



2023 Programmes Overview

As we slowly move out of the COVID pandemic towards what we might consider as ‘normal’, we are able to start easing restrictions and exceptions to our programmes. Nevertheless, the safety of everyone is paramount. The situation can change at any time, and we will need to respond accordingly. This may mean that our Covid rules and guidance may change over the course of the year and at short notice.

This document is designed to highlight some important information for programme planning, but it is **not comprehensive**. Please ensure that you are still referring to the [Programme Guides](#) and [policies and procedures](#) for complete information on relevant topics.

Thank you all once again for your understanding, cooperation, and resilience.

Changes to the previous version of this document are noted in *magenta italics*

CISV International’s approach to exceptions/rules



In 2022, we allowed a lot of flexibility to ensure programmes could run. As we return to a more traditional year, we wanted to provide an overview to remind everyone of the rules, the changes that were implemented as part of the Programme Review, and any variations we are allowing this year. We also hope this will help those new to CISV get an overview of the big picture. Please refer to [C-03 Programme Basic Rules](#) for more information.

Programme	Participant Age	Length	Programme Size	Invitations for host NA
Village	Must turn 11 during the programme year JC’s must be 16 or 17 for full programme	28 days or 23 days	10-12 delegations* Maximum of 6 JC’s*	Additional invitations permitted
Youth Meeting	Must turn 12 or 13 during the programme year	8 days or 15 days	8 delegations*	Additional invitations permitted
Step Up 14	Must turn 14 during the programme year	23 days	10 delegations*	Additional invitations permitted
Step Up 15	Must turn 15 during the programme year	23 days	10 delegations*	Additional invitations permitted
Seminar Camp	Must be 16 or 17 for full programme	21 days	24 or 30 participants	Max 4 per NA
Interchange	Must turn 14 or 15 during the programme year	14-28 days per phase	6-12 participants	N/A

*see “excess invitations” for further information



Village

Length

In 2022, we allowed a lot of flexibility on the length of Village. The Education and Research Committee have collected feedback and are evaluating the impact of the shorter Village programme. Initial results indicate there was little impact on the educational outcomes of the Village programmes run for 23 days and therefore we will allow either 23- or 28-day Villages in 2023 to support NAs to host this programme. CISV International will continue to assess the impact this has on the programme quality and educational value.



Homestays

Should the Covid situation at time of programme allow for them, 23-day Villages will include a homestay at the start of the programme but not in the middle. Should homestays not be considered safe in 2023, best practises from the Jun-Aug season will be shared with hosts so that they can prepare for that possibility.



New curriculum

In 2022, many hosts piloted the Village curriculum. *The Village Curriculum will be launched for all Villages in 2023! Watch for more information on the rollout of this curriculum.*

Delegation sizes



Exceptions will not be approved for additional participants within a delegation (i.e., delegations of 5 or more). Sending incomplete delegations can impact the programme quality, so these are tracked and monitored so that we can follow up with the NA/PA if this is a recurring issue. *Reminder: Youth Meeting delegations are now four participants also!*



Programme Age Requirements

There have been no exceptions approved for 2023 relating to age, therefore the age requirements are as follows:



Programme	Participant Age
Village participant	Born in 2012
Youth Meeting	Born in 2010 or 2011
Step Up 14	Born in 2009
Step Up 15	Born in 2008
Interchange	Born in 2008 or 2009 (for phase 1 in a 2-year exchange)
Seminar Camp	Must be 16 or 17 for the full programme, including day of departure
Junior Counsellor	Must be 16 or 17 for the full programme, including day of departure. It is strongly encouraged that participants turn 16 a minimum of one week prior to departure to give them time to complete the Safeguarding Training, which they will not have access to until they turn 16
Leaders	Must be at least 21 on the day of departure
Junior Leader (IC)	Must be at least 18 on the day of departure but it is recommended they are at least 4 years older than the eldest participant
Staff	Must be at least 21 on the first day of the programme
Junior Staff	Must be at least 18*
Kitchen Staff	Must be a minimum of 15 for Village and at least 3 years older than participants ages for Youth Meeting and Step Up.

*Permanent changes to JC and Junior Staff age rules and roles were approved in June 2021 and outlined [here](#) in more detail.

[Automatic sanctions](#) will apply if participants of the incorrect age are assigned to Junior Counsellor, Seminar Camp participant, Leader, or staff roles or they may not be allowed to participate. A summary of all changes to programmes that took effect in 2022 is available [here](#).

Assigning participants of the incorrect age to a delegation would not result in an automatic sanction as it would typically not be a safety concern. However, as it could impact the programme quality, it would be noted as “incorrect participant age” and could result in consequences if we see a pattern of sending delegation participants of the wrong age or if there was a significant age difference that did result in a safety issue.

In 2022 we approved a few age exceptions for leaders and staff as Chapters were having trouble recruiting. We are still assessing the impact of those exceptions on programmes.

We hope that recruitment will be easier in 2023! However, we may consider exceptions on a case-by-case basis closer to the programme season, depending on the results of our assessment, and only if Chapters have exhausted all reasonable efforts to recruit someone of the correct age. Exceptions to staff age would not be considered before the rest of the staff team was in place so that we can assess the entire team.

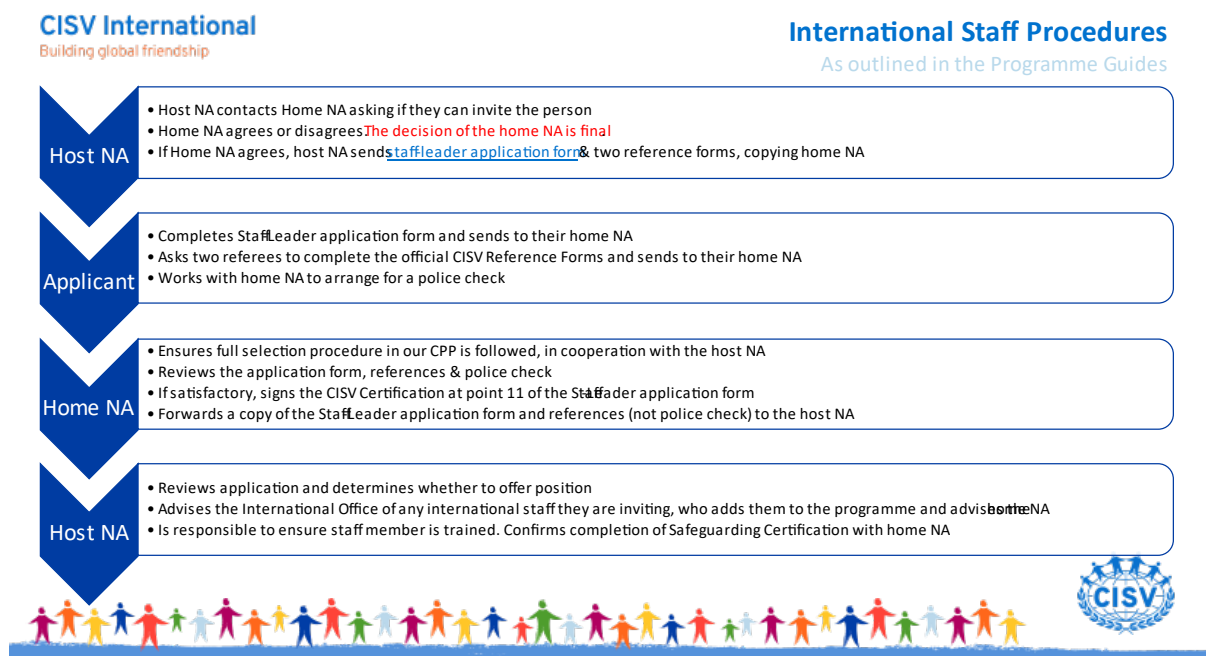


International Staff

In 2022 one of the biggest struggles our Members faced was recruitment of staff and leaders. However, we also had the benefit of some NA/PA's who were not hosting, or not hosting as much, who had experienced people available, therefore we allowed more than 50% of the staff team to be International Staff.

Our normal rules for International Staff will apply in 2023. Details can be found on the website at <https://cisv.org/resources/volunteer/international-programme-staff-opportunities/> but we have also outlined the procedures below.

Exceptions will be considered on a case-by-case basis if hosts run into challenges recruiting qualified staff.



Note: "Home NA" refers to the staff member's own National Association based on their country of residence

To advertise for International Staff email international@cisv.org

Excess invitations

A few programmes planned for 2023 have been allowed to host additional delegations or JCs. The Education and Research Committee supports the approach of **allowing these exceptions for current host offers only but not fill extra spots if they are turned back** to work towards reducing them back to the preferred size.





myCISV

Now that we rely exclusively on myCISV for managing programmes, it is imperative that information is maintained accurately and in a timely manner. We hope to provide a training for myCISV Coordinators in early 2023. Here are some of the challenges we faced in 2022 to pay particular attention to:

Field	Action Required	Why this is important
Child accounts for participants under 16	Please do not set up individual myCISV accounts until an individual has turned 16. Parents or parental guardians must create an account for their children under 16 and then add the child using the "Children" menu item	Safeguarding
Date of Birth	Please ensure this is completed accurately for all programme participants in the format YYYY-MM-DD.	This is used to determine the individual's eligibility for the role/programme
International Staff	International Staff must be added to the programme by CISV International (myCISV Support)	To validate the individual's eligibility for this role
Participant Address	Please ensure this is completed accurately for all programme participants	This information is used to populate the PDPEF and will save Programme Directors time if they do not have to complete it during programme. If we do not have this information, it can impact the individual's ability to file an insurance claim
Roles	Please do not assign anyone to a role that they do not actually hold (i.e. leader or staff) in order to access forms or other information	This could result in a GDPR breach and/or additional costs to the organisation when we calculate numbers for travel insurance
Chapter Support	<i>This is a non-programme related role that was created in myCISV to provide access to programme information only for those who need to know. Please use with caution. Where possible there should be no more than one Chapter Support role added to a programme or invitation.</i>	<i>This could result in individuals getting inappropriate access to information and can cause confusion in assessing assignments.</i>
Participant vs Individual Participant	<i>Please ensure you use the correct role: "participant" is used for an individual under 16 who is a participation in a delegation. "individual participant" is used for anyone 16+ attending a programme, event or training</i>	<i>Trainees listed as "participant" in myCISV will not receive a record of achievement for RM, TTT or Seminar Training completed</i>

For more information, please visit the website <https://cisv.org/new-mycisv/> or the FAQs <https://cisv.org/mycisv-faqs/>



Content Areas

Until 2021, CISV International would put a spotlight on one of our four peace education content areas. For 2021 and beyond, it was agreed that we will not focus specifically on a specific one, but instead encourage the incorporation of all.

Over the last few years, past Content Area Working Groups have developed a wealth of resources that are available [here](#). We encourage you to use these resources to include age-appropriate content in any CISV programmes you run.



National Programmes

National Programmes can be uploaded in myCISV upon request from the NA/PA. These programmes will be assigned an “N” programme number. They will not earn hospitality points, but no international fees will be applied. To register your programme, complete the form [here](#). We suggest you submit the form a minimum of six weeks prior to the start of the programme.

The benefits for the NA include:

- *managing forms, delegate and travel information safely online*
- *participation is included in individuals’ CV on myCISV*
- *programme information (info-packs/pre-camps) can be shared safely with participants only*
- *professional CISV-standard risk management and safeguarding for your programme*
- *programme assets (such as photos) can be shared safely*
- *utilize guardian function for keeping children safe online*

Note: participation from outside the host NA is not permitted for National Programmes.

Vaccinations



Every staff, leader and participant must provide proof of the following vaccinations before attending a CISV International programme - unless they have a documented medical exemption:

Polio, DPT (diphtheria-pertussis-tetanus), measles, rubella and Covid

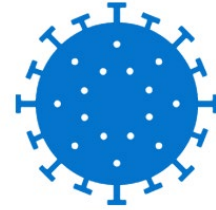
For FAQs on Covid vaccinations, please see the [2022 Programme FAQs](#).



Covid Procedures

The Covid Procedures will be reviewed throughout the year and adapted as necessary based on the progression of the virus. To ensure you are always referring to the most accurate version of the document, please do not download a copy. Please use this link which will provide you with the most current version – [Covid Safe Programmes and Events Procedures](#).

The next version of this document is planned for March 2023.



For FAQs on the Covid procedures, please see the [2022 Programme FAQs](#).



RAG Rating

In 2022, CISV International introduced the RAG Rating. This system will remain in place for 2023 onwards. National and Chapter Risk Managers will receive further direction on the new process for assessment.

Programme Delivery during Covid

We collected information from those that participated in programme delivery during the Jun-Aug season and will share best practices once this data is analysed.