

CISV International Ltd  
MEA House, Ellison Place  
Newcastle upon Tyne  
NE1 8XS England

Company Registration: 3672838  
Charity Registration: 1073308

Telephone: +[44 191] 232 4998  
Fax: +[44 191] 261 4710  
E-mail: [International@cisv.org](mailto:International@cisv.org)  
[www.cisv.org](http://www.cisv.org)

## Motion Form

Please use this form to submit motions for the consideration of the CISV International Governing Board (Board) or for consideration by the Members of CISV International (National Associations and Junior Branch). If the motion is for discussion at a General Meeting of the Members, it must be submitted by

- 60 days prior to any in-person General Meeting
- 21 days prior to any virtual General Meeting

Any Member wishing to make a Motion is encouraged first to raise the matter at their Regional Meeting and to discuss the matter with the relevant Regional Delivery Team, Committee or other International official and consider whether the Motion is for the Board or for the Members.

Please send the completed and signed form to the International Office. Motions must be signed. Scanned documents sent by e-mail are acceptable. *(Boxes will expand as you type)*

Motions can be made by any Member (National Association or Junior Branch), Promotional Association, Honorary Counsellor, the Governing Board or the Secretary General. However, in order for the motion to be discussed, it must be seconded so you may wish to save time by submitting the motion from the beginning with a partner.

This form does not apply to verbal motions made during discussion. For all rules on motions, please see the CISV International Rules of Procedure for General Meetings, Discussion and Decision-Making by Members

<b>This Motion is for the consideration of (Governing Board or Members)</b>	<b>Members</b>
<b>If the Motion is for the consideration of the Members, please note the date of the General Meeting at which you wish the Motion to be discussed</b>	The Members of the EMEA region have been discussing the EMEA fund over the past 3 BEAMs. During the 2017 BEAM the final details and mechanics of the fund were discussed and voted on. In conclusion this proposal is being put for an EMEA members vote to officially recognize the details discussed and approve the establishment of the fund.
<b>This Motion is made on behalf of</b>	<b>EMEA fund working group</b>

<b>Motion</b>
The motion is to officially enact an EMEA regional fund, its guiding documents and application process.  All member associations of the EMEA region of CISV international in categories A, B and D have the right to vote on this motion. This motion is to be put to a vote in the voting window of July 2017 and needs an absolute majority to pass, here defined as 50% +1 of all votes cast.  If the motion is passed, the Fund is to be established in 2018 and follow the mechanics described in the Terms of Reference (appendix 1).  All documents attached to this motion are considered an integral part of the motion and are considered binding

between all voting members on this motion. They are also considered to be the foundation of the EMEA fund's Terms of Reference and operational procedures. These include:

- Appendix 1: EMEA Fund Terms of Reference (TOR)
- Appendix 2: EMEA Fund application Process
- Appendix 3: EMEA Fund Application Form

If the funded passes in July's voting window, the first year of the fund the election and nomination of the EMEA Fund team will take place following the same procedures and timelines indicated in the TOR, with the voting window to take place for 3 days around micro-BEAM. The timelines of which are to be published no later than August 15<sup>th</sup> 2017. For the first year, there will be one NAR for an 18 month term (until BEAM 2019), and one treasurer for a 30 month term (until BEAM 2020).

**When is this Motion is to take effect? (mm/yyyy)**

January 2018

### Rationale for Motion and Expected Benefit to CISV if the Motion is passed

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 months, specifics were amended and resulted in these Terms of Reference.

The establishment of an EMEA Fund is a project driven by the member associations of the EMEA region 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.

This will allow the members of the EMEA Fund team to use funds to target specific projects that are aligned with the goals and fill in the criteria of CISV and of the EMEA Fund itself.

The main objectives of the fund are to help grow the region and enhance the region's quality to deliver CISV experiences and programs.

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.

CISV's growth has been a critical discussion point in the past regional meetings and It has become evident that some member countries have reached the ceiling of their chapters' while others have been struggling to host. While at the same time some NAs have the capacity to send more participants to programs while others have been facing a difficult time to promote programs. The fund is intended to help NAs/PAs do both, host more and send more all while achieving CISV's larger purpose.

### How would this be implemented? Please complete the expected costs in terms of financial and human resources for the next 3 years (as needed)

Year	Main Actions	Who would be responsible	Expected time it would take	Expected budget
By October 2017	- Recruit an EMEA Fund Team - Finalize establishment of Fund under the IO how the transfers are going to work - Update all parties on status of fund establishment	EMEA Fund working group	From Motion approval to micro-BEAM	0
By January 2018	- Promote the documentation on the EMEA Fund - Open application process	EMEA Fund Team	6-8 months after Regional Meeting	0
2019	- Audit outcomes and cost-effectiveness	EMEA Fund Team		TBC

	- Report the interested parties			
2020	- Review structure of the Team - Review project outcomes - Report the interested parties - Elect new EMEA Fund Team	EMEA Fund Team		TBC

<b>Signature of Representative Making the Motion</b>	<b>Date (dd/mm/yyyy)</b>
<b>Printed name of person signing</b>	<b>CISV Title of that person</b>

# Appendix 1: The CISV EMEA Fund Terms of Reference

## CISV 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 program-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 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 in the EMEA region of CISV International, in accordance to CISV international's articles of association, are members of the EMEA Fund.

All members of the fund hold the right to apply for funding support.

Member in categories A, B and D are full paying members of the EMEA fund, in accordance to details described in section V. Members in categories A, B and D are also full voting members on all decisions related to the EMEA fund, where all decisions related to the fund are reached through absolute majority, here defined as 50% +1 of all votes cast. In the case where the meeting is an in person meeting the majority is to be reached from the quorum at the meeting.

### III. Reach

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

All projects must aim to achieve at least one of the objectives of the fund described in section IV and 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 from the members of the EMEA Fund based on their annual program participation numbers. The amounts per participant per program are as follows:

- Village and Step Up: £5
- Interchange: £4
- Seminar Camp and Youth meeting: £3

Other CISV programs are exempted from this.

The fund participation fees are collected for the above program participants. This does not include Leaders or Junior Councilors (JCs) participating in the program.

Member Associations of the Fund will be billed with the total amount of their contribution to the fund for each program year along other program fees in the March invoice of every year. Adjustments for extra or canceled programs will be accounted for in the December invoice of the same program year. The general program cancellation rules of CISV International also apply for the EMEA Fund.

### VI. 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.

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

# 1. Members of the Fund Team

The Fund Team is a volunteer based team that is tasked with the management of all aspects of the EMEA fund.

The fund team consists of 3 members as described here under:

- One NAR of the EMEA region
- One of the Chapter Development RECOs of EMEA
- One Treasurer

NAR	<p>The NAR is defined as one the EMEA fund’s paying member Association representative.</p> <p>The NAR is part of the Fund Team for a two-year term.</p> <p>Every other year, one NAR is elected by NARs in accordance to the voting and elections procedures referred to in 2nd point of section VI of this documents.</p> <p>The NAR is responsible to represent to the best of his/her abilities the objective, unbiased perspective of all member associations of the EMEA fund.</p> <p>In the event that the elected NAR ends his or her term as NAR of his association prior to the next elections, the mandate to be part of the Fund Team continues until the coming election window.</p>
Chapter Development Regional Coordinator	<p>The Chapter Development Coordinators of EMEA appoint one of the Chapter development RECOs to sit on the Fund Team for a one year term.</p> <p>The RECO is responsible to represent to the best of his/her abilities the objective, unbiased perspective of all member associations of the EMEA fund.</p> <p>In the event that the elected RECO ends his or her term prior to the next elections, the mandate to be part of the Fund Team continues until the coming election window.</p> <p>The Chapter Development RECO is responsible to ensure knowledge transfer and synergy between CISV International’s Chapter Development activities and other initiatives in the region.</p>
Treasurer	<p>One CISV member of any association in the EMEA region will be part of the Fund Team for a two-year term.</p> <p>Every other year, the treasurer is elected by NARs in accordance to the voting and elections procedures referred to in 2nd point of section VI of this documents.</p> <p>The treasurer is the responsible person for all book keeping, reconciliation and settlement activities of the fund.</p> <p>The treasurer is also responsible to liaise with the IO’s staff handling the EMEA fund and general financials of the EMEA region’s member associations.</p>

## 2. Election Procedures of the Fund Team

### a) Fund team application procedure

Any individual member from one of the members associations has the right to apply to be part of the EMEA fund management team.

The entire application and election process is to be administered by the region's selection committee, which consists of 2 NARs from the region, in accordance to CISV international's guidelines for selection criteria of R05 and R06.

To apply a candidate must submit the following documents:

- Volunteer position application form
- 2 reference forms

Each year the fund team and the selection committee are to release the position (s) available for nominations.

### b) Fund team election procedure

The application window is to be opened 51 days before the EMEA region's representative's meeting (BEAM), or whichever form the meeting changes in to over time.

The region's selection committee is responsible to collect all the application and release the final list of applicants with their supporting documents 7 days after the closing of the application window.

The application window is to remain open for 30 days.

All Members of the fund will have 14 days to take a decision and discuss with their associations.

The voting window will be open for 3 days during BEAM, and the voting is to take place electronically.

### c) Other procedures

The EMEA Fund team members' term is a 2 year term as off the date of elections.

A member cannot serve on the team for no more than 2 consecutive terms.

Whenever a new treasurer succeeds the former one, an adequate transition and overlap must be ensured. A minimum of 3 months is to be allocated for this.

In the case of the RECO member on the Fund team, this member cannot change in between BEAMs. The RECOs can only alternate or change the appointed coordinator on the team at the coming BEAM and must notify all NARs and the EMEA Fund Team at BEAM.

Proxies may be given to represent NARs by members who cannot attend, in accordance with CISV international's rules an procedure.

### 3. Responsibilities of the Fund Team

#### a) Allocation of funds

The Fund Team must handle all incoming applications and allocate the funds in accordance to section VII of this document. This includes:

- Collecting applications
- Evaluating submitted applications
- Give feedback on submitted applications and assist with adjustments to applications
- Allocate the funds and communicate final decisions to all projects that applied

#### 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 with CISV International 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 which is to be made accessible to the EJB Team. This report should include:

- Number of applications
- Number of approved projects for funding
- Number of people impacted by funded projects

#### d) Internal Evaluation

The Fund Team is encouraged to constantly evaluate how to work efficiently as a team. This may, among others, include the evaluation of how the team works together.

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

## VII. Management of Fund

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

The fund will be kept at the IO for ease of processing and collection of funds at no additional costs.

All Fund activities, be it invoices and / or charge per NA is the responsibility of the EMEA fund's Treasurer. The treasurer must provide the IO with all necessary information to invoice through the March and December invoices.



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

## VIII. Decision-making

The Fund Team is responsible to process the applications and allocate the funds in accordance to the goals previously defined.

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

Applications will be assessed through an examination of the written application. The Fund Team holds the right to conduct an optional interview with the applicants, if considered necessary, in order to collect all required information.

The following criteria will be used in assessing an application:

1. Formal aspects (submission of all necessary information)
2. Impact and goals (How will the project further CISV's mission and vision?)
3. Reach (How many people will benefit from the project? Will the project introduce people not involved in CISV to CISV's goals and methods?)

A specific project that has already been awarded with a grant will not be considered again during the same program year. The project may apply again in the coming year. An extension of a project may also apply in the future.

The Fund team thus it might not be the entire amount you are requesting. This would be discussed between you as applicant and the Fund Team.

The Fund Team will decide on the amount granted for the project, and get back to the applicants within a window of 4 weeks with feedback whether any additional material or interviews are needed. If there is a need for interviews they are to be conducted.

The fund team must get back to the applicants with final feedback regarding their application within 4 weeks of the application deadline at most. The feedback must include:

- Final outcome (funding or no funding)
- Amount of funding allocated

The Fund team reserves the right to allocate full or partial funding to any of the projects that apply.

# IX. Applying for funds

## 1. Who can apply?

- The application must be submitted by one or multiple NAR(s) and / or PAR(s) that are members of the EMA fund.
- It can also be submitted by one or more members of a regional delivery team, this includes:
  - EMEA RECOs
  - EMEA JB team

## 2. How to apply?

- In order to apply for a fund scheme one should follow these steps:
  - Have a clear objective and purpose
  - Fill and submit the online form (*application form*)
  - If needed, the EMEA Fund Team can support the applicant throughout the application process.
- Applications for a grant can be submitted to the fund team before the end of one the following deadlines:
  - 15th of January
  - 15th of May
  - 15th October

Six weeks after completion of the project, the receivers of the financial support must submit a report to the EMEA Fund Team, the template of which will be sent by the Fund's team, to evaluate the success of the project and share lessons learned for future projects.

# Appendix 2: The CISV EMEA Fund Application Process

## CISV EMEA Fund Application Process

### 1. Application

Submit your application through the online form for the EMEA Fund. You should decide at which deadline you wish to apply, and ensure your application is submitted before the following dates in order to be considered:

- 15th of January
- 15th of May
- 15th October

Make sure that all fields of the application form are filled in, thus the application is complete. If you have any questions or comments regarding the application process or the form itself, please do not hesitate to contact the Fund Team.

### 2. Criteria and assessment

Applications will be assessed through an examination of the written application. The Fund Team holds the right to conduct an optional interview with the applying party, if considered necessary, in order to collect all required information.

Please feel encouraged to hand in your application as early as possible to allow for consultation before the deadline.

Overall, your application must show how your project follows CISV's Statement of Purpose and Vision Statement, as well as the EMEA Fund objectives (Section IV, EMEA Fund ToR).

The following criteria will be used in assessing your application:

1. Formal aspects (submission of all necessary information)
2. Impact and goals (How will the project further CISV's mission and vision?)
3. Reach (How many people will benefit from the project? Will the project introduce people not involved in CISV to CISV's goals and methods?)

Applicants may also submit any supporting material that may help the EMEA Fund Team understand the project and make a decision.

Please note, that the Fund Team will decide on the amount granted for your project, thus it might not be the entire amount you are requesting. This would be discussed between you as applicant and the Fund Team.

### 3. Application timeline

1. Once an application has been submitted, the EMEA Fund Team will confirm having received it.
2. After submitting a written application, the EMEA Fund team will inform the applicant within four weeks whether an additional interview is necessary and, if so, suggest interview dates.
3. The EMEA Fund Team will inform all applicants within four weeks after the application deadline whether the application has been accepted, as well as the total amount of funding available for the project.

### 4. Reporting

Six weeks after completion of your project, you must submit a report to the EMEA Fund Team. The Fund Team must report on the financial aspects of funded projects to NARs at BEAM which is to be made accessible to the EJB Team. This report should include:

- Number of applications
- Number of approved projects for funding
- Number of people impacted by funded projects

For any questions regarding the EMEA Fund and an application, contact the team at (*email address*).

# Appendix 3: The CISV EMEA Fund Application Process

## CISV EMEA Fund Application Form

Please read the Application Process before completing this form. It contains important information on the EMEA Fund's assessment criteria and procedures.

The application must be submitted by one or multiple NAR(s) and / or PAR(s) that are members of the EMA fund.

It can also be submitted by one or more members of a regional delivery team, this includes:

- EMEA RECOs
- EMEA JB team

Deadline: There are 3 deadlines to apply for the fund

- 15th of January
- 15th of May
- 15th October

The Fund application needs to contain:

- Contact Details
  - Name of NA/PA
  - Name of NAR / PAR
  - Name(s) of applicant(s)
  - Including email address
- Project Details
  - Start date of the project:
  - End date of the project:
  - Place (city, country)
  - What is the goal / purpose of applying for a fund?
  - Detailed action plan and timeline of the project
- Impact
  - What is the predicted impact the fund will have?
  - Who are the Beneficiaries of this funding scheme?
    - NA/PA:
    - Chapter:
    - Individual CISVer:
  - Estimated number of participants impacted?
- Financials
  - Amount requested
  - How are you going to allocate the money?
- Any additional Comments: