



IIC Info News

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

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International Interchange
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Chair:

Heinz Boehnke, CISV
Canada

Alternate Chair:

Frank Steffen, CISV
Germany

Full Committee Members:

Maria Luiza Pereira, CISV
Brazil

Monica Werkelin-Parenmark,
CISV Sweden

Vickie Breedlove, CISV USA

Jannicke Bjerke Falch,
CISV Norway

Co-opted Committee
Members:

Lise Elboth, CISV Denmark

Jacopo Piccioli, CISV Italy

Cynthia Canas,
CISV Costa Rica

Rita Costa, CISV Brasil

Natis Oviedo Meza,

CISV Columbia

2004-2005 Picture of IC

Committee

Go To

www.cisv.ca/iic

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

Dear NICs and Friends of Interchange

C-YA SOON

It has been a busy month for Gill at the IO office getting all the matching done for ICs starting in the year 2006. Trusting that this email finds all of you in good health and good humour

Many of you have other roles in CISV as either leaders or staff. To those of you that are off to the far reaches of this globe, I wish you a safe journey and lots of fun at your CISV programme. To those that are staying at home, I also wish the same.

AIM 2005 starts in about 4 weeks. I understand that this years AIM has approximately 300 participants . I would hope that this number will translate into me meeting and talking to more of you than I have done in the past, especially those of you from the Asia / Pacific area that are new NICs. As always I look forward to meeting new NICs from other areas and improving CISV friendships from the past. Till then.....

2006 & 2007 INTERCHANGE MATCHES

This week all Associations have received the 2006 Matches and Open List based on the information sent in to IO by your NA for the June 1 deadline .

Please review the 'Yr. 2006 Round 1' Interchange matches and the 'Yr. 2006 - Open List' for its accuracy. Please pass on your internal country matches to your LICs for their comments and advise Gill at the International Office **BY JULY 25, 2004** of your decision with respect to the Matches. When reviewing the matches you will need to decide:

1. Which Round 1 matches are being accepting.

2. Which Round 1 matches are refused.

Round 1 matches can be refused by the LICs for the following reasons:

- Failure of the matching country to observe National Association or International rules or standards
- Travel too expensive
- Concern for the personal safety of the delegates
- Other reasons which must be specified

Round 1 refusals must be sent to IO with a copy sent to the IIC

3. Do you want to be on the **Open List** as indicated?

- If yes..... great
- If no..... What changes do you want to the Open List?
 - Delete Request
 - Alter requested age, distance or regions
 - Add to requested regions

4. Do you want to have additional Interchange requests added to the Open List?

5. If the June 1 submission date for IC requests was missed, you may now give requests which will be added to the Open List.

Round 2 results will be distributed to your NA by the IIC at the very beginning of AIM. Final Round 3 Matchbox will be conducted at the AIM by the IIC which for now is scheduled for Monday night August 8.

All subsequent acceptance / refusal / re-matches from the Open List after the AIM will be conducted by IO.

GENERAL GUIDE for all CISV Programmes & INTERCHANGE GUIDE

Go To

<http://resources.cisv.org/guides>

FAMILY IC GUIDE FOR PARENTS

Go To

www.cisv.ca/iic

INTERCHANGE SPECIFIC FORMS

Go to

www.cisv.ca/iic

INTERNATIONAL FORMS

Go to

<http://resources.cisv.org/forms>

"Official" IIC Web Page

www.cisv.ca/iic

DATES TO REMEMBER
IC's STARTING
JUNE / JULY

June 25 – Round 1 matches
from IO to NA for '05-'06

3 Days After Start of
Interchange - DPAF to IO

July 25 – Acceptance /
refusals of Round 1 Matches

July 25 – Request additional
ICs for 2005 / 2006

30 Days After Completion of
Interchange – Programme
Director's Form to IO



Updated Interchange
Calendar available on
www.cisv.ca/iic

DPAF , PDRF , IRF & IEF Forms

DPAF = DELEGATE / PARTICIPANT ATTENDANCE FORM - this form must be filled out and sent to IO 3 days after your Interchange starts. Unless this form is sent in, you will not receive credit for a smaller delegation size. On the form staff is always zero. The form indicates that the host association is to submit the form BUT I believe that for a 2 year IC both chapters must hand one in. For a 1 year IC each chapter must send a form in 3 days after their part of the IC starts. Within your own country, you must decide if the LIC, NIC or NA sends the form to IO.

PDRF = PROGRAMME DIRECTOR'S REPORT FORM - This form is filled in and signed by the LIC and sent to IO, within 30 days after the end of the programme. LICs no longer need to do a separate Risk Management Report as much of the information is covered here or by the Local Chapter Risk Manager.

IRF = INCIDENT REPORT FORM - To be used when an incident occurs in the Interchange programme. Not every incident will require full reporting. Examples of situations to report are those requiring medical (including psychological) attention, those involving criminal behaviour as well as violations of CISV guidelines on Behaviour and Cultural Sensitivity where consequences have been imposed.

IEF = INTERCHANGE EVALUATION FORM - This form is to be filled out by the LIC and sent to the IIC with a copy to the NIC by October 1. Please note that to make the form easier to work with, it contains "Drop Down Menus" which offers a selection of answers for questions 5 to 11 as well as for the IC 'Phase'.

As an example, in question # 5, left click on the '0-5 times' that is at the end of the question. A box then appears with the following options:

- 0 – 5 times
- 6 – 10 times
- 12 – 20 times
- more than 20 times

Left click on the appropriate response to enter your answer to question #5

ADDRESS UPDATES

NEW NIC – ICELAND
Edda Hrund Halldorsdottir
ehh3@hi.is

Alternate NIC – PHILLIPINES
Deenna Mendiola
E-mail: deenna1960@yahoo.com

DATES TO REMEMBER IC's STARTING

DEC'05 / JAN. / APR. 2006

August 15 – Last date to cancel without penalty

August 15 – No new matches after this date

September 1 – IC Date Confirmation Date – for Dec / Jan ICs

October 15 – Send Delegate Information Forms for delegate pairing

October 31- No re-matches

October 31 – Pairing / Matching of delegates completed

October 1 – 1st Group Meeting

30 Days Before Arrival – Notify Partner of Travel Plans & Hosting Agenda

Feb 1 – IC Date Confirmation Date – for Apr. ICs

INTERCHANGE CLINICS AT AIM'05

The AIM is a time to discuss concerns, resolve misunderstandings and generally improve our relationships with each other and improve Programme content.

If any part of your Interchange did not run smoothly, please have your AIM representative present to the IIC a written report on your concerns. The IIC will then pass on your concerns to the respective country for their comments. After the AIM, the IIC will evaluate the concerns and determine if a future clinic is required.

In general terms, the purpose of the clinic is to:

- identify all the things that could have been improved on in an IC
- identify what lessons have been learned from the issues raised in the evaluations and Incident Reports
- and, identify what steps need to be taken in the future to avoid the same difficulties

The greater purpose of the clinic is to share with other NICs things that have been learned from ICs. The results of the clinic will be shared with all NICs in the hope that the issues of a troubled IC will help other chapters to avoid the same problems.

Based on the Evaluation Reports of ICs from 2003 & 2004 certain countries have been asked by the IIC to attend a clinic to address the concerns raised in that IC. These are the only clinics that will be held at the AIM 2005.

SO LONG, FAREWELL, AUFWIEDERSEHEN.....

As this is the last year of the current IIC chair it is also a time to reflect on the progress of the IIC during the last 6 years. The committee in 1999 was full of enthusiasm and without their efforts the IC Programme would not be where it is today. Over the past 6 years many have contributed to the current status of the IC Programme's content far too many to thank individually at this time but a very special thank you goes to Frank Steffen who's help, support and opinions have been invaluable and greatly appreciated. What follows is a summary of the major accomplishments of the IIC members to the Interchange Programme:

1. Creation of the Interchange web site which has an average of 250 to 300 hits a month
2. IIC sponsored Work Shops in Austria, USA, Mexico, Canada, Finland and France
3. Distribution of 53 IIC Info News Letters to National Interchange Coordinators
4. Complete revision and update of the 1994 International Interchange

THREE IMPORTANT THINGS TO DO IN AN INTERCHANGE

1. Communicate

2. Communicate

3. Communicate

Guide

5. Elimination of various evaluation forms and replacement with only 1 IIC Evaluation Form
6. Development of numerous Delegate Information Forms, parent interview forms and deadline monitoring forms.
7. Addition of new Guides and Manual for the IC Programme:
 - Interchange Family Guide for Parents
 - Junior Leader Guidelines
 - Mini Camp Manual & Guide
 - Educational Theme Guide for Interchange
 - Guide & Manual for TripleChange
8. Reports and Studies
 - 3 Year Study on Interchange Cancellation
 - Yearly Report on Interchange Evaluation Forms
 - Yearly Report on Interchange Clinics to National Interchange Coordinators

An analysis of the past 6 years would not be complete without turning to thoughts of things that did not go the way one expected. Things that did not go the way we had planned them.... had to revert to Plan 'B'. There are three major regrets that I have during my tenure as IC Chair. One is that despite our best efforts we were unable to decrease the cancellation rates. Another, is that we were unable to significantly increase the number of Interchanges and thirdly, that we were unable to encourage more Category 'A' Nations to participate in the IC Programme.

I would like to say that it has been my pleasure to be the guardian of the Interchange Programme. I have had the opportunity to meet so many CISVers from around the world, to understand your cultures and in some instances become your friend. I will be for ever thankful to CISV for your input into the person I have become and for the wonderful attitudes that CISV imparts on all who come in contact with it. Aside from immediate family, there is no other experience anywhere that can be as rewarding as an involvement with CISV. In closing, let me say that it's been a slice and tanx for the memories.....

Keep in touch
TTFN
Yours in CISV
Heinz Boehnke - IIC Chair.