

MOTION FORM
FOR
SERVAS INTERNATIONAL GENERAL ASSEMBLY 2022
(SIGA 2022)



1. Heading for the proposal in this motion (No more than 10 words)

Universal adoption of a standardized Letter of Introduction (LOI) for Servas traveller-members

2. Date and place for this motion.

2022-08-18 | Portimão, Portugal

3. SI member group(s) or SI Exco member(s) who is responsible for this motion.

Note that only SI Member Groups or SI Executive Committee (SI Exco, Servas International's global board) may propose motions for a SIGA.

Carla Kristensen, Servas International Vice President and member of SI ExCo

4. Exact wording of the proposal to be voted on.

We propose that SIGA 2022 approves that:

- the model for the Letter of Introduction (LOI), available on www.servas.org in each member's profile, should be adopted fully and universally by all Servas groups/countries.
- Once filled out by the traveller-member, the LOI (Letter Of Introduction) will be approved by the country's travellers Officer, whose name and contact details will appear on the LOI.
- The LOI is validated by the Servas group/country that has received its proof of payment. The LOI has the validity of maximum one year, limited to the period of validity of the traveller membership to a specific Servas group/country.
- The traveller has the responsibility for the accuracy and update of all the information contained in the LOI.

Please note that SIGA 2022 must be able to vote YES, NO or ABSTAIN on a SIGA proposal.

5. Implications on SI Statutes 2021.

The SI Statutes are accessible on the internet here:

<https://servas.org/en/community/board-and-management/administration>

Will this proposal affect the SI statutes and therefore create a need for a change in the SI statutes?

If the answer is yes, please:

5A) Copy the part of the SI statutes that you suggest should be amended

5B) Write the exact proposed new wording in the SI Statutes here:

No.

6. Brief description of the reason for your proposal.

The motivation must contain a clear description of the benefit of this proposal for the Servas community; its member groups, individual members and Servas International as an international non-governmental organisation.

SIGA 2020 should approve this motion because (one or more motivations):

We have witnessed that there are still some Servas groups/countries who send out non-valid LOIs to their traveller-members, without using the format and online procedure in the platform www.servas.org. This is confusing for hosts who follow the official guidelines and unjust for those travellers, who risk seeing their requests for hosts turned down.

It is not enough a paper issued by a Servas group/country with the title LOI. The LOI should be only accepted if it is done in www.servas.org and has: the traveller's data, the digital stamp, SI logo, identification of the Servas group/country and signature of its officer, brief description of the traveller and other relevant information.

7. SI budget implications

Describe what financial resources are needed to accomplish the aims of this motion.

Use the money currency Swiss francs, which is the currency used for SI's budget:

None

8. Other resources needed -- time, experts with specialist competences or knowledge or other human resources.

It is advisable to guide all Servas groups/countries on how to issue a digital LOI using www.servas.org

The SI Development Committee and ServasOnLine Team working together on the identification of the Servas groups needing help with the process, followed by information and guiding sessions to all those Servas groups/countries that need them.

9. Proposed timeline/timetable for accomplishing the aims of the proposal?

The proposed action should ideally:

- Start on this date: January 2023
- Be accomplished on this date: March 2023

The person (s) or group(s) will report the results of this motion to SI Exco.

10. Which person or persons writes/write this motion and is is/are responsible for the proposal?

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Functions/titles in Servas: Servas International Vice President

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11. Who or which group will be responsible for accomplishing the aim/aims of the proposal in this motion? (SI committee, SI Team, SI member group or Servas individual member/members.

All Servas International groups/countries will be responsible.

12. SI Exco comment on this motion

Date: November 2022

Comment: this motion was edited on 11/11/2022, according to inputs from participants in the Subject Working Group "SI Management".

For Minute Taker Use Only:

13. Amendments (Passed or defeated)

14. Final Motion (approved or defeated)