

LTV Coordinator Training 2013  
Prep-team meeting -- August 19th 2013

AGENDA:

1. Welcome and presentation round

Sarah  
Maria  
Ivana  
Raphaelle  
Sonja

2. Project definition (grant application)

**a. content**

Application grant was submitted by SCI Switzerland through VCV SCI Serbia  
3rd training about long term volunteering

Topics:

- Long term volunteering: LTV, EVS
- mentoring volunteers

Target group: SCI Branches experts and newcomers (diferents sessions)

**b. composition of prep-team**

Sonja (VCV Serbia), Marta Sykut, Sarah Gerster, Ivana Pavelić Šprac (VCZ Croatia),  
Maria Kankkunen, Raphaelle Blanc  
Natalia (CVS Bulgaria): we will contact her for next skype meeting

**c. task-division of prep-team members**

We will discuss about this in next skype meeting with everyone  
We exchanged about each one's experience.

**d. specific requirements for venue**

internet connection, working room  
idea of meeting point in Novi Sad

**e. report writing**

idea of a google document with different parts for the final report. Prep team will divide the report in different part so that each one can participate for the final report.

3. **Participants:**

- a. feedback from branches (answers to call

<https://docs.google.com/document/d/1NMudIJMQwOt-dFRx3i631amGi5LKbPM6hC07js0v6rU/edit>)

no answer from 9 branches, send e mail to ask possibility of participation of other branches but they need to pay for travel costs or be sent through a promoter of the project.

**b. application form**

([https://docs.google.com/document/d/1edkxRMTMWZ56\\_fn-wt1Oxc0ejmt0UqxCW1sUq7DIFI/edit?usp=sharing](https://docs.google.com/document/d/1edkxRMTMWZ56_fn-wt1Oxc0ejmt0UqxCW1sUq7DIFI/edit?usp=sharing))

questions and content ok

application form will be sent to each participant starting from tomorrow to be sent until end of august

4. Practicalities

**a. arrival/departure of prep-team members**

Tuesday 5 nov (first day of training)

arrival date of prep team? possible in the weekend (saturday evening for example)

**b. finances**

grant from Youth in action

travel cost covered 100% for prep team

Info sheet?

september: basic info sheet (travel, visa...)

october: infosheet with more details

5. Date for next skype meeting

Important to do:

early september, select participant and preparation of info sheet (by e mail)

Sonja will help with info sheet

application forms will be collected and sent to us, so we can see and do the selection of participants

Next skype meeting: 9 or 12th of september