

## Changes to the draft version of LTV Practical Procedures 2013

### 5.2 Announcing information about your projects

#### 5.2.2 The LTV & EVS Vacancies List

##### Projects' Addresses (p: 8)

- General comment: the volunteer can anyway find the name of the hosting organization by googling and try to apply through them. In this situation it is up to the hosting organisation to pass the message to the sending origination and also up to the sending organisations to explain clearly the application procedure and the structure of SCI in their information materials/ web pages.

##### 6.2 Participation fees (p: 10-11)

- changing fees from one year to another and clarification of how the fees need to be presented :  
“Please note that the fees have to be clearly stated in the project description, otherwise the volunteer cannot be expected to pay them (even if the fees were accepted by LTEG WG).”

add: Furthermore, the hosting organisation has to describe how the participation fee will be spent (in the database). This information is included in the project descriptions (in the vacancies list).

add: “ In addition, in case of increase of the fees, the volunteer is entitled to pay the fee as it was stated in the project description when he/she applied for the project.”

- General comment: the fees in the south are sometimes problematic, since it is problematic to see how transparent the use of fees is.

### 6.3 Insurance

#### Insuring LTVs (p: 11-12)

- Idea for improvement: could be mentioned, that you can get SCI insurance and what it covers:

“Your incoming LTVs are not automatically insured. You can insure them by sending an e-mail to the finance officer in the IS ([finances@sciint.org](mailto:finances@sciint.org)) with the following data:”

- change: ->

“Your incoming LTVs are not automatically insured. You can insure them with the SCI insurance by sending an e-mail to the finance officer in the IS ([finances@sciint.org](mailto:finances@sciint.org)) with the following data:”

- add : Regarding the coverage of SCI insurance, please refer to the current version of Insurance Guidelines (available in the members' area of [www.sciint.org](http://www.sciint.org) in Insurance –section).

## 6.6 Selection of the volunteers

### Involvement (p: 13-14)

Idea for improvement: if the coordinator does not always know so much about the specific project, it is enough to know that the volunteer's personality and motivation in general suit to LTVing.

- Change : "Please only submit applications of appropriate volunteers to the hosting organisation, i.e. ask yourself if you would recruit this volunteer for a long term volunteering position.

## 7. Preparation of the volunteers

### 7.2 Organising a preparation seminar for LTVs (p: 17)

Comment of example of the program: the 3-day programme example feels obliging since not all the organisations have capacities to have a long preparation.

"If you want to organise a preparation seminar, you can check the draft of a seminar plan on the following pages. However, LTEG is also willing to support you to develop your own seminar plan."

- change: Below you can find a draft for a 3-day preparation seminar for LTVs. If your preparation of LTVs is shorter, you can use the list as an inspiration as to which topics you want to discuss with the volunteers.

What to add to the programme:

- to the Presentation of SCI: add also history/ ideology of SCI, value of volunteering
- after Confront participants with critical and provocative theses on add a new point: Rights and responsibilities of the volunteer

### 8.1.2 Contact person

- add: stay in contact with the hosting organisation

## 8.2 Hosting organisation

### 8.2.1 Tasks (p: 22)

- change: Make sure that the volunteer has a mentor (see section [8.2.2](#)) and support the mentor to be able to do his/her tasks.

## The annexes

### Annexe A: the application form

In the draft version of the Practical Procedures 2013, a new application form is introduced. However, the final version of PPs will still keep the 2012 version of application form because it contains the relevant information.

### Annexe D: Agreement between the hosting organization, hosting project and the volunteer Training:

add: "given by the staff members specifying if it is a project partner or hosting organization organizing it".