

# Co-hosting Guide

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## 1. What is co-hosting?

Co-hosting a programme is an opportunity for a National Association (NA) to make a programme happen, with the cooperation, help, and support of another NA. Co-hosting can also help develop relations between the NAs and also result in more diverse programmes.

Two (or more) NAs can decide to co-host a programme together. This is done when one or both NAs do not have sufficient resources or hosting experience to host on their own. One NA might have the people or the monetary resources, and the other might have cheaper locations and more people to help at the Chapter level; their combined resources can become a great programme! There might be many other areas where two NAs can complement each other to host a programme.

Co-hosting can also happen between Chapters within the same NA. Many of the points in this document also apply to this situation.

A hosting Promotional Association (PA) must always have a co-host or host buddy. In some cases, when the PA's need for host support does not require a co-host, a host buddy can be an alternative. A host buddy is a NA with strong hosting experience and knowledge that can act as a mentor. A host buddy would touch base with the PA throughout the planning process to ensure that things are on track, while also being available if the PA has questions or doubts. A PA should speak to their Promoter or the Member Support Coordinators in their region to discuss whether a host buddy or co-host would be more suitable for them. Should it be agreed that a co-host would be most appropriate, this guide should be followed.



## 2. What are the benefits of co-hosting?

The benefits of co-hosting for Chapters are:

- **Gain experience** – a less experienced NA can co-host with a more experienced NA to gain experience and knowledge on how to host
- **Encouraging cooperation** – the experience can create bonds between NAs and develop your understanding of how other NAs work and learning from each other
- **Splitting the costs** – you might be aware that hosting in some NAs is cheaper than in others; organizing excursions, for example, can be cheaper in some places than others
- **Receiving hospitality points** – working together so both NAs can receive points for hosting. The more hospitality points your NA gets means the more invitations it gets
- **Share the burden of recruitment** - no need for one NA to recruit a full staff team since the staff comes from both NAs and no need for an extra international staff, since the staff team is already international
- **Pooled training resources** – pooling the knowledge from both NAs will broaden the training, which can be done in both cooperating NAs

The NA where the programme will be located will receive the usual invitations for that programme. For example, for Village, the host NA where the programme will be located will receive by default a delegation and 2 JC invitations. The other NAs will not automatically receive any invitations to this programme but can receive a portion of the hospitality points based on the agreement between the NAs involved.

The benefits of co-hosting for the whole of CISV:

- **more programmes available** - co-hosting will allow for more programmes to be hosted and CISV grows
- **more invitations available** - more programmes globally means more invitations will be available

## 3. How can I find a co-hosting partner?

There are several ways you can find a co-hosting partner.

- Talk to National Representatives at Regional Meetings/Global Conference
- Contact a specific NA within your region or a neighbouring NA
- Discuss your needs with the Member Support Coordinators (MSCs) in your region who can help facilitate finding a co-hosting partner
- Post something in the International Office (IO) Programme News update – the MSCs in your region can support you with this

To help you find a co-hosting partner, we have developed a [Co-hosting Form](#). This form helps you explain what resources you have and what resources you are missing. The form includes:

- The channels of communication
- Information on the requesting NA/Chapter (person of contact)
- Budget
- You need to indicate how you would like to share the hospitality points between the co-hosting NAs



## Communication

Completing and sharing the [Co-hosting Form](#) can help you find the most suitable co-hosting partner. Here are some suggested steps you might want to take:

1. Fill out a [Co-hosting Form](#)
2. Ask your National Representative to send it to:
  - a) the National Representatives and National Secretaries in your region, who will then pass it on to their NA/Chapters
  - b) the Member Support Coordinators, who can also help share your request through regional emails and/or newsletters
3. Interested NA/Chapters select a contact person who will reach out to your Chapter/NA contact person, who you have named on the [Co-hosting Form](#), and discuss the terms of the collaboration to see if it is suitable
4. Your official contact persons start communicating with one another as soon as possible on to plan and document the nature of your cooperation. You will need to agree on matters such as host location, budget arrangement, general support, programme staff, and hospitality points. You will set all this out in the [Co-hosting Agreement](#).
5. Once you have agreed on the terms, both parties will complete a [Co-hosting Agreement](#)

We strongly recommend that partnering NAs are from the same region. This makes the logistics easier and it is clearer which regional support network to use.

## 4. Co-hosting Agreement

Once you have agreed with another NA that you are a suitable match, you need to formally agree on the terms. We have developed a [Co-hosting Agreement](#) to guide you through all the aspects you should consider and agree on. It helps you to:

- Make sure both sides have a clear view of what is needed to make the programme happen and who is responsible for each aspect
- Make clear that the Risk Manager of the NA providing the site will be in charge of everything related to Risk Management
- Agree on how the costs will be split
- Agree on how the hosting points will be split
- Agree on how the budget will be shared
- Agree on how the staff will be selected and trained

You should inform the Member Support Coordinators about the arrangement as soon as possible and ask for their endorsement of the final agreement. Once the agreement form has been completed by both NAs, each side must sign the agreement and share it with the Member Support Coordinators. The NA where the programme will take place has to indicate that the programme will be co-hosted in the relevant Host and Participant Data Sheet.

Once you agree on the terms, you need to contact the International Office at [international@cisv.org](mailto:international@cisv.org) to let them know the programme is co-hosted and share the signed [Co-hosting Agreement](#).



## 5. Deadlines

### When should the two interested NAs come to an agreement?

We recommend you make contact with each other before Regional Meetings take place, which is usually in March or April. That way the National Representatives have a chance to talk in person and talk about the details.

The agreement should be in place and communicated to the International Office by 15 July of the year before the programme is to happen, which is the deadline for Host and Participant Data Sheets. No programme will be officially added until we have agreement from all NAs involved.

If an NA is offering to host a programme and will need a co-host, they should not include that programme in the Host and Participant Data Sheet until they have secured the co-host. In this case, it is far preferable to add the programme in Round 2 rather than risk cancelling the programme because they could not find a co-host.

If a programme is added after Round 1, it needs to be officially confirmed by the deadline for the previous Round before it will be added to the next Round (e.g. if adding the programme to Round 2, it needs to be confirmed by 15 January). Once the programme offer is confirmed it is subject to the deadlines and penalties outlined in [Info File document C-11](#).

## 6. Additional things to think about when co-hosting

### Communication is key

Every NA and every Chapter does things differently. To successfully co-host a programme, you have to be open to discussing how things will be done for this specific programme. One Chapter might have a certain way they have always done the programme shop and the other might have done it in a very different way. This can be true for any aspect of the programme, so make sure you go through all parts of the programme to ensure that you have agreed on how things will happen. Use the [Programme Guides](#) as a checklist to make sure you have covered and agreed on everything.

If at any point you have any doubts or worries, make sure you talk to your counterpart in the other NA as soon as possible.

To make communications as simple as possible, each NA/Chapter should only have one contact person. These two people will speak on behalf of their NA/Chapter and must be able to contact each other throughout the programme.

### Trust

For the programme to be successful, you need to work in partnership. As with any partnership, trust is important.



### Other things to discuss and agree on with your co-hosting partner(s)

- Are there specific national laws or customs in the host NA that you need to take into consideration?
- How will different parts of the budget be managed? Who will keep track? Who does the accounts at the end? How do you split the cost? What happens to any surplus at the end of the programme? While discussing the budget, keep in mind that costs are completely different from one NA to another.
- Have you ensured that there is a clear understanding of who is responsible for what before, during, and after the programme? Is it clear to everyone who they need to talk to about the different topics and issues that might come up?
- Have you discussed the communication styles of the people involved? People and cultures can have very different ideas about how things should be communicated.
- Have you gone through the Risk Management Checklist Report for camp-based programmes together to ensure that everyone is satisfied with the preparations made and the selection of the site? Remember that the Risk Manager of the NA who is providing the facilities will be in charge of everything related to Risk Management.
- If you have more than 2 NAs involved in co-hosting, it is especially important to set out expectations and responsibilities from the outset. Remember that the more people that are involved, the more chances there are for misunderstandings.

We welcome your feedback or your suggestions for additional information that should be added to this guide. Please send them to the Organizational Development Committee at [organizational-development@cisv.org](mailto:organizational-development@cisv.org).

