



Servas International 31st Conference and General Assembly - SICOGA 2018  
Seoul, Korea 13 - 20 October 2018  
Conference theme: "Connecting People and Cultures for Peace"

Website: [www.servas.org/sicoga2018](http://www.servas.org/sicoga2018)

Email: [sicoga2018@servas.org](mailto:sicoga2018@servas.org)



**Timetable - Agenda - Subject Working groups (SWG)  
for SICOGA 2018  
International Youth Center Youth Hostel, Seoul, Korea**

14.July.2018

***Dear National Secretaries of Servas Member Groups,  
cc: SICOGA 2018 participants and Servas members everywhere,***

We're getting closer to Servas International Conference and General Assembly (SICOGA 2018) in Korea, October 13–20 2018 – our most important event during the mandate period 2015–2018. I am – on behalf of SI Exco and the Agenda Working Group (AWG) – happy to present to you the SICOGA 2018 outline overall timetable, the business agenda for the SI General Assembly (SI GA) and information about the Subject Working Groups (SWG) that will be dealing with all the motions that have been prepared to be discussed and decided on during the upcoming meeting.

The outline timetable is the schedule of what happens when during the conference, including for example, the SI GA sessions, SWG sessions and social activities.

The SI GA agenda contains the topics that will be discussed at the formal SI GA business sessions.

As required by the SI statutes, we included in the agenda all motions that were submitted by April 14, 2018, by a National Secretary or members of SI Exco.

All of the motions have been grouped into five main subject areas. For four of the subject areas, a Subject Working Group (SWG) has been set up, with one or more lead persons identified as convenor.

For your easy reference you may also find the outline timetable and other documents for SICOGA 2018 on the special website for the conference on Servas International's website [servas.org](http://servas.org). You find the SICOGA conference website here <https://servas.org/sicoga2018/index.php>

We look forward to working with you at the SICOGA 2018 and your contributions to the future of Servas!

Along with all the business items I'm sure we will all have an interesting, rewarding and enjoyable time together. You will get to know many new people and some of them – I'm sure – will become our friends for the rest of our lives.

Jonny Sågänger  
President, Servas International [president@servas.org](mailto:president@servas.org)

On behalf of:

\* Servas Korea

\* SICOGA 2018 Organizing Team [sicoga2018@servas.org](mailto:sicoga2018@servas.org)

\* Penny Pattison SI General Secretary & SICOGA 2018 Project Manager [generalsecretary@servas.org](mailto:generalsecretary@servas.org)

\* SI Exco



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### **1. Outline timetable**

The timetable is the schedule of what happens and when during the conference, including SI GA sessions, SWG sessions, education, workshops, unscheduled Topic Group discussions and social activities.

It is a one-page document, attached separately.

You find the outline timetable, which will probably change slightly over the summer, on the conference website here:

<https://servas.org/sicoga2018/conference-conference-information.php>

<https://servas.org/sicoga2018/general-assembly.php>

### **2. Conference activities**

Five basic conference types of activities have been identified:

- SI GA – the formal business General Assembly sessions where country delegates vote and make decisions
- SWG - Subject Working Group sessions to prepare for the Formal GA sessions
- Workshops
- Topic Groups
- Excursion day (Tuesday October 17), evening and fun activities including country presentations, such as cultural activities like dance, singing et cetera.

Everybody is encouraged to bring cultural attributes from their own country and culture, make presentations, perform dances, singing – every contribution is appreciated and welcome!

There will of course be time for socializing and getting to know each other.

Any suggestion, creative idea and offer how to make the fun and informal part of the conference rich and enjoyable will be warmly welcomed by the organizing team via an email to the programme organizing team Danielle Serres ([peacesecretary@servas.org](mailto:peacesecretary@servas.org)) and Ann Greenhough ([vicepresident@servas.org](mailto:vicepresident@servas.org)). Please write this in the subject line: 'SICOGA 2018: social & fun activity'.



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### 3. Subject Working Groups (SWG)

43 motions were submitted by National Secretaries or SI Exco members by the deadline of April 14, 2018. Each motion is the responsibility of the National Secretary or SI Exco who submitted it. No changes may be made without their agreement. Each motion has been assigned a label of the three letters of the country name followed by a number. The full motions are at <https://servas.org/sicoga2018/general-assembly-motions.php>.

Four Subject Working Groups (SWGs) have been created with one or more lead persons identified.

- **If your National Secretary submitted a motion, someone who can speak for your National Group must join the SWG.**
- **If you are a delegate from a Member Group who is receiving funding to attend the conference, you must join a SWG.**
- All delegates are expected to join at least one SWG.
- **Every Servas member is welcome and encouraged to join a SWG.** Especially if you are not attending the conference, this will give you the opportunity to contribute to the discussion and decisions that will be made at the 2018 General Assembly.

The SWGs will begin now to discuss the motions in their subject area using discussion forums on the world wide web/Internet. **The lead persons will give you instructions on how to join a discussion group – please send an email to them to join their SWG.**

Everyone is encouraged to look at all motions. If there is one that the SWG believes should be included in their discussion, they are free to contact the country that moved it to see if they agree to add it to that SWG. Similarly, if a motion does not seem to fit, then it can be moved to another SWG if the country that moved it agrees.

Possible changes to motions (these changes are always controlled by the National Secretary or SI Exco who submitted the motion):

- a. Re-wording to make it easy to vote 'for' or 'against' the motion
- b. Combining 2 or more motions that refer to the same thing
- c. Dividing a motion into 2 or more parts, to make it easier to understand and vote 'for' or 'against'
- d. Withdrawing the motion

These discussions before the meeting in Korea will be documented and taken to the SWG sessions at the conference. A preliminary report from each SWG will be prepared for the end of August 2018, and the SWG reports for the conference will be available at the beginning of the conference.

The reason for SWGs is to carefully prepare the motions that are taken to the formal SI GA, so that they are clear and can be handled efficiently. We expect that discussion will mainly occur during the Subject Working Group sessions, not in the formal SI GA sessions.

Another advantage of SWGs beginning their work now, is that even if the Servas country that made the motion is not present at the GA, they have an opportunity to participate in the discussion of their motion and related motions in the same subject area.



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During the conference, there are assigned times for the SWGs to meet, all at the same time, currently planned for October 15, 2018. This was necessary due to time limitations. The SWGs are also encouraged to arrange to meet at other free times during the week.

Information about the motions and SWGs is on the conference website at <https://servas.org/sicoga2018/general-assembly-motions.php>.

## **The SWGs:**

### **1. Vision and Governance SWG**

Convenors: Danielle Serres, SI Peace Secretary (peacesecretary@servas.org), and Ann Greenhough, SI Vice-President (vicepresident@servas.org)

These motions relate to how Servas will be organized in the future and how it will be managed. To allow deep and focused discussion, they have been divided in:

- Vision (Danielle) – ideas for how Servas could look in the future, and
- Governance (Ann) – more specific considerations for the future of Servas.

People are welcome to join one or both of the discussion groups.

### **2. ServasOnline SWG**

Convenors: Jonny Sägänger, SI President (president@servas.org), and Pablo Colangelo, SI Host List Coordinator (hostlistcoordinator@servas.org)

These motions relate to the ServasOnline membership system and how it will be organized, managed and run.

### **3. SI Management SWG**

Convenor: Pramod Kumar, Servas India, former SI Vice President and SI General Secretary (pramod.servas@gmail.com)

These motions all addressing specific management issues for SI.

### **4. Financial SWG**

Convenor: Radha Radhakrishna, SI Treasurer (treasurer@servas.org)

These motions address aspects of how SI finances are handled.

- The motion to approve the 2017–2018 Financial Statements is included, to allow discussion and understanding, although little can be done to actually change the motion since these are the accounts being presented for approval.
- The Financial SWG also has interest in any motions with financial implications, since they affect the SI budget for the next 3 years.

### **5. Procedural Motions**

These procedural motions are for the smooth conduct of the GA or are mandatory as per the SI Statutes and will be discussed during the GA. However, discussion prior to the GA is not necessary, and in some cases, not even feasible (e.g. receive officers' reports). Hence, there will be no SWG for these motions.



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## Vision and Governance SWG

### 1. Vision subgroup:

| Motion Name | Motion Title  | Budget Implications |
|-------------|---|---------------------|
| CAN-001     | Climate change  | Minimal             |
| EXC-013     | Extended board for workload sharing                                 | Yes                 |
| EXC-014     | Servas permanent representation in Geneva                           | Yes                 |
| EXC-015     | Amended preamble SI statutes  | No                  |
| EXC-016     | Develop procedures for recruitment of new Servas individual members | Yes                 |
| EXC-018     | Servas commitment to gender balance in decision making bodies       | No                  |
| EXC-019     | Outreach for increased cooperation with like-minded organisations   | Yes                 |

### 2. Governance subgroup:

| Motion Name | Motion Title  | Budget Implications |
|-------------|---|---------------------|
| BRI-002     | Commission re organisational change in Servas                         | Yes                 |
| EXC-017     | Improve Servas International Conference and General Assembly (SICOGA) | Yes                 |
| EXC-021     | Updated structure for SI committees, teams and groups                 | Yes                 |
| SPA-ITA-001 | CHANGE OF SI YOUTH COMMITTEE STRUCTURE AND LEADERSHIP                 | No                  |
| SPA-ITA-003 | YOUTH AND FAMILIES OPPORTUNITIES                                      | Yes                 |



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## ServasOnline SWG

| <b>Motion Name</b> | <b>Motion Title</b>  | <b>Budget Implications</b>                |
|--------------------|--|---|
| AUS-001            | Establish Working Group to Manage and Develop ServasOnline | Yes                                       |
| CAN-003            | ServasOnline 'Interest in Making Connections' toggle       | No  |
| FRA-001            | ServasOnline maintenance by professionals                  | Yes                                       |
| GER-002            | ServasOnline_Risk_Management                               | Low                                       |
| GRE-001            | Removal, and Correction, of Servas Online Member Database  | Yes                                       |
| SPA-ITA-002        | App for mobile phones                                      | Feasibility - No;<br>Implementation - Yes |
| USA-002            | ServasOnline Annual Renewal for SI members                 | Minimal                                   |

## SI Management SWG

| <b>Motion Name</b> | <b>Motion Title</b>  | <b>Budget Implications</b>          |
|--------------------|--|-------------------------------------|
| CAN-002            | LOI not signed by traveller themselves                         | No                                  |
| EXC-012            | None of the Above  | No                                  |
| EXC-020            | SI Exco 2015-2018 recommended priorities for SI Exco 2019-2021 | Yes                                 |
| EXC-022            | SI paid administrator role                                     | Yes                                 |
| GER-001            | ServasOnline_Priority  | Yes                                 |
| GRE-003            | Dolphin HLSA available to all members                          | No                                  |
| GRE-004            | Professional Servas.org webmaster                              | Yes                                 |
| USA-001            | host lists in archives SI GA 2018                              | No                                  |
| USA-003            | Limitations of who sees ServasOnline host information          | No - covered by ServasOnline budget |



## Financial SWG

| <b>Motion Name</b> | <b>Motion Title</b>                              | <b>Budget Implications</b> |
|--------------------|--|----------------------------|
| BRI-001            | Development Fund                                 | No                         |
| EXC-001            | FOP updates                                      | No                         |
| EXC-005            | Budget to next GA (content Q&A)                  | No                         |
| EXC-010            | 2017-2018 Financial Accounts (content Q&A)       | No                         |
| GRE-002            | Convert SI accounting from Swiss Francs to Euros | No                         |
| ITA-001            | Flat rate quotas                                 | No                         |
| POL-<br>RWA-001    | SI contribution to Development fund 2018-21      | Yes                        |

## Procedural Motions

| <b>Motion Name</b> | <b>Motion Title</b>      | <b>Budget Implications</b> |
|--------------------|--------------------------|----------------------------|
| EXC-002            | Member Group updates     | No                         |
| EXC-003            | SI Statutes              | No                         |
| EXC-004            | SI Officer reports       | No                         |
| EXC-006            | SI External Auditor      | No                         |
| EXC-007            | SI Signatories           | No                         |
| EXC-008            | Approve elections        | No                         |
| EXC-009            | 2015 GA minutes approval | No                         |
| EXC-011            | Rules of Order           | No                         |



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#### **4. Agenda & motions for SI GA 2015**

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

For the full text of the motions, please go to  
<https://servas.org/sicoga2018/general-assembly-motions.php>

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 (EXC-009)
- c. review and vote on reports of Servas International's office holders (EXC-004)
- d. membership decisions (EXC-002)
- e. election of officers and committees (EXC-008)
- f. review and vote on the audited accounts and the auditor's reports (EXC-010)
- g. elect an auditor, or empower the Executive Committee to pay for independent professional auditing (EXC-006)
- h. determine which members of the Executive Committee shall be empowered to sign on behalf of Servas International. Two signatures shall be required (EXC-007)
- i. determine interval before next GA
- j. GA Official Closing

##### **2. Vision and Governance Agenda Items**

##### **3. ServasOnline Agenda Items**

##### **4. SI Management Agenda Items**

##### **5. Financial Agenda Items**

##### **6. Procedural Motions**

#### **5. SI Status Reports**

The consolidated report for 2016 (and later in the summer the 2017 report) from SI Exco, SI committees and SI officers can be found on this website: <https://servas.org/en/community/board-and-management/administration> .

Decisions made through Distant Votes can be found at <https://servas.org/en/distant-vote> .



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## **6. SICOGA 2018 background information**

The 31<sup>st</sup> Servas International Conference and General Assembly (GA), known as SICOGA 2018, is a joint venture organized by Servas International Executive Committee (SI Exco) and Servas Korea with the support of the SICOGA 2018 Organising Team (SICOGA OT).

The conference will be held from 13th to 20th October 2018.

We shall be very happy to have you with us, sharing an enjoyable and challenging week of Servas work, together with social activities and the chance to meet old friends and new from around the world.

Our theme for the meeting is "Connecting People and Cultures for Peace". As the title suggests it will be an important event for the development of Servas International as a peace and hospitality organization.

Those who have been part of previous conferences will know what an unforgettable experience it can be to be part of such an international event where people from so many nationalities, languages and cultures come together from across the world.

The venue will be the International Youth Center Youth Hostel, near Seoul, Korea. More information can be found on the conference website at <https://servas.org/sicoga2018/conference-conference-information.php>.

### **The SI Conference program**

The Conference of Servas International is generally held every three years.

As part of the conference there will be a General Assembly (GA) of National Servas Member Groups. During the GA sessions, voting delegates will make important decisions about the running and financing of the organization as well as planning for the future. SI officers and committees will also be elected for the coming three years.

Everyone attending the conference will be able to observe these sessions but only one delegate per National Servas Member Group will be able to speak and vote.

There will also be workshops, discussion groups and training sessions on a wide range of topics where all the conference participants will be able to contribute to the debate about Servas in the future.

In addition to the GA sessions there will be a social program for all the conference participants and chance to enjoy activities in the countryside surrounding the centre.

If you have questions, please contact the SICOGA2018 Organizing Team (OT) at [sicoga2018@servas.org](mailto:sicoga2018@servas.org), with your full name and country.

**Once again - welcome to SICOGA 2018!**