

EMEA Fund Terms of Reference

Preface

Over the period from 2014 to 2016, members and JB's of the CISV EMEA region (Europe, Middle East and Africa) have expressed the need for a fund to strengthen the region and enable activities outside the classic programme-scope of CISV. The results of the discussions of that time were condensed and articulated in a draft proposal at BEAM 2016. During the succeeding six months, specifics were amended and resulted in these Terms of Reference.

The establishment of an EMEA Fund must be seen as a project driven by the members of the EMEA region (i.e., the NAs and PAs) and separate to the regional fundraising initiatives or any other initiatives that are carried out by CISV International, although they might benefit from each other in the future.

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, 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. Members

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

III. Reach

Any NA, PA or transnational working group of another kind¹ of CISV's EMEA region can apply for funds. Chapters and individuals may apply through their respective NA or PA. Multi-NA/PA working groups may apply as well.

The projects must be carried out in the EMEA region.

IV. Objectives of the Fund

The EMEA Fund follows CISV International's Mission and Vision, as well as other goals, principles and strategies set by CISV International over time.

Furthermore, the EMEA Fund follows these three principles:

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

V. Collection of Funds

Funds will be collected internally from members of the EMEA Fund, based on a fictive surcharge of program participants.

Funds will be collected from the members of the EMEA Fund based on their annual programme participation numbers.²

¹ This may include groups of people evolving from Chapter Development initiatives, the EMEA Junior Branch, or similar working groups.

² In this section, the amount surcharged per participant will be added once it is fix. We recommend, as presented at BEAM, 5GBP per participant per camp for Village and Step Up programs, 4GBP per participant per camp for Interchanges, and 3GBP per participant per camp for Seminar Camp and Youthmeeting programs. These would result in roughly 18.000GBP annually.

VI. Management of Fund

The elected Treasurer (see section VIII) is in charge of the book-keeping, invoicing, reporting and other tasks relating to the administration of the fund.

The funds will be collected by the International Office through its regular March invoice to NAs and PAs. The Treasurer must provide the IO with all necessary information.

CISV International will not use the funds for any activity unrelated to the EMEA Fund.

VII. Decision-making

The Fund Team allocates the funds.

NARs may suggest priorities for the allocation of funds.

VIII. The EMEA Fund Team

The EMEA Fund Team will themselves decide how their work will be structured to ensure an effective and fair allocation of funds. Their structure is subject to internal evaluation at least once a year.

The EMEA Fund Team must act to the best of their conscience, without favouritism, and in line with the above principles.

1. Members of the Fund Team

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

2. Joining the Fund Team

NARs	elected by NARs at BEAM on an annual basis through relative majority, i.e. more ballots are cast for one person than any other
Regional Coordinator	the Regional Chapter Development Coordinator at the time

EJB Team member	selected by the EJB Team at EJBM on an annual basis
Treasurer	elected by NARs and the EJB Team at BEAM/EJBM through absolute majority, here defined as 50% +1 of all votes cast for a two year term – every NAR and the EJB Team as one entity have one vote each (proxies may be given to represent NARs by members who cannot attend)

NARs and Treasurer on the Fund Team:

No specific nomination and application process is applied. Nominations may be articulated among the NARs prior to and at BEAM anyways. In the case of a nomination, the person nominated must accept the nomination in order to become an applicant. Applicants do not necessarily need a nomination. Voting takes place at BEAM, latest on the day preceding the departure day.

NARs are encouraged to stay on the Team longer than one year to ensure consistency. In the event that a NAR ends his or her term as NAR of a NA or PA prior to the next BEAM (thus, his or her end of term on the Fund Team), the mandate to be part of the Fund Team continues until BEAM where a new team member must be elected.

3. Responsibilities of the Fund Team

a) Allocation of funds

The Fund Team must handle all incoming applications and allocate the funds according to the applications. This includes:

- Collecting applications
- Evaluating submitted applications
- Give feedback on submitted applications and assist with adjustments to applications
- Allocate the funds and communicate decisions accordingly.

Decisions on the success of a fund application shall be reached through debate and consensus among the Fund Team members. If no consus can be reached, the Fund team members will find a, for this particular situation, suitable voting and ranking method to come to a decision.

b) Collection and management of funds

The Treasurer is responsible for the proper collection and management of the fund, as stated in sections V and VI.

The Treasurer is also responsible to arrange any transactions to cover expenditures that are related to funded projects.

c) Reporting

The Fund Team must report on the financial aspects of funded projects to NARs at BEAM and NJRs/JBers at EJBM.

d) Internal Evaluation

The Fund Team is encouraged to constantly evaluate how to work efficiently as a team. This may, among others, include to evaluate how the team works together, how processes can potentially be improved, if the guiding documents of the EMEA Fund need adjustments and how efficiently and effectively the funds are used in the region.

The Fund team has to evaluate the reports of the funded projects in order to draw conclusions for future applications.

IX. Applying for funds

4 simple steps for your application!

1. Plan a project.
2. Submit a filled-out application form to the Fund Team at XXX.
3. The Fund Team will consult with you on your application.
4. Decision by the Fund Team.

For application deadline and details on the application and decision-making process, please refer to *file XXX (Application Process)*.

For any questions about the fund, the application process or projects, please contact the Fund Team at the above stated email address. They will be happy to assist you.