

# **CISV EMEA Fund**

**AN INITIATIVE BY THE MEMBERS OF THE EMEA REGION**

**SECOND DRAFT**

# Content

- PREFIX..... 3**
- I. ABBREVIATIONS..... 3**
- II. APPROACH..... 3**
- III. TIMELINE FOR IMPLEMENTATION ..... 4**
- IV. MEMBERS ..... 5**
- V. REACH ..... 5**
- VI. OBJECTIVES OF THE FUND ..... 5**
  - 1. EXAMPLES FOR ACTIONS ..... 5
- VII. COLLECTION OF FUNDS ..... 6**
- VIII. STARTING CAPITAL..... 6**
- IX. DECISION-MAKING..... 6**
  - 1. THE FUND-TEAM ..... 6
  - 2. ELECTION AND SELECTION OF FUND TEAM MEMBERS..... 7
  - 3. RESPONSIBILITIES OF THE FUND TEAM ..... 7
- X. MANAGEMENT OF THE FUND..... 7**
- XI. PROCESS OF APPLICATION ..... 7**
- XII. ACTION LIST ..... 8**
- XIII. POSSIBLE OPEN TOPICS AND OUTLOOK..... 8**
- XIV. COMPARISON TO THE AMERICAS ..... 8**
- XV. COMPARISON TO ASIA-PACIFIC..... 9**
- XVI. APPENDIX ..... 10**
  - 1. APPENDIX I: VARIOUS CALCULATIONS ..... 10
  - 2. APPENDIX II: PROPOSAL FOR 18.000GBP ..... 10
  - 3. APPENDIX III: FURTHER SCENARIOS..... 10
  - 4. APPENDIX IV: EXAMPLES OF THREE MEMBERS..... 11

**Prefix**

Over the past two years, members and JB's of the CISV EMEA region (Europe, the Middle East and Africa) have expressed the need for a fund to strengthen the region and enable the completion of activities outside the classic program-scope of CISV. This is an attempt to accumulate previous results of the discussions and take into consideration current projects going on in CISV.

The establishment of an EMEA Fund is to be seen as a project driven by the members of the EMEA region and separate to the regional fundraising initiatives which are carried out through CISV International, although both might benefit from each other in the future.

*Please share changes to this paragraph, following [this link to a Google-Document](#).*

**I. Abbreviations**

AP	Asia-Pacific region
ARC	Americas' Regional Conference (respectively the Americas region)
BEAM	Big European, African and Middle-Eastern Meeting
EJBM	Europe, Middle-East and Africa Junior Branch Meeting
EMEA	Europe, the Middle-East and Africa
GBP	British Pound Sterling
JB	Junior Branch
NA	National Association
NAR	National Representative
PA	Promotional Association
ReCo	Regional Coordinator
RTF	Regional Training Forum

**II. Approach**

In Manchester in 2014, the idea and need of an EMEA Fund that can financially support NAs, PAs, Chapters and individuals was expressed for the first time.

In Greece in 2015, first calculations and a rough concept were presented to the NARs. First agreements on the overall concept, such as an EMEA internal collection and re-distribution of funds, and the objectives were found.

By March 2016, a first draft with concrete proposals, actions and opportunities had been finalized and was distributed to the NARs. The paper sparked discussion, which found its peak at BEAM 2016 in Berlin where the present NARs agreed on a direction based on the presented paper. All changes, that had been made up until now, have been integrated in the second draft which you are reading right now.

A working group was found at BEAM 2016. They are in charge of detailing the open questions and finding a concrete way of implementation.

It is now our task to find consensus on the items presented in this second draft. Concrete proposals, examples and a timeline can be found below.

### III. Timeline for Implementation

<b>Goal</b>	<b>Person responsible</b>	<b>Deadline</b>	<b>Notes/Indicators</b>
Gather all information and decisions available already	Hannes	24. Jan	How do ARC and AP manage their funds? Stakeholders: Gaby, Dave (Fiscal Officer), Denise (fundraising), EJB Team, previous working group (Ramy, Francisco Pavao, Lotta), (...)
Compile a summary and Project Plan	Hannes	07. Feb	A first draft has been distributed and feedback taken into consideration.
Compile financial scenarios for collection	Hannes	07. Feb	Based on number of EMEA program participants
Feedback loop	All recipients	27. Feb	
Proposal on Objectives	Hannes	02. Mar	What to use the fund for?
Proposal on Decision-making: who?	Hannes	02. Mar	Take into consideration budgeting, who approves a final budget or a project
Discussion Paper	Hannes	07. Mar	Distribute a first draft to all relevant stakeholders, especially the NARs, spark discussion, request feedback
Discussion among NARs	NARs, Hannes	24. Mar	At BEAM Establish common understanding and request agreement on direction.
How do we vote on the EMEA Fund?			2/3 of ballots cast at Micro-BEAM?
Link Prefix to Strategic Plan	Everyone		On G-Doc
Application Process and processing of applications			How can I get funding? How do I apply? How does the Fund Team process them?
Fancy presentation	Hannes		Based on the BEAM presentation
Book-keeping			How? Get examples.
Sort out all questions			What needs to be discussed?
Final proposal		15. Sept	
Vote on final proposal		Autumn	At Micro-BEAM
Fund starts operating		1. Jan 17	

## **IV. Members**

All Category A and B National Associations and Category D and E Promotional Associations are full and paying members of the EMEA Fund.

## **V. Reach**

Any NA, PA or other Association of the EMEA region can apply for funds. Chapters and individuals may apply through their NA or PA. Cross-national working groups can apply as well.

## **VI. Objectives of the Fund**

The EMEA fund follows the following principles:

- Promote CISV in the EMEA region.
- Support growth, sustainability and quality enhancement in the EMEA region.
- Support Chapter Development in the EMEA region.

The above principles follow, support and are in line with CISV International's Mission and Vision, as well as other goals, principles and strategies set by CISV International.

The EMEA Fund prioritizes financially weak entities, including cross-national attempts.

### **1. Examples for Actions**

This is a list of possible activities that could be funded by the EMEA Fund. It is far from extensive and shall only provide an idea of possibilities.

- Support participation of individuals at Regional Meetings (e.g. NA/PA Reps; NJRs), RTFs (e.g. National or Chapter Committee Chairs), JB Events or Global Conference (Chapter Reps).
- Support staff expenditures for JB Neighbourhood Workshops.
- Support Chapters in running Mosaics.
- Support promotional visits to foster growth in a Chapter or PA.
- Provide other financial support to struggling Chapters, NAs or PAs.

## **VII. Collection of Funds**

Funds will be collected internally from members of the EMEA Fund, based on a fictive surcharge of program participants (for details of the calculations, please refer to Appendix 1). Depending on the annual amount collected for the fund we are aiming at, different combinations could apply.

The following scenario would generate roughly 18.000GBP annually: surcharge of 5GBP per Village and Step Up participant, 4GBP per Interchange participant and 3GBP per Seminar Camp and Youthmeeting participant (based on 2015 program participation). Please refer to Appendix 2 for exact numbers on participants.

## **VIII. Starting Capital**

To get the fund running, Category A and B NAs could make a one-time payment into the fund to provide a starting capital to ensure projects can be supported from day one.

If all category 31 A and B NAs paid 150GBP, it would result in 4.650GBP; 200GBP per NA sums up to 6.200GBP.

## **IX. Decision-Making**

The Fund Team allocates the funds.

They are primarily in charge of collecting applications, giving feedback on applications and processing them. It is therefore their task to work with the applicants on solid applications and make suggestions for changes.

This team has the power to approve and reject applications. Though, it is their obligation to act fairly, without favouritism, and in line with the above principles.

### **1. The Fund-team**

The Fund Team is a 5-person team, consisting of two NARs, one Regional Coordinator, one EJB Team member and a treasurer.

**2. Election and Selection of Fund Team members**

NARs	elected by NARs at BEAM through relative majority, i.e. more ballots are cast for one person than any other
Regional Coordinator	the Regional Chapter Development Coordinator
EJB Team member	selected by the EJB Team at EJBM
Treasurer	elected by NARs and the EJB Team at BEAM/EJBM through absolute majority, here defined as 50% +1 of all votes cast – every NAR and the EJB Team as one entity have one vote each (proxies may be given to present NARs by members who cannot attend)

**3. Responsibilities of the Fund Team**

- Process applications: collect applications and give feedback to the applicants, work together with the applicants on solid applications and suggest changes to maximise chances for approval
- Allocate the funds to projects
- Book-keeping and administration, including invoicing and providing requested data to CISV International’s Financial Manager
- Provide a report to the NARs at the annual BEAM, be accounted for the past financial year by the NARs

It goes without say that it is their obligation to act fairly, without favouritism, and in line with the above principles.

NARs may be eligible to suggest priorities for the allocation of funds.

**X. Management of the Fund**

The elected treasurer is in charge of the book-keeping, invoicing, reporting and other tasks that are in relation to the administration of the fund.

The funds will be collected by the International Office through their normal invoices to NAs and PAs. The treasurer must provide the IO with all necessary information.

**XI. Process of Application**

*The Process for Application still needs to be specified.*  
*In general, NAs, PAs, Chapters, individuals and other CISV groups shall be able to send in an application form to the Fund Team throughout the year, stating the goal of the action, the amount requested, the date and period the activity will be held, target group and other specifics of the activity. The Fund Team will closely work together with the applicants.*  
*A follow-up process will be set in place in order to track applications, ensure they are being processed properly and evaluate the fund’s impact.*

## **XII. Action List**

These items must be covered in the near future:

- How do we approve of the EMEA Fund?
  - The EMEA region has never been in the position of taking an actual vote and no voting system is in place for such a situation. We suggest a vote which defines approval as a 2/3 majority of all ballots cast.
- Specify the application process and create an application form (maybe the Americas have useful material)
- Specify how applications are being processed by the Fund Team
- Finalize a fancy presentation that can be used as promotional and explanatory material
- Get an example of the book-keeping from the Americas (Calixto)
- Should there be a minimum amount saved for the second half of the year?
- Should the NARs and the Treasurer be elected at Micro-BEAM as well to allow the start of operation of the fund from 1. January 2017?
- What other aspects should be discussed?

## **XIII. Possible Open Topics and Outlook**

The impact of the Fund should be complement to the work of the Chapter Development Committee and other CISV entities that work in order to strengthen chapters. This impact will be further assessed and studied.

Also, the fund, together with future fundraising initiatives, could possibly develop into a foundation or any other legal entity that collects financial means from third parties and does not rely on internal payments.

## **XIV. Comparison to the Americas**

The Americas Regional Cooperation (ARC) evolved over the past two to three decades. It takes place annually and is comparable to BEAM in terms of goals. The ARC Team consists of a Coordinator, a Secretary (Chapter Development and Conference and Events ReCo's) and a Treasurer who are in charge of ARC and also the fund. ARC surcharges the participants and leaders of Villages, Step Ups, Interchanges, Seminar Camps and IIPs a small fee in order to collect funds.

The treasurer of ARC is responsible for negotiating a budget with applicants and the fund holders. He also does the book keeping etc.

NAs and JBs from the Americas benefit from the fund.

The fund is closely related to ARC, thus the ARC NAs represent the decision-making body.



## **XV. Comparison to Asia-Pacific**

Asia-Pacific organizes its fund as a legal organized foundation (called “Peace and Cross Cultural Education Foundation, PACE”), eligible for tax deduction and so forth. Thus it has an elected board.

They have three streams of income:

- 1) surcharge of 20\$ on the price of their annual meeting for all participants
- 2) surcharge of 5\$ on the program fee of all program participants sent from the region; and
- 3) donations.

Applications for funds must be sent to the board of PACE which takes the decisions and present it to NAs during their annual regional meeting.

Beneficiaries of the fund are Mosaics, IPPs, JB projects, NJRs attendance to JASPARC (the annual regional meeting in Asia-Pacific) and training measures.

## XVI. Appendix

### 1. Appendix I: Various calculations

Based on the number of participants (participants only; JCs, leaders and staff are excluded) that were sent from the EMEA region in 2015, the following amounts could be raised if we surcharged each participant with a certain amount (3, 4, 5 or 10 GBP):

2015		Participants/GBP	3	4	5	10
Village	V	1.352	4.056	5.408	6.760	13.520
Step Up	C	915	2.745	3.660	4.575	9.150
Interchange	I	770	2.310	3.080	3.850	7.700
Seminar Camp	S	246	738	984	1.230	2.460
Youthmeeting	Y	956	2.868	3.824	4.780	9.560
<b>SUM</b>		<b>4.239</b>	<b>12.717</b>	<b>16.956</b>	<b>21.195</b>	<b>42.390</b>

### 2. Appendix II: Proposal for 18.000GBP

The calculations mentioned in Chapter VII. It takes into account that programs differ in length and participation fee.

2015	GBP	Participants	SUM
Village	5	1.352	6.760
Step Up	5	915	4.575
Interchange	4	770	3.080
Seminar Camp	3	246	738
Youthmeeting	3	956	2.868
<b>SUM</b>		<b>4.239</b>	<b>18.021</b>

### 3. Appendix III: Further Scenarios

Scenario 1.1	V&C=5; I=4; S&Y=3	18.021
Scenario 1.2	V&C=5; I&S=4; Y=3	18.267
Scenario 1.3	V&C&I=4; S&Y=3	15.754
Scenario 1.4	V&C=7; I=4; S&Y=3	22.555

#### 4. Appendix IV: Examples of three members

Again, based on program participation in 2015.

##### Germany

	Participants	Amount	SUM
Village	131	5	655
Step Up	60	5	300
Interchange	69	4	276
Seminar Camp	21	3	63
Youthmeeting	101	3	303
<b>SUM</b>	<b>382</b>		<b>1.597</b>

##### Portugal

	Participants	Amount	SUM
Village	71	5	355
Step Up	63	5	315
Interchange	34	4	136
Seminar Camp	16	3	48
Youthmeeting	45	3	135
<b>SUM</b>	<b>229</b>		<b>989</b>

##### Egypt

	Participants	Amount	SUM
Village	20	5	100
Step Up	12	5	60
Interchange	7	4	28
Seminar Camp	5	3	15
Youthmeeting	0	3	0
<b>SUM</b>	<b>44</b>		<b>203</b>

\*All amounts are displayed in British Pound Sterling (GBP).