related to the programme theme.



It is recommended to have a maximum of one excursion per week (shopping day included). It is discouraged to have an excursion devoted entirely to shopping (e.g. in a shopping mall). The planning of the shopping day must take into consideration the goals of the Village programme.

A very useful tool for the theme development is a guest speaker who is invited to take part in your camp during one session or activity with the purpose of showing the camp group a personal point of view related to the theme. This person can be a professional or someone with enough experience offering a personal perspective.

## OPEN DAY

The Open Day is the only day when visitors are invited to the programme and it is a good opportunity for a Chapter to promote CISV locally. Before the programme starts, the local Chapter should make their expectations of the Open Day clear to the programme staff and should be included in planning the Open Day programme. Members of the Chapter should advertise and send out invitations for the Open Day. Security concerns vary from NA to NA. For this reason, consider carefully how general invitations are communicated.



Parents should not visit the Village of their child on the Open Day as this makes it very difficult for a child to participate in the same way as the other participants. It could also cause homesickness. Parents are welcome to visit Open Days at other Villages.

## SECOND HOMESTAY

In Village, there is a second homestay, a family weekend half way through the programme. This homestay should last at least two nights and two full days. All the regular homestay rules apply (see above section on “Initial Homestay”), and there are other considerations.

During the second homestay, participants are paired up with someone of the same gender from another delegation. This is adjusted to meet the local availability of families and there can be groups of three or four participants.

Any particular needs of the participants should always be considered when selecting family and weekend matches. The comfort of the participants is essential. The pairing up of participants can be made in different ways. Usually participants are asked during delegation time a list of three possible matches. Possible matches are discussed. It is the responsibility of each leader to make sure that their delegation knows that the aim of the second homestay is also to have the chance to get to know someone who they have not had the chance to spend time with at the Village and that the participants listed are just possible options

## STAFF/LEADERS' NIGHT OUT

Some programmes may designate an evening for an outing or special activity for the staff and leaders. The Chapter must agree to the date and time with staff and arrange for appropriate

adult supervision while the staff and leaders are off-site.

For Step Up and Village where a leaders' night out is planned, the staff/Programme Director must provide the supervising adults with a completed [Delegation Briefing Form](#).

### **What is the Aim of the Leaders' Night Out?**

- To give the leaders an opportunity to have extra time alone during the camp to socialize, re-group and re-energize for the remainder of the programme
- To give the Chapter and Junior Branch a chance to interact with the participants

### **Steps to Plan a Leaders' Night Out**

1. Arrange plans and confirm the date with the Chapter and Junior Branch well in advance
2. Ensure that there will be at least the same ratio of adults to participants as there are leaders to participants, with at least three adults 25 or older (Junior Branch members should be at least 15 years old)
3. If a participant is sick on the day of the leaders' night out, a decision should be made by the leader of that participant, with the staff, and the Chapter volunteer group whether or not the leader should stay on site with the participant
4. Ensure all Chapter volunteers arrive at the campsite at least one hour before the staff and leaders depart, giving the Chapter volunteers an opportunity to view camp life and meet the participants and the leaders
5. All adult Chapter volunteers should remain on site until the leaders return
6. Plan an activity ahead of time for the night with the participants
7. Ensure the Chapter has the Programme Director's mobile phone number just in case something happens or a question arises
8. Confirm with the Chapter on the time of return
9. Return to the campsite at the time agreed on with the Chapter; if some leaders want to return earlier, a staff member should accompany them
10. Upon arrival, check in with the Chapter volunteers that all participants are safe and in their correct rooms
11. Thank the volunteers for their time

The leaders' night out should be a fun but risk free evening. Always remember that leaders and staff should socialize responsibly – the leaders' night out is still part of a CISV programme; all guidelines and rules should be followed and in case of a medical emergency arising while away from the camp the leaders still hold the responsibility for their delegation.



## **LEADER'S WEEKEND**

While the participants are in the home-stays, activities are planned for the leaders and JCs on this weekend after two weeks of Village, which can include the mid evaluation of the Village as well as relaxing time.

# FIRST DAYS AT THE PROGRAMME

## SAFETY DRILLS

Part of being prepared is making sure that everyone on the site is familiar with the safety procedures. At the beginning of the programme, staff are responsible for ensuring that all participants know fire evacuation routes and are informed of any potential hazards. At least one practice fire drill should be carried out with all participants during the first three days of the programme. If the programme is in an earthquake zone, an earthquake drill should also be conducted within the first three days of the programme. It is a good idea to coordinate these drills with local authorities, so that they know about it and the drill can be as realistic as possible. It is advisable to remind participants of these safety procedures on a regular basis.

## SETTING EXPECTATIONS



At the beginning of the programme, the contents of InfoFile [R-07 Behaviour Policy](#) should be discussed, understood and agreed to by all adults and participants. They should know and feel comfortable with what is expected of them, what they can expect and the consequences of misconduct.

## RISK MANAGEMENT

Each hosting Chapter must have a National/Chapter Risk Manager and that person must be involved in the planning, preparation and running of the programme.



To help the National/Chapter Risk Manager check that the necessary steps have been taken to provide for a programme, he/she must use the [Risk Management Checklist Report Form](#). This official international form must be used when a Chapter is hosting an International programme. By day three of the programme, the Chapter Risk Manager must have visited the site and completed the form. Most of the questions must be addressed during the preparation of the programme. This report form serves as a final check by the risk manager. The report must be signed and sent directly by fax/post to the National Risk Manager. The National Risk Manager must review and sign the form and include reference to it in their report to the NA board.



For the role of the Risk Manager and all other risk-related considerations, please see InfoFile section N and InfoFile [U-14 Model Role Profile - NA or Chapter Risk Manager](#).

# GENERAL CARE AT THE PROGRAMME

## SETTING EXPECTATIONS



At the beginning of the programme, the contents of InfoFile [R-07 Behaviour Policy](#) should be discussed, understood and agreed to by all adults and participants. They should know and feel comfortable with what is expected of them, what they can expect and the consequences of misconduct.

## GENERAL HEALTH

Staff and leaders should monitor all participants and each other. Any person displaying any more than minor cold symptoms should be quarantined from the other programme participants and examined by a physician.

At least one staff member must have first aid training and first aid supplies must be available at the site. If first aid is administered, a second adult should be present and the door to the room kept open, where possible.

- The services of a hospital, doctor, dentist, nurse, psychologist, pharmacy must be available. Ambulance services must be on call. It is recommended that counsellors be available as well should there be any occurrence requiring their assistance
- If a participant is unwell or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be medically prescribed and provided by a person competent in the relevant field
- Make sure the participants and adults get enough sleep so that they are rested and fit
- Emphasise the importance of frequent hand washing, covering the mouth when coughing or sneezing and regular good hygiene practices for everyone; make hand sanitizers available

## GENERAL CLEANING AND HYGIENE

With so many people living close together, it is important that sites be kept clean and that individuals observe good hygiene practices.

On some sites, the site provides cleaning as part of the conditions of use. CISV should always expect to treat a site with care and to be considerate.

In most cases, the programme is responsible for daily cleaning of kitchen, common areas, bathrooms and eating-, sleeping- and play areas, along with outdoor facilities. The Chapter must provide cleaning supplies. It is common practice that participants, staff and leaders form cleaning groups and set up a rotation of duties.

## LAUNDRY

Laundry should be done weekly. If there are no laundry facilities on site, it is the responsibility of the host Chapter to provide facilities/host families to do laundry. Usually



bed linen is washed once. It is very important that the laundry items are labelled with the person's name and NA.

## CONTACT INFORMATION FOR EXCURSIONS

Before a group leaves the site (or host home) for an excursion, every adult and participant should be given the site address (or host family's address) and an emergency phone number, in case someone becomes separated from the group.

## SHOPPING

Most shopping for basic food and supplies should be done by the Chapter or delivered by arrangement with local shops.



Leaders, participants and JCs cannot leave the campsite to go shopping, unless the staff allows this. Usually the host staff sets a system for shopping: some time in advance leaders add the things that they and their delegations need and the staff or preferably someone from the Chapter goes out to buy it.

## NUTRITION

Programme hosts must make every effort to provide a varied and healthy diet that meets officially recognized standards for nutrition and respects the specific dietary requirements of all cultures and individuals present. Three meals and appropriate snacks must be provided and covered by the hosting budget.

## NOTE ON TRANSPORT

At least one car should be available during the whole time of the programme, and at least one staff member must be able to and insured to drive, so that banks, hospitals etc. can be easily reached at all times. Any driver and vehicle must be licensed and have the necessary insurance. Participants are not allowed to drive during the programme.

## PROVIDING ADULT SUPERVISION

Throughout the programme appropriate adult supervision must be provided. In camp settings, there should never be more than six children/youth for each adult (age 21+) at any given time. Interchange mini-camps require the presence of the two adult leaders and two other adults (age 21+).

### **Note Regarding Adult - Youth Time**

For the protection of youth and adult participants, it is recommended that staff/leaders not spend time alone with any one youth or group of youths. Any meetings should take place in an area that is visible to others and/or a room with the door open. In circumstances where a member of staff or leader needs to spend a short period of time alone with a child/youth, they must inform another member of staff.

If first aid is administered, an adult should be present and/or the door to the room kept open.

# COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP

During the programme, the first people to speak to about queries are usually other adults with programme responsibility within the programme – the staff/LIC and, if appropriate, the leaders.

The next step would be to get in touch with your local Chapter contact person. If your question is about administration, forms, insurance or procedures, then you or your Chapter contact can contact the NA and / or the International Office.

If your question is about elements of the programme, such as activities, you or your Chapter contact can get in touch with the Regional Delivery Team for Educational Programmes. Your Chapter should know who they are and they usually try to phone or contact you during the first week of the programme, just to see how things are going and offer support.

## WHAT IF A PROBLEM ARISES?

Each situation is different and may require different actions and on-the-spot decision making. Most problems that are encountered during programme are minor and can be addressed appropriately by the staff/LIC, leaders and participants. The Chapter Risk Manager and National/Chapter programme coordinator can also be consulted. Staff and leaders can also contact the relevant Regional Delivery Team for Educational Programmes or the IO if they have questions.



For situations when someone has to leave a programme prematurely, see InfoFile [R-1.5 Sending Someone Home Procedure](#) for further details. It is very important to remember to keep full notes on any occurrence and request formal reports from any local authorities involved or professionals consulted (these reports should eventually be attached to the Incident Report Form).

## MEDICAL/SAFETY SITUATION

At least one staff member must have first aid training and first aid supplies must be available at the site. If first aid is administered, a second adult should be present and/or the door to the room kept open where possible.

If a participant is unwell or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be prescribed and provided by a medically competent professional in the relevant field.



Please see InfoFile [R-1.5 Sending Someone Home Procedure](#) for the detailed steps to follow when a participant has to leave the programme.

## GENERAL BEHAVIOUR / PROGRAMME RELATED SITUATION

Most 'behaviour' or programme -related problems can be dealt with at the programme/Chapter level where people can see what the situation is and can consult with

each other. Sometimes, however, the behaviour is serious enough that removing the person from the programme must be considered.



Please see InfoFile [R-15 Sending Someone Home Procedure](#) for detailed steps to follow when a participant has to leave a programme.

## WHAT IF THE SITUATION IS A CRISIS AND PUBLIC?

When you are preparing to host a programme, there are many things to consider. Among them is what to do if something goes wrong, even seriously wrong – a crisis. Each crisis is unique, but as a group of people planning a programme, you should be prepared so that a crisis can be quickly recognised and addressed.



It is also very important, as part of planning for a programme, to consider and prepare a communications plan. For more information, see the [Crisis Communications Guide](#)

## REPORTING INCIDENTS OR ISSUES



When an incident or issue occurs at a CISV programme the Programme Director/LIC/Interchange leader, should be in contact with the Chapter/National Risk Manager to discuss the situation. The Programme Director/LIC/Interchange leader (or other person with programme responsibility) must complete and follow the sending instructions on the [Incident Report Form](#).

It is not always the Programme Director/LIC/Interchange leader who identifies or acts on a particular matter. **Any participant or person with programme responsibility should report an issue or incident if they feel it is appropriate to do so.** For examples of incidents and issues that should be reported, see [Incident Report Form](#) later in this section of the Guide. Follow the instructions on the form regarding transmission. This information is sensitive and should only be shared with those listed on the form.

The Risk Manager or Chapter representative should keep sensitive documents in a secure location, in a locked container, where other people will not have access to it. Extra, unneeded copies should be destroyed according to local law. NAs should keep incident reports for at least 10 years. If they relate to an International programme, they must also be sent to the IO, where they will be kept in the secure archives indefinitely.

# LAST DAYS AT THE PROGRAMME

The very last days of a programme are often extremely busy and planning ahead for them can make a big difference. Some of tasks that need to be taken care of can be done by staff but some may require support from the Chapter. Make sure that this has already been arranged as part of the planning process with the staff team and Chapter.

Some of the tasks include: confirming flights; arranging transport; settling camp shop bills; handing back forms, official documents and valuables; cleaning the site; and, packing.



Participants are sometimes given the camp T-shirt, the camp picture, a CD with songs, pictures, address list, and/or a songbook.

# AFTER THE PROGRAMME

## SITE

Very often the site is rented and there may be an arrangement between the Chapter and the owners of the site detailing the extent the site has to be cleaned and things restored to their original place. Make sure that the arrangement is fully understood and agreed by both parties beforehand.

Even though some cleaning can be done during the last day/s of the programme, a more in-depth cleaning may be required after all participants have left the site. It is up to staff to clean the site, but help may be needed from additional Chapter volunteers.

Often a Chapter will use/rent the same site for many of their programmes and so it is very important for the Chapter to maintain good relations with the site owners for the future.

## STAFF AND CHAPTER MEETING

It is recommended that staff and Chapter representatives meet shortly after the completion of the programme to follow-up on the experience, share feedback and to make sure any official or formal reporting has been or will be completed.

This time is also a good opportunity to go over the list of anyone who has contributed to the programme and ensure that everyone is duly recognised for their efforts and contribution.

## PRACTICAL EVALUATION AND REPORTING ABOUT THE PROGRAMME

There are several types of reports and forms that are used to let CISV International know how different aspects of the programme went, who participated, what worked well and whether there were any problems. This information also provides data for billing and statistical purposes. It is also essential information to help CISV as a Peace Education organization to keep improving. Without this information CISV International will not be able to measure its success or provide the needed support/training for future programmes. Paperwork is not usually what people like to do, but this information is very important for the overall quality of CISV's programmes and staff/leaders are the people best suited to provide it.

CISV International official reports and forms are due no later than two weeks after the end of the programme/Interchange hosting phase. These include [Programme Director's Planning and Evaluation Form](#) (PDPEF), [Address List](#) and any [Incident Report Forms](#) (IRF). It is advised that these are completed and submitted immediately after the end of the programme.



The host Chapter will focus on practical evaluation. For information on educational evaluation and how to use the PDPEF as both a planning and evaluation tool for educational activities, see the Education section of this Guide.

# PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM (PDPEF)



Every programme must complete and submit the on-line [Programme Director's Planning and Evaluation Form](#) (PDPEF). Though staff can complete and submit the form as well, it is the responsibility of the Programme Director and (for Interchange) the Chapter/National Interchange Coordinator (LIC or NIC). The form should be completed and submitted no later than two weeks after the end of the programme/Interchange hosting phase.

## How to Access and Complete the PDPEF



To be able to access the specific PDPEF for the programme, you must be registered on [myCISV](#), have claimed participation and been approved as either Programme Director or staff (or LIC/NIC for Interchange). When that is done, you can access the specific PDPEF by logging into [myCISV](#) and then the [PDPEF Storage Intranet Site](#)

The PDPEF can be revisited, completed and saved numerous times. It is also possible for more than one person to access it (e.g., staff and Programme Director). Remember to 'save' the form the first time it is opened and only click on 'submit' when you have completed the entire form. For general, technical and support information, please visit the [PDPEF Frequently Asked Questions](#) page on [www.cisv.org](#).



## PDPEF Structure

The PDPEF is made of five sections: 1. Administration, 2 Education, 3 Practical Arrangements, 4 Recommendations and Issues, 5. Media and Community Activities and 6. Additional Comments

## When to Fill in Each Section

Below are four of the five sections of the PDPEF, with tips on how to complete each of them. Section 2 is addressed in the Education section of this Guide. The yellow bars give suggestions for when these sections should be completed.

### SECTION 1: Administration

Please answer all the questions in this section. This information will be collated by the IO and subsequently shared with the relevant NA.

#### Before participants arrive

1.1) This section will be pre-filled for you, based on data from the [myCISV](#) website.

#### When participants arrive

1.4) Attendance information.

1.5) Issues (late arrivals, early departures, absences, age or gender discrepancies, Health and Legal Forms).

### SECTION 2: Education

Please see the Education section of this Guide.

### **SECTION 3: Practical Arrangements**

Please answer all questions in this section. This information will be used by the CISV International committees and the hosting NA. You can monitor the practical arrangements throughout the programme in an informal way through staff and participant meetings.

#### **At the end of the programme**

- 3.1) Comments on the quality of the site
- 3.2) Comments on food, facilities, and arrangements
- 3.3) Best practices: Give examples of things that were done well by the hosting Chapter that other Chapters or NAs could do.

### **SECTION 4: Recommendations and Issues**

Please answer all of the questions in this section. This information will be collated by the IO and shared with the home NAs of anyone mentioned.

#### **At the end of the programme**

- 4.1) Staff/leader recommendations
- 4.2) Recommendations of further training for staff/leaders

If any incidents occur during the programme, please make sure that you complete an Incident Report Form (IRF) and send it to the IO. You can do this at the time of the incident or submit it with the PDPEF, depending on the severity of the incident.

### **SECTION 5: Media and Community Activities**

Please answer all questions in this section. This information will be used by the CISV International committees and the hosting NA.

#### **At the end of the programme**

- 5.1) Media coverage
- 5.2) Community-based activities with a partner organization

### **SECTION 6: Additional Comments**

#### **At the end of the programme**

Please answer this question if there is anything you would like to add and that has not been answered in any of the previous sections.

## ADDRESS LIST

Every programme must complete and submit a complete Address List of everyone who participated in the programme to the IO no later than two weeks after the end of the programme. Note: Address Lists from both NAs are due within two weeks after the end of the first Interchange host phase.

The Address List must include the address and date of birth of everyone in the programme (and Chapter support, home-stay and kitchen staff if listed). There is not a pre-set format for the Address List. Programme staff and Interchange leaders who are registered as programme managers for their programme on the [myCISV](#) website can easily export an Address List of everyone who has claimed participation (and been approved) on [myCISV](#). The exported document is in Microsoft Excel format.

If anyone has not claimed participation in the programme on [myCISV](#), the exported Address List will have to be completed manually by staff/Interchange leader *before* it is submitted. The Address List must contain the details of everyone who has participated.



## INCIDENT REPORT FORM (IRF)

The [Incident Report Form](#) (IRF) must be filled in if there is an ‘incident’ in a programme. However, not every incident will require full reporting.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of CISV guidelines on Behaviour and Cultural Sensitivity, where consequences have been imposed. The information should be sent to the host NA/Chapter Risk Manager with a copy to the IO. The [Incident Report Form](#) must be signed and can be submitted electronically.

If any incidents occur during the programme, please make sure that a completed [Incident Report Form](#) (IRF) is sent to the IO. This can be done at the time of the incident or submitted with the PDPEF, depending on the severity of the incident. Anyone participating in a programme can fill in and submit and [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.



# INFORMATION YOUR NA WILL RECEIVE

## ISSUES

Your National Secretary and National Risk Manager will also receive an issues report. Any issues (medical, behaviour, rule violations etc.), recommendations or further training suggestions, reported from the programme that relates to participants or adult will be shared with their sending NA (via the National Secretary and National Risk Manager) for follow-up.

# VILLAGE / SENDING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆◆◆	◆	◆
Parent	◆	◆			◆◆◆◆	
Participant	◆	◆			◆◆◆◆	
Junior counsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# HOW THE ADMINISTRATION WORKS FOR SENDING PARTICIPANTS

## ADMINISTRATIVE RULES



All CISV programmes must be organized in accordance with the administrative rules set out below and in InfoFile [C-03 Programme Basic Rules](#).

## CISV'S GLOBAL PROGRAMME HOSTING PLAN

One of the most important strategic commitments CISV has made is to increase hosting and participation in a sustainable way. In this way CISV can gradually reach more and more people with its unique peace education programmes.

CISV plans three years in advance and states the minimum target number of programmes, globally and per Region. The plan is reviewed and approved annually and can be found on [www.cisv.org](http://www.cisv.org). The plan is based on input from NAs, the Chapter Development Committee, the Educational Programmes Committee and the International Office (IO). The Regional Coordinators for Chapter Development play a key role in ensuring that Regions are planning effectively and able to deliver the programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO (via the Regional Coordinators for Chapter Development) and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view three years ahead.

An NA should plan its hosting in consultation with the Regional Coordinators for Chapter Development and be able to commit to hosting three years ahead. Each NA's hosting plan is included in the global hosting plan.

### Details of Participation Requests

The global hosting plan only contains basic information: what type of programme, which year, which NA.

Further information and sending details, such as age group; dates when they are able to travel, more exact number of participants, must be confirmed a year before the programme. By this time, NAs will also know better how many invitations to request.



NAs provide these details one year in advance by filling in and returning the [Host and Participant Data Sheets](#) (there is one for each of the seven programmes) to the IO. This form is due on 1 June the year before the programme hosting year.

## INVITATIONS TO PARTICIPATE

With the exceptions of Interchange and Mosaic, entitlement to invitations is based mainly on hosting. If an NA hosts a programme, it will get hospitality points to put toward future invitations. This system is complex as there are so many NAs, and different programmes, as well as invitations reserved for Promotional Associations (PAs) and developing NAs. However, the basic principle is that of reciprocity; hosting leads to invitations. The statistics are kept by the IO and they are entered into a hospitality formula. This exercise determines how many points an NA has for a given year. This number is then 'translated' into invitations

depending on a number of variables. These variables include the number of actual invitations available, and the number of invitations reserved for PAs and specific NAs (to be allocated by the Regional Coordinators for Chapter Development).

At that point, the IO starts the process of allocating spaces within individual programmes, based on the number of invitations to which each NA is entitled and any specific requirements of the NA (e.g. dates, travel restrictions). Invitation allocations are also based on achieving a balance of cultures and languages in each programme.

By 1 September, the Programme Invitation Offer forms are issued by the IO to NAs, inviting them to send participants to particular programmes. This is called “Round One”. NAs then distribute these invitations among their Chapters. NAs inform the IO by the published deadline whether they are accepting or refusing the invitations. They do this by indicating their acceptance/refusal in the Programme Invitation Offer form and sending it to the IO. Interchange follows a different cycle.

Invitations/participation lists are then revised and reissued as needed. This reissuing process is done in “rounds” and works within deadlines, as with the initial invitations. When there are no longer any requests, available invitations are publicised in an open list in the IO Update, which is sent to the national secretaries on a weekly basis.

	<b>IPP, Seminar, Step Up, Village &amp; Youth Meeting</b>	<b>Mar-Apr Youth Meeting</b>	<b>Interchange</b>
Round 1	1 Sep – 15 Jan	1 Sep – 1 Dec	1 - 25 Jul
Round 2	8 Feb – 28/29 Feb	15 Dec – 15 Jan	1 - 28/29 Feb
Round 3	8 Mar – 31 Mar	23 – 31 Jan	
Round 4	8 Apr – 30 Apr	1 Feb	
Round 5	May		
Round 6	Jun		

The Mosaic programme is not part of the invitation system. Full support is offered to the project coordinator and staff for the planning stage and the elaboration of a Mosaic project by contacting [mosaic.request@cisv.org](mailto:mosaic.request@cisv.org)

<b>Mosaic – Project Support System</b>	
<b>Request support</b> – 15th of every month	<b>Receive support</b> - from 1st of following month. Support continues for up to 3 months
<b>No support needed</b> – Submit completed worksheet at least 1 month prior to start of project.	

## Changes to invitations

Once an invitation has been accepted, an NA may change its mind up until certain deadlines. After that, any changes or cancellations will incur financial penalties.

# FINANCES



All NAs and Chapters should have a treasurer, who is responsible for coordinating or overseeing financial arrangements for programmes. There is a [Treasurer's Guide](#) and [U-13 Model Role Profile – NA or Chapter Treasurer](#).

## INTERNATIONAL FEES

The bulk of funding for the work of CISV International (including the IO) comes from membership fees contributed by NAs and from participation fees paid by participants in CISV international programmes. These fees help to pay for the overall supervision, administration, training and management of all programmes by Regional Delivery Teams, international committees and the IO. Each year, the Governing Board reviews the budget and participation forecasts and determines the fees for the following year's programmes.



For current fee information, see InfoFile [C-10 CISV International Fee Structure](#) on [www.cisv.org](http://www.cisv.org).

It is up to the Chapter to collect fees from the participants it is sending to international programmes and for the NA to then collect the fees centrally and pay the amounts invoiced by the IO. It is strongly recommended that participation fees be collected from participants in advance of the programme. If a Chapter chooses, it can raise funds to cover all or part of the fees for its participants.

## INVOICING AND PAYMENT OF INTERNATIONAL FEES

All fees are invoiced by and paid to the IO. When the majority of the participation information has been received, the IO will invoice the NA. This major invoice is generally done in the March quarter. If participation information changes or penalties are charged, amendments will be made in subsequent invoice periods.

The IO will credit hosting NAs with the participant host fees. This is usually done by offsetting the amount to be credited against the amount owed by the NA for its participation in other activities.

## PENALTIES FOR CANCELLATIONS / CHANGES



Penalties are for such things as late programme invitation cancellations, late date changes and programme cancellation by the host NA. For full information see Info File C-11 Programme Cancellation and Penalty Fees in [www.cisv.org](http://www.cisv.org).

# SELECTION OF LEADERS

In CISV, people in a position of responsibility are the guardians of other people's children. We have a responsibility to participants, their parents, the law and to ourselves, to be very careful in choosing the people who take on programme responsibility and assume a guardianship role. We must also be conscious of, and careful about, anyone who comes into contact with participants.

With the exception of international Seminar Camp staff (who are selected by the Regional Delivery Teams for Educational Programmes), this responsibility lies entirely with the NA/Chapter. Each NA/Chapter must appoint a representative or committee responsible for selecting and screening all of the people who will be in contact with participants.



CISV has established some guidelines and some specific procedures to make our selection process as fair and as safe as we reasonably can: InfoFile [R-06 Selection Guidelines for Persons with Programme Responsibility](#), and [R-05 Guidelines on Discrimination, Selection & Behaviour](#). They set out, in general terms, who may be considered an appropriate candidate and what kinds of factors should/can be considered when reviewing applications.

In addition to these selection guidelines, CISV International has also established specific procedures appropriate to the different responsibilities which help us to keep a record of the decisions made and candidates selected. These procedures are set out below for each type of programme responsibility and must be applied consistently throughout the organization. Unless otherwise indicated, they apply to all CISV's international programmes and it is recommended that similar procedures be adopted by NAs for national and local programmes and activities.

Though it is not forbidden to select a leader who is the parent, relative or teacher of a delegate, it is discouraged as pre-existing relationships can create challenging group dynamics within delegations, such as perceptions of favouritism. When no other option is possible, the sending Chapter should always discuss the matter thoroughly with the leader first.

## WHEN TO APPOINT LEADERS

Leaders should be sought and appointed as soon as possible once an invitation is accepted, so that they have time to receive training and to prepare with the delegation.

## NUMBER OF LEADERS

There is one adult leader per delegation in Village, Step Up and in Youth Meetings for under 16-year-olds. For Interchanges of eight delegates or more, it is mandatory to have either two adult co-leaders or one adult leader and one junior leader from each country.

## QUALIFICATIONS

The general responsibilities of these positions are set out in the Role Profiles section of the Programme Guide. Any applicant selected must have appropriate skills and background.

## GENDER



Interchange leaders and junior leaders must be of the sex stated on the [Friendly Intent Form](#). For other programmes, NAs are asked to make best efforts to find leaders who are of the sex recommended on the programme invitation (if such a recommendation is made).

## AGE REQUIREMENTS



The following rules must be observed and can be found in InfoFile [C-03 Programme Basic Rules](#). Leaders must be the proper age on the day they leave for the programme, or, in the case of the host delegation leader, on the first day of hosting. Specifically:

- All adult leaders must be at least 21 years old
- All Interchange junior leaders must be at least 18 years old, and a minimum of four years older than the oldest participant age allowed for the assigned Interchange age group

## CISV MEMBERSHIP

All leaders must be members of their local CISV Chapter or National Association or join once they are selected prior to the start of the programme.

## APPLYING FOR A LEADERSHIP POSITION IN A CISV PROGRAMME



Anyone applying for a position of programme responsibility (including staff, leaders, JCs, junior staff/leaders) must submit a [Staff-Leader Application Form](#) to the CISV member who is responsible for staff selection at the local or national level, as noted at the top of the first page of the form. The form must be signed by the applicant.

## REFERENCES



Anyone applying for a position of programme responsibility (including staff, leaders, JCs, junior staff/leaders) must arrange for two references to be submitted on their behalf. The NA should refer the applicant to the [Reference Form](#). The applicant should fill in the 'Section 1 Applicant Information' and send it to their two referees, along with the name and address of the CISV member, who is responsible for staff selection. The referees should send the completed reference forms directly to that person. The form can be filled in electronically, but must be printed out and signed.

Even if the person has served as staff member or leader before, they must provide references each year that they apply for a staff/leader position. Previous references can be used if the referee confirms that the information is still valid. There is a space at the end of the [Reference Form](#) for a referee to sign to confirm that they have given a previous reference, which is unchanged.

## POLICE RECORDS CHECK

Police checks are required for all staff/leaders (aged 18+) at all CISV International programme and activities.

### What is meant by Police Check?

The terms used and the procedures will vary from country to country. For example, in some countries, with the individual's consent, the organization can obtain the information directly from the police. In other countries, the individual has to make the request personally. In some countries the police or other authorities may only give information about situations where the individual has been convicted (found guilty) of an offence. In other countries, they might also give information about arrests or where an investigation is underway.

CISV has to work with the best information we can obtain according to national laws and procedures. What is essential to find out is whether an applicant has a criminal record of convictions or arrests, which would make them unsuitable to take on a role of trust with children and youth in a CISV programme.

### What if it is Not Possible to do Police Checks in Some Countries?

It may not be possible to obtain this type of information in all countries. It is essential that all NAs investigate and see what information can be obtained. If the law in an NA does not permit police checks, they should send a statement to the IO and the Regional Coordinators for Risk Management to explain the situation and wait for their guidance.

### Will the Applicant Agree?

All applicants are required to fill in and sign the Staff-Leader Application Form. The form includes a Certification that:

*I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc. that would disqualify me from participation in CISV's international, cross-cultural and peace education programmes. I agree to a police record check as required by CISV. I consent to the personal data in this Application Form being used by CISV to process this application and agree that it may be shared with other people involved in organizing the programmes, wherever they may be hosted.*

The applicants, therefore, are aware that such a check (or equivalent) will be required and have agreed to it in advance. If they then decide that they do not want a check carried out, their application will be withdrawn.

### Will any Criminal Record Mean that the Person Cannot be Selected?



InfoFile [R-06 Selection Guidelines for Persons with Programme Responsibility](#) outlines selection guidelines for persons with programme responsibility. Among other things, it states:

Persons with a history of arrest/conviction/treatment of the following behaviours, except in cases of unusual circumstances, are considered inappropriate for a position of leadership/trust in CISV:

- Serious criminal activity



- Alcohol/drug abuse
- Dishonesty
- Emotional or behavioural disturbance
- Sexual or physical abuse
- Prejudice or intolerance
- Violence or lack of self-control
- Unable to handle stress appropriately

Having a record, in itself, does not necessarily mean that the person cannot participate. It depends on the contents of the record and whether it relates to serious criminal activity.

CISV has NAs in 70+ countries and there are vast ranges of criminal acts, some of which are not considered criminal everywhere. Some criminal convictions can be removed from a record after a certain time. Some may have happened long ago and no longer be relevant. Not all crimes are relevant to a person's capacity to serve in a position of trust today. There is a judgment to be made in each case. Some examples of convictions that would clearly be a bar to participation are: crimes involving violence and/or sexual assault or the trafficking of illegal drugs. The word "serious" in the InfoFile document means, however, that convictions such as minor traffic code violations (even if criminal) or juvenile/youthful indiscretions would not necessarily prevent CISV participation later in life. In addition, it is possible that while a person has no conviction, a series of arrests or charges for violent behaviour, abuse or distribution of illegal drugs, is relevant and would disqualify them.

The national law in some countries may have additional requirements for leaders and staff (e.g. regarding age, police checks or registration with authorities) that also pertain to anyone from abroad who will come in contact with children and youth in the host NA. In this case, it is the responsibility of the host NA to communicate these requirements to the participating NAs and any invited leaders/staff as soon as possible so that the requirements can be taken into consideration in the selection and preparation of leaders/staff.

## THE SELECTION PROCESS



The CISV member at the local or national level who is responsible for staff/leader selection must review the [Staff-Leader Application Form](#) and the two [Reference Forms](#) and, in countries where this is possible obtain and review a police record check on the applicant.

**An interview must be held and references must be checked.** No selection can be made until all of the necessary documents have been received, reviewed and found to be satisfactory. The CISV member responsible for staff selection then signs the Staff-Leader Application Form, under the applicant's signature, to certify that the correct procedures have been followed. For Seminar Camp, the Staff-Leader Application Form and two Reference Forms are then forwarded to the IO, which, in turns, shares them with the Regional Delivery Teams for Educational Programmes.

All information received in the [Staff-Leader Application Form](#), Reference Forms and through police checks is personal and sensitive and must be treated with confidentiality. Only those designated to be responsible for selection (and the person designated to assist them) should see such information. The applicant signs to consent to the data being used by

CISV only to process the application and agrees that the information on the Staff-Leader Application Form may *only* be shared with programme organizers.

All of this information must be kept confidential and secure. We recommend that the Chapter keep a staff/leader selection checklist and send the Application/Reference/police check forms to a person designated by the NA to keep them in a secure location. That person will also be responsible for ensuring that the documents are ultimately destroyed according to local or national laws. Based on legal advice on English laws and practice, CISV can suggest the following as guidelines, but local laws may differ:

- All police checks should be destroyed within 6 months
- If a person applies and is not selected, all the application information should be destroyed within 6 months
- If an applicant is selected, then the application information (other than police checks) should be kept for 12 years, then destroyed

## **Training**

All leaders must receive appropriate training for their role.



## SELECTION OF JUNIOR COUNSELLORS

JCs are sometimes former Village participants or have been selected because of their active involvement in the activities of the local Junior Branch.

Youth serve as JCs only once and must be of the gender requested. If a Chapter cannot fill a JC position with the correct age and gender, they must return the invitation so a different person has the opportunity rather than sending an individual for a second time or the wrong gender.

When deciding what invitation to assign to a JC, bear in mind that he/she should not be family related with anyone attending the Village.

### WHEN TO APPOINT JCS

Host Chapters should plan the recruitment and selection of JCs at least ten months before the Village (September for Jul-Aug Villages, February for Dec-Jan Villages). The JCs should be selected at least five months prior to the Village to ensure training before the Village.

### NUMBER OF JCS

Each Village has six Junior Counsellors.

### AGE REQUIREMENTS OF JCS

JCs must be 16 or 17 years old on the day of the departure for the Village. See InfoFile [C-03 Programme Basic Rules](#).



### GENDER OF JCS

JCs must be the gender specified on the programme invitation.

### APPLYING TO BE A JC

The process of applying for/selecting JCs is the same as for leaders. Police checks are necessary when the JC will be 18 at the time of the programme.

# SELECTION OF PARTICIPANTS

It is up to the NA/Chapter to select participants for the invitations accepted by the NA.



Participants must be chosen without reference to race, religion or economic status. They must be of the age designated by the programme they will be attending (see InfoFile [C-03 Programme Basic Rules](#) and programme-specific sections of this Guide). Those responsible for selection should be familiar with InfoFile [R-05 Guidelines on Discrimination, Selection and Behaviour](#) and [R-06 Selection Guidelines for Persons with Programme Responsibility](#).

Participants should be selected early enough to allow them to be adequately prepared and, when part of a delegation, time to get to know their fellow participants and leader.

Applicants who are not selected may be disappointed and should be encouraged to take part in other CISV programmes.



Village delegates should be broadly representative of the entire local population. It is important for preparation and post Village work that participants live within a proper distance to each other for planning and preparation of the delegation.

## REPEAT PARTICIPATION

Unless specified otherwise, as long as they are qualified, individuals may be participants in more than one of the same programme. See [C-03 Programme Basic Rules](#).



As a participant, it is only possible to attend one Village.

## AGE REQUIREMENTS

The following rules must be observed and can be found in InfoFile [C-03 Programme Basic Rules](#).

Participants must be the age specified by the programme and the invitation. Participants must be the proper age in the general programme period, in the year in which the programme is hosted, specifically:

- a. Some day between 1 June and 31 August for programmes hosted during that period
- b. Some day between 1 November and 31 January for programmes hosted during that period
- c. Some day between 1 March and 31 May for programmes hosted during that period

Sub-sections (a), (b) and (c) apply to all programmes, except Mosaic.



Participants in a Village must be eleven years old.

## WHEN TO APPOINT PARTICIPANTS

Chapters should plan the recruitment and selection of participants at least ten months before the Village (September for Jul-Aug Villages, February for Dec-Jan Villages). The participants should be selected at least four months prior to the start of the Village.

# PROGRAMME INFORMATION

## GETTING INFORMATION ABOUT THE PROGRAMME FROM THE HOST NA

Prior to the programme, the Host Chapter must make sure that Pre-Camp documents or forms are completed and sent to all the relevant parties.

Individual programme have different guidelines on the number and content of Pre-Camps, and also the deadlines by which they should be sent (see the relevant programme Guides for more information). As a standard minimum, hosts of all international programmes (except Interchange) should send out at least two Pre-Camps as outlined below.

Pre-Camps can also be uploaded in the activity area on [myCISV](#) so that participants who have claimed participation and been approved can access them directly.

### PRE-CAMP 1

Include basic information about the programme site, dates and contacts. This form must be completed and sent to all participating NAs and IO by 1 March (for Jun-Aug programmes)/ 1 September (for Dec-Jan programmes) /1 December (for Mar-Apr programmes).

The [Pre-Camp 1 Form](#) is available on [www.cisv.org](http://www.cisv.org). It is the responsibility of the NA to send it to participating NAs and the IO.



### PRE-CAMP 2

Include detailed information on the programme. There is no form. This document must be sent to all participating NAs and IO by 1 April (for Jun-Aug programmes)/ 1 October (for Dec-Jan programmes)/ 1 February (for Mar-Apr programmes). Contact details for the Programme Director and the address of the site should be included. The following is the sort of additional information that is generally included:

- Welcome/Introduction
- Arrival and departure
- Site/location
- What to bring/what not to bring
- Things you should know – e.g. laws and rules
- Contacts
- Travel Information Form
- Dietary restrictions
- Hello from the staff
- Programme goals
- Reminders about preparation
- Money
- Camp shop

- Forms
- Remind people that they are covered by the CISV Travel Insurance
- Visa requirements
- Airport tax
- Equipment available at the campsite
- [myCISV](#) website

If you do not receive these documents, check with your National Secretary or host NA.

## SECURITY CONCERNS IN THE HOST NA

CISV programmes are hosted in countries around the world, some of which may be perceived as having security concerns. The CISV Governing Board has the authority to determine whether or not a programme will be cancelled due to safety risks.

In making its decisions, the Governing Board seeks input from such sources as Regional Coordinators for Risk Management, International Risk Manager, Secretary General, other relevant Regional Coordinators, CISVs in the host NAs and government travel advisories. Generally speaking, CISV recognises that the people in the location are usually best suited to give a realistic assessment of the situation and can provide information on precautions to be taken. CISV relies on and trusts its local organizers to take all reasonable steps to create as safe a programme environment as possible.

Participating NAs are encouraged to obtain information from their governments as well as from the host NA. Host NAs should be aware that participant families and NAs may have concerns and be sensitive to this reality; be ready to answer their questions. Host NAs may want to be proactive and send out general information about what life is like in their country and what people can expect.

### **Parental/Adult Participant Decision about Travel to CISV Programmes in Risk Areas**

Every year parents and adult participants contact CISV regarding procedures in place to safeguard participants who have been selected to attend programmes in areas of the world that have been receiving negative global press coverage. The following procedures outline CISV's efforts to assist parents to make the decision about participation:

- CISV programme hosts are usually parents themselves and they all take the responsibility of hosting children/youth very seriously; they will be the first to cancel a CISV activity if it is not safe
- Hosting/travelling CISV Chapters observe selection procedures and are required to have a training programme for adult delegations/staff
- Site facilities used by CISV participants must meet local public health standards
- CISV International officials visit the proposed site before NAs host their first CISV programme
- NA/Chapter officials make inspection visits if requested
- If there are concerns about the physical safety of visitors, CISV consults appropriate embassy or foreign ministry officials

- On request, IO contacts host NAs for details or reassurances
- CISV parents/adult participants take the final decision regarding their child's/their own travel

## **Getting Information on the General Safety Situation in Host NAs and what Security Precautions will be Taken for the Programmes**

CISV programme organizers in each country are very sensitive to people's concerns and understand that people need to feel confident of the organizers' grasp of the situation and their ability to respond. Participating NAs with concerns are encouraged to contact the host NA so that it can respond to any specific queries directly. CISV International also monitors government travel advisories:

- [www.fco.gov.uk/travel](http://www.fco.gov.uk/travel) (United Kingdom)
- <http://travel.state.gov> (United States)
- [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) (Germany)
- <http://voyage.dfait-maeci.gc.ca> (Canada)
- [www.dfat.gov.au](http://www.dfat.gov.au) (Australia)
- [www.france.diplomatie.gov.fr](http://www.france.diplomatie.gov.fr) (France)

Sending NAs are encouraged to monitor their government websites and it is highly recommend that they contact their own government travel advisories.



## **Registering with Embassies**

In host NAs with security risks, all participants must register with their embassies. Sending NAs should contact their embassies directly to find out about the procedure for registering. The relevant National Programme Coordinator and host Chapter should also have the contact numbers of the local embassies of all countries represented at the programme.

## **Will CISV International Cancel Programmes?**

No one can guarantee absolute safety anywhere. CISV International monitors security situations in hosting NAs and will cancel a programme or cut it short if they feel that the risk is too high. However, whether or not a programme goes ahead, it is the decision of parents/participants whether to travel to or stay in these programmes.

# PREPARING FOR A PROGRAMME

In preparing for and travelling to a programme, there are a number of steps that will assist in dealing with difficulties that may arise. These are the responsibilities of the sending Chapter, leader, parents and participants.

## PARTICIPANT AND DELEGATION PREPARATION

### Ensuring that Everyone has Realistic Expectations

It is up to the Chapter/NA to make sure that participants, their parents, and the leader have realistic and reasonable expectations of the programme. All people with programme responsibility must have training, understand the role they will play, what is expected of them and what they can expect in return. Before participants leave, they and their parents should have a good understanding of the programme and what they can expect from the experience and from CISV.

All staff, leaders and JCs must receive appropriate orientation and leadership training.

## PRE-REGISTRATION ON MYCISV WEBSITE

When staff/Interchange leaders are selected, they need to register on [myCISV](#) and claim participation in their upcoming programme. It is then the responsibility of the host NA to confirm the names of the staff/Interchange leaders/LIC to the IO, who will then give them programme manager status on [myCISV](#).

During the first three days of the programme, the staff/Interchange leaders/LICs will check that everyone who has arrived at the programme is also registered for the programme on [myCISV](#).

### Why it is Important to Register on myCISV

In order to maintain CISV International's membership database and to keep accurate participation numbers, everyone who participates in an international CISV programme must register on [myCISV](#) and claim participation in their upcoming programme.

A further benefit of pre-registration on [myCISV](#) is to enable participants to get in contact with staff prior to the programme and to facilitate the administrative tasks of the staff.

## PERSONAL ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised not to bring personal electronic equipment (such as mobile/cell/smart phones, portable computers, computer games) to programmes. They may bring them for the journey, but they will be asked to store them with programme staff/Interchange leaders in a safe place for the duration of the programme. Host staff may use personal electronic equipment whenever needed. Leaders and JCs may use personal electronic equipment at the end of the daily programme.

The use of electronic equipment as part of or to prepare for an educational activity, or for limited periods/use by general agreement within the programme should only be done with the permission of staff/Interchange leaders.





The rationale behind this rule is to avoid the distraction these devices can cause and help participants to focus on the unique programme experience which is meant to take participants out of their day-to-day environment.



## THE PREPARATION IN PRACTICE

During the months before the Village, the leader will prepare his/her delegation for the experience ahead. This is achieved by meeting together in one another's homes where the confidence of the parents in the leader can be built up. This will also help the leader and participants get used to one another and make them feel secure.

The first meeting should be held in the beginning of March. This orientation meeting is organized and handled by the Chapter with the parents and participants present.

After the first orientation meeting with the parents and participants, the leader must meet regularly with the delegation to ensure that the group forms a bond and to prepare for the Village.

### Pre-Programme Checklist for Leaders

- Contact past leaders for ideas and suggestions
- Keep in touch with the Programme Director and contact person of the host staff supplying personal information about you, the names of the participants, etc.; send pictures of the delegation and information on special diets
- Send the Travel Information Form (two months before the programme) and Village Delegation Information Form (one month before the programme) to the host staff contact person
- Discuss the itinerary with parents
- Notify the host as soon as possible regarding the request for hospitality before and/or after Village; Host Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders up to a maximum of two nights if travel arrangements make it necessary; staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses
- Check:
  - Passports
  - Visas
  - Health and legal forms
  - Vaccinations
  - Copy of notice or certificate of travel insurance
  - Travel arrangements
  - Medication/prescriptions (including glasses)
  - Luggage labels
  - Clothing labels with name and country
  - Personal identification for delegates including destination address and phone numbers
  - Games and activities to be done during travel to and from Village

- Responsibilities of the participants during the trip
- Prepare the participants about the host country and other countries attending the Village including people, languages, and the countries' beliefs and customs
- Encourage writing of diaries about the Village and letters to their parents and friends at home
- Ask parents to mail letters to participants several weeks or days ahead of the delegation's departure
- Go through Pre-Camp information with delegation and families
- Prepare inexpensive gifts preferably made by the participants themselves (swapping should not be done as a matter of competition)
- If desired or requested in the Pre-Camp, prepare scrapbooks with the delegation and their families
- If desired or requested in the Pre-Camp, plan and prepare national costumes with the delegation and their families
- If desired or requested in the Pre-Camp, plan with delegation a presentation about themselves, their homes, their culture and country (games, drama and dances)
- Plan and prepare songs and activities for use within the Village programme with delegation
- Determine the quantity and possible use of emergency fund with parents
- Collect the participants' personal spending money and agree with parents on how they should spend it
- Ask participants and their families to label all possessions with first name and country and prepare a list of belongings

At least eight meetings with the delegation are recommended to cover the above checklist. Leaders may also want to spend more time with each delegate and their families individually. It is important that the Chapter supports the leader and helps him/her with problems that might arise. It is also important that the Chapter lets leader develop his/her own experience with the delegation and with CISV.

# SENDING PARTICIPANT INFORMATION TO THE STAFF

## PARTICIPANT NAMES

Just as all leaders are asked to register on the [myCISV](#) website, all programme participants should register. That way, staff will have an easy way to collect names and communicate with participants.

## PARTICIPANT SPECIAL NEEDS

### General and Dietary

If a participant has any special needs, such as food restrictions, or an allergy, or medical conditions the host Chapter, host families and staff must be notified in advance so that they can prepare. If the host Chapter or staff are not given the time to prepare, then the participant's welfare may be put at risk.

### Physical Accessibility

If a participant has a particular condition that requires that certain things be in place on the site (e.g. ramps for wheelchair access), the sending Chapter must communicate early with the host Chapter to ensure that the site is accessible. As laws differ from one country to another, not every campsite will be fully accessible. If the host site cannot accommodate the needs of the participant, the sending Chapter should check with the hosts of other invitations they have for the same programme in other locations to see whether their sites are accessible. Under these circumstances, it may be possible to arrange with the IO to switch invitations.

It is also essential that staff be consulted where a participant has physical limitations in case there is anything they need to be aware of in terms of activity planning.

### Companions

If a participant has a condition that means they require a companion, the sending Chapter must communicate early with the host Chapter to ensure that they can accommodate another adult. If they cannot, then the sending Chapter should check with the hosts of other invitations they have for the same programme, and with the IO, to see if it is possible to switch invitations to one that can accommodate the companion.

It is also essential that staff be consulted where a companion will be attending, in case there is anything they need to be aware of in terms of activity planning. If a companion does attend, they must have CISV training and be police checked. They must also participate actively in the programme.

## PARTICIPANT TRAVEL DETAILS



Participants/leaders must send their [Travel Information Form](#) to the host NA two months in advance of the programme. If this information is not provided, the hosting NA will not be able to make arrangements to meet participants on arrival. If relevant, check with the host NA when and where participants will be met on arrival.

# HEALTH AND LEGAL FORMS

## HEALTH FORMS



It is essential that every participant (including leaders, JCs, and staff) have a [Health Form](#) completed no more than three months before the beginning of the programme. The original signed forms must be taken to the programme and the original should be given to staff or Interchange leader. Two copies should be made; one copy should stay at home with the sending family or Chapter, and one copy should stay with the leader (if applicable). Interchange host families should also be given a copy. People will be travelling away from home and, if something should occur, local doctors must have historical and current medical information on the person to ensure proper treatment. CISV representatives (staff and host families) must also know of any medication which they may have to help administer and medical conditions which they might have to monitor which might affect a person's participation in certain activities.

Health Forms must be signed by a doctor and taken to the programme. If the doctor has a stamp, it is recommended that you ask for it to be put on the form along with the doctor's signature.

If the participants are children or youth travelling with a leader, then the leader should carry the Health Forms of all participants under their responsibility. At the programme, these forms should be stored safely and confidentially in the staff office (or with the Interchange leader and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by staff or leaders. For home-stays during camp-based programme, the original copy should be given to the host family to be returned at the end of the stay. Leaders must also give host families instructions on any medications, which they may have to administer. If an incident occurs, a copy of the Health Form should be attached to an [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the Health Form should be returned to the participant at the end of the programme.



### **What if Someone Arrives Without the Signed Health Form?**

If a participant arrives without a properly completed Health Form, their doctor can be asked to fill it in and send it only where the doctor has seen and examined them within the last three months. If this is not possible, the participant must be taken to a local doctor for an examination. That doctor should fill in the form as far as it is possible under the circumstances. The participant must pay for the visit to the local doctor.

## INSURANCE

Every participant must have travel/medical insurance. As of the 2016 programme year, all participants (including leaders and staff) in CISV international programmes (not including Mosaic projects) are automatically covered by the CISV Travel Insurance. The International Office will issue notices or certificates of insurance to all NAs. Every participant, leader and staff should carry a copy in case they need it while travelling or during the programme. The notice will provide basic information and contact details for the claims handler in case something happens and an insurance claim needs to be started. This information will be necessary to show to external parties such as doctors or hospitals. Within CISV, however, all international programme participants, staff and leaders are covered and will not need to

show proof of insurance. Information on the CISV Travel Insurance is available on [www.cisv.org](http://www.cisv.org).

## LEGAL FORMS



There are three types of official CISV Legal Forms; [Youth Legal Information Form \(YLIF\)](#), [Youth Travelling Alone Legal Information Form \(TWAL\)](#) and [Adult Legal Information Form \(ALIF\)](#). They are all available on [www.cisv.org](http://www.cisv.org).

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal Form fully completed. The original, signed forms must be taken to the programme and we recommend that the original be given to a member of staff or Interchange leader. One copy should stay at home with the sending family or Chapter, with copies to stay with the leader (if applicable).

For children and youth, these forms are signed by their parents and give consent for travel with a named leader or alone if youth is aged 16+.

For all participants, these forms appoint CISV representatives as legal guardian should an emergency occur and should medical decisions have to be made on behalf of the person and their parent/guardian cannot be reached. These forms are precautions, but without them children/youth may have difficulty travelling and doctors may not be able to proceed with some treatments without consent.

These forms make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

If the participants are children or youth travelling with a leader, then the leader should carry the participants' legal forms. At the programme, the forms should be stored safely and confidentially in the camp office (or with the Interchange leader and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by the staff or leaders. For home-stays during camp-based activities, the original should be given to the host family to be returned at the end of the stay. If an incident occurs, a copy of the form should be attached to a completed [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the form should be returned to the participant at the end of the programme.

### **What if Someone Arrives Without the Signed Legal Form?**

If a participant under age 21 arrives without these forms (or with the wrong form), the sending Chapter must be contacted. They must arrange to have the parents of the participant sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme. If the participant is aged 21+, the form must be signed upon arrival.

## SUMMARY OF HEALTH AND LEGAL FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
<b>Health Form</b>	All participants and JCs,  All staff and leaders	All programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)	Signed by participant's doctor.  Also signed by parent/guardian for child/youth participants or by adult (age 21+) participant for him/herself.  If the doctor has a stamp, you should ask that it be put on the form along with the signature. In certain countries, this is important and helpful.	Must be dated within the 3 months before the programme. If a participant arrives without a properly completed Health Form, the person's doctor can be asked to fill it in and send it only if the doctor has seen and examined the person within the last 3 months. If this is not possible, the person must be taken to a local doctor for an examination. That doctor can fill in the form as well as possible in the circumstances. The participant must pay for the visit to the local doctor.
<b>YLIF</b> Youth Legal Information Form	All child / youth participants travelling with an adult leader	Village, Interchange, Step Up and Delegation Youth Meetings	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme.
<b>TWAL</b> Youth Travelling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g. all JCs and Seminar Camp participants).	Village JCs, Seminar Camp participants, Youth Meeting participants aged 16-20, IPP participants aged 19-20, Village, Interchange, Step Up and Youth Meeting Junior staff/leaders aged 19-20.	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the programme.
<b>ALIF</b> Adult Legal Information Form	All adult leaders and staff members, IPP and Youth Meeting participants, aged 21+	All programmes for staff/leaders, IPP and Youth Meeting for participants, aged 21+	Signed by adult delegate on his/her own behalf	Must be signed upon arrival if not done previously.

# TRAVEL CONSIDERATIONS

## SUPERVISION – TRAVELLING ALONE OR WITH A LEADER

CISV participants under the age of 16 must not travel without an adult. The exceptions are very unusual circumstances, such as where the participant must return home immediately. In these circumstances, the parents must give their consent and arrangements must be made with the transport company to provide assistance to the participant on their journey.

An individual youth participant (not part of a delegation) of 16 years of age or over may only travel alone with parental consent.

Parental consent is required for any participant (including junior staff) under the age of 21. In cases where obtaining parental consent is not possible due to family circumstances, consent from the person's legal guardian must be obtained (and their status made clear on the form).

When a delegation is travelling with a leader, that leader is the temporary guardian of the participants. The leader must exercise due care and should never leave a participant alone during travel. If the leader has to be absent for a few moments, the participants should be left in a group.

## PRE AND POST-PROGRAMME TRAVEL

Generally, this is discouraged in CISV as it can detract from the educational impact of the programme. Delegates are asked to arrive and depart on the appointed programme dates. Where reasonable travel arrangements make it impossible to observe these dates, host Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders for up to a maximum of two nights. The host Chapter is requested to assist anyone in finding hotel accommodation where home hospitality is not possible. Staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses.

Where participants arrange to travel after the programme under the care of a CISV leader, it is important that everyone involved understands that this trip is outside the scope of the CISV programme and that CISV does not bear responsibility for arrangements or occurrences related to that trip. Parents and leaders are asked to sign a form stating that they understand these circumstances and have also made certain that they have insurance for the additional trip. These forms are called [Additional Travel Responsibility Form \(leader\)](#) and [Additional Travel Responsibility Form \(parents\)](#). Ensure that the sending Chapter/NA has a copy of the signed forms on file prior to departure.



Note that it is also the responsibility of parents to purchase any additional travel/medical insurance needed for the extra days.

## VISA REQUIREMENTS

For some countries visas are required. The visa application process varies in length from country to country. Start the application as soon as possible.

It is the responsibility of the sending NA to check whether visas are required. If a formal invitation is required from the hosting NA and/or the IO it is also the responsibility of the sending NA to request this as early as possible. It is further recommended that the host NA be asked to contact the office that issues visas in that country giving some information about CISV, explaining the nature of the international programme that will be taking place and advising them of the home countries of participants/staff/leaders. This approach has been shown to be very effective in speeding up visa applications.

Cancelling participation in a programme due to a late visa-application does not constitute *force majeure*; therefore all penalties will be incurred.

## CONTACT DETAILS OF THE PROGRAMME

In case of an emergency at home, in the host NA or en route to/from the programme, the leader, any participants travelling on their own, the sending Chapter and parents should have:

- Phone/fax/e-mail addresses of programme and Interchange host families
- Leader's mobile/cell phone number if there is one
- Contact details for host Chapter and NA
- Contact details for their country's embassy/consulates in the host country

It is important that sending Chapters and parents recognise that these contact details should only be used in case of emergency and are not to be used for general communication.

## REGISTERING WITH EMBASSIES

CISV recommends that a sending Chapter communicate with its country's embassy or consulate in the host NA and advises them of the names of the participants and the location/contact details of the programme. While this practice should always be followed when the programme takes place in a risk region or an area in conflict, it is advisable at all times. Should there be an emergency, be it military or a natural disaster, embassies will assist their citizens in the host country and parents and the sending Chapter can be in contact with the embassy.

## TIPS FOR TRAVELLING

The following are some considerations and actions, to help make a journey easier and safer.

### Purchase of Tickets

- To the extent possible, choose a reputable, safe airline and a direct route of travel
- Consider air tickets that allow for changes or cancellation without incurring charges right up to the time of departure.
- In the case of transit flights, choose flights that allow ample time for transfers

### Insurance

As of the 2016 programme year, all participants (including leaders and staff) in CISV international programmes (not including Mosaic projects) are automatically covered by the CISV Travel Insurance. The International Office will issue notices or certificates of







insurance to all NAs. Every participant, leader and staff should carry a copy in case they need it while travelling or during the programme. The notice will provide basic information and contact details for the claims handler in case something happens and an insurance claim needs to be started. This information will be necessary to show to external parties such as doctors or hospitals. Information on the CISV Travel Insurance is available on [www.cisv.org](http://www.cisv.org).

- Understand beforehand, how and when to file reports when making an insurance claim
- The leader must carry copies of the notice of-travel insurance for themselves and each participant in their delegation
- Carry [Health Forms](#) and Legal Forms in hand luggage
- Consider the possibility of participants also carrying a copy of the CISV Travel Insurance policy



### **Difficulties that may Arise During Travel**

Be prepared for difficulties and always remember that the safety of participants is the highest priority. Difficulties may include:

- Cancelled flights
- Inability to make a transfer due to delays or unexpected closing of airports
- No one to meet the participants at the airport or station
- Lost children
- Missing baggage
- Injured or ill children
- A serious incident in the final destination or transit point and airports are closed
- The planned itinerary is changed; the leader/participants travelling on their own must contact both the sending Chapter/parents and the host Chapter to advise them of the situation

### **Items to Bring on the Journey**

#### **Overall:**

- The leader/participants travelling on their own must be sure to take reserve funds and credit cards that can be used to cover emergency expenses like medical expenses, hotel charges, etc.
- For delegations, consider having each participant travel with emergency pocket money in a widely accepted currency recognising that this money is to be used for emergencies only and is not extra spending money for use at their programme; a discussion with parents of the participants should determine a suitable amount
- Consider whether the leader should rent an international mobile/cell phone or take a pre-paid telephone card to maintain contact during the journey; for Interchange, it is particularly recommended that the leader has a mobile phone for use during the hosting phase, which will work in that area
- Take a basic first-aid kit; if a participant is unwell or injured to the extent that medical advice is required, any treatment given must be prescribed and provided by a medical professional competent in the relevant field

- Be prepared to explain ordinary medicines in English; everyone travelling should take a copy of prescriptions for any medications or eye glasses in case luggage is lost or glasses are broken
- Phone numbers of the sending and host Chapter/NA and of sending parents

### **For Travel:**

- Check hand-luggage rules in advance and pack accordingly to avoid problem and delays
- For delegations, anticipate long waits in the airport
- Anticipate chilly airplane cabins, even in summer
- Consider carrying a change of clothes and toiletries in hand luggage in case checked-in luggage is delayed



## **MONEY OF THE DELEGATION**

The leader must keep an accurate account of all expenditures for each participants and this should be shared with the parents.

## **PERSONAL SPENDING MONEY**

Pocket money should be an equal amount for all participants in a delegation. A specified amount for all participants should be stressed in the Pre-Camp information.

Participants' personal spending money is for use during the Village (camp shop, excursions, shopping days, home stays). Participants do not usually pay directly at the camp shop but an account of all expenditures is kept and paid later (usually once a week). All the money and valuables should be given by the leader for safe keeping.

### **Travel Funds of the Delegation**

Payments of meals, taxis, etc. on route to and back from the meeting point for the Village are the responsibility of the delegation itself.

### **Emergency Funds**

It is recommended to bring a sum of money provided by the parents to meet emergencies requiring immediate payment. This money will be returned to the parents when the delegation returns from the Village if it is not used. Credit cards may be used for this purpose.

## **EXPENSES OF THE LEADER**

The sending Chapter should clearly state its policy regarding expenses of the leader before Village.

# DURING THE PROGRAMME

Make sure that any leader or adult participant has the contact details of someone in the sending Chapter in case any questions arise.

## COMMUNICATIONS IF A PROBLEM ARISES

Most problems that programme encounter are minor and can be addressed appropriately by staff, leaders and participants within the programmes.

However, should a serious problem arise and should a participant need to leave the programme early, there are specific procedures to follow. The NA/Chapter of the participant (and parents in the case of a child/youth) must be consulted as part of the process, which is fully described in InfoFile [R-15 Sending Someone Home Procedure](#).



If a leader has to leave the programme early, the NA/Chapter of the leader must be consulted as part of the process and take part in making alternate arrangements (a new leader or someone to accompany the delegation during travel). Parents of the participants in the leader's delegation must also be consulted and arrangements made for new legal consent forms. The procedure is fully described in InfoFile [R-15 Sending Someone Home Procedure](#).

## COMMUNICATING WITH THE PROGRAMME OR PARTICIPANTS

Should the sending Chapter or a parent need to reach the programme urgently, the contact information is in the Pre-Camp. However, it is important that sending Chapters and parents (as well as the participants) recognise that the contact details should only be used in case of emergency and are not to be used for general communication.

In general, communication with the outside world during a programme is discouraged as it may be distracting for the participant and make it difficult for them to make the most of the programme experience.

In some programmes, depending on the site facilities, leaders and adult participants may have limited access to e-mail to communicate news to family and the parents/guardians of participants.

# AFTER THE PROGRAMME

Participation in a CISV programme can be a powerful experience. It is recommended that sending Chapters organize some form of follow-up activity after participants return from the programme, which will give them the chance to debrief and share. Former participants are a great resource in debriefing sessions for participants who have just returned from a programme.

## LEADER AND STAFF PERFORMANCE

If the programme staff/LIC has provided feedback on leaders, the sending NA will receive a copy of this feedback. Currently, this is sent by the IO to the National Secretary and National Risk Manager.

## ISSUES

The National Secretary of the sending NA will also receive an issues report.

Any issues (medical, behaviour, rule violations etc.), recommendations or further training suggestions, reported from the programme that relates to participants or adult will be shared with their sending NA (via the National Secretary and National Risk Manager) for follow-up.

## INCIDENT REPORT FORM



The [Incident Report Form](#) (IRF) must be filled in if there is an incident in a programme. However, not every incident will require full reporting.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of CISV guidelines on Behaviour and Cultural Sensitivity, where consequences have been imposed. The information should be sent to the host National/Chapter Risk Manager with a copy to the IO. The [Incident Report Form](#) must be signed and can be submitted electronically.

If any incidents occur during the programme, please make sure that a completed [Incident Report Form](#) (IRF) it is sent to the IO. This can be done at the time of the incident or submitted with the PDPEF, depending on the severity of the incident. Anyone participating in a programme can fill in and submit an [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.

# VILLAGE / EDUCATION & EVALUATION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆◆◆	◆	◆
Parent	◆	◆			◆◆◆◆	
Participant	◆	◆			◆◆◆◆	
Junior Ccounsellor	◆	◆			◆	◆
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

# ABOUT CISV

**CISV educates and inspires action for a more just and peaceful world.**

Since 1951, CISV has been offering a range of local activities, international camps, family-hosted exchanges and community-based projects. These are known as our ‘programmes’ and every year our volunteers organize them for young people and adults from over 60 countries.

Over the years these programmes have provided opportunities for thousands of participants to meet and develop friendships with people from different countries, backgrounds and cultures. All CISV programmes have a peace education focus, which we use to inspire our participants to become active global citizens. As CISV continues to grow around the world we remain united as an organization by our educational principles. These reflect the way we think and behave:

## OUR EDUCATIONAL PRINCIPLES

**We support social justice and equality of opportunity for all.**

**We appreciate the similarities between people and value their differences.**

**We encourage the resolution of conflict through peaceful means.**

**We support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment.**

Our educational principles form a bridge between our Mission Statement and our focus on peace education. So, when you look at them alongside the main strands of our peace education content in the chapter “Peace Education in CISV”, you will be able to see how closely they are linked.

Programmes combine our educational principles with peace education to promote inclusion, social justice, non-violent resolution of conflict and sustainable development. They also help to develop an awareness of how each of us can take action towards a more just and peaceful world.

In addition to our programmes we also contribute to research and work with organizations worldwide whose goals are similar to ours.



## **USE OF THE CISV MISSION STATEMENT AND EDUCATIONAL PRINCIPLES IN PROGRAMME PLANNING**

The CISV Mission Statement and educational principles are central to training and programme planning. The staff and leaders use them as the foundation for goals, development, and for planning specific activities. The Mission Statement and educational principles are reflected in Village practice, and participants get to know them in this way. They may also be discussed in activity debriefing or in delegation time.

## **BUILDING THE MISSION STATEMENT AND EDUCATIONAL PRINCIPLES INTO THE PROGRAMME STRUCTURE**

It is important to consider 'practising what we teach' – making sure that Village planning and practice embodies CISV's Mission Statement and educational principles. Many Villages have had success practising both sustainability and social justice, for example: carbon neutralizing travel, food from local and organic sources, fair-trade supplies, recycling, composting, watching garbage waste, and monitoring water waste.

# PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP

## CISV'S APPROACH TO PEACE EDUCATION



This is a practical guide to what we do and why we do it, and can be used as a handbook for CISV training. We hope you enjoy reading it and find it useful. You can find more details on all the information contained in this Guide in the [CISV Passport](#), in our [Big Education Guide](#) ("Big Ed").

**Peace Education provides us with the attitudes, skills and knowledge we need to become agents of change, both locally and globally; in other words, to become active global citizens.**

It looks at local and global issues that are relevant to all countries, recognizing that peace can mean much more than the absence of war. In fact, peace education encourages us to look at a wide range of issues and helps us gain a better understanding of:

- our own identity within the local and global community
- basic human rights as well as forms of exploitation and injustice
- conflicts and how they can be caused, prevented and resolved
- sustainable solutions for environmental and development issues

Having the opportunity to make friends with people from different backgrounds and life experience can also play an important role within peace education. This is because it encourages us to examine our own attitudes and values, which in turn helps to broaden our perspective of the world. It also helps to raise our self-awareness and our awareness of others.



Many of the issues within peace education are also found in what is often called development education, intercultural education and global citizenship. You can find more information on the similarities and differences between these in our [Big Education Guide](#) (Big Ed), which is available on [www.cisv.org](http://www.cisv.org).

## PEACE, PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP

### Peace



In CISV peace means more than the absence of war. For CISVers, peace education helps us to develop our personal and interpersonal knowledge about the communities in which we live, the culture and communities of fellow participants and how these inter-relate. It helps us to develop effective skills of communication with members of different cultures, and cooperation towards shared goals, alongside attitudes of friendship and openness to people of other nations and cultures.

Peace means living and working together, and learning to appreciate similarities and difference. The concept of peace that is developed throughout the programme lines up with the goals: building an inclusive community, developing cross cultural competence as well as positive attitudes towards others, and gaining an interest and initial experience in peace education.



## **Peace Education**

Learning through living as a group and taking part in activities in an intercultural setting enables participants to become aware of issues within CISV's four areas of educational content (see section 4). Raising awareness of these issues through CISV programme participation can open the eyes of participants to opportunities for action in their home community and the wider world, thus helping them to become active global citizens.

Peace education, in this context, means introductory exploration of themes and pertinent global and local issues in conflict and resolution, diversity, human rights and sustainability (CISV's four content areas), using CISV's experiential education model. Village participants engage in peace education activities, reflect on learning from peace education activities, share their learning, and connect the things they have learned to life in their respective homes, communities and the wider world.

## **Active Global Citizenship**

Attitudes, skills and knowledge for active global citizenship are introduced and developed throughout the Village programme through group development, intercultural awareness, community building, growing positive attitudes and exposure to peace education.

## **Relevant Topics**

The Village programme is foundational, which means it is an initial exploration of general themes in peace education including peace, conflict, cooperation, diversity, self-awareness and inequality. It also introduces human rights, poverty, and sustainability.

# ASK FOR ACTIVE GLOBAL CITIZENS

Active global citizens need a combination of attitudes, skills and knowledge (ASK). In CISV we ensure that these attitudes, skills and knowledge are at the heart of our educational goals and our approach to learning.

## EXAMPLES OF ASK

**Attitudes** – How we think and behave:

- Being open minded
- Behaving flexibly
- Willingness to include people
- Taking responsibility for our own actions and decisions

**Skills** – Our ability to/for:

- Communicate
- Leadership
- Self-reflection
- Creative problem solving

**Knowledge** – Information we gain about:

- Population dynamics
- Community concerns
- Geographical facts
- Environmental issues



## ATTITUDES, SKILLS AND KNOWLEDGE (ASK)

All Villages share the same educational goals, which are used both as a framework planning for the programme with regard to educational content and as the basis for programme evaluation. Each goal is made up by up to four indicators, which are the attitudes, skills and knowledge (ASK) we want participants to develop through the programme.

## VILLAGE PROGRAMME GOALS AND INDICATORS

<b>Develop intercultural competence</b>	<ul style="list-style-type: none"> <li>a) Show knowledge of own culture and reflect on it (K)</li> <li>b) Gain knowledge of other cultures (K)</li> <li>c) Be open minded about new knowledge (A)</li> <li>d) Be able to reflect on new knowledge (S)</li> </ul>
<b>Build an inclusive community through friendship</b>	<ul style="list-style-type: none"> <li>a) Interact with peers from other countries (A)</li> <li>b) Understand the importance of trust within friendship (K)</li> <li>c) Understand the benefits of an inclusive community (K)</li> <li>d) Contribute to the creation of an inclusive community (A)</li> </ul>
<b>Develop positive attitudes towards others</b>	<ul style="list-style-type: none"> <li>a) Respect other people's point of view (A, S)</li> <li>b) Respond positively to challenge (A)</li> <li>c) Demonstrate care for others (A)</li> <li>d) Respect the feelings and belongings of others (A)</li> </ul>
<b>Develop an interest in peace education</b>	<ul style="list-style-type: none"> <li>a) Participate in peace education activities (A)</li> <li>b) Reflect on learning from peace education (K)</li> <li>c) Share learning from peace education (S)</li> <li>d) Reflect on how peace education is connected to everyday life (S)</li> </ul>

During leaders' meetings at the start of the Village, leaders agree on appropriate evidence that they can use to verify that participants have reached these indicators. The evidence should be practical and easy to obtain during normal Village activities. (See [Complete Notes to Educational Evaluation](#))

### Using these Attitudes, Skills and Knowledge after the Programme

Participants are encouraged to share their experiences and encourage others to participate in CISV, continue to participate themselves in local, regional and international programmes and activities, continuing to develop ASK for active global citizenship and, also, to use these in their lives outside CISV.

# PEACE EDUCATION IN CISV

## The Four Main Content Areas of Peace Education in CISV Programmes are:

### Human Rights

Considers how human rights affect every aspect of our lives and how violations can lie at the root of problems such as poverty, violence and lawlessness.

### Diversity

Explores the identity of the individual and then asks us to consider ourselves within our own and the wider community.

### Conflict and Resolution

Helps us to understand how conflicts can arise deliberately or otherwise and what can be done to help bring a peaceful resolution.

### Sustainable Development

Looks for integrated ways to promote economic and social well-being, while protecting the environment through the responsible use of natural resources.

Activities and discussions in CISV programmes can either relate to one of these areas or a combination of two, three or all four of them. This allows our programme planners the flexibility to make sure that the issues are interesting and relevant to the whole group and meet the educational goals.

We help our participants to use peace education within the context of a programme to develop their attitudes, skills and knowledge, so they can become active global citizens.



## USE OF THE FOUR CONTENT AREAS

The four content areas are used from training and planning before the Village, to group development, activity planning and evaluation during the Village. They can also be used as jumping-off points for brainstorming themes and pertinent world issues both before and during the Village.

## EDUCATIONAL CONTENT

Staff and leaders need to be aware of the stage of group development and trust in order to select appropriate peace education activities which should occur periodically throughout the first two weeks of the programme, and more consistently as the group gains trust and comes toward their performing stage in the third and fourth week of the programme.

## RESOURCES USED TO SUPPORT PEACE EDUCATION

- [CISV Passport](#)
- [Big Education Guide](#) (Big Ed)
- [Village Programme Guide](#)



- [PDPEF Frequently Asked Questions](#)
- [PDPEF Quick Notes](#)
- [Village PDPEF Package](#)
- [Village Activity Writing Template](#) – for uploading activities devised in a Village so that they can be shared in [Educational activities](#)
- [Educational activities](#) and [Evaluation and Research](#)
- Chapter/NA activity books
- Commercially available activity books and on-line database of resources from development education organizations may also contain activities which can be used or adapted for use in Villages
- [International Village trainings at selected Regional Training Forums](#)
- Chapter/NA Village trainings
- [Village Training Curriculum](#)
- <http://www.cisv.org/resources/running-or-taking-part-in-educational-programmes/village//>

# BUILDING PEACE EDUCATION INTO PROGRAMMES

We use ‘themes’ to provide a unique flavour to each of our programmes. These are developed from our four peace education content areas. Each theme can concentrate on one particular content area or provide a link between two, three or all of them.

Themes are helpful as they connect the educational content directly to the goals of each programme. When you are planning your theme, you may wish to take into account a number of factors, including:

## Location

- Age of participants
- Duration of programme
- International/national campaigns

## Local Issues

- World events
- Size of group
- Partner organizations
- Resource availability
- Cost
- Group dynamics
- Relevance to participant group
- Complexity of issue

Everyone who has been on a CISV programme remembers the friends they made and the fun they had. They also remember many of the activities they took part in. Most of these activities are connected to at least one of our four content areas of peace education. Activities are chosen to support the theme and to provide opportunities for our participants to learn more about themselves and how they can develop the attitudes, skills and knowledge (ASK) to become active global citizens.



CISV has a database of activities, which you can find in [Educational activities](#).



## BUILDING PEACE EDUCATION INTO VILLAGES

The use of themes is encouraged when planning CISV Villages, but they are not a requirement. Usually, the theme is developed in relation to the name (for example, Hands for Peace Village), in order to create a common identity for the community. Themes can be based on local culture, local issues or important events. It is more common that a name is fun and unique, rather than relating to a larger theme.

The Village staff members decide on the name and the theme. The host Chapter may also be involved in this process.

Where they are used, themes are infused into parts of the daily schedule (e.g. meal times, lullabies). Peace education and group development activities can also be developed around the theme/name, if applicable.

# LEARNING BY DOING

**‘Learning by doing’ is simply a way of saying learning from direct experience, rather than from reading books or listening to lectures. It is characteristic of all CISV programmes and you may hear this process referred to as ‘experiential learning’.**

Because we think that experiential learning is effective and fun, it is at the core of all our activities. We find it helpful to think of it as a four step process:

**Step 1: Do a peace education activity**

**Step 2: Reflect on what ASK you have learned from this activity**

**Step 3: Generalize how this new learning can be applied to a new context**

**Step 4: Apply put your new ASK into action**

Sometimes the ‘apply’ part of the process will take place within a CISV programme, which is great to see. However, sometimes the process takes longer or the right opportunity does not present itself until after the programme. This is how experiential learning helps participants to become active global citizens.



## USING EXPERIENTIAL LEARNING

Experiential learning is the basis for all Village activities. Whether the focus is on peace education or group development the participants should be actively participating in their learning experiences. It is especially important that all parts of the experiential learning cycle (do, reflect, generalize and apply) take place during peace educational activities. It is possible that group development activities may not contain all aspects of the experiential learning process.

The experiential learning process (do, reflect, generalize, apply) is also used for Village training.

## EXPERIENTIAL LEARNING ACTIVITIES

There should be a sufficient number of experiential learning activities in a Village to meet the Village goals or to take the participants beyond these goals if that is appropriate. Note can be taken of progress towards the Village goals by monitoring progress on the PDPEF and appropriate activities can be selected or developed to help participants towards achievement of any goals which need special attention.

All Village activities will contain some aspect of experiential learning. Most 'complete' experiential learning activities (do, reflect, generalize, apply) will also be peace education activities – they should take place periodically during the first phases of group development, and then more frequently as the participant group grows together and is more able to face challenging peace education activities.



# HOW DO WE KNOW WE ARE GOOD AT WHAT WE ARE DOING?

**As an Educational Organization it is Important that we have Ways to:**

- monitor the quality of our programmes for all our participants
- improve what we do year by year
- share with each other what we do well
- show how well we are achieving our organizational purpose

**Educational Evaluation Helps us to Do all of These.**

This process starts at the beginning of a programme and is used all the way through until the end. It helps us to plan activities which support the theme, and also allows us to see how well each of our participants is developing their attitudes, skills and knowledge (ASK).

At the end of the programme we collect information from each CISV programme to build up a picture of how successful they are. The process also helps us to collect information on which themes have been used, so we can see the balance of educational content across all of our programmes.

We use the process to show us how well we are educating and inspiring for action towards a more just and peaceful world.

## QUALITY STANDARDS

**Four Educational Quality Standards, which Apply to All our Programmes.**

### **1. Goals**

All programmes have four educational goals, which are developed from our Mission Statement.

### **2. Principles**

All programmes use our Mission Statement, educational principles and approach to achieve their goals.

### **3. Peace Education**

All programmes use peace education to achieve their educational goals.

### **4. Evaluation**

All programmes follow the CISV evaluation framework to plan, monitor and evaluate success.



## WHAT IS EDUCATIONAL EVALUATION?

This is a process which you start at the beginning of a programme and use all the way through until the end. It helps you to plan activities that support the theme (see [CISV Passport](#)) and the achievement of your programme goals. Educational evaluation involves everyone in the programme.

### Why we Evaluate our Education?

- **Educational Success:** So that CISV can assess the achievement of programme goals:
  - For each participant
  - For each camp/project
  - For each international programme
- **Programme planning and monitoring:** All of our programmes use the PDPEF to guide the process of educational evaluation. This process provides you with a way to plan activities that will help your participants to achieve the programme goals. It also helps you to make sure that your programme meets the needs of all your participants.
- **Recruitment and Retention:** CISV's past, present and future is related directly to the experiences that our participants share with their friends, neighbours and community. These "success stories" are a result of the educational experience our programmes provide. Educational evaluation provides our NAs and Chapters with a more valid and reliable record of our achievements, which can help us to recruit new members and retain existing members.
- **External Support and increased visibility:** CISV is an educational charity or not-for-profit organization, so profile-raising and fund development are ongoing activities for all of our NAs and Chapters. The systematic evaluation of our programmes can be used for marketing and fundraising purposes. For instance, many funders require us to provide evidence of past successes when we make funding applications. We are also often required to provide evidence of effective evaluation when we are reporting to funders. We can also use the results of our educational evaluation to celebrate our successes in our publications, websites and educational forums to raise the profile of CISV. Increased visibility and educational credibility help to support CISV's capacity-building and fundraising efforts.

### Who Uses this Information?

- The Educational Programmes Committee and Training and Quality Assurance Committee: to measure the success of each programme in achieving its goals. This assessment will allow CISV to have a better understanding of **what we do well** and **where we can improve**.
- Educational Programmes Committee: to develop activities to assist each programme to achieve its goals more effectively and determine the training and support needs of NAs and Chapters. They also use the information to share best practices and inform programme development.
- National Associations: to evaluate the programmes that they have hosted and to know if their participants achieved the educational goals.

# THE PDPEF (PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM)



The [PDPEF](#) is a planning and evaluation tool to use throughout the programme. You should use it:

- In the planning stages to develop educational activities
- When the camp/project begins, to record important information about participants, staff and leaders
- During the programme to plan activities and record your participants' educational progress
- At the end to provide a final evaluation of the programme

## Goals/Indicators/Evidence

**Goals** are what we want participants to learn or develop. Our goals are written as broad areas of learning and development. Some examples of programme goals are: to develop leadership skills; to empower participants to take initiative in their community; and to increase inter-cultural awareness.

**Indicators** are how participants will demonstrate what they are learning. We have indicators to help us see whether goals have been achieved. Each indicator is an attitude, skill or knowledge.

**Evidence** is what we ask you to collect to show that your participants have acquired the attitudes, skills and knowledge in your programme goals.

Collecting evidence throughout the programme enables you to monitor your participants' progress at regular intervals. It also provides you with the information you need to assist your activity planning, in line with the goals yet to be achieved.

In the PDPEF, you should identify exactly what evidence you have used to demonstrate the success of the goals. Those of you who are planning activities need to decide what evidence should be collected from each activity. When you are planning activities, you need to consider which goal/indicator you want to achieve. Remember that you can collect evidence at any time, not just during activities. Each type of evidence can be used more than once.

The chart below gives you some ideas of types of evidence. You can use any, all or none of the items. You can also use each item more than once or decide on a different type of evidence.

observation	self-evaluation	photograph
discussion	peer evaluation	presentation
diary	portfolio	performance
interview	something made	story
survey	checklist	picture
video	questionnaire	testimonial/letter
participation		

## **You may find the following Questions helpful when Choosing Evidence for an Activity:**

- How easy will it be to collect?
- How much time will it take?
- How much will it cost?
- Will everyone be able to do it?
- How often will we need to do this?
- What resources will we need?
- How practical is it?

Two Forms are available to help you (and in some cases your participants) monitor the progress of achievement of educational goals. The Group Evaluation Form and the Individual Evaluation Form.

The Group Evaluation Form is only for staff, leader and adult participants use. You should use this form to record each participant's progress with the educational goals throughout your programme. You should transfer the data you have collected in the Group Evaluation Form into the online PDPEF.

The Group Evaluation Form can be made available for all adults to see and update throughout the programme, using information from staff or delegation meetings and the Individual Evaluation Form (see below). You do not need to record the names of your participants on the Group Evaluation Form, only their country and gender. Place a tick in the appropriate box when a participant has achieved a goal.

### **Individual Evaluation Form**

You can use Individual Evaluation Forms to monitor individual participant's progress. They can be filled in by leaders, staff, or participants. For younger participants, (or example, in a Village) leaders are responsible for filling in the Individual Evaluation Form. However, older participants (for example in a Step Up, Youth Meeting, Seminar Camp, Mosaic, or IPP) may wish to use the Individual Evaluation Form as a self- evaluation tool. Please refer to your Programme Guide for advice on this. You can use the information from the Individual Evaluation Forms throughout the programme to update the Group Evaluation Form. The Individual Evaluation Form is not used in Interchange.

Note: Individual Evaluation Forms are for your use within the programme only and should not be sent to the International Office.

### **Online PDPEF Guidance for Programme Directors**

As Programme Director, you are responsible for making sure the final chart is filled in online at the end of the programme. Place a tick in the appropriate box if the indicators have been achieved to a level with which you are satisfied. An empty box means 'not achieved'. If you are unsure if the indicator has been achieved, leave the box empty and this will be counted as 'not achieved'. In Interchange, the Local Interchange Coordinator (LIC) completes the PDPEF.

## Activity Writing Template

There is an Activity Writing Template on [www.cisv.org](http://www.cisv.org) for each CISV International programme, which contains the programme goals and indicators. When planning activities, this template should be used to identify what evidence will be collected during the activity, to show what attitudes, skills and knowledge participants will learn and develop.

It is hoped that all participants will achieve all of the programme goals. However, if they do not, it is important to know where the gaps are. This allows the Educational Programmes Committee to see how future programmes can be best supported. The information you provide will help with training development, activity planning, programme structure and goal review. We thank you for your honesty when making these judgements.

## IDEAS FOR INTEGRATING EVALUATION INTO THE PROGRAMME

### The Big PDPEF

Draw a large version of the Group Evaluation Form for the wall in the staff room, and fill it in throughout the programme. Your staff/leader meetings are regular opportunities to share information and to update the Group Evaluation Form. You can use this to monitor the progress of the group as a whole and to discuss and plan the type of activities needed to achieve the remaining programme goals.

### Delegation Time

The Individual Evaluation Form can be used during delegation time to allow participants to discuss and share their learning experiences. It can also be used by older participants (14 years plus) for self-evaluation and reflection. Participants can provide staff/leaders with feedback about the quality of the activities and evaluate their own learning, participation and contributions.

### Idea-Sharing

When participants are designing and leading activities (Youth Meetings, Seminar Camp, IPPs, Interchange and Step Up) the goals and indicators provide valuable guidance for the design of activities. They should be used as a framework to create activities that are not only fun, but educational. Have an idea-sharing session early in the programme to familiarise your participants with the goals and indicators and to explore which activities they could facilitate that will achieve the goals.



### To Access the PDPEF

For technical information, see PDPEF Quick Notes on [www.cisv.org](http://www.cisv.org).



## **BUILDING EDUCATIONAL EVALUATION INTO THE PROGRAMME**

Discussion of the rationale for, and methods of, educational evaluation is included in Village training so that staff and leaders understand the purposes and processes of educational evaluation. The Village goals and indicators are used to evaluate each Village participant's ASK development. This evaluation could be done throughout the programme, to help in further planning processes, and at the end of the programme. Where staff and leaders have been encouraged to brainstorm the kinds of evidence that could indicate the achievement of the Village ASKs they could agree to note the achievement of these for individual children throughout the Village. The results of the final educational evaluation are recorded on the PDPEF.

### **Using the Results of Educational Evaluation**

Data noted on the PDPEF can be used to demonstrate achievement of programme goals. It can also reveal any areas that may need further special attention in order for participants to reach certain programme goals. Results from the data entered on the PDPEF are used for global programme evaluation, training and development purposes.

### **Tracking Actions Inspired by Village Participation**

Chapters may note some of the following, although there is no systematic monitoring at this time:

- Do Village participants come back and participate in the Chapter /Junior Branch?
- Do they help recruit new Village participants?
- Do they show evidence of what they have learned in CISV through participation in LMOs?

# **FITTING IT ALL TOGETHER**

## **MEETING CISV'S EDUCATIONAL AND TRAINING QUALITY STANDARDS IN THE PROGRAMME**

The Regional Delivery Teams for Educational Programmes work around the year to be available for Chapters/NAs and offer advice if questions arise. They also provide training through Regional Training Forums and visits to first-time programme hosts where needed.

The Educational Programmes Committee is responsible for input to the Board on policy, standards, strategic development and monitoring, focusing on ensuring quality and growth of CISV's educational programmes through training and programme hosting support across all Regions.