LTV Coordinator Training 2013
Prep-team meeting -- September 9th 2013

Present: Sonja, Natalie, Marta, Raphaelle, Maria, Ivana, Sarah

AGENDA:

1. Brief presentation round (Natalie and Marta will be new)

Everybody gets a chance to say fe words about themselves.

2. Stand with feedback from project partners and received application forms

Maria was collecting application forms - there are still only 9, however she is expecting more to come. From some branches Maria haven't heard for weeks.
Raphaelle: SCI Cat is searching for sb to send. SCI France is in holiday until Sept 15th and will give an answer then. They can go for money from another application, as they are not part of the grant application.
Sarah: there are free places (KVT Finland, IVS GB, SCI Germany, SCI Belgium), so SCI France can send someone via another country.
Sonja: VCV also didn't send applications yet, as they have more people interested then they have places.
Ivana: VCZ Zagreb will also send a participant.
Maria: Ukraine, Albania, Bulgaria, Czech Rep. - no response for weeks, AVI Moldova can send 2 instead of one
Sarah: if no one from Belgium can join, than sb might be send from the IS (maybe a Srilankan volunteer, if it's not too difficult for them to stay for so long - they will come for NSPM - and to get a Serbian visa)

Sara: Youth Memorial from Ru there is also an applicant - should we accept them?
We can still expect at least 7 applications - up to 10 that we know of at the moment

(country - expected nr of pax - received applications)
Tr - 2 - 2
Ch - 2 - 1 (Sarah sends reminder)
U - 1 - 0 (Natalie sends reminder)
Al - 1 - 0 (Sarah sends reminder)
Bg - 2 - 2
Md - 1 - 2
Cz - 1 - 0 (Sonja sends reminder) check
Cr - 2 - 1
Au - 1 - 1
Ne - 1 - 1

Fi - 1 - 1
De - 1 - 1 (Maria sends reminder) check
Ru - 3 - 3
Be - 1 - 0 (Maria sends reminder)
Sr - 4 - 1
Cat - 2 - 1 (Raphaelle sends reminder)
Fr - 1 - 0 (Raphaelle sends reminder)
Se - 1 - 1
(28 - 17)

Applications are here: https://sites.google.com/site/moveserbia2013/move2013-applications

3. Accepting/rejecting participants

Sarah: until Wednesday we have the chance to "veto" the applicants, but if there will be no voices against, it means the person has been accepted.

4. How to find participants for remaining places?

See the list above (for who contacts whom).

5. Infosheet
    a. directions (to be able to buy ticket) - Sonja will visit the venue to establish the practicalities - it will be ready by the end of this week. Sarah will create a google doc where she can put the "regular" info and Sonja can add the information about getting there, etc.
    b. registration fee
    c. reminder of max travel costs
    d. keep all receipts, tickets and boarding passes for travel and visa costs. We are only able to reimburse if we get originals of these documents.
    e. EVS volunteer?

6. Logistics
    a. booking/price
    b. internet
    c. heating
    d. working room == dining place? Possibility to have several groups (at least 2) work in parallel sessions?

Sonja will establish that when she visits the venue. She will also take photos of the venue.

7. Programme

       a. <u>topics</u>
       b. <u>task division</u>

Natalie, Sarah and Marta will meet on Skype to initialize the talks about the program. once we have an outline, we can see who wants to prepare which sessions. The initial meeting will happen after 6th Oct.

8. <u>Budget</u>
       a. <u>arrival/departure of prep-team</u>

Everybody should add their travel info [HERE](#) so that Sonja can book accordingly.

       b. <u>trainer remunerations</u>

Sarah will check finances with VCV and SCI Ch and we can see what the stand of finances is and come back to the topic during the next meeting.

       c. <u>coordination work from VCV and SCI CH</u>
       d. <u>anything missing?</u>
9. <u>Date for next skype meeting</u>

23rd Sept (Mon) at 6pm CET.