



IIC Info News

News Letter of the CISV International Interchange Committee
for National & Local Interchange Coordinators

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PLEASE SHARE THE INFORMATION IN THIS NEWSLETTER WITH
YOUR LIC's and Other Friends of Interchange
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FEATURE ARTICLE

BE PROUD.....WHY ARE YOU IN CISV ?

We are all volunteers, we don't get paid for what we do, we all juggle a million things on our agendas, we don't get any hierarchical recognition – as a matter of fact, when we attain certain leadership positions within CISV, it usually means more work - sometimes we find ourselves doing certain tasks we don't particularly like because of our commitment to certain positions/ roles, and sometimes we find ourselves faced with timeless issues that keep coming up over and over again – issues such as de-motivation and keeping members and families active and involved. However, despite all of these issues, we still manage to give CISV priority, we manage to give our tasks everything we've got, and we manage to do it all with a smile.... All because we have **'THE CISV SPIRIT'**.

Because we care, and because we believe in a cause - we believe that what we do will “prepare individuals to become active and contributing members of a peaceful society” (Statement of CISV Educational Purpose – Info file R-10 (9508)) and many of us have seen how CISV has directly made an impact on children's lives, and has actually helped to make many of them respected, and accomplished leaders in their own diverse domains in today's world. We should be proud...

Omar El Gammal
CISV Egypt

Foufa Nassar
JB Egypt

Nadia Akkawi
CISV Jordan

Riyam Marqua
JB Jordan



GENERAL GUIDE

for all CISV Programmes

Go To

www.cisv.ca/iic

“Official” IIC Web Page

www.cisv.ca/iic

Links To Other CISV Sites

www.cisv.ca/iic

Need a Hug Today

Go to

www.cisv.ca/iic

INTERCHANGE MATCHBOX PRODEEDURES

As stated in the previous IIC Info News, the entire matching procedure is described in the resource file “Appendix 10.2_ Interchange Matchbox Procedures” located on our web site, www.cisv.ca/iic . I few things that I would like to bring to your attention are:

i) IF YOU ARE A PROMOTIONAL COUNTRY you must obtain approval from the International Promotions Committee (IPC) to participate in the IC Programme.

ii) Requests can be submitted directly to IO (by the NIC) or to your National Office who will submit it to IO as part of their NRF (National Report Form)

iii) Deadline for submitting your requests / wishes to IO is June 1.

iv) You may only request a Region NOT A SPECIFIC COUNTRY OR CHAPTER. Regions available for matching are on the IIC web site www.cisv.ca/iic - “ Appendix 10.7_ Interchange Regions “.

v) Special requests such as ICs for the physically challenged, single sex ICs, etc. must be so noted in English.

vi) IO will returned Round 1 matches to your NA by June 25.

The “Interchange matching Data Sheet” Form for requesting 2004 / 2005 Interchanges can be found on the internet at www.cisv.org/s/publications/forms/htm

HOSTING & TRAVEL PLANS

Many of your LICs are now preparing their hosting agenda. As they are, you as NICs need to remind the LICs that Interchange is a family centered CISV Programme and not intended as a tourist sight seeing excursion. Please impart this to your LICs. The LICs should be reminded that a balance must be struck between family activities and group outings.

Most activities of an IC are already pre-determined I.e. Arrival, Home Orientation Day, Welcome Party, National Night, Family Week, Mini Camp, Mini Camp Recovery Day, Farewell Party, Departure etc.

For a 2 year / 4 week hosting IC - approx. 16 of 28 days are taken up by must activities, based on group activities every 2 days leaving 4 or 5 activities to be planned

For a 1 year / 2 1/2 week hosting IC - approx. 11 of 17 days are taken up by must activities, based on group activities every 2 days leaving 2 or

DATES TO REMEMBER
IC's STARTING
JUNE / JULY 2003

APR. 15 - First group meeting of parents, delegates, leaders & LIC

May 1 - Final Notification of travel and programme details

May 25 - Matchbox Data Form from LIC to NIC

June 1 - Matchbox Data Form from NA / NIC to IO

30 Days Before Arrival - Notify traveling delegation of hosting agenda & IO of travel Plans

3 Days After Start of Interchange - DPAF and Risk Management Checklist Forms to IO

July 25 - Acceptance or refusal of Round 1 IC Matches for 2004 - 2005

3 activities to be planned

Additional and more detailed information can be found in the "International Interchange Guide - Section IC-5.1_Hosting Phase" or in "Appendix 10.6_Family Interchange Guide - Section 5.0". Both guides can be found in the resource section of www.cisv.ca/iic

REMINDE THE LICs to submit their hosting plan to the partner chapter for review, at least one month prior to their departure. In fact, for any questionable activities, the partner chapter should be involved in the early planning. Also, remember to tell your LICs that it is permissible for the partner chapter to ask for amendments in the hosting agenda on activities that they are uncomfortable with.

ALSO REMIND the LICs of traveling chapters to submit their traveling arrangements to the partner chapter AND to IO at least 30 days prior to departure. For this purpose IO has developed a new "CISV Participant Travel Information Form (MIL)" which replaces the old "CISV Delegation / JC Travel Information Form (VDTIF)". Ask your NA for the new form as it is not yet on the web or use the old VDTIF from located at www.cisv.org/s/publications/forms/htm

CANADA, INSURANCE & INTERCHANGE.....PART 2

It is with great pleasure that Canada can now announce that they have obtained liability insurance. If you would like additional information please contact Gitte, the Canadian NIC. This news also means that the second leg of I-2002-Interchanges that were postponed can now proceed in the summer time. If any of your chapters be proceeding with ICs to Canada this summer please let me know so that our records can be updated.

ADDRESS UPDATES

NEW NIC - CHILE
Jessica Garcia
jgarcia@deloitte.cl

NEW NIC - DENMARK
Lise Elboth
elboth@mail.tele.dk

**DATES TO REMEMBER
IC's STARTING
DEC, 2003 / JAN. 2004**

AUG. 15 -
Administration Fee payable
to IO for cancellations
after this date

AUG. 15 - Only cancelled
countries on the Open List
at this time will be
allowed to rematch

OCT. 15 - Application
Forms for traveling
delegations received by
hosting
chapter for matching

OCT. 31 - Matching of
Delegates to be completed

OCT. 31 - No more
Interchange matches after
this date

NOV. 15 - First group
meeting of parents,
delegates, leaders & LIC

POLICE CHECKS & LEADER SELECTION

What follows is a recent memo from IO. Please read it carefully, understand it and DEFINETELY discuss it with your NA to see how you want to handle this in your country. This is also a further clarification of the memo that was sent to you in March regarding this matter. That memo is also on the www.cisc.ca/iic web page.

MEMO

TO: CISV NAs; PAs; EEC

FROM: IEC and Secretary General

DATE: May 16, 2003

RE: POLICE CHECKS and STAFF / LEADER SELECTION PROCEDURES FOR CISV INTERNATIONAL PROGRAMMES

This Memo is an update to the Memo issued by the IO on October 31, 2001, regarding Staff / Leader Selection Procedures for CISV International Programmes. It also updates the Risk Management Manual distributed in 2002.

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At the Mid-Way Meeting in February, 2003, the IEC reviewed general risk management issues, including global requirements and insurance criteria. They decided that CISV must now adopt an international policy requiring police checks as part of the selection process for all STAFF and LEADERS in CISV International programmes and activities. Until now, this has been something that was highly recommended internationally and even required by the national laws of some NAs. It has now become CISV International policy for all NAs (except where not possible according to national law).

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We know that some of you who are implementing this policy for the first time will have some questions. We hope that this memo will help to show you how the requirement fits into the selection process and will assist you in determining how to store the information.

WHAT IS MEANT BY POLICE CHECK?

The terms used and the procedures will vary from country to country. What we have to find out is whether the Applicant has a criminal record of convictions or arrests, which would make him/her unsuitable to take on a role of trust with youth in a CISV programme. We know that it may not be possible to obtain this information in all countries. If it is not possible in your NA, please send a statement to the IO to explain the situation.

Imagine

tens of thousands of
volunteers from 65 countries
working together towards a
common goal

Imagine

children from
countries as diverse as Israel,
Faroe Islands, Thailand, USA,
Slovenija, Jordan and Ecuador
learning together to shatter
stereotypes and build bridges for
the future

Imagine

a worldwide network
of youth and adults running
innovative social action
programmes to improve their
local communities

and

can you

Imagine

life without CISV

Some CISV Facts

Since 1951, a total of

WILL THE APPLICANT AGREE?

All Applicants are required to fill in and sign the Staff - Leader Application Form (MIL). The Form includes a Certification that:

I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc that would disqualify me from participation in CISV's international, cross-cultural and peace education programmes. I agree to a police record check if required by CISV. I consent to the personal data in this form being used by CISV to process this application and agree that it may be shared with other people involved in organising the programmes, wherever they may be hosted.

The Applicants, therefore, are aware that this may be required and have agreed to it in advance. If they then decide that they do not want a check done, they must understand that their application will be withdrawn.

WILL ANY CRIMINAL RECORD MEAN THAT THE PERSON CANNOT BE SELECTED?

Document R-6 of the Info File outlines selection guidelines for persons with programme responsibility. Among other things, it states:

Persons with a history of arrest / conviction / treatment of the following behaviour "problems," except in cases of unusual circumstances, are considered inappropriate for a position of leadership / trust in CISV: i.e.

- * *Serious criminal activity;*
- * *Alcohol / drug abuse;*
- * *Dishonesty;*
- * *Emotional or behavioural disturbance;*
- * *Sexual or physical abuse;*
- * *Prejudice or intolerance;*
- * *Violence or lack of self control;*
- * *Inability to appropriately handle stress.*

Having a record, in itself, does not necessarily mean that the person cannot participate. It really depends on the contents of the record and whether it relates to "serious" criminal activity -- things which would make the person unsuitable for a position of trust involving youth and in a setting dedicated to peace and understanding.

We have over 60 countries and a vast range of criminal acts, some of which are not considered criminal everywhere. Some criminal convictions can be removed from a record after a certain time. Not all "crimes" are relevant to a person's capacity to serve in a position of trust today. These are all factors, which mean that there is a judgement to be made in each case. Some

4,497 International CISV activities have been held with 170,000 participants from 100 countries.

Today, 65 nations participate in CISV activities, and there are over 150 chapters around the world.

Each summer, over 7,000 people, most of them children and youth (aged 11 – 18) participate in CISV's international programs.

There are close to 40,000 CISV members worldwide.

CISV's international volunteer staff devotes a total of **over 250,000 hours** each year to running CISV's programs.

examples of convictions, which would clearly be a bar to participation are: crimes involving violence and/or sexual assault or the trafficking of illegal drugs. The word "serious" in the Info File document means, however, that convictions such as minor traffic code violations (even if criminal) or juvenile / youthful indiscretions would not necessarily be a bar to CISV participation later in life. In addition, it is possible that while a person has no conviction, a series of arrests or charges for violent behaviour, abuse or distribution of illegal drugs, etc, is relevant and would disqualify them.

DOCUMENTS NEEDED TO APPLY TO BE A LEADER OR MEMBER OF STAFF

1. Staff - Leader Application Form (MIL)

- Anyone applying for a position as Staff or Leader (also JCs, Junior Staff/Leaders) must submit a Staff - Leader Application Form (MIL) to the CISV member at the local or national level, who is responsible for staff selection. At the top of page 1 of the form, there is a box for you to put the name and address of the appropriate person. The form can be filled in electronically, but must be printed out and signed.

2. Reference Form (MIL)

- Anyone applying for a position as Staff or Leader (also JCs, Junior Staff/Leaders) must arrange for 2 references to be submitted on their behalf. The NA should provide the applicant with the Reference Form (MIL). The applicant should fill in the "Section 1. Applicant Information" on page 1 of the form and then send the form to his/her 2 referees along with the name and address of the CISV member is responsible for staff selection, i.e. the person listed at the top of page 1 of the Staff-Leader Application Form. The referees should send the completed reference forms directly to that person. The form can be filled in electronically, but must be printed out and signed.

WHO DEALS WITH THE APPLICATIONS and WHEN DO WE REQUEST A POLICE CHECK?

Each NA/Chapter should designate a member who is responsible for staff selection. It is advisable to have a second person (either a Board Member or the local Risk Manager) to assist the designated person. The designated person (hopefully in consultation with this second person) must review the Application Form and the References and, if the candidate appears suitable, **an interview must be held**. In the case of Leaders and Staff, if the responsible people feel that the applicant should be considered for the position, they should arrange with the Applicant for a police to be done and the information sent to one of them in confidence. **Only if this police check is satisfactory, can the person officially be offered the position.**

The CISV member then signs the Staff - Leader Application Form (MIL), under the Applicant's signature, to certify that correct procedures have been followed. For Seminar Camp, the Application and Reference Forms of home staff are then forwarded to the appointed SCC representative, who makes/confirms the selection and assignments.

HOW DO WE ORGANISE POLICE CHECKS FOR INTERNATIONAL STAFF (particularly International Seminar Camp Staff)?

The procedure is the same. The Applicant must be made aware that a check is required. The Applicant and the host NA can then work with the Applicant's home NA to make sure that the check is arranged. The document should then be sent in confidence sent to the designated person in the Host NA

For Seminar Camp, once the SCC has made the selection based on the application and references, they should request a police check from the individual. That person can work with his/her home NA to arrange for the check to be done. The police document must be sent in confidence to the designated SCC member.

ONCE A SELECTION IS MADE, WHAT DO WE DO WITH THE INFORMATION WE HAVE RECEIVED?

All information received in the Application, References and Police Checks is personal and sensitive and must be treated confidentially. Only those designated to be responsible for selection (and the person designated to assist them) should see it. The Applicant signs to consent to the data being used by CISV only to process the application and agrees that the information on the Application Form **only** may be shared with programme organisers.

1. Fill in the Staff – Leader Selection Checklist (MIL) and fax/post it to the IO

It is important that both the NAs and CISV International be consistent in the selection processes. It is up to the responsible CISV member in the NA/Chapter to use this form to record the names and some details for every staff/leader (JC and Junior Leader) selected. The form can be filled in electronically, but must be printed out and signed. Prior to the programme season, this form should be sent to the IO for long-term storage.

2. What should the NA/PA do with the Application, Reference forms and Police check data?

This is personal and confidential information. This information must be kept confidentially and securely. We recommend that the Chapter keep a copy of the Staff – Leader Selection Checklist (MIL) and send the Application/Reference/Police forms to a person designated by the NA to keep them in a secure location. That person will also be responsible for ensuring that the documents are ultimately destroyed according to the laws of the country. Based on legal advice on English laws and practice, we can suggest the following as a guideline, but, of course, the local laws apply:

- If a person applies and is not selected, the information can be destroyed after 6 months; and
- If an applicant is selected, then the information should be kept for 12 years, then destroyed.

We thank you for working with us to implement good practices and to see the best possible candidates to have the care of the youth participants in our CISV programmes.

**** All forms are available on the CISV International website at <http://resources.cisv.org>**

IC GOOD TIME STORIES

As you know, I always like to conclude the IIC Info News Letter with some heart warming stories of past Interchange partners. If you have any such stories to relate, please allow me to share them with all of us – pictures of IC would also be nice to have.

The following story comes from Judy Coates of Fredericton – Canada:

“ Erin Breen , (Fredericton) from our first IC with Norway back in 93-94 was married on Sat. She had her IC partner as her maid of honour and another girl from Denmark who was a JC with Erin at a Village hosted in Pennsylvania was there for the wedding. They will be with her for the week prior and after the wedding. The Norwegian girl's family is even attending ! Now this is a CISV story..... ”



Congratulations Erin,
May all your dreams be exceeded

Till next time
Stay Well
Peace to All
Heinz Boehnke – IIC Chair

