LTEG WG
1st meeting of the new-old Steering Group

Present: Sarah, Maria, Marta, Sonja Bratić

AGENDA

0. Changes to the agenda

1. Update regarding the host for PLOT 2013
      - will SCI CH submit the grant application with VCV?
      - who is willing to write the grant application?

VCV Serbia expressed readiness to host PLOT 2013. We didn't get answers from other branches.
Maria will ask Eeva from KVT Finland again if they would want to host. SCI Germany is not willing to do it.

In case VCV Serbia is hosting, SCI Switzerland cold submit the application. The chance for getting the money would be pretty high, especially if we submit on 1st February.

How we share the tasks between VCV and SCI CH? SARAH will send the task division to VCV.

- Application: MARTA is willing to write it.
- Topic would be defined after an attempt to consult the coordinators. MARIA will send the draft of the possible topics and MARTA will take a look at it.
- 15th DECEMBER the topic should be defined.
- The call for partners would be issued by Christmas.
- SARAH will consult the Swiss NA if we need to collect the partner forms in electronic version or on paper.
- We should have the forms collected by 15th January.
- GRANT APPLICATION should be ready by 20th January.
- SARAH is willing to help with partner forms and with the budget.

3. Approaching deadlines in the plan of action
- editing of the PPs 2013 (Laure) - Changes have been done. MARIA checked them to see if we didn't miss anything. Last missing thing is the list of the country codes, but this will be ready only after ICM.
- questionnaire for the regional working groups about placement procedures (SG) - MARTA will share the google documents with the questions. We'll wait until 15th December for additional questions and then contact the contact persons for Working Groups
- Did you know that...?

- presentation of the steering group (SG), SARA will start a google doc in which each of us can put few sentences about ourselves, have it ready by 7TH DECEMBER
- LTEG joined international meetings (Magda), we'll wait for Magda to join Skype:)
- presentation of placement officers and branches (Maria, Clara and Alice) - MARTA will create a google document with the questions. On 15TH DECEMBER MARIA will sent it to Clara and Alice so we can have a "Christmas special" presenting Alice
- difference between LTV data-base and OPS - SARA and MICHAEL would put it together for February
    ● transparency of sending and hosting fees (SG) - what are our next steps? - let's invite PAOLO to our next Skype meeting to hear what are the expectations from LTEG in that matter and what can we do; MARTA will put together the next agenda and remember to invite PAOLO.
    ● mentoring guidelines (Maria) - collecting existing materials - CLARA created the document, but others can't access it, so MARIA will contact CLARA again on that matter.
    ● training guidelines index (Larissa) - CLARA created a google doc for it as well, but it's same story as with mentoring guidelines; MARIA is not getting the e-mails, neither is anyone from SG;

4. Update about the status of LTEG's working group application - PAOLO said it's not needed to put the report from AM 2011 in it. There was also no need from supporting letters, as IEC does not suspect anyone to be lying about belonging to a branch. Only in case someone from non-LTEG-supporting branch, they would need a supporting letter.
MICHAEL will say few words about LTEG before the voting at ICM and answer questions if necessary (Larissa introduced hit to the PoA)

6. Others
    ● communication issues with "The Edinburgh Cyrenians" - SCI CH didn't manage to place a volunteer over the past 2 years. They ask to fill out their internal form in which they ask about the sexual orientation of the volunteer, etc., and then the answer is that the project is full, even though it is active in the database. SO LTEG could contact IVS GB to verify this partner. SARAH can prepare a google doc with questions to IVS GB for comments.
    ● LTV statistics for 2012 - SARA discussed with OSSI and it's fine if LTEG collects the statictics and prepare the spreadsheet for the IS. Two conditions are that LTEG makes sure we collect all the data and that we collect all the data that the IS requires. SARA will prepare forms with the data and will send it to the branches with the request to verify the data. the idea is to have it ready BY THE END OF JANUARY.
    ● SAVA's projects in the LTEG DB - SAVA projects can be uploaded to the database and in the field others you can put the list of countries which can participate in the project. It will be more "OPS style" later next year.
    ● minutes from AM2012 - MARTA will send them around
    ● insurance for LTV volunteers - OSSI was asking about how to proceed with the SCI insurance for a volunteer going to Sri Lanka. SARAH will send him the text of the Practical Procedures and remind, that OSSI is the contact person for the insurance related matters.

- participation of activists in LTEG calls - it helps in building up the network of activists, so we can continue the same way: send out the date and agenda one week before call.
- situation of LTEG e-mails - there are some volunteer inquiries from October or September, but does it still make sense to answer the e-mails? MARIA did answer to the one who sent the reminder, but the rest can be ignored for now.
- date for the next LTEG Skype - the week of 17th-21st December (the new look of the web page, results of the POT 2013 application, LTEG and LMTV international meeting)

Suggested questions to the questionnaire for regional WGs:
- do you have your internal practical procedures for placement?
- who should LTV officers contact if they want to send a volunteers to your region?
- are the projects from your region open to everyone, or do you have bilateral projects? if so with which branches?
- do you have any age limits for the incoming volunteers

Suggested questions for the questionnaire for the LTV officers:
- since how long are you involved in SCI movement
- do you work at the office or are you a volunteer
- how many LTV officers are there in your branch
- how many LT volunteers do you send each year?
- what are the most popular destinations?
- how many LT volunteers do you host each year?
- from which countries do they come?
- how do you promote LTV projects in your country?
- what was your funniest experience as LTV officer?
- what advice would you give to other LTV officers?