

LTEG Annual Meeting 09.10.2011, Barzio, Italy

Present:

Hanna Laajalahti (KVT)
Emmanuela Piccolo (SCI Italy)
Michael Kreutz (SCI Germany)
Sarah Gerster (SCI Switzerland)
Tom Ryder (VSI Ireland)
Philippe Marti (SCI Switzerland)
Magdalena M. Kaj (OWA Poland)
Marta Sykut (OWA Poland) (minute taker)
Rita Sofea (IVP Australia)

Moderator:

Alexandra Strebel (SCI Switzerland)

1. Opening

2. Approving Agenda of the meeting

Approved unanimously

3. Choosing chair person & secretary

Chair: Alexandra Strebel

Secretary: Marta Sykut

4. Welcoming new LTEG members

No new members.

SCI USA withdraw as a supporting branch because of lack of resources both human and financial to support LTEG's work properly. Thank you to the US branch for the support we have received until now and we count on their inputs in our future work.

5. Settle decision making procedure

SCI US – proxy to OWA Poland (Magda)

VIA Netherlands – proxy to SCI Switzerland (Philippe)

OWA Poland – Magda

SCI Switzerland – Philippe

SCI Germany – Michael

VSI Ireland – Tom

SCI Italy – Emmanuela

KVT Finland – Hanna

VCV Serbia and SCI France are not represented.

==> 8 votes in total

6. Approving minutes from LTEG AM 2010

Minutes approved.

7. Approving finances for 2010

Financial report for 2010 as presented in the mailing for the LTEA AM 2011. Balance at the end of 2010: 4905,80 euro.

VOTE: report unanimously approved.

8. Releasing old SG from responsibility

Virginie Duval (SCI France)

Snezhina Kozareva (CVS Bulgaria)

Philippe Marti

Sarah Gerster

Magdalena M. Kaj

Marta Sykut

Big thank you to the SG for their service in 2010/2011.

9. Approving Plan of Action for 2012

Tom: It would be useful to reflect, what actually happened thanks to your work.

Magda: Our goal is to work closer to the regional WG, to have better overview, how to better serve them.

Manu: LTEG puts light on LTVing, which was neglected in SCI.

Tom: State in the report to ICM what you achieved in practical terms.

VOTE: plan of action is approved unanimously.

10. Participation of LTEG at international meetings

Tom: Is there cooperation with other voluntary networks, like Alliance?

Marta: There was an attempt two years ago during Alliance General Assembly in Berlin, but the communication had no follow up.

Participation at international meetings of SCI are mentioned in the plan of action.

11. Approving budget for 2012

See the attachment.

Expected balance at the end of 2012: approx. 4000 euro.

Alexandra: Could you also include foreseen income, the way you include foreseen expenses?

Sarah: Income for LTEG is closely related to getting funding from grant applications and to how the project is then implemented. For the moment no project in 2011 got funding. This is explained in the remarks providing with our working group's budget.

VOTE: approved unanimously.

12. Approving LTV Practical Procedures 2012

ACT: Michael sent the new application form to Ingrid to edit the layout. If she sends it back by 27th of October it will be included in the new layout version of LTV PPs.

Tom: Does LTEG have an overview of what branches are charging for placement?

Philippe: We could add it to the on-line evaluation form, to ask the volunteer not only about what they had to pay to the Host but also to the sending organisation.

VOTE: changes to the LTV PPs are approved unanimously.

13. Electing SG for 2012

Candidates:

Sarah Gerster (SCI Switzerland)

Magdalena M. Kaj (OWA Poland)
Marta Sykut (supported by SCI Germany)
Maria Kankkunen (KVT Finland)

All the candidates were elected unanimously, no abstentions.

14. Others

No other decisions.

15. Location & date of LTEG AM 2012

Provisional dates for LTEG AM 2012: 9th – 11th November 2012,
location unknown as of today.

16. Free word

Sarah: Thank you to Philippe, Snezhi and Virginie for their service as SG members. Thank you to Magda for being a member of NSPM prep-team.

Marta: Thank you to Sarah for doing amazing job preparing and running the PLOT seminar.

Marta: Input about evaluations of participants of the training course.

Tom: There is a report available from a seminar in the 80's: "Long term volunteering as a way of life".

Michael: We should create stronger connection among the LTEG activists.

Rita: Are there statistics available about the number of people that go to volunteer abroad each year?

Alexandra: IS is collecting statistics for workcamps, but not for LTV exchanges. However this data was not available for NSPM. Maybe we should send a recommendation to ICM for IS to provide the collected data before the NSPM.

17. closing of the meeting

Rita: It was a wonderful meeting. You are probably the most hard-working bunch of people in this meeting, maybe in SCI, maybe in the whole world ☺

Marta: It was very nice. Thank you!

Hanna: It was good to exchange with everyone. Thanks to all of you.

Manu: It was a very positive experience. You are very straightforward, so I even had a cultural shock. I was also very grateful for Tom, for bringing the philosophical dimension to the discussion. I will contribute to this work as my name appears in the PoA.

Sarah: I am very happy about the meeting that we got some thing going that we were discussing for the past 2 years. I think we achieved quite a lot.

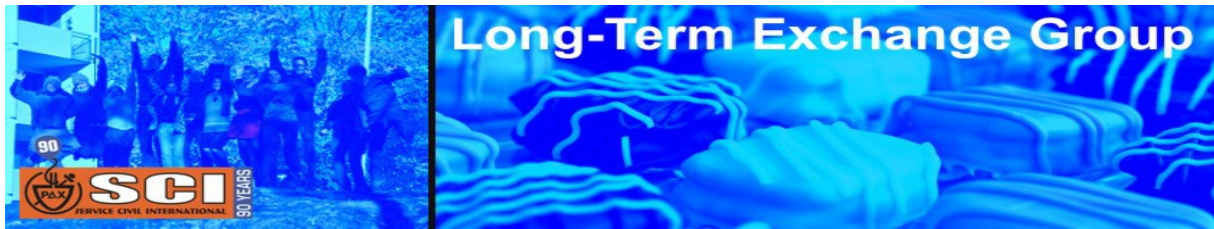
Magda: It was interesting to be here on behalf of LTEG and the prep-team. I hope I represented the WG well.

Tom: Thanks to everybody speaking English. I really appreciate the input of LTEG to SCI. Over the past 5 years it was tremendous.

Philippe: I regret we didn't have time to discuss more (it was a "brief discussion"-solution oriented meeting). But we did a lot with the time we had.

Alex: It was a pleasure to be the chair person, especially that the meeting was prepared so well.

Michael: I am happy that I joined the AM. It was a good meeting. What was missing is the exchange with the other working groups. But at least we started discussions with all working groups and we have a contact persons in each WG.



Minutes of the LTEG WG meeting at NSPM 2011

Barzio, Italy, from October 5th to 9th 2011

Present at NSPM 2011 as „LTEG participants“:

Hanna (KVT Finland)
Philippe (SCI Switzerland)
Katia (SVIT Ukraine)
Michael (SCI Germany)
Sarah (SCI Switzerland)
Magda (OWA Poland)
Manu (SCI Italy)
Marta (VCV Serbia)

Inter-WG meetings (06.10.11)

Sessions chaired by LTEG, where delegates from most regional WGs took part. Since time was short, we only spent 30-45 minutes on each of the four topics below.

- **LTV practical procedures**

The aim of LTEG is to combine all information/procedures about LTV exchanges in a single document. The main part of the document would be the “minimum standard” applying to any LTV project within SCI. Each (regional) WG can prepare an appendix explaining specificities and additional constraints/procedures for LTV projects in the corresponding region. This also includes setting rules regarding fees to hosting organisations and/or projects.

Each working group promised to discuss the issue, and then to report the feedback (whether they agree on the unique document, and what they want to change/add) to LTEG. It is on LTEG's plan of action for 2012 to gather this information.

Contact person in

- Africa: Alexandra (SCI Switzerland)
- Asia: no Asia International SG member present, Sarah contacts them by email
- MIDI: Valérie (SCI Belgium)
- Abya Yala: Bao (SCI-IVS USA)

- **LTV Application Form**

The problem of standardizing the application form was already discussed at NSPM 2010, and a couple of emails were exchanged between Africa, MIDI and LTEG WG during 2011. We would like to have a single application form for all LTV projects (LTEG, MIDI, Africa,...), and it should be modular to be also usable for workcamps and for North-South exchanges (even if many (more and more) applications are done online). Aim: common basic questions and common look. Document needs to be available as .doc such that each organisation can adapt it (for example regarding placement fees). Tom (VSI Ireland), Michael and Valérie signed up to develop a new form during the NSPM.

The new form suggested by Michael, Tom and Valérie is organised in blocks, such that it can be adapted to the different projects (LTV, North-South or workcamps). The "LTV modulation of the form" was accepted by the LTEG AM to be included in the LTV Practical Procedures for 2012. The new form was also accepted for North-South exchanges by the NSPM. Ingrid (International Secretariat) will work on the design of the form (corporate image of SCI).

- **Alternative fundraising**

Because of the difficulty to get funding for specific (annual) meetings and especially also for LTV projects, LTEG raised the issue about other (not Youth in Action) funding resources again.

Magda shared examples of funding sources which OWA used lately, and could also be interesting/available to other organisations.

Marta made clear that the issue is also closely related to fees for LTV projects. LTEG tries hard to keep the fees to hosting branches/projects low, but of course this only works if we can help the organisations (especially in the South) to find alternative funding sources.

An idea would be to have an international team with activists from different WGs, with tasks such as:

- update the list of (international) funding opportunities that was set up by Ingrid in 2008
- set up a (moderated) wiki page on the international wiki to collect good practice about funding sources, who is entitled to apply to which international funds,...
- provide support to WGs or organisations to write and submit grant applications

Although the topic seems to be interesting for the present regional WGs as well, no one was ready yet to commit for concrete actions.

Interested people from regional WGs

- Africa: Alexandra
- MIDI: Manu
- LTEG: Annarita (SCI Italy?)

- International Secretariat: Ingrid is available to help setting up the team and coordinate the work

LTEG SG will contact the interested people (and once more each regional WG) to try one more time to get an international funding team started.

- **Database and mailing lists**

Philippe and Sarah gave a general presentation of the database for long term projects, and checked what the present WGs and organisations need. Africa and MIDI WG are interested in using the system and administrating their projects themselves. Since no SG member of Asia International WG is present the situation there remains unchanged for now: LTV projects in Asia are monitored by LTEG. Abya Yala needs to discuss the issue with Riccardo (SCI Mexico).

MIDI WG will also take care of assessing the the online evaluations of MIDI projects. Philippe will make the required changes to the system, and provide the required access information to Valérie.

Africa WG decided to give the opportunity to 3 partners to publish (part of) their LTV projects in the online database. The idea is that the contact branch would be in charge of monitoring the projects. Tom and Alexandra will talk to these partners and the corresponding contact branches, and then let Philippe know who needs what kind of access/rights on the database.

Working Group Day (08.10.11) => LTEG sessions

- **BRIEF OVERVIEW OF LTEG**

LTEG activities in 2011 → overview was included in the LTEG mailing (third NSPM 2011 mailing).

Not quite enough involvement of non-SG activists of LTEG

=> **ACT: Find a way to better involve LTEG activists throughout the year**

Persons leaving the steering group:

- Philippe got a postdoc position in the USA
- Snezhi is getting another job
- Virginie is not sure if SCI France will remain a supporting branch

Potential new member for steering group:

- Maria (KVT Finland)

Furthermore Manu and Michael would like to become more active within LTEG, but preferably not as SG members (for the moment).

• **VISIBILITY**

- **FaceBook** fan page – Magda reports that the page is running and that a “Did you know that...?” email (about the fan page) was sent to the SCI exchange mailing list. Still looking for LTEG activists to join fan page: just look for LTEG with capital letters. It’s also possible to connect the fan page to a web page. The fan page provides links to the database of long term projects and other standard procedures
=> **ACT:** We should send invitation again. It’s also possible to invite people directly. We could invite people from among our friends and ex-volunteers.
- **“Did you know that...”** emails were established last year: information emails about a specific topic sent to the LTV coordinator mailing list (and sometimes more). 5 editions of “DYKT” were sent out during the year (Database, POT, fees in the South, FaceBook fan page).
=> **ACT:** Send “DYKT” about statistics, resend one about the database.
ACT: For next editions: first brief summary, then full text.
- **Web Page** (www.lteg.info) – question remains: who do we want to reach with the web page?

Sandro will have more time to maintain the web page. But... there will be a new SCI Int web page, with more space for working groups and all the info in one space. Also maybe the web page should be merged with the database.

Should LTEG be oriented to inform public or specifically LTV coordinators? And how to combine it with the unknown future of the SCI Int web page (expected to be running in Nov 2011, but without the space for working groups at the beginning). International Secretariat (with help of techTEAM) will provide pictures and templates to fit the LTEG pages into the new corporate design. The new SCI Int web page will provide a direct link the long term database.

Reach a consensus that LTEG should mainly focus on LTV coordinators (volunteers are targeted by their local organisations, which also makes sense typically for non-English speaking countries). Hence:

- reduce current diversity of information
- keep a few articles with pictures as examples of LTV projects and intercultural experience (if a potential volunteer hits the page by chance)
- redirect the volunteer to the local organisation
- largest part of the page should be available only in the members area, and provide a private space to
 - LTV coordinators
 - LTEG activists
 - LTEG steering group

- member's area should provide space to discuss (FAQ) and place to share documents (practical procedures, toolkits, manuals, minutes, ...)

Some LTV coordinators requested a centralized place to store reports of projects. This is difficult without "centralized" coordination (make sure to always get the picture from both sides). There is already the possibility to upload a report in the database, and the possibility to provide the contact of a former volunteer. Furthermore, projects now get assessed online, and critical cases are discussed by the SG and/or annual meeting of LTEG. Furthermore, it is good practice to ask for more info about "dubious" projects on the LTV coordinators mailing list.
=> **ACT: remind the organisations to upload infosheets.**

- **Database of long term projects:**

- public interface:

Several organisations complained about a lack of information. Most importantly, the dates of start and end of a project should be displayed

SCI Switzerland requested to have the description available as .pdf for download for each project.

→ It is decided to provide the whole description as it appears on the vacancies list as .pdf online.

→ At the end of the .pdf a link will help the volunteer to find the contact to his/her local organisation.

Bilateral projects (or multilateral among few organisations) are currently not in the database. Given the interest from several sides to have a centralised overview of all activities in LTVing (also bilateral), Philippe will make the required changes to the system.

=> **ACT: "Country of origin" criteria on the public interface to make sure volunteers only see projects to which they have access.**

- member's area:

Personalised vacancies list are coming soon.

Regarding inclusion of bilateral projects:

=> **ACT: adapt form to select organisations entitled to send volunteers to a given project.**

ACT: make survey in SCI to see who is having bilateral exchanges with which organisations (idea: figure out potential of enlarging SCI offer of LTVing in the "South").

- Statistics: how do we ensure that organisations enter statistics/evaluations in the database? The system was advertised during the LTV coordinator training and to regional WGs at the NSPM. Also important that LTEG activists can help their branch to enter their data (e.g. in Germany mainly the mentors will enter the data).

=> **ACT:** send out a "Did you know that..." about this topic

ACT: generate automatic reminder email to send/host each time a host/send organisation enters an evaluation in the system.

- **LTV PRACTICAL PROCEDURES 2012**

Input and requests for changes from LTV coordinator training, present activists, feedback form regional WGs.

Most required changes are clarifications (better wording, direct link to a document,...). The main novelties for the LTV PPs 2012 are:

- infosheet is mandatory. Projects without infosheet will not get published in the database any more.
- fees: each regional WG is responsible to set a limit and monitor the project fees in the corresponding region. LTEG will continue to monitor the fees in Asian projects.
- If a volunteer cannot find a local sending organisation, the organisation taking over the placement responsibilities is entitled to collect a participation fee.
- Mid-term evaluations are to be shared with contact person (sending org), mentor and LTV coordinator (hosting org)
- New application form
- Annexes from regional WGs: expected for LTV PPs 2013. For the moment there is only one regional annex, namely for LTV placements in North America.

- **INTERNATIONAL MEETINGS**

- **POT 2012** – application was submitted with SCI Austria to the Youth in Action programme (Action 3.1 on 01.09.2011). If it's rejected, we reapply with SCI Austria or with SCI Poland on 01.11.2011. POT 2012 should take place from February 29th to March 4th 2012.
- **Annual Meeting 2012** – during next LTV coordinator training or during NSPM? (and what if NSPM will be combined with EEM?)
 - LTEG's role in NSPM is not understood and recognized. Being part of the prep-team takes a lot of time and energy.
 - Better to send 2 LTEG delegates to participate in **NSPM 2012**, but have LTEG AM separately (combined with LTV coordinator training).

Dates for **LTV coordinator training** and **LTEG AM** in 2012:

- after NSPM 2012
- not during EEM 2012

- before ICM 2012 (LTEG needs to be able to submit the papers for recognition as WG for 2013)
- Not during Youth in Action deadline (1st of November)

=> LTV coordinator training
dates: 6th-10th November 2012
target: LTV coordinators and some LTEG activists/SG
funding: grant application to the Youth in Action programme, Action 3.1 (training and networking) to be submitted on national level on 01.02.2012

=> LTEG AM
dates: 9th – 11th November 2012
target: LTEG activists, delegates from supporting branches
funding: hopefully through grant application of the International Secretariat (IS) to the Executive Agency of the Youth in Action programme under Action 4.6 (to cover up to 50% of travel and accommodation costs). IS has to let us know if they agree to include this event (only one activity day) in their grant application.

Possible hosts for LTV coordinator training and LTEG AM:

- Zavod Voluntariat (Magda contacts Urban)
 - IVS BG (Sarah contacts Helen)
 - SCI Catalonia (Magda contacts Sagar)
- **ICM 2011:** since the meeting will take place in Belgium, it should be possible to have an LTEG representative there. Maybe someone (Maria?) is joining anyway on behalf of their branch.
- **POT 2013:** Sarah will ask SCI Switzerland, if they are interested to host the event. Hanna will ask KVT Finland.

You might also want to check the following documents:

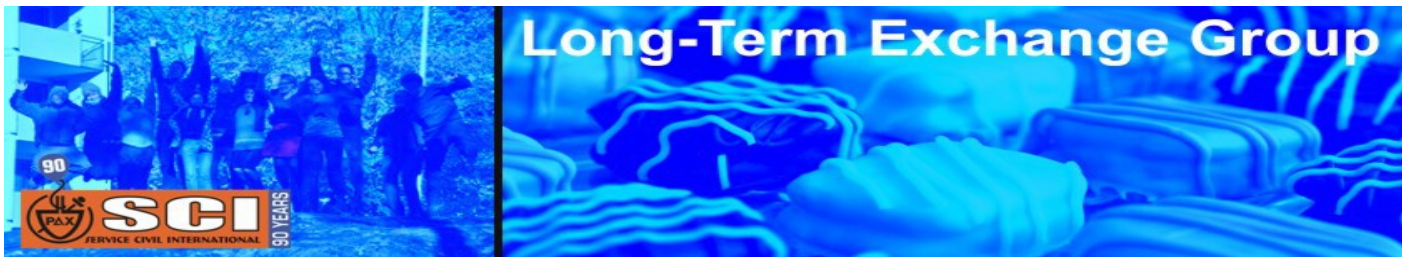
- LTEG's plan of action for 2012
- List of „ongoing responsibilities“ in LTEG updated for 2012
- LTEG's budget for 2012
- Minutes of the Annual Meeting 2011 of LTEG

<i>BUDGET FOR 2012</i> ⁽¹⁾
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Core Expenses	1200	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		

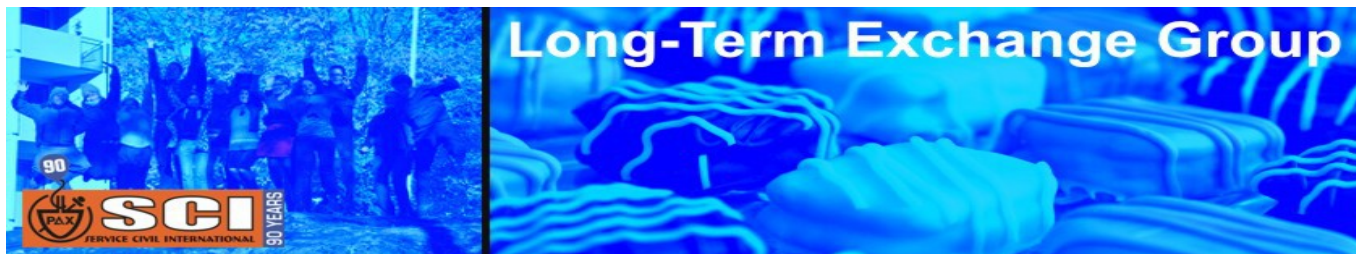
- (1) The budget for 2012 holds only financial transactions that are directly related to LTEG's account. Activities which are (partly) coordinated by LTEG, but accounted for by another organisation (typically trainings financed through external funds) do not appear in this budget.
- (2) LTEG AM 2012 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.

<p><i>In summary: we expect to finish the year 2012 with 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.</i></p>



Overview of 'ongoing' responsibilities October 2011 – November 2012

Steering group	
- members	Magdalena Kaj (OWA Poland) Maria Kankkunen (KVT Finland) Marta Sykut (SCI Germany) Sarah Gerster (SCI Switzerland)
- contact person	Magda
- treasurer	Sarah
- coordination of skype meetings	Sarah
Database (www.longterm.lteg.info)	
- administrator/developer	Philippe Marti (SCI CH)
- regional administrators	
* Abya Yala	Ricardo Olvera (CEMIAC)
* Africa	Contact branches of partners
* Asia	Sarah
* MIDI	Valérie Mouton (SCI Belgium)
* Other	Magda
- vacancies lists admin	Sarah
- assessing evaluations	Anna Novgorodova (SVIT Ukraine) Chris van der Kooij (VIA Netherlands) Marta Michael Kreutz (SCI Germany) Valérie
- documentation	Sarah
- support (projects.lteg@echinops.ch)	Philippe Sarah
Facebook	Magda
International wiki	Philippe
LTV Practical Procedures	
- collecting feedback	steering group
- editing/formating	Laure Jeandupeux (SCI CH)
Mailing lists moderators	
- steering@lteg.info moderator	sarah.lteg@echinops.ch
- ltvcoord@lteg.info moderator	sarah.lteg@echinops.ch
- activists@lteg.info moderator	sarah.lteg@echinops.ch
Passwords (secure storage of LTEG ...)	Philippe
Statistics (presentation & communication)	Michael Sarah
Web page (www.lteg.info)	
- administrator	Sandro Cirulli (SCI homeless?)
- content management	Marta Sandro



LTEG Plan of Action October 2011 – November 2012

WHAT?	WHO?	WHEN?
PPs 2012 - layout - spreading	- Laure - Marta	30.10.2011 31.10.2011
PPs 2013 - regional WGs appendixes (see Note 1): a) Abya Yala b) MIDI c) Africa d) Asia Int	- Marta - Manu - Michael - Sarah/Maria	February 2012
Long Term Database - including bilateral projects - update public interface a) adding dates to on-line descriptions b) add .pdf descriptions for download c) “set country” when searching projects - internal updates: a) customized vacancies list b) MIDI assesses MIDI evaluations c) automatic reminders for evaluations	Philippe & Sarah	January 2012 December 2011 December 2011 January 2012 February 2012 February 2012 February 2012
Vacancies list every 6 weeks	Sarah	ongoing
Visibility - web page a) administrator b) assess/create members' area and/or wiki (logins: ltvcoord, activist & steering) c) set up FAQ in “members' area” d) sharing documents * preparation (training) toolkit (for groups and individuals) * mentors' toolkit (draft) * LTV PPs, manuals * LTEG (SG) minutes e) new content & welcome page - facebook fan page - “Did you know that...?” a) evaluations b) infosheet c) resend Database edition d) sending volunteers outside of SCI e) additional topics	Sandro Sandro and Philippe Sandro/Philippe (tech.) Marta/Snezhi (content) Sandro/Philippe (tech.) Michael, Larissa, SG Manu, Virginie, Maria, Larissa SG SG Marta Magda Sarah Marta Sarah, Philippe Marta Magda	ongoing December 2011 January 2012 December 2011 March 2012 March 2012 December 2011 ongoing January 2012 ongoing November 2011 December 2011 January 2012 December 2011 After January 2012

Assessing volunteers' handbook update	Marta, Sarah	April 2012
Survey (bilateral) LTV South exchanges	Manu (first steps) SG (complete if possible)	November 2011 February 2012
Emergency procedures	Larissa, Magda	January 2012
Upon arrival checklist	Larissa, Michael	December 2011
PLOT 2012 (6 th -10 th Nov 2012) - content - find host - grant application	Maria, Katya, Tatiana, Ozan, Magda SG SG	January 2012 December 2011 01.02.2012
LTEG AM 2012 (9 th -11 th Nov 2012) - content - find host - grant application	SG SG SG	September 2012 20.10.2011 24.10.2011
Participation in ICM 2011	? (see Note 2)	December 2011
Participation in NSPM 2012	2 activists	October 2012
POT 2012 - prepare to reapply on Nov 1st just in case - call for prep-team, selection - call for participants, selection - trainers & implementation	SG SG SG, prep-team Magda, prep-team	22.10.2011
POT 2013 - find host - grant application	Hanna, Sarah Marta, Sarah	December 2011 01.02.2012

Note 1: What LTEG suggests to include in the “regional appendix”:

- volunteers' preparation
- which branches can participate in the exchange
- what conditions apply for a hosting fee
- if there is a ceiling for the fees
- what is missing in the general PPs for the vol exchange in the region

Note 2: Waiting for the call for participants. Depending on who is attending “anyway” LTEG will decide whether to send an extra participant or not.