

**Servas International  
SI Exco Teleconference  
Minutes  
Thursday September 4, 2014 15:00 – 17:30 GMT/UTC  
Over Skype**

Version: 1

Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Mirek Wasilewski (MW); Danielle Serres (DS);  
Arnoud Philippo (AP), Jaime Romero (JR)**

Minutes Recorder: **Penny Pattison (PP)\***

**NEXT MEETING: October 7, 2014 17.00-19.30 UTC/GMT**

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

**Decisions and Motions are in bold**

1. Chit-chat before the meeting began.

**Meeting began at 15:08 GMT/UTC.**

2. Today's agenda (review and agreement)

- **DECISION: The agenda was approved as amended (addition, under other Business: a) Election of South America AC, b) What has gone forward in Servas Future Group after Dalesbridge meeting, c) approval of SI Handbook)**

3. Review and adoption of minutes from meeting of May 18, 2013

- a. **DECISION: Version 6 of the August 16, 2014 minutes, as distributed by PP during the meeting, are approved**
- b. Outstanding action items (action items at the end of SI Exco minutes) – deferred to next meeting

4. Report: (6 x 5 3 min.)

- It was agreed that all SI Exco members would send their reports by email to SI Exco, cc to the recording secretary, by Sunday Sept 7, 2014, for inclusion on the minutes
- Action: For future meetings, all SI Exco members will send their reports 24 hours before the meeting
- See Annex 1 for the reports

5. SI Geneva September 25 UN side-event in particular

- a. SI involvement at the UN in general
  - There are 3 UN venues to cover
  - The large NGO meeting is in NYC this year, and DS has found someone to represent Servas as that meeting
- b. PR and communication around the meeting
  - It is a problem that Servas does not have communications material, such as business cards
  - DS will prepare a motion about materials and means to be used for SI representation at the UN
- c. Roles and functions (Danielle, Magnus, SI UN Reps, Jonny)

- In Geneva, Magnus has made a huge difference in making things happen
- The United Nations Human Rights Council is meeting in Geneva in September 2014 to discuss the World's Human Rights Situation. Servas International is organizing an event at this gathering
  - The main title is "International Peace Builders", and the objective is to raise Servas' profile among the attendees, to make Servas more noticeable in civil society internationally
  - It is being organized by Magnus, with 2 other volunteers (from Republic of Korea and Germany) , as well as Lorette Dubout, Catherine Burer and Danielle
  - The Vienna UN Observer will attend, as well as about 50 other Servas members from 8 different countries so far
  - Alvany from Brazil might be a useful resource
  - Invitations are being sent to other attending organizations to participate in the afternoon session
  - There is a search for sponsors for the afternoon session
  - Program:
    - Morning: Servas members will meet and discover UN Venue and Human Rights Council
    - Afternoon: 2 hour open session, different countries will describe what they do for peace, particularly for International Peace Day, with the hope that JS will be able to attend to give a presentation to explain Servas International vision.
  - Action: JR will send forms to DS for connecting with sponsors
  - Action: DS will share the Sept 25 Geneva detailed program with SI Exco when it is developed

## 6. SI website project (ServasOnline)

- a. New temporary servas.org team
  - Work is underway on improving the temporary Servas.org site. Jean-Marc Eyot, webmaster for Servas France, and Stefan Fagerström from Sweden are working together on it
- b. Current situation and solutions for temporary servas.org
  - AP's work is very useful to the process
  - DS is contributing content re: Peace and UN
  - There is a video done by Pablo C. which might be good to include
  - It was agreed that there needs to be a group working on it, and
  - Action: AP will set up the committee to work on the temporary website
  - It was agreed that this work will also be useful to the final web site
  - An SI Exco webmaster is required and AP has started working with Bernard on this
  - The Youth webmaster and web site (Janek is the Youth IT contact person) need to be integrated more than currently
  - Action: AP will write an email asking Bernard for a plan to define how content is added to the ServasOnline website, and how it will be prioritized
  - Action: AP will work on revising the SI Host List Coordinator Job description to reflect the ServasOnline role
  - Action: All SI Exco members will contribute input and links after they see the temporary website
- c. List of items to be added on current website servas.org (Ann, Arnoud, Jaime)
  - See above
- d. ServasOnline (SOL) project – an update
  - The SOL Steering Committee is now Bernard Andrieu (convenor), Frederic Morizot and Jonny Sägänger

- It is expected that the contract for the Design phase will be signed soon. It had been delayed over the summer.
- Action: JS will arrange for a ServasOnline status report and revised project plan to be prepared and distributed

#### 7. Stretch legs

#### 8. Criticism from Servas towards SI Exco & SI General Secretary

##### Follow-up of August 26<sup>th</sup> meeting

- There was a full exchange of views. It was generally agreed that it is a disappointing and sad situation.
- JR did not wish to participate in the discussion, and preferred that it be taken to the Conflict Resolution Committee. His opinion was that his role and work will continue as usual until the general assembly decides to change her decision. this conflict first could be reached with the help of the Conflict Resolution Committee in which there should be a process to know the arguments and positions of the parties. JS indicated that he needed a decision as soon as possible
- Action: JS will contact the Conflict Resolution Committee about the matter
- Action: JS will alert the member countries that there are problems within SI Exco which are being referred to the Conflict Resolution Committee in hope of finding a solution. JS is also preparing a motion for the Distant Vote in the event that a solution is not possible.
- Action: JS will draft a motion for the SIGA 2015 to address this type of situation for future SI ExcOs
- There was a discussion about JR's attendance at the Nov 2014 face-to-face meeting

#### 9. SIGA 2015 - deferred

#### 10. SI financial & economy

##### a. Banking situation

- AG has mailed the paperwork to MW
- Action: MW will identify if there is any need for AG and JS to visit Credit Suisse on Sept 26, 2014 when they are in Geneva

##### b. SI Budget meeting

- MW will begin the consultative process with SI Committees now
- Ideally the face-to-face SI Budget meeting will be held in Feb or Mar 2015, to allow finalized drafts to be distributed 3 months before SIGA 2015
- Action: MW will make a motion related to the location and cost of the SI Budget meeting for the next SI Exco meeting

#### 11. Face-to-face meeting November 12-17, 2014 in Portugal

The meeting begins at dinner time on Wed. Nov 12 and ends at the end of the day on Sun Nov 16

AG sent the following details about the f-t-f meeting:

1. The Exco group will come together in time for the evening meal on Wednesday 12th November at the venue.
2. On Wednesday 12th transport from Lisbon will be provided in more than one car,. the last one to pick up those arriving later in the day from the airport.
3. The formal minuted meeting will begin on the morning of Thursday 13th November and end on Sunday 24th in the evening.
4. The Exco group will depart after breakfast on Monday 25th November when transport will be provided back to Lisbon. No transport will be available on Sunday evening. ( nb transport for a very early flight would also cause some difficulty for the organisers)
5. On Tuesday 11th November those Exco members already in Lisbon are invited for an evening out with local Servas hosts.

6. There are some details for discussing in the next weeks about logistics of the meeting

12. Distant Vote November 2014

- Action: JS will email C. Patterson re: status of DV Nov 2014

13. Miscellaneous. Any other business?

- a. Election of South America AC
  - AG reported that it is on track for a vote in Nov 2014
- b. What has gone forward in Servas Future Group after Dalesbridge meeting
  - The report will be ready by early Oct 2014
- c. Approval of SI Handbook – not discussed

14. **Next SI Exco meeting:      October 7, 2014 17.00-19.30 UTC/GMT**

15. Meeting ended at 17:42 UTC/GMT

*\* Footnote: According to the SI Statutes, The SI General Secretary shall, among many other duties, 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.*

*Due to the high level of work pressure on the current General Secretary the operative minutes recording is performed by an external resource person.*

**Sept 4, 2014 Action Items:**

4. Action: For future meetings, all SI Exco members will send their reports 24 hours before the meeting

5.b. DS will prepare a motion about materials and means to be used for SI representation at the UN

5.c. Action: JR will send forms to DS for connecting with sponsors

Action: DS will share the Sept 25 Geneva detailed program with SI Exco when it is developed

6. Action: AP will set up the committee to work on the temporary website

- Action: AP will write an email asking Bernard for a plan to define how content is added to the ServasOnline website, and how it will be prioritized
- Action: AP will work on revising the SI Host List Coordinator Job description to reflect the ServasOnline role
- Action: All SI Exco members will contribute input and links after they see the temporary website
- Action: JS will arrange for a ServasOnline status report and revised project plan to be prepared and distributed

8. Action: JS will contact the Conflict Resolution Committee about the matter

Action: JS will alert the member countries that there are problems within SI Exco which are being referred to the Conflict Resolution Committee in hope of finding a solution. JS is also preparing a motion for the Distant Vote in the event that a solution is not possible.

Action: JS will draft a motion for the SIGA 2015 to address this type of situation for future SI ExcOs

10. Action: MW will identify if there is any need for AG and JS to visit Credit Suisse on Sept 26, 2014 when they are in Geneva

- Action: MW will make a motion related to the location and cost of the SI Budget meeting for the next SI Exco meeting
12. Action: JS will email C. Patterson re: status of DV Nov 2014

#### **Aug 16, 2014 Action Items:**

- 2.b. Action: MW will pay the bills
- 3.a. Action: JS to update June 7, 2014 minutes and finalize
- 3.b. Action: JS to add attendees and a note that there was also verbal discussion which was not recorded, and place revised July 9, 2014 meeting notes in Dropbox
- 5.a. Action: JS will update SI Exco when new ServasOnline plans are drafted
- 5.c. Action: JS will update SI Exco regularly about the servas.org situation and solutions
- 5.d. Action: AP will send his list of requirements for the website to SI Exco and the ServasOnline email address
- 6.b. Action: AP will set up the committee to work on the temporary website  
Action: AP will write an email asking Bernard for a plan to define how content is added to the ServasOnline website, and how it will be prioritized  
Action: AP will work on revising the SI Host List Coordinator Job description to reflect the ServasOnline role  
Action: All SI Exco members will contribute input and links after they see the temporary website
- 6.d. Action: JS will arrange for a ServasOnline status report and revised project plan to be prepared and distributed
8. Action: JS will contact the Conflict Resolution Committee about the matter  
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Action: JS will draft a motion for the SIGA 2015 to address this type of situation for future SI Excocs
- 10.a. Action: MW will identify if there is any need for AG and JS to visit Credit Suisse when they are in Geneva
- 10.b. Action: MW will make a motion related to the location and cost of the SI Budget meeting for the next SI Exco meeting
13. Action: JS will email C. Patterson re: status of DV Nov 2014

#### **Jun 7, 2014 Action Items:**

- 3.a. Action: All SI Exco will review the Mar 27-30, 2014 minutes and put any suggested updates in Dropbox by June 10, 2014  
Action: JS will manage email adoption of the Mar 27-30, 2014 minutes using email, by Jun 17, 2014
- 3.b. Action: In future, if there is confidential internal SI Exco discussion, it will be included as an annex which will be noted as confidential and not included in the published minutes
- 3.c. Action: AG will update her past action items by July 10, 2014, using the version that contains the other SI Exco updates
7. Action: JS will send the French version of the ServasOnline contract to DS
11. Action: Confirm Nov 12-17, 2104 for the next face-to-face meeting with JS  
Action: AG and DS to confirm details with Carla at the UK meeting

#### **Action Items from Previous Meetings:**

See previous Action Items document: Action items 20130518 to 20140315 DS JS AP MW JR.doc

## Annex 1 SI Exco reports

### MW: report Aug 16 - Sept 4 2014:

- i. I tried unsuccessfully to determine if the two motions on funding travel expenses of Danielle Serres and Jonny Saganger to go to Geneva for HRC side-event organized on September 25, 2014 have been approved by SI EXCO. I simply do not know what is the status of these motions as of today and if I am to make travel refunds to the persons presented above.
- ii. I made three payments related to SI internet arrangements, as approved by SI EXCO on Aug 16, 2014.
- iii. I worked on budgets of SI EXCO meeting in Portugal and the planned consultative budget meeting as well as on the programme of this meeting
- iv. I sent SI stamps for 2014 to several countries who requested them as well as e-mails about that topic.
- v. SI financial reports for 2013 were sent by me for audit purposes.
- vi. Current bookkeeping documents were prepared and sent by me to our bookkeeper for processing.
- vii. Work on final settlement of the Kyrgystan Youth Meeting took several hours of my time; I hope to receive the documentation in a proper form after this work of mine.
- viii. I was in e-mail contact with Servas Britain about the refund of Dalesbridge Meeting costs; I hope this will be accomplished within a week or two.
- ix. My other current day-to-day Servas activities are not listed here because a do not make a record of all the things I do for Servas community.

### AP: report Sept 4 2014:

I have been working on:

- **Administrating Facebookgroup Servas International** (in cooperation with co-administrator Ana Soler Pla)  
Fortunately we do not need many interventions. Communication is normally according to the guidelines, only sometimes people were reminded about the guidelines. Important messages (like coming meetings, request for contribution to the SI-news) are pinned for some time. Procedure to check if people are a member of Servas is time-consuming. Now, this is checked before the people are allowed to enter the group, so the 'waiting time' is longer. Now there are 679 members and 100 people who requested to join. It's virtually impossible to know if people quit the membership of Servas in their country, so these people continue to be a member of this group. [The facebookgroup Servas has 2726 members.]
- **Hostlistreliabilitytest 2014**  
The hostlists of 76 countries are tested (had less then 70 % result in test 2011 or are new country). The results of 18 countries are received. Their are 15 countries with 1 host and the biggest country had 275 hosts (India).  
Depending on the number of hosts in the country 20 %, 30 %, 40 % or 100 % of the hosts are sent an e-mail message (the more hosts the more are checked).  
Many countries had no updated hostlist and were requested to make/and or upload a new list. This is time-consuming. About the helpers: some are (very) fast, others do forget to work or need (much) more time. Fortunately new helpers are still available. 25 helpers (did) do the test, 55 are willing to help (including 10 who are not 'first choice', because of several reasons), 4 people offered to help with the Project Servas Start-Up contacts and 4 people offered to help, but were not available when needed.  
Some countries need 'special treatment', because (for example) of difficult communication and/or (very) small number of (active) members.

Administration is done in 2 documents which are in Google Drive (cloud) and in documents on the harddisk of my pc.

– **Servas Start-Up Project**

Often working (thinking) about this, how to do... many connections with my work written above, ServasOnline and website, exco-meetings, materials received through e-mails and other contacts with Servas-members through internet and/or life.

I want to make a new version of the Plan, including time-table asap.

– **Websites**

Developing ideas, writing documents, etc. about the temporary and new website.

**AG: report September 2014:**

**Preparation for SIGA 2015 and SI funding of delegates announcement**

This has been my priority since returning from a month away:

- Looked through information about SIGA 2012 planning provided by PP covering funding and other aspects of meeting preparation to be updated for 2015.
- In consultation with JS and PP prepared guidance and application forms for delegates, SI officers and committees to apply for funding to SIGA 2015.
- Confirmed which countries are currently eligible to be delegates and updated the member countries email list as far as is possible with help from Rita, Dolphin team and Chris, DVA.
- Invitations have been sent out to member countries and SI officers with closing date by October 26<sup>th</sup> 2014.
- Spanish translation of documents offered. Pablo Colangelo and Aneris Cao assisting with translations. So far one request for translation.
- Joined SIGA 2015 skype meeting on 16<sup>th</sup> August. Next meeting October 13<sup>th</sup>.

Tasks to do:

- Receive and record applications for funding on a chart to be used for Exco decision-making at the face to face meeting. Initially check if application meets requirements and if host reliability survey results available.
- Prepare draft checklist for Exco decision-making process including criteria for selection.
- Send follow up letter to National Secretaries inviting those countries with spare resources to donate to a fund for delegates unable to fund themselves (to be allocated by Exco).

**Follow up from June 2104 Dalesbridge international meeting**

- Since the meeting follow up with some participants on various proposals from the meeting.
- After a month's break, progress on preparation of meeting summary is delayed due to need to prioritise other Exco matters. Due end of September.
- Accounts for the meeting near completion. Funding offered by SI and DC not required as final accounts show surplus of around £490 after all expenses covered. With participants consent this money to be donated to the SI youth fund (donation of approx. £6 per person).

Tasks to do:

- Meet with Jean Seymour as co-organiser to work on summary.
- Prepare summary with likely target date early October.
- Continue follow up with participants.
- Send copy of meeting accounts to SI treasurer when complete.

**South America AC election**

- Work with nominations committee and DVA ongoing to agree a timetable. Aim is to conclude an election before the end of 2014. Jean (as lead) can offer communication in Spanish if needed.
- Recent letter sent to the SA national secretaries to say nominations committee will be opening nominations soon.

**Servas International youth fund**



- Core group for planning group for the fund established. Some regions remain unrepresented so search for additional members continuing.
- The youth team are still to identify link person for the fund.
- A dedicated UK bank account is now open as planned under the management of Servas Britain.
- So far donations have been received or offered to create an initial fund in the region of £4000.
- Update to be provided for the face to face meeting on the next steps.

#### **Preparation for November Exco face to face meeting**

- Worked with Carla to prepare plan of arrangements for the meeting in Portugal.
- Continuing help to Carla as needed in preparing for the meeting.

#### **Nominations Committee**

- Following on from discussions with Amir and Jean about preparing for the nomination process at the GA I have been given a first draft of updated procedures proposed by Amir in consultation with the others on the committee.
- On return from a month's break Amir will review the work so far and will circulate an updated version in time for Exco to consider at the face to face meeting.

#### **Area co-ordinators**

- Initial discussions with Moses, AC for Africa, about possibility of combined youth and regional meeting in South Africa in 2016.
- No activity reported from other 2 ACs in Central America and East Asia.
- As ACs in Africa and Central America have been in post for more than 3 years a decision is needed about future elections in these areas and in South Central West Asia following removal of that AC some time ago. There would be implications for funding of ACs to SIGA 2015.

#### **DS: report Aug 16 - Sept 4 2014:**

- Preparation of SI participation to 65th UN DPI/NGOs Conference in NYC (August 27-29)

Many emails/phone calls/Skype meetings with US Servas members to organize registration and attendance of Fanny Bello, former Servas Venezuela National Secretary and National Peace Secretary, now living in NYC.

Awaiting her report. I also followed parts of the event through UN Web TV and published information on Servas International Facebook group page.

- Preparation of SI side-event in Geneva September 25

A lot of work still going on, writing a statement, having it translated in several languages, sending the information to Servas community, corresponding with various members

Preparing a much needed business card for SI UN observers

Writing official invitation, translating, and sending to various international NGOs, some contacts by phone

Helping Servas members with lodging and travelling

All this with Magnus Adams' key collaboration

- Collaboration with Jean-Marc Eyot (Servas France webmaster) for temporary website

Sending an article + photo for UN page

Preparing some links to international NGOs as I did for Servas France hostlist

#### **JS: report September 2014:**

##### **1. Outreach activities – to extend and strengthen the SI network**

- a. Discussion and email vote about SI presidents possible participation at the Servas International Peace Builders Event 25th of September at United Nations in Geneva
- b. Contributed contact information for NGO:s to invite to Servas International Peace Builders Event 25th of September
- c. Made initial contacts with European Network Against Racism, Enar <http://www.enar-eu.org/>

- d. Found out how Friendship Force International, FFI, and Servas overlap and don't overlap each other on a world map.
- e. Further contacts with CISV (about possible cooperation SI-CISV at SIGA2015  
<http://www.cisv.org/about-us/>)

## 2. Servas.org domain

- a. Teamwork with Bernard and Frederic in SOL Steering Committee Management on strategy to replace Matthew Pashkovskiy, former SOL Project Manager for the creation of new design and system for a long term solution for a new website on the domain servas.org.
- b. Teamwork with Jean-Marc Eyot, Stefan Fagerström and Alan Stone to establish a new temporary website on the domain servas.org
- c. **Attempts to find** admin team for future servas.org (webmaster and other functions needed)
- d. **Helping Alan Stone and Stefan Fagerström in their contacts with Michael Silbert and Mark Hahn in SI ICT to establish** the Servas Image & Design Support Team, SIDST.  
**Their email address:** DesignHelp@servas.org  
The SERVAS IMAGE & DESIGN SUPPORT TEAM has started to help member groups and member countries with everything related to the image of Servas.
- e. The International logo:  
PDF-files you will find here. If you open them with for example Photoshop they will have a transparent background. Not all just white as in an Adobe Reader.  
[http://siidst.servas.org/files/intl/Servas\\_INTL\\_Logo\\_PDF.zip](http://siidst.servas.org/files/intl/Servas_INTL_Logo_PDF.zip)  
For web usage you find a PNG batch here:  
[http://siidst.servas.org/files/intl/Servas\\_INTL\\_Logo\\_PNG-for-web.zip](http://siidst.servas.org/files/intl/Servas_INTL_Logo_PNG-for-web.zip)

## 3. Conflict management

Administration and intermediation in the dialogue between the current SI GS and the rest of Exco .  
Discussions with the current about the current situation with the SI GS.

## 4. SIGA2015

- a. Meeting SIGA 2015 steering group 23 August 2014. Minutes will be made available for SI Exco.

## 5. Debate

I intervened in a debate initiated by a member of Couchsurfing (who is also a member of Servas in Kyrgystan). I asked the writer behind this text to define what he meant by using the words "the Mandarins of the sacred Exco":

/.../

It is high time for the Mandarins of the sacred Exco and members of the elite committies, to ponder and do a through investigation, what is going wrong and how to correct it.

/.../

Posted July 14th, 2014 - 4:18 am by DEV Singh from Bishkek, Kyrgyzstan (Permalink)

Source:

[https://www.couchsurfing.org/group\\_read.html?gid=28&post=14127506&utm\\_campaign=group&utm\\_medium=email&utm\\_source=cs#post15750746](https://www.couchsurfing.org/group_read.html?gid=28&post=14127506&utm_campaign=group&utm_medium=email&utm_source=cs#post15750746)

## 6. Issues on hold (because of the turbulent situation around SOL and SI GS):

- Preparation for global high level webinar meeting with SI NS's around the globe (contact established with Conni G Germany).
- Assisting Servas Argentina and their effort to register as an officially authorized NGO in Argentina.

**JR: report September 2014:**

- conclusion of the general secretary report about annual reports sent by national groups
- continued update of the si handbook, we are still waiting for the comments of some exco members to build the motion for the distant vote approval
- improving of the communication system proposal for the next face to face meeting in portugal
- registering the minutes of the exco distant meetings
- control for the execution of the action chart agreed in the face to face exco meeting in england 2013 for having a report for our next face to face meeting
- monitoring and following up the distant vote process for the next november 2014
- organizing the reception of the motions for the next general assembly 2015 that will be send 6 months before the assembly