

LTEG WG
Steering group skype meeting
Thursday, 12th of January 2012
Time: 8pm CET

Present: Sarah, Magda, Maria, Marta, Irene, Sandro

AGENDA

1. Standard
 - a. Comments about minutes from last meeting?
 - b. Changes to the agenda?
2. LTEG's Plan of Action with passed, or shortly coming up, deadlines
 - a. PPs 2012 [Marta] - *introduce changes in the text*
 - b. PPs 2013 (regional appendices) [Marta, Maria, Sarah] + Manue, Michael - *Marta will contact Michael, Maria will contact Manue*
 - c. LT DB [Sarah] - no news (fingers crossed for Philippe!)
 - d. Vacancies Lists [Sarah] - *ready and online, Sarah will send the info email*
 - e. Web page: concept, timeline [Marta]
 - f. Facebook [Magda] - *not too much time for that, but Magda is trying*
 - g. Did you know that [Sarah, Marta] - *Marta will make sure she shared it with everyone (January - infosheet, February - evaluations, March - DB reminder, April - sending vols outside of SCI)*
 - h. Survey (bilateral) LTV South Exchanges [Maria] - *Maria will ask Manue, this time for real:)*
 - i. Upon arrival checklist [Sarah] - *final text is ready, Larissa is editing it*
 - j. Emergency procedures [Magda] - *nothing done yet, but it's rolling*
3. POT 2012 [Magda]
 - a. real one - already planned: pre-booked the hostel (for 4 nights and the actual number of participants, but it can be readjusted to reality - there they have a plenary room, wi-fi, we'll do own breakfast, lunch will be provided from outside, dinners out in the city), financial agreement is ready and will be sent by the NA soon, EVS volunteers are working on the social aspect of the training, everything will be booked once OWA can pay for it - after 1st February, we already have one application (from SCI Cat), confirmation about 2 people from SCI Germany, participant from Austria, someone will come from CVS Bulgaria, 4 more branches are interested to join, but they didn't send part III in time; didn't react yet: VCZ, VIA NL, Utilapu, Zavod);
 - b. online one - Marta, Magda and (cc: Maria) will arrange a separate skype to decide, what should be the content of the training; they might decide to send a call to activists list to see, if someone has useful experience;
4. PLOT 2012 [Maria, Sarah] - Zavod will host it and prepare the application, Marusa is working on the application and logistics! There was a skype meeting with Katya from SVIT, but nothing special came out of it; the theme would be intercultural communication, Maria will send the

application around this weekend; Sarah will send a reminder, because for now we have only 7 organizations interested;

5. POT 2013 [Sarah]
 - a. call for host - will be sent after the POT 2012 and PLOT 2012 deadlines pass, Sarah will resend it

6. LMTV GLOBAL MEETING in Bangalore - update - it is ok, Magda is waiting for her visa, she will send the infosheet around;

7. Others
 - a. webpage - private area was created, it's easy to create a private document and publish it (document or a story), Sandro will prepare a doc explaining how to use the web page, back up of the web page;
 need to be done: content management system, add relevant documents (Sandro needs the documents)
 Till Monday, 16.01.2012, everyone will give their comments about the new structure.

 - b. descriptions of SCI USA projects - another Swiss volunteer came back from the US and the project description was not accurate; they want to work on a new concept of placement in the US (volunteer is placed in a project), the issue of infosheets, explain the cultural differences - they would need some help from LTEG SG on developing the idea (Sarah and Sandro will have a call after 15th February and Sarah will give Sandro an introduction into the topic and Sandro will follow up on that)
 - c. feedback from ICM? [Maria] - Maria presented the DB
 - d. NSPM prep-team - the call was sent, Magda is interested
 - e. mailbox during LMTV GLOBAL MEETING - Magda will keep track on it

8. Date for next LTEG SG skype meeting - between 16th and 20th February

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Content of lteg.sciint.org:

I) Public area:

- a) General information about LTEG
- b) General information about LTV and EVS
 - a. Link to sciint.org, branch finder and the LT DataBase
 - b. 3 examples of LTV projects (reports with photos)
- c) Contact for LTEG

II) Members area for LTV coordinators:

- a) Important documents:
 - a. Practical Procedures for Long-term Exchange
 - b. LT DataBase manual
 - c. Handbooks
 - d. Minutes from Steering Group's meetings
 - e. current Plan of Action and Activities Reports from previous years
 - f. Other (ex. LTNews Archive, emergency procedures, etc.)
- b) FAQ and "Did you know that...?"
- c) Long-term DataBase link

III) Members area for LTEG Steering Group:

- a) Important documents:
 - a. Old grant applications
- b) Other