SEMINAR CAMP

OFFICIAL PROGRAMME GUIDE

CISV International
Building global friendship

ABOUT THIS DOCUMENT

This is one of four Programme Guides. All content in this guide is relevant to the Seminar programme.

Sometimes, this Guide will refer to other CISV documents; linked, external sources such as documents and websites. All CISV internal resources are stored on the CISV International website (**www.cisv.org**).

CISV Programme Guides are designed to support volunteers in delivery and a consistent approach. This Programme Guide offers advice and best practice for Chapters and staff to apply in the best way for your programme. Whilst there will be differences from programme to programme, the Guide includes information about policy and procedures that you must follow to keep participants, staff and volunteers safe.
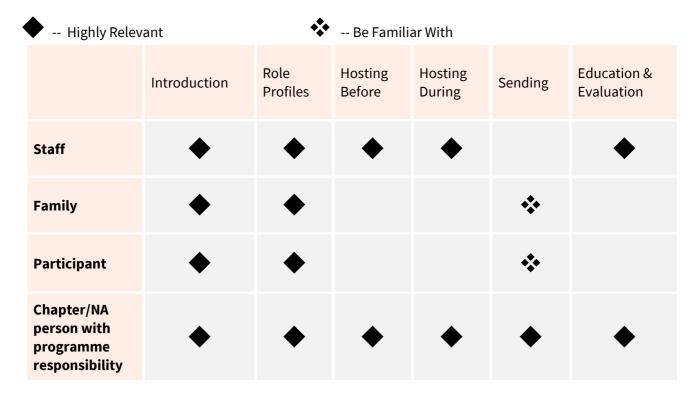
WHO SHOULD READ IT?

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

2024 UPDATES

Please note that the updates made to this programme guide in advance of the 2024 programme seasons included:
- Removal of non-Seminar Camp related programme information
- Correction to out-of-date information and resources
- Clarification around Risk Management and Safeguarding practices and policies
  - Note: work is still being done to update some policies and resources for the 2024 programme seasons and will be distributed to NA Risk Managers as it becomes available

RELEVANT SECTIONS

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
Participant	◆	◆			❖	
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

SEMINAR CAMP / INTRODUCTION

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
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 MISSION

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

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

OUR PRINCIPLES

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

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

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

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

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

CISV PROGRAMMES

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

OVERVIEW OF CISV PROGRAMMES

CISV offers an exciting blend of four international camp-based and local community programmes. They each focus on one or more of our four educational content areas through activities that are delivered using a fun, non-formal, interactive approach that allows our participants to 'learn by doing'. In line with our educational

principles, our programmes are designed to foster open-mindedness, intercultural awareness, and an understanding of our impact on each other and the world around us.

Each of our programmes is designed for a specific age-group and participants are offered increasing levels of personal responsibility. We further encourage our participants to think about how they can use their learning to act to make a positive difference in their communities; from organizing an anti-litter campaign in their school to running for public office.

At the heart of all our programmes, and everything we do, is our founding belief that peace is possible through building friendship and mutual understanding.

SEMINAR CAMP

Exchanging ideas is a powerful tool for leadership development and global learning. The young people who participate in Seminar Camp not only take responsibility for the practical needs of the camp but also for deciding and coordinating the educational content of this personally challenging, intensive programme. Seminar Camp's international group-living environment encourages participants to collaborate, and to take a creative approach to problem-solving and resolving the differences that can arise from healthy discussions.

Seminar Camp has a good return on investment as it is a shorter programme with minimal demands on the Chapter and fewer volunteer needs, due to the age of the participants. It is relatively low-cost to host, particularly where the participants cook their own food.

AGE GROUP 16 - 17	DURATION 21 days	SIZE 24 or 30 participants, with up to 4 from the same NA
LEADER		• None
STAFF		• Must have 4 – 5 adult staff or 1 staff for every 6 participants • No junior staff are allowed at Seminar Camps • It is strongly recommended that at least 1 staff member has prior experience as a Seminar Camp staff and/or have attended Seminar Camp training at a Regional Training Forum
STAFF/LEADER AGE		• Staff must be at least 21 years old on the first day of the programme • 1 staff member must be at least 25 years old
PARTICIPATION		• You can only take part in one Seminar Camp as a participant • Must have minimum 1 participant and maximum 4 participants from the host NA

THE SEMINAR CAMP PROGRAMME

WHAT IS SEMINAR CAMP?

Seminar Camp is a three-week programme for 24-30 international youth ages 16-17, 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 Camp 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 Camp fosters interest in the world as a whole and develops 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 Camp.

KEY CHARACTERISTICS OF THE PROGRAMME

- National representation is limited to a maximum of four participants per country
- Participants can attend Seminar Camp only once
- Participants, with the staff serving as support, are the driving force
- Sharing responsibilities and tasks is the organizing principle of Seminar Camp.
- Participants are part of the decision-making process (schedule, activities, cooking, cleaning) and fulfil 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, living together is key to serving its educational purposes
- Every Seminar Camp has an activity involving an LMO to give the participants an idea of the world 'outside' CISV and other ways of working for peace and cultural understanding

HOW SEMINAR CAMP DEVELOPED AND IS AN INTEGRAL PART OF CISV

Seminar Camp programme was officially started in 1971. Its origin was Village reunions, but the concept changed and evolved

Seminar Camp offers many possibilities. Its programme is based on the desires and aims of the group. It is an opportunity 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. Seminar Camp blends social aspects of a large group living together with individual personality development.

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 the CISV programmes.

As an organization working mainly with children, 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, legal issues, discrimination, bias, racism and homophobia.

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

BASIC CISV PROGRAMME RULES

See InfoFile **C-03 Programme Basic Rules** for the complete set of basic rules for all programmes.

CISV's guidelines on behaviour and cultural sensitivity can be found in InfoFile **R-07 Positive Behaviour Policy**.

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

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

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

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

DATA PROTECTION

CISV takes the privacy of our participants and volunteers seriously and we strive to ensure good data protection practices in all parts of our organization. CISV International makes continual efforts to respect your privacy and to be clear with you about the type of data we will need from you, how we will use it, and for what reasons.

Explanatory information in this regard can be found at **Data Protection**.

COMPLYING WITH LEGAL REQUIREMENTS

As an international organization, CISV exists in 70 countries. CISV's International Office (IO) is based in Great

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

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

RISK MANAGEMENT RESPONSIBILITIES OF CISVERS

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

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

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

ORGANIZATIONAL STRUCTURE FOR PROGRAMME ADMINISTRATION AND SUPPORT

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

WHO'S WHO INTERNATIONALLY?

At CISV International, those most involved with programmes are the Educational Programmes Committee, Training Committee, Regional Support Teams, and the International Office (IO).

INTERNATIONAL OFFICE (IO)

For programme related matters, the IO typically communicates with NAs through the National Secretary or National Risk Manager. All mailings are sent to the National Secretary or National Risk Manager, who then distributes the material to the appropriate people within that CISV Association.

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

EDUCATION & RESEARCH COMMITTEE

One of the standing operational committees of CISV International, the Education and Research Committee supports delivery and innovation of high-quality educational programme content, research, and methodology. The Education and Research Committee will cooperate closely with the other Board and Operational Committees within CISV International in areas of shared responsibility.

For more information, see **Terms of Reference - Education and Research Committee**.

TRAINING COMMITTEE

One of the standing operational committees of CISV International, the Training Committee supports and develops CISV International's training, learning, and development recommendations identified in the Training Strategy Project Report. The Training Committee will cooperate closely with the other Board and Operational Committees within CISV International in areas of shared responsibility.

For more information, see **Terms of Reference - Training Committee**.

REGIONAL SUPPORT TEAMS

Each region will be led by a Regional Manager and composed of 2-4 Member Support Coordinators and Regional Risk Manager(s). The number of members and skills within each Regional Team may differ according to the needs and priorities of the region.

For more details and information, see **Terms of Reference - Regional Support Structure.**

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.

OBJECTIVES OF NATIONAL / LOCAL PROGRAMME COORDINATOR / COMMITTEE

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

Please refer to the role profile of NA/Chapter programme coordinator (usually the chair of the NA/Chapter programme committee) at InfoFile **U-20 Model Role Profile - NA or Chapter Programme Coordinator**.

SEMINAR CAMP / ROLE PROFILES

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
Participant	◆	◆			❖	
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

Role profiles have been extracted into separate documents to aid in recruitment and help set clear expectations for each role when recruiting. These are intended to be a guide and resource for Members.

SEMINAR CAMP / HOSTING BEFORE

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
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 PROGRAMME HOSTING PLAN

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

CISV plans five years in advance and states the minimum target number of programmes, globally and regionally. The plan is reviewed and approved annually and can be found at **Global Programme Hosting Plan**. The plan is based on input from NAs, Regional Member Support Coordinators, Education and Research Committee, and the IO. The Member Support Coordinators play a key role in ensuring that regions plan effectively and deliver the programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view five years ahead.

An NA should plan its hosting in consultation with the Regional Member Support Coordinators. Each NA's hosting plan is included in the Global Programme Hosting Plan.

DETAILS OF HOSTING OFFERS

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

NAs provide these details one year in advance by filling in the Host and Participant Data Sheets (there is one per programme) on myCISV.

At this point an NA should have:

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

PROGRAMME HOSTING OFFERS

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

If needed, the IO may contact host NAs to ask about adjusting dates or changing age groups if they feel it might create a better spread of programmes or uptake. The host list is then finalised by the IO.

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

PROGRAMME CO-HOSTING

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

Co-hosting a programme is an opportunity to make a programme happen while also benefitting from the cooperation, help, and support from another NA. It can develop relations between the NAs and result in more diverse programmes.

It is very important that both NAs identify their official contact persons and start communicating with one another early on to plan and document the nature of their cooperation. This will include agreeing on matters such as host location, budget arrangement, general support, programme staff, hospitality points, etc.

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

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

A hosting Promotional Association must have a co-host or a host buddy.

See **Co-Hosting Guide**.

FINANCES FOR HOSTING

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

The programme budget is vital and should be carefully discussed in the Chapter and with programme staff. 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.

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

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

INTERNATIONAL FEES

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

WHEN HOSTING A PROGRAMME

The NA/Chapter must raise funds to cover the costs of hosting the programme.

For all international camp-based programmes, 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 the hosting cost.

For help and ideas on fundraising, refer to **CISV Profile Raising and Fundraising**.

PENALTIES FOR CANCELLATIONS / CHANGES

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

BASIC BUDGET RULES / ITEMS

All expenses for staff, leaders and participants (except personal spending money and travel costs) 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.

Transportation between the designated arrival point (stated in Pre-Camp 1) and the campsite must be paid by the host 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.

Many programmes will design their own camp-shirt. In some programmes the host provides it as a gift to all participants, and in some programmes the participants can buy it. Where participants must pay for the camp-shirt it is strongly recommended that the shirt be sold close to production cost, and that it not be used to generate income to the programme or host Chapter. Though camp-shirts are not mandatory in CISV programmes, there often is an expectation that a camp-shirt will be available, and participants may feel obligated to buy it.

SAMPLE OF BUDGET COMPONENTS

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

Expenses
- Pre-and post- programme staff meeting expenses
- Staff training
- Travel and expenses for trainers and home staff
- Accommodation for participants and staff
- Site rental
- Site insurance, if not included in lease
- Food/drinks (3 meals per day, plus at least 1 snack per day)
- Materials (for activities and/or other programme purposes)
- Arts and crafts
- Sports equipment
- Flip charts, paper, markers, pens, pencils
- Hygiene, health, and safety supplies
- Cleaning and maintenance of the site, including equipment and materials
- Laundry facilities and supplies
- First aid supplies

- Security
- Administration (photocopying, phone, e-mail, postage prior to, during and after the programme)
- Excursions
- Transportation (including insurance)
- Entry fees (to any places of interest visited during excursions)
- Miscellaneous
- Unexpected expenses

CAMPSITE

Hosting a programme usually starts with finding a site. Ideally the site is ready for booking immediately after the hosting offer has been accepted and confirmed. All facilities must comply with local/national health and safety and building laws. See below for details of standard requirements.

CHOOSING THE CAMPSITE

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

The National or Chapter Risk Manager must be involved in the selection of the site, and in doing so is guided by the Risk Management Checklist – All Camp Programmes This checklist details the basic standards expected of any site location. Additional detail in this regard is provided in the Risk Management section below.

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. It should have defined boundaries and not be shared with other groups or travelling individuals, if 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 campsite must be shared with another group, ensure that facilities and mealtimes are scheduled separately.

Practical work done by participants has an important educational value in a Seminar Camp, as participants have to act responsibly on a day-to-day basis. It is important that the site should allow the participants to prepare their own food.

Staff, Chapter and site representatives should conduct an inspection of the site together before the programme starts 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.

If the site is not easily accessible, the host Chapter needs to arrange for group transport from a common meeting point to the site. The designated meeting point is where the Chapter considers it reasonable and safe for delegations and participants to reach on their own, and that does not require local knowledge or extensive walking. Any travel cost after the designated meeting point should be covered by the host Chapter. To ensure that all delegations and participants arrive at the designated meeting point on time, the Chapter should provide a clear meeting time for the meeting point (airport, train station, bus station or other).

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 to the extent required by local / national laws. If the landlord does not provide insurance, the Chapter must purchase appropriate insurance. The Chapter should ask for the assistance of the National or Chapter Risk Manager when arranging insurance.

TRANSPORT

Any driver and vehicle must be licensed and hold the necessary insurance. At least one car that is road worthy, and government certified where applicable, should be available for the entire duration of the

programme. At least one staff member must hold a full (eligible) driving licence and be appropriately insured, so that banks, hospitals etc. can be reached easily at all times. Participants are not allowed to drive during the programme.

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

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

MEDICAL NEEDS

At least two staff members must have valid first aid and cardiopulmonary resuscitation (CPR) training, and first aid supplies must be available at the site. It is the responsibility of the host Chapter to ensure that this is the case. If there is access to water (pool, lake, etc.) at the site, there must be a lifeguard present if required by local/national law. Note: any water activity must be risk assessed and control measures implemented; the support of the Chapter or National Risk Manager will be required to undertake this assessment. The services of a hospital, doctor, dentist, nurse, psychologist, pharmacy must be available nearby. Ambulance services must be on call. It is also recommended that counsellors be available, should anything happen, that would require their assistance.

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

If a serious medical incident does occur, a CISV **Incident Report Form** must be completed, and the accompanying instructions followed.

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

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

Staff and programme coordinators must be familiar with the **CISV International Mental Health Guide.**

RISK MANAGEMENT

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

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

The National/Chapter Risk Manager should check that the necessary steps have been taken to provide for a programme using the **Risk Management Checklist – All Camp Programmes.** This official international form must be used when a Chapter is hosting an international programme. This form is structured as a checklist requiring both an initial review and a final review. The First Review should be conducted by the Chapter Risk Manager and Programme Planner and must be done no later than 1 month prior to the start of the programme. It is recommended that all Programme Planners consider this checklist as part of the selection process for sites.

The Final Check must be conducted by the Chapter Risk Manager and the Programme Director no later than the 3rd day of the programme. The Programme Director and Programme Staff should consider this checklist in preparing for the programme.

Once the form has been completed, it must be signed by the Chapter Risk Manager and sent directly to their National Risk Manager. The National Risk Manager must then review and sign the form and forward a copy to **safety@cisv.org**. The National Risk Manager must also follow up on any concerns and report such concerns to their NA Board.

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

BEING PREPARED TO ACT IF A CRISIS ARISES

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

It is also very important, as part of planning for a programme, to consider and prepare a crisis communications plan. For more information, see the CISV **Crisis Communications Guide**.

Note: Aplan for responding to and managing major incidents is currently under development by IO as part of their short-term strategy. References to this plan and how it is to be implemented will be incorporated into this programme guide when work in this regard is complete.

TERMINATING A CISV INTERNATIONAL PROGRAMME

To terminate a programme means to close it down once it has started, but before its official end date. (Note that alternatively, cancellation takes place before the programme has started. Should it become necessary to terminate a programme, it is important to understand the responsibilities involved.

The decision to cancel or terminate a programme lies with the host National Association. It is imperative that the hosting National Association communicates with CISV International as soon as the risk for termination becomes real.

In all cases, the health and safety of participants is always CISV's top priority. Therefore, as part of the planning and preparation for programmes, emergency response and evacuation must be considered by all relevant parties.

Prior to termination

In some specific cases, there may be an alternative to terminating the programme. If, for example, a campsite has suddenly become unfit for its purpose, but the host Chapter/NA deems it possible to continue the programme (while still achieving its goals) by changing the location and format that could be an option - even if the circumstances are not ideal. This must be discussed with CISV International and any significant change, such as venue, must be communicated by the host to the sending NAs.

In other cases, if the situation in the programme concerns deteriorating group dynamics, prompt consultation with CISV International might help avert closure by, for example, the decision to send someone to the programme as a mediator. In addition, by having the host Risk Manager to initiate, the sending Risk Managers may gain a better understanding of the situation and be able to support their leaders or participants to help make the programme successful.

Immediate steps when a programme is terminated

The host Chapter/NA must take the necessary actions required to keep the participants safe. The host Chapter/NA is also responsible for arranging for food, accommodation and assisting with any changes to return travel arrangements.

In the event of a serious crisis, CISV Travel Insurance provides emergency crisis management advice which the Chapter/NA should consult.

The host Chapter/NA must inform CISV International about the situation as soon as possible. In addition to contacting the International Office, every attempt must be made to contact at least one of the following persons: Governing Board Trustee; the Secretary General; the International Safeguarding and Risk Management Lead or the Training and Education Officer. Furthermore, it is the responsibility of sending NAs to communicate directly with the National Risk Manager of the hosting National Association. CISV International will also communicate with all participating NAs to acknowledge the fact and officially pronounce the programme terminated.

Additional costs

The answer to the question of who must bear the costs of any changes to travel plans will depend on the situation and the reasons for terminating the programme. However, additional travel costs relating to changing tickets home must be borne initially by the sending NA or participants.

In all cases, the host Chapter/NA is responsible for covering the costs of food and accommodations until participants are able to return home. If participants choose to stay on longer rather than return home early, they become responsible for their own costs (including any additional insurance required) after the first possible departure date has passed.

In cases of termination due to force majeure, such as national security or natural disaster, it is recommended that the airline and CISV Travel Insurance claims handler be contacted immediately to see if they can cover costs up front; if that is not possible, the participant should make claims afterwards.

If termination is for reasons other than force majeure, and if there are irrecoverable additional travel costs, then the host Chapter/NA may be required to cover those costs. It is expected that the NAs will work this out among them. However, if the parties are unable to reach an agreement, the matter can be escalated to the Resources & Infrastructure Committee.

Any issues relating to programme fees (including repayment or reclaiming of host fees) must be referred to the Resources and Infrastructure Committee, which will consider the circumstances and make a recommendation to the CISV International Governing Board

RECRUITING STAFF AND OTHER VOLUNTEERS FOR RUNNING THE PROGRAMME

It is critical that, when recruiting staff and other volunteers to run our programmes, we take the necessary steps to ensure that they are suitable to work with children and adults at risk. As such, we must follow the safer recruitment steps set out in the **CISV Safeguarding Policy in Procedure 2: Safer Recruitment**. These steps include requirements for advertising of positions, use of standardized application forms, selection/interviewing criteria, obtaining and checking of references, criminal record and identity checks, membership requirements, etc. Following these steps ensure that we exercise our duty of care to safeguard children and adults at risk who participate in our programmes.

The recruitment of staff and other volunteers should take place as early as possible in the programme planning process. All or most Programme Staff (as identified below) should be in place by the deadline for uploading 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). Note: cut-off dates for recruiting programme staff are currently under review, and this section will be updated accordingly ASAP.

The responsibility for recruitment of staff and other volunteers lies entirely with the host NA/Chapter. Each NA/Chapter must appoint people who will be responsible for recruiting all of the staff and volunteers who will be in contact with participants and for ensuring that all relevant documentation and risk management checks are completed.

The selection of suitable staff and other volunteers is critical in CISV prioritising the safety and wellbeing of all participatants and ensuring we can fulfil our duty of care in protecting children.

Staff / Volunteer Positions Required for Running a Programme

There are numerous staff and other volunteer positions that need to be filled to successfully run the programme, i.e.

> Programme Staff
> - o Programme Director
> - o Camp Staff (including Junior Staff)
>
> Other support positions:
> - o Kitchen staff
> - o Babysitters (for Leaders night out)
> - o On-call mental Health Support (strongly recommended; requirements for such currently under review by IO and will be communicated soonest)
> - o Dedicated first aiders, if determined to be necessary (in addtion to Camp Staff that are trained in first aid)
> - o Volunteer drivers
> - o Other general daytime or overnight volunteers, as needs may dictate
> - o Host Families (when homestays are to be provided for visiting child delegates)

Notes:

1. The responsibilities of Programme Staff are set out in the role profiles section of the Guide. Any applicant selected for these positions must have appropriate skills and background.
2. At least half of the Programme Staff must be from the host NA (preferably the host Chapter). Additionally, the Programme Director cannot be International Staff.

3. InfoFile **C-03, Programme Basic Rules** provides specifics on the number of Programme Staff required and age requirements. CISV minimum staffing requirements are designed to ensure a good ratio of Programme Staff to participants and to have enough Programme Staff so that responsibilities can be shared effectively among the team. These rules also stipulate age requirements for kitchen staff.

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

A number of positions identified above (e.g. Programme Staff, Babysitters, Host Families) have regular direct contact with CISV children, over whom they are trusted and have responsibility for their direct supervision and / or care. Other positions such as kitchen staff, on-call mental health support personnel, first aiders, volunteer drivers, and other daytime volunteers may have varying degrees of interaction with children. Taking this into account, **Guidance - Safer Recruitment Steps for Different Roles** has been developed to assist in implementing the requirements set out in the procedure for recruitment referenced above.

Additional Requirements - National Laws

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 in the host NA. In this case, it is the responsibility of the host NA to communicate these requirements to the participating NAs and to any invited leaders/programme staff as soon as possible so that can be taken into consideration in the selection and preparation of the leaders/programme staff.

SAFEGUARDING EDUCATION AND TRAINING

It is essential that all staff and volunteers involved in CISV activities involving children have the necessary knowledge and understanding to help keep children and adults at risk safe. Everyone involved in CISV must have read and understood relevant policies and procedures. Programme Staff, Leaders, JCs and some of the other support positions must also complete the CISV safeguarding online training (which can be accessed through the CISV website at **CISV ELearning**).

The **CISV Safeguarding Policy, Procedure 3: Safeguarding Education and Training** details the relevant policies and procedures that should be read and understood, and the safeguarding online training that should be completed, by each of the staff and other volunteer positions within the programme.

INTERNATIONAL PROGRAMME STAFF RECRUITMENT

A host NA/Chapter may wish to recruit a person from another NA to fill a camp staff position. Note that, as per the **CISV Safeguarding Policy**, the Programme Director may not be international staff; this position must be filled from within the host NA. Also note that at least half of the programme staff must be from the host NA (and preferably the host Chapter). Kitchen Staff may also not be international staff.

The full process of approving international staff is outlined in the diagram below. As with the recruitment of local camp staff and other volunteers, the recruitment of international programme staff must follow the requirements set out in the **CISV Safeguarding Policy, Procedure 2: Safer Recruitment**. It is the responsibility of the host Chapter/NA to ensure compliance with this procedure, however the home NA of the individual will need to provide support in this regard.

To advertise for international staff go to the **International Programme Staff Opportunities** page of our website.

International Staff Approval Procedure

Host NA
- Contacts Home NA asking if they can invite the applicant.
- Home NA agrees or disagrees to inviting the applicant. The decision of the Home NA is final.
- If Home NA agrees, Host NA sends the applicant a Staff-Leader Application Form and two Reference Forms, copying Home NA.

Applicant
- Completes Staff-Leader Application Form and sends to Home NA.
- Collects two complete Reference Forms from referees and sends to Home NA.
- Works with Home NA to arrange for a police check. (In countries where police checks are not given, the Home NA should follow the procedures in the CISV Safeguarding Policy for vetting checks where criminal reference checks are unavailable.)

Home NA
- Ensures full safer recruitment procedure in our Safeguarding Policy is followed, in cooperation with Host NA.
- If not already done, National Risk Manager of Home NA checks excluded list on SharePoint.
- Reviews the Staff-Leader Application Form, Reference Forms and police check.
- If satisfactory, signs the Staff-Leader Application Form at point 10 'CISV Certification'.
- Fowards a copy of the signed Staff-Leader Application Form and Reference Forms to Host NA.
- Tells Host NA that police check has been reviewed (but does not forward a copy to Host NA).

Host NA
- Reviews application and determines whether to offer position.
- Tells the International Office (international@cisv.org) that they are inviting the applicant as a staff member and have completed the above process.
- Is responsible for ensuring that the staff member is trained, including completing safeguarding online training in due time.

International Office
- Completes final background check of staff member.
- Adds staff member to programme in myCISV.

The Staff-Leader Application Form and Refence Form are found on the **Forms** page of our website.

Please note that if these procedures are found not to have been followed when recruiting international staff, it will be considered as a serious safeguarding violation which could jeopardise an NA's RAG Rating status. As an example, a prospective international staff member may not change their listed home NA to a country in which they are not a resident to appear as if they are from a host NA and forego these procedures.

KITCHEN STAFF

In the Seminar Camp there is no Kitchen Staff, the participants will cook their menus divided into cooking groups, always with the help and supervision of the Staff.

HOST FAMILIES

It is possible that a host Chapter provides homestays to delegations arriving early or departing late from a camp programme.

When the Chapter is deciding which participants to place where, they should be sensitive to cultural needs and take into consideration any special requirements.

The recruitment of host families is addressed in the section above titled Recruiting Staff and Other Volunteers for Running the Programme. It in turn makes reference to the **CISV Safeguarding Policy, Procedure 2: Safer Recruitment** which details the specific safe recruitment steps that must be followed.

A Host Family Toolkit is available to assist Host Families and Chapters alike in ensuring that homestays offer both a safe and rewarding experience.

OUTSIDE PARTIES THAT MAY VISIT A CAMP SITE

There may be times during the running of a camp programme that outside parties may visit the camp, e.g. Chapter members, guest speakers, family members during open day, etc. When outside parties are brought into a camp setting (that are not a local volunteer who has been recruited as support staff following the requirements set out in the **CISV Safeguarding Policy, Procedure 2: Safer Recruitment**), they must never be left alone with participants under the age of 18 years of age. At all times, a member of staff or leader must be present.

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.

STORING AND KEEPING PERSONAL DATA

All information received in staff application forms, host family application forms, reference forms, and through criminal record checks (including information collected from references in cases where criminal record checks are not available) is personal and sensitive and must be treated with confidentiality. Only those designated to be responsible for selection (and person(s) designated to assist them) should see such information. Applicants sign consent to the data being used by CISV to process the application and agrees that the information on the application form may only be shared with programme organizers.

All of this information must be kept confidentially and securely. The CISV Safer Recruitment Checklist is to be completed by the person within the Chapter who is responsible for recruitment of staff and other volunteers as a record that the required safer recruitment steps were followed and satisfactory who must then send the completed checklist, application forms, reference forms, and criminal record check information to a person designated by the Chapter to keep them in a secure location. That person will then be responsible for ensuring that the documents are maintained for the timeframes as indicated in the CISV Safeguarding Policy, Procedure 1: Safer Recruitment (section 11), and subsequently destroyed. The only exception to the retention timelines indicated in this procedure is if local or national laws dictate otherwise.

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 retrieved (if on a computer) or the person identified.

Further general information on **Data Protection**.

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 families, and leaders have realistic expectations of the programme. All people with programme responsibility must have training and understand the role they will play, what is expected of them and what they can expect in return. Before they leave, programme participants and their families 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. Leaders must spend time with their delegates before camp begins. This helps them get to know each other better and reduces risks by helping them know how to react depending on each person's needs. 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.

SEMINAR CAMP STAFF TRAINING

It is the responsibility of the Host Chapter/NA to ensure that all Seminar Camp staff are properly trained.

Seminar Camp staff training can take place in three different ways.

1. At Regional Training Forums
2. Sending a trainer from the Regional Delivery Team to the NA/Chapter
3. In the form of a National/Chapter training

Seminar Camp hosts interested in either option 2 or 3 must contact the Regional Support Team by 10 January of the programme year and make a request. For option 3, the NA needs to propose a national trainer, who meets the following criteria:

- has a valid TTT-certification
- has attended a Seminar Camp Staff training at a Regional Training Forum in the last 4 years
- has staffed a Seminar Camp
- has NA and International Education and Training Officer approval
- will train according to the Seminar Camp staff training curriculum and internationally approved training sessions
- will commit to submit a standardised report to the Regional Support Team after the training

Where a national trainer has been approved (option 3), they may train the staff of the Seminar Camps hosted in their NA that same year. In order to train the following year, the NA has to make a new request to the Regional Support Team.

PROGRAMME INFORMATION

SENDING OUT INFORMATION TO HELP PARTICIPANTS PREPARE FOR THE PROGRAMME

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

As a standard minimum, hosts of all international programmes should send out at least two Pre-Camps as outlined below. Pre-camps will be completed in the relevant programme area on myCISV so that participants who will be attending can access them directly.

VISAS

Hosting NAs may need to provide an official invitation for visa application purposes. The **Sample Visa Invitation Letters.** The relevant text would have to be copied and pasted with relevant additions/deletions onto NA letter head and sent to the relevant NA and/or authorities.

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

PRE-CAMP 1

This should contain basic information on the programme site, meeting point, dates and contacts. This form must be completed by the NA in the relevant programme area of myCISV. If there are any dietary restrictions that cannot be accommodated for your programme, they must be included in Pre-Camp 1. For full information see InfoFile **Programme Deadlines Calendar**.

PRE-CAMP 2

This should contain detailed information about the programme. There is no form. This document must be uploaded to the relevant programme area on myCISV and the IO and participating NAs informed. Generally, the staff team prepares Pre-Camp 2 and any further Pre-Camp. They should liaise with the Chapter to confirm information. Pre-Camp 2 should always include the site address and the contact details of the Programme Director. For full information see InfoFile **Programme Deadlines Calendar**.

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

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

Welcome/Introduction

Describe what the staff roles will be, and who will be the Programme Director, 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.

Arrival and Departure

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

Site / Location

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

What to Bring

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

Things You Should Know – Laws and Rules

Let the participants and adults know drinking is not allowed under any circumstances at the camp site location. It is essential that participants understand the laws of your country and of CISV International (including InfoFile **R-07 Positive Behaviour Policy**, which should also be part of participant preparation). Be very clear which rules and points are non-negotiable. participant preparation). Be very clear which rules and points are non-negotiable.

Also let participants know about other matter that could be relevant, such as: any laws or cultural taboos against marginalised people in your country, social norms regarding clothes, courtesy and other aspects that might be different from the participants are used to.

Contacts

Provide the e-mail address, phone number and/or fax of the programme contact for your Chapter. This will collect information and answer any questions that arise, and can be the programme planner, a staff member, or a coordinator. If you know the address of your site, you can include that as well. Also include an emergency contact number for during the programme, as well as an e-mail address or fax number if you have them.

Travel Information Form

Tell participants that the Travel Information Form is available to be completed in their relevant programme area on myCISV. Remind them of the deadline to return it, so that you can organize transportation.

Dietary Restrictions

Remind participants to provide details of any allergy or dietary restrictions on the health and behavioural form that is required to be submitted in myCISV so that the kitchen/food service can be informed, and other adjustments made if needed.

Special Requests or Accommodations

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

Hello from the Staff!

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

Goals

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

Reminders About Preparation

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

Activities

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

Personal Spending Money (Pocket Money)

For the programme staff/host it is important to decide on a common and 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. The economic status of many participants varies, and they need to feel comfortable. If everyone has the same amount of money then we ensure that we are inclusive, and do not promote a sense of inequity or unfairness among our participants.

During the programme, participants might need money for personal expenses. There may also be a camp shop and shopping opportunities (if this is chosen as part of an excursion). For reference, provide examples of local prices (soda, chocolate bar, stamps, postcards, etc.).

Inform participants about the local reality in terms of access to and availability of banks or bank machines, any recommendation about how much personal spending money to bring in cash, and what can be paid by credit/debit card locally. Explain national and local safety conditions in terms of how much cash to bring versus credit/debit cards and whether large amounts stored on an individual or the campsite pose a risk to personal safety and camp security.

Emergency Money (Reserve Funds)

The participants travelling on their own must be sure to take reserve funds and credit/debit cards that can be used to cover emergency expenses like medical expenses, hotel charges, etc. The staff and host Chapter need to inform participants about the local reality in terms of what can be paid by credit or debit card, what services may require cash, and the recommended amount of reserve funds (including cash).

Camp Shop

List some of the items that will be available at the camp shop, with their prices. This will help participants budget before they leave.

Forms

Remind all participants to complete their health and behavioural and appropriate legal forms in the myCISV system. Remind leaders to obtain and bring printed copies (with original signatures) of these forms so that they are available when crossing country borders and in the case of a medical emergency while on route. Inform everyone if there is a legal requirement in the host NA that requires any special forms or notarization.

Insurance

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

Vaccinations

Advise everyone to check with their local and national health authorities for any required or recommended vaccinations and prophylactic medications (e.g. anti-malarial medicine). Remind everyone attending the programme that they must have the following vaccinations, unless they have a valid medical exemption:

- polio,
- DPT (diphtheria-pertussis-tetanus),
- measles, and
- rubella

Families, participants and leaders going to the programme are responsible for:

- ensuring that they have been checked for lice and other communicable pests or diseases prior to the programme and treated appropriately to avoid bringing any to the programme
- ensuring that they have fully documented in the health and behavioral form all medical conditions, mental health concerns, behavioral challenges, special accommodations required, allergies, dietary restrictions, and any other medical information that will be helpful to responsible parties in preparing for and then providing the best care for everyone during the programme.

Visa Requirements

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

Airport Tax

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

Special Things to Bring

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

What Not to Bring

Gaming & mobile devices (outside of travel to and from the programme), expensive things, things that hold considerable personal value, more money than specified. Avoid seeds, plants, flowers, or certain organic products that might pose health or environmental risks. Check for any local restrictions or guidelines that apply to the programme's location.

Equipment

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

Programme Address and Contact Details

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

myCISV

All staff, participants and others (e.g., day staff) must register on **myCISV** prior to the programme. It is the responsibility of staff to stress the importance of pre-registration on myCISV . This confirms their taking part and gives the correct access to the forms which need to be completed for the programme. All staff, participants and other roles should be assigned in myCISV no later than 8 weeks before the start of the programme.

Check out the **myCISV Help Registration and Logins** guide for help.

Suggested Additional Content for Pre-Camp 2

- Camp theme
- Cultural activities (explain what they are and give ideas on how to prepare them in relation to the camp theme)
- National flag (if required, give size)
- Trading/swapping items (stress that they should be small and inexpensive)
- Special events (Open Day, excursions, etc.)
- Research Projects *suspended for 2024

PRE-CAMP 3

Pre-Camp 3 is not compulsory, but you may wish to upload a follow-up to Pre-Camp 2. Or you may wish to complete information given in Pre-Camp 2. In that case, include 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. 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 and to assess the local situation and determine whether or not hosting or continuing a programme is appropriate.

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.
Whether or not a programme goes ahead, it is the decision of families/participants whether to travel to or stay in these programmes.

GETTING INFORMATION FROM THE PARTICIPANTS

PARTICIPATING NAS

Host NAs can go to their programme's page in myCISV to see the NAs sending participants to the programme.

PARTICIPANT NAMES

Just as staff must register on **myCISV**, all programme participants should also register. Once they have registered on myCISV, the Chapter/National myCISV Coordinator can assign them to the programme. That way, staff will have an easy way to collect names and communicate with participants. During the first three days of the programme, staff need to double check that everyone who has arrived at the programme is correctly assigned to the programme on **myCISV**.

PARTICIPANT TRAVEL DETAILS

Participants must complete their **Travel Information Form** in the relevant programme area on myCISV at least two months in advance of the programme. If this information is not received, ask the sending NA to complete the form, as it will be needed in order to arrange to meet people on arrival.

Use of Digital / Online Communication

Digital / online communications with respect to the programme that take place prior to its commencement (e.g. for planning purposes), during, and after the programme has ended must always be carried out in a manner that is compliant with **CISV's Social Media and Digital Safety Policy**. This Policy is in place to ensure a positive, inclusive, and safe digital / online environment across CISV.

This Policy contains procedures for:

- Choosing the appropriate digital / online platforms
- Running social media accounts
- Digital communications
- Digital photography, video and live streaming
- Responding to CISV Safeguarding incidents online

Note: If it is decided to maintain online social media account(s) as a communication tool during the running of the programme, 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.

OTHER PRACTICAL PREPARATIONS

RELIGIOUS SERVICES AND ACCOMMODATIONS

Where possible, the host Chapter should arrange for participants and staff to attend religious services. Find out where houses of worship are in the area and their contact details, so that participants and staff can attend services if they wish. Any religious accommodations requested, such as a private area for prayer or dietary restrictions must be provided.

MEETING PARTICIPANTS WHEN THEY ARRIVE

Where possible, the host Chapter should have people at the designated meeting point 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** on my CISV.

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. Note that the recruitment of Host Families must be done in accordance with the **CISV Safeguarding Policy, Procedure 2: Safer Recruitment**. This is described further in the section above titled Recruiting Staff and Other Volunteers for Running the Programme. The host Chapter is requested to assist in finding hotel accommodation, where home hospitality is not possible. Staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses.

INTEGRATING SUSTAINABLE DEVELOPMENT PRACTICES

Hosting a programme can be an opportunity for the host Chapter and programme staff to make a conscious difference in the way the programme uses resources. By planning ahead and considering available options and solutions for the programme, the host Chapter can reduce the carbon footprint of the programme as well as promoting sustainable practices, and hopefully make it an active part of their hosting cycle.

Simple measures like using public transportation, avoiding disposable items (e.g. plastic utensils, paper plates), reducing energy consumption, buying products with less packaging, consuming locally sourced foods, recycling, becoming more eco-friendly can all reduce our environmental impact and help making the planet a clean and safe place.

ON SITE PREPARATION

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

CONTACTS AND INFORMATION

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

- The 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 official directory (available on **myCISV**
- CISV NA/Chapter officials directory (available on **myCISV**
- The emergency numbers for guardians of participants (available from their completed legal and health and behavioural forms)
- Contact details for CISV Travel Insurance claims handler. This information will be on the notice or certificate of travel insurance that all participants will have and can be found on **www.cisv.org**
- The phone numbers of the embassies and local consulates of each of the countries represented at the camp. In the case of a serious problem (e.g., natural disaster, hostilities) embassies can provide assistance
- Copies of relevant policies and procedures, including the **Crisis Communications Guide**
- The relevant **CISV Programme Guide**; and access to the InfoFile

SEMINAR CAMP / HOSTING DURING

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
Participant	◆	◆			❖	
Chapter/NA person with programme responsibility	◆	◆	◆	◆	◆	◆

A GROUP LIVING EXPERIENCE

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

STAFF PRE-PROGRAMME DAYS

The pre-programme days are the days just before the programme begins. In all programmes, staff must be at the site ahead of the participants. It is strongly recommended that the whole staff team be at the site for at least two full days before the programme begins (depending on site availability). If the site is not available, staff may meet at another location before getting access to the site.

There is no predefined way to organize the pre-programme days. These are a few topics that the staff might consider:
- Review 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
- Discuss the different staff perceptions of relations and attitudes towards the participants and what "to guide participants" means to them
- 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
- Review the security proceedings, such as fire drills

ARRIVAL

Where possible, the host Chapter should have people at the designated meeting point to meet arriving participants and take them to the site or host family. The participants' travel details are available from the **Travel Information Form on myCISV**.

MEETING PARTICIPANTS

When the participants arrive, you should meet them at the designated meeting point. If it has been flagged that any health and behavioural or legal forms are incomplete or missing within myCISV for any participant, action must be taken immediately. See the section on Health and Behavioural and Legal Forms in this guide.

On arrival at campsite or host family, before they go to bedrooms or similar, you should organize a well-being check on everyone. It is helpful if you have a medical professional, like a doctor, nurse or similar, help with this. The check must include:

- Checking for lice. This should only be done by someone who knows how to do so.
- Check for any other health concerns, communicable pests, diseases or infections – e.g. influenza

This check should be repeated after each home stay as applicable. If any issues are found, appropriate actions to treat and prevent spread must be taken.

If lice treatment is required, the cost is covered by the programme host. As there are many myths regarding lice, the programme host must ensure that they have accurate knowledge on how to proceed with treatment and prevention of spreading from relevant health professionals.

PERSONAL ELECTRONIC EQUIPMENT AT PROGRAMMES

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

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

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

STAYING IN THE COUNTRY

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

HEALTH AND BEHAVIOURAL FORMS AND LEGAL FORMS

COMPLETION AND REVIEW OF FORMS

It is essential that all staff and youth delegates have a health and behavioural form completed no more than three months before the beginning of the programme, and no less than three (3) weeks prior to departure. This form is to be completed electronically in the myCISV system.

It is also essential that all staff and youth delegates have the appropriate CISV Legal Form fully completed no less than three (3) weeks prior to departure. This form is also to be completed in the myCISV system. There are three types of official CISV Legal Forms; Child Travelling with Leader Legal Form, Child Travelling Alone Legal Form and Adult Legal Form. For child/youth delegates, these forms are signed by their parents and give consent for the child delegate to travel with a named leader or alone. The child/youth legal forms appoint CISV representatives as legal guardian should an emergency occur and should medical decisions have to be made on behalf of the child/youth delegate and their parent/guardian cannot be reached. These forms are precautions, but without them children/youth may have difficulty travelling and doctors may not be able to proceed with some treatments without consent. These forms also make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

It is imperative when completing a health and behavioural form that information provided is complete and accurate. In addition to providing specifically requested information, the form also includes an area to provide any additional information concerning a person's health or support needs. Diligently completing this additional section, as and when applicable, provides valuable information to programme staff on when accommodations may be required with respect to a person's participation in certain aspects of the programme.

A doctor's note must be provided in instances where a person has indicated on the health and behavioural form that the person concerned has a medical condition that requires medical supervision and / or conditions that are dependent upon medication to maintain stability.

The health and behavioural and legal forms must be reviewed at least three (3) weeks prior to departure of participants (i.e. staff and child delegates) for the programme by:

- the Sending Chapter Risk Manager. The Sending Chapter Risk Manager should review all health and behavioural and legal forms of youth delegates and international staff being sent by their Chapter to identify potential missing information, and to identify areas that should be probed further in order to gain a better understanding of any medical / mental health / behavioural concerns. In doing so, the Sending Risk Manager should ask the parent(s) or guardian(s) of youth delegates to complete the 'All About My Child – Parent Questionnaire' included as Appendix 1 in the CISV Mental Health Guide and discuss. The results of these discussions may require additional information to be recorded on the health and behavioural form. Additionally, the Sending Chapter Risk Manager should identify any concerns that may trigger the necessity for an Individual Risk Assessment to be conducted with respect to a person's participation in any of the programme activities. The conducting of an Individual Risk Assessment should be done in collaboration with the Hosting Chapter Risk Manager as they would be aware of the site conditions and other programme arrangements and what would be possible in terms of risk mitigation.

- the Hosting Chapter Risk Manager. The Hosting Chapter Risk Manager is the primary reviewer of health and behavioural forms and legal forms for staff positions, the purpose being to identify potential missing information and to identify areas that should be probed further in order to gain a better understanding of any medical / mental health concerns. The Hosting Chapter Risk Manager should also independently review all health and behavioural forms for all youth delegates attending a programme their Chapter is hosting to identify any concerns not already identified that may trigger the necessity for an Individual Risk Assessment to be conducted with respect to a person's participation in any of the programme activities

- By a designated programme staff member so that they

    o Can flag the absence of any forms on the myCISV system for any given participant and follow up to ensure they are completed

    o May properly plan for the collection and storage of medications brought to the programme . Programme staff must also be aware 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.

    o Collect information on dietary requirements / restrictions and food allergies and make sure necessary precautions at the camp site are taken.

A printed copy of the completed and signed health and behavioural and legal forms should always be carried by traveling participants (note: these should be carried by Leader for child delegates under their care). In the case of child delegates, provision of the printed legal form may be required when passing across country border. Printed copies of these forms would be necessary should a medical emergency occur during transit to and from the programme, and, in the case of a homestay, the copy of the health and behavioural and legal forms should be provided to the Host Family (and then collected back at the end of the homestay). Additionally, printed copies of health and behavioural and legal forms should accompany participants (and held by a Leader in the case of child delegates under their care) during excursions away from the camp site. While at the camp site, all printed copies of health and behavioural and legal forms should be stored safely and confidentially in the staff office. At the end of the programme upon arriving home, a Leader who has printed copies of health and behavioural and legal forms for child delegates under their care should either return them to parent(s)/guardian(s) or destroy them.

WHAT IF SOMEONE ARRIVES WITHOUT A COMPLETED HEALTH AND BEHAVIOURAL AND / OR LEGAL FORM?

If a staff or youth delegate arrives without a properly completed health and behavioural and / or a completed legal form in the myCISV system, both the Sending Chapter Risk Manager and the Hosting Chapter Risk Manager must be alerted immediately as this would represent a complete breakdown in the system as all of the checks described above have failed.

In the case of an adult, they can complete their own health and behavioural and legal forms electronically in the myCISV system. In the case of a child, the parent(s)/guardian(s) must be contacted to fill in the missing forms. The Sending Chapter Risk Manager, the Hosting Chapter Risk Manager, the Leader (where applicable) and the designated Programme Staff person must then complete their checks as described above.

In the case of a youth delegate, if it is not possible to get a health and behavioural form completed by the parent(s) / guardian(s) immediately, 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 parent(s) / guardian(s) of the youth delegate must pay for the visit to the local doctor.

SUMMARY OF HEALTH AND BEHAVIOURAL AND LEGAL FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?
Health and Behavioural Form	All child/youth delegates and JCs, All staff and leaders	All programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)
Child Travelling With Leader Legal Form	All child delegates travelling with an adult leader	Village, Step Up and Youth Meetings
Child Travelling Alone Legal Form	All youth delegates aged 16-17, travelling without an adult leader	Village JCs, Seminar Camp participants
Adult Legal Form	All adult leaders and staff members	All programmes for staff/leaders

TRAVEL INSURANCE

All participants in CISV international programmes are automatically covered by the **CISV Travel Insurance**. This is a travel and personal accident policy that covers travel issues such as cancelled flights, lost luggage, medical, and personal accidents. Information on this travel insurance can be found on the CISV website.

Each calendar year, the International Office issue notices or certificates of insurance to all NAs. Every participant should carry a copy in case they need it while travelling or during the programme. The notice will provide basic information and contact details for the claims handler in case something happens, and an insurance claim needs to be started. This information will be necessary to show to external parties such as doctors or hospitals.

OVERVIEW OF THE PROGRAMME SCHEDULE AND EVENTS

PLANNING ACTIVITIES

When planning activities (including excursions), staff, 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, and appropriate mitigation implemented to reduce or eliminate risks.

Guidelines for appropriate activities are set out in the Education and Evaluation section of this Guide.

Any activities planned that present a unique or higher risk to the safety and wellbeing of participants must undergo a structured risk assessment in conjunction with the Chapter Risk Manager.

For excursions and activities away from the site, the local Chapter Risk Manager should be part of the planning process. Again, should the excursion or activities present a unique or higher risk to the safety and wellbeing of participants, a structured risk assessment must be undertaken in conjunction with the Chapter Risk Manager.

Seminar Camp Activities

The number and type of activities vary based on the desires and needs of the group. Participants are likely to come up with several ideas for further activities (singing, organized entertainment, parties, film, to name a few).

The primary purpose of the LMO activity is for the participants to discover, learn about and understand the work of another organization involved in similar or related work to CISV. It should stimulate the interest of working for the same or a similar organization in order to apply the acquired attitudes, skills and knowledge and become an active global citizen.

Sharing the responsibilities and tasks of the camp is key for a successful camp. Participants should feel part of the decision-making process, as well as of the actual tasks. Conflicts in this area should not be ignored and should be addressed as soon as possible.

Camp and Activity Development throughout a Seminar Camp

Participants and staff all bring their own characteristics (e.g. cultural backgrounds, age, CISV experienced/non-CISV experienced, outgoing/shy, active/lazy) to camp, which the group should keep in mind because of their influences on different aspects of camp including planning, organizing, running and evaluating activities.

Camp Changing During Time

During the first days of camp the participants will gain 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 should begin 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. Together they decide upon the content (schedule, activities, daily tasks) of what's going to happen. There is no fixed structure how the running of the programme and practicals should be handled.

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, sharing/not sharing the workload, too much/little free time.

The participants learn that they can 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. The staff play a facilitating role supporting the participants with both resources/ideas and sharing the leadership role.

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.

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 stages of group development.

Activities range from but are not limited to team building games, cooperative games, 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 (e.g. environment, education, human rights, global issues) such as simulation activities, LMO activity, and/or 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. Below is a sample of a daily schedule.

Daily Schedule of a Seminar Camp

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."

There is no pre-determined way, when, and how the participants must set the schedule. There is also no 'best' way to allocate time and/or organize tasks and 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 plays an important role not to be neglected or ignored in the schedule. Open meetings should be planned, just like any other activity! There is no pre-determined way for open meetings to be run. Issues will certainly appear during the evolution of the Seminar Camp, so open meetings 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.

Seminar Camp Calendar

				DAY 1	DAY 2	DAY 3
		Staff pre-programme day (Recommended)	Staff pre-programme day (Recommended)	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**			
		Final evaluation	Participants departure			

ACTIVITIES WITHIN THE GROUP

Open Meetings

There will be a moment in camp when the staff and 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. Some points to consider when planning an event are:

- Meeting start times
- Frequency of meetings
- Length of meeting
- Best environment for a meeting
- Meeting structure
- Activities that happen without meetings decisions
- Decision-making process
- Role of the planning groups
- Alternatives to the meeting planning systems
- Role of the staff members during the meetings

Meetings without planning easily become boring and tiring events. This leads to aversion to meetings by participants, which, in turn, leads to participants desiring fast decisions rather than good decisions.

There is no reason why creativity shouldn't be present in this type of activity, as long as the aim is reached, and topics are discussed seriously and within a comfortable atmosphere. During open meetings participants

should be encouraged to express openly anything they may be uncomfortable with, not just issues regarding activities.

Seminars

Learning in groups creates a great impact on participants. 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 personal topics or topics affecting a larger number of people and not just the camp.

Simulation Activities

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 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.

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.

When planning a simulation activity, it important to always have a clear purpose with the activity and to plan it with care. A group planning a simulation should ask the question – how will this simulation move the camp forward? 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.

A document on appropriate activities to complement the Program Guides will be shared soon.

The simulation activities are not recommended to be done in the first days of the camp, at least one Staff must be previously informed of the dynamics of the activity and have the right to veto in case possible risks are identified for coexistence and the camp in general.

Sports

The number of sport-related activities is up to the participants. Sports on a formal basis are a minor part of the programme. Participants may have varying levels of physical fitness, and this should be taken into consideration when planning sport-related activities. Sports should be a time for recreation and relaxation rather than a competition among the participants.

Miscellaneous Activities

Finding a balance between free time, activities and tasks should be discussed amongst the group in order to try to achieve a reasonable compromise

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 must be

considered carefully. If bookings or appointments must 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. As stipulated above, should an excursion present a unique or higher risk to safety and wellbeing of participants, a structured risk assessment must be undertaken in conjunction with the Chapter Risk Manager. Ensure that proper supervision is provided during the excursion and that staff or leaders carry legal and health and behavioural 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.

If your programme is planning to work with a Like-Minded Organization (LMO) in your local community, bear in mind that the "Create" phase can be intended as a theme-related excursion and that the "guest speaker" can be a member of the LMO you are going to work with.

OPEN DAY

The Open Day is the only day when visitors are invited to the programme, and it is a good opportunity for a Chapter to promote CISV locally. Before the programme starts, the local Chapter should make their expectations of the Open Day clear to the programme staff and should be included in planning the Open Day programme. Members of the Chapter should advertise and send out invitations for the Open Day. Security concerns vary from NA to NA. For this reason, consider very carefully how and to whom general invitations and the location of the site are communicated. If you are in doubt-about how and to whom you should communicate about the Open Day, contact your Chapter or National Risk Manager for advice. Given that Open Day introduces additional safeguarding risks, the Chapter Risk Manager should be engaged to undertake a structured risk assessment.

When sending public e-mails or publishing information on a website or blog before a programme, this must not include any list of participating countries, site address, location, or information identifying the site location. (For example, a picture with landmarks, street signs, or other recognizable features revealing the location must not be shown). Refer to the **CISV Social Media and Digital Safety Policy** which outlines specific requirements governing this type of communications.

Seminar participants organize the Open Day with help from the Staff.

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 Positive Behaviour Policy** should be discussed, understood and agreed to by all adults and participants. They should know and feel comfortable with what is expected of them, what they can expect and the consequences of misconduct.

RISK MANAGEMENT

Using the Risk Management Checklist – All Camp Programmes that was previously used to document findings of the First Review, the Final Review must be conducted by the Chapter Risk Manager and the Programme Director no later than the 3rd day of the programme. Once the form has been completed, it must be signed by the Chapter Risk Manager and sent directly to their National Risk Manager. The National Risk Manager must then review and sign the form and forward a copy to safety@cisv.org. The National Risk Manager must also follow up on any concerns and report such concerns to their NA Board.

If swimming will be part of the programme, there should be at least one trained and certified lifeguard on duty for any such activity. If the facility has its own pool, it should be properly secured to prevent access except as part of a planned and supervised activity. If there is a nearby river, lake or other body of water that participants can easily access, there should be appropriate plans to address potential risks. Note that any water activity must be risk assessed and control measures implemented; the support of the Chapter or National Risk Manager will be required to undertake this assessment.

For the role of the Risk Manager and all other risk-related considerations, please see InfoFile section N and InfoFile .

GENERAL CARE AT THE PROGRAMME

SETTING EXPECTATIONS

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

GENERAL HEALTH

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

At least two staff members 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

Staff and programme coordinators must be familiar with the **CISV International Mental Health Guide**.

GENERAL CLEANING AND HYGIENE

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

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

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

Bathrooms, toilets, kitchen and dining area must be cleaned daily, and dining tables must be wiped after each meal.

Animals must not be allowed in the kitchen, dining area, bedrooms, or at all if any participant is allergic.

LAUNDRY

Laundry should be done weekly. If there are no laundry facilities on site, it is the responsibility of the host Chapter to provide facilities/host families to do laundry. Usually, bed linen is washed once. It is very important that the laundry items are labelled with the person's name and NA.

CONTACT INFORMATION FOR EXCURSIONS

Before a group leaves the site for an excursion, every adult and participant should be given the site 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.

A specific shopping day is not required. If the staff decide to organize one, or the participants ask for one during Camp Meeting (it can be half a day or part of an excursion), it could be turned into an educational experience by planning a discussion/debriefing around topics such as consumerism, peer pressure, sustainable development, etc.

NUTRITION

Programme hosts must provide a nutritious and healthy diet and make every effort to make it a varied diet. Further, programme hosts must fully respect the medical and generally accepted dietary restrictions of all cultures and individuals present. And importantly, all food allergies and dietary restrictions as detailed in health and behavioural forms must be considered and catered for. Three meals and appropriate snacks must be provided and covered by the hosting budget. If meals are prepared by CISV volunteers, staff or participants they must have been adequately trained or oriented in food safety procedures.

NOTE ON TRANSPORT

At least one road worthy car (government certified where applicable) 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 for each adult (age 21+) at any given time.

Note Regarding Adult - Child Time

For the protection of child and adult participants, staff/leaders should not spend time alone with any one child or group of children with few exceptions, and only then with additional control measures in place. **The CISV Safeguarding Policy, Procedure 2: Safe Boundaries, Contact and Communication** provides clear and well-defined limits and guidelines for adult-child interactions which need to be complied with at all times.

ALCOHOL AND SMOKING

Note: Consultation on an updated policy regarding alcohol at CISV children focused programmes and events is currently being conducted. Once complete, and policy decisions have been taken, this section will be updated accordingly.

COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP

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

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

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

WHAT IF A PROBLEM ARISES?

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

For situations when someone must leave a programme prematurely, see InfoFile **R-15 Procedure for Someone Leaving or Being Removed from a CISV Programme or Event** 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 two staff members 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 Procedure for Someone Leaving or Being Removed from a CISV Programme or Event** for the detailed steps to follow when a participant must leave the programme.

GENERAL BEHAVIOUR / PROGRAMME RELATED SITUATION

Most 'behaviour' or programme -related problems can be dealt with at the programme/Chapter level where people can see what the situation is and can consult with each other. Sometimes, however, the behaviour is serious enough that removing the person from the programme must be considered.

Please see InfoFile **R-15 Procedure for Someone Leaving or Being Removed from a CISV Programme or Event** for detailed steps to follow when a participant must leave a programme.

WHAT IF THE SITUATION IS A CRISIS AND PUBLIC?

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

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

Note: A plan for responding to and managing major incidents is currently under development by IO as part of their short-term strategy.   References to this plan and how it is to be implemented will be incorporated into this programme guide when work in this regard is complete.

REPORTING INCIDENTS OR ISSUES

When an incident or issue occurs at a CISV programme the Programme Director, should be in contact with the Chapter/National Risk Manager to discuss the situation. The Programme Director (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/ leader who identifies or acts on a particular matter. **Any participant or person with programme responsibility should report an issue or incident if they feel it is appropriate to do so.** For examples of incidents and issues that should be reported, see **Incident Report Form** later in this section of the Guide. Follow the instructions on the form regarding transmission. This information is sensitive and should only be shared with those listed on the form.

LAST DAYS AT THE PROGRAMME

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

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

FOLLOW-UP AFTER THE PROGRAMME

SITE

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

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

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

STAFF AND CHAPTER MEETING

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

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

PRACTICAL EVALUATION AND REPORTING ABOUT THE PROGRAMME

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

CISV International official reports and forms are due no later than two weeks after the end of the programme. These include **Programme Director's Planning and Evaluation Form (PDPEF)** (PDPEF)and any **Incident Report Forms**. It is advised that these are completed and submitted immediately after the end of the programme. It is advised that these are completed and submitted immediately after the end of the programme.

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

PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM (PDPEF)

Every programme must complete and submit the on-line **Programme Director's Planning and Evaluation Form (PDPEF)**. Though staff can complete and submit the form as well, it is the responsibility of the Programme Director. The form should be completed and submitted no later than two weeks after the end of the programme.

How to Access and Complete the PDPEF

The PDPEF is available at **forms.cisv.org**.

For Programme Directors and staff members to be able to access the PDPEF for their specific programme, they must first register on **myCISV and then be assigned by their NA/Chapter to their relevant programme.**

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). For general, technical and support information, and PDPEF FAQs, please visit. **Evaluation**.

PDPEF Structure

The PDPEF consists of nine sections: 1. Overview, 2. Arrival Information, 3. Address List, 4. Education and Research, 5. Educational Evaluation, 6. Feedback, 7. Practical Arrangements, 8. Media and Community Activities, 9. Departures

When to Fill in Each Section

The nine sections in the PDPEF are grouped into three phases. The overview below gives suggestions for when each section should be completed. The sections on 4. Education and Research, and 5. Educational Evaluation are also addressed in the Education section of this Guide.

Start of Programme / Phase

SECTION 1: Overview

SECTION 2: Arrival Information

This section requests administrative information about the programme, its staff and participants. It records all the necessary information for the programme that includes Risk Management Checklist, Health and Behavioural Forms, Legal forms, Attendance and arrival information.

SECTION 3: Address List

The Address List section requests personal information about all staff and participants in the programme. This section must include the address and date of birth of everyone in the programme

SECTION 4: Education and Research

To assist with planning, this section should be discussed and recorded in the PDPEF before the programme begins.

Throughout Programme / Phase

SECTION 5: Educational Evaluation

This section is to be used during all phases of the programme as a tool to help staff and delegates to plan and evaluate the educational content for your programme.

Throughout the programme, the Programme Director, staff and participants can use the Delegate Evaluation, the Group Evaluation Form, and/or the Individual Evaluation Forms to evaluate the progress of the programme goals and indicators. The Individual Evaluation Form is an optional form which can be used throughout the programme by leaders, or participants to keep track of their learning outcomes. They can then be used as a reference to complete the Delegate Evaluation.

End of Programme / Phase

SECTION 6: Feedback

After the programme is complete, please provide feedback about everyone with programme responsibilities. This information will be shared with their home NA to support future selection and training needs.

SECTION 7: Practical Arrangements

This section can be monitored informally throughout the programme. It should include information from staff and participant feedback about the site, food, facilities, and arrangements for transportation, etc.

SECTION 8: Media and Community Activities

This section is to record valuable contributions to communities and the organizations with whom your partner. After the programme, please provide a brief summary of the community project and the contact information for the partner organization or like-minded organizations which was involved.

SECTION 9: Departures

This section completes the administrative information about attendance (departure information). Any other comments about the programme and its evaluation can be included here.

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. It is crucial to understand that the IRF is not a punishment itself but a method of documenting occurrences that deviate from CISV's principles, rules, guidelines, and policies. This approach ensures incidents are handled constructively, focusing on understanding and rectifying the situation in line with our values.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of the **CISV Positive Behaviour Policy (R-07)**.

Timelines for submitting an IRF are detailed in the **CISV Safeguarding Policy, Procedure 5: Safeguarding Incidents, Section 4.2**. The IRF is to be submitted electronically as instructed on the IRF form.

Please refer to the **Incident Report Forms FAQs**.

INFORMATION YOUR NA WILL RECEIVE

ISSUES

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

SEMINAR CAMP / SENDING

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
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 PROGRAMME HOSTING PLAN

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

CISV plans five years in advance and states the minimum target number of programmes, globally and regionally. The plan is reviewed and approved annually and can be found at **Global Programme Hosting Plan**. The plan is based on input from NAs, Regional Member Support Coordinators, Education and Research Committee, and the IO. The Member Support Coordinators play a key role in ensuring that regions plan effectively and deliver the programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view five years ahead.

An NA should plan its hosting in consultation with the Regional Member Support Coordinators. Each NA's hosting plan is included in the Global Programme 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 the Host and Participant Data Sheets (there is one per programme) on myCISV.

INVITATIONS TO PARTICIPATE

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

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.

I In October, programme invitations are issued by the IO to NAs on myCISV, inviting them to send participants to particular programmes. This is called "Round One". NAs then distribute these invitations among their Chapters. NAs inform the IO by the published deadline whether they are accepting or refusing the invitations. They do this by indicating their acceptance/refusal in the Programme Invitation Offer form and sending it to the IO.

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.

For the dates that rounds are issued and when NAs need to respond by, see the **Programme Deadlines Calendar**.

Changes to invitations

Once an invitation has been accepted, an NA may change its mind up until certain deadlines. After that, any changes or cancellations will incur financial penalties. See InfoFile **C-11 Programme Cancellation and Penalty Fees** and the **Programme Deadlines Calendar** for more details.

FINANCES

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

INTERNATIONAL FEES

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

For current fee information, see InfoFile **C-10 CISV International Fee Structure**.

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

INVOICING AND PAYMENT OF INTERNATIONAL FEES

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

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

PENALTIES FOR CANCELLATIONS / CHANGES

Penalties are for such things as late programme invitation cancellations, late date changes and programme cancellation by the host NA. For full information see InfoFile **C-11 Programme Cancellation and Penalty Fees**.

SELECTION OF PARTICIPANTS

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

Participants must be chosen without reference to race, religion or economic status. They must be of the age designated by the programme they will be attending (see InfoFile **C-03 Programme Basic Rules** and programme-specific sections of this Guide). Those responsible for selection should be familiar with the **CISV Safeguarding Policy.**

Participants should be selected early enough to allow them to be adequately prepared. Note: cut-off dates for selecting participants are currently under review, and this section will be updated accordingly ASAP.

Seminar participants must be trained and must show the necessary skills to be able to attend a Seminar Camp to ensure the health and integrity of attendees. Each NA will have different processes for selecting its participants, but it is recommended that they impose minimum requirements to be able to apply for a spot.

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

REPEAT PARTICIPATION
See InfoFile . Participants can only attend one Seminar Camp.

AGE REQUIREMENTS

The following rules must be observed and can be found in InfoFile **C-03 Programme Basic Rules**. Participants must be the age specified by the programme and the invitation.

WHEN TO APPOINT DELEGATES

The delegate should be selected by January. The delegates attending Seminar Camp need more preparation time and therefore should be selected earlier than other programmes. The reasons for this are:

- Teenagers have many commitments, which make it difficult for the group to meet on a regular basis
- Additional time is needed to discuss and prepare for the theme of the camp and the cultural activity
- Delegates need time to discuss social issues that affect their country; issues are often part of camp discussions

The following Qualifications are to be Used as Standards:

- Be able to express themselves and exchange ideas and information about their country
- Be able and willing to communicate in English
- Be able to think for themselves
- Be willing to listen to and respect ideas of others
- Take initiative, be resourceful and have an open mind
- Be willing to accept responsibilities
- Be respectful of authority
- Demonstrate a willingness to adhere to time commitments before and after the camp
- Be able to interact with their peer group
- Be willing to plan, lead and participate in activities
- Be flexible

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 should send out at least two Pre-Camps as outlined below.

Pre-Camps will be completed in the programme area on **myCISV** so that participants who have been added into the programme by their myCISV Coordinator can access them directly.

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. 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 and to assess the local situation and determine whether or not hosting or continuing a programme is appropriate.

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.

Whether or not a programme goes ahead, it is the decision of guardians/participants whether to travel to or stay in these programmes.

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

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

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

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

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

- **www.fco.gov.uk/travel** (United Kingdom)
- **http://travel.state.gov** (United States)
- **www.auswaertiges-amt.de** (Germany)
- **https://travel.gc.ca/travelling/advisories** (Canada)
- **www.dfat.gov.au** (Australia)

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

Registering with Embassies

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

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, families and participants.

PARTICIPANT PREPARATION

Ensuring that Everyone has Realistic Expectations

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

All staff and participants must receive appropriate orientation and leadership training.

It is strongly recommended that Chapters/National Associations prepare participants before they attend the Seminar Camp. Depending on how many Seminar Camp participants the NA/Chapter sends in one year, the participant preparation may be relatively small or a full-sized workshop.

The preparation of participants is dependent on availability and resources of the Chapter and its members but ideally it should be a team that includes at least one former Seminar Camp participant and former staff so as to provide the future participant with complementary perspectives.

Aims and Topics

The aims of participant preparation are to learn about the programme goals, to set expectations, to address any false myths or beliefs, to provide the required forms, and to answer any questions participants may have.

The following topics should be covered during the preparation:
- Goals and purpose of the Seminar Camp programme
- Programme rules and policies
- Role and responsibilities of participants and staff
- Confronting and resolving conflict
- Difference between Seminar Camp and other CISV programmes
- Effect of previous CISV experience and its possible impact on the programme
- Cultural awareness and sensitivity
- Communication with staff and other participants before the programme
- Preparations before the programme
- How to contribute to the Seminar Camp
- Any impact of participants with limited English language skills
- Concept and general structure of an educational activity and planning models
- Daily practical tasks
- Health/legal forms and any specific travel requirements to consider
- Insurance
- LMO activity

PREPARATION PROCESS

Participant preparation is a process that can last a full year, starting with promoting invitations, to organizing the preparation sessions and managing communication between the participants and CISV.

Throughout the preparation, the participants should be encouraged to think about activity planning, daily tasks, problem-solving, personal introspection, cooperation, sense of responsibility and decision-making. Participants should further be encouraged to look into topics that interest them prior to the programme in order to come 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 will be English.

Responsible Persons

The National/Local Seminar Camp Coordinator (or Committee) is responsible for the participant preparation process, and functions as the liaison between the participants and CISV. Participants must not contact the International Office directly. Any questions concerning forms or the status of acceptance/waiting lists need to go through the National/Local Seminar Camp Coordinator.

Staff

The participation preparation staff should consist of a minimum of two persons and have a ratio of 6:1 participant to staff. Even if there are less than six participants it is useful to have two staff. It is strongly recommended that at least one of the staff has participated in a Seminar Camp staff training, a TTT or a Seminar Camp. It is good to involve past Seminar Camp participants in the training of the new participants.

Target Audience

Only youth who are potential participants or who have already been selected in the current year should attend in order to manage a motivated group.

Organization

When organizing a participation preparation workshop, the staff should find a suitable location as soon as possible. They should communicate the location and dates of the preparation workshop to the various Chapters of their NA so that all the potential participants receive this information in a timely manner.

Finally, it is important that the staff meet one or two days prior to the workshop to prepare and plan.

The participants who will attend the Introduction to Seminar Camp session are youth who are interested in the Seminar Camp programme. At the end of the preparation it should be clear to the youth whether they want to apply to the programme or not. If the youth are assigned to positions it is important to encourage those who were not assigned in the first round, as it is often possible to find positions at a later period in time.

The Follow-Up sessions are for the youth who participated in a Seminar Camp during the year.

Before the Process

The coordination before consists of sending the invitations for the participants to the Chapters.

During the Process

The preparation staff has to make sure that all tasks are clearly divided. The logistics of how to get participants to the site (and back) has to be arranged. The staff should not be busy with practical matters during the preparation days. If needed, an extra staff should be assigned to manage food, etc.

After the Process

Unless the National Seminar Camp Coordinator is one of the preparation staff, the staff need to pass any relevant participants' information to the National Seminar Camp Coordinator.

HOW TO ORGANIZE A PREPARATION WORKSHOP

Budget

The bulk of the expense goes to the rent of a suitable place to host all the participants for the preparation workshop and the travel expenses of the staff. The food expense can be reduced by having a local 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 and crafts supplies is available.

Location

To promote concentration, the preparation workshop site should be isolated 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 trainings or events is recommended.

During the preparation workshop participants should not be asked to cook for themselves. The sleeping facilities should allow separate gender inclusive areas for participants and staff. The place should have an indoor area big enough for hosting the whole group of participants plus smaller rooms for breakout sessions. A space for outdoor activities (if the weather allows it) is a good option.

Content Organization

Depending on the number of expected participants, the-preparation can be organized in one or more sessions (days/weekends). For two to four participants, it is likely to take place in one single day, whereas for 25-30 participants a whole weekend 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:

Introduction to Seminar Camp
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

Going Deeper Session
Key topics in this session include but are not limited to:
* Activities, including the LMO activity
* How to discuss/communicate
* Non-violent conflict resolution
* Rules/policies
* Day-to-day tasks

Debriefing Session
* A follow up session consists of gathering the participants after they come back from their camps and creating a comfortable environment where it is possible for them to share their experiences. This is also an opportunity for an evaluation of the effectiveness of the participant preparation

PRE-REGISTRATION ON MYCISV

 See more information at [myCISV Questions & Answers](#).

PERSONAL ELECTRONIC EQUIPMENT AT PROGRAMMES

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

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

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

SENDING PARTICIPANT INFORMATION TO THE STAFF

PARTICIPANT NAMES

All programme participants must register on myCISV. That way, staff will have an easy way to collect names and communicate with participants.

PARTICIPANT SPECIAL NEEDS

General and Dietary

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

Provide other information for the participants and delegations that may be important before the programme through the **Individual Participant Information Form**. Complete the forms in the relevant programme area on myCISV.

Staff and programme coordinators must be familiar with the **CISV International Mental Health Guide.**

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 and the host Chapter Risk Manager 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 have a current criminal record check. They must also participate actively in the programme.

PARTICIPANT TRAVEL DETAILS

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

HEALTH AND BEHAVIOURAL AND LEGAL FORMS

COMPLETION AND REVIEW OF FORMS

It is essential that every participant (i.e. staff and child delegates) have a health and behavioural form completed no more than three months before the beginning of the programme, and no less than three (3) weeks prior to departure. This form is to be completed electronically in the myCISV system.

It is also essential that every participant (i.e. staff and child delegates) have the appropriate CISV Legal Form fully completed no less than three (3) weeks prior to departure. This form is also to be completed in the myCISV system. There are three types of official CISV Legal Forms; Child Travelling with Leader Legal Form, Child Travelling Alone Legal Form and Adult Legal Form. For child delegates, these forms are signed by their parents and give consent for the child delegate to travel with a named leader or alone. For all child delegates, these legal 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 may have difficulty travelling and doctors may not be able to proceed with some treatments without consent. These forms also make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

It is imperative when completing a health and behavioural form that information provided is complete and accurate. In addition to providing specifically requested information, the form also includes an area to provide any additional information concerning a participant's health or support needs. Diligently completing this additional section, as and when applicable, provides valuable information to programme staff on when accommodations may be required with respect to a person's participation in certain aspects of the programme.

A doctor's note must be provided in instances where a person has indicated on the health and behavioural form that the person concerned has a medical condition that requires medical supervision and / or conditions that are dependent upon medication to maintain stability.

The health and behavioural and legal forms must be reviewed at least three (3) weeks prior to departure of staff and youth delegates for the programme by:

- the Sending Chapter Risk Manager. The Sending Chapter Risk Manager should review all health and behavioural and legal forms of youth delegates and international staff being sent by their Chapter to identify potential missing information, and to identify areas that should be probed further in order to gain a better understanding of any medical / mental health / behavioural concerns. In doing so, the Sending Risk Manager should ask the parent(s) or guardian(s) of youth delegates to complete the 'All About My Child – Parent Questionnaire' included as Appendix 1 in the CISV Mental Health Guide, and discuss. The results of these discussions may require additional information to be recorded on the health and behavioural form. Additionally, the Sending Chapter Risk Manager should identify any concerns that may trigger the necessity for an Individual Risk Assessment to be conducted with respect to a person's participation in any of the programme activities. The conducting of an Individual Risk Assessment should be done in collaboration with the Hosting Chapter Risk Manager as they would be aware of the site conditions and other programme arrangements and what would be possible in terms of risk mitigation.the Hosting Chapter Risk Manager. The Hosting Chapter Risk Manager is the primary reviewer of health and behavioural forms and legal forms for staff positions, the purpose being to identify potential missing information and to identify areas that should be

probed further in order to gain a better understanding of any medical / mental health concerns. The Hosting Chapter Risk Manager should independently review all health and behavioural forms for youth delegates attending a programme their Chapter is hosting to identify any concerns not already identified that may trigger the necessity for an Individual Risk Assessment to be conducted with respect to a person's participation in any of the programme activities.

- By a designated programme staff member so that they
    o Can flag the absence of any forms on the myCISV system for any given participant and follow up to ensure they are completed
    o May properly plan for the collection and storage of medications brought to the programme . Programme staff must also be aware 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.
    o Collect information on dietary requirements / restrictions and food allergies and provide this information to kitchen staff.

A printed copy of the completed and signed health and behavioural and legal forms should always be carried by traveling participants. In the case of youth delegates, provision of the printed legal form may be required when passing across country border. Printed copies of these forms would be necessary should a medical emergency occur during transit to and from the programme, and, in the case of a homestay, the copy of the health and behavioural and legal forms of youth delegates should be provided to the Host Family (and then collected back at the end of the homestay). Additionally, printed copies of health and behavioural and legal forms should be carried by a staff member for youth delegates under their care during excursions away from the camp site. While at the camp site, all printed copies of health and behavioural and legal forms should be stored safely and confidentially in the staff office.

What if Someone Arrives Without a Completed Health and Behavioural and / or Legal Form?

If a staff or youth delegate arrive without a properly completed health and behavioural and / or a completed legal form in the myCISV system, both the Sending Chapter Risk Manager and the Hosting Chapter Risk Manager must be alerted immediately as this would represent a complete breakdown in the system as all the checks described above have failed.

In the case of an adult, they can complete their own health and behavioural and legal forms electronically in the myCISV system. In the case of a child, the parent(s)/guardian(s) must be contacted to fill in the missing forms. The Sending Chapter Risk Manager, the Hosting Chapter Risk Manager and the designated Programme Staff person must then complete their checks as described above.

In the case of a youth delegate, if it is not possible to get a health and behavioural form completed by the parent(s) / guardian(s) immediately, the youth delegate 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 parent(s) / guardian(s) of the youth delegate must pay for the visit to the local doctor.

SUMMARY OF HEALTH AND BEHAVIOURAL AND LEGAL FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?
Health Form	All child/youth delegates and JCs, All staff and leaders	All programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)
Child Travelling With Leader Legal Form	All child delegates travelling with an adult leader	Village, Step Up and Youth Meetings
Child Travelling Alone Legal Form	All youth delegates aged 16-17, travelling without an adult leader	Village JCs, Seminar Camp participants
Adult Legal Form	All adult leaders and staff members	All programmes for staff/leaders

TRAVEL CONSIDERATIONS

SUPERVISION – TRAVELLING ALONE OR WITH A LEADER

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

An individual child participant (not part of a delegation) may only travel alone with consent from their guardian.

Consent from their guardian is required for any child participant under the age of 18.

PRE AND POST-PROGRAMME TRAVEL

Generally, this is discouraged in CISV as it can detract from the educational impact of the programme. Delegates are asked to arrive and depart on the appointed programme dates. Where reasonable travel arrangements make it impossible to observe these dates, host Chapters may be asked to provide free hospitality for early arriving/late departing staff and participants for up to a maximum of two nights. Note that the recruitment of Host Families must be done in accordance with the **CISV Safeguarding Policy, Procedure 2: Safer Recruitment**. This is described further in the section above titled Recruiting Staff and Other Volunteers for Running the Programme. The host Chapter is requested to assist anyone in finding hotel accommodation where home hospitality is not possible. Staff and participants arriving earlier or departing later will be responsible for their own accommodation expenses.

Where participants arrange to travel after the programme under the care of a CISV leader, it is important that everyone involved understands that this trip is outside the scope of the CISV programme and that CISV does not bear responsibility for arrangements or occurrences related to that trip.

The CISV Travel Insurance Policy covers up to 10 extra days of leisure travel (when in line with CISV International Programme Basic Rules). For any additional travel, it is the responsibility of parents to purchase any additional travel/medical insurance needed.

VISA REQUIREMENTS

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

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

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

CONTACT DETAILS OF THE PROGRAMME

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

- Phone/fax/e-mail addresses of programme
- Contact details for host Chapter and NA
- Contact details for their country's embassy/consulates in the host country

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

REGISTERING WITH EMBASSIES

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

TIPS FOR TRAVELLING

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

Purchase of Tickets
- To the extent possible, choose a reputable, safe airline and a direct route of travel
- Consider air tickets that allow for changes or cancellation without incurring charges right up to the time of departure. In situations of uncertainty, consider refundable tickets.
- In the case of transit flights, choose flights that allow ample time for transfers
- Do not make travel arrangements until the Pre-Camp 1 deadline and Pre-Camp 1 has been shared

TRAVEL INSURANCE

CISV has in place a **Travel Insurance** policy covering CISV International programmes. This is a travel and personal accident policy that covers travel issues such as cancelled flights, lost luggage, medical, and personal accidents. Information on this travel insurance (who it covers, what is covered, limits of liability, claim procedures, etc.) can be found on the CISV website.

Each calendar year, the International Office issue notices or certificates of insurance to all NAs. Every covered person should carry a copy in case they need it while travelling or during the programme. The notice will provide basic information and contact details for the claims handler in case something happens, and an insurance claim needs to be started. This information will be necessary to show to external parties such as doctors or hospitals.

- Understand beforehand, how and when to file reports when making an insurance claim
- The leader must carry copies of the notice of travel insurance for their delegation
- Carry Health and Behavioural Forms and Legal Forms in hand luggage

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

- Missing baggage
- Injured or ill children
- A serious incident in the final destination or transit point and airports are closed
- The planned itinerary is changed; the leader/participants travelling on their own must contact both the sending Chapter/parents and the host Chapter to advise them of the situation

Items to Bring on the Journey

Overall:
- The participants travelling on their own must be sure to take emergency money (reserve funds) and credit/debit cards that can be used to cover emergency expenses like medical expenses, hotel charges, etc.
- Consider national and local safety conditions in terms of how much cash to bring versus credit/debit cards and whether large amounts stored on an individual or the campsite pose a risk to personal safety and camp security.
- Take a basic first-aid kit; if a participant is unwell or injured to the extent that medical advice is required, any treatment given must be prescribed and provided by a medical professional competent in the relevant field
- Be prepared to explain ordinary medicines in English; everyone travelling should take a copy of prescriptions for any medications or eyeglasses 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
- Anticipate long waits in the airport
- Anticipate chilly airplane cabins, even in summer
- Consider carrying a change of clothes and toiletries in hand luggage in case hold luggage is delayed

COMMUNICATION DURING THE PROGRAMME

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

COMMUNICATIONS IF A PROBLEM ARISES

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

However, should a serious problem arise and should a participant need to leave the programme early, there are specific procedures to follow. The NA/Chapter of the participant (and guardian in the case of a child) must be consulted as part of the process, which is fully described in InfoFile **R-15 Procedure for Someone Leaving or Being Removed from a CISV Programme or Event**.

COMMUNICATING WITH THE PROGRAMME OR PARTICIPANTS

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

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

FOLLOW-UP AFTER THE PROGRAMME

Participation in a CISV programme can be a powerful experience. It is recommended that sending Chapters organize some form of follow-up activity after participants return from the programme, which will give them the chance to debrief and share. Former participants are a great resource in debriefing sessions for participants who have just returned from a programme.
Leader and Staff Performance
If the programme staff has provided feedback on participants, the sending NA will receive a copy of this feedback. Currently, this is sent by the IO to the National Secretary and National Risk Manager.

ISSUES

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

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

INCIDENT REPORT FORM (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. It's crucial to understand that the IRF is not a punishment itself but a method of documenting occurrences that deviate from CISV's principles, rules, guidelines, and policies. This approach ensures incidents are handled constructively, focusing on understanding and rectifying the situation in line with our values.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of the **CISV Positive Behaviour Policy (R-07)**.

Timelines for submitting an IRF are detailed in the **CISV Safeguarding Policy, Procedure 5: Safeguarding Incidents, Section 4.2**. The IRF is to be submitted electronically as instructed on the IRF form.

Please refer to the **Incident Report Forms FAQs**.

SEMINAR CAMP / EDUCATION & EVALUATION

◆ -- Highly Relevant   ❖ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Family	◆	◆			❖	
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 support social justice and equality of opportunity for all.

We appreciate the similarities between people and value their differences.

We encourage the resolution of conflict through peaceful means.

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

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

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

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

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

When taking part in a Seminar Camp, the participants develop their own activities related to the four areas of CISV educational content and to the programme theme. At the conclusion of the programme, they should have developed greater appreciation of similarities and differences, justice and equality of opportunity, the ability to resolve conflicts by peaceful means and the importance of sustainable development. The programme encourages participants to transfer all this learning to their local communities and environment after the programme ends.

PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP

CISV'S APPROACH TO PEACE EDUCATION

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

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

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

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

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

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

PEACE, PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP

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 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

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.

The Importance of Cultural Activities

Cultural activities allow participants to share an important part of their background and play a key role in the programme. They serve as a training opportunity for participants at home and are one of the biggest contributions each delegation brings to the programme's educational content.

The educational principles and Statement of Purpose are built into the programme by the time the youth participants start planning their own cultural activities. Development of the educational principles continues when the participants make decisions that will affect the development of the camp, such as details of camp schedules and planning the activities around the camp. The cultural activities planned by delegations should raise awareness of global and local issues in conflict and resolution, diversity, human rights and sustainability.

ASK FOR ACTIVE GLOBAL CITIZENS

Active global citizens need a combination of attitudes, skills and knowledge (ASK). In CISV we ensure that these attitudes, skills and knowledge are at the heart of our educational goals and our approach to learning.

ATTITUDES, SKILLS AND KNOWLEDGE (ASK)

All Seminar Camps share the same educational goals, which are used both as a framework for planning the programme with regard to educational content and as the basis for programme evaluation. Each goal is made up by up to four indicators, which are the attitudes, skills and knowledge (ASK) we want participants to develop through the programme.

CISV educational content should be the basis for the Seminar Camp programme. The attitudes, skills, and knowledge approach can be used to help facilitate the growth of Seminar Camp participants. Looking at this model, we can identify some of the behaviours, characteristics, and traits that should be developed:

Attitudes	Skills	Knowledge
- Open mind - Flexibility - Respect, Cultural sensitivity - Initiative - Accept responsibility - Plan, lead and participate - Include all members of the group	- Thinking for themselves - Listening - Communication - Teamwork - Group decision making - Respect the rules they set - Leadership	- CISV and Seminar Camp - Their own culture - Camp theme related to their culture - Topics / activities related to the theme - Cultural awareness - How to plan activities - How to evaluate activities

Using these Attitudes, Skills and Knowledge after the Programme

Participants should gain new attitudes, skills and knowledge throughout the programme. They should go back home willing to apply these acquired ASKs into their daily life, in both CISV activities and in other contexts where they can show that they are becoming active global citizens. After the initial training and the following international experience, they will be better at planning and running activities with specific and well-developed educational content.

SEMINAR CAMP PROGRAMME GOALS AND INDICATORS

To become more aware of ourselves, other people and cultures, and the wider world	Aware of and care for oneself Willing to cooperate with people from different cultures Able to contribute to the positive development of a group Understands the topics and its connection to oneself and others
To be willing to be a responsible and active member of our communities	Aware of one's own responsibilities Willing to contribute to your own community Able to foster build trust and act inclusively towards others Understands responsibility in contributing to a peaceful and inclusive community
To be able to take action for positive social change within our communities	Aware of emotions in oneself and others and their impact Willing to be open and listen to diverse perspectives Able to identify and act to resolve conflict with others and within the community Understands how to act for positive social change
To understand peace, non-violent action, and social justice	Aware of current social issues as they relate to peace education and social justice Willing to lead and contribute to activities, projects and discussions Able to plan and facilitate peace education activities Understand the topics on a local, national, and global level

PEACE EDUCATION IN CISV

The four main content areas of Peace Education in CISV Programmes

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 FOUR CONTENT AREAS

The themes are connected with the four content areas, as the staff members are asked to choose a theme that is relevant to the CISV theme of the year. Participants are encouraged to include these content areas while planning their activities, and to note ways in which they relate to one another.

EDUCATIONAL CONTENT

The focus is on learning through educational activities related to the theme. Some activities are planned and run during training, and this will teach the participants about their role during the programme. Activities are planned by staff for the participants in the first few days, but then the youth start working in groups to plan activities themselves, facilitated by adults. In the early stages there is a need for icebreakers and getting-to-know-you games. Later in the camp, everyone may need some relaxing or fun activities as a break from the more intense educational work. Educational activities will vary in length, nature of action and intensity. Staff and leaders will help the participants balance the various types of activity during their planning group discussions.

RESOURCES USED TO SUPPORT PEACE EDUCATION IN SEMINAR CAMP

- **CISV Passport**
- **Big Education Guide** (Big Ed)

- **PDPEF FAQ**
- **PDPEF Help Notes**
- **Activity Writing Template** - for uploading activities devised in a programme so that they can be shared in **Educational activities**
- **Evaluation**
- **Research**
- **Programme Training**
- **Seminar Camp Training Curriculum**
- **Seminar Camp Programme Resources**

BUILDING PEACE EDUCATION INTO PROGRAMMES

We use 'themes' to provide a unique flavour to each of our programmes. These are developed from our four peace education content areas. Each theme can concentrate on one particular content area or provide a link between two, three or all of them.

Themes are helpful as they connect the educational content directly to the goals of each programme. When you are planning your theme, you may wish to take into account a number of factors, including:

Location

- Age of participants
- Duration of programme
- International/national campaigns

Local Issues

- World events
- Size of group
- Partner organizations
- Resource availability
- Cost
- Group dynamics
- Relevance to participant group
- Complexity of issue

Everyone who has been on a CISV programme remembers the friends they made and the fun they had. They also remember many of the activities they took part in. Most of these activities are connected to at least one of our four content areas of peace education. Activities are chosen to support the theme and to provide opportunities for our participants to learn more about themselves and how they can develop the attitudes, skills and knowledge (ASK) to become active global citizens.

CISV has a database of activities, which you can find in **Educational activities.**

BUILDING PEACE EDUCATION INTO SEMINAR CAMP

THEME

Participants plan activities around a theme. The staff should decide the theme while planning for the programme. The theme chosen by the staff should relate to CISV educational principles and goals, and to the annual rotation of content areas.

Staff members need to be clear in their ideas about the chosen theme and how use of the theme can help participants to achieve the relevant goals. The theme must be used in all cultural activities as well as during Impact Day, Open Day and excursions.

The majority of educational activities should be based on the development of the camp theme. Practice has shown that:

- It gives unity and identity to the camp
- Participants need opportunities to focus on issues which are relevant and of concern to them
- The theme should be one which delegations can start work on at home, before they travel to the camp
- Activities are normally related to this theme
- The theme should allow freedom of discussion and opportunity for development by participants
- The theme should be broad enough to be developed in three weeks, but also sufficiently specific for focus and closure
- If a Chapter/NA is already working on a theme throughout the year, it is useful to relate the camp theme to that one which will facilitate the planning of the Impact Day

Theme Development

The theme will be explored through:

- Activities and discussions developed and led by the youth participants
- Cultural activities prepared by the delegations before the camp
- Local Impact Day experience
- Use of local resources to increase knowledge and provide a shared experience for the whole camp, e.g. a guest speaker
- Theme-related excursions
- Use of any relevant and available inspiring material, e.g. magazines, movies, books, pictures, music, posters, stories, websites

Staff and leaders should regularly evaluate the theme and educational progress of the participants and be prepared to plan appropriate activities if needed.

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. But it is important to think about activities that encourage participants to see the "apply" aspect inside the camp, fostering immediate integration of learned concepts into their experience.

USING EXPERIENTIAL LEARNING

Experiential learning is addressed through planning and running activities and in the whole structure of the programme. Participants hold camp meetings where they make decisions about their schedule, amount of free time, activities, etc. They also learn how their actions and decisions affect the camp development (positively or negatively). As they become aware of the consequences, the participants decide to modify their actions and decisions.

RUNNING SAFE AND HIGH-QUALITY EDUCATIONAL ACTIVITIES

When running activities in our programmes it is imperative that they are safe, sound and of high educational quality. This requires that they are well-planned, monitored and take into consideration special needs and readiness of the participants both individually and as group. It also means that we may have to adapt and change known activities so that they are suitable and relevant for each participant group.

A document complementing this section will be prepared and attached here.

1. **Plan activities and take into account**
   - the age of the participants
   - special needs of the group (including cultural differences, English language levels, comfort levels, and where the participants are in their learning journey)
   - the educational purpose of the activity (Note that doing an activity because we have done it in the past or that is considered a "classic CISV-activity" is not an adequate reason on its own to do an activity)

- that is respects the dignity and human rights of all participants and adults concerned and does not discriminate or marginalize people due to their views, preferences or characteristics, or exerts unnecessary peer pressure
- that it avoids stereotyping and oversimplifications (including national cultures, gender character traits, generalized and assumed characteristics of specific people or groups)
- clearly communicated and understood rules and parameters (including activity area limits, activity duration, and variations to generally known activities). Not that some activities exist in many different countries and are done in different ways and with different rules.
- the specific skills, knowledge and experience required by the adults to run a specific activity
- the site and local environment (including the climate, the campsite area, public access, the ability to monitor, accessible areas, equipment)
- a risk assessment - avoiding unnecessary hazards (including tripping and slipping hazards, potential risks of falling on sharp objects and glass, dangerous equipment, proximity to bodies of water, etc.). The Chapter Risk Manager should always be engaged to undertake a structured risk assessment of any activities that present a unique or higher risk to the safety and wellbeing of participants, and appropriate mitigation implemented to reduce or eliminate risks.
- it is followed by appropriate debriefing so that intended learning outcomes are understood by all participants

2. **Monitor activities and take into account that**
   - it has adults in charge and present at all times (including responsibility for headcounts)
   - adults are allocated and aware of their specific responsibilities and are clear on what they need to do

3. **Explain emergency procedures so that participants and adults know who to approach and what to do if something in the activity goes wrong, and that participants must be able to opt out of activities that causes them distress or adverse reactions.** ⌞OBJ⌟

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 allows us to see how well each of our participants is developing their attitudes, skills and knowledge (ASK).

At the end of the programme, we collect information from each CISV programme to build up a picture of how successful they are. The process also helps us to collect information on which themes have been used, so we can see the balance of educational content across all of our programmes.

We use the process to show us how well we are educating and inspiring for action towards a more just and peaceful world.

QUALITY STANDARDS

Four Educational Quality Standards, which Apply to All our Programmes.

1. Goals

All programmes have four educational goals, which are developed from our Mission Statement.

2. Principles

All programmes use our Mission Statement, educational principles and approach to achieve their goals.

3. Peace Education

All programmes use peace education to achieve their educational goals.

4. Evaluation

All programmes follow the CISV evaluation framework to plan, monitor and evaluate success.

WHAT IS EDUCATIONAL EVALUATION?

This is a process which you start at the beginning of a programme and use all the way through until the end. It helps you to plan activities that support the theme (see **CISV Passport**) and the achievement of your programme goals. Educational evaluation involves everyone in the programme.

Why we Evaluate our Education?

- **Educational Success**: So that CISV can assess the achievement of programme goals:
  - For each participant
  - For each camp/project
  - For each international programme

- **Programme planning and monitoring**: All of our programmes use the PDPEF to guide the process of educational evaluation. This process provides you with a way to plan activities that will help your participants to achieve the programme goals. It also helps you to make sure that your programme meets the needs of all your participants.

- **Recruitment and Retention**: CISV's past, present and future is related directly to the experiences that our participants share with their friends, neighbours and community. These "success stories" are a result of the educational experience our programmes provide. Educational evaluation provides our NAs and Chapters with a more valid and reliable record of our achievements, which can help us to recruit new members and retain existing members.

- **External Support and increased visibility**: CISV is an educational charity or not-for –profit organization, so profile-raising and fund development are ongoing activities for all of our NAs and Chapters. The systematic evaluation of our programmes can be used for marketing and fundraising purposes. For instance, many funders require us to provide evidence of past successes when we make funding applications. We are also often required to provide evidence of effective evaluation when we are reporting to funders. We can also use the results of our educational evaluation to celebrate our successes in our publications, websites and educational forums to raise the profile of CISV. Increased visibility and educational credibility help to support CISV's capacity-building and fundraising efforts.

Who Uses this Information?

- The Education and Research Committee and Training 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**.

- Education and Research Committee: to develop activities to assist each programme to achieve its goals more effectively and determine the training and support needs of NAs and Chapters. They also use the information to share best practices and inform programme development.

- National Associations: to evaluate the programmes that they have hosted and to know if their participants achieved the educational goals.

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

The **PDPEF** is a planning and evaluation tool to use throughout the programme. You should use it:

- In the planning stages to develop educational activities
- When the camp/project begins, to record important information about participants, staff and leaders
- During the programme to plan activities and record your participants' educational progress
- At the end to provide a final evaluation of the programme

Goals/Indicators/Evidence

Goals are what we want participants to learn or develop. Our goals are written as broad areas of learning and development. Some examples of programme goals are to develop leadership skills; to empower participants to take initiative in their community; and to increase inter-cultural awareness.

Indicators are how participants will demonstrate what they are learning. We have indicators to help us see whether goals have been achieved. Each indicator is an attitude, skill or knowledge.

Evidence is what we ask you to collect to show that your participants have acquired the attitudes, skills and knowledge in your programme goals.

Collecting evidence throughout the programme enables you to monitor your participants' progress at regular intervals. It also provides you with the information you need to assist your activity planning, in line with the goals yet to be achieved.

In the **PDPEF**, you should identify exactly what evidence you have used to demonstrate the success of the goals. Those of you who are planning activities need to decide what evidence should be collected from each activity. When you are planning activities, you need to consider which goal/indicator you want to achieve. Remember that you can collect evidence at any time, not just during activities. Each type of evidence can be used more than once.

The chart below gives you some ideas of types of evidence. You can use any, all or none of the items. You can also use each item more than once or decide on a different type of evidence.

observation	self-evaluation	photograph
discussion	peer evaluation	presentation
diary	portfolio	performance
interview	something made	story
survey	checklist	picture
video	questionnaire	testimonial/letter
participation		

You may find the following Questions helpful when Choosing Evidence for an Activity:

- How easy will it be to collect?
- How much time will it take?
- How much will it cost?
- Will everyone be able to do it?
- How often will we need to do this?
- What resources will we need?
- How practical is it?

Two forms are available to help you (and in some cases your participants) monitor the progress of achievement of educational goals. The Group Evaluation Form and the Individual Evaluation Form.

The Group Evaluation Form is only for staff 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 staff or participants. Participants 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 making sure the final chart is filled in online at the end of the programme. Place a tick in the appropriate box if the indicators have been achieved to a level with which you are satisfied. An empty box means 'not achieved'. If you are unsure if the indicator has been achieved, leave the box empty and this will be counted as 'not achieved'.

Activity Writing Template

There is an **Activity Writing Template** for CISV International programmes, which contains the programme goals and indicators. When planning activities, this template should be used to identify what evidence will be collected during the activity, to show what attitudes, skills and knowledge participants will learn and develop.

It is hoped that all participants will achieve all of the programme goals. However, if they do not, it is important to know where the gaps are. This allows the Education and Research Committee to see how future programmes can be best supported. The information you provide will help with training development, activity planning, programme structure and goal review. We thank you for your honesty when making these judgements.

IDEAS FOR INTEGRATING EVALUATION INTO THE PROGRAMME

The Big PDPEF

Draw a large version of the **Group Evaluation Form** for the wall in the staff room and fill it in throughout the programme. Your staff/leader meetings are regular opportunities to share information and to update the **Group Evaluation Form.** You can use this to monitor the progress of the group as a whole and to discuss and plan the type of activities needed to achieve the remaining programme goals.

Idea-Sharing

When participants are designing and leading activities the goals and indicators provide valuable guidance for the design of activities. They should be used as a framework to create activities that are not only fun, but educational. Have an idea-sharing session early in the programme to familiarise your participants with the goals and indicators and to explore which activities they could facilitate that will achieve the goals.

To Access the PDPEF

For technical information, see **PDPEF Help Notes.**

BUILDING EDUCATIONAL EVALUATION INTO THE PROGRAMME

Educational evaluation is built into training so that staff and participants understand the purpose and processes behind it. Some areas of evaluation should be:

- Accomplishment of goals and indicators
- Accomplishment of specific goals related to the theme
- Camp structure and organization
- Site and facilities
- Accomplishment of staff/participant/group expectations
- Group feeling among all participants
- Specific camp activities and their relationship with the theme

Evaluation should be an ongoing process and can be used to inform programme planning as the programme develops. Participants need to have the opportunity to reflect and comment on what has been achieved and what remains to be done. Evaluation may be a sensitive issue because of the subjective nature and sensitivity of some of the topics covered. Having pre-determined criteria for evaluation helps the participants to be prepared for the process.

The goals and indicators are used to evaluate ASK development for each participant throughout the whole programme. Staff, leaders and participants are encouraged to brainstorm the kinds of evidence that might indicate achievement of ASK. These should be discussed by leaders and staff during the training days at the beginning and agreed upon by the participants during the first meeting. At the end of the programme the Director is responsible for recording participants' achievements on the PDPEF for submission to CISV International.

Checkpoints which should involve all participants are the mid-way evaluation and the final evaluation.

Using the Results of Educational Evaluation

Data noted on the PDPEF can be used to demonstrate achievement of programme goals. It can also reveal any areas that may need further special attention in order for participants to reach certain programme goals. Results from the data entered on the PDPEF are used for global programme evaluation, training and development purposes.

Actions Inspired by Programme Participation

Participants are expected to take a more active role within their Chapter and Junior Branch, to encourage others to be involved in the organization and share their new gained ASKs. Their enthusiasm for their experience may help to recruit future participants. 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.

RESEARCH

To learn more about the role and purpose of research in CISV, and to be inspired by recent research results, see **Research**. *Suspended for 2024

If programme staff become aware of any research project taking place during their programme, they must mention this in the Pre-Camp and send a copy to research.proposal@cisv.org to ensure the research project follows the official approval process and that all relevant persons are informed appropriately.

FITTING IT ALL TOGETHER

MEETING CISV'S EDUCATIONAL AND TRAINING QUALITY STANDARDS IN THE PROGRAMME

The Regional Support Teams work around the year to be available for Chapters/NAs and offer advice if questions arise. They also provide training through Regional Training Forums and visits to first-time programme hosts where needed.

The Education and Research Committee is responsible for input to the Board on policy, standards, strategic development and monitoring, focusing on ensuring quality and growth of CISV's educational programmes through training and programme hosting support across all Regions.