



Servas International 30th Conference and General Assembly - SICOGA 2015

Totara Springs, Matamata, New Zealand 10 - 16 October 2015

General Assembly matters president@servas.org

SICOGA 2015 matters sicoga2015@servas.org Web site www.servas.org/sicoga2015

SICOGA 2015

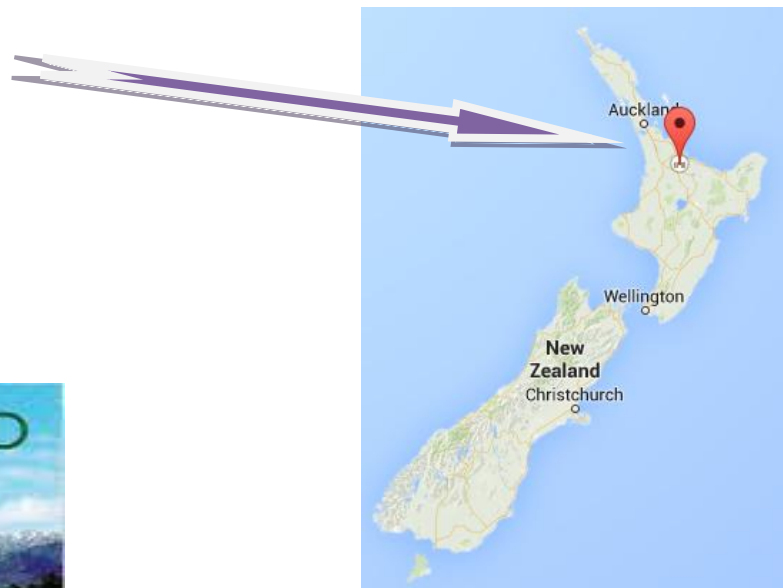
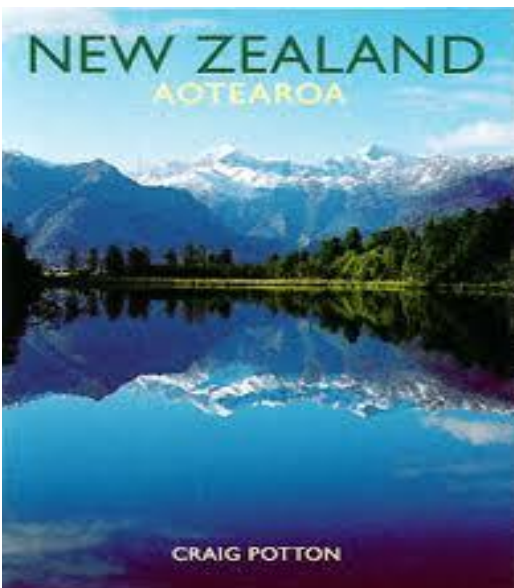


Totara Springs
Aotearoa New Zealand

Welcome to SICOGA 2015! **"Servas in Transition"**

Background Materials

For the 30th Servas International Conference and General Assembly (SICOGA) 10-16 October 2015
Totara Springs Conference Centre, New Zealand





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Respectfully submitted by
Jonny Sägänger

Servas International President
on behalf of the SI Executive Committee (SI Exco)

Stockholm, Sweden in September 2015
president@servas.org



2. Meeting and background materials (use the weblinks to go to the most updated conference information)

1. All about the Servas International Conference and General Assembly 2015 (SICOGA 2015)
<http://servas.org/sicoga2015/index.php>
2. SI Exco minutes August 2012-September 2015
<http://servas.org/who-we-are-SI-EXCO.php>
3. Background material for SICOGA 2015
4. This section contains information useful to SI GA delegates.

Click on the weblinks to get more information:

SI GA 2012

2012 Minutes http://www.servas.org/sicoga2015/files/SI_GA_2012_Minutes_final.pdf

2012 Decisions http://www.servas.org/sicoga2015/files/SI_GA_2012_Decisions_revised.pdf

SI Distant Vote Decisions (SI DVD) 2012-2015. Between General Assemblies, decisions can be made through Distant Votes. There have been two Distant Votes, and following documents provide the information about them.

Distant Vote Procedure & Schedule

http://www.servas.org/sicoga2015/files/DV_2012-2015/DV_Generic_Procedures_Schedule_Actions.pdf

Nov 2013 Distant Vote motions http://www.servas.org/sicoga2015/files/DV_2012-2015/DV_Motions_for_dv_nov_2013_eng_esp.pdf

Nov 2013 Distant Vote Report to EXCO

http://www.servas.org/sicoga2015/files/DV_2012-2015/DV_Nov2013_Report_to_EXCO.pdf

Nov 2013 Distant Vote Results Advice

http://www.servas.org/sicoga2015/files/DV_2012-2015/Servas_DV_Nov2013_Result_Advice.pdf

Nov 2014 Distant Vote Schedule & Procedure

http://www.servas.org/sicoga2015/files/DV_2012-2015/DV_Nov2014_Schedule_Procedures.pdf

Nov 2014 Distant Vote motions

http://www.servas.org/sicoga2015/files/DV_2012-2015/Motions_for_distant_vote_nov_2014.pdf

Nov 2014 Distant Vote Report to EXCO

http://www.servas.org/sicoga2015/files/DV_2012-2015/DV_Nov2014_Report_rev_A_to_EXCO.pdf

Nov 2014 Distant Vote Results Advice

http://www.servas.org/sicoga2015/files/DV_2012-2015/Servas_DV_Nov2014_Result_Advice.pdf

SI Audit Reports



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- 2010 Internal Audit Report http://www.servas.org/sicoga2015/files/DV_2012-2015/SI_Internal_Audit_Report_2010.pdf
 - 2010 External Audit Report http://www.servas.org/sicoga2015/files/DV_2012-2015/external_audit_2010.pdf
 - 2011 Internal Audit Report http://www.servas.org/sicoga2015/files/DV_2012-2015/internal_audit_report_2011.pdf
 - 2011 External Audit Report http://www.servas.org/sicoga2015/files/DV_2012-2015/external_audit_2011.pdf
 - 2012 Internal Audit Report www.servas.org/sicoga2015/files/DV_2012-2015/Internal_Audit_Report_2012_final.pdf
 - 2012 External Audit Report www.servas.org/sicoga2015/files/DV_2012-2015/external_audit_2012.pdf
 - SI Member countries www.servas.org/sicoga2015/files/SI_Member_countries_for_SICOGA_2015.pdf
 - Definitions and Abbreviations for General Assembly www.servas.org/sicoga2015/general-assembly-material.php
 - Draft Rules of Conduct www.servas.org/sicoga2015/files/Rules_of_Conduct_2015_Final_Draft.pdf
 - Draft Rules of Order http://www.servas.org/sicoga2015/files/Rules_of_Order_2015_Final_Draft.pdf
 - Draft Voting Procedure http://www.servas.org/sicoga2015/files/VOTING_PROCEDURE_2015_Final_Draft.pdf
5. Information about SI GA 2015 elections (go to web site below) <http://servas.org/sicoga2015/general-assembly-elections.php>
On this website you find information about these subjects, among other things:
- Elections Procedure
 - Procedure for Proxy Voting at GA
 - Job Descriptions Jan 2015
 - Nominations Procedure and Guidelines
 - Nominations Form (click here to download)
6. SI News (Servas International newsletter) <http://servas.org/who-we-are-newsletter.php>
7. Summary final report host list reliability Test 2014/2015
http://servas.org/OtherFiles/Summary_Final_Report_Hostlistreliability_Test_20142015version5sept2015.pdf
8. Host List Test September 2015 http://servas.org/OtherFiles/Test_Host_List_september_2015_for_websites.pdf



3. List of Servas member countries as on September 7 2015

1. Argentina	41. Lithuania
2. Australia	42. Malawi
3. Austria	43. Malaysia
4. Belgium & Luxemburg	44. Mexico
5. Bolivia	45. Morocco
6. Botswana	46. Netherlands
7. Brazil	47. New Zealand
8. Britain	48. Nigeria
9. Bulgaria	49. Norway
10. Cameroon	50. Pakistan
11. Canada	51. Panama
12. Chile	52. Paraguay
13. China	53. Peru
14. Colombia	54. Philippines
15. Congo-Brazzaville	55. Poland
16. Costa Rica	56. Portugal
17. Croatia	57. Romania
18. Czech Republic	58. Russia
19. Denmark	59. Senegal
20. Ecuador	60. Sierra Leone
21. Egypt	61. Singapore
22. Estonia	62. Slovakia
23. Finland	63. Slovenia
24. France	64. South Africa
25. Germany	65. South Korea
26. Greece	66. Spain
27. Guatemala	67. Sri Lanka
28. Honduras	68. Suriname
29. Hong Kong	69. Sweden
30. Hungary	70. Switzerland
31. Iceland	71. Taiwan
32. India	72. Thailand
33. Indonesia	73. Togo
34. Ireland	74. Turkey
35. Israel	75. Uganda
36. Italy	76. United States
37. Japan	77. Uruguay
38. Kazakhstan	78. Uzbekistan
39. Kyrgyzstan	79. Venezuela
40. Latvia	80. Zambia



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TIMETABLE FOR GENERAL ASSEMBLY

Timetable	Arrival - Sat Oct 10, 2015	Day 1 Sun Oct 11, 2015	Day 2 Mon Oct 12, 2015	Day 3 Tues Oct 13, 2015	Day 4 Wed Oct 14, 2015	Day 5 Thurs Oct 15, 2015	Day 6 Fri Oct 16, 2015	
6:15 am		Yoga						
7:30 am		Breakfast						
8:30-10:00	Buses leave Auckland	DAY1-1: GA01: • Official opening of GA • Presentation of draft agenda • Apoint minute-takers • Rules of Order overview	DAY2-1: GA03: • Auditor Report • Auditor selection • Introduce draft budget • Setup GA Budget and Statutes working groups to meet during the GA	DAY4-1: GA05: • Exco elections • Motions with budget implications • During elections, Each SWG to present 3 motions with budget implications, in turn	DAY5-1: GA08: • Elections for other SI positions and committees • Non-budget motions • During elections, Each SWG to present 3 non-budget motions, in turn	DAY6-1: GA11: • Unfinished business • Process to host next GA		
10:00-10:30		Morning break	GROUP PHOTO		Morning break		DAY6-2: GA12: • GA Evaluation and planning for future GAS • Official Closing	
10:30-12:30	Hotel and Conference Registrations	DAY1-2: Overview: Workshop Groups and Topic Groups and Subject Working Groups	DAY2-2: GA04: • Motions with budget implications • Each SWG to present 3, in turn	EXCURSION				
12:30-14:00	Welcome Ceremony & Lunch	Lunch		Lunch				
14:00-15:30	Servas NZ and SI Exco Welcome	DAY1-3: GA02: • Approve Agenda • Approve Membership revisions and voting rights • Approve Rules of Order • Approve 2012 Minutes • Accept Officer Reports	DAY2-3: Subject Working Group (SWG) Sessions concurrent sessions for all SWGs	DAY4-3: GA07: • Complete motions with budget implications • Budget Discussion • Budget Approval	DAY5-3: GA10: • Non-budget Motions • Each SWG to present 3, in turn	Buses leave for Auckland at 15:00		
15:30-16:00		Afternoon Break		Afternoon Break				
16:00-17:30	Meet and Greet	DAY1-4: Subject Working Group (SWG) Sessions concurrent sessions for all SWGs	DAY2-4: UN Presentation and Families and Youth in Servas workshop	DAY4-4: ServasOnline demonstration • Detailed demonstration • Questions, discussion, solutions	DAY5-4: ServasOnline • Continued questions, discussion, solutions			
17:30-18:00								
18:00-19:30	Dinner							
20:00-?	Social Time Evening Activities	ServasOnline demonstration Country Presentations	Election Candidate presentations SI Exco	Social Time	Election Candidate presentations SI Officers and committees	Closing Evening Celebration		

NOTES:

1. Formal GA sessions are shaded in grey.
2. Concurrent Workshops and Topic Groups during Formal GA Sessions for those who are not delegates – details will be posted

Timetable_V11_20150812.doc

NOTES: 1. Formal SI GA sessions are shaded in grey. 2. Concurrent Workshops and Topic Groups during Formal SI GA Sessions for those who are not delegates – details will be posted.
Timetable_V9_20150812.doc



5. Draft agenda 2015 SI GA (distributed July 9, 2015)

The business of the Servas International General Assembly (SI GA) at Totara Springs in Matamata, New Zealand, October 11–16, 2015, will be handled according to the agenda below.

Note: These items have all been included in the accompanying Timetable.

1. GA Statutory Requirements

- a. GA Official Opening
- b. review and adopt the minutes of the last General Assembly as published or corrected
- c. review and vote on reports of Servas International's office holders
- d. membership decisions
- e. election of officers and committees
- f. review and vote on the audited accounts and the auditor's reports
- g. elect an auditor, or empower the Executive Committee to pay for independent professional auditing
- h. determine which members of the Executive Committee shall be empowered to sign on behalf of Servas International. Two signatures shall be required
- i. determine interval before next GA
- j. GA Official Closing

Motions on:

2. Peace (see details in following pages)
3. Technology-Future (see details in following pages)
4. Travel/Hosts (see details in following pages)
5. Finance (see details in following pages)
6. Modernization of procedures (see details in following pages)



6. Motions for Servas International General Assembly (SI GA) 2015

The information on pages 7–18 can also be found under the headline About the conference – Pre Conference Information on this website <http://servas.org/sicoga2015/general-assembly-motions.php>

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Motions for Servas International General Assembly 2015

Motion Num.	Motion Title	Motion Wording
ARG_URU-001	SI Candidates present themselves six weeks before the SI Elections	<p>Candidates applying to positions in SI must present their history of cooperation in Servas (antecedents) as members or in previous positions. This information plus the supporting document should be available to voting members at least 8 weeks in advance to the election for the position in GA.</p> <p>SI Candidates present themselves with their antecedents of collaboration in Servas as members or in previous positions, and a document signed by twelve members of the NG, current officers in the candidate's country and officers of the time the candidate had a National position, supporting the candidature and explaining reasons for such support.</p> <p>The antecedents should be presented openly to: the NG, current officers in the candidate's country and officers of the time this candidate had a National position.</p> <p>A document should be presented by the current officers including at least 10 members and previous officers in order to support the candidate, in the case the candidate had previously a National position.</p> <p>The document should also present disagreements with this candidature, which should be signed and supported by real knowledge of the inconveniences of this candidature.</p> <p>b) presented openly to NSs and other officers in the Region in case the candidate was a AC – approved and signed, and disagreements should be also presented, signed and supported.</p> <p>c) colleagues of the Committee, EXCO, or any other working group if the candidate was integrating one of this International working groups. – idem – approved, signed, disagreements presented and signed and supported.</p> <p>2) All the information sent must reach the NC 2 months in advance the SICOGA so that it can be published eight weeks before the SI Elections by the Nominations Committee among the AG voting members.</p> <p>3) There will be no last-minute candidatures.</p>
ARG_URU-002	Area Coordinator intervene in internal country conflicts	Area Coordinator should have the possibility to intervene in internal conflicts of the region's countries if the country's NS, officers or National Board require this intervention
ARG_URU-003	Conflict Resolution Committee agile system	There should be an agile system of the Conflict Resolution Committee to expulse a member who has repeated incorrect behaviour, or whose behaviour has severe consequences which damage the organization.



ARG_URU - 004	Remove SI Officer if they do not comply with a Conflict Resolution Committee required action	When the CRC mediates between the parties on a conflict, sometimes, the CRCs decision implies that one of the parties must take certain action. In case this member or officer does not comply with CRCs decision, that is, if this member or officer does not do what is requested then he can be removed from the Servas position he/she is holding until he complies with it (or until the situation is resolved).
ARG_URU - 005	Exco communicate with National Secretaries about tasks and answer questions	EXCO should maintain periodical communication with NSs about tasks being performed and answer NS' questions in due time
ARG_URU - 006	Servas On Line should include standardized reports on Hosts and Travellers, visible for both parties at the time they are arranging a visit	ServasOnline should include a report on the experiences of Hosts and Travellers with some degree of standardization. This qualification should be visible to both Hosts at the time they are required by travellers to open their doors and for Travellers at the time to choose Hosts.
Motion Num.	Motion Title	Motion Wording
ARG_URU - 007	Redefine Guidelines and Mission of Area Coordinators	Redefining Guidelines and Mission of Area Coordinator, including criteria and mission for Area Coordinators, and how they will operate
AUS-001	No time limit for elected Servas International officials	We want to abandon the following motion, passed at the GA 2012: "Starting at the 2012 GA, a person cannot be nominated for an elected Servas International position if he/she has been in an elected or appointed Servas International position for a total of 6 or more years within the last 10 years. The clock starts at the 2012 GA."
AUS-002	"non-Dolphin" groups to use Dolphin	About half of the SERVAS member countries maintain their host data in Dolphin. To facilitate the development of SOL (Servas Online) and the migration of the existing host data to the future SOL database, all member countries should be encouraged to use dolphin as their member database.
BRA-001	Include Spanish as a working language of Servas International	Include Spanish as a working language of Servas International
BRA-002	Establish procedures to issue Letter of Introduction	The issue of Letters of Introduction (LOIs) for foreign travelers in passing by another country has already been occurring for a while. However, specific procedures must be established officially to make sure this practice is done in accordance to Servas statutes.



	(LOIs) for foreign travelers	<p>In this way, here are the suggested steps for issuing a LOI for a foreigner:</p> <ul style="list-style-type: none"> • Traveler have to be interviewed by a local interviewer, fill out the letter of introduction and pay for a valid one-year stamp; • Traveler must not have any previous problems with Servas in her/his country of birth or residence. If he/she had belonged to Servas in the past and quit it for some reason, this info needs to be told to the interviewer; • In his/her LOI it must be informed the letter was issued "in transit" since he/she is not a current Servas member of that country; • The National Secretary and Host List Coordinator of traveler's country of birth or residence have to be informed as soon as traveler has been interviewed and a copy of his/her LOI sent to them; • The interviewer commits to provide all necessary info about Servas procedures for the traveler; • It is desirable that the traveler can meet an interviewer in his/her country of birth or residence once he/she is back in order to create a bond between him/her and Servas; • Every time this "in-transit issued LOI" is used again, during its valid period, the traveler should inform both his/her interviewer and the person-in-charge in his/her country of birth or residence. • By the end of the validity of his/her "in-transit issued LOI", the person can renovate it ONLY in his/her country of birth or residence.
CAN-001	Single night Servas stay option	Servas Canada moves that a single night Servas stay be recognized as a quality Servas International visit option, as long as hosts and travelers take time for meaningful interactions. This would be an additional option, along with the established two-night visit and the day host visit.
CAN-002	Servas officers work cooperatively with Conflict Resolution Committee when a complaint is filed	That all Servas officers are required to work cooperatively with the Servas International Conflict Resolution Committee (SI CRC), when a complaint has been filed. CRC must make every effort to help resolve an issue but in case there is no final agreement, CRC has the final authority while respecting Servas principles and rules; this decision must be binding and officially adopted by the sides involved.
CAN-003	Face-to-face mediation or translation for extreme conflicts	That a budget of 1,500 CHF be allocated over a three year period to cover costs for an extreme situation where a conflict can only be resolved through face-to-face mediation or when translation is needed
CAN-004	Code of Ethics and Behaviour	That Servas International develops a Code of Ethics and Behaviour that will be binding on all Servas members including officers. The SI CRC agrees to work with the Servas International Peace Secretary and other interested parties to develop a draft to be voted on by the General Assembly or through a Distant Vote



Motion Num.	Motion Title	Motion Wording
COS-001	Central America and Caribbean Area Coordinator requirements	<p>After the current 3 years period for the CARIBBEAN and CENTRALAMERICAN Coordination will reach to an end, Servas Costa Rica request that a person which will be identified with the AREA will be appointed. This person should hold meetings with members of the countries within the AREA.</p> <p>This person should inspire the REGION to make its membership to growth in Nicaragua and to start a Group in El Salvador. Up to now there were no works at all to motivate the groups within the AREA.</p>
COS-002	People travelling with Servas should remember the aims of Servas	<p>The reason for Servas is to let people know the culture of countries and to foster peace around the world. Persons visiting us should have in mind the mission of Servas and follow every rule according the guidelines. They should foster the aims of Servas.</p>
EXC-001	Long term strategy for Servas International UN involvement	<p>SI will encourage Servas national groups and members to actively participate in learning about the UN goals and take local actions. To achieve this, it is moved that</p> <ul style="list-style-type: none"> • A Servas committee of 4-5 people, ideally representing NYC, Geneva, and Vienna UN venues be established. • This UN committee will be proposed by SI Peace Secretary, appointed by SI EXCO, and report to the SI Peace Secretary who will be the convener. • The UN committee will disseminate information about Sustainable Developmental Goals (SDGs) and select specific SDG goals for discussion and develop possible local actions during the calendar year for Servas members. • The UN committee will also make recommendations for Servas members participation in local actions with other UN affiliated NGOs and community members, on the occasion of UN International Days. <p>The UN committee will encourage the promotion of UN objectives through Servas members, who could be “ambassadors for peace”, reporting on human rights issues they could experience and/or witness, and also about positive developments. Servas hosts locally could provide useful information. A template would be established to secure best possible correctness in the reporting, and those reports collected by National Peace Secretaries, who would report to SI Peace Secretary as convener of the committee. Ultimately, reports would be submitted to the UN relevant entities, as a contribution to UN work and mission.</p>
EXC-002	Linking Servas with other likeminded organizations	<p>Servas International should increase its efforts to cooperate with like-minded organizations that share complementary missions</p>
EXC-003	Servas as a family-friendly organization	<p>As a priority the GA supports the promotion of Servas as a family-friendly organisation. Exco is encouraged to create a special interest group for those willing to develop ideas and initiate activities for Servas families worldwide. The aim would be develop an action plan for Families in Servas.</p>
EXC-	<i>Merged with</i>	



004	<i>EXC-003</i>	
EXC-005	<i>Withdrawn</i>	
EXC-006	Registration of SI domicile	To register Servas International (SI) in order to obtain a document that proves that SI is a recognized non governmental international organisation (NGO) with a domicile.
EXC-007	Getting the Servas archives in order.	One of the first tasks of the new Archivist would be to design an index to the contents of approximately 80 SI archival boxes at the Hoover Institution in California, USA, and post the index on the SI website for researchers to use. This way researchers can know what is in the holdings. It also would be helpful if the Archivist could get permission to organize the documents and files. The researcher would still have to come to Palo Alto, California, on the campus of Stanford University, to look at the materials. There is no money in the Hoover Institution budget to digitize the materials so that they could be read on-line.



Motion Num.	Motion Title	Motion Wording
EXC-008	Approve record of elections and decisions at GA	As part of the General Assembly (GA) process, a record of the results of elections and the decisions made at the GA, be submitted for approval before the end of the GA
EXC-009	Amend election rules - SI committees and officers	<p>To replace 2012 GA decision 5 (made on 25.8.12) <i>Starting at the 2012 GA, a person cannot be nominated for an elected Servas International position if he/she has been in an elected or appointed Servas International position for a total of 6 or more years within the last 10 years. The clock starts at the 2012 GA.</i></p> <p>Starting from the 2018 GA a person cannot be nominated for an elected Servas International position if they have already served two terms (six years) in that post within the last 10 years.</p>
EXC-010	EXCO promoting a self-funding SI mid term meeting between SI conferences	<p>In light of the benefits seen from the 2014 SI meeting held in Britain, SI Exco is encouraged to promote interest in a similar international meeting mid-way to the next SI conference and GA in 2018. This would be with a view to it being a self-funding event and focused on a specific theme relevant to Servas development. If possible it should be located in a different region to Europe to give members elsewhere the opportunity to participate. Consideration should be given to coordinating any such an event with other planned face to face meetings for key SI tasks. For example those involving Exco, audit, nominations and development committees or alternatively for it to be combined with a youth or regional meeting. Such a meeting midway between SI conferences would not have any decision-making powers. However it would give chance for an informal review of progress on 2015 GA decisions and encourage cooperation on future work before the 2018 GA.</p>
EXC-011	Update the structure and function of SI committees and SI officer roles	<ol style="list-style-type: none"> i. In the period 2015-18 SI Exco will coordinate a review by each SI committee and each SI officer role of its structure, purpose, functions and name, taking into account the impact of changes that result from Servas going online. ii. With the help of the Job Descriptions and Statutes Committee Exco will ensure that the outcomes of the work of each committee and SI officer is brought together in an overview of the current SI structure together with any proposed changes. iii. This will be made available to all national groups and SI committees for consultation. iv. Following this consultation a proposal will be put forward at the 2018 GA for an updated structure for Servas International. It should be fit for purpose and aim to promote Servas as a modern, forward-thinking organisation whilst also reflecting its core values as a peace organisation. v. In carrying out this review particular consideration should be given to the sustainability of the current structure including whether committees and SI roles should be joined together, disbanded or new committees and roles created. vi. To inform the decision-making, Exco is encouraged to consider putting in



		place, on a trial basis ahead of the 2018 GA, any new ways of working that do not require a change in the statutes.
EXC-012	Youth leadership Committee: number of members	The number of members elected to the Youth Leadership Committee will be reduced from five to three for the 2015 elections. This committee will then have responsibility for creating and managing a Servas Youth team with an undefined number of appointed members. As far as possible this team should be representative of all Servas regions and youth and family projects including SYLE. The purpose of this team will be to support the work of the youth leadership committee in promoting and organising Servas youth and family activities and projects worldwide.



Motion Num.	Motion Title	Motion Wording
EXC-013	Creating a strategy for regional development in Servas	<ul style="list-style-type: none"> ○ The GA approves the creation of a Servas International strategy for both sustaining and developing the organisation at a local and regional level. ○ To achieve this aim, SI Exco should first encourage national groups and those in key SI roles (including the area coordinator if in post) to cooperate in creating a development strategy in each Servas region. ○ In collaboration with national groups it is envisaged that the Development Committee and Youth Leadership Committee will play key roles in formulating such strategies as well as promoting activities and initiatives likely to increase Servas membership across all age groups and backgrounds. ○ There should be particular emphasis on addressing the difficulties encountered in regions such as Africa and Central America in maintaining membership of some national groups at a viable level. ○ Whilst looking at regional strategies the opportunity should be taken to evaluate the functions of the area coordinator role alongside the alternative ways in which national groups in some regions have worked together in shared activities. This is with a view to determining the best way of providing leadership, support and innovation within Servas regions in the future. ○ SI Exco, in collaboration with other SI committees, should aim to bring together the work on development strategies in each region and formulate them into an overall SI strategy for regional development. ○ Any proposals requiring changes to the SI statutes should be presented to the 2018 GA.
EXC-014	Making connections: coordinating opportunities for in-depth and longer-stay experiences	<p>The GA approves the promotion of opportunities for in-depth and longer-stay experiences alongside the more usual encounters between hosts and travellers during a two night stay.</p> <p>Such opportunities will be coordinated on the new SI website under one 'umbrella', a resource to be known as Making Connections.</p> <p>Information will be posted on the Making Connections page, creating links and bringing together interested travellers with those hosts who can offer a variety of opportunities for extended stays or more in-depth visits.</p> <p>Volunteering, work experience, language learning, sharing skills and knowledge and connecting with local peace organisations are examples of potential activities that could be arranged in this way.</p> <p>The aim is to encourage the exchange of ideas and experiences between a traveller and their host family and community with the emphasis on informal local networks known personally to the host.</p> <p>Guidelines for the project:</p> <ol style="list-style-type: none"> 1. As well as information from individual hosts and travellers being posted the Making Connections page will also link to websites of countries where specific in-depth or longer stay opportunities are listed. 2. The idea of language learning with a purpose will be encouraged for all ages ideally through a specific activity, for example, a traveller exploring a special interest, acquiring new skills or volunteering.



	<ol style="list-style-type: none">3. Given the particular needs of young people, SYLE will continue to be about language learning for those under 30 although it will be possible to publicise the scheme under the Making Connections umbrella as well as it being part of youth activities.4. Members of all ages will be able to take up the opportunities offered through the resource unless there is a specific reason to restrict to one age group.5. Local groups of hosts will be able to connect with similar groups elsewhere with a view to exchange visits.6. National groups will be encouraged to identify a lead person to promote opportunities in their country and to be a link to SI resources and information.7. When going beyond a two nights stay, advanced planning for visits will be essential as it is likely to involve hosts making specific arrangements. As with SYLE, both host and traveller should make sure there is a clear understanding about expectations for the visit.8. Those managing the resource will develop guidelines for hosts and travellers planning such extended visits.9. Individual host entries online will in the future be able to give travellers more detailed information about a host's interests and community than has been possible in printed host lists. This could include links to websites of local organisations or projects known to the host.10. The proposed special interest networks could be developed alongside this project with the possibility of sharing the same page on the SI website or being linked to it.
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Motion Num.	Motion Title	Motion Wording
EXC-015	Promoting special interest networks within Servas	<p>The GA supports the promotion of special interest networks within Servas, making use of the new SI website to develop them in a more structured way than has previously been possible.</p> <p>Linking people with shared interests has the potential to enhance both individual and group experiences in Servas.</p> <p>Families in Servas will have a dedicated webpage on the SI website to promote Servas as a family friendly organisation and to encourage connections between families both as hosts and travellers.</p> <p>Likewise a Servas Youth webpage will replace the previous Servas Youth website.</p> <p>Other areas of interest will be promoted either through a separate webpage to be known as Special Interest Networks, or via the proposed Making Connections page.</p> <p>The Servas Environment Network will be encouraged as an first example on which to base future special interest networks, linking in with the proposed Making Connections project and working group. The potential use of new SI website will be explored to develop the most effective way of connecting Servas members with shared interests.</p>
EXC-016	Servas as an organisation committed to ethical and sustainable travel	<p>The GA approves Servas promoting ethical travel, concern for the environment and human rights as part of its philosophy as a global peace organisation. This would be expressed on the SI website through the statement: 'Travel peacefully and walk lightly on the earth'.</p> <p>As Servas members we should be aware of the social and environmental impact of our travels.</p> <p>We should respect and protect the vulnerable communities and fragile environments that we visit as an essential elements of peaceful travel.</p> <p>A special interest network will work in conjunction with the proposed environment network to raise awareness within Servas about issues concerning ethical travel. It will also seek to make links with organisations both local and global involved in sustainable tourism.</p>
EXC-017	Promoting cultural programmes within Servas including meetings with a theme	<p>The GA supports the development of guidance for anyone interested in hosting international Servas meetings including those focused on a particular theme. This to be in the form of a 'toolkit' of practical ideas and advice on all aspects of planning such an event.</p> <p>A working group is to be created to put together this guidance and to gather and collate information and feedback about meetings in the future.</p> <p>These resources to be made available via the SI website.</p>
EXC-018	Setting up an independent international Servas Youth	<p>The GA supports the initiative to set up an independent international Servas youth fund based in Britain as a charitable trust. Its aim will be to widen access to young people from around the world so they can take part in Servas activities.</p> <p>This is to replace the temporary fund currently managed by Servas Britain which</p>



	fund through a charitable trust	was supported by the 2009 GA. Donations will be sought from individual members (including bequests), national groups and outside organisations. As in 2015, decisions about the allocation of grants to young people will be made by an international panel of members who are representative of regions across Servas. The trustees of the charitable trust fund in Britain will be Servas members although it will be financially managed independently of Servas Britain.
EXC-019	<i>Withdrawn</i>	
EXC-020	Rewrite SI Host List Coordinator Job Description	Rewritten duties and responsibilities and a new name for the Host List Coordinator: ServasOnline Coordinator.



Motion Num.	Motion Title	Motion Wording
EXC-021	Approve SI 2013 Financial accounts	Approval of the financial accounts of Servas International for 2013 as presented by the Treasurer and audited by internal and external audit 1. Member Organizations of Servas International approve the Balance Sheet and Income and Expenditure Account of Servas International for 2013 as presented by the Treasurer and Executive Committee of Servas International. 2. Member Organizations of Servas International approve reports of Internal Audit Committee on the financial accounts of Servas International for 2013 and the Auditor's Report for 2013 presented by the external auditors' firm Vasudev Pai & Co. 3. All the above named documents are attached to this motion.
EXC-022	Updates to Financial Operating Procedures	Approval of the updates to the Financial Operating Procedures as proposed by the SI Audit Committee
EXC-023	Recommendation to use new SI logo	That Servas national groups around the world use the new SI logo
EXC-024	Procedural motion	The Statutes of Servas International adopted at the 2012 General Assembly and as amended at this General Assembly, October 2015, be adopted as the Statutes of Servas International replacing all previous versions
EXC-025	Procedural motion	The recommendations of the Membership Committee regarding giving member status to some national groups and canceling the member status of some member groups, be accepted.
EXC-026	Procedural motion	The Minutes of SI GA 2012 be accepted.
EXC-027	Procedural motion	The reports of EXCO members and other SI officers be accepted.
EXC-028	Procedural motion	Approve the SI Budget for the next three years.
EXC-029	Procedural motion	Authorise EXCO to pay for an external auditor for auditing of SI accounts.
EXC-030	Procedural motion	Decide which members of EXCO shall be empowered to sign on behalf of SI.
EXC-031	Procedural motion	The year in which the next GA will be held be decided.
FRA-001	Reduce SI Stamp fee by 15% or more (CHF revaluation)	This Assembly calls upon SERVAS INTERNATIONAL to reduce the stamp fee by an average of 15% to: 0 to 10 stamps..... 0 CHF 11 to 50 stamps..... 10 CHF 51 to 300 stamps..... 15 CHF 301 to 550 stamps..... 18 CHF 551 to 900 stamps..... 20 CHF
FRA-	Pay stamps in	This Assembly calls upon SERVAS INTERNATIONAL to enable its members to



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002	Eurozone currency or US\$	pay for their Travellers stamps in either CHF, Euros or in US dollars
GER-001	Simplifying the SI fee system	We suggest that SI/Exco propose a fee system different to the current system which is based on the number of Lols. A single fee to simplify the current system which is based on the number of LOI's.



Motion Num.	Motion Title	Motion Wording
ITA-001	List of countries offering hospitality, and youth requesting, Syle	<p>The national groups that are available to organise one or more Syle projects must communicate this fact before December 20th and June 20th of each year. The national groups of young members who are interested in participating in the Syle program must communicate this fact and the countries where the young people would like to go. This communication must be made to the International Youth Group which then prepares, within 20 days after the deadline, a list of countries that are available to organise one or more projects and a list countries requested by the young people . These lists must be immediately presented to the Executive Committees of the various countries so that the young people interested in the Syle projects can know which countries are available and the various countries can know if they are requested. The lists must also appear on the Servas International website and may be published on the websites of the various countries.</p>
ITA-002	Eliminate paper stamps and revise stamp fee	<p>We propose the elimination of the paper stamp. When a new or renewed subscription happens, the right to travel will be automatically acquired by paying a quota for the LOI also (this cost will be notably less than what is currently paid, given that every member will pay it). In order to ensure that Servas International still gets the money that it currently acquires through paper stamps, each national group will be obliged to contribute annually to the SI budget in an amount that corresponds more or less to that which is now being paid annually for the paper stamps.</p> <p>Briefly, Servas International, from its budget adopted by the General Assembly (budget submitted, before G.A, to the national groups) and from the total number of its registered members, can calculate the cost per member just dividing the total costs budgeted by the total registered number of its members. Each country pays in proportion to their own number of registered members. Servas International could also set up various different range of prices depending on the average income of the nations or continents.</p> <p>We suggest that a database be created with a password for Servas members, such that each member can find the lists and so that potential hosts can verify that those requesting hospitality are properly inscribed.</p> <p>For each Country, the National Secretary, or his or her delegate, should check the regularity of their member, enter the data into the database and keep it updated or remove access in the event of irregularities or cancellation.</p> <p>Optionally, we also propose that before leaving home each traveller must in any event fill out a LOI, to be attached to the request for hospitality, and a copy of the LOI must be sent to the member's administrators.</p>
KOR-001	Servas International Peace Riding & other small activities	<p>Organizing bicycle riding group in Servas International and arranging bicycle tour during Servas International Conference and General Assembly and Servas Youth meeting.</p> <p>Also arranging international bicycle riding tour to Servas member's countries with Servas flag.</p>
POL-	No restriction on	To cancel the restriction on eligibility for Servas International positions as imposed



001	eligibility for SI positions	by 2012 GA, decision taken on 25th August, number 5: "Starting at the 2012 GA, a person cannot be nominated for an elected Servas International position if he/she has been in an elected or appointed Servas International position for a total of 6 or more years within the last 10 years. The clock starts at the 2012 GA."
SWE-001	Actively work towards a rejuvenation of Servas	Servas International and the Servas National Groups shall actively work towards a rejuvenation of Servas. We propose that SICOGA 2015 nominates a workgroup of at least five people who will have the task of promoting the rejuvenation of Servas.
USA-001	Servas Handbook and SI documents referenced in the Handbook	Approve and widely distribute recently up dated Servas Handbook and approve all SI documents referenced in the handbook as being current, clear and accurate.
USA-002	Accountability required for SI Funding to attend the GA	Update/revise/complete as necessary, and Approve all Job descriptions and provide a format for annual reports which document activities, <u>accomplishments</u> (wording from SI FOP) and recommendations related to job description's roles and responsibilities to help determine if GA funding warranted.
Motion Num.	Motion Title	Motion Wording
USA-003	Recognize, Encourage and Support SI Mentors	Recognize the use of SI Mentors as teachers to help strengthen Servas
USA-004	SI Job Descriptions	Update of SI Job Descriptions to give a truer picture of specific responsibilities, expected outcomes required in the job in order that an annual report of activities and most importantly accomplishments and recommendations can be presented to SI
USA-005	SI FOP updated after and before each GA	SI Financial Operating Procedures shall be updated after each GA and before the next GA Add this requirement to the SI Statutes

The content of this document has been composed by the Agenda Working Committee (AWG) members:

Danielle Serres
Penny Pattison
Pramod Kumar

Please make sure your answer (if required) is being sent to the Agenda Working Group 2015,

at : awg@servas.org email address.



7. SI GA Subject Working Groups (SWG)

The Subject Working Groups (SWG) are handling motions before and during the conference. The motions submitted by a National Secretary or Exco member by April 10, 2015, were sorted into the following five subject areas (names of convenors of the SWG's and their email addresses in brackets signs):

- Peace (Danielle Serres danielleserres@hotmail.com)
- Technology-Future (Penny Pattison & Jonny Sägänger president@servas.org)
- Travel/Hosts (Ann Greenhough anngreenhough1@gmail.com & Arnoud Philippo arnoud.philippo@gmail.com)
- Finance (Mirek Wasilewski mirws@o2.pl)
- Modernization – of procedures (Pramod Kumar pramod.servas@gmail.com)

List of motions by SWG

http://www.servas.org/sicoga2015/files/Motions/SWGs_Motions_for_SI_GA_2015_2015-07-15_Ver_01.pdf

	SICOGA-2015 as of July 9, 2015
	SUBJECT WORKING GROUP (SWG)
Motion	Technology-Future (convenors Penny Pattison & Jonny Sägänger president@servas.org)
ARG_URU-006	ServasOnline include standardized reports on Hosts and Travellers
AUS-002	"Non-Dolphin" groups to use Dolphin
BRA-001	Spanish as a working language of SI
EXC-002	Linking Servas with other likeminded organizations
EXC-003	Servas as a family-friendly organization
EXC-006	Registration of SI domicile
EXC-007	Getting the Servas archives in order
EXC-020	Rewrite SI Host List Coordinator Job Description
SWE-001	Actively work towards a rejuvenation of Servas
USA-003	Recognize, Encourage and Support SI Mentors
	Finance (convenor Mirek Wasilewski mirws@o2.pl)
EXC-018	Setting up an independent international Servas Youth fund through a charitable trust
EXC-021	Approve SI 2013 Financial accounts
EXC-022	Updates to Financial Operating Procedures
FRA-001	Reduce SI Stamp fee by 15% or more (CHF revaluation)
FRA-002	Pay stamps in Eurozone currency or US\$
GER-001	Simplifying the SI fee system



ITA-002	Eliminate paper stamps and revise stamp fee
USA-002	Accountability required for SI Funding to attend the GA
USA-005	SI FOP updated after and before each GA
	Peace (convenor Danielle Serres danielleserres@hotmail.com)
ARG_URU-002	Area Coordinator intervene in internal country conflicts
ARG_URU-003	Conflict Resolution Committee agile system
ARG_URU-004	Remove SI Officer if they do not comply with a CRC required action
CAN-002	Cooperate with Conflict Resolution Committee if complaints
CAN-003	Face-to-face mediation or translation for extreme conflicts
CAN-004	Code of Ethics and Behaviour
EXC-001	Long term strategy for SI UN involvement
KOR-001	Servas International Peace Riding & other small activities
	Travellers and Hosts / Regional Development (Ann Greenhough anngreenhough1@gmail.com & Arnaud Philppo arnoud.philippo@gmail.com)
ARG_URU-007	Redefine Guidelines and Mission of Area Coordinators
BRA-002	Procedures to issue LOIs for foreign travelers
CAN-001	Single night Servas stay
COS-002	Servas travelers remember aims of Servas
EXC-010	EXCO promoting a self-funding SI mid term meeting between SI conferences
EXC-012	Youth leadership Committee: number of members
EXC-013	Creating a strategy for regional development in Servas
EXC-014	Making connections: coordinating opportunities for in-depth and longer-stay experiences
EXC-015	Promoting special interest networks within Servas
EXC-016	Servas as an organisation committed to ethical and sustainable travel
EXC-017	Promoting cultural programmes within Servas including meetings with a theme
ITA-001	List of countries offering hospitality for Syle
	Modernization of procedures (Pramod Kumar pramod.servas@gmail.com)
ARG_URU-001	SI Candidates present themselves six weeks before the SI Elections
ARG_URU-005	Exco communicate with National Secretaries about tasks and answer questions
AUS-001	No time limit for elected SI officials
COS-001	Central America and Caribbean AC requirements



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EXC-008	Approve record of elections and decisions at GA
EXC-009	Amend election rules - SI committees and officers
EXC-011	Update the structure and function of SI committees and SI officer roles
EXC-023	Recommendation to use new SI logo
POL-001	No restriction on eligibility for SI positions
USA-001	Servas Handbook and SI documents referenced in the Handbook
USA-004	SI Job Descriptions



8. SWG Interim Reports

Here you can find the SWG Interim Reports by September 10, 2015.

Technology - Future SWG Interim Report Sept 10, 2015

http://www.servas.org/sicoga2015/files/SWG_Tech-Future_report_20150909.pdf

Finance SWG Interim Report Sept 10, 2015

http://www.servas.org/sicoga2015/files/SWG_Finance_report_20150910.pdf

Peace SWG Interim Report Sept 10, 2015

http://www.servas.org/sicoga2015/files/SWG_Peace_report_20150910.pdf

Modernization of Procedures SWG Interim Report Sept 10, 2015

http://www.servas.org/sicoga2015/files/SWG_Modernization_Report_10_Sept_2015.pdf



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9. Draft minutes of 2012 SI GA – see separate document on this website:

http://www.servas.org/sicoga2015/files/SI_GA_2012_Minutes_final.pdf



10. Rules of Conduct for SI GA 2015

INTRODUCTION

All interactions within Servas are based on mutual respect and equality of esteem. Every person is equally valued.

Everyone is encouraged to behave towards each other with open minds and according to Servas principles such as peace, friendship, trust, transparency, democracy, justice and truthfulness.

We wish to create an atmosphere of well-being and constructive energy, where everyone feels empowered and encouraged.

We will focus on success and positive experiences and look to the future.

DELEGATES:

1. Say your name and country before you speak.
2. Be aware that not everyone knows each other.
3. Encourage and support new people.

4. Ensure that language is positive and simple.
5. Speak slowly and clearly.
6. Think of the impact of your words before speaking.
7. Do not speak a second time until all have had a chance to speak.
8. If someone has made your point, please do not repeat it.

9. Listen carefully, actively, respectfully and sympathetically.
10. Be patient, e.g. when time is needed for translation, explanation or clarification.

11. Ensure positive and friendly body-language, e.g. good eye-contact, do not sit with arms crossed, look interested!
12. Respect the right of someone not to speak.
13. Be friendly but not personal. Always concentrate on the issue, not the person or national group.
14. Ensure that everyone feels included. Help to create an atmosphere where every person feels confident and encouraged to speak if they wish to.
15. Ensure that all criticism is constructive. Challenge positively and assertively, not aggressively.
16. Respect cultural differences and therefore different expectations and ways of thinking.
17. Be part of the Servas team, whichever role you play.
18. Try to make decisions with no winners and no losers. Ensure a positive outcome at all times.
19. Be a peace-builder.



11. Rules of Order for SI GA 2015

1. This 2012 General Assembly (GA) will remain in session on the following days:

Sunday, October 11, 2015 until Friday October 16, 2015
at times defined in the 2015 SICOGA Timetable.

2. The President or his designate shall take the chair. If the President and his designate are absent, EXCO shall choose another suitable person to act as chair.

3. If a delegate does not understand what is being said, they will raise their paddle displaying the “?” Side. The “?” means “I DO NOT UNDERSTAND”. Discussion will immediately stop until the delegate understands. Then discussion will continue.

4. When a delegate wishes to speak, the delegate shall hold up his/her country’s paddle. When it is the delegate’s turn to speak, he/she shall state his/her name and country, and shall only speak about the motion being debated.

5. A registered delegate may speak on the motion for only two minutes, unless the GA approves more time.

6. A speakers list will be kept. A delegate shall not speak for a second time on the motion, until all of the delegates who wish to speak have had the opportunity to speak for the first time.

7. A delegate shall not interrupt another except to call a point of order. A point of order is indicated by the delegate raising both hands above their head.

8. If a point of order is called, the delegate shall stop speaking until the point of order has been decided.

9. Any amendment to a motion, when properly introduced and seconded, will be discussed and voted on before the main motion.

10. When a motion is being debated, no motion is allowed except:

- a. To refer the motion back to the Subject Working Group.
- b. To request an immediate vote on the motion (call for the vote).
- c. To table (put aside) the motion for a definite or indefinite time.
- d. A motion to amend the motion under discussion.

11. The exceptions listed in 10 a, b, and c cannot be made by a delegate who has spoken on the motion.

12. A motion to do 10 a, b, or c must be voted upon immediately by the GA.

13. Any motion that affects the Statutes should have been reviewed by the Statutes Working Group before the vote is taken, to confirm the wording for the change to the statutes. If this has not been done, the Statutes Working Group will review the wording of the Statutes change, to ensure that it reflects the intent of the motion.



14. When there is a motion to call for a vote, no discussion or amendment is permitted. The moderator will immediately ask for a vote to decide if the assembly is ready to vote on the motion without any more debate.

15. Motion for reconsideration of a motion already passed or defeated: A delegate may change his/her mind and ask for a motion for reconsideration if:

- he/she voted with the majority on the original vote, and
- two-thirds of the delegates agree to reconsider the vote.

In that case, the motion will be scheduled to be discussed at the first session of the next day.

16. Working groups and official committees may combine agenda items to prepare a composite motion to cover the intent and the principle of the items.

17. Reports of working groups and official committees may not be amended.

18. If a motion is passed, it becomes a decision of the GA.

19. Voting is done by a show of paddles. All votes for, votes against, and abstentions shall be recorded in the minutes. The only exception is for votes on procedural matters. Abstentions do not count for or against the motion (decision of 2012 GA).

20. A delegate may challenge any decision of the chair person. The chair person will give up the chair and an alternate chair person will take the chair. The delegate will have an opportunity to explain their reason for the challenge and the chair person will explain their reason for the original ruling. The alternate chair person will then ask the delegates "Shall the decision of the chair be sustained?" and the delegates will vote.

21. The chair does not vote. The only exception is when the President is in the chair and casts the deciding vote to break a tie.

22. All matters and questions of parliamentary nature not provided for by these Rules of Order shall be decided by *Robert's Rules of Order, Revised*.



12. Voting procedure

Nominations and voting for the following positions will occur in this order:

1. President
2. Vice-president
3. General Secretary
4. Treasurer
5. Peace Secretary
6. Host List Coordinator
7. SI Newsletter Editor
8. SI Archivist
9. Committees
 - a. Audit
 - b. Conflict Resolution
 - c. Development
 - d. Job Descriptions and Statutes
 - e. Membership
 - f. Nominations
 - g. Youth

The S.I. Statutes state that elections will be conducted by secret ballot.

A balloting committee will be chosen by the GA.

If there is a tie vote and the candidates both wish to continue, the GA will proceed to another vote. If the result is another tie, then the chair will consult with both candidates to seek a solution.

Candidates for office already identified by the Nominations Committee will have their names posted. Election candidate presentations are scheduled in SICPGA Timetable.

The neutral moderator will call for additional candidates from the floor of the meeting. Any new candidates will be required to complete the nomination form.

When nominations have closed, each candidate present will be asked in reverse order if they wish to let their name stand for election. Those already nominated but not present will be assumed to agree to stand for election.

If only one candidate is nominated for a position, that candidate will be elected by acclamation.

When there are more than 2 candidates for a position and none of those receives more than half of the votes, the two candidates receiving the highest number of votes shall stand in a further election with all of the delegates voting again.

The balloting committee will distribute, collect and count the ballots.

The ballots will be taken to the adjacent room for counting.

Each candidate will have the right to appoint one scrutineer to witness the counting of the ballots for her or his position.



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In determining the validity of the ballots, the balloting committee will be the final arbiter of the intent of the voter and any spoiled ballots.

While vote counting is in progress for one position, the GA will continue discussion of motions. The balloting results will be announced to the GA as soon as practical.



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13. Proxy Voting List (1 page)

Servas International General Assembly 2015 Proxy Voting List for Servas International Elections

Proxy Officer: Pablo Colangelo

Member Group

Delegate holding proxy

No request for proxy voting submitted.

The completed Proxy form and supporting information is available from the 2015 GA Proxy Officer.



14. SI Exco Aug 2012 – Oct 2015 Letter to 2015 SI GA

Letter from EXCO 2012-2015 to 2015 SI General Assembly. 2015-09-16

Subject: Advice on Priorities for the next SI Exco

This advice is offered to the SI General Assembly and the coming SI Exco by the current SI president with input from SI Exco after three years of volunteer work for Servas International. We thank Servas International for the opportunity to learn about the organization and hope that we have contributed towards our future success.

This list contains the things that we think are most important. They need to be done more or less in this order, since they are dependent on each other.

1. Further develop Servas Vision and Mission

2. Servas identity

a) Identify Servas '**Unique Strengths**' or Unique Assets that differentiate us from the other peace-oriented hospitality organizations – e.g. peace focus, personal interviews, responsibilities of hosts and travellers. Each unique strength/asset needs to be defined clearly.

b) **Communications** – directly to individuals not only through country leadership. Better understand and be part of social media. Use SOLSYS as a forum for internal and external discussions, moderated discussion groups with themes et cetera. Give SI News a wider distribution distribution inside member groups.

Individual members of a Servas group and those who have the status 'member of Servas' (called 'Servas Individual Membership') should have the possibility to communicate and have dialogue with other Servas members. All individual members should have a strong feeling that they belong to Servas International as a global organization.

3. Servas presence on the Internet

3a) Launch and develop the ServasOnline System (SOLSYS)

3b) Develop SI Exco methods to have meetings, share documents and use effective IT tools (applications/software).

4. Develop relations with like minded organisations (Out reach), without losing the identity and traditional ideals of Servas. The purpose of the Out reach activities is to strengthen Servas in important areas that are not our core activity, for example peace education, to get more publicity and to be more successful in achieving the goal of Servas.

5. Discuss and make a long term strategic plan for Servas International's. It could be called "SI Road map for year 2025". Review why such a strategic plan is needed, pros and cons, et cetera. The SI Road map for 2025 should including use of the money SI has in the bank, a communication plan and concrete plans how to make the organisation grow stronger . The new Exco should start the discussions about the Strategic Plan should begin at its first meeting after SICOGA 2015.

6. Look at changing bank to a bank with ethical approach. *SI should explore and consider the possibility to become customer to a bank that has developed a strategy and functioning internal system for corporate social responsibility (CSR). There are no financial institutions that can call themselves 100 percent ethical, but some try harder than others in their efforts to emphasize ethical principles instead of maximum profits. Exco needs to develop a plan for increased transparency and dissemination of information about what Servas International resources are being used for. This can be shown with simple graphs and charts.*



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7. Analyze the current Servas **governance model** - based on Strategic Plan, Unique Strengths, money discussion et cetera. Is it time for an evaluation of the federative model of governance of Servas?
 8. Register SI in a suitable country and establish its domicile there.

Respectfully submitted:
Servas International EXCO 2012-2015
Jonny Sågänger
President
Servas International



15. SI Statutes 2012 (current version)

Servas International Statutes (2012)

SERVAS INTERNATIONAL, a non-profit federation incorporated under Articles 60 to 79 of the Civil Code of Switzerland, and in conformity with Swiss law, with legal seat currently at Zurich, Switzerland, hereby adopts the following statutes, repealing all previously adopted statutes:

I Definition

Servas International is an international, non-profit, non-governmental federation of national Servas groups, encompassing an international network of hosts and travellers. The purpose of the network is to help build world peace, goodwill and understanding by providing opportunities for personal contacts among people of different cultures, backgrounds and nationalities.

II Membership

- 1) Any national Servas group containing ten or more personally confirmed hosts (including day-hosts) and three defined contact persons, may become, or be reinstated as, a member group of Servas International by a majority vote of the General Assembly. One host is defined as one household sharing the same home address. A group may be proposed for membership by
 - a) direct application by the group; or
 - b) recommendation from a Servas International Area Coordinator or Committee; or
 - c) invitation from the General Assembly.
- 2) The obligations of a member group to Servas International consist of, and are limited to, paying fees, doing annual host list updates, submitting annual reports, and of following the regulations and procedures as decided by the General Assembly according to Section IV, 3f of the statutes.
- 3) Except under special circumstances, a member group will lose its membership in Servas International by majority vote of the General Assembly if
 - a) it has been without a functioning national secretary for two consecutive years; or
 - b) it has fewer hosts than in subsection 1) above for two consecutive years; or
 - c) it does not fulfil its obligations for two consecutive years.

III Officers

Servas International Officers are individuals who are elected or appointed as the members of Executive Committee and convenors of committees. Servas International shall have at least 6 and no more than 25 officers. Six of these officers shall be elected by the General Assembly: President, Vice President, General Secretary, Treasurer, Peace Secretary and Host List Coordinator. These officers constitute the **Executive Committee**. The Servas International News Editor, and a Youth Leadership Committee of three to five individuals from at least three different continents shall also be elected by the General Assembly. Each of the remaining officers may be elected or appointed by the General Assembly, or appointed by the Executive Committee, as determined by the General Assembly. The term of office for all officers ends no later than three months after a General Assembly.

IV General Assembly

- 1) The General Assembly of Servas International shall consist exclusively of one delegate from each member group. These delegates have the right to vote and to speak. The officers of Servas International have speaking



rights only. The General Assembly may also grant speaking rights (which may be restricted to specified agenda items) to other individuals.

2) The General Assembly shall meet at regular intervals as decided by each General Assembly. In addition to this, the General Assembly may be convened at any time when requested by at least one fifth of member groups. In such an event, at least three months' written notice, including agenda, time and place, must be given to each member group.

3) The General Assembly shall:

- a) review and adopt the minutes of the last General Assembly as published or corrected;
- b) review and vote on reports of Servas International's office holders;
- c) review and vote on the audited accounts and the auditor's reports;
- d) decide upon the programme of activities of Servas International;
- e) adopt a budget showing projected expenditure up to the next regular General Assembly;
- f) decide upon fees, regulations and procedures of Servas International;
- g) elect the Executive Committee;
- h) elect other Servas International officers, or delegate this responsibility to the Executive Committee;
- i) elect members of committees or working parties for special tasks deemed necessary by the General Assembly, or delegate this responsibility to the Executive Committee;
- j) elect an auditor, or empower the Executive Committee to pay for independent professional auditing. The auditor shall verify, annually, the accounts of the Treasurer and shall submit a report to the Executive Committee. These reports shall be submitted for adoption to the next General Assembly;
- k) determine which members of the Executive Committee shall be empowered to sign on behalf of Servas International. Two signatures shall be required.

4) An item may be submitted for inclusion on the agenda only by a national group (represented by its national secretary), or by members of the Executive Committee. All items submitted by member groups must be sent to the President at least six months before the General Assembly to be placed on the agenda of the coming General Assembly. The agenda must be distributed to member groups in writing at least three months before the General Assembly.

5) Decisions of the General Assembly, in addition to being recorded in the minutes of the meeting, shall be abstracted from the minutes and a list of such decisions sent to each national Servas group.

6) Decisions can be made only on items published in the agenda.

7) Decisions made by the General Assembly are binding on the activities and priorities of Servas International.

V Executive Committee

1) The Executive Committee is responsible for the day-to-day running of Servas International between one General Assembly and the next. Its decisions and actions should be in accordance with decisions made by the General Assembly. Its expenditure is limited to the budget adopted by the General Assembly.

2) The Executive Committee shall appoint those Servas officers who have not been elected by the General Assembly.

3) If the post of any Servas officer becomes vacant between General Assemblies, the Executive Committee may appoint a replacement. If the vacancy is for a member of the Executive Committee other than President, the remaining members may make the appointment.

4) Within financial limits, the Executive Committee shall meet as often as deemed necessary by the Executive Committee.

5) The Executive Committee is empowered to make decisions either

- a) by a majority vote at a meeting of the Executive Committee; or
- b) by a majority vote by correspondence, provided that all members of the Executive Committee are given the opportunity to participate in the decisions.



VI Voting at Meetings

- 1) All decisions of the General Assembly or the Executive Committee (except votes on the dissolution of Servas International, or an amendment to, or replacement of, the Statutes) shall be taken by majority vote of the persons voting. In the event of a tie, the President shall cast the deciding vote.
- 2) Voting procedure shall be made clear to all delegates before voting takes place. The right exists for any delegate to ask for a secret vote on any issue.
- 3) Only delegates from member groups which have met all of their financial obligations to Servas International within six (6) months of the due date are allowed to vote.
- 4) In order to retain its voting rights at the GA, a member country must have published a host list not older than 2 years and must have submitted an annual report for at least one of the two previous years.
- 5) A delegate attending the General Assembly in more than one capacity shall have only one vote, except in the case of proxy voting in elections.
- 6) Only those delegates attending the General Assembly in person shall be permitted to vote.
- 7) The voting process shall include three voting options for each motion, "support/yes", "against/no" and "abstain". "Abstentions" shall not be counted as a vote for or against the motion, except as required in Sections IX Dissolution and X Amendment of Statutes.
- 8) The minutes shall record the number of delegates voting for, voting against, and abstaining.

Elections

- 1) Nominations for election at the GA to be accepted until immediately before the start of the voting.
- 2) Elections for Servas officers shall be by secret vote.
- 3) The GA will allow proxy voting for elections at GAs to enable member countries not present at the GA to participate in the election process.
- 4) If, in the election of officers, there are more than two candidates for any position, and none of these receives more than half of the votes, the two candidates receiving the highest number of votes shall stand in a further election in which all voters vote again.
- 5) If, in the election of officers, there is only one candidate for any position, the candidate will automatically take office.

VII Distant Voting.

- 1) The member groups of Servas International may make decisions affecting Servas International between meetings of the General Assembly using the following Distant Voting process.
- 2) Each member group of Servas International shall have one vote on each motion to be decided by the Distant Voting process. Votes may be cast by post mail or electronically using a verifiable voting process.
- 3) The Distant Voting process shall not be used to amend the Statutes or to vote on the dissolution of Servas International.
- 4) In each calendar year between each General Assembly at least one Distant Vote shall be held to vote on the annual accounts, auditor's report and any changes to the budget.
- 5) The Distant Voting process may be used to vote on:
 - a) matters to be decided before the next meeting of the General Assembly;
 - b) a motion to suspend or remove from office any officer of Servas International;
 - c) the election of officers to fill Executive Committee or other Servas International vacancies by secret vote;
 - d) motions arising from decisions of the General Assembly.



- 6) No later than two months after a General Assembly the Executive Committee shall publish a schedule of proposed Distant Votes up to the next General Assembly. The closing date for the votes shall be determined as follows:
 - a) the first Distant Vote cannot be earlier than six months after the General Assembly;
 - b) the next Distant Votes shall be at least four and no more than eight months after the preceding Distant Vote;
 - c) the last Distant Vote cannot be later than six months before the next General Assembly.A scheduled Distant Vote shall be cancelled if no motions have been received.
- 7) A motion for inclusion in the next Distant Vote may be submitted to the President when requested by at least one tenth of the member groups (represented by their National Secretaries), or by any member of the Executive Committee. All motions submitted by member groups must be sent to the President at least four months before the scheduled closing date for the vote to be included in a Distant Vote.
- 8) In addition to Clause 7, the General Assembly may specifically authorise a committee or working group to prepare and submit motions to be voted on by the Distant Voting process.
- 9) The Distant Voting process shall include three voting options for each motion, "support/yes", "against/no" and "abstain", and that abstain votes shall not be counted as a vote for or against the motion.
- 10) Resolutions to be decided by the Distant Voting process as well as the voting procedure to be used must be distributed to member groups in writing at least three months before the closing date for the vote.
- 11) Motions shall be declared adopted as if they have been passed by a meeting of the General Assembly if they get a double majority:
 - a) when the majority of the votes cast are "support/yes",
 - b) AND when the "support/yes" vote is at least four tenths of the number of member groups allowed to vote in the Distant Vote.
- 12) The procedures for the conduct of the Distant Voting process shall be governed by the Servas Regulations for Distant Voting. The Servas Regulations for Distant Voting may be amended or replaced by a majority vote of the General Assembly."

VIII Duties and Responsibilities of Officers.

All Servas International Officers must, as a minimum, submit an annual activity and financial report to the President of Servas International or the General Secretary to be forwarded to all National Secretaries.

If any S.I. Officer violates her or his duties or brings Servas International into disrepute as determined by the majority of the member groups, then Executive Committee is authorized to replace or otherwise initiate action against such an officer.

- 1) The President shall:
 - a) oversee the general operation of Servas International;
 - b) preside over all meetings of Servas International or of the Executive Committee, or delegate this function to a suitable chairperson;
 - c) represent Servas on other international bodies or delegate this function to other suitable persons;
 - d) keep broadly informed about the work of Servas officers;
 - e) represent the interests of Servas International News Editor and Servas Archivist in the Executive Committee;
 - f) be responsible for the organisation of the International Conference/General Assembly;
 - g) be responsible for the agenda of the Executive Committee and the agenda of the General Assembly; and
 - h) perform any other functions directed by the General Assembly.
- 2) The Vice-President shall:



- a) perform the functions of the President in the absence or incapacity of the President;
 - b) be responsible for the development and strengthening of national Servas groups;
 - c) keep broadly informed about the work of the Area Coordinators, and represent their interests in the Executive Committee; and
 - d) perform such other functions as shall be delegated by the President or General Assembly.
- 3) The General Secretary shall:
- a) handle the correspondence of Servas International;
 - b) collect information from national groups;
 - c) send communications to national groups and maintain their contact information;
 - d) be responsible for the recording of the minutes of meetings and conferences, including the minutes of the General Assembly at the end of the term of office; and
 - e) represent the interests of her/his assistants, National Secretaries and Main Contacts in the Executive Committee.
- In the case of an assistant or assistants being elected by the General Assembly or appointed by the Executive Committee, the General Secretary nevertheless carries the final responsibility for the duties of General Secretary.
- 4) The Treasurer shall:
- a) keep the financial accounts and records of Servas International and arrange for auditing;
 - b) send out invoices and collect money owing to Servas International;
 - c) submit an annual financial report to the Executive Committee; and
 - d) collect financial information from member groups.
- In the case of an Assistant Treasurer being elected by the General Assembly or appointed by the Executive Committee, the Treasurer nevertheless carries the final responsibility for the duties of Treasurer.
- 5) The Peace Secretary shall:
- a) promote the peace aspect of Servas International in national groups and internationally;
 - b) coordinate the work of national Peace Secretaries;
 - c) represent the interests of the UN delegates and national Peace Secretaries in the Executive Committee; and
 - d) encourage liaison with other peace organisations, and arrange representation in such organisations when appropriate.
- 6) The Host List Coordinator shall
- a) manage the standard presentation of traveller (Letter of Introduction) and host (host listing) information
 - b) manage the process of host list exchange, based on each country's rules;
 - c) monitor the publication dates of host lists and encourage regular updates;
 - d) work with the Vice President and Development Committee to help with the host list issues; and
 - e) represent the interests of the national Host List Coordinators in the Executive Committee
- 7) Convenors Shall
- a) be responsible for the teamwork of their respective committees; and
 - b) implement the decisions of the General Assembly relevant to their field of responsibility.

IX Dissolution

- 1) Dissolution of Servas International shall be effective upon a vote of the General Assembly carried by a two-thirds majority of the eligible voters present.
- 2) After payment of outstanding debts of Servas International, and within a period determined by the General Assembly, any surplus funds shall be transferred to another non-profit organisation, or organisations, interested in building world peace, as selected by a majority vote at the General Assembly dissolving Servas International. If that



Servas International 30th Conference and General Assembly - SICOGA 2015

Totara Springs, Matamata, New Zealand 10 - 16 October 2015

General Assembly matters president@servas.org

SICOGA 2015 matters sicoga2015@servas.org Web site www.servas.org/sicoga2015

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Totara Springs
Aotearoa New Zealand

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General Assembly cannot agree on such a non-profit organisation or organisations, it shall give specific authority to a committee of at least 5 persons to select the non-profit organisation or organisations.

X Amendment of Statutes

The Servas International Statutes may be amended or replaced at a General Assembly by an affirmative vote of at least two thirds of the eligible voters present, provided that notice of the proposed amendment or replacement is given to the delegates at least three months before the General Assembly at which it will be voted on.

As amended at Piaski, Poland August 2012.



16. Abbreviations used at SI GA 2015

AC	Area Coordinator
CHF	Swiss Francs currency (this is the currency used for banking by SI)
DC	Development Committee
DOLPHIN	A computer system for Servas, developed under the direction of the ICT
DV	Distant Vote
DVA	Distant Vote Administrator
Exco or EXCO	Executive Committee of Servas International
GA	General Assembly
HL	Host List
HLC	Host List Coordinator
ICT	Information & Communication Team
NGO	Non-governmental organization
NS	National Secretary
Pres	President
re	Regarding
Sec	Secretary
ServasOnline System (SOLSYS)	Servas on-line Internet presence and computer system, approved at 2012 GA. A prototype has been developed (abbreviation SOLSYS).
SI or S.I.	Servas International
SWG	Subject Working Group
Treas	Treasurer
VP	Vice President

In addition to the above listed abbreviations, the following three letter prefixes have been used in the agenda item numbers to identify the originators of the agenda items.

ARG	Argentina
AUS	Australia
BRA	Brazil
CAN	Canada
COS	Costa Rica
EXC	Executive Committee of Servas International
FRA	France
GER	Germany
ITA	Italy
KOR	Korea
POL	Poland
SWE	Sweden
URU	Uruguay
USA	United States of America



17. Definitions used at SI GA 2015

Subject Working Groups (SWG) – Subject Working Groups work together before the start of the conference, during the conference, and afterwards.

Subject Working Group (SWG) Sessions – the sessions that will occur before the formal GA sessions to discuss the topics and create motions which will then be voted on in the formal GA sessions. All attendees shall have speaking rights in the sessions. There will be no formal voting in the sessions, although the group may use voting to decide between options.

Workshops – will be held to prepare attendees for the SI General Assembly as well as for other discussions and gatherings around certain subjects or activities. All delegates are strongly advised to attend the workshop on “Rules of Order” which apply to the Formal Voting Sessions. There will be no voting in the workshops.

Topic Groups – proposed as a fast track for people who share an interest to meet each other during SICOGA. A Topic Group will arrange to get together at agreed times outside of the main SI General Assembly programme. Groups are likely to be both large and small and covering specialised interests as well as more general ones.

Formal Voting Session – the general; assembly main decision-making sessions, which all delegates must attend, where and motions are voted on.

National Group – a group of individuals within a country who represent Servas in that country. They may or may not have voting rights at the GA.

Member Group – a national group which has the right to a vote at the GA (through their delegate)

Delegate – a person who is attending the conference representing his/her member group (country), and who has a vote in the GA.

Non-delegate – a person attending the conference who does not have voting rights.

Attendee – a person who is attending and participating in the conference activities. Attendees are either delegates or non-delegates. Note that some non-delegates (e.g. Exco and other SI officers) have speaking rights at the GA, but not voting rights.

Agenda Items - the submissions from National Secretaries and EXCO for the GA Agenda, received by the SI President six months before the start of the SI GA.

Motion – something that can be voted on at the GA formal session. A motion provides the text of the decision that is recorded in the minutes. A motion will also include the person responsible for the next steps to carry it out (if applicable) and the budget and other resources required to complete it.

Amendment – a suggestion to change the motion being discussed. The amendment must be discussed and voted on before the original (or amended) motion can be finalized and voted on.

Abstention – If a delegate does not vote for or against a motion, then they are abstaining. Abstentions do not affect whether a motion is passed or not. For example, if there are 40 delegates, 18 vote for the motion, 16 vote against it and 6 abstain, then the motion passes.



18. SI GA elections

One of the tasks of the General Assembly is the election of SI Officers and Committees. Some SI positions are appointed, based on specific expertise that is needed, such as the Information and Communications Team (ICT). Elections are first done for the 6-person SI Executive Committee (Exco) Then there are elections for individual officers and committees The Elections Procedure, Procedure for Proxy Voting, Job Descriptions, and Nominations Procedure and Guidelines are included here.

Election Information

Click on the following links to get more information:

<http://www.servas.org/sicoga2015/general-assembly-elections.php>

On the website you will find more information about this:

- [Elections Procedure](#)
- [Procedure for Proxy Voting at GA](#)
- [Job Descriptions Jan 2015](#)
- [Nominations Procedure and Guidelines](#)
- [Nominations Form \(click here to download\)](#)



19. SI GA nominations

Nominations for Servas International elections at SI GA New Zealand 2015.

Updated Sep. 24, 2015

Please go to <http://servas.org/sicoga2015/general-assembly-elections.php> for most updated document.

Nominations for

Candidates for SI Executive Committee (SI Exco)

- SI President

[Jonny Sågänger](#)

- SI Vice President

[Ann Greenhough](#)

[Roberto Capezzuto](#)

- SI General Secretary

[Penny Pattison](#)

- SI Treasurer

xx

- SI Peace Secretary

[Normand Beudet](#)

- SI Host List Coordinator

[Arnoud Philipppo](#)

[Pablo Colangelo](#)

Candidates for SI Positions and Committees

- SI Archivist

xx



- SI Distant Vote Coordinator

xx

- SI Audit Committee

Ashley Burrows

- SI Conflict Resolution Committee

Martin Henner

- SI Development Committee

Ewa Dzierżawska

- SI Job Descriptions and Statutes Committee

xx

- SI Nominations Committee

xx

- SI SI Newsletter Editor

xx

- SI Youth Leadership Committee

xx

Appointed Positions (ongoing positions appointed by SI Exco)

- Appointed Positions - for further updates

xx

Compiled by Jean Seymore, Norma Nicholson & Susanne Thestrup SI Nominations Committee

nominations@servas.org



20. Frequently Asked Questions – (FAQ) about SICOGA 2015

The Servas International Conference and General Assembly (SICOGA)
October 10 – 16, 2015, Totara Springs, Matamata, in New Zealand

Prepare yourself now to make sure your participation is effective. To help you prepare we have created a list of frequently asked questions, with the answers you need to get informed.

To learn about the SICOGA 2015, go to the web site: <http://servas.org/sicoga2015/general-assembly.php>

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Last update: 2015-09-24

Answers

1) What is a Servas International Conference and General Assembly (SICOGA)?

Servas member from all over the world meet during a Servas International Conference and General Assembly (SICOGA). The Servas International General Assembly (SI GA) is the business part of the conference, and it is held every three years. One delegate from each country participates in decision making for Servas International. The SI GA is the highest decision-making body in Servas. The working language at the SI GA is English. The SI GA meeting is the place where all attendees can communicate, report, and make decisions on the future of Servas.

2) Who is invited to the General Assembly?

All Servas members are invited to attend. It is an open meeting.

However, only delegates can vote. All other attendees can participate as observers, but cannot vote and they cannot speak without permission from the delegates in formal voting sessions.

3) Who can be a Delegate?

A person who represents a Servas Member Group (Member Country) at the General Assembly, and can speak and vote at the Formal Voting Sessions. The Delegate is normally the National Secretary, but may be another person in that Servas Member Group, as decided by the Member Group.

4) Who can be an Observer?



Any Servas member who registers to attend the General Assembly and is not a delegate. Observers participate in Workshops, discussion groups and all leisure activities. They may attend the Formal Voting Sessions, but they may not speak or vote.

5) What is a Servas Member Group / Member Country?

A group that meets the membership requirements described in the SI Statutes (to be found on this weblink <http://servas.org/who-we-are-statutes.php>). These include having at least 10 active hosts, at least 3 contact names, regular annual reports and a regularly updated host list. Member Groups are reviewed by the Membership Committee.

Only a vote by the current member groups can add or remove Member Groups.

6) Is there a cost to attend the SI Conference and General Assembly?

There's a SICOGA registration fee which includes food and accommodation.

There's also a cost for transportation to the SICOGA venue.

7) Can I still register?

Registration for SICOGA 2015 closed in September.

8) Where and when is the 2015 General Assembly?

The 2015 SICOGA is held October 10-16 at Totara Springs in Matamata in New Zealand.

9) What will happen at the General Assembly?

The Agenda for the business of SI GA has been sent to all delegates on a date that is stipulated by the SI statutes. The agenda and the day by day Timetable are published on the SICOGA website.

<http://servas.org/sicoga2015/general-assembly.php>

10) What are the main subject areas to be discussed at the General Assembly?

The main subject areas (also called Subject Working Groups) of the conference are:

The Subject Working Groups (SWG) are handling motions before and during the conference.

The motions submitted by a National Secretary or Exco member by April 10, 2015, were sorted into the following five subject areas (names of convenors of the SWG's and their email addresses in brackets signs):

- Peace (Danielle Serres danielleserres@hotmail.com)
- Technology-Future (Penny Pattison & Jonny Sångänger president@servas.org)
- Travel/Hosts (Ann Greenhough anngreenhough1@gmail.com & Arnoud Philippo arnoud.philippo@gmail.com)



- Finance (Mirek Wasilewski mirws@o2.pl)
- Modernization – of procedures (Pramod Kumar pramod.servas@gmail.com)

11) What is a “motion”?

A formal proposal put before the GA and to be voted on by the GA.

12) What is a Subject Working Group? (SWG)

SWGs are in operation before the GA. Their objective is to review the motions in their group and prepare them for the General Assembly. SWGs also meet during the GA, and continue on after the GA.

The objective of the SWG sessions at the General Assembly is to finalize motions to be voted on at the Formal Voting Sessions. All conference attendees have the right to speak and participate in the SWG sessions.

13) How can Servas Member Group Delegates prepare for the General Assembly?

Before the General Assembly, the Delegate should carefully review the motions and agenda, and meet with their country members and officers to discuss them so that the Delegate accurately represents his/her country's position. In particular, he/she should discuss any motions and/or proposals that his/her country submitted to the agenda. Each Delegate should also choose a Subject Working Group(s) to join and participate in (see question #12).

14) How can non-delegates prepare for the General Assembly?

Non-delegates who are attending the meetings in Latina are encouraged to work with their country's Delegate, consider how they would like to help with the conference, carefully review the agenda and choose which Subject Working Group(s) and Workshop Sessions they wish to attend (see question #12).

15) Can I participate in the General Assembly even if I do not attend?

Servas members who are interested in the General Assembly but who cannot attend are still welcome to get involved. Review the motions and agenda, talk to your country's delegates, officers, or anyone attending the conference, and join a Subject Working Group (see question #12).

If there is no Delegate at the GA for a member country, then the National Secretary can assign their vote for elections to another Delegate who is at the GA (Proxy Voting) (see question #22).

16) Where do I find the agenda items submitted by my Servas Member Group or myself? Where can I find other agenda items and proposals submitted to the General Assembly?

The full text of agenda items submitted to the 2015 SI GA can be read and downloaded from the Servas website servas.org on the special pages that are assigned for the meeting.

17) What is the theme of the Servas Conference and General Assembly (SICOGA)?



The theme of the SICOGA 2015 is ***Servas in transtion***

18) What is a Formal Voting Session?

Formal Voting Sessions are where decisions are made. Only General Assembly delegates and officers have speaking rights in formal voting sessions, and only delegates have voting rights.

Non-delegates are welcome to attend the Formal Voting Sessions. Or they might join (or arrange) Servas discussion groups during that time.

19) How does voting work?

Voting is done with paddles. Each delegate will have a paddle with the name of their country on it. The back of the Paddle has a symbol that means "I don't understand". If a delegate does not understand the discussion, or what another delegate has said, then they can raise their paddle to ask the moderator to stop and get the explanation.

If you are a first-time delegate and are unsure how to vote, talk to the meeting chair before the formal voting session.

If you are not a delegate, speak to your delegate about the decisions he or she will make on the motions you are interested in.

20) What happens at a Formal Voting Session?

The delegates attend all Formal Voting Sessions to discuss and vote on motions. If a delegate cannot attend a Formal Voting Session they may pass that responsibility to another Servas member from their country.

There is a Neutral Moderator who manages the discussion and there is simultaneous English – Spanish translation.

A set of rules for the meeting are approved at the first session.

Servas International elections are also held during the Formal Voting Sessions. Only delegates are allowed to vote in the elections. (See Question #22)

21) Can I run for a Servas International (SI) elected position? How do I run for an elected position?

Yes, any Servas member can run for election. Nominations are open until the voting begins.

For information on running for an SI position, please see <http://servas.org/sicoga2015/general-assembly-elections.php>

22) Who votes in SI elections and what is Proxy Voting?

Only delegates vote in SI elections.



Election voting is secret and voting is done using paper ballots. The votes are counted by two authorized and independent members.

If a member group does not send a delegate to the GA, then they can assign their vote to another delegate. This is called Proxy Voting. For full information about Proxy Voting, go to

http://www.servas.org/sicoga2015/files/Procedure_for_Proxy_Voting_in_Elections_at_GA.pdf

23) What else will happen at the conference?

In addition to the Formal Voting Sessions and Subject Working Group Sessions, there will be:

- Workshops (educational sessions)
- Opportunity for countries to share Servas activities and information about their country
- Some organized leisure activities
- Topic Groups and other opportunities to exchange ideas with other conference attendees

24) Will the conference be fun?

Every participant will contribute to the success of the SI Conference and General Assembly. How much fun you have will be a personal measure. We expect that the conference will make some positive decisions, and that will be rewarding for everyone.

25) What happens after the General Assembly is over?

Many decisions at the General Assembly will result in work plans for the next few years. You can get involved in these working groups or get more actively involved in your own country's Servas activities. You will also have many new friends with whom you can exchange ideas.

26) When is the next General Assembly?

This will be decided by the delegates at the 2015 SI GA.

27) Where will the next General Assembly take place?

This will be decided after the 2015 SI GA. Any country that is interested in hosting the next GA should talk to the newly elected SI Officials.

28) Where will I be able to find documentation and minutes of the GA, after it is finished?

Information about the GA will be posted on the Servas web servas.org.

There will be notes taken by volunteers during the Formal Voting Sessions. The formal minutes will be produced by the SI General Secretary or somebody who has been delegated to do the job.



Normally a daily newsletter is produced by volunteers, which tells of the activities of the day.

There is no formal process to document any of the workshops or leisure activities.

29) Where can I find more information about the hosting country in general and the conference logistic issues?

At "Helping to plan your trip" link at the SICOGA web site

http://www.servas.org/sicoga2015/files/FAQs_SICOGA_2015_2015-08-19_Ver_005.pdf

30) Where can I find other information, for example about being hosted before and after the week of SICOGA?

Please send an email to:

sicoga2015@servas.org

for questions about the conference registration, venue, travel plans, local hosts, etc.

president@servas.org

for questions about the General Assembly

(e.g. delegate role, nominations, elections, motion)



Servas International 30th Conference and General Assembly - SICOGA 2015

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General Assembly matters president@servas.org

SICOGA 2015 matters sicoga2015@servas.org Web site www.servas.org/sicoga2015

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Status Report Servas International (SI) January 2014 — December 2014 www.servas.org

 servas INTERNATIONAL
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Aneris Cao

Assisting Editor

SI EXCO Status Report





FOREWORD BY SERVAS INTERNATIONAL PRESIDENT JONNY SAGANGER

STRENGTHEN THE SERVAS FOUNDATION

Dear Servas friends around the world,

During 2014 there were global attitude changes that were in favour of our peace and hospitality organisation. The interest in collaborative economy grew at a fast pace. As a not-for profit volunteer organisation Servas is very much part of that movement and shift of attitude towards more sharing and less consumption of resources. More sharing of resources leads to more sustainable ways of traveling. More sustainable ways of traveling are directly connected to our ultimately goal: a more peaceful world.

The concept of green peace has become one of the more and more multifaceted and complex definitions of the word "peace".

In Servas the search for definitions have so far come up with four alternatives that can coexist:

- Positive peace: this definition stands for social justice and is therefore the opposite of structural and cultural violence. Positive peace is often compared to negative peace which is the absence of war and direct violence.
- Human rights peace: persons with this perspective on peace argue that both direct and structural violence need to be tackled also at the individual level as well, and that it's not enough to just tackle the problems at the system-level.
- Green peace: this perspective stands for the opinion that humanity is destroying our planet's ecosystems and at the same time is eliminating the basic living conditions of future generations. For this perspective, peace with the environment has become another key element.
- Inner peace: this is the belief that inner peacelessness is the cause of all forms of violence. Only a strong inner balance and harmony can lead to outer peace. The idea is often to base the balance and harmony on some form of spirituality.

These definitions of "peace" are the foundation for a serious discussion within Servas about which definition or definitions the organisation could embrace.

Our movement was started in 1949 under the name Peace Builders. As the movement grew it evolved into the Open Door network. It later got the name Servas, which is esperanto for "we serve". This was most probably the first official hospitality program of its kind. Bob Lutweiler and the other founders aimed at building the foundations of justice that can lead to a peaceful world. Servas main focus is still to give a contribution to reach that goal.



It could be argued that Servas as a peace and hospitality organisation had a "first mover advantage" – it was a pioneer which offered a new way of travel experience. Now more and more travelers search for the kind of indepth experience it gives to visit and live with a person or a family in their own home. And maybe the "first mover advantage" that Servas had, became a "first mover disadvantage", which sometimes happens to organisations and companies that focus too much on the internal activities and forget to keep a close eye on what is happening in the outside world.

The Servas movement was for a long time generally sceptical to the phenomom of Internet and the world wide web. And while many Servas countries held on to to host lists printed on paper, which don't offer the possibility to search for hosts in a fast and efficient way, other organisations saw and used the possibilities and benefits with digitalisation and the world wide communications.

Servas was too cautious about taking advantage of the inherent potential in Internet based information and communication tools to facilitate for our members travels, hosting, networking and peace activities. Members have left Servas – or decided not to join – because they perceive the organisation as being too old fashioned and not responsive enough to the current demands of the convenience offered by fast, reliable and efficient tools for digital communication via Internet.

Today there are well over thirty other groups operating around the world with a focus on "hospitality exchange". The vast majority of these have sprung up in the last 10–15 years. Most of these organisations or networks are based on a single, centralized and global model for storing their individual members' personally identifiable information and providing controlled access to their information repositories.

It's no secret that Servas due to this development is going through one of the most challenging periods in the history of the organisation.

The good news is that many of the technical and infrastructural deficiencies of Servas are about to be eliminated. Servas members around the world will in due time be able to communicate and interact via their computers on a new website which is being developed on a new Internet based platform in the project ServasOnline System, SOLSYS.

It can be argued that Servas has been at a significant disadvantage compared to other groups with similar hospitality programs and peace goals, because of our governance model based on a federation of national member groups. Decision making can be very slow in a democratic organisation. The advantage is that when many people back up an idea and a project it can mobilize a lot more resources and strength than organisations that are governed by a few persons.



I sincerely think that the modernized website on the Internet domain servas.org and the ServasOnline System will be the vitamine injection that will make Servas thrive again.

In this status report you can read about some of the work that has been done during 2014 by SI Exco, other committees and officers who dedicate time and energy as volunteers to maintain and develop Servas as an organisation fit for the challenges of the contemporary world.

For more information about definitions of "peace" have a look at the website of Service Civil International in Switzerland <http://peace-learning.scich.org/>

In peace

Jonny Sägänger

President Servas International





SI EXECUTIVE COMMITTEE (SI EXCO) – TEAM WORK

The creation of mission, vision and a new logo for SI have been some of the main actions in our efforts to modernize the external and internal identity and image of Servas. The mission, vision and a new logo were integrated, to an holistic message about SI during the Exco face-to-face meeting in France in March 2014.

The current Servas International Executive Committee (SI Exco) was elected at the SI General Assembly in Poland in August 2012, SIGA2012.

Since SI Exco was elected by the delegates at SIGA2012 our efforts are focused on fulfilling the decisions that were made by this assembly. SIGA is the highest democratic authority in our federative, country based organisation.

It's also Exco's responsibility to interpret which decisions SIGA collectively has decided are most important for the maintenance and development of Servas as a movement and Servas International as an organisation. In order to act responsible Exco must prioritize and not try to do everything. If we would go down that road, we would just try to do everything and achieve nothing.

EXCO has a responsibility as Servas' international board to be both visionary and realistic.

During its first and constituent meeting the new board agreed that the following SIGA decisions would have the highest priority during our mandate period:

- Fulfill and prioritize the decisions from SIGA2012.
- Modernize Servas International web site www.servas.org.
- A future plan to strengthen Servas identity, vision and mission.
- Register Servas International as an international NGO

MODERNIZATION OF SERVAS.ORG

The work on the creation of a redesigned and modernized Servas web site on www.servas.org started during SIGA 2012, as soon as the new Exco was elected. Exco took over a project with the working name ServasOnline, SOL.

A group named ServasOnline Working Group, SOLWG, was formed in order to create a solid foundation for the continuation of the project. However, the SOLWG project group experienced problems in accomplishing the tasks needed to move the project ahead. This is a quite normal development for a non governmental organisation like Servas, which relies on voluntary efforts from non-paid individuals with no written contracts. Two steps forward, one backwards and then three steps forward, one backwards, and then it goes on and on...



A new project leader and additional group members were appointed by Exco on the 23rd of February 2013. During the Summer the same year of 2013 two new members joined the new group ServasOnline Steering Committee Management Team, SOL SCMT, and that was the start for major developments in the project.

SOL SCMT created an overall plan for a public bidding and procurement process to attract proposals from professional web development teams. The plan was successfully pursued. In December 2014 the French web design and development company Oonops delivered new versions of specification documents for the ServasOnline system and so called mockups for the new website that will be located on the domain servas.org.

A mock-up is a static (not interactive) version of the new website. The mock-up shows the graphical design and some basic functionality on the website (please find example of screen image of mock-up in Section 8 Illustrations below).

This is part of the design phase of the SOL project. The big, following step in the project is called the development phase which is being carried out during 2015 and onwards.

The graphical design has been developed by Oonops in cooperation with the ServasOnline Steering Committee Management Team (SOL SCMT) and SI Exco during the second half of 2014. The new SI logo is one of the main components for the website.

The selection of Oonops was the result of the procurement process for the design phase of the SOL project.

It has over time become evident that a more correct name for the SOL project is ServasOnlineSystem (SOLSYS), since the project is complex and consists of many parts. SOLSYS includes:

- * A public website, including a restricted area accessible to authenticated Servas members only.
- * An online application for updating contents of the public website (Content Management System).
- * An online application for the Members Administration, with its distinct url.

In parallel with the procurement process the SOL team worked on the establishment of the support functions for the new website, searched for volunteers who would like to work during the start-up period and once it has been launched and is up and running on a day-to-day basis.

The SOL SCMT has during the most recent six months strengthened its communications channels and other ties with the SI Internet and Communications Team (SI ICT) as well as with the Dolphin Team. In the SI ICT team Mark Hahn and Michael Silbert, both from Canada, are the key persons and



the Dolphin Team consists of Rita Dessauvage from Belgium and Pablo Colangelo from Argentina.

SOL SCMT also intensified the search for a web master who will be in charge of the content for servas.org group. The group also looked for people who could work together with the web master. Ideally the group of web master assistants will come from around the world. Hopefully the new website will be administrated by persons on different continents around the world.

In December 2014 the SOL SCMT currently consisted of the Servas members Bernard Andrieu (Project Manager), Frederic Morizot, Stefan Fagerström and Jonny Sägänger (project sponsor and SI Exco representative).

The Servas International Conference and General Assembly (SICOGA) 2015 is Exco's formal deadline to have completed a prototype for the high priority SOLSYS project.

Exco is convinced that the new website is needed in order to prevent loss of existing members and to keep recruitment of new members on an acceptable level.

The website on the Internet domain servas.org was on December 31 an intermediary solution.

While waiting for a modernized website on the domain servas.org Servas has increased its digital visual and vocal presence on the Internet since August 2012. The tool for this has been social media, with Facebook as the main channel. But Facebook has very definite limits, since it doesn't exist in many parts of the world.

SI officers are administrating one official Facebook page for Servas International. Here news, stories and information on the activities of Servas around the world are published.

The Facebook page "Servas International" is a promotional page for the Servas International organisation. People do not "join" a FB page, rather they "Like" it as a way to promote it among their FB friends. This page is administered by Stefan Fagerström, Alan Stone, Jonny Sägänger and Jaime Alberto Romero is an editor.

A Facebook page, or as they're sometimes called, fan page, are like advertisements or promotions for a business, service, celebrity, or organisation, et cetera. They are, in effect, much like individuals personal Facebook account pages. People can post to them, but they are not meant for discussions.

You find the Servas fan page for Servas International here: www.facebook.com/Servas.International

In addition there are two Servas International Facebook groups. A Facebook group is essentially for discussion. The Facebook groups "SERVAS" and "Servas International" are Groups.



The Facebook group "SERVAS" is a public discussion group. It's open for anyone to join, membership in a Servas Country is not required. It currently has 3 317 members (June 2015). The group is administered by Alan Stone, Stefan Fagrström, Jonny Sångänger and Pablo Colangelo. Any member can add a member but an admin must approve them.

The open SERVAS Facebook group is for people who are interested in Servas International including travelers and hosts, members and potential members of Servas in their country.

You find the group here: <https://www.facebook.com/groups/servas/>

The closed Facebook Group SERVAS INTERNATIONAL is for people who are a member of a national SERVAS-group. The Facebook group "Servas International" is a closed discussion group, meaning you must be approved by the admin and you should be a recognised member of Servas. It currently has 762 (June 2015) members. It is administered by Arnoud Philippo and Ana Soler Plá.

You find the group here: www.facebook.com/groups/117649068294944/

There are several twitter accounts under the name Servas and that have been started by individual members in different countries. Not all accounts are being updated.

The official Servas International twitter website you find here: <https://twitter.com/ServasI>

The page is being maintained by Tim Phillips, regional Servas coordinator in Servas Britain.

The Servas President twitter page you find here: <https://twitter.com/Servaspresident>

This web page is maintained by me as president of Servas International.

STRENGTHEN SERVAS' IDENTITY

In order to fulfill the SIGA2012 decision on the "Future of Servas" EXCO has followed up and continued historic and new initiatives to determine a common understanding of current beliefs regarding Servas' vision and mission.

EXCO's conclusion is that Servas' vision and identity needs to be clarified and strengthened. A cornerstone in this project is to outline a Servas identity that is better defined than the one we have today. We're aiming at keeping what is good in today's image of Servas, and what is well functioning. But we're determined to modernise the internal and external image of Servas, the actions and the old fashioned ways of working.



During a face-to-face meeting in Portugal in November 2014 EXCO decided to adopt the logo text and slogan "Peace and understanding through travel and hosting".

The mission title is "Building peace and understanding across cultures".

The logo text, the slogan and the mission title were initially created during a face-to-face meeting in Great Britain in September 2013. EXCO created the following texts based on a variety of available Servas historic sources:

Proposed Mission: Servas promotes trust, tolerance, open-mindedness and respect, so that people can live in peaceful coexistence. Our members value understanding of different cultures, gender equality and diversity in ethnicity, ideology, sexuality and nationality.

In times of increased movement of people and globalisation, there is a growing need to promote understanding across borders and cultures.

Hospitality and cultural interaction are the essential tools for achieving conditions for people to live in peace // unity // concordance.

Proposed Core Values: Trust, Tolerance, Open Mindedness, Respect.

EXCO is instrumental in an ongoing discussion with the aim to find a common understanding of a diversified and sophisticated Servas definition of the term "peace". When this goal is reached Servas will have an important pillar in our efforts to give Servas a more stringent identity.

During a face-to-face meeting in March 2014 EXCO took a decision to choose a logo to promote the SI brand. This is an important step in our strategy to strengthen Servas identity. Historically there's a myriad of different Servas logos/brands around the world. This is an impediment to the needed increase of global public knowledge about the Servas brand. The lack of brand knowledge blocks the growth of the organisation.

One of the versions of the recommended logo looks like this:



You find more information about the history of the logo, a color and a design guide here <http://www.siidst.servas.org/>

On this website you can also download all the tools you need to create a version of the logo that is designed for your own country.

Exco would like to show sincere gratitude towards Alan Stone and Stefan Fagerström for their devoted work on the creation of the new SI logo. At the end of 2014 around 25 SI member countries had followed the Exco recommendation



to adopt the new logo. Alan Stone and Stefan Fagerström continue to support the project as the Servas International Image & Design Support Team (SIIDST).

EXCO hasn't found volunteers who could fulfill the SIGA2012 decision to establish a Servas Planning Group, SPG. Thanks to an initiative from EXCO a SPG group was formed during SIGA2012, but the group didn't become formalized despite efforts from Exco. The SPG would have the mission to, among other things, gather information regarding current common practices from Servas national groups and to lay a foundation for a broad discussion about what Servas should be in 5 to 10 years from now.

But even if the SPG group hasn't been formed, work is ongoing on the Future Project. An international event in Great Britain in June 2014 – Where next for Servas? – was focused on the issues that came up in the debate about two motions to SIGA2012 from Canada and Sweden.

SI LEGAL STATUS

SI would benefit from more firm knowledge about its legal status and domicile in its country of residence, namely Canton of Zurich in Switzerland, as well as SI status as an international NGO.

Research into legal entities of organisations in Switzerland since SIGA 2012 confirmed Servas is appropriately classified at present, but the response to five formal questions still needs to be formally confirmed. It has been suggested that a review of Servas statutes should take place by a legal entity from Switzerland to ensure we meet all necessary requirements and not breaching Swiss law. There had also been fruitless initiatives to find out if SI could have its domicile in for example Canada and Denmark.

The registration and domicile issue is of importance since some Servas member groups need to prove that they are part of a recognized international non governmental organisation in order to register in their own countries and run activities. A clarification about the registration status would also support reporting requirements for taxes and other financial and administrative matters.

Registration status will also allow for Internet payment via credit card for Letters of introduction, LOI, as well as possible registration with the ServasOnline System (SOLSYS).

Some Servas member groups are unable to register their organisation in their own country domestic, since they cannot prove that the parent body (SI) to which they are affiliated is a registered body.



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SI also faces some occasional problems in contacts with banks, although at the moment we have a full banking relationship established with a respected Swiss bank.

Since the Distant Vote in November 2011, in which EXCO was authorized to seek a suitable country in which to register SI, no suitable country has been found. As of now, SI is not registered.

For the previous and current EXCO the question of recognition and registration has been and is an ongoing project. The goal has been to have the matter resolved before SICOGA in October 2015, but Exco has only been able to make little progress.

OTHER PRIORITIZED MATTERS

For EXCO it has during 2014 also been of high priority to:

- * make preparations and plans for Servas International Conference and General Assembly (SICOGA) in New Zealand.
- * support the strengthening of the structure and network for Servas peace secretaries around the world.
- * increase the profile and visualization of Servas presence and work inside the United Nations system.
- * pursue the Start-up Contacts project which aims at making it easier to join Servas, reduce bureaucracy and start up Servas in new countries and restart Servas in countries where the organisation is inactive.
- * analyse applications and make decisions about funding SI regional area meetings as well as youth and family meetings in Great Britain, China and Kirgizstan.
- * increase Servas presence and visibility in social media like Facebook and Twitter.
- * efforts to present SI financial documentation through transparent and timely presentations
- * make the SI Handbook up to date

SI EXCO is also giving priority to the continuously ongoing need to make decisions about matters on a day-to-day basis. The current SI EXCO has inherited a method for internal discussion and decision making via email between our scheduled meetings.

Please find detailed information about EXCO work in the reports from the individual board members on the following pages.

EXCO MEETINGS

During the period January–December 2014 SI Exco had 12 recorded meetings. The meetings have generally been on a fixed day every month via web based video and phone conferences (Skype). During the year Exco has met for two face-to-face meetings which lasted over a prolonged weekend. In March the board met in France and in November in Portugal.

All meetings have been recorded. The minutes are available on the website <http://servas.org/who-we-are-SI-EXCO.php>.

In peace,

Servas International EXCO

Jonny Sågänger, President (Sweden)

Ann Greenhough, Vice President (Great Britain)

Arnoud Philippo, Host List Coordinator (Netherlands)

Danielle Serres, Peace Secretary (France)

Jaime Romero, General Secretary (Colombia)

Mirek Wasilewski, Treasurer (Poland)



SI EXCO, from left to right: Ann Greenhough, Arnoud Philippo, Jonny Sågänger, Mirek Wasilewski, Jaime Romero, Danielle Serres



EXPENSES OF SI EXCO MEMBERS

EXCO members' refunds in 2014 (France refunds included)

	Jonny	Ann	Jaime	Arnoud	Danielle	Mirek
	258,73	472,82	1120,58	165,33	82,01	437,73
	264,21	206,57	52,43	303,91	139,79	224,20
	41,30	279,29		271,16	235,15	253,93
	163,68			69,70	195,54	118,62
	211,31				215,71	244,80
	72,50				4,80	
TOTAL:	1011,73	958,68	1173,01	810,10	873,00	1279,28

Notes:

1. All in EUR
2. In case of Mirek not all SI stamp sending neither not all other Servas expenses paid by him have been deducted.

The figures present refunds to EXCO members resulting from their individual travel (EXCO meetings, other individual travel approved by EXCO) and individual cost refunds.

Generally in each case there are basically four groups of expenses: internet and telecommunications, travel approved by EXCO, postage and small office expenses (printer cartridges and stationary included). Only in the case of SI Treasurer postage is a major item because of costs generated from sending the SI stamps 2014.

In the case of the SI Exco treasurer's refunds the operational cost of SI in the form of the costs for sending SI stamps (postage) and some IT invoices issued to SI are also included - please see the note under the table explaining this.





Servas International 30th Conference and General Assembly - SICOGA 2015

Totara Springs, Matamata, New Zealand 10 - 16 October 2015

General Assembly matters president@servas.org

SICOGA 2015 matters sicoga2015@servas.org Web site www.servas.org/sicoga2015

SICOGA 2015



Totara Springs
Aotearoa New Zealand

Until we meet again!



SICOGA 2015



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Aotearoa New Zealand