SEMINAR CAMP

OFFICIAL PROGRAMME GUIDE

CISV international
building global friendship

ABOUT THIS DOCUMENT

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

UPDATES

It may be necessary to revise and update the Programme Guide. 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).

As all of the Programme Guides have just been revised and restructured, there are no 'Updated' buttons in this version.

STRUCTURE AND CONTENT

Content in this Guide that is specific to the Seminar Camp Programme is indicated with a small icon (with a "SC" for Seminar Camp) 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://resources.cisv.org). 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 three main sections for each Programme Guide: Role Profiles; Programme Practicals; and Education. 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 Summer Camp 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

CONTENTS

SEMINARCAMP / 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		• Each delegation has 1 adult leader • Have up to 6 junior counsellors (JCs)
STAFF		• 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		• 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		• 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		• Each delegation has 1 adult leader. For delegations of 8 +, there must be 2 leaders or 1 adult leader and 1 junior leader.
STAFF		• There are no staff, as this is a family-based experience. • However, the Local Interchange Coordinator (LIC) serve a similar role.
STAFF/LEADER AGE		• 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		• You can take part in more than one Interchange.

SUMMER CAMP

Young people learn when given the chance to lead. International Summer Camps 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. Summer Camps 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 14 or 15	DURATION 23 days	SIZE 9 delegations of participant, each with 2 girls, 2 boys
LEADER		• Each delegation has 1 adult leader
STAFF		• 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. • 1 staff member must have prior experience as a Summer Camp leader or have attended Summer Camp training at a Regional Training Forum.
STAFF/LEADER AGE		• 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		• You can take part in more than one Summer Camp.

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		• None
STAFF		• Must have 4 – 6 adult staff or 1 staff for every 6 participants. • No junior staff are allowed at Seminar Camps.
STAFF/LEADER AGE		• 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		• 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	• Each delegation of participants aged 12 – 15 must have 1 adult leader.
STAFF	• Must have 3 – 5 adult staff. • Can have only 1 junior staff, and the person must be from the host NA.
STAFF/LEADER AGE	• 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 21 years old. • Leaders must be at least 21 years old.
PARTICIPATION	• 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		• None.
STAFF		• 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		• 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		• 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 All ages	DURATION No specific length	SIZE No specific size

LEADER	• None
STAFF	• Every Mosaic project must have a project coordinator and a group of staff.
STAFF/LEADER AGE	• Adult staff for Mosaic projects must be at least 18 years old, and must be the age of legal responsibility in that country.
PARTICIPATION	• You can take part in more than one Mosaic project.

THE SEMINAR CAMP PROGRAMME

Seminar Camps are a three-week Programme for 24-30 international youth aged 17-18, plus staff.

Participants facilitate this personally challenging, intensive Programme. The group develops their own themes and agenda to explore issues and form opinions about individual, international and multicultural matters, within a framework that stresses positive conflict resolution.

The atmosphere of Seminar Camps should be constructive and open-minded. This does not mean that everybody has to be friends with everyone else, nor does it mean that people will be smiling all the time. The success of the camp is largely dependent on the willingness of the campers to share responsibility for the whole camp, as well as sharing their thoughts and culture.

Seminar Camps foster interest in the world as a whole and develop a sense of responsibility for its peaceful survival through peace activities, conflict resolution and cooperative living. As long as laws are obeyed, rules are kept and people are respected, there is no limit to what can be done in a Seminar.

HOW SEMINAR CAMP DEVELOPED AND IS AN INTEGRAL PART OF CISV

The Seminar Camp Programme was officially started in 1971. Its origin was Village reunions but the concept changed and evolved from its original idea to what it is today.

A Seminar Camp offers many possibilities. Its Programme is based on the desires and aims of the group. Seminar Camps are opportunities for participants to be exposed to different points of view and to discover their own responses to the problems and issues faced by people in general today. The Seminar Camp blends social aspects of a large group living together with individual personality development.

Seminar Camp has seen a couple of changes to its Programme in recent years. First, at the Annual International Meeting in Thailand in 2005 the International Seminar Camp Committee (SCC) incorporated activities involving a Like-Minded Organization (LMO) or Non-Governmental Organization (NGO) as a fixed element to every Seminar Camp. This activity focuses on the work and aims of other organizations with similar ideas to those of CISV to give the participants an idea of the world 'outside' of CISV as well as other ways of working for peace and cultural understanding. By making it an integral part of the Seminar Camp, the ambition is to give the SC-participants a deeper insight of at least one LMO/NGO while at the same relating it to their own involvement in CISV. Secondly, beginning with camps in 2007, Seminar Camps became alcohol free. This decision has allowed Seminar Camp to become more inclusive for all national associations.

KEY CHARACTERISTICS OF THE PROGRAMME

- National representation is limited to a maximum of four participants per country.

- Participants can attend a Seminar Camp only once.

- Seminar Camps are mainly driven by the participants with the staff serving as a support.

- Sharing responsibilities and tasks is the organizing principle of the Seminar Camp.

- Participants are part of the decision making process (schedule, activities, cooking, cleaning) and fulfill the actual tasks.

- It is a Programme that is not pre-set but a blend of topics and activities, chosen by the group to meet their aims.

- The schedule can be a mixture of challenging, exhausting, entertaining and creative activities.

- The atmosphere of Seminar Camps should be constructive and open-minded.

- The experience is not only about being with each other but also learning from one another, about oneself, about each other and about the rest of the world.

- Even though activities are an important function in achieving the goals, it is the living together that is key to serving its educational purposes.

- Every Seminar Camp has an activity involving an NGO or LMO to give the participants an idea of the world 'outside' CISV and other ways of working for peace and cultural understanding.

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

Role of the Seminar Camp Committee

The Seminar Camp Committee (SCC) oversees many duties throughout the year. It promotes the Seminar Camp Programme around the world to prospective participants, staff and hosts. Via a team of liaisons, the SCC offers assistance to those hosting Seminar Camps as well as to those recruiting and preparing participants. The SCC selects and assigns international staff and Programme directors. Given the international dynamic of the staff teams it also provides training for Seminar Camp staff at a number of the Regional Training Forums that take place every year. Finally, the SCC is continually evaluating and improving the Seminar Camp Programme through the feedback and evaluations it receives.

PROGRAMME ORGANIZATION ON A NATIONAL OR LOCAL LEVEL

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

- Dealing with invitations to Programmes inside and outside of their NA, and involving participants from their NA
- Handling CISV correspondence relating to all Programmes
- Dealing with international fees
- Organizing and funding Programmes.

OBJECTIVES OF NATIONAL / LOCAL PROGRAMME COORDINATOR/COMMITTEE

The 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

In addition to the roles and responsibilities outlined above, the national / local Seminar Camp coordinator/committee (N/LSCC) should also ensure the following:

All applications for Seminar Camp staff must be approved and signed by the NSCC who is then responsible for forwarding the applications to IO. If the NSCC wishes to apply as staff too, his/her application must be signed by either the national trustee or national president.

Home staff receive SCC approved Seminar Camp staff training. The N/LSCC should work in conjunction with the hosting Chapter to arrange for the home staff to attend Seminar Camp staff training. Information on Seminar Camp staff trainings can be found at: http://resources.cisv.org/training/

People who are to be international staff (and Programme directors) abroad receive SCC approved Seminar Camp staff training. The N/LSCC should touch base with these individuals to assure they have attended Seminar Camp staff training (or staffed a Seminar Camp) within the previous 3 years.

Trainings outside the Regional Training Forums can be arranged if the numbers warrant a national Seminar Camp staff training. NAs wishing to host a national Seminar Camp staff training should contact the SCC to arrange for a trainer.

Seminar Camp participants require preparation prior to their attendance in a Seminar Camp. The N/LSCC should work in conjunction with the local Chapter(s) to provide preparation and support for Seminar Camp participants.

The SCC assigns committee members to act as liaisons for national associations (NA). This liaison is there to support the N/LSCC and to promote communication between the NA and the SCC. The N/LSCC should maintain regular communication with the liaison.

An activity involving a NGO/LMO has to take place in every Seminar Camp. In case the home staff/host Chapter need assistance in organizing an activity involving an NGO/LMO the N/LSCC should work with them and/or get support from the SCC.

SEMINAR CAMP / 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: Programme Committees for more details, (available on http://resources.cisv.org under InfoFile).

SUPPORT FROM THE INTERNATIONAL SEMINAR CAMP COMMITTEE

Administration:

- Select and assign international staff to Seminar Camps
- Provide materials for the Programme's organization and administration

Educational content & Training

- Maintain a Programme consistent with the CISV Statement of Purpose, Educational Principles and content as well as educational goals, standards and recommendations
- Train all staff at Regional Training Forums and provide training materials

Communication & Assistance:

- Assist national / local Seminar Camp coordinator / committee
- Assist Chapters and/or national association in sending participants and staff
- Assist Chapters and/or national associations in hosting Seminar Camp
- Be in contact with all Programme directors prior to and throughout the camp
- Provide recommendations for changes in the Programme and procedures to the International Office

Practical responsibilities:

- Promote the Seminar Camp Programme in all regions
- Work on the overall development of the Programme
- Monitor Seminar Camps

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

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.

Before the Seminar Camp starts people from the NA and/or the Chapter may have worked hard in preparing the camp. Due to their will, work and not only financial support the Seminar Camp can take place. However much this is vital and appreciated, it is neither expected nor desirable that they are involved in the camp itself. It is up to the staff and the Chapter to find some sort of common ground, where all feel reasonable within these guidelines.

Mentioning the above option it's very important to keep in mind that other visitors are not allowed in Seminar Camps. If anybody arrives merely to visit an individual (participant or staff), he/she must be asked to leave immediately. If anybody wishes to see somebody in the camp, they should come on the Open Day, where visitors are most welcome. Obviously this does not include emergency situations.

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.

RESPONSIBILITIES OF SEMINAR CAMP PLANNING COMMITTEES

Administration:

- Camp Finances: devise a workable system for the staff to keep track of money/receipts; create a camp budget (b)
- Pre-camps: host Chapter is responsible for sending out pre-camp 1 (b)
    - Touch base with and provide important information to staff to include in subsequent pre-camps (b)

Communication & Assistance:

- Keep staff informed of any information participants should know prior to camp (b)
- NGO/LMO activity: work with staff, brainstorm and assist staff in finding/organizing the activity, set a date (b)
- Excursions: work with staff to brainstorm possible ideas for excursions (b)
- Open Day: work with staff to set date, promote Open Day to Chapter members and public (b,d)

Practical responsibilities:

- First Aid/medical: find camp doctor, dentist, etc (b)
- Pre-camp days with staff: set a time to get to know each other, share expectations, plan how to work together (b)
- Laundry: If the site does not have facilities, find other alternatives to have laundry done at least twice during the camp (b)
- Pre- and post-camp staff days: arrange for accommodation, food/beverage, means of communication (internet access, phone/fax access) (b)
- Camp T-shirt: Look into places where a camp t-shirt can be done within a limited time frame (b)
- Supplies: start gathering supplies (office, camp, bedding, AV equipment, arts & crafts, etc.)(b,d)
- Risk management: Visit site prior to camp for a walk-through; keep staff informed of Chapter risk management procedures (b,d)
- Arrivals/departures & home-stays (b,d)
- Camp photo/CD: arrange for a camp photo; discuss with the Staff the possibility of a camp CD (pictures and/or music) (b,d)

Shopping

Something that has a great impact on the daily routine in a Seminar Camp, but is not often well thought of is shopping during camp, whether this may be shopping for camp in general (food/beverage, supplies) or 'personal' shopping for staff/participants (individually needed things).

Staff should leave the camp on an individual basis as little as possible. This is very difficult to manage if the camp has to manage all shopping every other day, as it keeps the ones who are shopping away for at least one activity.

The recommended solution is that the shopping is taken care of by members of the local Chapter, who can take turns in doing so. Another solution is to have the goods delivered by a local shop.

Staff should do only small things that may be bought during free time. If shopping is needed, then the whole staff (and not only the home staff) should share this task as much as possible.

Organization of/during Pre-Camp Days

The staff pre-camp days should allow for them to build a strong team and set the educational content, as well as plan the first day(s) of camp. The time that the staff have to meet together before camp is very limited, therefore it is important that all/most of the practical issues are fully arranged for and sorted out before camp. In the case that there is still a need for some practical issues to be addressed the NA/Chapter/Seminar Camp planning committee should be responsible for these.

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 the CISV Friends database (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.

SEMINAR CAMP STAFF ROLE AND RESPONSIBILITIES

Administration:

- Complete travel plans and submit TIF to home staff/host Chapter (b)

- Register and sign up with CISV Friends at http://friends.cisv.org (b)

- Create and send out pre-camp 2 and 3 with fellow staff (b)

- Complete travel plans and submit ERF to IO; in case your travel costs are more than the ones stated in your application contact the SCC as soon as possible (b)

- Ensure you have a valid passport and any necessary visas (b)

- Health form completed no more than three months before Seminar Camp (b)

- Complete CISV Adult Legal Information Form (ALIF) (b)

- Acquire proper travel and health insurance (b)

- Triplicate all forms: one to Chapter, Seminar Programme director, and yourself (b)

- Maintain budget of the camp (d)

- Contribute to and complete PDPEF and send to international (a)

Educational content & Training:

- Participate in a SCC approved Seminar Camp staff training (or equivalent) before the camp, unless you have attended Seminar Camp staff training in the last three years or have been staff at a Seminar Camp within the past three years (b)
    - Regard training as an opportunity to meet some of the fellow staff members. Experienced staff is advised to attend such trainings to exchange and share their experience. (b)

- Encourage evaluation throughout Seminar Camp (d)

- Be an active Seminar Camp member (take initiative where/when needed and support where/when needed) (d)

Communication & Assistance:

- Support Programme director (p)

- Work closely with the host Chapter (p)

- Share your opinions, beliefs, thoughts, and ideas (p)

- Contact the other staff, get acquainted with each other, start talking about your expectations for camp, share ideas, beliefs, hopes, fears…(b)

- Answer participants' pre-camp questions (b)

- Respond to needs of all participants (all participants and staff) (b)

- Keep in touch with your fellow staff and participants (a)

Practical responsibilities:

- Be up to date with the local facilities (p)

- Be available for four full pre-camp days with the fellow staff (b)

- Be a positive role model for the Seminar Camp participants (d)

- Be available for two full post-camp days with the fellow staff (a)

PARTICULAR RESPONSIBILITIES OF THE PROGRAMME DIRECTOR:

Administration:

- Must at least be 23 years of age, according to CISV age rules

- Has overall responsibility for health and legal matters, finances, cash handling and (if needed) ultimate decision-making (p)

- Complete all reports including PDPEF in a timely manner (send to International Office no later than two weeks following the end of camp) (a)

Communication & Assistance:

- Act as a facilitator, leading and facilitating both staff and participants in legal and educational matters. (p)

- Facilitate an optimal atmosphere for the staff to work towards their aims and goals (p)

- Take over responsibility of getting the staff together in order to evaluate aims and, in case of conflicts, etc be a moderator (p)

- Start communication with the other staff members in order to share his/her views and ideas, and encourages the other staff members to do the same thing (p)

- Go over rules and policies with the participants (d)

- Fills out Incident Report Forms (d)

ROLE AND RESPONSIBILITIES OF PARTICIPANTS

As a Seminar Camp participant you should understand the CISV Statement of Purpose, the Seminar Camp goals and indicators, and what is a Seminar Camp.

You, the participant should be aware that it is you who is the main pillar of the Seminar Camp and that the camp is mainly run by you and your fellow participants, with some help from the staff. Above all, you should realize that the bigger the effort you make in the Seminar, the bigger the benefits you can extract from it.

As a participant you should also understand the rules and policies and be willing to comply with them in order to attend a Seminar.

Administration:

- Complete CISV forms: (b)
    - Health Form (no more than 3 months before the start of your camp)
        - Ensure your physician's signature is on page one and a parent/guardian is on page two
    - Youth Travelling Alone Legal Information Form (TWAL)
        - Ensure all sections of the form are complete
        - Ensure you sign the form
        - Ensure a parent/guardian sign the form
    - Travel Information Form (TIF):
        - Complete your travel plans as soon as possible
        - Fill in and submit the TIF to the home staff / host Chapter as soon as possible (by two months before the camp begins)
    - Leave a copy of your forms with your parents/guardians before you leave for camp.

Educational content & Training:

- Familiarize yourself with the Seminar Camp goals and indicators (b)
- Prepare/bring material/information for activities you would like to do (b)
- Actively take part in/plan/run evaluation throughout Seminar Camp (d)
- Start brainstorming ideas for topics you would like to explore at camp (b)

Communication & Assistance:

- Share both the rules about and means of communication you will have access to for corresponding with family/friends (b)

- Establish contact with staff/host Chapter as soon as possible (b)

- Read all pre-camps thoroughly and ask your staff any questions you may have regarding your upcoming Seminar Camp experience (b)

- Share pre-camp information with your parents/guardian (b)

- Discuss your post-camp plans with your parents/guardian (b)

- Communicate with and get to know your fellow participants (b,d)

- Share ideas, hopes, opinions with your fellow participants (and staff) (d)

- Be there for the other participants (d)

- Respond to needs of all other participants (d)

- Share your opinion respectfully (d)

- Resolve conflicts, should they arise, in a non-violent manner (d)

- Keep in touch with your new friends (a)

Practical responsibilities:

- Act responsibly (d)

- Actively contribute to the daily life of your camp (d)

- Get enough sleep (d)

- Be respectful of host families, in particular with regards to post-camp plans (d,a)
- Bring your Seminar Camp experience back home and use it in both your personal and CISV life (a)
- Participate in your local Chapter (a)

- Consider staffing Seminar Camp when you become 21 years of age (a)

SEMINAR CAMP / 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.

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 then 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 of 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.

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, 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.

While the International Seminar Camp Committee pays the travel expenses of the international staff for Seminar Camps, training and travel costs for home staff must be covered by the camp budget.

Any costs arising due to the LMO/NGO Activity must be covered by the camp budget.

Communication between Staff members before the camp should be covered by camp budget, but this cost should be minimal (or zero) due to currently existing possibilities of communication (e.g. e-mail, Skype). A reasonable amount for this type of costs should be agreed by the Programme director and the home staff right from the start (in their first communication) in order to prevent later misunderstandings. If this type of expense occurs – which should be an exception - an invoice must be presented.

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

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 in the year prior to hosting). All facilities must comply with local/national health and safety and building laws. See below for details of standard requirements.

CHOOSING THE CAMPSITE OR HOST HOME

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

The NA/Chapter must choose an appropriate site. The Programme environment and the site must be conducive to a safe and healthy Programme. The national or 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.

ADDITIONAL SITE NOTES FOR SEMINAR CAMPS:

Cooking - practical work done by campers has an important educational value in a Seminar Camp, as participants have to act responsibly on a day-to-day basis. Therefore, it is very important that the site should allow for the campers to prepare their own food.

Privacy – a Seminar Camp lasts only three weeks and a big foundation for its success is that the participants get to know one another well. Consequently a Seminar Camp is very sensitive to outside world distraction. To keep the group focused on the camp the campsite should ideally be situated in a quiet area with as little interference and as few distractions from the outside world as 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.

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.

Procedures differ for Seminar Camp as some staff members are international and the international Seminar Camp Committee (SCC) approves all.

Home staff applications should be submitted to the SCC by the 1 December deadline. (See below for more information regarding Seminar Camp staff assignment procedures.)

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).

SC
Seminar Camp home staff should be in place for 1 December.
Seminar Camp international staff must apply to the SCC by 1 December.

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.

- **Summer Camp:** Must have 3 – 5 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 Camps.

- **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.

SC
The number of Seminar Camp staff members can range from 4 to 6. The ratio between staff and participants should always be of 1:6.

The staff team consists of two home staff members from the hosting country, one Programme director, and one or two international staff members.

At least two staff members must come from NAs other than the hosting one.

No junior staff are allowed in Seminar Camps.

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, Summer Camp, 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.

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

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

- **Summer Camp:** 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.

Seminar Camp Staff Application Procedures:

- The deadline for your national Seminar Camp committee / contact person to have submitted the complete application from their NAs to the International Office Seminar Camp is 1 December. So please ensure you send your application to your coordinator as soon as possible. (It is a good idea to keep a copy of everything yourself). Do not send your application package directly to the International Seminar Camp Committee – it must go through your NA SCC contact person.

- A complete application consists of Staff / Leader Application Form plus 2 references plus proof of age document and a police check (the proof of age and police check will remain with your NA coordinator).

- Applications must be given approval by your National Association.

- Costs: Keep in mind the travel costs, which you will be reimbursed for, only cover staff travel and airport taxes to the Programme, not health forms checks, accommodation, visa applications or the cost of traveling to, or attending staff trainings. If your travel cost to the Seminar Camp is more than your estimate please contact Seminar Camp Committee at seminarcamp.staffassignment@cisv.org before purchasing. AON Insurance is available through CISV, or if you have private insurance then up to £30 of this cost will be covered.

After you have applied:

- You will be contacted during December when we will confirm receipt of your application.

- Between 15 January and 1 March, you will be contacted again with an update on the status of your application. Please check your e-mail regularly as you will be given 1 week to accept your position.

- Initial assignments will start in January, and continue through February. During this period, you may be contacted directly by a member of the Seminar Camp staff assignment team to discuss possibilities. It is important for you to remember that these are informal enquiries - you will not be assigned to a camp until you have received an official invitation from the International Office, and returned your staff acceptance form. Please do not make travel arrangements until you have formally accepted this invitation.

- If you are not assigned a position initially, we will contact you again and ask to add you to the wait pool. We do receive staff cancellations throughout the year, so we really appreciate having a wait pool to turn to!

- If you receive and accept an assignment, you will be contacted with more information on what to do next. Your priority should be to ensure that you have proper training –

workshops usually take place in March and April and more information on where Seminar Camp staff trainings will be taking place can be found at (http://resources.cisv.org/training/).

After Staff Assignment

- As soon as the staff is informed about the contacts of the other staff members, they should contact each other and start to get acquainted with each other.

- In your staff team you may also want to start talking about your expectations for camp, share ideas and beliefs, hopes fears...

- It should be possible for the whole staff to give input for the second and third pre-camps, dividing the work in any way the whole staff group feels comfortable with. It is usual (and practical) to divide the pre-camps in the following way: the home staff does the second pre-camp and the other Staff members do the third. However, it must be clear that all the Staff members are equally responsible for the second and third pre-camps!

- By the beginning of April (October for Dec-Jan Programmes) the hosting association should have received from the IO a list of the number of participants coming from each NA and of the Staff members. (Please note that there may be changes to this initial list leading up to the start of Programme.) Communicate with your future participants already before camp, get to know them and share ideas.

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 country to staff a Programme, which it is hosting. This sub-section on international staff does not apply to Village JCs. *Contact the International Programme Committee first of all to discuss staffing needs, as many keep databases of people interested in serving as international staff.*

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 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 applicant must work with his/her home NA to make sure that the check is arranged. 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, the responsible person should 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 or the SCC who is responsible for staff selection. 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 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).

KITCHEN STAFF

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

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

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 FRIENDS WEBSITE

When staff/Interchange leaders are selected, they need to register on Friends 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 Friends.

Why it is important to register on Friends

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 Friends and claim participation in their upcoming Programme. Every international CISV Programme needs at least one activity manager on Friends. The activity managers should ideally be the host staff / Programme director (for Village, Seminar Camp, Youth Meeting, Summer Camp, 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 Friends.

The benefit of pre-registration on Friends 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.

Future staff members are expected to attend an SCC sanctioned Seminar Camp staff training prior to their staffing experience. This training covers many important topics including, but not limited to: Seminar goals and the PDPEF; what is a Seminar Camp; age characteristics; group building; roles & responsibilities; risk management; activity planning; and more!

The SCC tries to arrange at least one yearly Seminar Camp staff training in each of the regions (Americas, Europe and Asia/Pacific).

A staff member applicant may be refused to be staff based on the following criteria: If the person has not attended a Seminar Camp staff training (SCST) in the last three years AND has not been a staff at a Seminar Camp within the past three years.

The travel and participation of the home staff in the Seminar Camp staff training must be covered by the camp budget.

The SCC recommends that the home Chapters and home associations financially support the travel of international staff and Programme directors attending the training, as the inter-cultural environment and the critical mass of future staff together in one place is a valuable experience that will very likely increase the knowledge of the Programme and the quality of the Seminar Camps.

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 Friends 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 is available at http://resources.cisv.org 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 brain-storming 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.

✓ 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.

✓ Friends Website (http://friends.cisv.org)

All staff, leaders, LICs, participants and 'others' (e.g. kitchen staff) must register on CISV Friends prior to the Programme. It is the responsibility of staff/LICs to stress the importance of pre-registration on the Friends 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 Guide on how to register to the Friends website.

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 Friends 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 Friends.

PARTICIPANT SPECIAL NEED

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.

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.

- The numbers and locations of local emergency services/professionals - **police, fire department, ambulance, hospital, doctor, counsellor**

- 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 Aon 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://resources.cisv.org 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 Guide to Communicating in a Crisis.

- The relevant CISV Programme Guide; and access to the InfoFile.

Host families should also have most of this information, particularly the emergency services numbers, on call contacts in the Chapter, parent/guardian's numbers, and copies of the participants' Health and Insurance forms.

SEMINAR CAMP / 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 CAMP DAYS

The pre-camp 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-camp 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.

The whole staff should meet, prior to the start of Seminar Camp, at least 4 full days before to start discussing their ideas for the camp.

The pre-camp days begin when the whole staff meet (which could be before the 4 full days prior to the official start of the camp). The costs of accommodations, food and transport are covered by the camp budget (for at least the 4 full four days).

The home staff and Chapter should arrange a place for the staff to meet at least 4 days before camp starts. The place could be the campsite or any other suitable place.

During the pre-camp days, it is very important that the campsite be available for the staff to visit freely. Ideally, the campsite should be totally available during the pre-camp days. However, if it is not possible, then the campsite should be available at least one full day before the arrival of participants.

At this meeting, the staff should start to get to know one another, discuss their personal views and expectations for the camp, as well as to decide how to guide the participants during the camp. It is very important to emphasize that this meeting should not be used to do practical work, such as cleaning the campsite or doing shopping for the camp.

During these days, there should be a meeting between the staff and the hosting Chapter representatives to talk about expectations, the budget, and to ensure a good cooperation during the camp. It can also be a good opportunity to thank the Chapter for their hard work in getting all the work and organization done on time.

There is no predefined way to organize the pre-camp days and it can be according to the expectations and personalities of the staff members. These are a few topics that the staff might consider when they meet:

Discuss what the staff members expect in the Seminar Camp:

- Unless set already, decide the dates for the Open Day and the excursions;
- Unless set already, decide a date for the NGO/LMO activity; make sure every staff knows when/what/how/where the NGO/LMO activity takes place;
- Go through several real past scenarios and discuss what should be done and not done;
- Divide practical tasks amongst themselves (budget control; camp shop; food supplies, contact with Chapter, safety, first aid, laundry coordination, driving, etc)
- It is important that ALL staff members know the way to the hospital, so it is recommended that this trip is made a few times (with different staff driving)
- Discuss the different staff perceptions of relations and attitudes towards the participants and what "to guide participants" means to them (it is important to exemplify by giving small practical examples, not only by general intentions)
- Decide how many and what sort of activities are going to be run by the staff in the beginning of the camp;
- Discuss how to transmit the rules and how to enforce them during the camp
- Go over the security proceedings, such as fire drills (that the Staff will have to pass on to the participants later);
- Discuss what to expect and not to expect from the local committee, SCC and the IO

Having plain fun with the whole staff is very important, as is a relaxed way to start to get to know each other and to get to know what – hopefully – will be your first friends during the Seminar Camp.

Something important the staff should have in mind is that they can discuss all topics in detail, but, once the camp starts, most of the staff will realize that issues can never be fully covered by the pre-camp and just because one topic was discussed in the pre-camp days, it doesn't mean that it will be understood in the same way by the whole staff.

ARRIVAL

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

Make sure participants are met at the airport/train station.

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.

ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised that no personal electronic equipment (mobile/cell phones, portable computers, computer games) are allowed at Programmes. They may bring them for the journey, but they will be asked to store them with Programme staff in a safe place for the duration of the Programme. Host staff may use electronic equipment whenever needed. Leaders and JCs may use electronic equipment at the end of the daily Programme.

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, Summer Camp 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, Summer Camp 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.

HEALTH & LEGAL FORMS IN SEMINAR CAMP

The procedure at the camp is as follows:

- It is the responsibility of the Programme director to collect the forms as soon as possible, making sure they are correctly filled out and properly signed.
- When going out on excursions, the staff must take the forms (or copies) along.
- At the end of the camp, staff members and participants should take the original forms back home with them.

The most critical things for the staff to check on the Forms are the following:

- The <u>Health Form</u> must be
    - Formally signed by the parents/guardians AND a doctor/physician
    - Less than three months old
- The <u>Legal Form</u> must have
    - The needed information on insurance – both name of the insurance company and the insurance number
    - The signature of the parents/guardians (even for participants of 18 years of age)
    - a maximum pay for the insurance of at least £15 000

Everybody must bring the Health and Legal Forms to the Camp.

This includes: participants (international as well as from the local Chapter), home staff, international staff and Programme director.

The staff should strongly emphasize this in the pre-camp 2 and 3 as it is a procedure commonly overlooked by participants. Past experience says that all possible variations of missing signature or exchanging the signature of the participant with the one of the parent or doctor can occur.

The most common mistakes by participants are the following:

- Confusing Legal Forms and using the ALIF instead of the TWAL
- No parent signature on the second page of the Legal Form
- Signature of the parent on the first page of the Health Form instead of the doctor's signature
- No signature of the parent on the second page of the Health Form

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.

The number and type of activities vary from Seminar Camp to Seminar Camp because programming is based on the desires and needs of the group.

Further to the ideas already mentioned, the participants are likely to come up with several ideas for further activities (singing, organized entertainment, parties, film, to name a few). These are also important parts of the camp life.

One activity that can have a major impact on the Seminar Camp is the NGO/LMO activity. Its primary purpose is for the participants to discover, learn about and understand the work of another organization involved in similar or related work to CISV. Furthermore it should incite the interest of working for the same or a similar organization in order to apply the acquired ASK and become an Active Global Citizen (see Education section of the Guide).

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.

Camp and Activity Development throughout a Seminar Camp

Seminar Camps bring people together. Participants and staff all bring their own characteristics (i.e. cultural backgrounds, age, CISV experienced/non-CISV experienced, outgoing/shy, active/lazy, etc.) to camp.
It is important for the group to keep all these qualities in mind throughout the 21 days because of their influences on different aspects of camp, including planning, organizing, running and evaluating activities. They also contribute to how each person achieves both personal and Programme goals.

First Days

The first days are very important for the camp, as most people are still withdrawn and probably still unsure of what exactly is going to happen in the next three weeks.

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 prepare 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 get to know each other as well as the participants becoming 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.

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

Camp Changing During Time

During the first days of camp the participants have gained a better understanding of what Seminar Camp is like by doing activities, sharing ideas, fulfilling day-to-day tasks such as cooking and cleaning. The group has begun to develop a positive working relationship. Throughout the camp the participants both live together and share more and more of the responsibility (activities, daily tasks) for the camp amongst each other. Together they decide upon the content (schedule, activities, daily tasks...) of what's going to happen in these three weeks. There is no fixed structure how the running of the Programme and practicals should be handled – of course physical, social and educational considerations must be made and respected.

Every camp is unique, so it develops according to its own pace. Some may develop extremely fast and others slower with high peaks of intensity.

The participants (and staff) experience stages of conflict or disagreement, which can range from but are not limited to lack of enthusiasm, domineering leaders, too much/little commitment, showing little responsibility (sharing work load), too much/little free time. During these hardships of group living the role of the staff as camp facilitator can be very helpful for the participants to understand that these times can give them the confidence that they need to work through it and become a stronger team.

The participants experience that they can manage to resolve conflict in a non-violent manner, establish/agree/act on rules for the group, feel accepted in the group and find some better sense of team cohesion. If needed, the staff play a key facilitating role supporting the participants with both resources/ideas and sharing the leadership role.

The more time the group shares with each other the better acquainted they become. They learn to build on each other's strengths to accomplish group tasks rather than pointing out individuals' weaknesses. They are able to "jump into action" and function as an effective team that gets the 'work' done. They are likely to be more satisfied and feel a closer attachment to the group. Therefore they can achieve extraordinary results. The staff have a supporting role as facilitators who share resources, ideas and leadership role.

During this group process, the participants individually learn from each other & grow in this dynamic and interactive environment.

Apart from the group living and day-to-day tasks planning, organizing, running and evaluating activities are key to the Programme.

While the staff plan most (or all) of the activities for the first days the participants do all (or most) of the activity planning for the rest of camp.

Participants (and staff) need to be aware of the stage of group development the whole group is in because not all may be psychologically and/or emotionally ready for it.

Activities during this phase of the Programme usually range from but are not limited to: team building games, cooperative games, games that get the group working together as a team, trust games, games that help the group learn more about one another on a more in-depth level and activities that begin to explore other issues that interest/affect the group (i.e. environment, education, human rights, global issues activities) such as simulation games, seminars, LMO/NGO activity, discussions

There is a common danger in many camps of fatigue. The over-enthusiasm and the fear of drained and the camp "stalls".

Changing the course of a camp possessed by fatigue is not easy, but having physical activities, having a break by assigning a resting day or going out on an excursion could help to turn around this situation.

Last Days

The last days can be a difficult period, as some people might start thinking early about the end of the camp and lose the mood for some type of activities. It is important that the staff help them understand to use the remaining time in a good way. A way to do this could be to focus on activities that use the emotional charge in some people, rather than on general discussions.

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.

The day-to-day life of a Seminar Camp is not pre-set but a blend of topics and activities, chosen by the group to meet their goals and needs. Seminar Camps do not have a "typical daily schedule." The schedule is created in collaboration and includes elements such as wishes to do on a daily basis.

The staff create the schedule for the first few days of camp and after this period of time the group may decide to adapt their schedule to better suit their needs.

There is no pre-determined way when and how the participants must set the schedule. Experience has shown that once the participants are handed over the camp they will get together (mostly in an open meeting) in order to discuss the schedule.

There is also no 'best' way to allocate time and/or organize tasks and activities. It's up to the group to fit time for areas such as activities, free time, activity planning, daily tasks since the schedule depends both on the groups needs as well as practicals (kitchen, laundry equipment, showers). As long as the group feels comfortable with the arrangements, the allocated time for tasks and activities is balanced, and the outcome works best for the Seminar Camp, the schedule can be arranged.

Regarding the activities the schedule can be a mixture of challenging, exhausting, entertaining and creative activities. Since conflict solving, cooperative living, cross-cultural communication and non-violent conflict resolution are key to Seminar Camps the daily tasks such as cooking, cleaning, laundry are also important parts of the schedule.

Even free time, in which also some of the sharing or real conflicts appear, plays an important role not to be neglected/ignored in the schedule. Open meetings should be planned, just like any other activity! There is no pre-determined way for camp meetings to be run, and creativity is needed in this crucial activity. Even though it is good to have scheduled moments like this in the camp, issues will certainly appear during the evolution of the Seminar Camp, so camp meetings (regardless of the name) can happen on a spontaneous basis whenever any participant needs it.

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.

				DAY 1	DAY 2	DAY 3
Staff pre-camp	Staff pre-camp	Staff pre-camp	Staff pre-camp*	Participants arrive! Staff planned day	Staff planned day	Staff planned/ hand over camp**
DAY 4	**DAY 5**	**DAY 6**	**DAY 7**	**DAY8**	**DAY 9**	**DAY 10**
		Excursion #1		Evaluation		
DAY 11	**DAY 12**	**DAY 13**	**DAY 14**	**DAY 15**	**DAY 16**	**DAY 17**
LMO activity		Excursion #2		Evaluation		Open Day
DAY 18	**DAY 19**	**DAY 20**	**DAY 21**	**DAY 22**		
			Final evaluation	Participants departure	Staff post camp day 1***	Staff post camp day 2

*	At least one day of the staff pre-camp days should be spent at the campsite.
**	Staff can gauge when the appropriate time to "hand over" the camp to the participant group.
***	If it's at all possible, these two days should be spent away from the campsite.

ACTIVITIES WITHIN THE GROUP

Camp Meetings/Open Meetings

There has to be a moment in camp when the group (staff + participants) come together and evaluate the past, think about the present and determine why, where and how the camp should progress from that moment onwards.

Camp meetings should be planned, just like any other activity! There is no pre-determined way for camp meetings to be run, and creativity is needed in this crucial activity. Some points to consider when planning such an event are:

- When do camp meetings start? (Considering different levels of concentration during the day.)
- Frequency of the meetings?
- How long should the camp meeting last?
- What is the best environment for a camp meeting?
- How should the meeting be structured?
- Are there camp activities that happen without the camp meetings decisions?
- How will decisions be made?
- What are the planning groups supposed to do?
- Are there alternatives to the camp meeting planning systems, should there be alterations in the structure of the meeting?
- What is the role of the staff members during the camp meeting?

Camp meetings without special preparation (planning) easily become very boring and tiring events, with details often being discussed for a long time. This quite often leads to a certain adversity to camp meetings by participants, which, in turn, leads to many participants desiring fast decisions rather than good decisions.

This possibility (unfortunately not uncommon in the past) is putting it at a risk to part from the educational aspects of the Seminar Camp, so this event should be dealt with the same level of preparation as – at least – all other activities. There is no reason why creativity shouldn't be present in this type of activity, as long as the aim is reached and that topics are discussed seriously and within a comfortable atmosphere. During camp meetings participants should be able and encouraged to express very openly anything they may be uncomfortable with and not just issues regarding activities.

Even though it is good to have scheduled moments like this in the camp, issues will certainly appear during the evolution of the Seminar Camp, so camp meetings (regardless of the name) can happen on a spontaneous basis whenever any participant needs it.

Seminars

It has been discovered by psychologists that learning in groups creates a great impact on youth. Group activities that are well chosen, interesting and sensitive have the most appeal to

them. It is therefore customary to divide the participants into sub-groups to discuss various topics during the Camp.

Seminars are any activity that focuses the camp on the exchange of information and sharing opinions about a topic. This can involve talking about personal topics or topics affecting a larger number of people than just the camp.

Simulation Activities

Simulation activities often generate a great deal of interest among participants even before a camp begins. Participants may have heard about them from former Seminar Camp participants and may be keen on planning something similar in their Seminar Camp.

A simulation activity is any activity where a situation or a condition that is not real is either introduced as a specific feature of the activity (i.e. the participants are aware of it as a part of the activity) or passed off as a reality (i.e. the participants believe it to be true and not a planned part of the activity).

Two helpful distinctions to be made are those between small and big simulations and between 'open simulations' and 'closed simulations'. 'Open simulations' are those simulation activities where the participants are aware that an unreal situation is the base for the activity (e.g. a role play); a 'closed simulation' on the other hand is an activity that is based on an unreal situation which the participants believe is true. These distinctions may help the participants to realize the wide range and possibilities of forming a simulation activity. The simulation could in fact just be a small part of a bigger activity and still add considerably to the whole activity.

Though the benefits of a good simulation activity can have very positive effects on a Seminar Camp the opposite must be said of the effects of a poorly planned simulation activity.

What is important when planning a simulation activity is to always have a very clear purpose with the activity and to plan it with great care. Many times it is easy to lose focus of the goal and rather concentrate on creating an exciting and cool activity. However, simply wanting to see 'how people will react' is seldom a sufficient reason to do a simulation activity. A group planning a simulation should ask the question – how will this simulation move the camp forward? If there seems to be a desire to plan a simulation activity then at least one staff member should be involved in the planning, and depending on the nature of the activity sometimes the entire staff group should be informed of the simulation.

Sports

The number of sport-related activities is usually up to the participants. Sports on a formal basis are usually a minor part of the Programme, but recreational opportunities should be provided for each day. Members of the group may have varying levels of physical fitness and this should be taken into consideration when planning sport-related activities, as no one should be excluded from participating. Sports should be a time for recreation and relaxation rather than a competition among the Seminar Camp participants.

Miscellaneous Activities

Apart from the ideas already mentioned, the participants will come up with several ideas for further activities. Singing, organized entertainment, parties, film etc. will be important parts of camp life.

Having enough free time is also very important to the camp. This helps individuals to relax the body and the mind, which is extremely important, especially if the camp has intensive activities or very demanding tasks or events. On the other hand, too much free time can easily become negative for the camp, as it could contribute to a slowdown of the camp quality. And as time is not recoverable, that could mean a loss of time, which campers could *later regret. Energy is contagious so too much free time could also reduce the enthusiasm in* the camp.

Different people have different needs and habits. Therefore finding a balance between free time, activities and tasks is not always an easy one. This can (and should) be discussed amongst the group in order to try to achieve a reasonable compromise

An Activity Involving a Like-Minded Organisation (LMO)

At the AIM in 2005 it was decided that an activity involving an LMO was to be incorporated into the Seminar Camp Programme. Its primary purpose is for the participants to discover, learn about and understand the work of another organization involved in similar or related work to CISV.

This LMO-activity can last for one activity session or throughout the greater part of one day. It can be done through various means such as inviting a guest speaker, participating in a local activity or visiting a community service activity. It can also and ideally be part of one of the excursions. It should nevertheless be stressed that the LMO-activity should be an activity and not only the passing on of information.

As with the excursions, the local Chapter and home staff should find out beforehand what organizations or groups are interested and available in the local area. If possible it should then be up the whole staff group to decide which Like-Minded Organization they would like to work with. Due to time-pressure, or availability, however, this decision may be taken by the home staff and the NA/local Chapter.

In order to set up a mutually beneficial arrangement where both groups may learn from each other the LMO-activity can be co-hosted together with the other organization.

For more information read though the document A Small Guide to an Activity Involving an NGO or LMO.

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.

Limited opportunities for sightseeing are part of the Programme, but this will mostly be determined by the location of the campsite. An all-day hike through the countryside or a visit to a major city with a shopping opportunity can reflect the area's highlights and be educational at the same time.

It should be stressed that a Seminar Camp provides more understanding through being with other people than through visiting the hosting country. Nevertheless, visiting a place can also serve as a good stimulus for a seminar (e.g. NGO/LMO activity).

Every Seminar Camp should have 1-2 excursions, as leaving the site once in a while can have a very refreshing impact on the whole group.

If appointments have to be made before the beginning of camp, it is always the choice and responsibility of the staff to make proper arrangements.

Excursions should always be covered by the camp budget. Participants may not be asked to cover the cost of an excursion or even part of an excursion.

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

The International Seminar Camp Committee (SCC) has specific recommendations in addition to those mention above.

If the staff group wishes, guest speakers could be invited to integrate into an activity, where it is thought that he/she would make a positive contribution to the activity.
Though it is desirable that the decision to invite a guest speaker be made together with participants, it is understood that some circumstances (i.e. time, availability...) require that confirming a guest speaker must take place prior to the start of camp. If appointments have to be made before the beginning of camp, it is always the choice and responsibility of the staff to make proper arrangements.

An opportunity to invite a guest speaker might be the LMO/NGO activity.
Other visitors other than a guest speaker and/or someone for the NGO/LMO activity are not allowed in Seminar Camps. If anybody arrives to visit an individual (participant or staff), he/she must be asked to leave immediately.

Other Events outside the Campsite

Excursions are usually the only time when the campers leave the campsite. Other situations could occur, but they should be mainly exceptions, as they can have a negative effect on the camp. When a campsite is chosen, it is because it guarantees general safety and security that a Seminar Camp needs in order to operate. If the campers would like to do an activity outside the campsite, then safety issues should be taken into account, minimizing the risks as much as possible. Places such as dangerous roads, rivers or lakes that by their nature could be dangerous and un-secure urban or forest areas, should be avoided. At least one staff MUST be with the group in this type of (exceptional) situations. However, the general idea is that the staff and participants should leave the campsite individually as little as possible. There should always be at least one staff with the participants at all times!

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.

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.

SHOPPING

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

Staff should leave the camp on an individual basis as little as possible. This is very difficult to manage if the camp has to manage all shopping every other day, as it keeps the ones who are shopping away for at least one activity. The recommended solution is that the shopping is taken care of by members of the local Chapter, who can take turns in doing so. Staff should do only small things that may be bought during free time. Another solution is to have the goods delivered by a local shop. If shopping is needed, then the whole saff (and not only the home staff) should share this task as much as possible.

NUTRITION

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

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

PROVIDING ADULT SUPERVISION

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

Note Regarding Adult - Youth Time

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

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

COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP

During the Programme, 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.

A member of the SCC will be available for the Programme director to contact at anytime during the camp. This relationship will be established prior to the start of camp.

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 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.

The SCC can be contacted for advice throughout camp, especially if someone has to leave the camp before the Programme ends.

Most cases of rule/guidelines violations can be dealt with by thoroughly discussing the issue with the individuals involved and/or within the staff.
Consequently, it is important that all participants have been fully informed of the rules and guidelines at the very beginning of the camp. All staff members are expected to be aware of the rules and guidelines and act accordingly.

Nevertheless, in case of a serious breach of conduct or if the success of the camp is threatened by the presence of a person, the staff can remove that person from the camp.
It should be understood that having a person removed from the camp could have a large impact on the camp and its development. The decision, therefore, must not be taken lightly and, preferably, in consultation with the SCC. The staff, as a group, should look into the range of options and ideally try to find another solution before deciding to the send the person home. And if the decision is made to send a person home from the camp it is important to also deal with the rest of the campers and resolve any concerns they may have.

Sending a person home is not an easy decision and it is not always the only solution. Sometimes, however, a situation arises where sending a person home is the safest course of action.

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.

Post-Camp Days

The whole staff group meets for at least 2 full days after the camp for evaluation and to complete the PDPEF. These days do not include cleaning up and closing the campsite. It is necessary to read the participant evaluations, evaluate the camp flow, the participants (from the participant perspective as well as from the staff perspective), and the staff (from the participant perspective as well as from the staff perspective). It is strongly encouraged that the staff members personally evaluate each other. A Seminar Camp is a learning experience for all people involved and evaluation is the means by which we strengthen our understanding of our own actions.

The evaluation process, by itself, can be a very valuable experience for the people involved. Even though sometimes hard, it is most important that the staff do it with total honesty and commitment, in order to get a more fulfilling insight of themselves. It is also helpful for the local Chapter to evaluate the cooperation between staff and Chapter that took place during the camp. This could be done together with representatives from the local Chapter. The local Chapter should arrange a place for the staff to meet at least two days after camp ends. This place could be the campsite. As little as possible of practical arrangements should have to be dealt with by the staff during the post-camp meeting.

It is expected that all staff members are aware of that the post camp days are an important part of the staff assignment and that these days primarily are intended for evaluation and, if possible, completing the PDPEF. For the staff group, the post camp days are not optional and though it sometimes is easy to feel distracted by participants staying longer these days are an integral part of being a staff.

The cost of post-camp staff meetings has to be included in the camp budget.

The SCC also asks staff to complete and return the Staff Colleague Feedback Form. Please contact the SCC for a copy of this form if you have not received one prior to the post-camp days.

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 Friends website (http://friends.cisv.org/), 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 using your Friends Registration ID and your Friends password.

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 Questions & Answers 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 Friends 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.

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 activity managers for their Programme on the Friends website can easily export an Address List of everyone who has claimed participation (and been approved) on Friends. The exported document is in Microsoft Excel format.

If anyone has not claimed participation in the Programme on Friends, 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.

The SCC also asks staff to complete and return the Staff Colleague Feedback Form. Please contact the SCC for a copy of this form if you have not received one prior to the post-camp days.

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.

SEMINAR CAMP / 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, Summer Camp, 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	early Aug (at AIM)
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	Jun		

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 Role Profile InfoFile U-13.

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.

An individual can only take part in one Seminar Camp as a participant.

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.

A Seminar Camp participant is a17 or 18 year old individual, who is willing to participate in a Seminar Camp understanding the aims and rules of CISV and Seminar Camps.

Under very special circumstances, some participants of different ages may be accepted in the Seminar Camp. At the moment participants from Asia can be accepted if they are 19 years old, subject to SCC approval.

HOW TO GET THE PARTICIPANTS

Promotion of the Seminar Camp Programme usually happens verbally. Excited participants return to tell friends about their experience. If the participants are encouraged to talk about and encourage non-CISV friends, this will increase the number of new people in the Programme. It could be beneficial to create a brochure about the Programme to handout to interested youth.

It is suggested to advertise the Seminar Camp Programme within CISV at the same time that the other Programmes are advertised. If the Chapters have an information evening/activity, then the Seminar Camp Programme should also be represented. If the Chapter has an information brochure for new families, the Seminar Camp Programme should also have a description. If the Chapter has an Interchange/Summer Camp delegation with the 14-15 age group, it is a good idea to make these youth aware of their future possibilities in CISV, and that the Seminar Camp Programme exists.

When selecting the youth who will take part in the Seminar Camp Programme it is important to use objective criteria, and those criteria should be made available to the participants and their families.

- Participants must be the correct age (17 or 18 yrs old someday between 1 June and 31 August for Programmes hosted during that period; and some day between 1 November and 31 January for Programmes hosted during that period).

- Are the participants active at the local level? (However, it is beneficial to balance "old" CISV members with "new" CISV members, i.e. people who just entered the association).

- Considering the importance that verbal communication plays in a Seminar Camp, some knowledge of English can be a requirement.

- If an NA is composed of several Chapters it is advisable to ensure a balance in the number of people selected from each town.

- Are the participants interested and willing to live in and accept the responsibilities associated with group living?

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 Friends 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
- Friends website (http://friends.cisv.org)

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.

Basic Information

It is strongly recommended that their Chapter and/or their National Association prepare participants locally before attending a Seminar Camp.

The preparation of participants is always dependent on the Chapter availability and resources, but it should be a team that includes a mixture of people, so that the transmission of ideas is diversified and clear for the future participant. At least one ex-participant and one ex-Staff should, ideally, be involved in the preparation and give their valuable input.

The SCC has a participant preparation handbook that is available upon request. See below under delegate preparation of this Guide for more detailed information on participant preparation.

Topics for Participant Preparation

The SCC advises that the following topics are discussed with the participants during the preparation:

- Why there are the existing rules and policies;
- The role of the participants and staff in a Seminar;
- Difference between a Seminar and a holiday (or language) camp;
- The difference between Seminar Camps and other CISV camps (e.g. Villages);
- The fact that some participants will have a lot of CISV experience and others won't have any, and the effect this may have on the camp;
- Cultural sensitivity;
- Communication with staff and other participants before the start of the camp;
- Legal issues and considerations;
- What sort of preparation they can do before the camp;
- How can they contribute to the Seminar Camp;
- The fact that a few of the participants will speak very little English and the effect this may have on the camp;
- General structure of an activity;
- The concept of an educational activity;
- The daily practical tasks in a Seminar;
- Health and Legal Forms;
- Insurance for travelling;
- Legal and health requirements for entering the respective countries;
- LMO/NGO activity

PARTICIPANT PREPARATION PROCESS

Introduction

Participant preparation is a process that spans the whole year, starting with promoting the Seminar Camp activity, organizing the preparation workshop and managing the communication between the participants and CISV.

Aims for the preparation workshop include: to learn about the goals of Seminar Camp, to discuss personal expectations, to eliminate false myths or beliefs about Seminar Camps, to provide the required forms, and to answer any other questions these future participants may have about Seminar Camp.

Participant preparation should provide to the participants with a clear idea of the general goals of CISV and of the Seminar Camp Programme specifically. Participants should be aware of the role of the staff, as well as their own role as participants. Participants should also know and understand CISV and national/local rules and policies. Activity planning should be covered in depth due to its importance in a Seminar Camp. A more clear idea and some tools on how to plan effectively and creatively should be provided through appropriate

activities. Finally, it is very important that the participant preparation staff give detailed information on how to fill the required forms (i.e. Health Form, Legal Insurance Information Form, and Travel Information Form).

Throughout the participant preparation the staff should try to encourage the participants' creativity in all aspects (activity planning, daily tasks, problem-solving, etc). Other aspects to encourage are personal introspection, cooperative attitudes towards group work and a strong personal responsibility towards the running of the activities and the decisions that have to be made. Participants should be encouraged to look into topics that interest them prior to camp in order to come to the Programme with materials and ideas on how to share and discuss them.

It is also recommended that the preparation be done partly in English in order to prepare the participant for the task of discussing and living together in an environment where the main language is English.

Content

The information that should be given to the future participants from when they apply to after the Seminar Camp is listed below:

- Goals of the Seminar Camp
- Rules & policies
- What is a Seminar Camp
- Staff role & responsibilities
- Participants role & responsibilities
- Planning model
- Practical matters
- Risk management & Info File R-07: Behaviour and Cultural Sensitivity
- NGO/LMO activity
- Cultural awareness
- Non-violent conflict resolution

A SC participant preparation handbook is available for all national Seminar Camp committees/contact persons. Please visit our website for more information – http://resources.cisv.org/scc

How to manage the Participants' Preparation Process

This section describes the things to be taken into consideration during the different stages of the preparation of participants. Information about what needs to be done before, during and after the preparation workshop is given.

Responsible People/Parties for Participant Preparation

Every NA should provide the address/phone/email of the national Seminar Camp coordinator who will function as the liaison between the single participant and CISV. Participants must not contact IO directly but always through their NA. Questions concerning forms or the status of acceptance (waiting lists) have to go through the national coordinator.

The national coordinator is responsible for the whole participant preparation process although he/she can delegate the actual organization of the preparation workshop to other people. Generally the NA Seminar coordinator is part of the CISV national association board.

Staff for the Preparation Workshop

The workshop preparation staff should consist of a minimum of 2 people, and have a ratio of 7:1 participants to staff (i.e. if there are 30 participants there should be 4 staff members). Even if there are less than 7 participants it is useful to have two staff, as they can communicate to the participants their different experiences. It is strongly recommended that at least one of the workshop preparation staff has participated in at least one of the following: a Seminar Camp staff training, a TTT-workshop or a Seminar Camp. It is good to involve past Seminar Camp participants in the training of the new participants. Past participants usually return very excited from their experience and they want to stay involved in CISV and to pass on their experience, a preparation workshop for Seminar Camp participants is a very good way to achieve this.

Participants at a Preparation Workshop

The participants' preparation workshop participants are youth who are between 17 and 18 years old. Only the youth who are potential participants or who have already been selected to attend a Seminar Camp in the current year should be prepared in order to manage a motivated group.

Organizing the Preparation Workshop

The preparation workshop staff should book a suitable place to host the preparation workshop as soon as possible. The staff should moreover communicate the location and dates of the preparation workshop to the various CISV Chapters of their NA so that all the potential participants receive this information in time (in case they need to arrange transportation). A map and timetables of trains and/or buses to reach the place should also be included in the information about the preparation workshop sent by the preparation workshop staff to the Chapters.

Finally it is of extreme importance that the preparation workshop staff meet 1 or 2 days prior to the preparation workshop to work out the detailed planning for the preparation.

The workshop can be organized in three, two or one sessions. The participants to attend the **Introduction to Seminar Camp session** are all 17 and 18-year-old youth who are interested in the Seminar Camp Programme. At the end of the preparation workshop it should be clear for the youth if they want to apply to the Programme or not. If the youth are assigned to positions it is also important to encourage those who were not assigned in the first round, as there are 3+ rounds for selecting Seminar Camp participants and it is often possible to find positions at a later period in time.

The participants to attend the **Going Deeper session** are all the youth who applied for the Seminar Camps in the current year. This includes youth who have accepted a position in the Seminar Camp and youth who are on the waiting list.

The participants to attend the **Follow-Up session** are all the youth who attended a Seminar Camp this year. As this training workshop reflects on the whole process it is not suitable for youth who accepted a position but were not able to attend.

Before the Preparation Workshop

The coordination before the actual preparation consists mainly in spreading the invitations for the participants to the local Chapters and setting all that is necessary for the preparation workshop.

During the Preparation Workshop

The preparation workshop staff has to make sure that all tasks (who is in charge of what during the running of the preparation workshop) are clearly divided. The logistics of how to get all participants from the bus stop or train stop to the preparation workshop site (and back) has to be arranged. The storage room for food has preferably to be filled at the beginning of the training workshop. The same goes with arts and craft material. The main task of course during the training workshop for the staff is to provide the preparation to the participants and the staff should not be busy with practical matters during the preparation workshop days. If needed, extra staff should be used to manage food, etc. As a final requirement the workshop staff is asked to hand out and explain the application forms and the legal and health form to the participants. The final cleaning can be done with the help of the participants just before leaving.

After the Preparation Workshop

After the participant selection procedure has been completed at a national level and the forms have been given to the participants the selection procedure goes on at international level. The national Seminar Camp coordinator is in charge of managing the flow of information between the participants to Seminar Camp, his/her NA and IO. The national Seminar Camp coordinator may be one of the staff for the preparation workshop or may not. In the latter case the preparation workshop staff need to pass all the relevant participants' information to the national Seminar Camp coordinator (the list of names, addresses, camp assigned).

HOW TO PRACTICALLY ORGANIZE A PREPARATION WORKSHOP

Budget

The biggest source of expense is represented by the rent of a suitable place to host all the participants to the Preparation workshop and the travel expenses of the staff if they need to come from far away. The food is generally another relevant expense that can be reduced by having a local CISV kitchen staff rather than buying meals. One or two days of pre-preparation workshop for the staff should be included in the budget. Make sure that a suitable quantity of arts & crafts supplies is available for the preparation workshop. This generally includes pens, pencils, crayons and markers for each participant, blank paper, big sheets of paper or rolls of 1m wide paper, tape, scissors, etc.

Location of Preparation Workshop

To promote a good level of concentration, the preparation workshop site should be isolated and with no other CISV training happening in the same time and place. If, for budget or distance reasons this is not possible, minimum interaction with the other training workshops or events should be allowed.

During the preparation workshop the staff should provide an external organization of the meals. Participants should not be asked to cook for themselves if this will take too much time from the preparation. So depending on the situation, some extra people for kitchen

staff can be a good solution. The sleeping facilities should allow separate areas for males, females and staff. The place should have an indoor area big enough for hosting the whole group of participants plus smaller rooms for separate group activities. A garden or a space for outdoor activities (if the weather allows it) is generally a good extra option.

The staff should provide detailed information on the location and organize or facilitate the transportation to and from the preparation workshop site. Providing a map and a bus/train timetable is generally a very good idea.

Settings, Content and Attendants of the preparation workshop

It is possible to run a preparation workshop in one or more sessions (days/weekends) depending on the number of expected participants. A preparation workshop for 2-4 participants is likely to take place in one single day, whereas if you have 25-30 participants a whole weekend, maybe from Friday to Sunday, is needed). The travel distance and costs for participants must also be considered.

If the preparation is done in more than one session it can be split into:

1. Introduction to Seminar Camp

The participants to attend the Introduction to Seminar Camp session are all 17 and 18-year-old youth who are interested in the Seminar Camp Programme.

If this is the only training organized it must cover areas from the other sessions. Key topics in this session include but are not limited to: What a Seminar Camp is/is not; Goals; participant/staff roles, forms, cultural awareness...

At the end of the preparation workshop it should be clear for the youth if they want to apply to the Programme or not.

If the youth are assigned to positions it is also important to encourage those who were not assigned in the first round, as there are 3+ rounds for selecting Seminar Camp participants and it is often possible to find positions at a later period in time.

2. Going Deeper Session

The participants to attend the Going Deeper session are all the youth who applied for the Seminar Camps in the current year. This includes youth who have accepted a position in the Seminar Camp and youth who are on the waiting list.

Key topics in this session include but are not limited to: introduce participants to the core activities of a Seminar Camp e.g. how to plan an activity; what are the possible types of activities, which are potentially interesting topics, NGO/LMO activity, how to discuss/communicate, non-violent conflict resolution, rules/policies, and day-to-day tasks.

3. Debriefing Session

In order to evaluate the Programme and keep the youth that go to Seminar Camps involved in CISV, a Follow Up session is generally recommended. The participants to attend the Follow-Up Session are all the youth who attended a Seminar Camp this year. As this workshop reflects on the whole process it is not suitable for youth who accepted a position but were not able to attend.

A follow up session consists of gathering the participants after they come back from their camps and create a comfortable environment where it is possible to share their experiences. This is the right moment for an evaluation of how effective the participant preparation was comparing it with how prepared the participants felt when they had to face the real activity.

THE PARTICIPANT PREPARATION SURVIVAL KIT

The following is a checklist for the participant trainer in order to adequately fulfill his/her management responsibilities:

CALENDAR

September	NA receive round 1 invitations to Seminar Camps from IO.
September-December	Participant selection / preparation workshop (I)
15 January	National coordinator sends acceptance form of round 1 to IO.
8 February	NA receives round 2 invitations to Seminar Camps from IO.
28/29 February	National coordinator sends acceptance form of round 2 to IO.
March/April	Preparation workshop (I or II).
1 March	Receive Pre-Camp 1 form from host NA.
March	Participants get in contact with host Chapter/home staff.
8 March	NA receives round 3 invitations to Seminar Camps from IO.
31 March	National coordinator sends acceptance form of round 3 to IO.
1 April	Receive Pre-Camp 2 from host NA.
8 April	NA receives round 4 invitations to Seminar Camps from IO.
30 April	National coordinator sends acceptance form of round 4 to IO.
April/May	Send CISV Travel Information Form to host NA and home staff 2 months prior to the camp.
May/June	Ensure communication between participants and Seminar Camps.
June	Checklist for participant (correctly filled in forms, travel arrangements, communication with staff).
One month prior	Receive Pre-Camp 3 from SC staff.
September	Follow up (preparation workshop III).

Documents

- Health Form and Legal Form
- Participants Application Forms
- Acceptance Forms
- CISV Participant Travel Information Form
- IO Updates for change of dates, cancellations, extra positions
- Insurance claim forms
- Seminar Camp Guide

Useful Addresses

- Seminar Camp committee chair
- International Office
- National association directory (addresses of all NAs)
- Local / national association office (or of national Seminar Camp coordinator)
- Current year Seminar Programme directors (or contact persons)
- Participants (that the local NA is sending)

Workshop management

- Budget
- Staff (assignment)
- Logistic (transportations, food, insurance)
- Content (pre-workshop meetings with staff, Programme)

PRE-REGISTRATION ON FRIENDS WEBSITE

When staff / Interchange leaders are selected, they need to register on Friends 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 Friends.

Why it is important to register on Friends

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 Friends and claim participation in their upcoming Programme

A further benefit of pre-registration on Friends 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 Friends.

ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised that no personal electronic equipment (mobile/cell phones, portable computers, computer games) are allowed at Programmes. They may bring them for the journey, but they will be asked to store them with Programme staff in a safe place for the duration of the Programme.

Host staff may use electrical equipment whenever needed. Leaders and JCs may use electronic equipment at the end of the daily Programme.

SENDING PARTICIPANT INFORMATION TO THE STAFF

PARTICIPANT NAMES

Just as all leaders are asked to register on the Friends 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 to check that everyone who has arrived at the Programme site is also registered for the Programme on Friends.

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, Summer Camp 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, Summer Camp 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

SUPERVISION – TRAVELLING ALONE OR WITH A LEADER

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

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

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

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

PRE AND POST-PROGRAMME TRAVEL

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

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

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

VISA REQUIREMENTS

For some countries visas are required. The visa application process varies in length from country to country. Do not to 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 advises them of the names of the participants and the location/contact details of the Programme. While this practice should always be followed when the Programme takes place in a "risk" region or an area in conflict, it is advisable at all times. Should there be an emergency, be it military or a natural disaster, embassies will assist their citizens in the host country. 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

Particpants, staff and leaders have the option to request travel/medical insurance from CISV International (see InfoFile N-03 AON Policies - Health, Accident and Baggage 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.
- 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 that may arise during travel

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

- Cancelled flights
- Inability to make a transfer due to delays or unexpected closing of airports
- No one to meet the participants at the airport or station
- Lost children
- Missing baggage
- Injured or ill children
- A serious incident in the final destination or transit point and airports are closed
- 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 take reserve funds and credit cards that can be used to cover emergency expenses like medical expenses, hotel charges, etc.

- For delegations, consider having each participant travel with emergency pocket money in a widely accepted currency. It is important that participants recognise that this money is to be used for emergencies only and is not extra spending money for use at their Programme. A discussion with parents of the participants should determine a suitable amount.

- Consider whether the leader should rent an international mobile/cell phone or take a pre-paid telephone card to maintain contact during the journey. With an Interchange, it is particularly recommended that the leader has a mobile phone for use during the hosting phase, which will work in that area.

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

- Be prepared to explain ordinary medicines in English. Everyone travelling should take a copy of prescriptions for any medications or eye glasses in case luggage is lost or glasses are broken.

- Phone numbers of the sending and host Chapter/NA and of sending parents.

For travel:

- Check hand-luggage rules in advance and pack accordingly to avoid problem and delays.

- For delegations, anticipate long waits in the airport. Take amusement items such as books and games to help pass the time and possibly snacks.

- Anticipate chilly airplane cabins, even in summer. Take sweaters or other warm clothing.

- Consider carrying a change of clothes and toiletries in hand luggage in case checked-in 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 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

It is important to have a follow-up with participants, as it is only after their going back to "normal life" and the "daily routine" that it is possible to check how educational the Seminar Camp experience has been. Also, it can be of value to know strong points and factors to improve in the training, preparation or running of a Seminar Camp.

A follow-up can be done individually or in a group (if possible). A chance to talk about and share experiences with other participants is a very valuable opportunity for participants as those who listen understand and can relate to the experience.

The SCC suggests some ideas for doing so: The Chapters and/or NAs organize a debriefing meeting/weekend with the participants a couple of months following the camp, so that lessons learnt can be incorporated into next year's training.

The camp staff make a questionnaire six months after the camp and send the SCC a summary of the results

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.

SEMINAR CAMP / 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

The Statement of Purpose and the Educational Principles are woven into the Seminar Camp Programme through its community living environment. By having participants from different cultural backgrounds a considerable amount of cultural exchange will take place throughout the camp. Seminar Camp settings allow participants to experience, appreciate, consider and be sensitive to cultural difference in life-style and customs of members of other national or ethnic groups both in planned activities and in practical work needed for daily life with other participants.

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

Living in a group allows participants to learn and understand that generalisations, such as putting people from different countries into cultural frames and expecting them to behave according to those stereotypes, should not be made.

Although Seminar Campers live as part of a group while at Seminar Camp, each participant is an individual with his or her own way of behaving. Seminar Camps participants can develop their sensitivity towards others and enable themselves and fellow campers to share ideas and experiences across cultural boundaries. This should help them to avoid misunderstanding, offence or embarrassment as well as learn how to resolve any conflict in a peaceful way.

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 friends with people from different backgrounds and life experience can also play an important role within Peace Education. This is because it encourages us to examine our own attitudes and values, which in turn helps to broaden our perspective of the world. It also helps to raise our self-awareness and our awareness of others.

Many of the issues within Peace Education are also found in what is often called development education, intercultural education and global citizenship. You can find more information on the similarities and differences between these in our Big Education Guide (Big Ed), which is available on Resources.

"PEACE", "PEACE EDUCATION" AND ACTIVE GLOBAL CITIZENSHIP

Peace

In CISV "peace" means more than the absence of war. For CISVers, "Peace Education" helps us to develop our personal and interpersonal knowledge about the communities in which we live, the culture and communities of fellow participants and how these inter-relate. It helps us to develop effective skills of communication with members of different cultures, and cooperation towards shared goals, alongside attitudes of friendship and openness to people of other nations and cultures.

Peace 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.

Seminar Camp participants are exposed to the fun and hardships of group living. This can help them to increase their knowledge of their own motives and behaviours, encouraging them to accept conflicts as a part of daily life as well as stimulating a favourable attitude towards non-violent conflict resolution and the ideal of life in a peaceful society.
The Seminar Camp experience is about being in a group and also learning from one another, about oneself, about each other and about the rest of the world, both through educational activities and through the daily activities of living together (cooking, cleaning, planning, evaluating, etc.). Being accountable for the daily responsibilities of camp life (i.e. schedule, activities, duties, etc.) and decision-making helps Seminar Campers to grow personally.

Active Global Citizenship

In Seminar Camps participants are encouraged to discover and formulate their own opinions about international and intercultural issues by exposing them to the ideas of campers from other nations and cultures. The LMO activity that occurs at each Seminar Camp should give participants an opportunity to learn something about other international organizations. Working together with an LMO, coupled with their daily life at camp should develop the participants' interest in becoming Active Global Citizens.

Topics which may be relevant to Seminar Camp Participants

Topics vary from one Seminar Camp to another. Topics or themes may vary during the Seminar although there may be interest in exploring ideas stimulated by the LMO activity. It is the needs and interests of the campers themselves that dictate topics that can eventually be explored. Common topics or themes include: human rights, socio-economic status, the environment, government, disabilities, self-image...

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 SEMINAR CAMPS

The four Seminar Camp Programme goals are the same for every Seminar Camp. They are:

1. Develop self and intercultural awareness
2. Develop leadership skills
3. Develop positive attitudes towards other people
4. Empowering people for active global citizenship

Within each goal there are four 'indicators', which are also the same for each Seminar Camp. The indicators are more specific and easy to understand and evaluate. All Seminar Camps are planned to help participants to learn or gain these attitudes, skills and knowledge (ASK). Below we show how the goals and indicators for the Seminar Camp Programme are related.

SEMINAR CAMP PROGRAMME GOALS AND INDICATORS

Develop self and intercultural awareness	a) Gain awareness of alternative cultural and personal perspectives b) Compare own perspectives with others c) Reflect on the challenges to own views throughout the camp d) Put into practice the cultural awareness acquired throughout the camp
Develop leadership skills	a) Take initiative to build and maintain a strong community b) Maintain the values and rules of the group c) Plan and facilitate activities throughout the camp d) Take initiative for the practical aspects of the camp
Develop positive attitudes towards other people	a) Contribute to camp's daily life and responsibilities b) Respect others by actively participating in all activities c) Listen to and respect the opinions of others d) Accept conflict as part of community living and actively try to resolve it
Empower people for active global citizenship	a) Share personal perspective on the different educational themes and topics b) Contribute to discussions on how to become active global citizens c) Join in an LMO activity d) Consider how to use new attitudes, skills and knowledge after the camp

Throughout a Seminar Camp, participants are given many possibilities to achieve these goals and their indicators by integrating social aspects of large group living with individual personality development, especially since this Programme is based on the specific desires and needs of both the group and individuals involved.

Group living experience

Learning how to cope with the benefits and hardships of living in a close community is one of the key elements to a Seminar Camp. A large part of the camp develops outside the educational activities. Waking up fellow campers, cleaning, cooking, eating, organizing the camp, preparing activities, evaluating activities, relaxing in the sun, sharing feelings informally after dinner – all this is part of the camp life. These are crucial to the camp, as intense moments of sharing or real conflicts often appear during these periods.

Sufficient free time is also very important to the Camp. Free time gives opportunity to relax both body and mind. This is extremely important, especially if the camp has intensive activities or very demanding tasks or events. On the other hand, too much free time can easily become negative for the camp, as it may contribute to a slowdown of camp quality. Time is not recoverable, which could mean a loss of time that participants would later regret. Energy is contagious so too much free time could also reduce the level of enthusiasm in the camp.

Different people have different needs and habits. Therefore, finding a balance between free time, activities and tasks is not always easy. This can (and should) be discussed amongst the group in order to try to achieve a reasonable compromise.

Practical Issues:

The practical aspects of working together are essential to the experiential learning that takes place in a Seminar Camp. Therefore, the practical tasks should never be neglected or given less importance. It is in these small tasks where, as people get to know each other, conflict may arise and where cultural issues can surface.

Practical tasks at the campsite which should be done by the participants include amongst others laundry, cooking, cleaning dishes, setting the tables, cleaning the floor, making the beds, etc. These tasks do not need to be boring or annoying tasks. With imagination, the campers could find creative ways to make them fun parts of the camp. The daily tasks usually take a significant part of the daytime – why not make them more fun and enjoyable? The participants plus staff can organize the practical tasks in any way that they see fit, realizing that there is not an ideal (or preferred) method to do it. The important factor is that participants feel comfortable with the arrangements, both in terms of individual contribution to the camp and with the outcome (e.g. level of cleaning).

USING THESE ATTITUDES, SKILLS AND KNOWLEDGE AFTER THE PROGRAMME

A Seminar Camp Programme allows participants to grow individually according to their personal needs. Some participants will become more mature through doing practical day-to-day work (e.g. cooking, cleaning) and can use these newly gained ASK on a daily basis in their lives. For some participants, planning, organizing, running, evaluating activities for others will have been new. After the Seminar Camp Programme they will be better able to run an activity. The Seminar Camp Programme should develop an interest in using the newly acquired ASK as a leader and/or staff member or to take other roles in CISV. It may also stimulate interest in the activities of a specific LMO in which a participant may later wish to become involved. ASK acquired at Seminar Camp can also help participants to become more active and successful in other facets of their lives including school and work.

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 SEMINAR CAMP PROGRAMME PLANNING

Seminar Camp participants should be encouraged to explore topics relating to all 4 content areas throughout their camp. This could be achieved by examining the content areas individually or in combination.

EDUCATIONAL CONTENT OF THE SEMINAR CAMP PROGRAMME

First Days:

The first days are very important, as some people are still withdrawn and may be unsure of what exactly is going to happen in the next three weeks. The staff should give some guidance to the participants, instruct them on safety issues, go through a fire drill with them, transmit the rules and policies of CISV and any relevant local legislation or site rules. It is recommended that the staff group prepare some activities for the participants during the first days of the camp. This helps staff and participants to get to know each other, and to make the participants familiar with the new environment. The tone of activities done by the staff can be important to setting the mood for the following activities when participants start taking a more active role in Programme planning. It is extremely important that all staff members are in the camp and available for participants during the first days!

Camp Changes over Time

The camp will develop throughout its three weeks. Every camp is unique, so it develops at its own pace. Some may develop extremely fast and others more slowly, but with peaks of high intensity. After the introductory days organized by the staff, the objective is that the whole group (staff and participants) are to share in managing the camp Programme.

There is a danger in many camps: fatigue. The over-enthusiasm and the fear of losing any "fun moments" among the participants can lead to a trap where energy slowly drains and the camp "stalls". Changing the course of a camp overcome by fatigue is not easy, but some physical activities, having a break by assigning a rest day or going out on an excursion could help to turn the situation round and re-vitalise participants.

Last Days

The last days can be a difficult period, as some people might start thinking early about the end of the camp and lose the mood for some types of activity. It is important that the staff help them understand how to use the remaining time productively. One way to do this could be to focus on activities that use the emotional charge in some people, rather than on general discussions.

RESOURCES USED TO SUPPORT PEACE EDUCATION IN SEMINAR CAMPS

Resources currently in use include: (please add links to these if possible)
- The CISV Passport and Big Ed
- Seminar Camp PDPEF Package
- PDPEF Guidance Notes / Quick notes
- The Seminar Camp Activity Template – for uploading activities devised in a Seminar Camp so that they can be shared in the Library.
- Seminar Camp Programme Guide
- CISV Education Library
- Local / national activity books
- Commercially available activity books and on-line data base of resources from development education organizations may also contain activities which can be used or adapted for use in Seminar Camps

To facilitate the integration of educational content into their activity planning, the staff is encouraged to have materials on hand for participants to use, e.g. handouts/posters of the 4 content areas, Activity Planning Templates, handouts/posters of the Seminar Camp goals and indicators, etc.

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 on Resources.

BUILDING PEACE EDUCATION INTO SEMINAR CAMPS

Seminar Camps are not bound by one overall theme. Rather, a blend of topics and activities is chosen by group members in order to meet the goals.

A theme could be developed both from and for the LMO activity, from topics/ideas the participants have prepared before camp (e.g. poverty, AIDS...), local resources chosen to increase the participants' knowledge and provide a common experience for the entire camp (e.g. a guest speaker or excursion), various materials (e.g. magazines, movies, books, pictures, music, posters, game books, stories, websites...), inspiring and valuable activities...
A theme can help participants identify with the activity. If a theme is introduced, both the activity and the theme must be well-chosen. In order for the activity to be effective and valued, it must be properly planned, introduced and carried out. Once the activity has been completed a careful follow up, debriefing and evaluation must take place. A theme must be broad enough to be developed in the time available (one session, half a day, day), but also narrow enough for focus and closure. When choosing a theme the people planning should not forget that activities should progress step by step from ice-breakers, name games, co-operation games to trust games, and ensure that the whole group is ready to participate and understand what they plan.

If a theme is chosen for parts of the Seminar Camp it is important that the people planning are interested in the theme, as it is their responsibility to "sell" the theme to the fellow campers. The people introducing a theme need to have a clear idea of the theme they choose, in order to lead the fellow campers towards relevant goals.

If a theme is chosen it should allow freedom for discussion and further development by the participants.

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: <u>Do</u> a Peace Education activity

Step 2: <u>Reflect</u> on what ASK you have learned from this activity

Step 3: <u>Generalize</u> how this new learning can be applied to a new context

Step 4: <u>Apply</u> 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 THE SEMINAR CAMP PROGRAMME

In Seminar Camps experiential learning takes place in all aspects of camp life: cooking, cleaning, waking up fellow campers, planning and organizing activities and open meetings, evaluating ...

Planning an experiential learning activity allows the participants to focus on a specific topic in more detail. Using a theme for a group of activities may help the campers to identify better with the topic and associated activities. As participants prepare each activity they also learn more both about the content of the activity and about themselves (motives, ideas).

Some activities that involve experiential learning in Seminar Camps are:

Seminars

It has been discovered by psychologists that learning in groups can have a great impact on young people. Group activities that are well chosen, interesting and sensitive have the most appeal to them. It is therefore customary to divide the participants into sub-groups to discuss various topics during the camp. Seminars are any activity that focuses the Seminar Camp on the exchange of information and sharing opinions about a topic. This can involve talking about personal topics or about topics affecting a larger number of people than just the participants.

Simulation Activities

A simulation activity is any activity where a situation or a condition that is not real is used. Two helpful distinctions which can be made are those between small and big simulations and between 'open simulations' and 'closed simulations'. 'Open simulations' are those simulation activities where the participants are aware that an unreal situation is the base for the activity (e.g. a role play); a 'closed simulation', on the other hand, is an activity that is based on an unreal situation which the participants believe is true. These distinctions may help the participants to realize the wide range and possibilities of constructing a simulation activity. The simulation could, in fact, just be a small part of a bigger activity and still add considerably to the whole activity.

Simulation activities often generate a great deal of interest among participants even before a camp begins. If there seems to be a desire to plan a simulation activity then at least one staff member should be involved in the planning and, depending on the nature of the activity, sometimes the entire staff group should be informed of the simulation.

Although a good simulation activity can have very positive effects on a Seminar Camp, the opposite must be said of the effects of a poorly planned simulation activity. When planning a simulation activity, it is always important to have a very clear purpose for the activity and to plan it with great care. It can be very easy to lose sight of the goal and rather concentrate on creating an exciting and cool activity. However, simply wanting to see 'how people will react' is not a sufficient reason to do a simulation activity.

Decision Making

The decision making process is constant throughout the camp, as there are a number of decisions to be made on a daily basis. As the camp develops so does the interaction between the participants and this also affects the decision-making process. The group need to do

certain things together (practical tasks and activities) and these should be discussed between the participants. Above all, the decision-making process should be based on a comfortable atmosphere, where people are able to share their thoughts and where no one feels ignored. It is important to make everyone feel at ease to share their thoughts, even if these contradict those of the majority.

Group decisions can be very difficult to make. Even though desirable, consensus sometimes is just not possible or advisable. Even when there is disagreement in the group, the crucial thing is that everyone has a real opportunity to defend their point of view. How to make collective decisions is up to the group. There is no "preferred" way to make them, as long as what is stated above is respected. Organization of the tasks and activities is also up to the group. Most staff groups allocate some time in the beginning of the camp to discussion of decision making and how the tasks are to be done. The group should define how decisions are going to be made and tasks will be completed.

Camp Meetings/Open Meetings

These are used for the whole Seminar Camp group (staff and participants) to evaluate the past, think about the present and determine why, where and how the camp should progress from that moment onwards. Camp meetings should be planned, just like any other activity! There is no pre-determined way for camp meetings to be run, and creativity is needed in this crucial activity. Camp meetings without special preparation (planning) can easily become very boring and tiring events, with details being discussed for a long time. This quite often leads to adversity to camp meetings among participants, which, in turn, can lead to participants desiring fast, rather than good, decisions. Nevertheless, topics must be discussed seriously within a comfortable atmosphere. During camp meetings participants should be encouraged to express very openly anything with which they may be uncomfortable and not just issues regarding activities. Experience has shown that although it is good to have scheduled times for meetings like this in the camp, issues will certainly appear during the evolution of the Seminar Camp, so camp meetings / open meetings may happen on a spontaneous basis whenever any participant needs it. Some points to consider when planning such an event are:

- When do camp meetings start? (Considering different levels of concentration during the day.)

- Frequency of the meetings?

- How long should the camp meeting last?

- What is the best environment for a camp meeting?

- How should the meeting be structured?

- Are there camp activities that happen without the camp meetings decisions?

- How will decisions be made?

- What are the planning groups supposed to do?

- Are there alternatives to the camp meeting planning systems, should there be alterations in the structure of the meeting?

- What is the role of the staff members during the camp meeting?

Activity Involving a Like-Minded Organisation (LMO or Non- Governmental Organization (NGO)

The primary purpose of this activity is for participants to discover, learn about and understand the work of another organization involved in similar or related work to CISV. It can also help by making members of the NGO/ LMO aware of CISV and thus help the local Chapter to promote CISV in the area.

This NGO/LMO-activity can last for one activity session or throughout the greater part of one day. It can be done by various means, for example: inviting a guest speaker, participating in a local activity or visiting a community service organization. It can also, usefully, be part of one of the excursions. It should nevertheless be stressed that the LMO-activity should be a well structured activity and not simply the passing on of information. Planning for this activity should be started in advance, (normally in cooperation with the host Chapter or local Mosaic coordinator who will be aware of appropriate organizations in the area) so that at the beginning of the Seminar Camp the staff already has details of the partnership. In some cases the nature of the activity may mean that participants need to come prepared so the type of activity should be mentioned in the pre-camp. In other cases participant do not need early notice and will come with a fresh outlook.

The two main parts of the NGO / LMO Seminar Camp activity are:

a) 'Learning about the NGO / LMO': This is primarily receiving information from the partner organization and might be organized by having a guest speaker to by using materials published by the organization.

b) 'Deepening the experience': Involves relating the NGO / LMO to the broader context (everyday life, CISV, a global perspective, etc.). This could be done through a seminar or through direct engagement in an activity. In the latter case, the activity may be followed by a de-briefing session and subsequent seminar discussion.

Evaluation…

…is another shared learning experience. When evaluations indicate that something is not working the way the participants and/or staff want in the Seminar Camp it is time to try something different or make adjustments. (For more on evaluation see the following section.)

EXPERIENTIAL LEARNING ACTIVITIES IN CISV SEMINAR CAMPS

The Seminar Camp Programme does not have a fixed number of planned experiential learning activities since a lot of the learning through experience takes place in sharing the day-to-day duties of the camp (e.g. cleaning, cooking…) as well as in planned activities. However, the majority of activities should be based on experiential learning and there should be sufficient of these to achieve the educational goals of the Programme. In particular, the NGO / LMO activity should be enriching to the Seminar Camp in providing an opportunity to relate seminar discussions to real life situations. It might enable participants to reflect on related situations in their home countries and how they might use this experience as they endeavour to become Active Global Citizens.

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 Summer Camp, 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 Summer Camp) 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 EDUCATIONAL EVALUATION INTO THE SEMINAR CAMP PROGRAMME

The main purpose of Seminar Camp evaluation is to reflect and determine if the Programme as a whole and each participant individually reach its/his/her goals. Evaluation provides opportunities for staff and participants to grow and learn, and to make adjustments along the way in order to enhance the particular Seminar Camp and the Programme in general.

Evaluation should be a constant part of the camp and must be planned by the people involved. With relatively small adaptations, activities and the daily routine can even be evaluated on a daily basis. On at least one occasion during the camp (e.g. middle of the camp) an in-depth evaluation with the whole group should be organized. The camp staff should ensure that evaluation takes place both during and at the end of camp. The evaluation process should be initiated by the staff and then be developed in cooperation with the participants.

Seminar Camp evaluations should focus on:

- Individual and personal goals of the participants and staff

- Goals and indicators of the Seminar Camp Programme in general

- Goals of CISV in general

- Practical arrangements (food, accommodation, catering,)

- (Educational) activities (planning, organizing, running, value/effectiveness ...)

- Group dynamics

- Preparation

- Group living dynamics (sharing of responsibilities for: activities, cleaning, cooking)

- Staff

- External support (Chapter/NA)

- Activity involving a NGO/LMO

The evaluation of the Seminar Camp can be part of, for example:

- Camp meetings / open meetings

- Staff meetings

- Activities

- Short daily evaluations made with all campers

- Planning groups

- Mid and end of camp evaluation among staff and/or participants

- PDPEF form

Before determining the method to be used, some of the following issues should be taken into consideration:

- What is being evaluated?
- The leadership required.
- The group size.
- The future use of outcomes.

A variety of evaluation techniques should be used in order to get an accurate response from all participants and staff during the camp. Participants' knowledge of and ability to use the camp language should be taken into account in deciding on appropriate evaluation strategies.

Evaluations should be done within the staff team and participant group:

Evaluation by Staff

During the pre-camp days, the staff should decide upon their goals for the camp itself and for the staff as a team.

During the camp, the staff group needs to monitor these goals to see if they are being achieved. If not, then the staff should either re-visit the goals and/or see what actions they can take to move in the direction of the defined goals. It is strongly recommended that the staff look at the goals on a regular basis (e.g. daily) and have small, frequent evaluations. In the middle of the camp, the staff should make a dedicated time to do a detailed evaluation, that includes their goals, their input as individuals, the staff team, the participants' interaction, the group dynamics, the activities so far and the practical matters (food, cooking, cleaning etc). Last, but not least, the Staff needs to discuss if the Seminar Camp goals are being fulfilled or not.

At the end of the camp, the staff group needs to do a more in-depth evaluation with the participants and transmit the findings into the PDPEF.

Evaluation by Participants

The more meaningful the evaluation process is to the participants the more willing they will be to plan, arrange for and participate in it.

At the beginning of the camp, the participants should have discussed their expectations, hopes and fears.

All participants must have the opportunity to comment on what has been accomplished and what remains to be achieved. Participants need to feel that their fellow campers and staff have heard them when something is not meeting their expectations. It is also a good opportunity for them to make adjustments and/or assist staff in making adjustments for things that are not working.

Complaints should include suggestions for improvement. Also, this is a time for participants to reflect on what they have learned and done, and put it into words. It is a good opportunity for them to think about future goals for themselves, based on what they have been learning. They should evaluate topics such as the quality and quantity of activities, group interaction, the Seminar Camp goals (being fulfilled or not), practical matters, the staff team, the

schedule, communication, the level of respect and other relevant issues. This in-depth evaluation should be carried out in a planned way by the staff or by staff and participants. At the end of the camp, participants need to give their individual and group input on the camp. They should evaluate all the issues mentioned in the last paragraph plus any suggestions they would like to put forward (concerning the site, the communication prior to the Seminar Camp, the number of people in the camp, etc).

Mid-camp Evaluation

The mid-camp evaluation may be done in large or small group discussion format. It is meant to help participants and staff to reflect on what has taken place so far, to solve any problems that need solving, and to make necessary adjustments in the Programme. Ideally the mid-camp evaluation takes place towards the end of the first part of the camp – however, depending on the needs of the group it can also be planned before the first half of the camp has been finished. Thus, the mid-camp evaluation may stimulate the need for further intensive planning.

Mid-camp evaluation should be as short as possible but as long and detailed as needed in order to get an effective and valuable outcome. This may take more than an hour or two.

Participants and staff can be creative in mixing formal with informal formats, or simply informal. A lot will depend on the content and style of organization and interaction in the Seminar Camp and on what people who are planning the evaluation want to address. For example, if plotting growth or learning curves is encouraged the evaluation team may want to use a paper and pencil format; whereas if exploring feelings is addressed, the evaluation may prefer to use a small or large group discussion.

An alternative to the mid-camp evaluation is to evaluate the camp at the end of each week.

Final Evaluation

Evaluations should be done the day before people begin to pack and leave in order to allow for enough time to reflect on the Seminar Camp in order that the participants have sufficient time to give full attention to the evaluation process. Participants should be advised of the importance of honest opinions and reflections, and that these will be used to improve the Seminar Camp Programme. Using as little time as possible, but as much time as needed, the period required may range from only some activities to half a day or day.

The final evaluation should include both formal and informal evaluation. It should include discussion and/or activity. It is usually best to begin with a formal evaluation form (if wanted). Specify a completion time and place, so that all of the evaluation forms can be collected and accounted for. Give participants plenty of time to complete the form in private, so that they have time to think about all of the elements of the Seminar Camp Programme and their feelings. This also includes the staff evaluations.

After the formal evaluation forms have been completed, informal evaluation should take place, involving group discussion and reflection. This is a good time to talk about feelings generated by the Programme goals, group dynamics, hopes and fears for the future, ideas for further LMO activities / participation. This is also a good time to help the participants think about the personal goals that they set for themselves at the beginning, and decide how well they reached them, or if they changed them. During this time, ask questions related to the goals and indicators of the Seminar Camp, and ask participants to discuss whether or not they felt they were achieved.

It will also be helpful to have the evaluation day broken up with several energisers and breaks, as this can be a lot of work. Balance it with some fun.

PDPEF

Although the Programme director is primarily responsible for the PDPEF, the whole staff should be involved in its completion. Information for this document should be collected regularly throughout the camp. Staff should use their 2 post-camp days to complete the PDPEF and submit it to the International Office. The Programme director is required to submit the PDPEF within two weeks of the end of the camp.

Using the results of educational evaluation

Data noted on the PDPEF can be used to demonstrate achievement of Programme goals. It can also reveal any areas that may need further special attention in order for participants to reach certain Programme goals. Results from the data entered on the PDPEF are used for global Programme evaluation purposes through the Evaluation and Research Committee and International Office. Data collected is also used by the International Seminar Camp Committee to identify particular issues and to develop Seminar Camp training.

Tracking actions inspired by CISV Summer Camp participation

Seminar Camp participants are expected to take an active role within their Chapter, to encourage others to be involved in the Organization and to share their newly gained ASK. They may also show evidence of what they have learned in CISV by making changes in their daily living practices or through participation in LMOs

FITTING IT ALL TOGETHER

Meeting CISV's educational and training quality standards in the Seminar Camp Programme
The SCC undertakes many tasks throughout the year including, but not limited to:

- Being available for hosting Chapters / NAs if questions / concerns arise and give advice

- Being available for SC staff trainers (give advice, provide material)

- Being available for SC participants trainers (give advice, provide material)

- Being available for Programme directors/staff before and during a Seminar Camp takes place

- Reviewing and updating guides/material for training

- Collecting feedback from evaluations (**PDPEF**) and developing the Seminar Camp Programme

RESOURCES PROVIDED FOR STAFF AND PARTICIPANTS

Seminar Camp staff training

The Seminar Camp Committee has a list of trained and qualified trainers all over the CISV world. Seminar Camp staff trainings are held every year at the various Regional Training Forums.

First time Seminar Camp staff must attend a Seminar Camp staff training. Experienced staff are also recommended to attend Seminar Camp staff trainings in order to share and exchange their experiences with newly appointed and less experienced Seminar Camp staff.

Seminar Camp Participant Training

Seminar Camp participants must be prepared locally by their Chapter and/or their national association before attending a Seminar Camp. Ideally, at least one ex-participant and one ex-Staff should give input to the preparation.
Other resources include:

- The CISV Passport and Big Ed
- Seminar Camp PDPEF Package
- PDPEF Q & A
- PDPEF Guidance Notes / Quick notes
- Seminar Camp Activity Writing Template – for up-loading activities devised in a Seminar Camp so that they can be shared in the Library.
- Seminar Camp Programme Guide
- CISV Education Library
- Seminar Camp participant handbook

- Activity books, Chapter- or NA- based resources

- Commercially available or web-based activity resources