

AGENDA - LTEG Steering Group meeting - 10.06.2013 - 9pm CET

Present: Sarah, Maria, Marta and Jana Forsthuber

1. Standard
 - a. Comments about minutes from last meeting?
 - b. Changes to the agenda?
2. PLOT 2013 roadmap - Timetable for preparation
 - a. prep-team selection
 - according to GA: 2xVCV, 1xSCI CH, 1xSCI DE, 1xKVT Finland, 1xCVS BG
 - who is available from VCV (Sonja) and LTEG?

We accept applications until 24th June, Marta will leave her comments on the applications on 25th June, we will have an introduction call with the prep team on 5th July.

LTEG SG members should also send their applications, if they want to join.

Who from the SG can join? Marta no, Maria maybe, Sarah is ready to join.

- b. call for participants - prep-team (15 Jun) - once you apply, we ask you to pay a refundable fee, which you lose if you don't attend the event (Sarah will ask if it's legal under YiA), more experienced participants will have sessions in the first days and for the rest of time work on materials together!
 - c. Application form (22 participants) - it's on prep-team
 - d. Content same as last year?
 - due date?
 - acceptance criteria
 - warning about dates to purchase tickets (earliest 1st Aug 2013)
3. Regional appendices (Maria, Michael)

Maria and Marta: maybe the document is not that necessary - it is just so hard to get this information out of people, maybe it's not worth the effort, especially in the working groups themselves are not interested.

Maybe we could put together some general advice about the exchanges. We can put it on hold for now, but it's up to Maria.

Similar with "The coordinator of the month"

4. Emergency procedures (Maria)

Despite the good start on it, no news followed from Larissa and Sandra.

5. Database and Statistics (Sarah)

The form is still to be updated.

6. Did you know that: LTV coordinator of the month (Marta, Maria, Sarah)

See above.

7. Vacancies Lists (Sarah)

Sarah is on top of it:)

8. Mentoring manual (Maria)

Maria will send us what she has in two weeks.

9. Magda...

If Magda wants to get active again, she can join our after-9th-July call and we can see what will.

10. Others

Have a Skype call devoted to the role of LTEG and the meaning of it. Invite Sara from the IS to join and hear her thinking. Connect it with self evaluation. Let's meet after the 9th July.

Dear Friends,

Between 5th and 9th November 2013 LTEG is organising another edition of Long-term Volunteering (LTV) Coordinators from SCI branches and partner organisations (training also known as PLOT from previous years). This year's edition will happen in Mali Idjos in Serbia. The two leading topics of this year's training will be:

- **tools supporting LTV exchanges,**
- **mentoring long-term volunteers.**

We are now accepting applications for the prep-team. It is actually a very cool opportunity: you get involved deeper in the colourful SCI world, you have the chance to give direction to a very important educational SCI event and you get to work with great people! Preparing PLOT is a valuable and developing experience, through which you can broaden your management skills. This position is a voluntary one, but you get your travel costs fully reimbursed.

What are the tasks of the prep-team members?

- you get to develop the **detailed agenda of the meeting** according to previously defined goals (sessions will be run by facilitators and trainers),
- your task would be to **manage recruitment** as well as selection of PLOT participants,
- you also get to **recruit trainers and facilitators** to run the sessions,
- few weeks before the training your task would be to **draft and spread the infosheet** for the meeting,
- you need to **arrive to Serbia on 3rd November** to still have time to finalise the preparations,
- you get to **help with the logistics** of the meeting in it's implementation,
- finally you are also expected to **fill out the report** from the project, but it is not as bad as it sounds,

- if you are fan, you get to **eat a looot of delicious Swiss chocolate**.

Further requirements?

- The project is funded by the Youth in Action programme. Hence, we are especially looking for prep-team members from programme and neighbouring countries (South East Europe and Eastern Europe and Caucasus). See http://eacea.ec.europa.eu/youth/programme/who_participate_en.php#4 for details.

In order to apply, please send us your name, last name, branch of affiliation and a few sentences explaining your motivation to become a part of the prep-team. We are looking forward to your applications until 24th of June. Prep team will have it's first Skype meeting on 5th July in the afternoon.

Many greetings,
LTEG Steering Group