

ACTION CHART - TO BE COMPLETED										
 Gary Pramod Mirek Penny Pablo Kim 										
WHY	What			Who		When				Comments
Decision Number (Date #)	Description	Next Action	SORTED BY When Due	EXCO Liasion	Committee/ SWG/ other	Scheduled to be completed	Progress Feb 2010	Progress Aug 2010	GA Vote/ DV	Comments
Routine	Area review for Europe, Africa, Near East and Far East.	Pramod to seek suggestions from NSs and propose how the areas should be composed.	Start immediately.	Pramod	Pramod, NSs and Acs.	July 31, 2010				
Routine	Election of Area Coordinators (only for areas which want to have Acs?)	Carry out area reviews and seek opinions of NSs on whether they want ACs.	Start immediately.	Pramod	Pramod, NSs and Acs.	December 31, 2010				South America AC elected
routine	2009 Stamp Fees due	reminder	2010/03/15	Mirek		2010/03/31				
routine	2009 SOL Levy due	reminder	2010/03/15	Mirek		2010/03/31				
2009-9-10 11	The GA approves and accepts the presented action plan for the period 2010/2011/2012 as a framework for Servas Youth activities including the budget attached. Budget: 2010 US\$ 10,000; 2011 US\$ 10,500; 2012 US\$ 11,000.	Submit expense requests for 2010 Youth meeting	2010/05/31	Gary	Pablo Chufeni and Youth Team	Ongoing	Received 2009 year end report			Amended budget allocated - 8,000 each year per 2009-9-11 6.

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2009-9-11 2	<p>Register SI as an NGO in the canton of Zurich, Switzerland, and appoint a qualified agent for service of processes such as the organisation's "mail drop" for legal documents.</p> <p>The cost of registration and appointing an agent to be found out. In addition, US\$ 100 may be provided for correspondence.</p>	Finalize documentation and deliver to lawyer	2010/06/30	Mirek	Ad hoc WG	2010/08/31	Hired lawyer, gathering required documentation			Process is more complicated than anticipated. Work continues.
2009-9-10 3	<p>All National Secretaries, national teams, and boards to be e-mailed a .pdf version and a link to the online version of the annual SI News, and also to be mailed a disk copy if required. National groups to be asked to forward this to all their hosts and travelers in electronic or print versions as appropriate.</p> <p>Any other SI Newsletters to be sent to national groups by e-mail with a link.</p> <p>To be implemented for the next annual newsletter. Budget required US\$ 2,000 per year.</p>	SI News completed and distributed	2010/06/30	Gary	Newsletter Team	2010/06/30				SI News scheduled to be ready in June 2010
Routine	2009 Annual Reports	second Annual Report reminder	2010/06/30	Penny		2010/3/31	about 25 received			47 received as of June 1, 2010
2009-9-11 13; 2009-9- 12 7	Statute updates	Distribute statutes	2010/06/30	Penny	Job Descriptions and Statutes Committee	2010/03/31	draft statutes & DV regs completed			Accepted by EXCO; Completed when distributed to NSS

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2009-9-10 6, 7, 8	Distant Vote regulations amendments to items 1, 3, 5, 9	Distribute statutes	2010/06/30	Penny	Job Description & statutes committee	2010/03/31	draft statutes & DV regs completed			Accepted by EXCO; Completed when distributed to NSs
routine	South America AC election	report to EXCO	2010/06/30	Pramod Penny		2010/06/30	on schedule			vote distrib - 2010/3/31 COMPLETED vote ends - 2010/4/30 COMPLETED results - 2010/5/15 COMPLETED report to EXCO - 2010/6/30
2009-9-11 12	Implement an online financial tool to control stamp fee, membership and other contributions.	Define how this fits with ServasOnLine and Dolphin	2010/06/30	Mirek	SOL Team; Dolphin Team; ICT	2012/06/30				Dolphin team has done some work on this. Discussed at ServasOnLine developers meeting.
routine	Appoint ICT	Appoint ICT convenor and members	2010/06/30	Gary		2010/03/31				Appoint ICT members after ServasOnLine developers meeting
routine	EXCO semi-annual reports	Decide dates and format - e.g. Jun 30 and Dec 31; one consolidated report?	2010/06/30	Penny	EXCO	Ongoing				

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routine	ICT status and review of ICT maintenance contract	complete contract payment	2010/07/31	Gary		2010/06/30	Jerome will take on contract administration			Report has been sent to EXCO and Jerome Le Tourneur Contract will not be renewed; Marco has decided to continue to support Dolphin as an unpaid volunteer
2009-9-11 1	Allow proxy voting for elections at General Assemblies to enable member countries not present at the GA to participate in the election process.	Set up Ad hoc committee	2010/07/31	Penny	Ad hoc WG	2010/12/31				
2009-9-9 10	Nominations for election at the GA to be accepted until immediately before the start of the voting.	Set up Ad hoc committee	2010/07/31	Penny	Policy and Procedures Manual Ad hoc WG	'2011/06/30				
2009-9-9 4	To retain its voting rights at the GA , a member country must have published a host list not older than two years and must have submitted an annual report for at least one of the two previous years.	Set up Ad hoc committee	2010/07/31	Penny	Policy and Procedures Manual Ad hoc WG	2011/06/30				
routine	Committee reporting: - define reporting periods - for each committee: completed, plans, issues	Identify EXCO contact for each committee	2010/07/31	Penny, & each EXCO member	All the Committees	Ongoing				

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2009-9-12 9	2012 GA (planned for Apr - Sept 2012) Ensure countries know what they are getting into - re: timeframes, requirements, resources	Call for hosting proposals	2010/07/31	Gary Penny	GA organizer, EXCO	2012/12/31				Confirm hosting criteria. Define schedule leading to the next GA, e.g.: Call for hosts mid 2010; choose host late 2010; define date and location mid 2011). Review funding criteria, scorecard, etc. and publish criteria now.
2009-9-11 6	Adopt a four year budget , with a GA planned in the 3rd year, with cuts to the following budget line items: EXCO Expenses 25 % over 4 years. AC Conference 25 % over 4 years Youth Meetings 26% over 4 years GA Expenses 25% over 4 years To reduce the deficit after 4 years to about 25,000 CHF. Deficits to be funded from SI reserves. This budget to be reviewed and updated each year to actually reflect actual income and expenses. The updated budget to be approved by distant vote. Youth budget to be 8000 CHF for each of the 4 years.	Budget Committee review and finalize for Nov 2010 DV	2010/08/30	Mirek		2010/08/30			Nov 2010	COMPLETED - will be included in 2010 DV

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routine	Nov 2010 DV	Distribute motions	2010/08/30	Penny	DVA, EXCO	2010/12/31				motions due - 2010/5/30 COMPLETED motions distributed - 2010/8/30 vote begins - 2010/10/1 vote ends - 2010/11/30 results - 2010/12/31
2009-9-9 7	A group to be set up to recommend revised stamp fees by December 31, 2009. Five persons including treasurers and people from small and large Servas countries; US\$100 budgetted for communication expenses	Distribute recommendati on for Distant Vote	2010/08/30	Pramod Mirek	Ad hoc WG	2010/05/30	Ad hoc WG establishe d and discussing via email		Nov 2010	Draft report to EXCO received; To be included in 2010 DV

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2009-9-10 22	<p>A Servas Online program shall be developed and implemented by the end of 2011 and evaluated at the next GA.</p> <p>Financing of Servas Online - an independent account opened by 31 Jan 2010, reserved exclusively for this purpose. This financial arrangement should be evaluated at the next GA.</p> <p>A Servas Online Servicing Team in cooperation with ICT be created.</p> <p>An investment of EUR 10,000/US\$ 14,500/CHF 15,000 per year be allocated. This will be recovered by savings from reduction in printing and distribution expenses. One Swiss Franc to be charged annually for every member of a National Group (which has over 100 members now) and other willing countries pay the service contribution.</p>	Develop prototype	2010/09/15	Gary	SOL Team; SOL Servicing Team; ICT	2012/06/30	1st draft project overview written			1CHF levy requested Developer meeting held May 21-23, 2010 - prototype plan outlined Status report to be distributed
routine	May 2011 DV	Announcement motions to be received by Nov 30, 2010	2010/10/31	Penny	DVA, EXCO	2011/06/30				motions due - 2010/11/30 motions distributed - 2011/1/1 vote begins - 2011/4/1 vote ends - 2011/5/30 results - 2011/6/31

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2009-9-11 18	Marijke Batenburg, National Secretary of NZ, reporting to the General Secretary of Servas International will create a project team of three members to document and publish guidelines for National Secretaries and boards regarding how to handle feedback and complaints concerning hosts and travelers . A preliminary version will be submitted by October 2010 for comments and distribution electronically, to National Secretaries and boards for their comments.	Marijke Batenburg, National Secretary of NZ will create a project team of three members.	2010/10/31	Penny		2011/06/30				
routine	Post 2009 GA: SWG follow up and encouragement	Link actions to SWGs; contact convenors re: what worked, what didn't, leftover items, the future...	2010/12/31	Penny	EXCO	Ongoing				Status report
2009-9-11 3	Anyone elected or nominated to a post in Servas will be informed unambiguously of what is expected of them and what expenses will be reimbursed.	Make a list of the posts to which this applies; determine job descriptions and budget allocated for each; communicate this information.	2010/12/31	Penny Mirek	Job Descriptions and Statutes Committee; FOP Committee	2010/12/31	Defined expense procedures			NOTE: specify details of what is covered, and include in FOP

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2009-9-11 8	a) Set up Youth Travel Award fund to offer a Youth Travel Award to sponsor at least 1 young person to each GA and International Youth Meeting when funds are available. Commitment to fairly distribute any funding available to different regions of the world. Donations to the fund will be invited from individual Servas members and National Groups and, in time, approaches will be made to charitable fund and foundations who have resources to offer. b) As an interim arrangement, donations would be received into a new account in Britain to be managed and audited by Servas Britain but accountable to SI Treasurer. At such time as new arrangements are in place for SI banking in the Euro zone, consideration will be given to moving the fund to an SI account c) A working group of the Servas Youth Team will consider the practicalities of setting up a Youth Travel Award Trust Fund. A progress report will be given to the next GA.	Define details of award	2010/12/31	Gary	WG of Servas Youth Team	2011/12/31				
2009-9-11 16	Strengthen and implement the Financial Operating Procedures with the active help of the Audit Committee.	Draft new FOP	2010/12/31	Mirek	Audit Committee; FOP Committee	2011/12/31				NOTE: specify details of what is covered; also any pre-approvals required

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2009-9-12 8	When a Servas country wants to make a donation to enable another country to send a delegate to participate in a GA , it must inform EXCO of this intent to donate. A request concerning the recipient(s) can be made but it is for EXCO and the relevant Area Coordinator, to use criteria to decide to which country/countries the money will go. After that decision, the money will go directly to the recipient(s). It is highly recommended that donor countries should respect EXCO's decision.	Include in Financial Policies	2010/12/31	Mirek	FOP Committee	2011/12/31				
2009-9-11 17	"In part of the world where Servas home visits are not possible or are difficult due to cultural, political or economic situations, Servas to consider new case study projects related to Servas goals such as (1) to promote non-violent thinking, (2) to exchange cultural and language experiences, and (3) to build peace in harmony with the environment. "To establish a Servas project team, if needed, which the national groups can consult when they have an idea for a Servas project. "This team will evaluate the project and support the initiators in carrying it out. "A project data bank to be started and maintained on line to keep track of/monitor projects in different areas and to inform about progress/success of projects and any lessons learned.	Establish project team. Determine if budget is required, and if so, from where.	2010/12/31	Pramod	Development Committee, ICT	2012/06/30				

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2009-9-10 4B	<p>B) Small grants of US\$ 200 for existing countries be managed by DC; that DC must create a simple format for applying for these grants and that the criteria be as follows:</p> <p>1) must be applied for by the National Secretary or the main contact or another key person from the same country. 2) for the first time of applying a plan of how the money is to be used is not required but the second time, a plan will be required. 3) a brief report of how the money has been used must be sent to the DC within one year with receipts when available.</p>	Development Committee defines process.	2010/12/31	Pramod	Development Committee	Ongoing				
2009-9-10 9	<p>The Development Committee should be empowered to provide grants for meetings with specific purposes in line with Servas ideals, such as meetings proposing peace between two countries.</p> <p>A budget should be set aside for development grants for activities such as area meetings, peace meetings and other projects as follows: 2010: US\$ 9,000, 2011: US\$ 9,500, 2012: US\$ 10,000.</p>	Development Committee defines process.	2010/12/31	Pramod	Development Committee	Ongoing				Budget allocated (confirm includes \$200 for item 2009-9-10 2)

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2009-9-11 11	1) The DFC be called a Development Committee of SI. 2) Instead of waiting for applications to fund (like the present DFC) it should be pro-active. 3) The DC should encourage through regular communications to all of Servas (NS and EXCO plus monthly Servas News) the development project. 4) Each NG as part of its strategic planning should include a development plan for the next three years. Where there are difficulties in this task the DC should find ways to assist the NG to develop its 3 year strategic plan. 5) The DC will be pro-active in offering assistance to new/small member groups. 6) The DC will be a facilitator and bridge between NG if and when various NG are interested in similar projects. 7) The DC should be pro-active in fund raising to support Servas projects. 8) The DC will establish relationships with youth and accommodate those members who wish to volunteer as assistants to the DC. The DC will also liaise with Area Coordinators to achieve objectives.	Development Committee defines process.	2010/12/31	Pramod	Development Committee	Ongoing				

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2009-9-10 1	<p>To develop an action plan that promotes Servas values including tolerance, open mindedness, building friendship, peace, and nonviolence;</p> <p>To set goals and a content for a Servas course to train Servas hosts, travelers, and officers to become peace advocates;</p> <p>Funding will be required up to US\$ 2,000 per year for any required courses.</p>	Set goal and content for Servas course...	2010/12/31	Kim	Peace Secretary and Peace Course Team?	Ongoing				<p>Budget allocated under title "Training Expenses".</p> <p>Agreement signed with Colombia university...</p>
2009-9-11 14	<p>To consider and redefine the future of Servas in the light of our own roots and ideals of local communities and the world.</p> <p>To learn from and interact with other organizations without ever losing our Servas identities.</p> <p>To move forward into the digital age in creative and active ways, not only based on the Internet but on the needs of these new times, especially those needs that can find guidance and answers in Bob Luitweiler's non-violent thinking.</p> <p>To set up a working group to define short and long term goals and investigate strategies and action plans including youth and local community work."</p>	Set up Working Group	2010/12/31	Kim Gary	Ad hoc WG	Ongoing				

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2009-9-11 15	<p>Job descriptions and Statutes Committee to produce a list of functions for the position of Area Coordinator, including the specific participation of the National Secretaries (NS) of the area in the elaboration of this final document.</p> <p>We request to take these items produced during the Central America Regional Conference of Costa Rica as a starting point:</p> <ol style="list-style-type: none"> 1. To hold as a minimum, an annual meeting with the National Groups (NG) of the area. 2. To interact with other Area Coordinators functioning as an ambassador from SI and as a representative from SI to the National Groups. 3. To know the procedure manual of SI. 4. To ensure that the National Secretaries respond immediately to the e-mail messages of SI. 5. All the information that the Area Coordinator will provide to Servas International must be known by the National Secretaries.” 	Gather existing AC job description information and draft job description.	2010/6/30	Penny	Job Descriptions and Statutes Committee	2010/10/31				
2009-9-11 9	<p>A resource will be set up on the SI website and Servas Youth website where hosts from different countries can make known what experiences they can offer to young Servas travellers, in terms of their special interests and expertise. In addition it will also indicate where hosts can open up opportunities for work or volunteer experience in their local community.</p>	Design resource	2010/9/30	Gary	Youth and Newsletter teams	2010/12/31				

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2009-9-11 10	A family home page will be set up on the SI website to promote Servas as a family-friendly organization. This will provide access to a secure on-line forum, which will be a focal point for discussion between families with children and young people too young to travel alone. It will encourage links between families to develop common interests and activities.	Set up Ad hoc committee	2010/9/30	Gary	SI website team, ad hoc WG	2010/12/31				

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2009-9-10 10	SI host list coordinator will set up a host list testing system together with a team to ensure reliability, beginning in January 2010, according to Servas working group guidelines. The budget needed will be US\$ 800 for 2010 and US\$ 800 for 2012.	Continue with the calls and monitor helpers	2010/9/30	Pablo	Reliability Team - ad hoc WG	2010/12/31	Team established			<p>HL Reliability process started. 2 Countries where tested. 1)USA 2)Thailand 4 More Countries where tested. 3)Argentina 4)Colombia 5) Chile 6) Spain.</p> <p>French helpers testing Israel.</p> <p>Alexei and Sally complicated with personal work and not able to help now.</p> <p>Alexey said he will do it before September. No news about Sally (She is Pregnant).</p> <p>I contacted M. Nishiyama (Asia Reg. Coord) For support.</p> <p>First monthly report to be filled up sent to helpers. No news till now. Looking for more help to achieve the goal in time.</p> <p>I recieved a report from the helpers in France (Muriel). She tested and is working in the following lists: Canada, Greece, Ireland, Israel, Portugal.</p> <p>I will be helping her just to be able to continue using the Skype world plan, with Britain, Austria, Germany, Netherlands.</p>

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routine	May 2012 DV	Announcement motions to be received by Nov 30, 2011	2011/10/31	Penny	DVA, EXCO	2011/06/30				motions due - 2011/11/30 motions distributed - 2012/1/1 vote begins - 2012/4/1 vote ends - 2012/5/30 results - 2012/6/31
routine	Nov 2011 DV	Announcement motions to be received by May 30, 2011	2011/4/30	Penny	DVA, EXCO	2011/12/31				motions due - 2011/5/30 motions distributed - 2011/8/30 vote begins - 2011/10/1 vote ends - 2011/11/30 results - 2011/12/31
2009-9-10 2	Servas National Groups to develop strategies and action plans for Servas outreach and cooperation with other organizations with similar values and goals. We expect that most national groups would fund this; however, we propose US\$ 200 per year to enable groups without sufficient income to develop these strategies and action plans.	Communication to all NSs about this task.	Ongoing	Kim	NGs, Peace Secretaries and NSs, guided by SI Peace Secretary	Ongoing				Budget allocated (confirm included in budget item 2009-9-10 9)