



INTERNATIONAL PEOPLE'S PROJECT
OFFICIAL PROGRAMME GUIDE



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. Therefore, any updated version of the Guide will be uploaded on Resources once a year in January. In future editions of the Guides any changes that have been made will be noted on this page and will be highlighted throughout the document by this button (left).

STRUCTURE AND CONTENT

Content in this Guide that is specific to the IPP Programme is indicated with a small icon (with a "IPP" for International People's Projects) 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 resources such as documents and websites. All CISV internal resources are stored on CISV Resources (<http://cisv.org/resources/>). In case the button refers to...

- An **InfoFile** document - you can find a list of all InfoFiles on [Resources](#) under "Infofile".
- A **Guide** - you can find a list of all guides on [Resources](#) under "Guides".
- A **form** - you can find a list of all guides on [Resources](#) under "Forms".
- A **committee** - you can find a list of all international committees on [Resources](#) under "Committees".

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 Programme 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	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆◆

COMMON ABBREVIATIONS

Throughout this document you will find a variety of abbreviations which are not explained every time they appear. Below you find an overview of abbreviations commonly occurring in this Guide:

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

International Programme Committees

IIC = International Interchange Committee
IMC = International Mosaic Committee
IPP = International People's Project Committee
ISU = International Step Up Committee
IVC = International Village Committee
SCC = International Seminar Camp Committee
YMC = International Youth Meeting Committee

Roles

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

Documents

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



IPP Programme Roles

NIPPC = National IPP Coordinator
PC = Project Coordinator

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IPP / INTRODUCTION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
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 PURPOSE

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

This 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:

- Diversity
- Conflict and Resolution
- Human Rights
- 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, last a lifetime.

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

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.

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

STEP UP

Young people learn when given the chance to lead. International Step Ups encourage the youth to take a leading role in planning and organizing activities. The participants and adult leaders use CISV's Peace Education to provide a theme around which the activities are planned, for example, identity, democracy, and environmental protection. Step Ups provide 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 back home. Just as importantly, they make friends and gain a wider appreciation of how life is for people in different countries.

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

SEMINAR CAMP

Exchanging ideas; a powerful tool for global learning. This personally challenging, intensive Programme is coordinated by the young people who are participating in it. 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 discussion.

AGE GROUP 17-18	DURATION 21 days	SIZE 24 or 30 participants, with up to 4 from the same NA
LEADER	<ul style="list-style-type: none"> • None 	
STAFF	<ul style="list-style-type: none"> • Must have 4 - 6 adult staff or 1 staff for every 6 participants. • No junior staff are allowed at Seminar Camps. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Staff must be at least 21 years old. • The Programme director must be at least 23 years old. • There must be 2 home staff from the host NA, 1 Programme director and 1 or 2 more international staff. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can only take part in one Seminar Camp as a participant. 	

YOUTH MEETING

Small gatherings inspire big ideas. Youth Meetings bring small groups of participants together from different countries within the 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, such as knowledge of the theme along with planning and communication skills, within their own community.

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

INTERNATIONAL PEOPLE'S PROJECT (IPP)

Go out, find out, 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.

AGE GROUP 19+	DURATION 14 - 23 days	SIZE 15 - 25 participants, with up to 5 participants from the same NA.
LEADER	<ul style="list-style-type: none"> • None. 	
STAFF	<ul style="list-style-type: none"> • Must have 3 - 6 adult staff. • Can have only 1 junior staff and the person must be from the host NA (provided there are already 3 staff). 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Staff must be at least 21 years old. • At least 1 member of staff must be at least 25 years old. • Junior staff must be at least 19 years old. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one IPP. 	

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.

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



THE IPP PROGRAMME

WHAT IS IPP?

International People's Project (IPP) is an educational activity for people aged 19 and above. IPP strives to give participants the opportunity to become aware of challenges to society and – in a real life setting – experience different ways of dealing with them.

Participants from four or more delegations or individuals explore a theme based on a worldwide social problem. They do so in an activity that lasts from 14 to 23 days where they will cooperate with a partner organization which will share its knowledge and expertise. Participants will explore the theme at home before the group meets, and learn from each other as they lead activities to explain how the theme is dealt with in their own country.

During an IPP, participants will develop their international perspectives as they learn to work with each other, with the local community and the partner organization. During the project they will develop their understanding of the theme both in its local and global context; and they will learn how to carry out a sustainable project, relevant to the needs of a community, and evaluate its success.

IPP HISTORY

IPP was conceived in 1996 at the European Junior Branch Meeting in Denmark and soon after experimental IPPs were hosted in Germany and Sweden. During 1997 in Germany, a Project on “Environment and Society” let participants restore a small wetland area together with local community workers. They also learnt about rubbish collection and recycling methods by visiting local recycling works and a purification plant and taking part in daily rubbish collection along with local dustbin men. During July 1998 participants addressed the theme “Racism and Xenophobia”. In the city of Malmö Sweden, they worked with local immigrant children creating a performance containing circus, dance and music for their own community. At the same time seminars, discussions, activities and presentations on education, religion and immigration were held.

After these two initial projects, Costa Rica, Brazil and Spain hosted three more. The theme of the Environment was explored in the wildlife reserve of Caño Negro, Costa Rica. Participants engaged in the activities of rational use and conservation of natural resources. They also actively helped the local community and shared their experiences.

Nature Conservation with Social Development was addressed in the natural reserve of Salto Morato, Brazil. Thanks to O Boticário Foundation for Natural-Life Protection participants helped build infrastructure for the visitors' centre and helped the local community build a handicrafts storage. Social and educational activities were developed with the community. In Spain participants joined a camp organized by Madrid's Council for children under state guardianship. With the educators from the Council they organized educational activities for the children, and in the evenings they compared experiences and discussed the background of the children and the situation in each of their countries. After all these great successes, in the year 2000 IPP became an official CISV activity and since then has continued to develop. In 2008 at AIM in Florence, Italy IPP was approved as an official CISV Programme.

IPP QUICK REFERENCE TABLE

Age Group	19 years of age and older
Staff	3-6 staff One of them at least 25 years of age, others at least 21 years Selection by hosting nation Additional recommendations: International staff member if possible (costs to be carried by host)
Number of Participants	15 - 25 (plus staff), depending upon the project / request of host NA, with up to 5 participants from the same NA.
Duration	At least 14 days long, and should not be longer than 23 days (including preparation and evaluation)
Selection of Hosts and Visiting NAs	IPP Committee with International Office (IO)
Selection of Participants	NA, in co-operation with national IPP coordinator in accordance with staff recommendations (see “Guidelines for Participant Selection”)
Preparation of Delegations	National IPP coordinator (see “Guidelines for Delegation Preparation”)
Funding	Responsibility of host NA including international staff costs to training and IPP. Hosting NA receives a Host Fee. Host NA is not responsible for travel, insurance, visa and CISV International participation fee of participants and travel for international IPP trainer to come to training
Administration	International IPP Committee, International Office (IO) National IPP coordinators
Evaluations	Education evaluation (PDPEF): staff and participants Partner organization evaluation: staff and partner organization Incident Report Forms: Any concerned person or staff, participants, or Chapter
Official Language	English

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](#) 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](#).

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 over 60 countries. CISV's International Office (IO) is based in Great Britain and must observe the laws of Great Britain. National associations (NA) 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. NA/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 International Executive Committee. Each NA and Chapter must also have a risk manager. Details of their responsibilities are found in [InfoFile U-14](#). 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 it is right that the Programmes are the focal point of our structure and operations.

WHO'S WHO INTERNATIONALLY?

At CISV International, the Programme Committees are those involved most closely in developing and promoting our Programmes and supporting NAs to host and participate in them. Most of the administrative work to enable NAs to host and participate in our Programmes is done by the International Office (IO). The Programme Committees and IO also work with other international committees, such as risk management and the education committees 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 Secretary, who then distributes the material to the appropriate people within that country.

The IO is responsible for centralising the administration (invitations, paperwork, reporting, etc.) for all CISV's international Programmes. This is handled by our Programme Administrators. For more information on the IO, please see [Resources](#) and the IO Terms of Reference in InfoFile O-06.



Hours of Operation

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

Contact Us

You can reach the IO at:

*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*

INTERNATIONAL PROGRAMME COMMITTEES



Each CISV Programme has a specific international committee. Each committee will work with the other international committees on relevant issues. Please see the Terms of Reference for Programme Committees at [InfoFile O-20](#).

Programme committees work to ensure the high quality and sustainable growth of CISV's international Programmes. In order to achieve these goals, Programme committees:

- Network with NA and Chapter Programme coordinators
- Provide general advice on the management and content of Programmes to NAs and IO
- Monitor the quality of Programmes and ensure that they are conducted in line with the CISV Educational Principles and specific Programme goals
- Monitor and enforce Programme rules
- Ensure that Programmes are evaluated and that the data collected is used to review and improve the quality of the Programmes
- Review, report and take action based on the findings from evaluation data
- Serve as a 'trouble shooter' to Chapters or national associations that are having difficulties in beginning or maintaining a Programme consistent with CISV rules, standards or recommendations
- To cooperate with the other committees on areas of common interest and responsibility
- To keep the Programme specific section of the Guide up-to-date
- Consult with IO on administrative issues
- Be in contact with all Programme directors during the Programmes and provide readily available advice should any questions or problems arise.
- Maintain committee web pages to provide ongoing information on the committee and the Programme.
- Maintain and update Programme-specific training resources
- Deliver Programme-specific training at Regional Training Forums
- Cooperate to develop and implement long-range Programme hosting and participation plans

PROGRAMME ORGANIZATION ON A NATIONAL OR LOCAL LEVEL

Every NA of CISV must have a National Programme coordinator (NIPPC)/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 Programme is formally organized by the national association, 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/Local Programme committee) at [InfoFile U-20](#). 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 (e.g. for Seminar Camp home staff)
- Help prepare and provide support for Programmes
- Evaluate Programmes held nationally
- Keep administrative contact with, and give feedback to, IO and the international committee
- 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

IPP / ROLE PROFILES

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
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 (has to be considered throughout the preparation as well as during and after the Programme)

(b)

Before the Programme begins

(d)

During the Programme

(a)

After the Programme

SUPPORT FROM 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. The overall global coordination is done by CISV International.

As an NA plans, hosts or participates in a Programme, there may be questions that arise. If the answer is not in the Guide, ask your Chapter or NA Programme coordinator/committee.

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

The international Programme committee is there to support NAs on issues relating to the Programme itself; planning, the educational experience and outcomes.

See InfoFile [O-20 Terms of Reference - All International Programme Committees](#) for more details, (available on <http://www.cisv.org/resources/> under InfoFile).



SUPPORT FROM AND STRUCTURE OF THE IPP COMMITTEE (IPP)

The IPP Committee works to support IPPs around the world.

Operational Team

(Chair and alternate)

This team has an overview of the committee work, maintains momentum and motivation, and represents the Programme at AIM and with regard to official business and procedures.

Hosting and Sending Team

(2 members, 1 co-opted member)

This team manages the committee administration of hosting and sending procedures and ensures growth in hosting and sending.

Quality and Innovation Team

(2 members, 1 co-opted member, 3 regional trainers)

This team ensures the quality of IPPs through training and evaluation, responds to evaluation data, and recommends and facilitates changes to the Programme.

Profile Raising and Communication

(2 members, 1-2 co-opted members)

This team ensures the identity, visibility, and promotion of IPP throughout the organization and outside of CISV. They also take evaluate and improve, where necessary, communication within the committee.

Project Coordination Team

(1 member and all other full members, co-opted members as needed)

This team supports the efforts of current year hosts. Whenever possible, the project coordinator is also the trainer for the project staff.

How this works to support your IPP

The primary way we give support to each individual IPP is through its specific project coordinator

2 years before you are scheduled to host an IPP, you will begin hearing from the hosting and sending team. They will help you with the very beginning stages of planning your IPP and help you prepare the first draft of the IPP action plan, which is due to the IO by May 1 the year before your IPP.

Once you commit to host by sending in the first draft of the IPP action plan, your project will receive a specific member of the committee dedicated to helping your IPP become a success. **Your project coordinator.**

The project coordinator acts as a link between the national coordinator and staff of the host country and the IPP Committee. They help with deadlines and forms, pre-camps, planning, and usually also train the staff. They also work with the International Office to make sure that the process of invitations and sending of participants goes smoothly.

They will be in regular contact with the national coordinator and staff, hopefully at least once a month. It is important to know that the right people are receiving all the information and passing it on (i.e. is the e-mail address working? Is the NIPPC the person you think it is? Are they aware of what their responsibilities are?). If for some reason you are having trouble getting in touch with your project coordinator, you can contact the IPP Chair at ipp@cisv.org.

The Project Coordinator should also:

- Give the staff advice about the IPP action plan, the pre-camps, the schedule etc. The project coordinator will have useful IPP experience and the staff should feel free to use this.
- Ensure the NIPPC and staff have an up-to-date version of the IPP Guide
- Assist the staff/ NIPPC in updating the participant profile and the IPP action plan
- Ensure pre-camps are sent by the deadlines and contain adequate information
- Ensure the staff, the dates of the IPP and the location are confirmed by the deadline
- Coordinate the staff training together with the NIPPC.
- Communicate with the staff during the first three days of the project to ensure that all is going well and relevant administrative duties have been completed.

NATIONAL AND CHAPTER COORDINATION

NAs and Chapters organize themselves in different ways. It is up to the NA and Chapter to find the best ways and structures to coordinate Programme activity within the NA and make sure that all the Chapters within the NA are connected with each other. As Chapters deliver Programmes, this Guide will focus on the role of Chapter volunteers and their interaction with Programme staff, who may or may not be from that Chapter, or with the local Interchange coordinator (who is from the Chapter).

The role of Programme coordinator (sometimes called organizer or planner) differs somewhat from Programme to Programme and from Chapter to Chapter. However, there are many elements and responsibilities that are the same.

The Programme coordinator has the following responsibilities:

Administration

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

Educational content and training

- Keep up to date with CISV Education 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. This plan must be in line with the regional/international plan
- Liaise with the IO and the regional coordinator (from the Growth Promotion Sustainability Committee) should any changes to the hosting plan be needed
- 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 and leaders and staff receive appropriate training prior to participation in a Programme
- Work with risk manager to plan Programmes, assess sites and activities to ensure that CISV International rules are followed (including completion of health and legal forms, dealing with and reporting any incidents)

- When hosting, provide support to the staff team/Interchange leaders when needed before, during and after the Programme
- Work with the training coordinator to ensure that follow-up evaluation is conducted with participants, parents, leaders and staff after participation in an international Programme
- Liaise with the international Programme committee and IO as needed.

Practical responsibilities

- Promote the Programme to encourage growth in hosting and sending

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



RESPONSIBILITIES OF THE NATIONAL IPP COORDINATOR (NIPPC)

In addition to the points discussed above, the national IPP coordinator (NIPPC) has some additional responsibilities. Each NA should have an active National IPP Coordinator willing to take on these responsibilities. Training for this role is regularly offered by the International IPP Committee at Regional Training Forums.

Administration:

- When sending a delegation:
 - Meet the relevant deadlines regarding confirming the participants and providing information (b)
 - Ensure the participants have completed all the necessary forms (b)

Educational content & Training:

- When sending a delegation:
 - Assure the delegation has been trained. (b)
 - Maintain contact with the returning delegation to encourage and monitor post IPP activity (a)
- When hosting an IPP:
 - Provide information to the staff during pre and post IPP activity to ensure the relevant deadlines are met regarding relaying information and confirming staff (p)
 - Ensure that all necessary evaluation documents are collected after the IPP and sent to the project coordinator by the relevant deadline (a)
 - Attend the IPP Staff Training if possible. (b)

Communication & Assistance:

- Establish two-way communication with the International IPP Committee relating any information that may be requested (p)
- When sending a delegation:
 - Act as a link between the participants and the staff, either directly or via the project coordinator (b,d)
 - Establish regular communication with the delegations and ensure that they follow the “Guidelines for Delegation Preparation” (b)
 - Provide information and advice for the delegation during the time leading up to the IPP (b)
- When hosting an IPP:
 - Act as the link between the staff and the International IPP Committee, via the project coordinator (b)
- Provide information to other national IPP contacts from the participating nations, either directly or via the project coordinator (b)
- Maintain communication with the partner organization after the IPP as appropriate (a)

Practical Responsibilities:

- Promote IPP in their national association to both recruit participants and to look into hosting possibilities (p)

TEAMWORK BETWEEN STAFF AND HOST CHAPTER

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

The relationship between the host Chapter and the host staff may be structured in a variety of ways. It must be developed in the way that works best in the host country. Once developed, the relationship must be documented so that everyone can get an overview of how things are supposed to work and 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 staff start working, they should inform the hosting Chapter about any special needs or requests for the Programme e.g. equipment or excursions.

Arrangements for the arrival of participants and their lodging are the joint responsibility of the home staff and hosting Chapter.

The staff and participants of a Programme are an educational unit. To protect the educational unit, the local Chapter and NA should try to interfere as little as possible with the day-to-day life of a Programme. The role of the hosting Chapter during the Programme is to support it in practical ways and cooperate with the Programme staff. This gives staff and participants the opportunity to develop a good environment for the Programme together. Home staff should be released from any local work that would take them away from their Programme responsibilities. During the Programme, the Chapter, the NA, the international committees and the IO can serve as advisors in special situations. They should be contacted as needed where staff or the hosting Chapter are unsure what to do, in circumstances such as policy or disciplinary problems.

IDEAS FOR HOW A LOCAL PROGRAMME COMMITTEE CAN BE STRUCTURED

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 it and supporting the Programme staff or Interchange leaders during the Programme.

In summary, 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 special requirements)
- General supplies
- Laundry (if there are no facilities on site)
- Special events (i.e. special trips, Open Day)
- Research
- Programme policies (e.g. visits from Chapter)
- Site/home security

Hospitality of participants

A hosting 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 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 NA.
- 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 local Chapter and staff or between LIC and Interchange leaders should be made. This will help to prevent uncertainties and disagreements before, during and after the Programme. (over who is responsible for what). This is best agreed in a common meeting at the beginning of the preparations.

PROGRAMME STAFF

Just as the Chapter and Programme staff need to organize themselves and agree on who does what, the staff team also 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, as well as CISV rules and guidelines (p)
- Check that participants have travel and medical insurance (b)
- Distribute appropriate 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 the local/national risk manager and the IO(d)
- Use, complete the Programme Director's Planning and Evaluation Form (PDPEF) and submit it within the deadline given(d,a)
- Deal with relevant forms and Address List and submit to the IO (d,a)

Education 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 becomes ill for any medical treatment (a hospitalised participant should have a Chapter or staff visitor at all possible times) (d)

- Coordinate the daily running of the Programme (d)
- Maintain site hygiene and other health and safety standards (d)
- Manage participant contact with outside parties (d)

Some of these responsibilities will be shared with the local risk manager or Chapter.

CONSIDERATIONS FOR HOST STAFF

- Ensure that the Programme provides the conditions needed to encourage positive experiences in multi-cultural living.
- Encourage the development of cooperative, sharing and respecting attitudes 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 a wish to go home after the Programme and work actively for peace, both on a local and global level.
- The staff team of a CISV Programme are the key to its success. Only when a staff team understands and promotes CISV's purpose and principles, can the Programme goals be realised.
- Staff write the Pre-Camp information pack, which gives the participants some idea of what the Programme will be like. If carelessly written, the information might cause negative expectations.
- Staff are responsible for the organizational structure of the Programme.
- Staff provide the opportunity for participants and leaders to influence the organization or daily routine of the Programme
- The role of staff in encouraging open communications and relationships between participants cannot be overestimated. It is important that staff members show a positive interest in everyone participating in the Programme and are not seen to have 'favourites'.
- Staff should show full attention and care for the well-being of all participants.



IPP STAFF ROLE AND RESPONSIBILITIES

Each IPP has a group of 3-6 staff, one of which is the director. All IPP staff are trained by an international IPP Committee trainer. If the host country decides to have a junior staff to support the staff group, this person has to be at least 19 years old and from the host country. There can only be one Junior Staff in each IPP staff group. If the host country decides to have international staff, they must meet the guidelines, below.

Staff Role - General

The IPP staff forms a team with shared responsibilities. This means the staff will have to work as a team before, during and after the IPP. This does not mean everything must be done together. It is highly recommended that staff members split the responsibilities in order to become more effective.

It is important that the staff understand that their role includes

- Position of responsibility
- Facilitator
- Risk manager
- Coordination with partner organization
- Coordination with host Chapter
- Participant trainer (as necessary)
- Educational content of IPP
- Setting the tone and group dynamic

Administration

- Follow all national and local laws, as well as CISV rules and guidelines
- Distribute appropriate pre-camp information by international deadlines
- At arrival of participants, collect and check all health/legal forms reporting any missing forms to the national office. Home Chapters may have to be contacted to re-send forms and visits to local doctors may have to be organized if health forms are missing
- Deal with the PDPEF and fill it in at the end of the IPP, as well as any IRF if necessary.

Educational Content & Training

- Attend the IPP staff training and be able to fulfill requirements for CISV staff training
- Have the understanding of and be committed to CISV and IPP goals and philosophy

Communication & Assistance

- Assist with necessary telephone, postage and banking needs
- Be supportive of other staff
- Be able to use skills to complement one another
- Be able to deal with problems with a discreet manner

Practical Responsibilities

- Be able to carry out delegated task and responsibilities
- Provide First Aid and support to participants
- Provide necessary facilities and materials required for a successful project
- Become familiar with local area (geographical), emergency phone numbers, medical location and campsite
- Be able to coordinate daily running of the IPP
- Seek/ facilitate active participation by all participants

Particular responsibilities of the Programme director:

Administration

- Assumption of the ultimate legal responsibility
- Completion and sending of all reports (PDPEF, Address list and IRFs) in a timely manner
- Enforcement of all applicable laws, safety procedures and the CISV international guidelines on Risk Management
- Dealing with insurance claims

Communication & Assistance

- Motivation of the staff
- Liaison between the staff and the NA
- Making sure the Project Coordinator is informed of any relevant occurrence with an international implication happening before or during the IPP

Practical Responsibilities

- Coordination of the work of the staff

An Example of Staff Duties for 4 Staff members + 1 Programme director:

- **Staff 1: BUREAUCRACY:** Finances, fundraising co-ordination, money exchange, shop, Health and Legal Forms, passports and tickets, Insurance.
- **Staff 2: EDUCATION:** Communication with partner organization, daily schedule, excursions, guest speakers, delegation activities,
- **Staff 3: COMMUNICATION:** International contact (with the project co-coordinator, delegations before the IPP), communications means (mail, email and fax), arrivals (travel forms + airports) address books, birthdays, camp video, camp T-shirt.
- **Staff 4: PRACTICALS:** First aid, cleaning supplies, kitchen staff and food, audio visual equipment, arts and crafts, laundry, printer/fax/photocopies/computer, keys, religious services, transportation.

International Staff Guidelines and Minimum Standards:

International staff can contribute a lot to an IPP and we encourage those IPPs who feel an international staff would add to the skill set of the staff group to seek out qualified international staff. Please check the Application Procedure for International Staff in the general section.

The guidelines and minimum standards below apply for all IPPs. Feel free to contact the International IPP Committee with any questions.

Selection

- All staff must fill out the staff application form and send it to the IPP Committee.
- The home national association of the international staff must approve the staff member's participation as international staff, as is done for all programs.
- It is recommended that an IPP who needs or wants international staff writes an advertisement specifying the skills needed and budget available. The IPP Committee is happy to help distribute it. This is in order for IPP staffing to be open to anyone with the criteria, not only friends of the staff.

Training

- All staff must be trained regardless of prior IPP or other experience.
- The hosting country/Chapter or the international staff must pay cost for the international staff's training (there is no funding from CISV International)
- The whole staff must be trained together except in unique circumstances. IPP staff training is largely project development, not only informing the staff of Programme information. IPPs that want to have international staff should consider this in staff selection.

Participation

- If the whole staff agrees to have some planning days together before the IPP begins, International staff must also attend the planning days. Staff may not leave before the end of the IPP except in an emergency.



ROLE THE KEY REQUIREMENTS FOR AN IPP PARTICIPANT AND RESPONSIBILITIES OF PARTICIPANTS

- Preparation
- Active participation
- Flexibility
- Responsible behaviour
- Positive attitude

Administration

- Make all necessary travel, visa, and health arrangements (b)
- Register on the [myCISV](#) website by the deadline.
- Send the Travel Information Form to the staff and communicate with them about any special needs or concerns (b)
- Complete your documents: [Health Form](#), Legal ([YLIF](#) (under 21), [ALIF](#) (over 21) must be completed, copied and taken to the camp (b)
- Each participant must follow CISV (Info File [R-5](#), [R-7](#)) and host country rules and laws regarding (d)
 - Use of alcohol, drugs, smoking
 - Use of telephone and facilities
 - Arrival and departure schedule
 - Visitors
 - Inappropriate activities

Educational content & Training

- Participate in IPP training in your home nation/Chapter (b)
- Research the theme, discuss the theme with your delegation and prepare the educational activity exploring how the theme is dealt with in your own country (there will be guidance in the pre-camp) (b)
- Carefully read the information on the pre-camps and be ready to work on the project (b)
- Take active part in all the daily activities - both the practical part and educational part (d)
- Complete evaluations (d)

Communication & Assistance

- Be in contact with the NIPPC of your NA for anything you may need (b)
- Evaluate and discuss problems with others and try to understand others (d)
- Resolve problems and conflicts with assistance of host staff in a manner consistent with CISV principles and guidelines (d)

Practical Responsibilities

- Keep mentally and physically fit (d)
- Respect others feelings and customs, especially those of the host country (d)

Flexibility

IPPs exist in the real world, and surprises are common. Be prepared for the unexpected, but also remember that concerns or other feelings can be discussed with the staff and/or the whole IPP group to resolve issues and keep the IPP on track. Also keep in mind that the staff/planner/Chapter/participant dynamic is different in each IPP. You may have more or less ownership over the details of the project than expected.

Be ready to be flexible on your daily habits: living with a big group of people will mean to compromise your habits with everyone else’.

Responsible Behaviour

Any violation of a rule by a participant or staff should be documented in an Incident Report Form (IRF) available at <http://www.cisv.org/resources>. Participants, as well as staff, may complete and submit the form.

Positive Attitude

IPP is an amazing experience and part of that learning process is managing expectations, working with a diverse group, working in the community, and in general working hard! There are a lot of discussions, planning, fun, and through it all, the motivation and attitude of the participants will determine the type of experience you have. Try to take each thing as it comes and help each other stay positive while facing the challenges together.

Programme Specific Characteristics and the Participant Profile

Each IPP host completes a “Participant Profile” describing the type of person that might be best suited to the IPP, knowledge or abilities that would be especially useful for that IPP, and any details that might impact someone’s choice to attend an IPP, such as the sleeping facilities, level of activity, or available types of food. The group selecting the participants and the participants themselves should make sure to be aware of this information and take it into consideration in choosing the right people to attend the IPP.

IPP / HOSTING BEFORE

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
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 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 at the Annual International Meeting and can be found on the Organizational Development Department webpage. The plan is based on input from NAs, the Growth Promotion Sustainability Committee (GPS), Programme committees and the International Office (IO). GPS and its regional coordinators 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 GPS Regional coordinators) and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view three years ahead.

A NA should plan its hosting in consultation with GPS and be able to commit to hosting three years ahead. Each NA's hosting plan is included in the global hosting plan.

DETAILS OF HOSTING OFFERS

The global hosting plan only contains some basic information: what type of Programme, which year, which NA. We then need to confirm the information and get the full hosting details; such as the name of the Chapter, 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. For NAs planning to host an IPP provide these details by filling and returning the IPP Action Plan Form to the IO by 1 May. (Requests for participation in IPP are made separately using the Participant Data Sheet, due 1 June.)



At this point an NA should have:

- a suitable site, available for booking
- monitored the availability of people willing to work for their Programme (from the local Chapter)
- the finances for the Programme guaranteed
- 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 an international Programme. Once the NA has confirmed its Programme plans, CISV International relies on that information and everyone plans accordingly. So, if a host NA decides to change dates or cancel a Programme, this can cause significant difficulties for participants around the world and penalties are charged (see 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 international committees 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 international Programme committees to confirm the details. At this point, the international Programme committees may contact host NAs to ask about moving dates slightly or changing age groups if they feel it might create a better spread of Programmes. The list is then finalised between the committees and the IO.

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



DEVELOPING YOUR IPP: THE BASIC CONCEPT AND PROPOSED ACTION PLAN

The development of an IPP is a 1 ½-2 year process, from the first seed of an idea to saying farewell to your final participant. Throughout this time, the IPP Committee is here to support you. The parts of developing an IPP prior to hosting are a wonderful and exciting learning experience for the Chapter / national association, and planners / staff. The development of an IPP includes:

1. Choosing a theme and partner organization
2. Choosing a theme title,
3. Creating a name for IPP
4. Identifying CISV content areas
5. Learning about the goals of IPP
6. Planning which actions you will do at the IPP to achieve the goals
7. Preparing the IPP action plan with the help of the IPP Committee hosting and sending team
8. Submitting the IPP action plan to the IO by May 1, the year before you will host
9. Receiving the “go-ahead” from the IPP Committee by September 1, the year before you will host
10. Fundraising for your IPP
11. Participating in staff training

1. THEME AND PARTNER ORGANIZATION

This is the “chicken and the egg” riddle of IPP - which comes first, the theme or the partner organization? You may think of a fascinating theme first, which will in turn lead you to a specific Partner Organization, or you may discover a wonderful partner organization which would like to do an IPP and this will dictate the theme.

Theme

It is important that the IPP theme be carefully chosen and that the following questions be answered:

- Is the theme within the scope of CISV? It is essential that it be included in at least one of the content areas of Peace Education in CISV. In your proposal, be sure to identify where your project fits.
- Is it a universal theme? Is this subject a ‘social problem’ which participants can actually investigate in their own country? Brainstorm on different elements of the theme that participants can work on in their own country.
- Apart from being broad enough, your theme should also be specific enough, so that everything from the practical part through to guest-speakers and visits come together.

- Are we prepared to handle this subject? Or is the theme so delicate, that personal feelings may easily be hurt? Are there sensitive ways to introduce a tough theme to avoid problems?

More information on using a theme can be found in the Education section.

Partner Organization

Choosing the appropriate partner organization and fluently communicating with it is of key importance for the success of your IPP. Make sure:

- The partner organization is adequate/reliable/stable and complies with CISV Philosophy
- It is well structured and prepared to monitor projects in cooperation with other organizations such as CISV.
- It has sufficient information about CISV and our educational methods.
- It is fully informed and involved during the development of the project.
- Terms, roles, responsibilities and expectations are clearly defined for both CISV and the partner organization, preferably in writing.
- The partner organization is prepared to work together with you to develop the project from the early stages through to completion.
- It is vital that you learn as much as possible about the partner organization before the project and that you give them plenty of opportunity to learn about CISV. An excellent way to achieve this is to run activities in cooperation with the partner organization before the IPP. Perhaps you could hold a Mosaic project? This will give the partner organization the chance to see CISV in action and learn about our methods. It will also be an opportunity for the people involved in hosting the IPP to explore the theme and to have a “trial run” at working with the partner organization. We also strongly recommend that the partner organization is invited to the staff training and is involved with all stages of planning the project – remember, you are partners in this project.

2. THEME TITLE

Your theme may be quite complex and made up of several parts. You should find a quick way of summarizing the theme of your IPP – the theme title. It should be only a few words, but should be specific enough to communicate what you are doing.

For example:

- Integration and immigration
- Education about issues of poverty throughout the world
- How history impacts our lives today
- Nature conservation with social development

3. NAME

The name and the theme of your IPP are not the same. It is best to develop the theme of your IPP first, then the name will come more easily.

While the theme title is a kind of “scientific” description of the project, the name will be something that is fun, catches attention, and people can relate to emotionally. A name in the native language could be nice for the local community to relate to. For example:

- Verden i Bergen (The world in Bergen)
- Porta Aperta (Open Door)
- Jungle Fever
- The Past in the Present

4. CISV PEACE EDUCATION CONTENT AREA

An IPP is an example of CISV’s methods for Peace Education and, as such, another useful way of describing your project is to select several keywords from one of the four CISV Peace Education content areas (see the Education section for more information). After choosing the theme, you should check for all related elements and list them in your proposal and pre-camps. This will help you find subtopics for speakers, field trips and topics the participants can research in their own countries.

EXAMPLES:

IPP Germany 2002

Theme: How history impacts our lives today

Name: “The past in the present”

Content areas: Diversity, human rights

IPP Norway 2002

Theme: Integration and Immigration

Name: “Verden I Bergen” (Norwegian: “The world in Bergen”)

Content areas: Conflict and resolution, diversity, human rights.

5. GOALS OF IPP

Each IPP aims to achieve the same 4 goals. This is what makes it an IPP. It is up to the project planners though to decide what ACTIONS their IPP will take to achieve these goals. During the development of your IPP, you should always have the goals in mind, so that you will create a true IPP experience for the Participants. Also make sure to remember the indicators. These give you more specific information about what the participants should learn (and will expect to learn) at the IPP. This can give you guidance as you are choosing the things you will do at the IPP in order for them to learn those indicators.

There is a lot more information about goals and indicators in the Education section.

6. PLANNING ACTIONS TO ACHIEVE THE IPP GOALS

What are actions?

An action is simply what you intend to do at your IPP to achieve a particular goal for your IPP.

For example if we take the goal “develop an understanding of the local and global context of a theme”. This is the goal on all IPPs, However, **HOW** it will be achieved might be different in each project.

It is important to know from the start how your project will achieve the goals of an IPP. This will help you to focus your planning and keep you on track. The Action Plan Form helps you line up your actions with the IPP goals.

But think about: what are you actually going to do? What aspects of the chosen themes are the participants going to learn about? How will the practical, hands-on part of the IPP contribute to this learning process of the participants?

How to Write Actions

Try to be specific. The more detail you have for an action, the easier it will be for your Staff to plan for that action. Also, don't be afraid to change things. For example, during the process of developing your IPP, you might find a risk management problem with an action and replace it with something entirely new.

Do not be shy about asking for help from the IPP Committee throughout your preparation process, including the development of appropriate actions. The committee is eager to see IPPs take place and be successful. They will do everything they can to assist you in your planning. There are also examples of how to write the actions for your goals at <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>.



Example 1: Theme: Environment and Society

Project: restoration of a small wetland area together with local community workers, learning about rubbish collection and recycling methods by visiting local recycling works and a purification plant and taking part in daily rubbish collection along with local dustbin people.

Example 2: Theme: Children In Care.

Project: Collaboration with the Social Child Protection Department of Madrid's Council in a three-week urban camp working with kids under the State guardianship.

Please be aware that participants will apply for taking part in your IPP because of the theme and the project being developed. This is the major difference of IPP in relation of other CISV Programmes and activities. Participants must be interested not only in IPP in general, but in the IPP you are developing, with a specific theme and a specific subject. Participants will be preparing throughout the year in the proposed topic. Therefore you have to be sure they are preparing for the right topic and project.

Keyword: INFORMATION + COMMUNICATION.

7. FILLING IN THE IPP ACTION PLAN FORM

Once an NA has taken the wise decision to host an IPP, the theme has been chosen and the partner organization contacted, the official IPP Action Plan form needs to be completed and submitted. At this point in the process, the only “final” thing about the form is the basic information – the hosting details giving the location, Programme dates, airport code of the nearest international airport and the maximum number of invited participants. For the rest of the sections of the form, give as much information as you have but don’t worry, you will have many opportunities to update the form as the IPP develops.

Also, there are some sections of the form that there is no need to fill out at this point (you will see on the form that it will indicate that those spaces are for a later stage in the development of the IPP). This is to help you not feel overwhelmed and think you need everything perfect. This is 1 year ahead of the IPP – there is plenty of time!

Still, keep in mind that participants will be applying for your IPP because of the theme and the project being developed. This is the major difference of IPP in relation of other CISV Programmes and activities. Participants must be interested not only in IPP in general, but in the IPP you are developing, with a specific theme and a specific subject. Participants will be preparing throughout the year in the proposed topic. Therefore you should try to choose a project from the beginning that can be achieved and will be interesting for participants.

If you have questions, contact the hosting and sending team of the IPP Committee (You will probably already have communicated with them, but if not their e-mail addresses are on <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>).

The IPP action plan must be submitted to the International Office by May 1st, the year before the project. A copy of the form can be found on [resources.cisv.org](http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp) or <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>.

If you have not already been in contact with the International IPP Committee, then you certainly should at this stage. Discuss your ideas about the project with the hosting and sending team and let them know that you are hoping to host before going too far with the process.

Please remember that all IPPs should be registered in advance on the hosting plan which is managed by the national association and the regions. We prioritize these IPPs. If other Chapters or national associations hope to host, we make every effort to also include those IPPs for the following year, but on occasion we have to ask the host country to wait a year because we have to match the number of hosted IPPs to the resources for IPP and the number of interested participants.

8. SUBMITTING YOUR PROPOSED IPP ACTION PLAN

The IPP action plan must be submitted to the International Office by May 1st, the year before the project. A copy of the form can be found on [resources.cisv.org](http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp) or <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>.

If you have not already been in contact with the International IPP Committee, then you certainly should at this stage. Discuss your ideas about the project with the hosting and sending team and let them know that you are hoping to host before going too far with the process.

Please remember that all IPPs should be registered in advance on the hosting plan which is managed by the national association and the regions. We prioritize these IPPs. If other Chapters or national associations hope to host, we make every effort to also include those IPPs for the following year, but on occasion we have to ask the host country to wait a year because we have to match the number of hosted IPPs to the resources for IPP and the number of interested participants.

9. APPROVAL OF YOUR ACTION PLAN / INCLUSION IN THE FOLLOWING YEAR POOL OF IPPS

After submitting your proposed IPP action plan, you will be a final “yes, you WILL host an IPP” by September 1st of the year before your IPP will take place (for both winter and summer Programmes). Please make sure that the person listed on the IPP action plan as the contact person is available during June/July/August when we evaluate the plans, in case there are questions.

10. FUNDRAISING FOR YOUR IPP

Unfortunately, there is no “magic wand” for finding funding for an IPP. As an advantage, IPP is often easier to fundraise for than other CISV Programmes because the funders can see the local impact of their funds. The disadvantage is that each IPP has to fundraise within its local reality, and therefore the International IPP Committee can’t have as much expertise as your local resources will. However, we have the following guidelines and suggestions to help you.

- Funding of the project is the responsibility of the host nation.
- Wherever possible, IPPs should be self-financed through external funding (rather than by charging Chapter members a fee, for instance).
- Reach out to the people responsible for fundraising for other CISV Programmes for their advice
- Investigate any funding sources that were used for previous IPPs in your country or city.
- Inform CISV members all about the project and invite them to join efforts and contribute by sponsoring the IPP.
- Often CISV members may have strategic contacts in entities that can result in prominent sponsors.
- Keep in mind that human resources are a key factor when looking for funds: involve as many people as possible in the promotion of the IPP project.
- Spread the word about the project that will take place. Gain interest from national and international companies, LMOs, educational and theme-related organizations, embassies, schools etc.
- Consider applying for a “matching” amount from a sponsor - show how many CISV volunteer hours go into an IPP, and ask them to match the value of those hours with funds.
- Keep your spirits up! Fundraising is really, really hard and can be one of the most frustrating parts of hosting an IPP. If you get discouraged, try one of the fun types of fundraising like having a night at a bar or having a party and asking everyone to contribute to the IPP!

When Contacting Sponsors

- For help and ideas on fundraising, refer to the CISV Fundraising Guide, available on <http://resources.cisv.org/> under Guides.
- Look for key sponsors that may relate to the theme of the IPP or benefit from contributing to the cause. It is often a good idea to approach the local embassies of the participating countries.
- Keep in mind that many companies and institutions usually plan and approve their budget at a specific time of the year (e.g. before the fiscal year ends, at the beginning of the calendar year). This can vary from country to country, so find out how it is done in yours so you can ask for sponsorship before the budgets are approved.
- Hand out a letter presenting CISV and its goals; IPP; and the specific project to be developed (see below “sample fundraising letter”). Along with this letter, include a copy of the budget of the project and its total cost. It is a good idea to break down the budget and invite the sponsors to fund one particular item (i.e. one company can pay for all the food for one week, one company can pay for the local travel etc.). This helps the sponsors to see that they are making a direct contribution.
- Give close continuance to the key sponsors. If possible, invite them to a presentation of CISV and the IPP, or any other CISV activities, so they get more information about our organization and the work being done. It is important to make personal phone calls and establish direct contact with the sponsors. Be professional, let sponsors know how important their contribution is; show them that the IPP is organized and right on track.
- Be aware that the project should not be too dependent on its sponsors. The staff should agree before applying for sponsorship on what they will and won't accept regarding the sponsors' requests. For example, it is common for sponsors to have publicity requests in exchange for their contributions, which you may choose to accept as long as it does not disrupt the IPP.
- There is not one right way of doing fundraising. However, it is advisable to develop a financing strategy (for example: individual sponsorships for the participants, standard suggested contributions, etc.) that will help you guide the fundraising and set preliminary goals or limits.
- It is essential to formally thank sponsors for their contributions. If possible, invite them to a presentation of the IPP project so they have the chance to meet the participants and see the work that has been done.

A sample fundraising letter is available at <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>.

11. PARTICIPATING IN STAFF TRAINING

Staff training will be conducted by a trainer from the IPP Committee, no exceptions. Usually, training takes place in the city where the IPP will take place. Make sure you have money in your budget for accommodations and for the staff's travel to the training site. The IPP Committee covers the travel costs of the trainer. Staff training curricula are available from the IPP website.

12. MANAGING THE RISK FOR YOUR IPP

Risk management is part of the whole process of developing an IPP, and is also covered in staff training. Make sure that your IPP is insured. Public liability is an issue that has to be discussed with the partner organization. CISV cannot take any responsibility for the work developed under supervision of the partner organization. Contact your national risk manager for advice.

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. With Interchange the participating host families pay for the 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 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 are being kept within 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 Programmes. These fees help to pay for the overall supervision, administration and management of all Programmes by the international committees and the IO. Each year, at the Annual International Meeting, the 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. With Interchange, the participating families bear the cost of the 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](#). 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 your 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 the Programme, this can cause significant difficulties for participants around the world. As a result, penalties are charged to host NAs for things such as late Programme cancellations and late date changes. For full information see Info File [C-11 Programme Cancellation and Penalty Fees](#).



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, participants 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
- Arts and crafts
- Sports equipment
- Flip charts, paper, markers, pens, pencils
- Hygiene and 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



FUNDRAISING FOR YOUR IPP

Unfortunately, there is no “magic wand” for finding funding for an IPP. As an advantage, IPP is often easier to fundraise for than other CISV Programmes because the funders can see the local impact of their funds. The disadvantage is that each IPP has to fundraise within its local reality, and therefore the International IPP Committee can’t have as much expertise as your local resources will. However, we have the following guidelines and suggestions to help you.

- Funding of the project is the responsibility of the host nation.
- IPP participants pay their own travel expenses, insurance, and visas (if needed) as well as the CISV International activity membership fee, which is paid through their NA.
- IPPs should be self-financed through external funding. Host nations must contact sponsors to help them fundraise. External funding can often be found more easily for IPP than for any other CISV activity due to the impact on society that an IPP can have.
- It is recommended to conduct local fundraising activities within your Chapter. Inform CISV members all about the project and invite them to join efforts and contribute by sponsoring the IPP. Often CISV members may have strategic contacts in entities that can result in prominent sponsors. Keep in mind that human resources are a key factor when looking for funds: involve as many people as possible in the promotion of the IPP project.


- Spread the word about the project that will take place. Gain interest from national and international companies, LMOs, educational and theme-related organizations, embassies, schools etc.

When Contacting Sponsors



- For help and ideas on fundraising, refer to the [CISV Fundraising Guide](#).
- Look for key sponsors that may relate to the theme of the IPP or benefit from contributing to the cause. It is often a good idea to approach the local embassies of the participating countries.
- Keep in mind that many companies and institutions usually plan and approve their budget at a specific time of the year (e.g. before the fiscal year ends, at the beginning of the calendar year). This can vary from country to country, so find out how it is done in yours so you can ask for sponsorship before the budgets are approved.
- Hand out a letter presenting CISV and its goals; IPP; and the specific project to be developed (see below “sample fundraising letter”). Along with this letter, include a copy of the budget of the project and its total cost. It is a good idea to break down the budget and invite the sponsors to fund one particular item (i.e. one company can pay for all the food for one week, one company can pay for the local travel etc.). This helps the sponsors to see that they are making a direct contribution.
- Give close continuance to the key sponsors. If possible, invite them to a presentation of CISV and the IPP, or any other CISV activities, so they get more information about our organization and the work being done. It is important to make personal phone calls and establish direct contact with the sponsors. Be professional, let sponsors know how important their contribution is; show them that the IPP is organized and right on track.
- Be aware that the project should not be too dependent on its sponsors. The staff should agree before applying for sponsorship on what they will and won't accept regarding the sponsors' requests. For example, it is common for sponsors to have publicity requests in exchange for their contributions, which you may choose to accept as long as it does not disrupt the IPP.
- There is not one right way of doing fundraising. However, it is advisable to develop a financing strategy (for example: individual sponsorships for the participants, standard suggested contributions, etc.) that will help you guide the fundraising and set preliminary goals or limits.
- It is essential to formally thank sponsors for their contributions. If possible, invite them to a presentation of the IPP project so they have the chance to meet the participants and see the work that has been done.
- Check the IPP webpages or Fundraising Guide for a sample fundraising letter.

ACCOMMODATION AND CAMPSITE



The work of 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.




Practicals are one of the major duties of the staff / host nation. Good preparation will avoid many problems arising during the IPP and therefore, it will save the staff time and more than a headache. During the IPP the one thing the staff will not have is time. And believe us, you will not like spending your day off looking for a plumber!

Accommodation and food are basic necessities for people. This is why you have to count on participants having little or no patience on these issues. If a person is hungry or cold he or she will be angry, and that anger will pass on to the atmosphere. People will start to think negatively and be intolerant. This is why you have to make sure participants are comfortable and being taken care of properly.

An IPP should meet the same basic standards as all other CISV Programmes in terms of site, food and health.

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 local 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 to 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 local 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 / Bathrooms

Minimum standards / requirements:

- Separate areas/rooms for boys, girls and adults
- Space between beds/mattresses
- Mattresses, bed linen 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
- 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. Where 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 to reach the Chapter and long distance. 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, however, that a computer with internet access be available in all Programmes.
- It is suggested that where internet is available, and where it is deemed not to interfere with the Programme, that staff, leaders and JCs may have access to the computer to check and send e-mails on a limited schedule.



In IPP different arrangements may provided for participants if possible.

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 larger bus instead of several smaller 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 distant 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 first aid and cardiopulmonary resuscitation (CPR) training, and first aid supplies must be available at the site. 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 hosting Chapter consults the WHO website and local authorities to determine whether any procedures or precautions are needed upon arrival of participants. The hosting 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 hosting Chapter must have a local risk manager and that person must be involved in the planning, preparation and running of the Programme.



The national/local 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 local 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](#).



Public liability is an issue that has been discussed with the partner organization. CISV should not accept any liability for the work developed under supervision of the partner organization. The partner organization and anyone else involved in the IPP outside of the CISV delegates should understand that CISV is providing volunteers who will work on a project developed by CISV in partnership with the Partner Organization. CISV cannot guarantee that these volunteers have any particular expertise, even if the Partner Organization asks for such expertise (e.g. teaching, medical, psychological, etc) and it is included in the participant profile.

All IPP staff trainings include an analysis of the risks inherent to that particular IPP and the best ways to prepare the participants, the Partner Organization, and anyone else involved so as to avoid risk to the extent possible.

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 for communications before and during a crisis.



For more information, see the CISV [Crisis Communications Guide](#).

APPOINTING STAFF AND OTHER VOLUNTEERS WITH PROGRAMME RESPONSIBILITY

Home staff must be appointed, and training for them 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 whole hosting Chapter or the whole national association.

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 International Seminar Camp Committee), 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 and 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. However, any leader 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 have 1 junior staff in addition to the minimum 4 adult staff.
- **Step Up:** Must have 3 – 6 adult staff. Can have 1 junior staff in addition to the minimum 3 adult staff.
- **Seminar Camp:** Must have 4 – 6 adult staff or 1 staff for every 6 participants. No junior staff are allowed in Seminar.
- **Youth Meeting:** Must have 3 – 5 adult staff. Can have 1 junior staff in addition to the minimum 3 adult staff.
- **IPP:** Must have 3 – 6 adult staff. Can have 1 junior staff in addition to the minimum 3 adult 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 Basic Programme 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, Step Up, Youth Meeting and IPP must be at least 25 years old. In Seminar Camps the Programme director must be at least 23 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. No junior staff are allowed in Seminar Camps.

Junior Staff

Junior staff must be aged 19+

Only one junior staff member is permitted in the following Programmes and circumstances:

- **Village:** Can have 1 junior staff member in addition to the minimum 4 adult staff
- **Step Up:** Can have 1 junior staff member in addition to the minimum 3 adult staff.
- **Youth Meeting:** Can have 1 junior staff member in addition to the minimum 3 adult staff.
- **IPP:** Can have 1 junior staff member in addition to the minimum 3 adult staff.

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 local or national 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 as 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 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. 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 International Risk Management Committee (IRMC) 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 over 60 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 have not 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 they 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 appointed Seminar Camp Committee (SCC) representative, who makes/confirms the selection and assignments.



SPECIFIC PROCEDURES FOR INTERNATIONAL STAFF

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



For 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 express his/her interest by submitting the on-line [International Staff - Expression of Interest Form](#). When submitted, the form will become part of a pool that is maintained by the international Programme committee. The committee will actively inform host NAs if there are available candidates that can be consulted by host NAs searching for staff members.

For ALL international staff, including Seminar Camp:

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; and
- 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 SCC's IO liaison for Seminar Camp staff). In this way, the home NA is agreeing that the person may be selected for an international staff position.

The host NA/SCC (for Seminar Camp staff) then reviews the material and it is up to the person in the host NA/SCC who is responsible for staff selection to confirm the choice and offer the position to the applicant.

Host NAs must advise the relevant international Programme committee 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 host Chapter).

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 Programmes 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 child or 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 child or youth participant should never be left alone with an outside party or even a Chapter volunteer who has not gone through the whole 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 confidentially. 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; and,
- 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 activity 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 should register on [myCISV](#) and claim participation in their upcoming Programme. Every international CISV Programme needs at least one activity 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 activity 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. To some extent, the same is true of Programme participants. Before they leave, they 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, or culture-grams for Interchange, 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 be requested to provide an official invitation on the NA letterhead; templates of such letters can be found on Resources under Brand Guidelines - Stationery.

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 Form](http://www.cisv.org/resources/) is available at <http://www.cisv.org/resources/> under 'Forms'.

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, it is the staff team that 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 NA secretaries to forward Pre-Camps within their NAs, the Programme reference code (e.g. X-2010-001) 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; 500Kb is the maximum.

The following is the sort of information CISV recommends is included in Pre-Camps. This is simply an outline; Pre-Camps or pre-Interchange correspondence can be much more colourful and creative.

✓ **Welcome/Introduction**

This is an opportunity for the staff team or Interchange LIC to introduce themselves. 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**

It is important for participants and their leaders to know exactly when and where to arrive and depart. 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 all important details such as laundry facilities, audio/visual equipment, kitchen, outdoor environment (state whether there a swimming pool, soccer field, basketball court etc).

✓ **What to Bring**

This part lets the participants know exactly what they need to pack. Describe the weather at the time of the Programme and suggest the type of clothing that would be appropriate. 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**

This is an area for general rules and laws. Let participants know about the legal age it is permissible to drink and smoke in your country. It is essential that participants understand the laws of your country and of CISV International, like the InfoFile [R-07 Behaviour and Cultural Sensitivity](#) (this should also be part of national youth training). Be very clear which rules and points are non-negotiable.



✓ **Contacts**

Give the address of the Programme contact for your Chapter. This person must be easily contacted, as they will collect information, such as travel and allergies and also answer any questions that arise. This person can be the Programme planner, a staff member, or a coordinator selected for this. Include their e-mail address, phone number, and/or fax. If you know the address of your site by this time, you can include that as well. Also include an emergency contact number for 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 or families to pick them up.

✓ **Dietary restrictions**

It's important that information about dietary restrictions that leaders or participants may have is received and acted upon. Ask for details of any allergies or 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. Remember to make provisions for vegetarians or any other specific requests.

✓ **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, 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 staff team or NIC/LIC for this Programme? 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.

✓ **Activities**

Ask participants to be thinking of topics and activities. There will probably be a brainstorming session at the beginning of the Programme and their ideas will be needed. Remember to keep with the educational theme of the Programme.

✓ **Money**

The economic status of many participants varies. It is important then 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 banking access: will there be a bank nearby; will they have access to the bank daily or weekly; do they need to bring cash; travellers cheques or debit/credit cards?

✓ **Camp Shop**

For those planning a camp-based Programme, list some of the items that will be available at the camp shop, with their approximate prices. Again, this will help participants to 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.

✓ **Insurance**

Remind participants that according to CISV rules, everybody must have medical insurance. The insurance should provide a minimum level of cover of £15,000.

✓ **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 revolving around your theme. You may also suggest such ideas as bringing a newspaper from their country from a specific date or articles from magazines from their culture or any other item you feel is important to the theme you choose.

✓ **What Not To Bring**

Computer games, MP3-players, mobile/cell phones, expensive things, things that hold considerable personal value, more money than specified.



The above point does not apply to IPP.

✓ **Equipment**

List the computer and audiovisual equipment that will be available for use by leaders and participants.

✓ **Programme Address and Contact Details**

Address of the Programme site 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) must register on myCISV prior to the Programme. It is the responsibility of staff/LICs to stress the importance of pre-registration on the 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 [Help - Register on the site](#).



Sample Pre-Camps/ modules to use from those are available on the IPP webpage

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

In making its decisions, the International Executive Committee seeks input from such sources as the national and international risk managers, Secretary General, the relevant Programme committee, 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. The IEC 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

From 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 on the list of NA 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](#).



In addition to the [myCISV](#) website, staff can develop ways to start communicating with participants prior to the IPP. This could be done through facebook or other social media networks. Additionally if staff want or need to get specific information from participants, one of the survey/form online tools could be used, such as google forms or survey monkey.

These tools will create an environment that enables participants and staff to communicate and initiate interaction before the camp and allow the group to get to know each other more before the IPP starts.

It is important to remember that not all participants are Facebook members, etc. Any essential information should also be distributed via e-mail. In addition, confidential information such as the site location, participant names, or any contact information should not be posted on Facebook.

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 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.)

Website during a Programme

If a Programme has a website, it is strongly recommended that before and during the Programme that such websites be password protected. Passwords should be provided only to the IO, the relevant international Programme committee, 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, so that all participating cultures and CISV are shown in a positive and respectful way.

If it is decided to have a Programme website, 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. Adults can be identified if they give their written consent.

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 services of worship for their religion. Find out what 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](#). Remind participants to send the [Travel Information Form](#) if it has not been received by a month prior to the Programme.

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 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.



If a participant arrives at the place of the IPP few days before and asks for a home-stay, it's a decision of the staff / local Chapter to decide if let them stay in a CISV family or not. It's good sense that the participants get the same opportunity if they ask for it.

In an IPP the Staff can decide whether they will provide a host family one or two days before the IPP; if people arrive earlier than this, participants (as they are adults) can spend in a hostel at their own 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 (i.e. fire, earthquake, bomb threat, etc.), which must be displayed prominently at the Programme site.

- 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.
- The numbers and locations of local emergency services/professionals - **police, fire department, ambulance, hospital, doctor, counselor**
- List of local ‘on-call’ contacts in the host Chapter, including the risk manager;
- List and contact details for host NA committee chairs and the national risk manager;
- CISV International directory with the names and contact details of every NA and all international officials. These directories are regularly updated by the IO and made available to NA secretaries, who must then make sure that they are distributed internally.
- The emergency numbers for parents/guardians of participants (available from their completed legal health forms);
- Contact details for participants’ travel insurance emergency centres, including the company, which processes claims under the CISV basic travel insurance policy (taken out by NAs or individuals upon request) and the excess medical policy (every international Programme participant is covered from £15,000 to £1 million). This information can be found on <http://www.cisv.org/resources/> under InfoFile in section N.
- 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.



IPP / HOSTING DURING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
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.

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.

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/Insurance 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.

HEALTH, LEGAL AND INSURANCE 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 LIC. 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 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 (or with the LIC 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 Programmes, 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.



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. It is up to the sending Chapter and the leader/participant to make sure that insurance is in place. Copies of the policy should be carried at all times on the way to and from the Programme and should be kept safely during the Programme.

What if Someone Arrives Without Insurance?

If participants arrive without proof of insurance cover, Programme staff must contact the IO immediately to arrange for insurance cover. The sending NA will then be invoiced for the cost.

LEGAL / INSURANCE FORMS



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

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal / Insurance 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. 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 certify that the participant has valid health insurance, which may also be required by local doctors. They 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 and insurance forms. At the Programme, the forms should be stored safely and confidentially in the camp office (or with the LIC 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 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, LEGAL / INSURANCE FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
Health Form	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.
YLIF 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.
TWAL Youth Traveling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g. all JCs and Seminar Camp delegates).	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 delegate	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.
ALIF 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.

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 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 local 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.



Sharing the responsibilities and tasks of the camp is the key for a successful camp. Campers should feel part of the decision making process, as well as of the actual tasks itself. What staff and participants should have in mind is that conflicts in this area (like in any other area) should not be ignored and should be addressed as soon as possible.

It's important that the staff and the local Chapter understand and respect that they have to face adult participants. Adults are more attached to their habits and need to have the control on the situation. Listening to each other, be ready to accommodate participants needs and flexibility are needed more than when you're working with kids!

The IPPers have to feel the project like their own project! The staff should leave them the guidance of it and push them to take leadership actions during the camp. It's important to give them the possibility to make changes to what has previously been planned and to take the camp in their own hands!

Cultural Exchange

Cultural exchange is an essential part of the Programme. By having participants from different cultural backgrounds considerable cultural exchange will take place throughout all of the camp aspects.

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.



Schedule

The schedule of the IPP should be flexible, and whenever possible up to the participants to decide. The following are general guidelines that you may find useful. The schedule depends a lot on the project and on the partner organization's needs. The schedule and the calendar should be decided together with the partner organization as much as possible before the camp starts.

During the IPP time dedicated to the practical part and time dedicated to the educational part should be balanced. Both parts are important and from past experience we have noticed that there may be a tendency of "forgetting" the importance of the educational part of the IPP. Be alert! Free time is also important and should not be forgotten. Participants need time to relax and socialize.

We recommend that you do not expect participants to work on the practical project for more than six hours a day. It should be less if the work is very physically demanding or the conditions are difficult. Allow enough time for group discussion about the project. Do not always leave this until the evening, after the practical part, as participants are often too tired to contribute fully.

Have a clear view of what can be left up to participants to decide and what cannot. Be aware of changes or deviations from the schedule agreed upon by the group and be prepared to take action so that you can fit everything in.

Example of Daily IPP Schedule

(Suggested daily schedule for the first days of camp to be presented to the youth by the adults)

08:00	Wake up and breakfast
09:00	Start working: practical part
11:00	Coffee break
11:30	Start working: practical part
13:00	Lunch
14:00	Free time
15:30	Delegation activity
17:00	Coffee break
17:30	Camp meeting / Debriefing
19:00	Snack
20:00	Group / fun activity
22:30	Good night

Camp meeting / Debriefing:

This should be the moment when the group shares what happened that day. A short evaluation of the day can be run. Also this is the time to face conflict within the group if any.

Important: it's fundamental to give the possibility to the participants to sleep enough, and remember adult participants are less willing to change their habits. However that doesn't mean that the participants who go to bed earlier are excluded from all the night activities. The group should be sensitive to this and plan the most important group activities when everyone could join them.

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.



- Every IPP is unique and it's difficult to give a sample calendar. However there're few guidelines the staff should be aware of when setting the calendar:
- **First days / integration days:** It is a good idea to start the IPP 2 or 3 days before joining the project with the partner organization. These days may be used for getting to know each other and forming a CISV group. The staff may plan activities and excursions to surrounding areas, aiming at involving the people as a group. A representative of the partner organization may come to speak to the group in order for them to know the IPP participants before they actually start working and in order for them to explain the job of the participants in the project and what can and cannot be done. It's also good if the staff could plan some activities introducing the theme.
- During the IPP time dedicated to the practical part and time dedicated to the educational part should be balanced. Both parts are important and from past experience we have noticed that there may be a tendency of "forgetting" the importance of the educational part of the IPP. **Be alert!**
- Free days are also important and should not be forgotten. Participants need time to relax. We recommend that you do not expect participants to work on the practical project for more than six days per week. It should be less if the work is very physically demanding or the conditions are difficult. If free days are also used for excursions, you should take in consideration that some people may not want to come, and spend their day just to relax.
- At the middle of each IPP it is good to plan an overall evaluation of the project to see if the goals are on the way to get reach or not and try to modify what is not working.
- Enough time should be left for evaluation and saying good-bye. It is recommended that the practical part finishes 1 or 2 days before the actual IPP does to allow time for this.
- Have a clear view of what can be left up to participants to decide and what cannot. **Be aware of changes or deviations from the schedule agreed upon by the group and be prepared to take action so that you can fit everything in.**

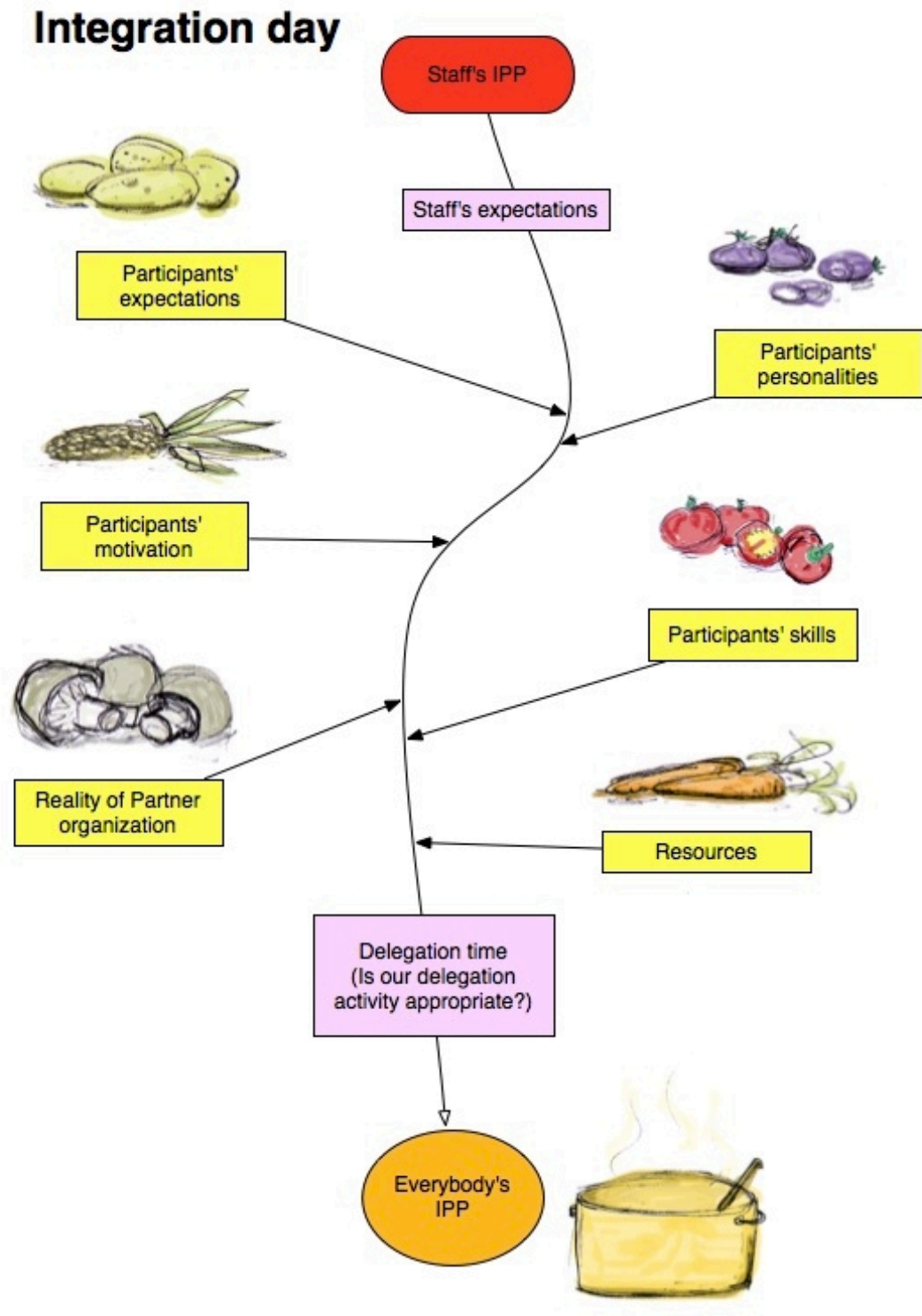
Sample calendar

(Don't take it as set in stone, every IPP is organized differently!, so this is just to give you an idea on how an IPP could look)

Mon 27 th	Tues 28 th	Wed 29 th	Thu 30 th	Fri 31 st	Sat 1 st	Sun 2 nd
First days (introduction, rules etc.)	First days (expectations, activities planned by the staff, group activities etc.)	Orientation onsite (+P.O. introduction)	Working day #1 Icebreaking Break into groups (brainstorm ideas)	Working day #2	Working day #3 Delegation activity	<i>Free day</i> Delegation activity
Mon 3 rd	Tues 4 th	Wed 5 th	Thu 6 th	Fri 7 th	Sat 8 th	Sun 9 th
Excursion Delegation activity	Working day #4 Guest speaker	Working day #5 Midway evaluation	Working day #6 Delegation activity	Working day #7 Delegation activity	Working day #8	<i>Free day</i>
Mon 10 th	Tues 11 th	Wed 12 th	Thu 13 th	Fri 14 th	Sat 15 th	Sun 16 th
Working day #9 Delegation activity	Working Day #10	Working day #11	Wrapping up	Evaluation & cleaning	IPP ends	

First days / Integration days

During the first days of an IPP the staff sets the tone for the success of the Programme. The staff has expectations that may differ from the ideas of the participants, the PO has a vision of the practical project and the skills of the participants - all these different ingredients make up the IPP soup - see graphic below.



During those days the staff should give some guidance to the participants, instructing them on safety issues, going through a fire drill with them, transmitting the rules and policies of CISV and any other local legislation or site rules.

It is common (and recommendable) that the staff group prepares some activities for the participants during the first days of the camp. This can be useful for breaking the ice, making the staff and participants getting to know each other as well making the participants acquainted with the new environment. The tone of activities done by the staff is often an important key to setting the mood for the following activities when participants start taking a more active role.

Here is a list of topics that should be covered during the first days – at the staff training this will be covered more thoroughly:

- Ice breakers, name games
- Expectations / motivations of the participants and staff
- Explaining the goals of an IPP (educational learning experience for the participants (and the PO) vs. “saving the world”
- Outline the Action Plan for the IPP – the idea of which actions the group will take, through the practical project and other activities, speakers, etc., to reach the IPP goals
- Explore the culture and social boundaries of the community you will be working with
- Explain the concept behind goals-based planning and evaluation and the PDPEF and how they can be used throughout the IPP.
- Stress the issue of cultural sensitivity within the IPP group and the community
- Introduce any guest speakers (and the topic he/she will be talking about)
- Explain / agree on the schedule & the components of this IPP (delegation activities, excursions etc.)
- The Staff might do their own “delegation activity” to set an example for the participants and show their own culture.
- Explain the logistics, site orientation
- Introduce the partner organisation and the practical project you will be working on during the IPP.
- Explain and stress the importance of following R-07 and the individual rules of this IPP.
- Explain the concept and ways of ongoing debriefing during the IPP

It is extremely important that the whole staff is in the camp (and available) for participants during the first days!

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 a copy of 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.



Guest Speaker

The resources for working on the theme can come from different places: internet, books, magazines, newspapers, TV, etc. Any resource can be helpful in planning activities and enrich the theme understanding. A very useful thing for theme development is a guest speaker.

It is strongly recommended that some experts on the theme of the IPP are invited to give presentations for the participants. It is a way for them to be specifically informed on a subject and to get closer to the way it is dealt with in a certain country or culture. Think carefully in advance about whom you would like to invite to your IPP as a guest speaker and in which way it relates to the IPP and enrich it. This person can be a professional working with that theme or someone with enough experience for offering a personal perspective. If your camp theme is, for instance, “Youth borders”, your guest speaker could be a youth educator or a professional working on drug prevention.

The staff should consider the group situation and balance of activities when organizing visits by external speakers.

If the excursion is related to the theme we suggest the participants don't have the possibility to skip it, if the excursion is for leisure/tourism purposes the staff may agree to make participants decide if they want to go or not.

THE 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.



In IPPs an Open Day is not mandatory but is up to the staff / local Chapter decide if they want to organize it or not. It could be a good way to promote CISV and IPPs and show the work done during the project.

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 CISV Guidelines of Behaviour and Cultural Sensitivity](#) 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/local risk manager and that person must be involved in the planning, preparation and running of the Programme.



To help the national/local 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 local risk manager must have visited the site and completed the form. Most of the questions are ones that 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

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 sanitisers 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, however, 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.

Where laundry facilities are not available on the site, the Chapter is expected to provide laundry services on a weekly basis.

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 weekly. 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.

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.



HOME-STAY

If a participant arrives at the place of the IPP few days before and asks for a home-stay, it's a decision of the staff / local Chapter to decide if let them stay in a CISV family or not. It's good sense that the participants get the same opportunity if they ask for it.

In an IPP the Staff can decide whether they will provide a host family one or two days before the IPP; if people arrive earlier than this, participants (as they are adults) can spend in a hostel at their own expenses.

COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP

During the Programme, usually the first people to speak to about queries are 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 member of the international Programme committee that is assigned as your liaison. 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 Programmes are minor and can be addressed appropriately by the staff/LIC, leaders and participants. The local risk manager and local/national Programme coordinator can also be consulted. Staff and leaders can also contact the relevant international Programme committee or the IO if they have questions.



For situations when someone has to leave Programme prematurely, see InfoFile [R-15 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-15 Sending Someone Home Procedure](#) for the detailed steps to follow when a participant has to leave the Programme because of illness or an accident.

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 to mean 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 to consider and prepare for communications before and during a crisis. 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, should be in contact with the local/national risk manager to discuss the situation. The Programme director/LIC (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 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 so 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.

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 on 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 to make sure 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/Interchange hosting phase 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 best, 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 generally advised that these are completed and returned immediately after the end of the Programme.



This 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 local/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, staff must be registered on the [myCISV](#) website (<http://www.cisv.org/mycisv>), have claimed participation and been approved as either Programme director or staff (or LIC/NIC for Interchange). When that is done, staff can access the specific [PDPEF](#) by logging into the [PDPEF](#) storage intranet site:



[PDPEF Storage Intranet Site](#)

Log in on [myCISV](#) and then click on the link above.

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 Resources.



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, insurance, health, legal and insurance 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 international Programme 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 international Programme 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.



PARTNER ORGANIZATION EVALUATION FORM

Thank the Partner Organization and ask your contact there to please complete this [Partner Organizational Evaluation Form](#). Click and then send them the link. Evaluation is an essential part of all CISV programmes and activities. It allows CISV to improve its Programme delivery, develop stronger ties with like-minded organizations, and capture best practices to ensure quality and success in our partnerships.

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 a short Interchange, or two weeks after the end of the first phase of a long Interchange.

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 submitted 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 completed [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 and [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.

STAFF AND LEADER EVALUATION

An evaluation tool or leader/staff performance is currently under development. It is intended that this will provide the sending NA (via the national secretary and national risk manager) with feedback to be used in a ‘follow-up’ briefing and possible further training.

Any performance-related feedback on adults in roles of responsibility that is submitted through the leader performance survey (currently in development) will be shared automatically with the person to whom the feedback applies.

INFORMATION YOUR NA WILL RECEIVE

ISSUES

Your national secretary 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.

IPP / SENDING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆◆	◆◆	◆
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 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 at the Annual International Meeting and can be found on the Organizational Development Department webpage. The plan is based on input from NAs, the Growth Promotion Sustainability Committee (GPS), Programme committees and the International Office (IO). GPS and its regional coordinators 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 GPS Regional coordinators) 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 GPS 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 Sheet](#) (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. The IO compiles this information and reviews it with the Programme committees in light of the confirmed hosting offers.

INVITATIONS TO PARTICIPATE

With the exceptions of Interchange and Mosaic, entitlement to invitations is based mainly on hosting. If a 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 a 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 Growth Promotion Sustainability Committee).

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. This process has come to be known as the “Football Pool” or, for the Interchange Programme, the ‘Matchbox’. The “Football Pools” and Interchange matches are finalised based on guidelines provided by the relevant Programme committees.

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 sending in the acceptance/refusal form to the IO.

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.

	IPP, Seminar, Step Up, Village & Youth Meeting	Mar-Apr Youth Meeting	Interchange
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	Aug - 28/29 Feb
Round 4	8 Apr - 30 Apr	1 Feb	
Round 5	May		
Round 6	June		

Mosaic - Priority Periods (PP)			
PPA - 1 Sep - 1 Dec	PPB - 1 Dec - 1 Mar	PPC - 1 Mar - 1 Jun	PPD - 1 Jun - 1 Sep

Changes to invitations

Once an invitation has been accepted, a 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 and management of all Programmes by the international committees and the IO. Each year, at the Annual International Meeting, the 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](#).

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. Participation fees must 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. If a NA requests travel/medical insurance from CISV International, this will be included in the invoice from the IO.

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](#).

SELECTION OF PARTICIPANTS

It is up to the NA/Chapter to select participants to take up 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 & 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. Their feelings should be spared as much as possible and, where possible, they should be encouraged to take part in other CISV Programmes.

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](#).



You can take part in more than one IPP.

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 (see below) 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; and
- 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.



INVITATION PROCESS FOR IPP

Promoting an IPP Invitation

Advertise the project your NA is invited to as soon as you have received the invitation through NA's webpage, national and local meetings, junior branch meetings, newsletters and Chapter representatives. Ask previous participants to tell about their IPP experience in local and/or national meetings to promote IPP as a program, but remember to highlight the uniqueness of each IPP.

Use the general IPP information and information about the project (project proposal and participant profile) to promote the IPP in all Chapters in order to attract as many interested people as possible – the focus should be on the specific theme of this IPP, and not on IPP as an activity.



Interested people can fill in the [IPP Application Form \(Sample Form\)](#) which can be useful, but is not required – depending on how your NA deals with applications.

The delegation needs to be confirmed by March 1st / September 1st so the deadline for applications should be set before this to give enough time to select suitable participants.

Also, make sure applicants are aware of the time they will need in order to prepare for the IPP.

Selecting the Participants

The method used to select participants varies from country to country and it is up to the NIPPC to find the method that suits best their situation. However, below are some suggestions on how to select IPP participants.

Promoting the IPP

It is recommended that you promote early and often, reaching out to CISV alumni, parents, and those new to CISV including people from all professions, especially those that might be relevant for the specific project.

Participant Profile

Each IPP has a Participant Profile which should be your guide in selecting participants for that IPP. The profile describes what skills, attitudes, or knowledge might be necessary or especially useful for that IPP, what facilities are available (i.e. what type of beds, or whether vegetarian food is available, etc.) and any other information that might help you decide who is the best match for the IPP.

Application Form

You are not required to use an application form, but the IPP Committee has a sample available if you would like to use it. It is available on the Resources website.

Diversity

Diversity means something different in every country. We hope you will make an effort to have as much variety as possible considering the age, gender, CISV-experience, home Chapter and (professional) experience with the topic. It is good if you can have at least one person in a delegation that can communicate well in English and help the others if needed.

The delegates do not have to be from the same city, but should find a way to meet or communicate several times before the IPP so that they can be prepared.

The Dramatic Impact of Late Cancellations

In some years, late cancellations have meant that an IPP has dropped from being full (15-20 participants) to very small (5-10 participants) in just the week or two before the IPP begins. This is a terrible situation for both the participants and host, and can be avoided. Please do your selection early, recruit more people than you need, keep in touch with those on your waiting list, and turn in any invitations you cannot fill promptly. This can give another country, who might have someone very excited to attend the IPP, the opportunity to take the invitation. You may think that just one person not showing up doesn't matter, but it does! And what if 8 countries each think that? The IPP just lost half its delegates.

Please help IPP be a healthy programme by informing the IO well in advance if there are signs that you cannot find a full delegation. The IPP Committee is always available if you have questions or need help.

Once you have made your selection, keep all candidates' applications and addresses, so that in case of cancellations you have backup participants.

Inform the IO well in advance if there are signs that you cannot find a full delegation.



After choosing the participants, the NIPPC needs to make sure that each of the chosen participants pre-registers on [myCISV](#) and sends in their [Travel Information Form](#) to the staff as soon as possible, so that the staff knows who is coming to their IPP.

If your participant does not do so, the staff may not have adequate accommodation, may not have arranged to transport them to the site, etc.

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 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 activity area on [myCISV](#) so that participants who have claimed participation and been approved can access them directly.

PRE-CAMP 1

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 Form](#) is available at [Resources](#) under 'Forms'. It is the responsibility of the NA to send it to participating NAs and the IO.



PRE-CAMP 2

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 - Laws and rules
- Contacts
- Travel Information Form
- Dietary restrictions
- Hello from the staff!
- Programme goals
- Reminders about preparation
- Money
- Camp shop
- Forms
- Insurance
- Visa requirements
- Airport tax
- Equipment
- [myCISV](#) website (<http://www.cisv.org/mycisv>)

If you don't receive these documents, check with your NA secretary and the 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 International Executive Committee, has the authority to determine whether or not a Programme will be cancelled due to safety risks.

In making its decisions, the IEC seeks input from such sources as the national and international risk managers, Secretary General, the relevant Programme committee, 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.

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 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, and
- CISV International officials visit the proposed site before NAs host
- Their first CISV Programme; otherwise, national association/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, the CISV IO contacts host associations 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 International closely monitors the situation in host countries with security concerns, by requesting information from local CISVers and by watching relevant government travel advisories.

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. The IEC and IO also monitor government travel advisories such as those of the UK, USA, CAN and others:

- www.fco.gov.uk/travel (UK);
- <http://travel.state.gov> (US);
- www.auswaertiges-amt.de (Germany);
- <http://voyage.dfait-maeci.gc.ca> (Canada);
- www.dfat.gov.au (Australia); and
- www.france.diplomatie.gov.fr (France).



Sending NAs are encouraged to government websites and it is highly recommend that they contact their own government travel advisories. www.gksoft.com/govt/en provides a list of all governments that are on the web.

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. This is generally straightforward. The Programme committee 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. The IEC monitors security situations in hosting NAs and will cancel a Programme or cut it short if they feel that the risk is too high. Whether or not a Programme goes ahead, it is always the decision of the parents and/or 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

One of the best ways to avoid difficult situations before, during and after the Programme, is to make sure that participants, their parents, and the leader have realistic expectations of the Programme. As discussed in the previous section, 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. To some extent, the same is true of Programme participants. Before they leave, they 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 and to the leader (in Programmes where delegations travel with a leader) to work with participants in advance to prepare them for the Programme.

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



PREPARING IPP PARTICIPANTS

It is the responsibility of the national IPP coordinator (NIPPC) to ensure that the IPP participants are prepared for the Programme, although actual preparation may be conducted by national trainers or others. The participant training should be organized after the arrival of the second pre-camp if possible. Arrange a date and place for your training session(s) as soon as possible. Take advantage of national meetings like leadership training, seminar camp training, committee / board meeting etc. - or organize it on a private basis.

If your NA is very large and the cost of bringing your delegates together for training is prohibitive, you can prepare them electronically and by snail mail. The same materials that you use in training can be made available to them online. Then, you can talk on the telephone or Skype or use other electronic methods. The important thing is that your delegation communicates with each other and with you for preparation. Resources to help in training participants are available at <http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>.



Below is information to guide you through the process, including:

- Forms
- Fees
- Pre-camps
- Travel plans
- Visa requirements
- Communicating with staff
- Forming a group
- Training content
- Preparing the delegation activity
- Security of persons and things
- Access to communication

1. Forms (see section below)

There is a useful video on resources.cisv.org to help you complete the forms. IPP participants have to fill in:

- [Health Form](#)
- [Legal/Insurance Form](#) (19-21 yr olds: YLIF; 21+ yrs old: ALIF).
- [Travel Information Form](#)
- Make sure you check with your NA if there are other forms in your particular NA that need to be filled out.
- The IPP staff may ask for additional information in the Pre-Camp

2. Fees

- All Participants must be a member of a CISV Chapter, national association, or CISV International, and pay the corresponding fees.
- The IO charges the participants the participation fee (similar to all international CISV Programmes). IPP fees differ depending on the length of the Programme. The most up to date fees are contained in InfoFile [C-10 CISV International Fee Structure](#)
- Other fees vary from country to country, depending on the administration in each country.
- Please ensure that the IPP participants have paid all fees prior to travel.

3. Pre-Camps

The first information about the staff, the theme and about the delegation activities is included in the second pre-camp. The deadline for it is the 1st of April for July Programmes and the 1st of November for January programs.

The second and third (optional) pre-camp have more in-depth information about the project.

4. Travel Plans (please see expanded section below)

The second or third pre-camp will provide the information for the delegates to reach the site and additional information about home stays if they are necessary. Participants should have this information before booking their trips. If it does not arrive by April 15th/ October 1st, contact the staff or IPP Committee member coordinating the project (listed on the IPP website). Don't risk waiting too late so that the travel expenses become too high. If delegates are not experienced in travelling, they may need extra help with travel arrangements.

5. Visa Requirements

Please make sure that participants check whether they need a visa and help them acquire the visa. Even though IPP participants are adults, every year someone runs into trouble because they forgot to check if they needed a visa. Don't let this happen to your participants!

6. Communicating with Staff

Aside from the Travel Information Form, which is required, it is a good idea to at least establish communication with the staff prior to traveling. Participants should carry contact information for more than one member of the staff with them when they travel.



7. Forming a Group

When the participants are selected, contact them and encourage communication amongst the delegation and with the staff. Support and motivate the delegation to start preparing on the theme on a personal level (e.g.: books, newspapers, film, internet, conferences, talk to experts/professionals). Where possible, the delegation should be trained together so that when they arrive at the IPP they already know each other and have prepared their cultural activity. The IPP participant package can be downloaded from

<http://www.cisv.org/resources/running-cisv-international/programme-committees/ipp>

8. Training Content

The IPP Committee has prepared a participant training handbook to assist you with training. It outlines the content that every participant should know before attending an IPP and offers sample activities to give you an idea of how training might take place. If you would like any support or help, contact the Quality and Innovation team of the IPP Committee.

9. Preparing the Delegation Activity

The delegation activity is explained in depth in the Education section. It is an important part of preparation for the IPP and also important to the educational content of the IPP. Please make sure that your participants dedicate time to investigating the Theme and planning this activity, which connects their culture with the theme through an experiential education activity that they will run for the other IPP participants (and occasionally others, e.g. people from the partner organization). The first information about the staff, the theme and about the National Activities is included in the second pre-camp. The deadline for it is the 1st of April for July Programmes and the 1st of November for January programs.

10. Security of Persons and Things

IPPs exist do not always have a closed site, and there is always a chance, although hopefully minimal, for theft or other loss or possessions. Please make sure your participants obtain travel insurance and don't take valuables to the IPP. All IPPs are required to have a safe for passports and other valuables, but space is usually limited so, unless otherwise specified by the staff, it is advised not to take expensive electronics or other valuables. Also keep in mind that IPP work may result in dirty clothes, so don't take anything special. The staff may lock up medications as necessary.

11. Access to Communication

The pre-camp should indicate what access there will be to communication during the Programme. During the first day or two of the Programme, the IPP group may make a common agreement on how and when to use any available electronic equipment. The participants are the IPP for the experience, but, being adults, they might have some personal or professional matters that need to be taken care of during the program.

SENDING PARTICIPANT INFORMATION TO THE STAFF

PARTICIPANT NAMES

Just as all leaders are asked to register on the [myCISV](#) website, all Programme participants 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, the staff/Interchange leaders will check that everyone who has arrived at the Programme site is also registered for the Programme on [myCISV](#).



In addition to the [myCISV](#) website, staff can develop ways to start communicating with participants prior to the IPP. This could be done through facebook or other social media networks. Additionally if staff want or need to get specific information from participants, one of the survey/form online tools could be used, such as google forms or survey monkey.

These tools will create an environment that enables participants and staff to communicate and initiate interaction before the camp and allow the group to get to know each other more before the IPP starts.

PARTICIPANT SPECIAL NEEDS

General and dietary

If a participant has any special needs, such as food or allergies, or medical conditions the host Chapter, host families and staff must be notified in advance so that they can prepare. For example, if a participant is vegetarian, the Chapter/staff must be advised before the Programme starts so that they can plan menus or provide a suitable alternative. Participants should contact the host NA/staff as early as possible and provide this information. 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, LEGAL AND INSURANCE 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 LIC. 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 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 (or with the LIC 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 Programmes, 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.



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. It is up to the sending Chapter and the leader/participant to make sure that insurance is in place. Copies of the policy should be carried at all times on the way to and from the Programme and should be kept safely during the Programme.

What if Someone Arrives Without Insurance?

If participants arrive without proof of insurance cover, Programme staff must contact the IO immediately to arrange for insurance cover. The sending NA will then be invoiced for the cost.

LEGAL / INSURANCE FORMS



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

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal / Insurance 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. 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 certify that the participant has valid health insurance, which may also be required by local doctors. They 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 and insurance forms. At the Programme, the forms should be stored safely and confidentially in the camp office (or with the LIC 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 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, LEGAL / INSURANCE FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
Health Form	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.
YLIF 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.
TWAL Youth Traveling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g. all JCs and Seminar Camp delegates).	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 delegate	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.
ALIF 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



DURATION OF TRAVEL

IPP participants should understand that IPP is not a "travel program" but an educational experience. There will be very limited time, if any, for tourism during the IPP. For example, sometimes the IPP group might take an excursion to a nearby site of cultural importance or have an opportunity for shopping, but this is not part of the IPP Programme and is not guaranteed.

It is not uncommon for IPP participants to travel before or after the Programme. If an individual chooses to travel on his/her own before or after the IPP, CISV is not responsible or liable for them, is not obligated to provide host families, and CISV's insurance does not cover outside travel.

VISA REQUIREMENTS

For some countries visas are required. The visa application process varies in length from country to country. Do not wait until it is too late; start the application as soon as possible.

It is the responsibility of the sending NA to check whether visas are required and to apply for visas in good time before the Programme. 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; and
- 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 advise 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. In the event of such a terrible situation, parents and the sending Chapter can also be in contact with the embassy for any news in that country.

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
- When using a discount air ticket, check the dates when cancellation is possible without incurring charges. Consider air tickets that allow for changes or cancellation right up to the time of departure.
- In the case of transit flights, choose flights that allow ample time for transfers.

Insurance

Participants, staff and leaders have the option to request travel/medical insurance from CISV International (see [N-03 CISV Travel-Medical Insurance Policy Information](#) on Resources for information about the coverage available via CISV International). Another provider may be selected, following these guidelines:

- Choose a travel insurance company that can respond to enquiries in English, 24 hours a day. In some countries, hospitalisation is not possible without confirmation from the insurance company.
- Confirm the overseas contact address of the insurance company. This will be needed in the case of making claims abroad.
- Understand beforehand, how and when to file reports when making an insurance claim.
- Choose an insurance that covers travel accident-related costs such as payment for travel expenses of family or staff.
- The leader must carry copies of the insurance policies of each participant in their delegation.
- Adult participants must carry copies of their insurance policy.
- Carry [Health Forms](#) and Legal/Insurance Forms in hand luggage.
- Consider the possibility of participants also carrying a copy of their insurance policy.



Being Prepared for Difficulties which may arise during Travel

Be prepared in case of difficulties and always remember that safety is the top 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 (not for IPP)
- Missing baggage
- Injured or ill children (not for IPP)
- A serious incident in the final destination or transit point and airports are closed
- If for whatever reasons, 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 bring 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. It is important that participants recognize that this money is to be used for emergencies only and not for extra spending money at their Programme. A discussion with the parents of the participants should determine a suitable amount.
- Consider the possibility of having the leader rent an international mobile phone or take a calling card. It is particularly recommended for the hosting phase of an Interchange, that the leader has a mobile phone, which will work in that area. (same goes for IPP participants)
- Bring a basic first aid kit. However, if a participant is unwell or injured to the extent that medical advice is required (beyond the basic first aid training), any treatment given must be medically prescribed and provided by a person competent in the relevant field.
- Be prepared to explain in English ordinary medicines. Bring a copy of the prescription of any medications or eye glass prescriptions in case luggage is lost or glasses are broken.
- Phone numbers of the sending and host Chapter / NA and of sending parents. (not for IPP)

For travel:

- Dangerous items such as scissors and cutters should not be stowed with carry-on luggage. There are also limits regarding liquids. There are generally strict security checks at airports so be sure to check hand-luggage rules in advance and pack accordingly to avoid problems.
- For delegations, anticipate long waits in the airport. Bring amusement items such as books and games to help the children to pass the time and possibly snacks.
- Anticipate chilly airplane cabins, even in summer. Bring sweaters or other warm clothing.
- Consider carrying a change of clothes in hand luggage in case your checked luggage is delayed.

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

Each situation is different and may require different actions and on-the-spot decision making. Most problems that Programmes 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 document [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 document [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 a distracting effect 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. A thank you for leaders will also be appreciated. Former participants are a great resource in debriefing sessions for participants who have just returned from a Programme.



PARTICIPANTS DEBRIEFING

Do not forget to arrange a date with the participants to debrief the IPP – this does not necessarily have to be a whole weekend. In some countries, a phone call is all that is possible. Participants should primarily be asked to reflect on what they learned and how the IPP has impacted their life, the way they think about the topic and CISV.

Also, it can be of value to know strong points and factors to improve in the training, preparation or running of an IPP. Encourage the participants to share their IPP experience with others and to join the local activities of their Chapter. This is also a good time to discuss Mosaic projects as a means of continuing their enthusiasm.

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 (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 completed [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 and [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.

IPP / EDUCATION & EVALUATION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Participant	◆	◆		◆	◆	◆
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 appreciate the similarities between people and value their differences.

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.

Our Educational Principles form a bridge between our Statement of Purpose 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 STATEMENT OF PURPOSE AND EDUCATIONAL PRINCIPLES IN PROGRAMME PLANNING

IPP provides an opportunity for CISVers not only to “inspire action” for a more just and peaceful world, but to learn from the experience of directly acting in line with our Educational Principles.

BUILDING THE STATEMENT OF PURPOSE AND EDUCATIONAL PRINCIPLES INTO THE IPP STRUCTURE

IPP participants put to the test concepts of cultural difference, justice and equality, honest and effective resolution of conflict, and our impact upon the world. Because IPPs take place in the laboratory of the “real world” participants gain new understanding of their own strengths, skills, challenges, and how they can learn from engaging with those around them. It is an opportunity to build on one’s life experiences and create incredible memories and friendships.

“Being involved with CISV for 18 years I have never seen such excitement generated from an activity. And that excitement and impact can only truly be seen months after the activity. Participants have made life-changing decisions and altered their view of the type of impact one person can make.”

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](#) (“BigEd”).

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 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 [Resources](#).



“PEACE”, “PEACE EDUCATION” AND ACTIVE GLOBAL CITIZENSHIP

Peace

In CISV “Peace” means more than the absence of war. In CISV “Peace Education” helps to develop 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 participants 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 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. 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.

Active Global Citizenship

International People’s Project (IPP) is a Peace Education experience that uses community action and hands-on service as learning tools. These experiences take place in a multicultural environment that allows participants and staff from 6-8 different countries to collaborate, learn from each other, and share their cultural perspectives on an important global issue that is a focus for the experience.

Topics which may be relevant to IPP Participants

IPP is a chance for both those new to CISV and those who may have experienced a CISV Programme as youth or leaders to take their ideas and skills into a real world setting and act as global citizens. IPPs tackle challenging themes and community issues in a fun and challenging way. Below are some examples:

IPP Egypt 2010: The third and final of a series of IPPs in Farafra, a small oasis town in Egypt, this IPP worked with the theme of “Volunteerism”. Global volunteers helped a community group organize a large scale tree planting, renovation of their office, and repair of the town’s historic castle. Participants also exchanged expertise with local citizens ranging from volunteer management to art, and had the rare opportunity to become close with local families.

IPP Germany 2007: This IPP took place on a small island in the North Sea off the coast of Germany where participants examined the issue of ecology vs. economy: Challenge or Opportunity? Participants monitored and observed changes in this unique island ecosystem while sharing opinions and experiences about effective ways of combining ecological interests with economic development.

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), WHICH ARE DEVELOPED IN CISV IPPS

All IPPs are designed to fulfill the same educational goals. The goals provide the framework for the program. The goals are used to design and evaluate the IPP. The four IPP goals are:

- Learn to work and live as an intercultural group
- Learn to cooperate with IPP members and the local community and/or partner organization
- Develop an understanding of the local and global context of the theme.
- Learn to carry out a project that can have a lasting positive impact on the local community and evaluate its success

Within each goal, there are four indicators. These are also the same for each IPP. They make the goal more specific and easy to understand and evaluate. All IPPs are designed to facilitate participants learning or gaining these Attitudes Skills and Knowledge (ASK). Below, you can see the indicators and how learning those “ASK” helps the IPP reach the IPP goals.

IPP PROGRAMME GOALS AND INDICATORS

<p>Develop as an active global citizen</p>	<ul style="list-style-type: none"> a) Develop and practice positive communication and active listening skills (S) b) Appreciate others perspective (A) c) Develop self-awareness (K) d) Understand different leadership styles (K)
<p>To participate as an active member of a diverse group</p>	<ul style="list-style-type: none"> a) Work with others toward an outcome (S) b) Constructively manage conflict (S) c) Facilitate a group discussion (S) d) Participate in inclusive decision-making (S)
<p>To explore the theme in the host country</p>	<ul style="list-style-type: none"> a) Understand the theme through partner organization expertise (K) b) Contribute to the needs of the partner organization's work on theme (S) c) Demonstrate understanding of various points of view of people in the community (K) d) Contribute to the theme through the project (S)
<p>To explore the theme from a global perspective</p>	<ul style="list-style-type: none"> a) Understand own personal connection to the theme (K) b) Understand theme in diverse contexts (K) c) Understand and explore the theme in your home context (K) d) Plan and run an activity about the theme as it relates to your home context (S)

How this works in practice

While all IPPs share the same goals and indicators, they each use a different action plan to reach these goals. To give you an idea of what this looks like, here is one example:

IPP 2002 Norway “The World in Bergen”

Participants worked with local citizens to integrate residents of a refugee centre in Bergen, Norway, especially focusing on the children. The participants ran a day camp for the children to develop friendships and understand, and then expanded the IPP to projects involving adults.

To accomplish the goal: **develop intercultural perspectives**

Participants gained this skill: **be able to explore and overcome differences between group members** (both CISV and non-CISV)

By taking these actions:

- Work with refugee centre to choose activities appropriate for immigrant and local children
- collaborate with families to host a cultural festival featuring the food and performance art of all of the cultures living at the refugee centre

Participants gained this knowledge: **understand how communication and decision-making skills are part of intercultural competence.**

By taking these actions:

- Hold daily practical and debriefing meetings
- Work together in planning groups to create the different activities the group did with the children and adults.

Using these Attitudes, Skills and Knowledge after the Programme

The example given above demonstrates how, through the actions taking place in the IPP, the participants gain attitudes, skills and knowledge and achieve the IPP goals. This whole IPP experience enables participants to become more active citizens, specifically in the area of conducting projects that are beneficial to a community and sharing the viewpoints of several cultures about a globally relevant theme.

PEACE EDUCATION IN CISV

The four main content areas of Peace Education in CISV Programmes are:

Diversity

Explores the identity of the individual and then asks us to consider ourselves within our own and the wider community.

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.

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 4 CONTENT AREAS IN IPP PROGRAMME PLANNING

Because IPP is a Programme for adults, it uses more real life experiences, such as hands-on volunteer work and group decision making, to create an educational experience. This differs from some other CISV Programmes which may rely on simulated environments or games to create educational experiences.

EDUCATIONAL CONTENT OF THE IPP PROGRAMME

IPP relies on the staff to relate the context of the IPP to the four Programme areas, and to ensure that all IPPs relate to at least one of them. Generally, the real-world experience of an IPP provides ample experiences from which to learn about the four main content areas. Staff and participants should be aware of the four content areas and can use them for inspiration, but they are not specifically part of the goals or evaluation of the IPP. For more guidance, see the “theme” section below.

RESOURCES USED TO SUPPORT PEACE EDUCATION IN IPPS

IPP is a very ‘practical’ Programme and may require specific resources for the project to be undertaken. Staff will need to collect together educational resources related to the theme of the IPP. Participants may bring with them some further relevant information and resources to support discussion with other participants.

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 ASK to become active global citizens.

CISV has a database of activities, which you can find in [Educational activities](#).



BUILDING PEACE EDUCATION INTO IPP

When choosing a theme, the staff should choose a topic that is **interesting** for the staff (and, hopefully, the hosting Chapter), that is **locally relevant**, that can be approached through a **hands-on experience**, and that can be **globally relevant**.

Working with the theme helps the **IPP** connect the participants' perspectives from their home countries with the perspectives they gain from the host country.

Every **IPP** has a theme selected by the staff prior to the **IPP** that serves as a focus and a consistent thread through all of the educational experiences within the **IPP**. Each **IPP** participant learns about the theme in their home culture, and brings that knowledge to the **IPP**.

The participants present their home culture's relation to the theme through the "national activity" that is discussed in more detail below. This gives all **IPP** participants a variety of perspectives on the theme from all over the world.

This global perspective on the theme informs the participant as they carry out the practical projects (also discussed further below), which gives them a hands-on experience of the local context of the theme in the host country.

Participants should leave the **IPP** with an idea how the theme relates to their **own culture**, how it relates to **other cultures**, and a personal experience of how it exists in the **host culture**.

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 IN IPPS

IPP uses a variety of types of experience to create a learning environment for the participants and to achieve the IPP goals. The best known is the practical part where IPP participants carry out hands-on work, but there are many other methods used in IPP to create an educational experience. All are essential learning experiences of an IPP and should be included in the planned IPP.

EXPERIENTIAL LEARNING ACTIVITIES IN IPPS

The following list gives some of the activities which create the special learning environment of an IPP and demonstrates the link between the theme around which the IPP is built, the experience of the IPP itself and the ASK which can be developed through such activities.

- Working and living in a multi-cultural community
- Expert input on the theme (where relevant)
- Training on how to work with each other and with the theme
- Cooperative planning
- Communal decision-making
- Working with the culture of the local community and/or partner organization
- Hands-on work with the theme (called the “practical part”)
- National activities sharing how each culture involved relates to the theme
- Evaluating the progress of the IPP and implementing changes

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 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

There are four educational quality standards, which apply to all our Programmes.

1. Goals

All Programmes have four educational goals, which are developed from our Statement of Purpose.

2. Principles

All Programmes use our Statement of Purpose, 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 [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 Evaluation and Research 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**.
- International Programme committees: To develop activities to assist each Programme to achieve its goals more effectively and determine the training and support needs of NAs and local Chapters. They also use the information to share best practice and inform Programme development.
- National associations: to evaluate the Programmes that they have hosted and to know if their participants achieved the educational goals.
- Leadership training Committee: to see if there are any specific issues that Programmes and NAs can address with additional training support.

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 (GEF) and the Individual Evaluation Form (IEF).

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.

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 filling in the final chart 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'.

Activity Planning Template

There is an Activity Planning Template in Resources for each of CISV's international Programmes (see below), 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 Programme committees 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 visit <http://forms.cisv.org/pdpef/>

Technical notes for using the [on-line PDPEF](#) – See E-Notes on Resources under Forms





BUILDING EVALUATION INTO AN IPP

It is important that all IPPs take evaluation seriously, because the experience of evaluating and improving the IPP during the Programme is an important part of the learning that takes place at an IPP.

There are **three types of evaluation** that generally take place during the IPP, **practical, process and educational**. All are important and should be given time during group discussions and meetings. Sometimes they overlap.

IPP evaluate using the goals and indicators that are the same for every IPP Programme. The PDPEF is used to record the results of an IPP at the end of the Programme, but evaluation takes place throughout the IPP.

First, Debriefing is Not Evaluation

Debriefing is different from evaluation. Its purpose is to reflect, not to evaluate success or suggest changes. Debriefing is an important time to be aware of what is happening, and internalize the experience.

Debriefing can take place in large or small groups or individually. It can be silent or loud, and can include some documentation of ideas or can simply be words or thoughts.

Practical Evaluation

You will want to evaluate the practical elements of the IPP such as accommodation, food, transportation, communication, etc. This can give important feedback for the Chapter and sometimes participants may have a particular need or concern that, within reason, can be addressed by the Staff. In general, the conditions of the IPP may be more primitive than in other CISV programs, and not everything can be changed.

This can take place periodically during the IPP, and should happen at least once, about halfway through the IPP. The results may sometimes be used in the IPP, especially if it is possible to use this formative evaluation to improve the educational content or the outcome of the project on which the IPP is focussed.

Process Evaluation

This is similar to educational evaluation, but this is the time when things like planning groups, the practical project, group processes like decision making, and the group dynamics (group feeling, inclusion) can be examined. The dynamics with the partner organization should also be considered.

This should take place regularly (every day or every few days) throughout the IPP, and a more formal/thorough evaluation should be done at least once, about halfway through the IPP.

The results should be used during the IPP to make the IPP better, both educationally and in terms of the project outcomes.

Educational Evaluation

This type of evaluation looks at what attitudes, skills, and knowledge the participants are acquiring through their experiences and actions at the IPP, and how the IPP as a whole is

progressing toward the goals of an IPP. This evaluation shows how successful the IPP is at any given point, and helps the group realize if it needs to change its focus. This also generates data for the overall evaluation, the PDPEF.

This should take place regularly (every day or every few days) throughout the IPP, and a more formal/thorough evaluation should be done at least once, about halfway through the IPP.

The results should be used during the IPP to improve both process and content, and will be used in the PDPEF, at the end of the Programme, to show the strengths and challenges of the IPP.

FITTING IT ALL TOGETHER



MEETING CISV'S EDUCATIONAL AND TRAINING QUALITY STANDARDS IN IPPS

An IPP is much more than the 2-3 week direct Programme experience. There are many elements behind the scenes that contribute to the success of an IPP. The International IPP Committee, the staff, the host, and the participants are all part of a successful IPP. Below is an overview, see the [Hosting](#), [Sending](#), and other sections for more details such as forms, deadlines, etc. The IPP Committee supports the entire process, so don't hesitate to call on them!

Planning

Chapters / national associations commit to hosting on the hosting plan.
The IPP Committee works with the host to put together an initial IPP action plan
Chapters / national associates request to send delegations to IPPs
The IO manages invitations and forms.

The staff works with the IPP Committee over the 1-1 ½ years before the IPP to develop and update the IPP action plan showing how they plan to achieve the Goals of the IPP.
The Staff/Host works with the partner organization to put together the hands-on elements of the IPP.

Training

The IPP Committee trains the staff selected by the host.
The sending national associations / Chapters train the participants attending the IPP.
The staff trains/informs the host Chapter/NA and partner organization about IPP in general and the specific project.

Experiencing the IPP

The staff and participants carry out the IPP with the support of the partner organization, host, and IPP Committee

Evaluation

The participants and staff evaluate the IPP.
The partner organization and Staff evaluate the cooperation between CISV and the partner organization using the [Partner Organization Evaluation Form](#).

Reporting

The staff submits the [Programme Director's Planning and Evaluation Form \(PDPEF\)](#) to the International Office
The staff submits the IPP Address List (listing for Participants and Staff) to the International Office

The staff (and participants where relevant) submit any Incident Report Forms to the International Office.

Working through this overview, the way in which the CISV / IPP goals, the CISV Educational Principles, Peace Education and evaluation are integrated can be shown. IPP follows all of these so that adults can link their active experience in the project to similar situations in their home or local areas and in the wider world, and thus extend their efforts to become active global citizens.

Resources provided for IPP staff and participants:

- [IPP Programme Guide](#)
- [IPP PDPEF Package](#)
- [PDPEF Frequently Asked Questions](#)
- [IPP Activity Writing Template](#) (for uploading activities to the Library)
- The [CISV Passport](#) and [Big Ed](#)
- [Educational activities](#) and [Evaluation and Research](#)
- [IPP training at selected RTFs](#)
- Support and advice as requested by NAs / Chapters

