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PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM (PDPEF)

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Sample Sheet Only
(complete online to submit)

Introduction
As its name suggests, the Programme Director's Planning and Evaluation Form (PDPEF) has been designed to help plan and evaluate CISV programmes. The PDPEF is to be used by people with programme responsibility – Programme Directors, Staff, Leaders, Junior Staff, Interchange Junior and Co-Leaders as well as National and Local Interchange Coordinators (NIC/LIC).

It is the responsibility of the Programme Director/NIC or LIC to make sure that the PDPEF is used, completed and submitted within 2 weeks after the end of the programme or Host Phase. This, however, does not mean that other Staff members cannot help fill out the PDPEF. For Interchange, a PDPEF must be completed for each Hosting Phase and it is the responsibility of the hosting NIC/LIC to complete and submit it within 2 weeks of the end of that phase.
Since the PDPEF applies to all CISV programmes, you may find that there are positions listed that do not apply to your programme, so please read the questions and headings carefully.

We strongly recommend that you read through this form together with the PDPEF Quick Notes, the Passport Big Ed, and your programme guide, before your programme begins.

If you experience any technical issues when filling out the form, please do not hesitate to contact pdpef@support.cisv.org

Section 1: Administration

Before participants / Interchange partners arrive

1.1) Programme Details

Host National Association	
Host Chapter	
Programme Ref.	
Form Status	

1.2) Programme Director / NIC or LIC Details

Given Name	
Surname	
National Association	
MyCISV username	

1.3) Address Information

	Yes /No
Has everyone in your Programme registered and claimed participation on MyCISV? This includes all youth and adults in the Programme. If anyone has not claimed participation in your Programme, you must add their details manually to your address list. The address list must contain full name, date of birth, e-mail address, National Association and participation roles.	○○
Attached address List ***Attached address List*** *You can either e-mail the address list directly to the IO or attach it to this PDPEF* *If you choose to export the address list from MyCISV (an excel-sheet), ensure that the data is complete and correct. If it is not complete, please manually add the missing information before e-mailing or attaching it. Instructions available in MyCISV Help Notes - Programme Manager.* *Please do not exceed the file size 500kB.*	File Attachment

When participants / Interchange partners arrive

1.4) Attendance Information

Please list the total number of participants per country (youth and adults) who attended your programme, or Interchange Host Phase. Do not include Kitchen Staff.

#	CISV Country (NA/PA)	Participants	JCs	Leaders	Junior Staff	Staff	TOTAL
		0	0	0	0	0	0
	Total	0	0	0	0	0	0

Insert row

THIS INFORMATION IS VERY IMPORTANT. PLEASE DOUBLE CHECK THAT IT IS ACCURATE. ALSO ENSURE THAT YOUR ADDRESS LIST REFLECTS THESE NUMBERS.

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What is the number of Males and Females with programme Responsibility?
The numbers must match with the number of persons listed above.

	Males	Females
Staff *Including Junior Staff*	0	0
Leaders *Including Co-Leaders, Junior Leaders and Junior Counsellors*	0	0

1.5) Issues
This section applies to all youth and adults: Participants, (Co-)Leaders, Staff, Junior Staff, JCs and Junior Leaders
Did anyone arrive later than the start date of the Programme or Interchange host phase?
If so, fill in their details, each late participant on a separate row. If this is a delegation gender does not apply.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Number of Days
			(select)	○○	0

Insert row

Was anyone absent from, or additional to, the most recent Information with Invitations report from the IO?
If so, fill in their details, each missing or additional participant on a separate row. If this is a delegation gender does not apply.
You can get the most recent Information with Invitations report from your National Secretary or the IO.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Case
			(select)	○○	(select)

Insert row

Is everyone of the gender specified in the official invitation or Interchange Final Agreement (Does not apply to Youth Meeting)?
If not, fill in their details, each on a separate row.

#	CISV Country (NA/PA)	Chapter	Role	Incorrect Gender
			(select)	(select)

Insert row

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Was anyone of an incorrect age?
See Info file C-03 Programme Basic Rules for age requirements. If so, fill in their details, each on a separate row..

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Date of Birth *(dd/mm/yyyy)*
			(select)	○○	01/01/2000

Insert row

Did everyone bring properly completed CISV Health Forms?
If not, fill in their details, each on a separate row.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Issue	Action Taken
			(select)	○○	(select)	(select)

Insert row

Did everyone bring properly completed CISV Legal Forms?
If not, fill in their details, each on a separate row.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Issue	Action Taken
			(select)	○○	(select)	(select)

Insert row

Did everyone carry proof of medical/travel insurance?
If not, fill in their details (and inform the IO immediately).

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Issue	Action Taken
			(select)	○○	(select)	(select)

Insert row

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After participants / Interchange partners depart

Did anyone depart earlier than the end date of the Programme / Interchange host phase?
If so, fill in their details, each participant on a separate row. If this is a delegation gender does not apply.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Number of Days
			(select)	○○	0

Insert row

Section 2: Education

Before the Programme / Interchange host phase starts

2.1) Theme of the Programme / Interchange Host Phase:

What is it, where does it fit within CISV Peace Educational content, why has it been chosen, in what context will it take place? *For Programmes without pre-set Themes, such as Seminar Camp, please still comment on content areas used during Programme* *Characters remaining: 500*	

2.2) Educational Tools:

Explain how you are using CISV Educational tools and materials to plan the Programme and its activities (Big Ed, The Passport, PDPEF including the Group Evaluation Form and Individual Evaluation Form, the Activity Writing Template, and Resources). Characters remaining: 500	

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Complete before and throughout the Programme / Interchange Host Phase

2.3) Evidence to be collected

Programme Goals and Indicators	Evidence to be collected
Goal 1. Develop as an active global citizen	
1 a) Develop and practice positive communication and active listening skills (S)	
1 b) Appreciate others perspective (A)	
1 c) Develop self-awareness (K)	
1 d) Understand different leadership styles (K)	
Goal 2. To participate as an active member of a diverse group	
2 a) Work with others toward an outcome (S)	
2 b) Constructively manage conflict (S)	
2 c) Facilitate a group discussion (S)	
2 d) Participate in inclusive decision-making (S)	
Goal 3. To explore the theme in the host country	
3 a) Understand the theme through partner organization expertise (K)	
3 b) Contribute to the needs of the partner organization's work on theme (S)	
3 c) Demonstrate understanding of various points of view of people in the community (K)	
3 d) Contribute to the theme through the project (S)	
Goal 4. To explore the theme from a global perspective	
4 a) Understand own personal connection to the theme (K)	
4 b) Understand theme in diverse contexts (K)	
4 c) Understand and explore the theme in your home context (K)	
4 d) Plan and run an activity about the theme as it relates to your home context (S)	

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Complete throughout the Programme / Interchange host phase.

See Notes for use of Individual Evaluation Form (IEF) and Group Evaluation Form (GEF)

2.4) Delegate Evaluation

Remember to add a new row for each participant. Put a tick in the box when an indicator has been achieved.

#	CISV Country (NA/PA)	Gender (M/F)	Goal 1				Goal 2				Goal 3				Goal 4			
			1a)	1b)	1c)	1d)	2a)	2b)	2c)	2d)	3a)	3b)	3c)	3d)	4a)	4b)	4c)	4d)
		○○	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Insert row

2.5) Research Projects

Some programmes will be used to collect research data. Please fill in the boxes below if this applied to your Programme / Interchange host phase.

Please confirm that the following information was sent to the following people prior to the Programme / Interchange host phase.

	Parents/Participants/ Leaders	NAs	Staff / Interchange NIC or LIC
Project details were sent to	☐	☐	☐
Consent forms were sent to	☐	☐	☐

2.6) Inclusion

Did individuals or groups experience any kind of exclusion (cultural, personal, linguistic, CISV experience related or other) within your Programme/Interchange Host Phase? *If so, give details of what you did to stop it and how well this worked.* *Characters remaining: 1000*	

Sample Sheet Only (complete online to submit)

2.7) Diversity

In 2014 CISV is focusing on the content area of Diversity. If there was an outstanding educational activity in this area, please complete and submit an Activity Writing Template in order to share your ideas. *Available on the CISV International Website (www.cisv.org). File can maximum be 500kB.*	File Attachment

Section 3: Practical arrangements

At the end of the Programme

3.1) Comment on the quality of the site (Buildings, facilities, location).

	Rating	Comments
Was the location	(select)	

	Yes / No	Comments
Would you use the site again?	⦿ ○	

3.2) Food, Facilities and Arrangements

	Rating	Comments
Was the food	(select)	
Were the cleaning and laundry facilities	(select)	
Were the transportation arrangements	(select)	

	Yes / No	Comments
Were technological equipment and supplies, including arts & crafts provided and functional?	○ ○	
Did you receive sufficient support from the Regional Delivery Team for Educational Programmes?	○ ○	

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3.3) Best Practices

	Comments
Were there any examples of best practices involving the hosting chapter/NA? *If Yes, write what the best practice was.* *Characters remaining: 300*	

Section 4: Recommendations and Issues

At the end of the Programme / Interchange host phase

4.1) Staff / Leader Recommendations
This section applies to all people with programme responsibility: (Co-)Leaders, Staff, Junior Staff, JCs and Junior Leaders
Were there any Staff members or Leaders whom you felt were exceptionally good?
If so, note them here. This information will be shared with their home NA.

#	Full Name	CISV Country (NA/PA)	Chapter	Role	Comments
				(select)	

Insert row

Many Staff/Leaders will apply for leadership positions in future programmes.
If you feel that any of the Staff/Leaders in your programme would benefit from more training in any specific area, list them here. This information will be shared with their home NA.

#	Full Name	CISV Country (NA/PA)	Chapter	Role	Training Area
1				(select)	

Insert row

	Yes / No
Do you have serious concerns about any member of staff, any leader or participant and their suitability for CISV? *If you have answered yes, please do not try to add the information in this form. You must complete and submit an Incident Report Form (IRF), which is available on the CISV International website (www.cisv.org).*	○○

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4.2) Incidents

	Yes / No
Were there any health or other incidents beyond the very minor? *If you have answered yes, please do not try to add the information in this form. You must complete and submit an Incident Report Form (IRF), which is available on the CISV International website (www.cisv.org).*	○○

Section 5: Media and Community Activities

At the end of the Programme / Interchange host phase

5.1) Media

	Yes / No	Comments
Were there any media coverage or other profile raising activities for the programme / host phase? *If yes, please explain the type of coverage (TV news, newspaper) and name the resource or media outlet that covered the programme / host phase (include any hyperlinks) and/or other profile raising activities done.* *Characters remaining: 450*	○○	

5.2) Community Activity and Partner Organisation Information

	Yes / No	Comments
Did your progamme / host phase participate in any community-based activities with a Like-minded Organization (LMO) or Partner Organization (PO)? *If yes, please provide a description of the activity and the partner organization contact information.* *Characters remaining: 450*	○○	

Partner Organisation Name	

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Contact Person	
Mailing Address or E-Mail *Characters remaining: 200*	
Website	
Telephone Number	

How did this activity benefit the programme / host phase and the community? *Characters remaining: 900*	

	Yes / No
Did you ask the LMO/PO to complete and submit the Partner Organisation Evaluation? *(Form is on-line at http://bit.ly/hFaHhE)*	○○
Did the LMO/PO complete and submit the Partner Organisation Evaluation?	○○

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Section 6: Additional Comments

At the end of the Programme / Interchange host phase

Anything else you would like to tell CISV International about your programme, that has not been covered above? *Characters remaining: 900*	

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