

Servas International
SI Exco Teleconference
Minutes
Tuesday October 7, 2014 17:00 – 19:30 GMT/UTC
Over Skype

Version: 2

Participants: **Ann Greenhough (AG); Jonny Sångänger (JS); Mirek Wasilewski (MW); Danielle Serres (DS); Arnoud Philipppo (AP), Jaime Romero (JR) – arrived at 17:13; left after completion of item 13**

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

NEXT MEETING: October 28, 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 17:01 GMT/UTC.

2. Today's agenda (review and agreement)

- **DECISION: The agenda was approved**

3. Review and adoption of minutes from meeting of September 4, 2014

a. **DECISION: Version 4 of the September 4, 2014 minutes, as updated at the meeting, is approved**

- There was a brief review of the action items from the September 4 2014 minutes
 - The action item to alert member groups that there are problems within SI Exco will not be done

4. Reports:

- Reports were all sent before the meeting, and are in Annex 1; There were no questions
- **DECISION: SI Exco will send their written reports 48 hours before the meeting, either by email or Dropbox**

5. SI at United Nations (UN) in Geneva September 25-26

- The meetings were a very good first experience and the sessions adapted well to the UN structure
- 9 Servas national groups were represented
- Two oral presentations were made, to 150 – 200 people:
 - Magnus made the presentation in French in the morning
 - JS made a 2 minute presentation in English at the Human Rights Council, in which he focused on Human Rights and also economic and social rights related to travel, and explained that we believe that our Servas hospitality program addresses those touched by conflict (the preparation of the presentation was a team effort)
- Action: JS will send the text and / or the video to SI Exco
- In the afternoon, Servas hosted a side event attended by Servas and NGO members
- It was agreed that it is important for Servas to be alert to those wanting to influence us, and also those whom we want to influence

- Discussion of SI at the UN in General and the next SI UN project – Deferred
6. SI website project (ServasOnline)
- SI Exco looked at the draft temporary website prepared by the design team Stefan Fagerström and Jean Marc Eyot.
 - Action: SI Exco members will give comments to Jonny by 09:00 GMT on Oct 12, 2014
 - Action: JS will consolidate the comments and forward them to the design team by the evening of Oct 12
 - Action: The design team will send a new version of the temporary website by the evening of Wed. Oct 15, for SI Exco approval by email
 - The objective is to make the new temporary website public by the weekend of Oct 18-19, 2014
 - The temporary website will not be made public until approved by SI Exco
 - Arnoud's website team will use the new temporary site that will be made public as a starting point for suggestions for improvements to the design of the temporary website and also to incrementally complete the content on the website. The website team with Arnoud as convenor will also be an internal Servas think-tank for the development of the future permanent website which is being developed under the name ServasOnline (SOL).
 - Action: JS will pass on the sincere appreciation of SI Exco to Stefan Fagerström, Jean Marc Eyot and Alan Stone for this significant contribution to Servas International
 - 6b) List of items to be added on current website servas.org and 6c) Future website on servas.org/ServasOnline, SOL project – an update – Deferred
7. SI News: Nov/Dec issue Table of content & deadlines
- Action: SI Exco will comment on the Table of Contents for the Nov/Dec SI News that was made available in Dropbox by email
8. Motion to co-opt a person as SI CIO
- Action: JS will prepare a motion for the next meeting regarding an SI CIO (Chief Information Officer)
9. SI Handbook
- The version 2 of the SI Handbook has been sent some months ago to exco members in order to receive comments, up today it has been received comments from DS, AP. There are comments too from Pramod Kumar that will be included in the next version of the SI Handbook
- Action: JR will send the latest version of the SI Handbook to SI Exco, Pramod and Penny for final review by 23 oct, 2014
 - Action: Comments will be sent to JR by 8 days after JR send the new version
- Note: Agenda item 13 was discussed next, at the request of JR
13. Distant Vote November 2014
- There are 4 motions in the Nov 2014 Distant Vote
 - Action: JR will insure that Chris Patterson has all of the necessary background information on the motions
 - JR identified the need to discuss the May 2015 Distant Vote at the face-to-face meeting
10. Member group's use of new SI logo
- **Decision: For the new SI logo, no changes are to be made in design, colour and font, but groups may add a name; and SI Exco advises groups to contact the Servas International Image and Design Support Team (designhelp@servas.org) to customize their logo.**

11. Stretch Legs

JR lost the internet connection after this item

12. Criticism from Servas towards SI Exco & SI General Secretary

- Action: JS will find out the status of his complaint to the Conflict Resolution Committee
- **DECISION: Due to the current conflict dealt by the CRC, SI Exco strongly advises JR doesn't book his flight on his own; that means without the agreement of the rest of the group. This means that SI Exco supports the comments made previously by the members of Exco, that they prefer that Jaime makes his own decision not to come.**

14. Face-to-face meeting November 12-17 in Portugal - Deferred

15. SIGA2015 – Deferred

16. SI financial & economy:

- a. Current information on SI financial matters and reporting of SI's financial state. How is SI performing financially? – Deferred
- b. Feedback to SI Internal Audit Committee/LVS on Observations on Draft Accounts of Servas International for the year ending 31st Dec 2013 (September 10-11 2014?) – Deferred
- c. Consultative SI Budget 2016 - 2019 Meeting
 - **DECISION: The Budget meeting decision will be discussed by email for a decision at the Oct 28, 2014 meeting**
- d. Presentation of SI financial report for 2013 – Deferred
- e. Presentation of SI financial report for 2014 – when? – Deferred
- f. Banking documents – status report
 - The next step is for the bank to send instructions to the signing officers
- g. Change of bookkeeper to speed up process? (JS) – Deferred

17. Miscellaneous. Any other business? – None

18. **Next SI Exco meeting: October 28, 2014 17.00-19.30 UTC/GMT**

14. Meeting ended at 19:52 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.*

Oct 7, 2014 Action Items:

5. Action: JS will send the text and / or the video to SI Exco

6. Action: SI Exco members will give comments to Jonny by 09:00 GMT on Oct 12, 2014

Action: JS will consolidate the comments and forward them to the design team by the evening of Oct 12

Action: The design team will send a new version of the temporary website by the evening of Wed. Oct 15, for SI Exco approval by email

Action: JS will pass on the sincere appreciation of SI Exco to Stefan, Jean Marc and Alan for this significant contribution to Servas International

- 7. Action: SI Exco will comment on the Table of Contents for the Nov/Dec SI News that was made available in Dropbox by email
- 8. Action: JS will prepare a motion for the next meeting regarding an SI CIO
- 9. Action: JR will send the latest version of the SI Handbook to SI Exco, Pramod and Penny for final review by 23 oct, 2014
Action: Comments will be sent to JR by 8 days after JR send the new version
- 13. Action: JR will insure that Chris Patterson has all of the necessary background information on the motions
- 12. Action: JS will find out the status of his complaint to the Conflict Resolution Committee

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

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6.d. Action: JS will arrange for a ServasOnline status report and revised project plan to be prepared and distributed

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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:

Over the last weeks I was dealing with and involved in the following:

- a) SI stamps 2015: distribution of information and order forms; explanations, additional related correspondance; preparations for stamp 2015 sending
- b) financial reports and audit 2013: discussion and explanations to SI Internal Audit; review of updated reports, comments sent to our bookkeeper in response to Internal Audit's remarks
- c) current financial matters: contacts with Credit Suisse, emergency actions in the area of banking proposed to be reviewed by SI EXCO; final financial settlements re Kyrgystan Meeting 2014; actions toward preparation of cash to finance our f-t-f meeting in Nov 2014; current actions in the SI financial area and preparation of relevant financial documentation for bookings
- d) updates on the proposed Consultative Budget 2016-2019 Meeting - no conclusive discussion within SI EXCO despite passing time
- e) current contributions to SI EXCO e-mail discussions, SIGA 2015 included.

AP:

Arnoud's to do's and done

Report about: activities done from September 4, 2014 until October 6, 2014
Date: October 6, 2014
From: Arnoud Philipppo
Sent to exco-members: October 6, 2014

Facebookgroup Servas International

Done:

– Administrating Facebookgroup Servas International (in cooperation with co-administrator Ana Soler Pla). There are two helpers (who write e-mailmessages to NS's for checking memberships): Anna Cristina (Italy) and L. V. Subramanian (India).

– The number of members decreased from 679 (Sept 4) to 670 (Oct 6). This period there were more membernames 'deleted' (because they are not a member of Servas) than new members. 124 people are 'waiting' to join.

[The number of members of the facebookgroup Servas raised from 2726 to 2741.]

– I requested few members to add a text which 'connects' their posted picture with Servas. One person was requested to delete a name of another Servas-member, because this was like a personal accusation. He deleted the name so the accusation was made anonymous.

– I un-pinned some postings and pinned other postings, with current information.

To do:

Continue checking memberships and watch out if people follow the guidelines of the group.

Hostlistreliabilitytest 2014

Done:

The results of 46(of 71) countries are received. Fortunately there are still 55 new helpers available (including 10 who are not the 'first choice'), because some helpers 'give up'. Until now 28 helpers (did) do the test. I do not manage to write the results in a report before August 1, 2014 (the date in the Plan, version 3). I suppose this can be done before November 1, 2014.

To do:

Continue to work 'on' 25 countries: for 14 countries is a helper doint the test, for 11 countries there is a helper requested to help.

Project Servas Start-Op Contacts

Done:

I made a list of 4 people who offered to help with this project.

To do:

Write a new version of the Plan including time-table).

Websites (temporary- and ServasOnline-site)

Done:

- I viewed the temporary website. It's already a long time the same, nothing seems to happen.
- I did ask NaderFathzadeh (Servas Iran) to join the committee to work on the temporary website.
- I wrote an email (sept 17) asking Bernard Andrieu for a plan to define how content is added to the ServasOnline website, and how it will be prioritized.

Bernard replied (sept 25): 'I'm not sure to well understand your question, but I'll try to answer. ServasOnLine will have possibilities to add content. This will be available in the first version of ServasOnLine, the "how" is still to be defined. Some contents have been storied in the Use Cases, there will be menu entries for them: Servas presentation & history, Country descriptions, for instance. If you think of other ones, please let us know. And it will always be possible for key members to add pages in the website and allow users to see them, depending on the rights allocated to such pages.

Did I answer the question? Yes, I'll be glad to have news about the temporary website enhancement!

To do:

- continue to set up the committee to work on the temporary website
- contribute input and links after I see the temporary website (I wonder when it will change...)

Various matters

To do:

to revise the SI Host List Coordinator Job description to reflect the ServasOnline role

AG:

Vice President Update: October 2014 Ann Greenhough

Preparation for SIGA 2015 and SI funding of delegates announcement

- Prepared summary charts ready to record information about applications for GA funding
- Answered number of queries about funding applications including from some SI committees who are interested in sharing funding. So far a limited number of applications for funding have been received.
- Reminder to national secretaries and SI officers sent out
- Draft letter to national groups inviting donations to fund delegates ready to send.
- Initial discussion with Jonny about criteria for decision-making ready for face to face meeting. Draft to be circulated prior to meeting.
- Awaiting confirmation of date for next SIGA 2015 skype meeting.

Follow up from June 2104 Dalesbridge international meeting

- Compiling Dalesbridge report in progress.
- Accounts for Dalesbridge meeting. Some difficulties re final accounts. Now seems that some fees been counted twice due to people using different names on registration and bank transfers. Await confirmation but now unlikely to be a surplus.

South America AC election

- Election to proceed alongside other DV voting by December 20th
- Nominations now opened by NC with closing date November 9th.
- So far indications of at least one candidate.
- Communication from Servas Argentina and Uruguay suggests there continues to be some dissatisfaction that the election is going ahead using current AC guidelines rather than based on discussions within the SA group. These countries are indicating they will not participate in the election.

Servas International youth fund

- Planning in core group continuing.
- Announcement planned by end of 2014 to make known grants will available to fund limited number of young people to attend SIGA 2015

Preparation for November Exco face to face meeting

- Continuing help to Carla as needed in preparing for the meeting.

Nominations Committee

- Continuing discussions with nomination team about Amir's proposed update on nomination procedures.
- Aim is for it to be available by the face to face meeting with view to nominations opening in early 2015

Area co-ordinators

- Request sent to all 3 ACs asking for update on recent Servas activities.
- Adela in Central America has facilitated renewal of group in Nicaragua.
- Decision still needed about whether there should be AC elections in Africa, Central America and South Central West Asia before SIGA 2015

Other activities

- Attended the Servas UN event in Geneva on 25th September
- Met with Heather Mason youth team convenor whilst there so able to get brief update about youth activities. She confirmed that only 3 members of the team remain active, herself, Janek and Gonzalo.

- Agreed we would begin to explore possibilities for activities focused on younger participants at GA including identifying, with help of Servas NZ, a possible hostel as a meeting point on arriving in Auckland.
- Also briefly met with Anna Christina from DC who gave me a first-hand account of the youth meeting in Kyrgyzstan.

DS:

SI Peace Secretary report, September 4 to October 7, 2014

Action items as included in Sept 4 meeting minutes :

- Motion about materials and means to be used for SI representation at the UN : I will prepare it for the f-t-f meeting
- JR will send forms to DS for connecting with sponsors : not received
- DS will share the Sept 25 Geneva detailed program with SI Exco when it is developed : done on September 16

UN Geneva September 25 event related expenses :

Flight Toulouse to Geneva round trip ticket = € 134.84

Airport Shuttle Toulouse = € 5.50

Bus tickets Geneva = CHF 2.00 x 3 = CHF 6.00

OMM meal Wednesday lunchtime with Ann : CHF 15.00

Volunteers gathering meal Wednesday night : CHF 25.00

Thursday and Friday meals : no funding requested

Total in € : € 140.34

Total in CHF : CHF 46.00 = € 38

Total in € : € 178.34 (compared to motion i.e. « *The travel costs will not exceed 200 euros* »)

- ✓ Remark on personal financial aspect of preparing/attending the event in Geneva : unfortunately I had to turn down five documents translation urgent requests (September 23 to 26), resulting on a severe financial loss. This was due to lack of availability obviously, but also to the fact that I didn't have access to the Internet at my host. As a self-employed worker, it is something I should take in consideration for my future involvement as a volunteer for Servas International.

Temporary website

Upon request from Jean-Marc Eyot, working with Arnoud on a draft list of links to be put on the temporary website, and also providing content about Peace Activities and UN activities.

Servas Peace Activities

Gathering information from several Servas countries/National Peace Secretaries to prepare a page on next issue of SI News.

UN activities

Gathering information from several UN observers to prepare a page on next issue of SI News.

UN September 25 side event in Geneva

Huge paperwork for Servas members accreditation, together with Magnus.

Contacts by email and/or by phone with UN Observers and various NGOs

Helping with Servas members entry at UN venue on Thursday 25 morning

Co-leading discussion during afternoon event

Debriefing on Friday morning with Jonny and Ann

Upon my return, preparing a draft report and collecting feedback from participants and information for publishing on next issue of SI News

JS:

Jonny's short report to Exco 2014-10-06

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

Contributed contact information for NGO:s to invite to Servas International Peace Builders Event 25th of September.

Participation at the Servas International activities in Geneva, Switzerland September 24-26

* Peace Builders Event 25th of September at United Nations in Geneva

* United Nations Council for Human Rights

Intervention and speech. Listen to speech here

<http://bit.ly/1trnARU>

* Networking among prospective SI partners in Geneva:

- International Peace Bureau. Gen sec Colin Archer

- Geneva Centre for Security Policy, Maison de la paix

Ms Miriam Fugugosh, Senior Programme Officer, Regional Development Programme

- Catherine Burer, SI rapporteur at UN Geneva

- Magnus Adams, SI special envoyee at UN Geneva

2. SI CRC Complaint

I have written, referred to part of Exco and delivered a complaint document to SI CRC.

3. SOL project

Establishment of new temporary website on servas.org

Recruitment of replacement for Project manager MP (Bernard Andrieu)

Recruitment om replacement for temporary webmaster for servas.org (Stefan Fagerström)

Constant dialogue with SOL Team (SOL SCMT) 4. SI Registration

Contacts with Swedish tax authorities to explore possibilities to register SI in Sweden

4. Dialogue with SI ICT

Discussion about need for a SI Chief Information Officer, SI CIO

Motion to be written

5. Miscellaneous

* Servas Argentina registration issue

* Dialogue with Ann G about SIGA20156Servas Sweden

* SI News Nov/Dec 2014 issue

- Dialogue with SI News editor for Nov/Dec 2014 issue

- Dialogue with writers for Nov/Dec 2014 issue

JR: report September 2014:

As agreed i am sending th general secretary report for today's meeting

Edition of si handbook

Improving process map of Servas International

Monitoring the DV. Process for nov 2014

Preparing motions for being presented in the next face to face meeting in Portugal for the next Dv process in may 2015

Preparing the timeble for announcing and collecting motions for the GA 2015

Answering Messages in the Facebook SI páge