Servas International SI Exco Meeting by Skype Minutes

Sunday January 17, 2016 15:00 - 17:00 GMT/UTC

Version: 2

Participants: Jonny Sågänger (JS); Ann Greenhough (AG); Danielle Serres (DS); LV Subramanian (LVS);

Pablo Colangelo (PC); Penny Pattison (PP)

Minutes Recorder: PP

Chair: JS

Timekeeper: **DS**

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes

Decisions and Motions are in bold

Meeting began at 15:00 GMT/UTC.

- 1. Chit chat
- 2. Agenda adopted as proposed
- 3. Adoption of minutes
 - MOTION: December 20, 2015 minutes Version 4 are approved. Passed

4. Email Decisions:

Passed 2016/01/17: A refund to Moses Kigozi of 227 Euros is approved (as set out on the attached claim form). This is to cover expenses incurred in making his visa application to visit New Zealand to attend SICOGA 2015. The refund will be arranged by the SI treasurer on receipt of the required receipts to be sent by Moses. It was noted that this was approved under special circumstances.
 Background is available from the SI President.

5. Face to Face meeting in Cesseras in April 2016

• (carried forward) Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by February 13, 2016 for compilation by JS for the February 21, 2016 meeting

a. Main Purpose and Goals of the meeting

- See action item above to review proposed goals and agenda items
- b. Input on draft programme with timetable
 - AG's suggestions to add Area Coordinators and Regional Development and review of SI Committees were accepted
 - See action item above to review proposed goals and agenda items

c. Practical Arrangements

- The meeting will begin at 09:00 on Friday April 8, 2016 and end at 14:00 on Tuesday April 12, 2016
- Wifi, printing, projector, etc. are all available to us
- Planned excursion and dinner on Sunday afternoon and evening

- <u>Action: JS will arrange with Bernard to arrive on Sunday afternoon and meet with SI Exco on</u> Monday
- It was agreed that it will be most effective for LVS to meet Mirek in Warsaw after the SI Exco meeting
- Action: LVS will work with Mirek to arrange travel to and from Warsaw, and accommodation

d. Meeting agenda

• See action item above to review proposed goals and agenda items

6. SI Finances

a. Status report financial report 2014

• See Treasurer's report in Appendices; no decisions required

b. Status SI stamps 2011-2014

• See Treasurer's report in Appendices; no decisions required

c. Status SI stamps 2015

- Unused stamps for 2015 will be required to be returned by postal mail to the Treasurer (scans are not acceptable), if the National Group received more than 10 stamps
- Action: LVS will manage the process of getting unused 2015 stamps returned to him

d. Banking Arrangements

- Until LVS has banking access, he will work with JS as required, to get details of the banking status
- Action: PP will wait until AG clarifies her status with Credit Suisse, before sending on the paperwork
- Action: When the SICOGA 2015 minutes are finalized, AG will print a copy, sign it and send it to JS for inclusion in the paperwork for Credit Suisse

7. Stretch legs

8. Exco appointments (continued)

- MOTION: SI Exco appoint the following people to the following committees:
 - o SI Membership Team Rita Dessauvage, Harald Seiffert, Alexey Tereshchenko
 - SI Budget Team will be appointed at a later date
 - SI Image and Design Support Team –to be decided at next meeting
 - ServasOnline System Steering Committee Management Team to be decided at next meeting Passed.
- Note: This decision was made to be consistent with other SICOGA 2015 funding decisions
- Action: JS will notify the SI Membership Team of the decision

9. Refund SICOGA 2015 expenses

a. Visa - Moses - see 4. email decisions

b. Funding - Bangladesh

 MOTION: Servas International will reimburse the Servas Bangladesh National Secretary Mohd Rezaul Karim (MRK) 1 133 euros for his costs in connection with his participation at SICOGA 2015.

The total sum represents the following parts:

558 euro (40% of flight cost Bangladesh-New Zealand) 575 euro (100% of registration fee for SICOGA 2015)

Total: 1 133 euros

To be paid out of the SICOGA 2015 budget

Passed.

- Note: This decision was made to be consistent with other SICOGA 2015 funding decisions
- Action: LVS will manage the process of sending funds to the Servas Bangladesh National Secretary

10. Registration and Meetings Web Site

 MOTION: SI Exco to approve in principle the idea of contracting for a SI Registration system that can be used for the SICOGA conferences, as well as Servas national or area meetings. The next step will be for Amir to determine an estimate of the cost of development, and for ongoing maintenance and changes to the system.

Passed

- Next Steps/Action Items:
 - 1. Amir Levy will need to determine a reasonable development cost, annual maintenance budget and the team (technical, training, etc.) needed to manage it for users of the system.
 - 2. SI Exco will need to decide under which budget line it fits. If there is no place, or we want to recommend use of the reserve account, then it must go to a DV with a motion something like:

Approve SI Exco to spend up to _____CHF to contract for an SI Registration system to be developed that can be used for the SICOGA conferences, as well as Servas national or area meetings. Also approve an annual maintenance budget for the system of _____CHF, to be managed by a Registration System Team working with the ServasOnline Team, within the ICT.

• Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system

11. SICOGA 2015 Documentation video & photo

• See President's report in Appendices; no decisions required

12. SI Exco member's written reports:

- There was a question about the Host List Coordinator's report stating a lack of response from Arnoud
- Action: DS will try to contact Arnoud

13. Any other business - none

14. Next meeting

- The next meeting will be February 21, 2016 from 15:00 17:00 GMT/UTC
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

Meeting ended at 17:00 GMT/UTC

See next page for Action items

Nov 22, 2015 Action Items not completed:

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes in progress
- Action: PP will draft a format for monitoring the decisions from the 2015 GA
- <u>Action: AG will follow up on the minutes and action plan from the Speakers Corner</u> in progress
- Action: LV will work with MW to complete the transfer of financial responsibility in progress
- <u>Action: PC will arrange with Arnoud Philippo to get administrator privileges for the closed Servas</u> <u>International Facebook group</u> – in progress

Dec 20, 2015 Action Items not completed:

- Action: PP will compile the travel arrangements to Cesseras into a spreadsheet and share it in Dropbox
 in progress
- Action: JS will create a SICOGA 2015 Documentation Team that will: in progress
 - * suggest to SI Exco how the documentation should be used
 - * suggest to SI Exco which channels of communication should be used for maximum impact
 - * prepare for documentation of the next SICOGA in 2018
 - * present a report with suggestions for action items to SI Exco by January 30 2016

Jan 17, 2016 Action Items:

- (carried forward) Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by February 13, 2016 for compilation by JS for the February 21, 2016 meeting
- Action: PP will wait until AG clarifies her status with Credit Suisse, before sending on the paperwork
- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system

Jonny's short report to Exco 2016-01-12

Action report 2015-12-17 - 2016-01-12

I have executed the following tasks that I was assigned by Exco on Dec 20, 2015:

- <u>Action: Each SI Exco member will arrange their travel to Cesseras (and informed PP for her compilation of the travel arrangements to Cesseras)</u>
- Action: JS will inform the SI Committee members and officers of the review of all SI Committees when he writes to the people who have been appointed
- <u>Action: JS will ask Carla Kristensen and Conni Giessendorf if they will consider working on other priority</u> projects
- <u>Action: JS will ask Stefan Fagerström if he agrees to be on the SI Image and Design Support Team and the ServasOnline System Steering Committee Management Team</u>
- <u>Action: JS will ask Frederic Morizot if he agrees to be on the ServasOnline System Steering Committee</u> <u>Management Team</u>
- <u>Action: JS will consult with Bernard Andrieu to find out if the current members of the SI Website Team</u> could participate in other projects which suit their expertise
- Action: JS will brainstorm with AG and prepare a proposal regarding the Bangladesh funding request
- Action: JS will inform the Bangladeshi applicant that evaluation of his request is in progress
- Action: JS and PP will add 'method to present motions to SI Exco meetings and by email' to the agenda for the face-to-face meeting

In addition:

- 1. Written two motions, in cooperation with Ann Greenhough and Penny Pattison, on SICOGA refund and on new SI registration and meetings website.
- 2. Renewed contacts with prospective persons for SI Exco to appoint to SI committees and ad hoc work groups.

Done. Proposal submitted as motion for Exco in the Dropbox folder assigned for the Exco meeting 2016-01-17.

- 3. Inform persons appointed by Exco for SI committees on 2015-12-20.

 Done.
- 4. Discussions with Ben Childs, video maker, about next steps in project for documentation of SICOGA 2016.
- Action: JS will create a SICOGA 2015 Documentation Team that will:
 - * suggest to SI Exco how the documentation should be used
 - * suggest to SI Exco which channels of communication should be used for maximum impact
 - * prepare for documentation of the next SICOGA in 2018
 - * present a report with suggestions for action items to SI Exco by January 30 2016
- 5. Ongoing discussions with SOLSYS PM Bernard Andrieu.
- 6. Season's greetings

Sent to

- * Gabrielle Mandell, Secretary General, CISV International hq in UK
- * CISV in New Zealand
- * Ms Miriam Fugfugosh

Gender and Security Cluster, Responsible

Senior Programme Officer, Regional Development Programme

www.gcsp.ch

Geneva Centre for Security Policy

Maison de la paix

Geneva

Switzerland

* David Gallup, Esq.

President and General Counsel

World Service Authority (which issues World Passports)

Washington, DC 20005

www.worldservice.org

* Joy DiBenedetto (former CEO of Frienship Force International)

Now: HUM: Human Unlimited Media Web: www.humnews.com

7. Miscellaneous

Copied, scanned and emailed 14 Certificates of membership for persons in Servas Cameroon to Ewa Dzierzawska, SI DC. Ewa will forward the documents to these people:

Bisso Bang Chantal Blonde 2016-2017
Che Marcus 2016-2017
Colette Titang 2016-2017
Jonas Moleka 2016-2017
Kong Lucy 2016-2017
Lawal Mohamadou 2016-2017
Limen Forence 2016-2017
Lubabatou Amadou 2016-2017
Mala Carine 2016-2017
Mbella Cecile 2016-2017
Mooland Chinelum 2016-2017
Roger Soh 2016-2017
Tambe Richard 2016-2017
Tim Toh Fidelese 2016-2017

* Day-to-day business (email communications, preparation of agenda for SI Exco meeting)

On hold:

8. SI domicile for registration as NGO

On hold.

9. Ethical fund and bank '

On hold.

Jonny Sågänger President Servas International 2015-2018

Servas International Peace Secretary Report December 20, 2015 to January 17, 2016

Dec 20, 2015 Action Items:

- 1. <u>Action: DS will prepare official invitation letters for those who need them to attend the Face-to-face meeting</u>
- 2. <u>Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by Jan 9, 2016 for compilation by JS for the Jan 17, 2016 meeting</u>

Tasks completed

I arranged with our hosts to prepare and send the official letter needed by SI treasurer.

Although I have reviewed the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016, I wasn't able to send my comments by January 9, nor to consider other agenda items, as I had other priorities at the time.

Only I have at this point a few comments about teambuilding. I believe it is crucial for us who are not in the same physical space to achieve good teamwork. Face-to-face communication is very important in building an effective environment for the team. Face-to-face contact is key to developing trust.

As for the program, final dates have still to be agreed upon. It is also needed in order to move forward practical arrangements.

One of my priorities has been to handle the annual tasks related to SI UN Representatives. Current and new members have been identified and their data have been entered in the UN database and updated in Dolphin. Forwarding address unobservers@servas.org has been updated accordingly.

I have also done some follow-up on the Peace Calendar, some people asking for advice or making proposals about using it to spread the word about Servas. Also with some members of the UN working team and using the SI UN presentation done at SICOGA, proposals about how we start with working on SDGs.

Tasks in progress

SI UN page on servas.org: under *Who we are*, we have now an item called *Servas and the UN*, with an introductory text and some info in chronological order. It has been agreed with Jean-Marc Eyot that I will provide info to be published in that section of the website.

For the UN database, we need to find another address in Geneva as the one currently mentioned is not relevant anymore. I have asked Daniela Doenges, our new SI UNOG Main Representative, to collect info about a possible address in Geneva.

Others

A UNOG team meeting is planned during my visit to Geneva for the 31st session of the Human Rights Council, in March. Now the team includes 5 members, and 2 helpers. We plan to submit a written and/or oral statement on behalf of SI, hopefully cosigned by other NGOs.

Preliminary contacts have been made as per **SICOGA Decision N°10 on 15 October 2015**, that: "It is agreed that SI develops a 'Code of Ethics and Behaviour" that will be binding on all Servas members including officers. The SI Complaints Resolution Committee (CRC) will work with the Servas International Peace Secretary and other interested parties to develop a draft to be voted by the next GA or sooner by Distant Vote. This draft will include existing materials such as the Report on Handling Complaints written by Marijke Batenburg (New Zealand)."

SI General Secretary Report: 2015 December 21, 2015 – January 17, 2016

Accomplished:

- Arranged for updates to SICOGA 2015 website
- Arranged for updates to www.servas.org website
 - o moving the 'News' items to 'Administration'
 - o setting up a new 'Servas at the UN' menu item and Danielle defined the contents website
 - o posting the Host List Coordinator letters under 'Administration'
- Drafted changes to www.servas.org to add in Events
- Worked with LVS and Mirek on the banking paperwork
- Continuing to work with ServasOnline Project Manager and ICT to move the ServasOnline system to the Servas server
- Working with Jonny, Bernard and Stefan on new SI Web Editor role
- Received the draft SICOGA 2015 minutes from David Asher, and reviewed them
- Helped to prepare for 2016/1/17 SI Exco meeting
- Drafted Annual Report 2015 form

Action item update:

Nov 22, 2015 Action Items not completed:

- <u>Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes</u> draft minutes received but not yet reviewed
- Action: PP will draft a format for monitoring the decisions from the 2015 GA not done
- Action: PP will update the 2015 conference website, in consultation with JS completed

Dec 20, 2015 Action Items:

- <u>Action: SI Exco members will include a report on their action items in the short reports that they</u> submit before the meetings done
- Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by Jan 9, 2016 for compilation by JS for the Jan 17, 2016 meeting – not done
- Action: Each SI Exco member will arrange their travel to Cesseras in progress
- <u>Action: PP will compile the travel arrangements to Cesseras into a spreadsheet and share it in Dropbox</u> in progress (only received from DS, JS and PP)
- Action: PP will contact Lisete and tell her that PP will be her backup, and that any queries that she cannot answer can be sent to generalsecretary@servas.org and PP will deal with them done
- Action: JS and PP will add 'method to present motions to SI Exco meetings and by email' to the agenda for the face-to-face meeting done

Short Term Priorities:

- 1. Day to day SI Exco and General Secretary correspondence and pressing issues
- 2. Work with Prossy to define roles
- 3. Distribute the 2015 GA Minutes when they are ready
- 4. Finalize and distribute the Annual Report format for 2015
- 5. Organize the 2015 GA decisions into a format that SI Exco can use to monitor progress

Key Concerns/Issues:

- 1. Beginning the new SI Exco term with clear roles and understanding of each other
- 2. Management of Servas International social media roles and responsibilities
- 3. Spanish translation a coordinator needs to be found

Treasurer's Agenda for EXCO meeting scheduled for 17th January 2016

- 1. Banking Rights awaited: The duly filled application blank has been sent to Penny. Penny had skype discussion with Mirek and has filled in the respective portions and sent to Jonny for filling up and onward transmission to SI bankers Credit Suisse. Till I get the banking rights, I am unable to view and confirm the remittances received from the member countries. I would therefore request either Jonny or Ann to verify and confirm the remittances of which I can forward a list.
- 2. Stamps for 2016: I have sent out 6442 stamps for 2016 to 59 countries based on their stamp requests. Of them, only 3 countries envelopes came back undelivered owing to wrong address given by them. I have subsequently sent to the revised addresses confirmed by them.
- 3. 2014 Accounts Finalisation: In view this of the urgency and time limit set by Internal Audit committee and better coordination with the local book keeper, I was required by Exco to complete the finalization after completing the reconciliation of stamps of some countries relating to prior years. Since then I have made the control sheets for the stamps sent during 2011 to 2014 and requesting the member countries (whose returned stamps were not recorded) to resend the data so that the same could be incorporated. Some have responded the details of which have been incorporated. Details from others are awaited. The audit time schedule set by the AuC stipulates that 2014 accounts be completed by 31st January 2016. I had gone to the book-keeper and auditor office to ascertain the progress made by them. In view of this deadline, I plan to assist the book-keeper whom I have asked to come tomorrow Sunday 17th January so that we can reconcile the missing gaps and come to the final figures.
- 4. 2015 Accounts: Handing over of documentation by Mirek, the ex-treasurer, is in progress and it is likely to be completed by April after the Exco face to face meeting.
- 5. SOLSYS Meeting: I participated in the SOLSYS meeting and made some suggestions which SI should consider while extending the validity of the contract with Netiapps, which expired on 31st December 2015.

SI HLC 2015-2018 Working Report #03

PABLO H COLANGELO hostlistcoordinator@servas.org Skype: Pablo Colangelo +54 (911) 5569-7446

December 21st 2015 to January 17th 2016

- Assist Key people regarding issues related on how to upload HL and update data on Dolphin. Italy, Indonesia, Poland/Thailand, Nepal. Belarus.
- Contacted Key persons in Britain, USA and Iran because there were people willing to become member of Servas and got registered using an old Dolphin form with is somewhere on the internet. They will follow up the actions to be taken towards interview those persons.
- French HL missing in HLSA solved. Now all HL are available to be download at the HLSA. Servas Japan HL must be given to travelers in paper format (it can be printed by key persons)
- HL 2016 update reminder were sent to all National Groups. There will be no need to keep on using HLRF (host list request form in dolphin for 2016 as all HL are available in electronic format. Those countries whom still offering booklets can send them to those whom wishes to have them and arrange directly on how to get them by post mail (ie: Servas Japan)
- Waiting former SI HLC Arnold Philippo to inform about unfinished tasks to be done. He promises to send the information and documents more than a month ago but I still don't have news.
- I Contacted former SI HLC more than a month ago as he is the administrator for Servas group in Facebook to request being included as admin to help him (as Im in other timezone) but I still did not get feedback from him.
- I attended a SOLSYS Teleconference on January 13th 2016 at 19:00 EU Time (45 minutes late because working duties)

Important tasks to be done next

- Get connected with Arnold Philippo regarding unfinished tasks and documents
- Get directions about Closed Facebook Group administration issue
- Check text content at SOLSYS site according to decisions taken during SOL teleconference on January $13th\ 2016$

Report from Ann Greenhough VP for Exco meeting on 17th January 2016

Activity on actions arising from December '15 meeting:

1. Action: SI Exco members will include a report on their action items in the short reports that they submit before the meetings

Done

2. Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by Jan 9, 2016 for compilation by JS for the Jan 17, 2016 meeting

Comments sent to JS on 2 topics for the f to f meeting agenda.

- Area coordinator role- suggestion is for discussion to be wider to focus on planning the strategy for regional development (as in GA decision).
- o Planning for review of SI committees and roles (as in GA decision).

3. Action: Each SI Exco member will arrange their travel to Cesseras

Flights booked with Ryanair: Departing London to Carcassonne on 7th April returning Carcassonne to Glasgow on 13th April. Low cost flights but there will be additional road/ rail costs from/to Yorkshire. Details of arrival and departure times to be sent to the hosts.

- 4. Action: AG will work with PC on his flight arrangements to Cesseras and payment
- Flight from Argentina to France return booked and paid in UK on behalf of PC.
- **5.** Action: AG will consult with MW and LVS to confirm that Moses' submitted documentation is sufficient LVs confirmed Moses documentation is sufficient.
- 6. Action: AG will send an email motion related to paying Moses' visa expenses.

Motion sent and placed in Motions for meeting in Dropbox on 16.1.16

- **7.** Action: JS will brainstorm with AG and prepare a proposal regarding the Bangladesh funding request Feedback given to JS re Bangladesh funding motion.
- **8.** Action: AG will follow up on the minutes and action plan from the Speakers Corner in progress Aneris Cao has reported that work is ongoing with Maria Fernanda.

Other activities:

1. Messages to SI key list in Dolphin.

First message sent to key-list (currently 435) asking for information about planned international regional and youth meetings and events to avoid dates clashing.

Worked with Rita D on identifying errors in key list, now corrected Rita.

Responded to those giving information about events in 2016.

2. SYLE

Worked with Roberto on a message to the key list asking for national groups to give information about proposed SYLE opportunities 2016. Sent out 15.1.16

Following the GA decision on SYLE proposed by Servas Italy Roberto has agreed to manage the SYLE list of opportunities as well as offering valuable support and advice to those wanting to be SYLE hosts.

After some initial discussion with Susana, youth team, the next step is to confirm that Roberto will also take responsibility for processing and matching SYLE applications and possibly update the SYLE handbook.

- **3. Families in Servas** on-going planning with Susana, youth team.
- **4. Regional activities** discussions with Ewa, DC, including identifying possible funding requests.
- 5. Banking with Credit Suisse

Continuing attempts to obtain password needed to access on line banking. Failed to make contact by phone with Maritza Ribeiro support person suggested by JS. Email asking for tel appointment returned. Customer

Services in Switzerland reluctant to help. Will make further attempts to access someone able to resolve the situation.

Priority for Action

- o Prepare plan of work based on SICOGA decisions which are responsibility of VP.
- Provide Penny with details of discussion so far on ideas for new SI website for future Youth, Family and Making Connections pages. Also suggestions for possibility to set up temporary pages on existing website so work can start on developing them.
- Servas Youth Fund. Prepare report on use of youth fund for SICOGA 2015 to include young people's evaluation and financial report for fund held currently by Servas Britain.
- Compile information received about planned events meeting then agree with PP and PC where it would be best publicised.

Monthly report SOLSYS project Bernard Andrieu, project manager 2016-01-15

SOLSYS status 2016 January.

The development of the regular user's functionalities is almost operational, even if some bugs and light improvements are still to be fixed and the responsiveness must be thoroughly checked on smartphones. So we are able to state that now the second milestone is mainly done, given the above.

The first part of the third milestone (key persons' administration functions) was delivered to us on January 12th and will be tested soon. It covers the management of the application of newcomers by coordinators, interviewers and treasurers.

The contract ended on 2015 December 31th. The supplier has not ended the project in due time, therefore we need to extend the term of the contract, for at least three months. Therefore, the realistic launch of SOLSYS has to be postponed to the end of June. We must also bear in mind that additional functions which were not described in the specifications are necessary (for instance the full hostlist of a country).

ICT (Mark Hahn, Michael Silbert) are working on implementing the deliverables on the Servas servers. Hence we'll have the source code on our premises, which is most important. And we'll be able to check the quality of the source code, the database structure and the loading process.

The first pilot countries are testing the upload of their members' data: France, New-Zealand, Canada, Switzerland, and soon Sweden, India, Spain, Germany, Israel, Romania.

I remind you, as Pablo Colangelo underlined recently, that the countries wanting to enter the system will have to prepare carefully the organization of the deployment process: prepare and verify the accuracy of the members' data, inform the members, teach them how to use SOLSYS, upload and control the country's database, give the members weeks to set a password, verify/modify/complete their profile, etc.