

# LTEG SG Skype Meeting

LTEG Working Group

9 May 2012

## Participants

Magda Kaj  
Maria Kankkunen  
Michael Kreutz  
Sandro Cirulli (minute taker)  
Sarah Gerster (chair person)

## Agenda

The agenda is available at <https://docs.google.com/document/pub?id=1wYGih0msfhUGWjdF5xxZrqBg1c--INNGrq5ZBz9sKeQ>. The numbering of each section refers to the corresponding topic in the agenda. Magda asked to add the topic of NSPM to the current agenda.

## 2a. PPs 2013 (regional appendices)

Michael hasn't received any news from Alex and the planned meeting with the African working group was cancelled. Michael will try to contact Alex once again. Maria hasn't received any answer from the Asian working group; no news from Midi either. Maria will try to push them. Regarding Abya Yala, Marta was in contact with the working group.

Ideally the first draft of the PPs with changes from the regional working groups should be ready before the workcamp season in order to proofread the text before the new PPs could be officially approved.

## 2b. LT DB & vacancies lists

The database was successfully migrated from a US server to a UK server by Uris.

The latest vacancies list was produced at the beginning of April, the next one is scheduled for the end of May.

Magda experienced problems in logging into the SCI LTEG mailing lists. The account was over quota and more space was needed. The issue has now been solved by Philippe and Uris and it should be possible to login again.

## **2c. Web page**

Sandro updated the Content Management System (CMS) which manages the website, the current version is Drupal 6.26. The update was required for security issues which means that the website is now more secure. Sandro set up a reminder so that as soon as a new major CMS version is available he is notified.

Sandro made a backup of the entire website and database so that if something goes wrong it is possible to recover everything. Backup is stored on Sandro's local computer and on an external server but it would be good if someone else also has a backup copy. Sarah suggested to contact Philippe for that.

Sandro is also working on the documentation and Sarah will send him the  $\text{\LaTeX}$  file of the database manual in order to use a similar layout.

Marta worked on a new banner for the LTEG frontpage. This is much better than the previous one although it was suggested to use the cartoons from Mauro which are available in the PPs. Sandro will contact Marta for other versions of the banner.

## **2d. Facebook**

Magda sent a reminder for liking the LTEG page on Facebook. She also put news from time to time, e.g. small infos about the POT.

## **2e. Did you know that**

Sarah is currently working on the next 'Did you know that...?' which will be sent off in a week or so.

## **2f. Survey (bilateral) LTV South Exchanges**

No news from Manu, Maria will email her.

## **2g. Upon arrival checklist**

Larissa was working on a final version and Michael will send it via email as soon as it is ready. All LTV coordinators can use this list, put their name on it and send it to the volunteers. It was suggested to add the list to the latest version of PPs. The working draft is currently available in the market place section of the website.

## **2h. Emergency procedures**

Larissa talked to SCI DE office and collected questions during a brainstorming meeting.

During a meeting with other volunteering organisations Maria saw emergency procedures which might be useful to look at. In particular, she has a reference document from ICYE which could be helpful as a starting document. SCI CH also has some emergency procedures for workcamps and this could be

useful too. Maria will ask the organisations if she can share their documentation on emergency procedures and will send it to Magda and Larissa.

## **2i. Training toolkit**

Documentation is available from SCI DE wiki but it is mainly in German, volunteers from SCI DE are translating it into English. Philippe should have an account for the German wiki for accessing the information. Changes may be needed as some information may be specific for Germany and not relevant for LTEG.

It is suggested that it would be better to have a smaller toolkit to start with. A volunteer training kit should be ready from SCI DE by end of July. Sarah can help with the translation but only after July.

## **2j. Mentor's toolkit**

Marta suggested to contact Sfera, Maria got a version in Russian that she started to google translate.

Clara would be happy to lead this project. Questions were raised on the main objective of this toolkit and the difference between training and mentor toolkits. Sarah explained that the difference lies in the target group. In fact, the training toolkit is aimed at trainers in order to prepare volunteers and provide a framework for delivering trainings. Conversely, the mentor toolkit is aimed at mentors and issues such as good methods of mentoring, learning assessment, etc.

Maria will ask Clara for more infos about this toolkit and will go deeper into the Russian translation. Additional information is also available on the Youth in Action programme and in the PP.

## **2k. Assessing Volunteer Handbook**

Sarah hasn't heard anything yet, Marta may have some more infos on this issue. If necessary Sarah will try to do something about it by not before the end of June.

## **3a. PLOT 2012**

No news from Marusha so far, she is probably still completing the application. The final answer from the grant should come towards the end of June. The training will be held in Slovenia in early November, planning can be started from July. Should the grant application be unsuccessful we would need to organise a small scale LTEG AM.

## **3b. POT 2013**

No feedback for Suzanna from VIA Netherlands for hosting the next POT. Alice from SCI Catalunya expressed interest in hosting it, Magda emailed Alice but

she hasn't replied yet. Alternatively, Poland can also be considered again as hosting location. The application should be submitted on 1<sup>st</sup> October. Magda will follow up with SCI Catalunya.

#### **4a. NSPM**

Magda had a call from Carolina from the IS regarding the next North South Platform Meeting (NSPM). The IS submitted the application under Action 3.2 of the Youth Programm although the theme is somewhat weird (sustainable gardening!). Magda will be LTEG representative at the next NSPM to be held in Darmstadt at the Jugendhof Bessunger Forst. LTEG was interested in having two representatives but no formal invitation was sent from the IS so far.

#### **4b. What is LTVing?**

Topic postponed when Marta can join the meeting.

#### **4c. Description/advertising of US LTV projects**

Bao, Irina and Sandro discussed this issue during skype meetings and came up with a proposal for a more centralized placement of long-term volunteers in accordance to SCI USA's needs. LTV projects in the USA will not be advertised anymore as single projects in the database and the vacancies list. Instead, they will be grouped in main categories (e.g. disabilities, environmental, etc.) with a general description of the type of project. SCI USA will provide a generic description in the public area of the database. SCI USA will operate a central placement similar to that currently used for workcamps in Latin and South America. It will match the volunteer with a suitable project according to what it is available. The new way of advertising LTV projects in SCI USA will be evaluated at the end of 2012.

Sarah suggested to add one or two examples of concrete projects and/or reports from former volunteers and to check the communication flow inside SCI USA when placing volunteers. Sandro is writing down the proposal, will send it to Irina and Bao for comments and then to the Steering Group for approval. After that, the new advertising process can be implemented.

#### **4d. Fees for projects in USA**

##### **4d.i. ACE projects**

American Conservation Experience (ACE) is a long-term project advertised by SCI USA. Although the project is full for 2012, there have been important changes in the fees. These have been increased to 100 US dollars per week for non-US volunteers due to the economic recession and new funding regulations for national parks in the USA. However, the project is free of charge for US volunteers. Should the project be advertised again in 2013, it must be clearly stated that it is only open to US volunteers as the fees are not acceptable for non-US volunteers. Sarah asked Margareth to update the info on the database.

#### **4d.ii. House and Building Restoration**

This is a long-term project currently advertised by VFP USA. Fees are 480 US dollars for three-month volunteering. Again, this is not acceptable as fees are too high and paying fees for LTVing is anyway against LTEG principles. Magda will email VFP stating LTEG position and asking for a fee decrease otherwise the project will not be advertised in the database and in the vacancies list. Generally speaking, LTEG position is that it is not acceptable to ask for fees for funding LTV projects; exceptions can be made if an application is sent to LTEG with a clear explanation of the reasons for asking fees plus a budget.

#### **4e. Email addresses and URLs in project descriptions**

This should not happen – no email address and URLs in the project description. Wilbert put his email address in the Peace Caravan project, the volunteer should contact the LTV coordinator. Sarah put this in the did you know that ?

Email address and URLs should not be included in project description, Sarah had to delete them. The prospective volunteers should always contact the LTV coordinator of the sending branch unless otherwise stated. Sarah will remind this in the next "Did you know that...?".

### **5. Date for next LTEG SG skype meeting**

A Doodle will be set up for the next skype meeting so that we can also include Marta. July is probably the best month, 8pm CET is the best time as our meetings span 3 time zones. The Doodle will be sent to the LTEG activists mailing list, more people are welcome to join in.