

**Servas International
SI EXCO Meeting by Skype
Sunday March 24, 2019 UTC 14:00–16:00**

Participants: : Jonny Sångänger (JS); Carla Kristensen (CK); Radha B. Radhakrishna (RBR) ;Kiat Y Tan (KT); Paige LaCombe (PL); Andreas Becker (AB)

Minutes recorder: KT

Chair: JS

Time keeper: Paige LaCombe (PL)

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

Decisions and Motions are in bold

Meeting began at UTC 1400

1. Chit-chat

2. Agenda was adopted

3. Adoption of minutes

a) **Motion: Approve Minutes of Feb 17, 2019 .** **Passed.**

Action: KT will post Feb 17, 2019 minutes.

4. SI Exco members' action item

All action items of the Exco meeting held on 2019-2-17 have been executed.

5. SI Exco member's verbal & written report

See appendices 1 -4 for Exco Members' written and verbal reports.

6. Action plan for SICOGA 2018 decisions

AB has uploaded the EXCEL chart with the listing all 31 decision Items of SICOGA 2018 to Confluence. Exco members went through the items and each volunteered to take charge of the items concerned by putting his/her name against the item listed.

Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

7. Protection of Servas member's individual data

CK has prepared the guidelines for SI Policy on the use of personal information and marketing of international events, see Appendix 5. CK will continue to work on the guidelines.

8. Stretch legs

9. SI Exco member's individual priorities for 2019-2021

Deferred to the next Exco meeting.

10. Report about pilot use of Confluence

AB showed the Exco the Servas Navigation Map in Confluence and explained what can be achieved with the usage of Confluence as a collaboration tool among the various Servas Committees/groups. The Exco liked the idea but would require time to master the new system.

11. Open space for SI Exco member's proposed items

a) Letter of complaint against the Servas Iran Interim Steering Team

JS informed that a letter of complaint has been sent to the SI Conflict Resolution Team by a group of Servas Iran members against another group of members.

b) Approval of SI Conflict Resolution Team (SICRT) Appointment

The Exco approved the appointment of the following list of volunteers as convener & team members of the SI Conflict Resolution Team:

Convener: Marijke Batenburg

Members: Alvany Santiago, Abhay Shaha, Martin Henner, Belinda Baird, Dorothy Fine.

12. Document email decisions since last meeting

None.

13. SI News Bulletin (SINB)

JS informed that the next SINB is ready and will be distributed in late March or early April 2019.

14. Next meeting – time and date

The next meeting will be held on April 28, 2019, UTC 14.00-16.00.

Proposed dates of future meetings:

2019-05-19 UTC 14.00-16.00

2019-06-16 UTC 14.00-16.00

2019-07-21 UTC 14.00-16.00 (optional, if needed)

2019-08-18 UTC 14.00-16.00

2019-09-15 UTC 14.00-16.00

2019-10-20 UTC 14.00-16.00

2019-11-17 UTC 14.00-16.00

2019-12-15 UTC 14.00-16.00

Proposed regular time: third Sunday every month UTC 14.00-16.00 (1 hour later during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted

15. End of meeting

Time: UTC 1600

Action Items

Action: KT will post Feb 17, 2019 minutes

Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

Previous Action Items Not Completed

Action Items from 2018-12-16

Action: JS will arrange for CK & KT be added as signatories

Action Items from 2018-11-25 meeting

- *Action: Exco members will fill in the email addresses of the volunteers*
- *Action: JS and RBR will come up with a motion of registration with background information*
- *Action: JS & KT will put in an action plan in Google drive to be used as the guide for future meetings.*
- *Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018*
- *Action: JS & RBR to check action items of the former Exco.*

Jonny's short report to Exco

Appendix 1

Action report 2019-02-16 – 2019-03-21

Please find action items below, categorized in Done, In progress and Not done. Beside these actions times I have worked with the following in my fields of responsibility as SI President:

SI EXCO MANAGEMENT

I have:

- * worked on my action items from previous SI Exco meetings (see list of action items below).
- * done continued trial/pilot activities in the webbased cooperation platform Atlassian Confluence, which could become a working tool for SI Exco.
- * made proposals in the Action chart in Servas Confluence about whom on SI Exco for the mandate period 2018-2021 should be responsible and liaison for the individual decisions that were made at SI GA 2018.
- * had several contacts with SI's bank – Credit Suisse in Switzerland – in order to add new approved signatories to our online banking account.

SI REGISTRATION

I have:

- * scheduled and convened a meeting on March 21 about the SI registration matter. The meeting was attended by a Servas volunteer in Switzerland who is doing a special investigation into the SI registration matter, the SI Treasurer (SI T) Radha B. Radhakrishna and myself. The focus for the meeting was to create a strategy and plan of action to get SI formally registered in Switzerland.

SERVASONLINE SYSTEM

I have had brief contacts with the group that is working on an extension of the SI e-stamp and e-LOI pilot for 2019.

SICOGA 2018 (following up business)

I have:

- * made further arrangements to get the SI statutes (2012) updated, based on the decisions for amendments that were made by the SI General Assembly 2018. The SI volunteer who was designated to do the amendments and produce an updated version of the SI statutes delivered a draft the was scrutinized by SI Exco and a group of experienced Servas officers and members.
- Next step will be to disseminate the draft SI Statutes (2018) to all SI National Secretaries for any final comments before the statutes will be uploaded of servas.org which will make them official to the public.
- * established a SI Conflict Resolution Team (SI CRT) through invitations to Servas volunteers who had expressed interest to be members of SI CRT during SICOGA 2018. One additional person whom I approached during the process was added to the group of appointed members of SI CRT. One person of the group has come forward to shoulder the responsibility as the convenor of SI CRT.

MEDIA & COMMUNICATION 2018

I have:

* in cooperation with other Servas volunteers produced SI News Bulletin (SINB) No 1 2019, which will be published not later than March 31, 2019.
SI Exco has been informed about the content of SINB 1-2019.

OUTREACH & SERVAS PROMOTION

I have:

- * identified persons who are members of both Servas and the peace education organisation CISV.
- * followed up contacts with potential members of a team that will work on Servas' global growth through increased membership, fundraising et cetera.
- * Participated at Servas Sweden's annual General Assembly in Uppsala on March 16. I gave a presentation about SI Exco's priorities and an overview of the current international developments and actions in the Servas community.

SI SERVAS COUNTRY SUPPORT

I have:

- * in cooperation with SI Development Committee and other national and international Servas volunteers supported one of the Servas member groups that is facing extraordinary challenges.
- * cooperated with the SI Standard Statutes Team, SI SST, which is developing standard statutes – also called bylaws and constitutions – for national Servas member and country groups. The ambition is to put the first versions of the national standard statutes in practical use in one country in the Middle East and one country in Africa.

ROUTINE BUSINESS

- * Day-to-day business: prepare for upcoming SI Exco meetings, collect material for coming issues of SI News Bulletin (SINB) and servas.org, approval of payments at SI's internet bank account, email communications, monitoring Servas Twitter accounts, Servas Facebook pages and groups as administrative person and editor. Business intelligence.

Action items from previous SI Exco meetings:

I have executed/not executed the following action items that I have been assigned by Exco

Action items from February 17 2019 meeting:

Action Items

Not done:

Action: JS will provide different deadlines for submission of articles to the relevant parties.

Action items from January 20 2019 meeting:

Done: xx

Ongoing:

Action: JS will arrange for CK & KT be added as signatories (Technical problems with Credit Suisse)

Action: JS will provide SI Exco the list of content of SINB

See also action items below.

Not done: None.

Previous Action Items Not Completed

Action Items from 2018-12-16

Action items from December 16 2018 meeting:

Done:

- Action: JS will arrange for CK & KT be added as signatories.

Action: JS & KT will put in an action plan (about SI GA 2018 decisions) in Google drive to be used as the guide for future meetings.

Ongoing: See below.

Not done: None.

Action items from November 25 2018 meeting:

Done:

Action: JS will share ServasOnline pilot group notes in Nextcloud.

Action: Exco members will fill in the email addresses of the volunteers (some of which are to be appointed by SI Exco)

Ongoing:

Action: JS and RBR will come up with a motion of registration with background information.
Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018.

Action: JS & RBR to check action items of the former Exco.

Not done:

None.

Action items from October 20 2018 meeting:

Action: JS will look for SICOGA application form & procedure (Done/sent to SI GS).

Action items from August 19 2018 meeting:

Done:

- Action: JS will call Sus, the Nominations Committee convenor, about the nominations process

Ongoing:

Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

Not done:

- Action: RBR and JS will plan the 'Vision for the Future of Servas' session for Day 2-1 of the conference
- Action: Jonny will define the volunteer skill sets required, so that a message can be sent to all participants asking for volunteers for the Communications Team

Action items from 22 July 2018 meeting:

Done:

Action: JS will notify Servas Taiwan of the approval of funding for Serena Wang, after she has completed the funding application form

Action: JS will send the reminder that funded delegates must join a SWG

Action: JS will send a reminder, drafted by the AWG, about SWGs in early August

Action: JS will send conference communications July 31, and August 31, 2018 (modified dates: was August 15 and will be September 15).

Ongoing:

Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

Not done:

Action: JS will inform the IAC that the motion for an SI Management Representation Letter be signed in conjunction with the 2017/2018 financial statements did not pass.

Action items from 10 June 2018 meeting:

Done:

Action: JS will send emails to the 2 people from Costa Rica giving them the June 16 and 26, 2018 deadlines

Action: JS will notify the NS of Servas Iran that funding has been denied

Action: JS will contact members of Servas Iran telling them that they have until June 26, 2018 to find a suitable alternate delegate and have the person register by June 26, 2018

Action: SI Exco will review the draft list of Programme topics and provide feedback to AG and DS by Jun 13, 2018, by updating the document in Dropbox, using different colours

Action: JS will finalize the schedule for conference updates and circulate it to SI Exco, and then to the Servas Korea team

Action: JS and PP will prepare the June 2018 communications, and JS will send it out and arrange for it to be posted

Action: JS will send the Table of Contents for the next SI News Bulletin to SI Exco

In process:

Action: JS will notify SI Exco when the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza has been completed

Action items from 20 May 2018 meeting:

Done:

Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco

Action: JS will ask Credit Suisse which countries' citizens cannot have full access to Credit Suisse accounts, and will give this information to the Nominations Committee. JS waiting for answer.

Action: JS will provide DS with his current address and telephone number

In process:

Action: JS and AG will arrange the addition of Gulsen Elyak to the Credit Suisse account and the removal of William d'Souza

Action: JS and PP are preparing a schedule for conference updates to be sent to National Groups, by May 31, 2018

Action: JS will plan the requirements for video streaming and social media.

The plan will be finalized once there's final information about who will participate at SICOGA 2018.

Action: JS and PC will arrange for a 'Transition to ServasOnline' report, to give a 'reality check' as to how many ServasOnline listings are complete, and what seem to be realistic timeframes to complete the

transition to replacing the HLSA with host listings on ServasOnline. The report should also indicate estimated timeframes to replace the Key Dolphin functions

Not done:

- Action: JS and RBR will prepare their portion of EXC-021 by June 20, 2018

Reason: Servas Portugal has withdrawn the motion.

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Action items from April 22 2018 meeting:

Done:

Action: RBR and JS will prepare a reply to Portugal's motion

Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

Action: AG will work with Amir to create a list of funded people who have not registered, for use by JS to send an urgent reminder to them to register, reminding them of the May 1 deadline for reserving spaces for delegates and key people

In process:

Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018

Not done:

Action: JS will send a general reminder about the conference with more description of the programme

There was the general opinion in SI Exco that I should not send a general reminder since the conference was getting filled up.

Action items from 15–19 March 2018 meeting:

Done:

Action: JS to inform Franco Corsi

Action: DS and JS write draft motions based on the Vision, for discussion, by March 31, 2018

Action: All of SI Exco will review their job description in the statutes and in the job descriptions document give any changes to AG by March 31, 2018

Action: JS will research adding Gulsen Elyak as a 4th signatory on the SI bank account.

Action: JS will thank Servas Italy for the discussion, and request a copy of their minutes

Action: JS and DS will prepare a motion for SI structure based on the Vision

In process:

Action: SI Exco JS and RBR will investigate setting up a business Dropbox account so that Servas documents do not count against our personal accounts

Action: JS will sign the contract and return it to Bernard (has the updated version of the contract been signed by Jonny?)

Action: AG and JS, working with the Youth convenor, will identify the process to gather applicants and short list youth volunteers by May 30, 2018

Action: JS and AG will clarify who will interact with the Nominations Committee

Action: JS will ask for the Nominations Committee action plan up to SICOGA 2018

Action: JS will confirm that Nominations Committee will write to every country looking for SI candidates

Action: AG write words to update "Making Connections" servas.org page May 1, 2018, which JS will post

Action: JS will create an "Innovations Project" page on servas.org and will get content from Innovation Group lead person

Action: JS will create a "Youth and Families" page on servas.org, and will get content from the Youth Committee convenor

Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it

Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country

Not done:

None.

Action items from 18 February 2018 meeting:

Done:

Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

Action: JS will draft the face-to-face meeting agenda and also a prioritized list of items to be discussed by February 25, 2018

Action: JS will arrange for Richard Cabassut to become a signatory for Credit Suisse

Action: JS will communicate the decision to provide full minutes to IAC, and SI Exco's concerns, to the IAC

Action: JS and RBR will research the new SI Registration information, and JS will present a report to SI Exco for the March face-to-face meeting

Action: JS and DS will propose a statement related to sustainability for possible inclusion in the SICOGA 2018 invitation letter by February 19, 2018, and SI Exco will make an email decision about including it

Action: JS/PP will ensure that all of SI Exco has the opportunity to comment on the SICOGA 2018 invitation letter.

In process:

See below.

Not done:

None

Action Items from SI Exco meeting January 14 2018

Done:

Action: JS will send the contact details of a New Zealand Servas member who contacted JS about ethical banking, and then Radha can contact the NZ member

Action: JS will add RBR to the ServasOnline Team

Action: JS will follow up with his contact in Switzerland about his earlier request for information about insurance for SICOGA 2018

Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator (AG took over the action item)

In process:

Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot

Action: Jonny will review the response, add relevant documents and send it to SI Exco

Action: JS will send the SI Registration invoice to SI Exco

Action: JS will propose a way to position the conference (SICOGA 2018) as ethical, environmental, and good for the world

Action: Each SI Exco member will prepare for the Feb 18, 2018 meeting:

- Pros, cons and comments on the Servas Vision documents
- Up to 5 particular items to comment on, and put them into a separate document, with clear references to what they are commenting on

Action: JS and PC will complete the text of the official public update about ServasOnline after receiving questions from DS

Action: All SI Exco members will identify Action Items listed in the minutes that have been completed, so that they can be removed

Action: All SI Exco members will look at their job descriptions, especially related to what is written in the SI Statutes

Not done:

Action: JS will send a draft agenda (for SICOGA 2018) to SI Exco

I have executed/not executed the following action items that I have been assigned by Exco

Action Items from SI Exco meeting December 17 2017

Done:

Action: JS will formally notify RBR and GE that they are the successful candidates

Action: JS will notify the unsuccessful candidates

Action: JS will invite GE to the 2018 Face-to-face meeting, to arrive late on Thursday March 15, 2018 and to attend the meeting from Thursday March 16, 2018 until the meeting ends on Monday March 19, 2018

Action: JS and DS will finalize the wording of the SICOGA 2018 article

Action: DS and JS will research the start date of Servas

Action: JS will invite RBR and inform him about time and date.

In process:

Action: JS will arrange Credit Suisse signatory changes

- Action: DS will send specific questions to PC and JS
- Action: PC and JS will prepare an official public update about ServasOnline
- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline

Action Items from SI Exco meeting 2017-11-11

Done:

Action: JS will instruct the IAC to copy SI Exco on correspondence unless there is a particular reason not to copy all of SI Exco.

Action: JS will send an ad to look for a new ServasOnline Project Manager

Action: JS will continue the process of searching for a new SI Treasurer

Action: JS will send his specific reimbursement request to SI Exco for an email decision

In process:

Not done: Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

Action items from Oct 29, 2017 Exco meeting.

Done:

Action: JS will circulate a new recruitment advert for SI treasurer to members groups.

Action: JS will follow up with the person interested in being an SI assistant treasurer.

Action: JS will recirculate his comments about the draft SI budget 2019 -20121 to Exco.

Ongoing - in pipeline:

Action: JS to consider an article on electronic stamps for the next Exco bulletin.

From Oct 1, 2017 Exco meeting. Action Items.

Done:

- Action: JS will notify the IAC and SI Key people of WD's resignation
- Action: JS will send the SI Treasurer ad that was used to recruit WD to SI Exco for their review

- Action: JS will include adds for both an SI Treasurer and Assistant SI Treasurer in the next SI Exco Bulletin

From August 20 Exco meeting, Action Items

Done:

- Action: JS and AG will send their sections of the 2016 SI Annual Report to PP by Aug 31, 2017
- Action: JS will send a draft presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

Ongoing:

- Action: JS will prepare an ad for an SI Assistant Treasurer, rephrasing the one used to find the SI Treasurer WD, and also making reference to the fact that WD will not be running for SI Treasurer in 2018; AG will send it out.

Not done:

- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process, for comments by SI Exco

From June 25 Exco meeting, Action Items

Done:

Action: JS will review the proposed contract with WD and LVS related to SI Registration

- Action: JS will consult the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process
- Action: JS will investigate using the attorney's address as the SI formal mailing address
- Action: JS will inform the ServasOnline Team of the SI Exco ServasOnline System update priorities
- Action: JS will consult with Servas Switzerland about their registration 10 years ago
- Action: All SI Exco members comment on email from PP re: approval of Servas membership

Ongoing:

- Action: JS will think about ad propose a theme for SICOGA 2018
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

Not done:

- None.

May 28, 2017 Action Items not completed:

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017
- Action: PP will draft a motion for a trial 'office manager' for 2018 and circulate it to SI Exco for comments

Done:

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, (and WD to discuss it further at the IAC face-to-face meeting in July 2017)

March 30 - April 2, 2017, Exco meeting: Action Items

Done:

- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: JS will follow up with the IAC
- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.
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Ongoing:

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017
- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Action: JS, PC, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV

- Action: JS will handle SICOGA 2018 publicity
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

Not done:

- Action: JS will send a general public announcement about the SICOGA host country decision (done by PP)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: JS will investigate virtual attendance options (at SICOGA 2018)
- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it (JS has not received the ad)

* On hold:

1. Ethical fund and bank '

Feb 19 2017, Exco meeting: Action Items

Action Items

Done:

- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

Jan 15 2017, Exco meeting: Action Items

Done:

Ongoing:

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

* On hold:

2. Ethical fund and bank '

Jonny Sågänger

President

Servas International

2015-2018

Appendix 2

Servas International Peace Secretary Activities Report for February 2019

Paige LaCombe, SI PS

February 2019

Communications: Responded to various countries supporting peace activities and welcoming new National Peace Secretaries in Spain and Italy. Checked in with Peace Secretaries in Guatemala, Britain and Canada. Communications developing through social media hubs: Servas Peace page on Facebook <https://www.facebook.com/groups/601174377014769/> and Servas Peace page on instagram <https://www.instagram.com/servaspeace/>. Invited many peace secretaries, national secretaries and members to join. Posted pictures of peace events and other Servas related experiences. To post pictures of Servas Peace activities: #servaspeace or @servaspeace.

Action: Post peace related messages and Servas Events/Pictures.

STATUS: completed/ongoing

Created a google group for national peace secretaries introductions and dialogue servas-peace-secretaries@googlegroups.com

Action: Post a welcome and encourage introductions and dialogue.

Status: Ongoing

Servas Youth Peace Camps: Made connections with Servas Turkey regarding Peace Camps and other activities in Turkey. Plans developing to visit Turkey in July to see Peace Camp in action. Working on meeting in Istanbul with Susanna/ Youth and Family Committee, and possibly others, depending who is interested.

<https://drive.google.com/file/d/0B7x3AhRVAsSlc1ZIREljSVZDS1FnYWM5M0xBb0FINI8xUEVn/vi ew?usp=drivesdk>

Action: Plan trip and find Servas hosts. Notify Servas Turkey I will be attending.

US Servas Conference/International Servas Members Invited. Plans made with the US for conference, especially communicating with speakers, authors and hosts. I will be presenting workshops on UN Servas connection, Peace Building with Bob and Servas Experiences Pilot.

Funds Development: Discussions with Raleigh Tomlinson (Youth Coordinator US Servas and member of the Peace Secretary Team) and Radha Radhakrishna (Exco Treasurer and US Servas board), regarding changes in fee structure with the US, as well as fundraising for Servas International. Discussed plans for meeting in person to further these discussions during the

trip to UN in NY for CSW (Commission for the Status of Women) March 11-22, 2019.

Miscellaneous: Meeting in person with US Peace Secretary, David Schwartz about the US Conference and other US business including planning a trip to the Servas Archives at the Hoover Library in April. Meeting with David and Colleen Paeff regarding children's book of Bob Luitweiler's life and sharing this at the US Conference.

Servas Experiences Pilot: Exchanged information with Radha about US Servas pilot Servas Experiences. Radha and Gopal may start a Servas Experiences with Servas New York members. See flyer for Servas Experiences here:

<https://drive.google.com/file/d/0B7x3AhRVAsSITjI5ajZjcEY3WU9ieW4xU3NqYjNjWFUybGE4/view?usp=sharing>

Pilot- 'Servas Experiences': January raised \$170 USD in donations for US Servas Dim Sum Brunch and Historical Walk Downtown LA February 2019 Servas Experiences: Wine Tasting and Lunch at the historic San Antonio Winery Raised \$90.00 USD See FB video here:

<https://www.facebook.com/adrian.duciuc.7/videos/10218499912466750/UzpfSTEwMDAwMDQ4ODQ3NDgzODpWSzo2MTk1MDI1MDg1MTUyODk/>

UN/ Social Justice Meetings with UN Servas Committee to plan local events or partner with local NGOs to educate the public about UN initiatives and UNs 17 SDGs (sustainable development goals). Gathering partners to work with and adding them to a list of NGOs. Canadian Peace Secretary is working on a letter to reach to potential partners. Planning a PS letter to encourage peace camps in more countries, including the US.

SI Report from Paige LaCombe, SI Peace Secretary

Servas International Peace Secretary Activities Report for March 2019

Paige LaCombe, SI PS

March 2019- Peace Building Activities

UNA-USA partnership:

Helped to organize an event for International Women's Day with UNA-USA. Created a panel of female community leaders to speak about self-defence and activism in the local community. Shared with the larger community in Pasadena and on Servas Peace page (FB, Instagram) women's empowerment strategies and discussed issues facing the modern day women.



UN Representation at the UN NY

Organized travel and stay for four Servas Women (Paige LaCombe, Raleigh Tomlinson, Zahra Karimi and Lauren Gordon) to attend CSW63 (Commission for the Status of Women). Planned meetings with Radha Radhakrishna (SI Treasurer), Earlene Cruz (Servas UN Youth Rep), Fanny Bello (US Servas Rep) and Gopal Rajan (US Servas UN Rep). March 11-22 Servas Representatives attended a series of UN Sessions and met with Rwanda delegate to the UN and Servas member Fidèle Rutayisire.



Actions: PS will follow up with Raleigh, Lauren and Zahra about Servas International reports, podcast, and PR via social media with pictures and stories about the UN CSW63 .

Completed: Paige Posted pictures on Social Media pages.

Ongoing UN Lessons with the 17 SDGs:

- March 20th- “Meet and Greet” Coffee Talks educating the community of the UNA Pasadena about the 17 SDG’s, UNA boardroom.
- Elementary Classroom and teachers downtown Los Angeles- created passport and lessons to share centered around the 17 SDG’s. Created action projects with students. **Action:** Create MUN club at the high school level.
- Shared information in a google drive with Peace Secretary Team and National Secretary of Australia with information and tools to educate and create peacebuilding events around UN’s SDG’s.

US Servas Support

Participate with ongoing support to resolve issues with US Servas board, National Secretary and US Servas Office. Practiced Zoom conference calling with Radha for future board meeting and conference calling with National Peace Secretaries. Spoke with Dennis Mogerman about changes to the US Servas Office and Barbara Pioli about US Servas Strategic Planning.

Coming Up in March:

Form **SI Nominating Committee** members and encourage group to begin meeting. **Action:** Send out invited and queries to persons of interest.

Peace Secretaries: Planning meeting and sending invite to meet via Zoom conferencing. Also, to invite National Secretaries with no Peace Secretary to provide support and increase initiatives to build peace.

Action: Set up Zoom meeting and send out invites.

Pilot for Servas Experiences: Meet up with team for hike, yoga and picnic together at the

Hollywood sign. **Action:** Take Pictures and gather stories and document info about donations in preparation for US Servas Conference in July. Support New York Servas in beginning Servas Experience pilot.

Servas International Miscellaneous to do:

- Create SI Peace Secretary letter for March including Zoom meeting and sharing stories from CSW63.
- Register for UN DPI (August in Salt Lake City, UT) as a Servas Rep.
- Welcome letter to SI UN Coordinator and UN Servas Reps.
- Develop ideas for funding Biography of BOB L.
- Develop Confluence PS page with Raleigh's help (SI PS Youth Rep)

Appendix 3

Kiat's short note to Exco (March):

- emailed 2019-1-20 minutes to be posted
- emailed member groups informing about the cancellation of May 2019 DV.
- compiling Annual Report 2018 that I have received (around 16 countries), will send reminder to all members and follow up with those who have not sent.
- will work on SI Annual Report 2018
- will work with DC on funding of the regional meeting in Africa

Appendix 4

Radha's report:

This note describes the process for getting an account on Servas Online and also covers the procedure for getting E-LOI (with E-Stamps).

Getting on Servas Online Checklist (for a member country to review before getting on Servas Online). These must all be satisfied to be on Servas Online.

1. Is your country's host list already on Servas Online? This is a one-time procedure to get the current host list on Servas Online. *The Servas Online team should provide you with a document for that.*
2. Is there a traveller list? This should also be put on Servas Online if available. (Note that Servas Online is a repository for both host and traveler data)
3. Do the member nation's administrators have access to the internet (via a browser, not a phone app) to manage activities for their members? (Currently there is no working mobile app, so access is available only through a browser).
4. Do each of the members in the national group have access to the internet (via a browser)? This will be needed to set up their account and also for them to request an E-LOI. This is a deal breaker! The only workaround to this requirement is if the nation group appoints a helper who can do this work for the members who do not have access. Be aware that this could be a bottleneck.
5. If the country manages its own website and directs its members to the website it manages, has it set up procedures to connect to Servas Online to transfer and receive requisite information about new members?

Becoming a member checklist (new member)

1. People interested in becoming members are directed to Servas.Org, where they click the link/button "How to become a member".
2. Based on the country they are from, one of the following happens:
 - (a) They are directed to either fill up an online form. On submission, they receive an acknowledgement email. An email is sent to the administrator in their country who will eventually contact them. During this process a record is created for the new applicant on Servas Online. Based on the country specific request, this is done either immediately after the applicant submits the information or when the administrator receives the email. Or,
 - (b) They are directed to the country website where they follow country specific procedures. Usually, in such cases they fill up a form on the country's website, or an administrator contacts them to get their information. When a country has requested for an applicant to be directed to their website, it is incumbent on that country to ensure that the information they collect is transmitted back to Servas Online so that a record can be created for the applicant. (See Point# 5 in previous section).

3. An administrator (or coordinator) will contact the applicant and sets up an interview. Sometimes, the administrator (or coordinator) takes responsibility for setting up the interview. Some countries have set it up so that it is the applicant who has to find an interviewer and contact them. This decision is left to the country implementing the procedures, but it is to be noted that each country should think about this procedure and choose the process that is more efficient for them. At the interview more information may be collected and entered into the person's profile and the person is directed to pay their fees (if the country charges a member). Note that the fee payment will be on a different portal according the country's process.
4. Once the interview is successful and the fees have been paid (or if no fee is required), the person is approved. On approval, the system creates an "active" member record and sends the new member an email with log-in details for access to Servas Online.
5. The member should log in to ensure that he/she has access and also fill in any missing details in the member's profile.

Renewing membership

1. All memberships are annual. When the membership is close to expiry, the member will get an email reminder to renew. Usually an interview will not be required, but if one is required the member will be informed and one will be set up. If the country has no membership fees, renewal involves confirmation of their intention to continue and a reminder to update their profile for any changes. If the country has membership fees, renewal involves a payment of the membership fees in addition to the above.
2. On receipt of the reminder the member should pay any fees due (on a different country specific portal).
3. Once the fees is paid and confirmation received that the profile has been updated, the membership will be renewed for one year from the end of the previous membership year.
4. Member's accounts will be made inactive on Servas Online if they are past due beyond the minimum number of days allowed by the country.
5. A member whose record is deactivated is archived and kept for a year or two (based on country choices), after which it will be purged from the Online data base.

Getting an E-LOI

Any country wishing to issue E-LOIs must first be approved by the Treasurer of Servas International. The Treasurer will provide the approval only if all the conditions are met, and after consultation with the Servas Online team.

1. After logging in, the member will go to their profile page. They should have specified during their interview that they wish to travel. In that case they would have been assigned the role of traveler. Only members who have been assigned the role of traveler will be able to get an LOI and complete the steps that follow.
2. A member assigned a traveler role will be able to see a button “Edit Your LOI” on their profile page. (Others won’t see this button, nor will they have an LOI on their profile). Click on the button to apply for an E-LOI. Note that the process described below is for an E-LOI, and does not describe the paper LOI process that your country may use. Countries issuing paper LOIs sometimes ask their members to fill up the E-LOI and download the information to create a paper LOI. These countries must not use the e-Stamp module. Please note that we hope to transition to e-stamps for all countries next year if the expanded pilot that is being run this year is successful.
3. An online form will appear. The member must fill in the information required for the E-LOI. The member must also upload a picture for the E-LOI (if one has not already been uploaded as part of the member profile).
4. The member will be directed to make a payment for the LOI on a different country portal.
5. Once the form is submitted and after it is approved, the member should receive an acknowledgement. At the moment there are no automatic acknowledgements from the system. It is expected (hoped) that if this procedure is to be adopted by all countries, the Servas Online team will set up a system whereby an email will be sent to the area coordinator on receipt of the form. The area coordinator will then verify that all the details for the E-LOI have been correctly filled in, and the fees have been paid (they may need to collaborate with the country treasurer), and approve the E-LOI. An approved E-LOI should be created on the system on approval, and the member should receive an email.
6. The E-LOI will have some verifying features. It will have an approved Servas International Stamp with the E-LOI number, the validity period and information on who has approved the E-LOI. The member profile page will also provide information showing the E-LOI number and its validity, and contain information from the E-LOI. By looking at the E-LOI number and the validity period on the profile a host can learn whether the person has a valid E-LOI.
7. The validity of the E-LOIs can also be viewed on the member profile. The profile will contain the E-LOI number and its expiry date. If this is blank, the member does not have a valid E-LOI (they may have a paper LOI – this is not currently shown on Servas Online).

Appendix 5

SI POLICY ON USE INFORMATION OF EVENTS



OF PERSONAL AND MARKETING

Servas International is a worldwide not-for-profit NGO that works with the personal data of thousands of citizens in different parts of the world.

SERVAS MEMBERS DATA PROTECTION

Data protection rules may vary from region to region, but we all agree that each member's personal data such as email address, interests, family members and home address should not be disseminated in any kind of way not explicitly approved by the concerned member. Any approved member of ServasOnline, who has a password that enables surfing of the website, can access personal data of other members in any part of the world. This policy confirms that it is common knowledge that every Servas member should handle information confidentially and contacts should be made with members on a one-to-one basis (not through mass emails).

The responsibility for individual Servas members is stipulated in the Servas International's Terms of Use for ServasOnline on this website:

<https://www.servas.org/en/terms-of-use>

Here are some examples of what you agree NOT to do on ServasOnline:

(f) Collect or store any information you obtain through our services for any unauthorized purpose

(j) Use our services for unsolicited private messages with no connection to the purpose of Servas - this includes unsolicited invitations

MARKETING OF INTERNATIONAL SERVAS EVENTS

Furthermore, if any of this information is used for marketing international Servas events, it must be done through secure channels, as suggested below. For this purpose “approved international events” are events that have been vetted and approved by SI EXCO or duly constituted SI Commitees or Teams.

In compliance with the above, we suggest different ways of advertising INTERNATIONAL SERVAS EVENTS:

- ✓ Send the information to exco@servas.org for review, approval. SI EXCO will then disseminate the information to National Secretaries
- ✓ The www.servas.org events page (<https://servas.org/en/events-meetings>) How? Send your international event description to crsckris@gmail.com
- ✓ You can use social media, but we strongly advise to use only “closed” Servas groups (facebook, Instagram, twitter “closed groups”).

CORRESPONDANCE REGARDING GROUPS, COMMITEES AND TEAMS

SI Commitees, Groups and Teams should inform their SI EXCO liaison of their activities and initiatives AS THE GROUND RULE. However, that may not apply in cases previously agreed with the Committee, Team, or Group’s responsible officer in EXCO.