



Name of Working Group: Long Term Exchange Group (LTEG)

Persons responsible for this document:

- Magdalena Kaj
- Maria Kankkunen
- Marta Sykut
- Sarah Gerster

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1. Application for the status of Working Group

MISSION STATEMENT

Mission of Long Term Exchange Group

1. Our mission is to promote the aims of SCI by long term volunteer* (LTV) exchange.

The long-lasting commitment LTV's make to their projects enables sustained work for peace, both on a concrete level for the branches, partners and hosting projects and on a personal level for the volunteer and the members of the community. We consider LTV exchange as an essential activity of SCI complimentary to workcamps.

2. Our aims are to:

- (1) strengthen and improve the LTV activities in SCI
- (2) involve more branches and partners in LTV exchange
- (3) seek recognition for LTV exchange in SCI

3. To reach our aims we will

- publicise the benefits of LTV inside and outside SCI
- co-ordinate the LTV activities internationally
- facilitate cooperation among the branches and partners
- standardise the exchange process
- assist branches, partners and working groups to develop LTV activities
- evaluate and improve the LTV activities of SCI
- be a platform for new ideas and ways to do LTVing

*LTVing is volunteering for more than one month

PLAN OF ACTION: October 2011 – November 2012 ⁽¹⁾

WHAT?	WHO?	WHEN?
PPs 2012 (editing & spreading)	Laure, Marta	31.10.2011
PPs 2013 (include regional annexes) ⁽²⁾ Ma	Marta, Manu, Michael, Sarah, Maria	February 2012
Long Term Database (more information on the public interface, include bilateral projects, customized vacancies lists)	Philippe, Sarah	February 2012
Vacancies list of LTV projects	Sarah	every 6 weeks
Web-page (public interface targeted at LTV coordinators, member's area to share documents, toolkits and good practice)	Sandro, Philippe, Marta, Snezhi, Michael, Larissa, Manu, Virginie, SG	March 2012
Facebook fan page (keep it up to date)	Magda	ongoing
"Did you know that...?" (email newsletter for LTV coordinators on LTV (placement) topics)	Sarah, Marta, Philippe, Magda	approximately one per month
Assess volunteers' handbook update	Marta, Sarah	April 2012
Survey (bilateral) LTV South exchanges	Manu, SG	February 2012
Emergency procedures	Larissa, Magda	January 2012
Upon arrival checklist	Larissa, Michael	December 2011
LTV coordinator training 2012, 6 th -10 th Nov 2012 (find host, submit grant application, implementation)	Maria, Katia, Ozan, Tatiana, Magda, SG	01.02.2012 (grant application) November 2012 (implementation)
LTEG AM 2012, 9 th -11 th Nov 2012 (find host, provide info for grant application, implementation)	SG	24.10.2012 (grant application) November 2012 (implementation)
Participation in ICM 2011	? ⁽³⁾	December 2011
Participation in NSPM 2012	2 activists	October 2012
POT 2012 (ev. re-submit grant application, implementation)	Magda, SG, prep-team	01.11.11 (new grant application) Feb/Mar 2012 (implementation)
POT 2013 (find host, submit grant application)	Hanna, Marta, Sarah	01.02.2012

- (1) For the sake of visibility, we decided to include a simplified version of the plan of action. We will provide the detailed version (including all sub-actions) upon request: just send an email to lteg@scimail.org.
- (2) Main aim is to have one common document with practical procedures for all LTV projects. Regional annexes allow to specify particularities about volunteers' preparation, conditions on hosting fee, branches allowed to take part in the exchange,... if differing from the guidelines in the main document.
- (3) Waiting for the call for participants. Depending on who is attending "anyway", LTEG will decide whether to send an extra participant or not.



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BUDGET FOR 2012 ⁽¹⁾

Core Expenses	1450	Core Income ⁽⁴⁾	0
LTEG AM ⁽²⁾	1100		
International meetings ⁽³⁾	350		
TOTAL EXPENSES	1450	TOTAL INCOME	0
DEFICIT of year 2012	1450	SURPLUS of year 2012	0
SURPLUS of previous years	5650		
BALANCE at the end of 2012	4200		

- (1) The budget for 2012 holds only financial transactions that are directly related to LTEG's account. Activities which are (partly) coordinated by LTEG, but accounted for by another organisation (typically trainings financed through external funds) do not appear in this budget.
- (2) LTEG AM 2012 will be combined with an LTV coordinator training in November 2012.
- (3) In order to keep the contact to the regional working groups, 2 LTEG delegates will attend the NSPM 2012.
- (4) Income typically depends on funded projects. The decisions for our grant applications are still pending or not even submitted yet. Hence, LTEG WG decided to budget 0 income.

In summary: we expect to finish the year 2012 with a deficit if none of our grant applications gets accepted. However, this deficit is covered by the surplus from previous years. Thus, the situation of the LTEG WG stays stable and healthy.

2. Reports of last year's activities

ACTIVITY REPORT FOR 2009/2010

Preparation of the LTEG AM 2010

The LTEG AM 2010 could be combined with the North South Platform Meeting (NSPM) in Finland (October 6th -10th 2010). To be able to focus on the NSPM theme and on collaborations with other working groups (WG) during this seminar, it was decided to add a couple of extra LTEG days in Helsinki after the NSPM (October 10th - 12th 2010). The steering group prepared the LTEG sessions for the upcoming meeting to discuss long term issues and the future of our working group. Of course, this meeting also includes the formal annual meeting of LTEG.

“Bridging Yourope” training course for coordinators of international youth projects

LTEG applied twice to the Youth in Action (YiA) programme on the deadline of November 1st to get financing for the annual placement officer training in 2010. The grant application written mostly by Julia Myasysheva (SVIT Ukraine) with support from the steering group. The project was submitted by VSI Ireland to the Irish agency of the YiA programme as well as by SCI CH to the Swiss coordinating office of the YiA programme. Both projects were accepted. LTEG decided to implement the seminar in Ireland with the support of VSI Ireland. A prep-team consisting of Ernest Kovač (VCV Serbia), Helen Walmsley (VSI Ireland), Julia Myasysheva, Marilena Andrenacci (SCI CH) and Snezhina Kozareva (CVS Bulgaria) prepared and implemented the meeting. The training “Bridging Yourope” took place between 3-11 March 2010 in Dublin. It was not only the specific placement training but also had sessions about project management. The meeting was a success! The volunteers were mostly satisfied with the training and the branches happy about the preparation their volunteers got for the placement season. During the training the volunteers expressed their need of further knowledge about project management and PR as well as their wish for more practical skills in communication, conflict resolution, etc.

“Connecting Yourope” or “Youreenters for Europe” meeting in 2011

Julia Myasysheva and Marilena Andrenacci (with support from the steering group) adapted this year's project to be resubmitted to the YiA programmes. Two similar projects were submitted on the deadline of September 1st 2010. One of them was submitted by the International Secretariat to the Executive Agency of the YiA programme. The second project was submitted by CVS Bulgaria to their national agency of the YiA programme. We keep our fingers crossed that at least one of the projects will get the funding. If any of the applications get approved, the training will be hosted in Bulgaria.

Vacancies List

Six issues of the vacancies list were published between November 2009 and October 2010 (November 2009, January, March, May, July, September and October 2010). The generation of the lists is fairly automatic. Before releasing the new issues, the lists are quickly checked for errors and inconsistencies by Sarah Gerster (SCI CH). The lists were sent around through the SCI exchange mailing lists. The current version of the vacancies list can also always be downloaded from LTEG's web-page (www.lteg.info) or from the member's area of www.sciint.org (click on Office → Working Groups → LTEG).

Many branches and partner organisations are aware of the LTV Vacancies List and use it to send and search for volunteers. The idea to circulate the list 3 weeks before the Youth in Action deadlines was suggested. Still to be discussed.

Database for long term projects

The new long term projects database that was accepted during the LTEG AM 2009 is working well. Many SCI branches/groups/partners active in LTVing make use of the database. From time to time LTEG gets questions or suggestions for small improvements. which are dealt with by the LTEGB team: Philippe Marti (SCI CH) and Sarah Gerster.

Changes/improvements that were discussed during the last LTEG AM are in the testing phase and



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will be available soon.

“Non-LTEG” long term projects in the LTEG database

Several LTV coordinators complained about the lack of structure in publishing long term projects. They miss a central database where all available projects are listed. Also, Abya Yala activists contacted LTEG to ask if it would be possible to publish their projects in our database. LTEG SG finds this a good idea, and started some preliminary discussions with Abya Yala (and also a bit with MIDI) about how the LTEG database could best be turned into a “Long Term Database” holding projects from different working groups.

LTEG web-page

LTEG's web-page holds a lot of information about LTVing thanks to Marta Sykut's (VCV Serbia) redaction and coordination work. Further improvements of the web-page are mainly: including an SCI logo and adding pictures/reports of (long term) volunteers in action.

“Open Your Mind to Diverse World”, Mikuszewo, Poland, 10-16 April

Marta Sykut took part in this seminar organised by SCI in Mikuszewo, Poland. Title of the project was “Open Your Mind to Diverse World” and it was focused around intercultural learning. Target group was defined as people, who already have an experience of living abroad and are ready to look back at it from new perspective. That is why LTEG decided to have their representative there, to serve with skills and knowledge based on many years of experience in long-term issues.

New supporting branches

Virginie Duval (SCI France) informed us about the decision of SCI France to also become supporting member of LTEG. Magdalena Kaj (OWA Poland) also informed us of her organisation wanting to become a supporting branch of LTEG. So now LTEG has already ten supporting branches! :)

In conclusion, LTEG is again looking back on a very active year! The steering group is proud that so many projects could be realized. Thanks a lot to all people who were involved in the activities and/or supported us with advice and encouragements throughout the whole year!

The LTEG SG 2009/2010

Marta Sykut (VCV Serbia)

Philippe Marti (SCI CH)

Sarah Gerster (SCI CH)

Snezhina Kozareva (CVS Bulgaria)

Virginie Duval (SCI France)

FINANCIAL REPORT FOR 2010 ⁽¹⁾

LTEG AM Expenses ⁽²⁾	1943.05	LTEG AM Income	809.20
Travel Costs to AM 2009 (part) ⁽³⁾	214.75	Donations ⁽⁴⁾	809.20
Travel Costs for SG members	338.40		
Participation fees SG members	300.00		
Accommodation in Helsinki	814.60		
Additional food costs in Helsinki	275.30		
Other Expenses ⁽⁵⁾	92.00	Other Income	4880.00
Part. in international seminars	92.00	Surplus ⁽⁶⁾	1000.00
		Donations 2009 ⁽⁷⁾	1180.00
		Donations 2010 ⁽⁸⁾	2100.00
TOTAL EXPENSES	2035.05	TOTAL INCOME	5089.20
DEFICIT of year 2010	0.00	SURPLUS of year 2010	3054.15
SURPLUS of previous years	1851.65		
Balance at the end of year 2010	4905.80		
	thereof 1638.90	on Sarah's PostFinance account	
	3266.90	on LTEG's Pink Slip account	

- (1) Activities financed through a grant accounted for by the IS or a branch/group of SCI are not reported here, as there were no financial responsibility for LTEG to realize these projects.
- (2) All items below except for the first one concern the LTEG AM 2010. Part of the LTEG annual meeting 2010 is combined with a seminar in Finland (project mostly financed through a grant). LTEG is covering part of the travel costs and participation fees for the LTEG SG members. The other participants pay their participation fee directly to the organisers of the seminar. Hence, these costs are not accounted for in this report. The second part of the meeting took place in Helsinki right after the other seminar. LTEG covered the accommodation and food costs for these 2 days.
- (3) Reimbursement of travel costs for the LTEG AM 2009. This transfer was delayed to 2010 due to the difficult times at the IS while the Financial Officer position was not filled.
- (4) Branches and participants have been asked for (small) donations to cover the additional costs of the LTEG AM in Helsinki.
- (5) Travel costs and participation fee for a steering group member attending a Polish seminar related to long term volunteering.
- (6) Surplus from the LTEG seminar in Ukraine in 2008.
- (7) These donations are a direct consequence of the "International Volunteer Express" training course in Rome in March 2009.
- (8) These donations are a direct consequence of the "Bridging Yourope" training course in Dublin in March 2010.

Thanks to the great commitment of our activists and supporting branches, LTEG could again raise quite a bit of money this year.

We finish the year 2010 with a remarkable surplus. The financial situation of the LTEG WG improves and remains healthy. A big thanks to all people involved in reaching this result!

3. Report of this year's activities

ACTIVITY REPORT FOR 2010/2011

All activities implemented by LTEG in from November 2010 to October 2011 aimed at strengthening and improving the LTV exchange within SCI. However, it is hard to measure the direct impact of LTEG's work. On one hand we do not (yet) have the data to analyse whether LTV exchanges increased over the last years. On the other hand, it would be difficult to judge what part LTEG played in such an increase. However there are a few things we can "quantify":

- Setting up a mailing list for LTV coordinators helped to increase communication about LTV placement issues among branches
- Having short project descriptions available online (www.longterm.lteg.info) increased the number of interested volunteers contacting LTEG to get directions about how to apply for projects.
- Organising a training for LTV coordinators was a good step towards strengthening the network among (European) LTV coordinators, and making sure everybody knows the common standards and uses them.

As guideline for our work we used the plan of action set up during the LTEG annual meeting 2010 (which also links to aims set in the strategic plan of SCI). A summary of our activities is given below.

Preparation of the LTEG AM 2011

The LTEG AM 2011 will be combined with the NSPM again. Meeting will take place in Barzio, Italy and is hosted and organized by SCI Italy. This year, no extra days exclusively for LTEG WG will be added to the meeting. The steering group prepared the LTEG sessions for the upcoming meeting to discuss long term issues and the future of our working group. Of course, this meeting also includes the formal annual meeting of LTEG.

Placement Officer Training 2011

Steering Group of LTEG WG organized and hosted, together with great help and support from SCI France, the Placement Officer Training in Paris.

This year POT was special and unique – due to lack of external funding (e.g. our application to Youth in Action Programme was rejected), the whole training was organized thanks to financial contribution of LTEG SG and SCI branches, which sent their representatives to Paris, covering their travel expenses and contributing to the training with a participation fee. Difficulties that we faced made us look for solutions. We managed to find them, thanks to the spirit of cooperation and mutual understanding, so important in SCI! Two members of LTEG SG, with previous experience with placement procedures, acted as trainers and facilitators during the training. They carried out the training as volunteers and didn't get paid. An expert from the OPS team joined the training for one day, also for free. Food and cooking during the training was done by members of the LTEG SG. Thanks to the generosity of SCI France, the POT could take place in their office and the participants could stay at their volunteer's places.

We had a chance to meet Placement Officers from 12 different SCI branches. During the meeting, they learned about the history and structure of SCI, Practical Procedures 2011 and how to use the OPS.

PLOT

Thanks to funding received from the Swiss national agency of Youth in Action (ch Stiftung), LTEG is inviting long-term Voluntary Service coordinators for the first training dedicated to them. The training „emPowering Longterm vOlunteering acTivities: a winning PLOT!“ took place from September 26th to October 1st 2011 close to Geneva, Switzerland. During the training, participants got a chance to discuss their experiences as LTV coordinators, think about how to deal with crisis and conflict situations, and learn about the LTV practical procedures.



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Peace rEvolUNTEER

With the support of SCI Austria, LTEG submitted a grant application under the action 3.1 (training and networking) to the Austrian national agency of the Youth in Action programme on the deadline of September 1st. If accepted, the training will take place from February 29th to March 4th 2012 in Austria. It should allow 26 participants from 20 organisations to get a training about placement procedures, international networking and the importance of sustainability in volunteer projects. Unfortunately the grant application was rejected. LTEG SG is looking at other funding opportunities. For sure The placement officer training 2012 will take place.

Vacancies List

Eight issues of the vacancies list were published between November 2010 and October 2011 (November 2010, January, February, March, April, June, August, September 2011). The lists were sent around through the SCI exchange mailing lists. The current version of the vacancies list can also always be downloaded from LTEG's web-page (www.lteg.info) or from the member's area of www.sciint.org (click on Office → Working Groups → LTEG).

Many branches and partner organisations are aware of the LTV Vacancies List and use it to advertise LTV projects to their volunteers.

Database for long term projects

The new database was established in May 2011. It's accessible under the address: www.longterm.lteg.info and has four LTEG activists, who are reading through the projects and publishing them in the webpage. The maintenance and development of the system are ensured by volunteers of SCI Switzerland. In August 2011, the database reached the mark of 60 open (active) LTV positions for the first time.

LTEG web-page&Facebook

LTEG's web-page holds a lot of information about LTVing thanks to Marta Sykut's (VCV Serbia/SCI Germany) redaction and coordination work. It was updated with logos and photos. LTEG also has a fanpage on Facebook, administrated by Magdalena M. Kaj (OWA Poland).

Did you know that ... ?

LTEG SG set up a couple of additional mailing lists. One of them is used to facilitate discussion among LTV coordinators. LTEG SG sent out four mails entitled „Did you know that...?“ to this mailing list with practical informations about LTEG's activities (e.g. About the POT or the database). We consider such mailings a good way to stay in contact with all SCI branches and LTEG activists.

New supporting branches

During LTEG AM 2010 two new SCI branches became LTEG supporting branches: SCI France and OWA Poland.

Leaving supporting branches

SCI-IVS USA informed us that due to lack of resources (financial and personal), they feel that they cannot fully support LTEG, and hence wish to withdraw as LTEG supporting branch.

In conclusion, LTEG SG is satisfied with the work done this year and we're looking forward for new projects, volunteers and supporting branches.

The LTEG SG

Marta Sykut (VCV Serbia)
Philippe Marti (SCI CH)
Sarah Gerster (SCI CH)
Snezhina Kozareva (CVS Bulgaria)
Virginie Duval (SCI France)
Magdalena M. Kaj (OWA Poland)

PROVISIONAL FINANCIAL REPORT FOR 2011 ⁽¹⁾⁽²⁾

LTEG AM Expenses ⁽³⁾	228.50	LTEG AM Income	0.00
Travel Costs for SG members	18.50		
Participation fees SG members	210.00		
Other Expenses ⁽⁴⁾	882.80	Other Income	2380.00
POT 2011 transport in Paris	163.20	POT 2011 participation fees	480.00
POT 2011 food	227.50	Donations 2010 ⁽⁵⁾	600.00
POT 2011 rent and material	100.00	Donations 2011 ⁽⁶⁾	1300.00
POT 2011 solidarity	392.10		
TOTAL EXPENSES	1111.30	TOTAL INCOME	2380.00
DEFICIT of year 2011	0.00	SURPLUS of year 2011	1268.70
SURPLUS of previous years	4905.80		
Balance at the end of year 2011	6174.50		

- (1) Activities financed through a grant accounted for by the IS or a branch/group of SCI are not reported here, as there were no financial responsibility for LTEG to realize these projects.
- (2) This is a provisional financial report. Numbers coloured in blue are yet to be confirmed.
- (3) As usual, LTEG covers the participation fees and the remaining 30% of travel costs for the Steering Group members to take part in the annual meeting. It is a small thank you to the SG members and their branches for the great work provided all year long.
- (4) All items in this category are related to the placement officer training (POT) 2011. Unfortunately we did not get any grant to finance the POT in 2011. Hence, it was organised with a very low budget. The participation fees covered most of the engendered costs. In addition the Steering Group decided to support financially 3 participants who could not have taken part in the training otherwise. It goes without saying that the costs could only be kept this low thanks to the generosity of SCI France and the volunteer commitment of the trainers.
- (5) This donation is linked to the "Bridging Yourope" training course in Dublin in March 2010.
- (6) These donations are linked to the training "empowering Longterm vOlunteering acTivities: a winning PLOT!" in Geneva in September 2011.

LTEG is very lucky to have strongly committed supporting branches and activists, which allows the working group to further increase its reserves also this year.

We foresee to finish the year 2011 with a stable and healthy financial situation. Big thanks to all people involved in making this result possible!



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4. Branches, Partners and Contacts

SUPPORTING BRANCHES OR GROUPS

Members of LTEG for 2012:

- SCI Italy
- SCI Germany
- KVT Finland
- SCI Switzerland
- VIA Netherlands
- VSI Ireland
- VCV Serbia
- SCI France
- OWA Poland

PARTNER ORGANISATIONS

none

STEERING GROUP

Magdalena Kaj, OWA Poland
 Maria Kankkunen, KVT Finland
 Marta Sykut, VCV Serbia
 Sarah Gerster, SCI Switzerland

5. Additional Information

ADDITIONAL INFORMATION

Contact information of LTEG:

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