



SCI- MOVING FORWARD





WELCOME!

DEAR READER,

This handbook has been prepared as part of the Peers to Peace project with the intention to introduce the work of the international movement of SCI and to encourage SCI volunteers and activists to join the international level of SCI.

The Peers to Peace project brought together representatives from 26 SCI Branches world-wide to 3 seminars focusing on Volunteer management, Knowledge management, Project management and Fundraising, using a peer-to-peer approach to support each other in learning.

As a small contribution taken from some lessons learnt throughout the Peace to Peace project, we decided to address this handbook mainly to **volunteers and staff members in SCI Branches** who are interested in (re)discovering the international level of SCI, to people who are in charge of international cooperation and those who come to SCI's international meetings and activities in order **to make it easier for you to understand how the SCI works internationally, in what ways you can get involved, have a say, and shape our Movement from within.**

There were many important questions we asked ourselves during this project. At the moment of collecting our project experience and preparing this handbook, the following 3 questions seem to

have risen to the top as the most crucial when thinking about better sustainability and effectiveness of the SCI Movement:

1. How do we organize our work in a way that SCI stays attractive and accessible to new volunteers who share the same vision and a passion to contribute?
2. How can we make sure volunteers on a local level can view and understand the international dimension of SCI, benefit from it and cherish it?
3. What tools can help us keep and transfer the knowledge and expertise built within the Movement?

To be clear, these questions served as a source of inspiration for topics to address when preparing this handbook, rather than an attempt to elaborate on them deeply here.

The handbook 1) gives an overview about SCI and the structure of the Movement, 2) summarizes the financial system of SCI, including a brief overview of SCI funds, 3) explains the knowledge management tools SCI has currently in place, and 4) presents various opportunities for getting involved with key SCI bodies and teams. We hope that you find volunteering with SCI a rich and a rewarding experience. If you have any questions, you can contact us at info@sci.ngo.

Thank you for being SCI!

Amities,
Your Service Civil International

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LIST OF ABBREVIATIONS

APM	Asian Platform Meeting
ADC	Asian Development Committee
ADS	Asian Development Secretariat
BC	Branch Contribution
BCM	Branch Coordinators Meeting
CCIVS	The Coordination Committee for International Voluntary Service
ExRep	External Representation team
EPM	Exchange Platform Meeting
EYF	European Youth Forum
FACT	Financial Advice and Consultancy Team
FAO	Finance and Administration Officer
IC	International Coordinator
ICM	International Committee Meeting
IEC	International Executive Committee
IECM	International Executive Committee Meeting
IIC	International Insurance Commission
IS	International Secretariat
MA	Members Area
OPS	Online Placement System
POT	Placement Officers Training
PS	Pink Slip
SCI	Service Civil International
TP	Pool of Trainers and Facilitators
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNOY	United Network of Young Peacebuilders
Q2A	Questions to Answer Forum
WG	Working Group



ABOUT SERVICE CIVIL INTERNATIONAL

SCI IS AN INTERNATIONAL ORGANIZATION WORKING WORLDWIDE, DEDICATED TO PROMOTING PEACE; INTERCULTURAL UNDERSTANDING, SOLIDARITY, SOCIAL JUSTICE, RESPECT FOR THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT THROUGH INTERNATIONAL VOLUNTEER PROGRAMMES.

SCI has a rich history in organizing international volunteer projects since 1920. SCI provides opportunity to all, irrespective of gender, sex, race, ethnic, color, age, disability, religion, culture or language.

Every year, thousands of volunteers join our efforts and together we promote peace by working in different areas with diverse groups of people.

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SCI'S VISION

IS A WORLD OF PEACE, SOCIAL JUSTICE AND SUSTAINABLE DEVELOPMENT, WHERE ALL PEOPLE LIVE TOGETHER WITH MUTUAL RESPECT AND WITHOUT RECOURSE TO ANY FORM OF VIOLENCE TO SOLVE CONFLICT.



SCI'S MISSION

IS TO PROMOTE A CULTURE OF PEACE BY ORGANIZING INTERNATIONAL VOLUNTEERING PROJECTS WITH LOCAL AND GLOBAL IMPACT.



VALUES IN SCI

*WE ARE WORKING TOWARDS HAVING EVERY
VOLUNTEER PROJECT, MEETING, EXCHANGE OR
TRAINING IN LINE WITH OUR COMMON VALUES:*



Volunteering: in the sense of acting out of self-initiative, without seeking material reward and for the benefit of civil society, as a method and a statement for social change, whilst never competing with paid labor nor seeking to contribute to strike-breaking



Non-Violence: as a principle and a method



Human Rights: respect for individuals as stated in the Universal Declaration of Human Rights



Solidarity: international solidarity for a more just world and solidarity between human beings on all levels



Respect for the Environment and the ecosystem of which we are a part and on which we are dependent



Inclusion: to be open and inclusive to all individuals who share the aims and objectives of the Movement, without regard to gender, color, religion, nationality, social status or political views, or any other possible grounds for discrimination



Empowerment: providing people with means (knowledge, tools) to understand and act to transform the social, cultural and economic structures that affect their lives at all levels



Cooperation: with local communities as well as other local, national and international actors to strengthen the positive potential within civil society as a whole

SCI STRATEGY

IN SCI, WE BELIEVE A GOOD STRATEGY HELPS IN ENLARGING THE IMPACT WE STRIVE TO HAVE IN THE WORLD. THAT IS WHY WE WORK WITH A STRATEGIC PLAN STRUCTURED FOR 4 YEARS AHEAD.

The Strategic Plan defines the key direction in which Branches, Groups and individual members throughout the world can all combine their efforts and work together to combat threats to peace by means of voluntary service, and in so doing, continue to promote SCI's aims and values all over the world. The Strategic Plan identifies the main strategic goals and objectives of the Movement and describes so called enabling actions - **6 key areas** where we want to strengthen SCI as an organization. They address our aims for organizational development, and provide a stable background for realizing our activities in the spirit of SCI.

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1 COOPERATION



That we maintain and enhance effectively functioning international Movement, with an established framework of internal and external communication, self-developed technical tools (like OPS) and common evaluation of exchanges. That we have a well-functioning Secretariat which supports the co-operation between Branches, and keeps up our international profile.

2 SHARING



That we support each other to build strong national Branches by sharing our educational resources and by the improvement of knowledge management within the Movement. That the stability of our national Branches is essential to reach our goals, and each of them is the primary contact for new volunteers, local project partners and the community. That we share information about the various projects of our Branches to ensure continuous visibility and support networking within the Movement.

3 ADVOCACY



That we engage in co-operation and advocacy to make our voice heard together with like-minded organizations that share our values and vision of the world.

4 FINANCIAL STRENGTH AND TRANSPARENCY



That we diversify our sources of income to acquire financial stability and flexibility. We develop our capacity to attract incomes from large scale projects and individual donors. At the same time, we take care of transparency and we strive to present a balanced budget every year.

5 CAPACITY BUILDING

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That we focus on developing and building capacity in Europe and Asia, which are the continents where SCI is widespread. That we also support our Branches and Groups in America, Africa and Oceania and we stay open to requests for increased presence in these continents.

6 COMMUNICATION



That we develop and promote the image and reputation of SCI as one Movement throughout all websites, publications and any outreach material. That we communicate as a worldwide Movement made by volunteers and for volunteers with a unique approach towards local and global issues, while at the same time, our Branches have the freedom and flexibility to adapt their own communication style.

The International Secretariat supports the Movement in making progress in these key areas in different ways, **implementing international projects** being one important part (e.g. capacity-building, similar to Peace to Peace). Apart from working towards these areas, international projects also often support existing campaigns or programmes in SCI (e.g. Building Bridges or Climate for Peace).

When preparing specific project proposals, the IS sends out a **call for partnership** to Branches and Groups through the existing mailing lists: announce@sci.ngo or branches@sci.ngo.

Branches are welcome to get involved in shaping the projects so they better respond to their actual needs, as well as to nominate their representatives into a steering team of the project, actively influencing its preparation, implementation, evaluation and follow up.

Most of the funding for these bigger international projects come from the European Union programs and it is important to join as a project partner at the preparation phase or at latest the submission phase (this is often a year before the actual start of the project!). Missing this moment can mean it is harder or not possible at all for a Branch to take part in the project later on.



SCI STRUCTURE IN A NUTSHELL

SCI IS A NON-PROFIT ASSOCIATION AND INTERNATIONAL PEACE MOVEMENT¹ WITH 42 BRANCHES AND GROUPS ALL OVER THE WORLD.

Moreover, SCI cooperates in a larger network² of 96 partners and contacts throughout Africa, Asia, Australia, Europe, North and South America. Branches, Groups, Partners and Contacts are all members of the Association. Their rights, responsibilities and benefits vary depending on their status, as defined by SCI's Constitution³. For example, only Branches have the right to use the name Service Civil International (in conjunction with the Branch's geographical identity, e.g. SCI France or SCI Malaysia), or nominate candidates to the board of the Association. Groups may also use the name of SCI in the same way as Branches provided that they state clearly in all publications and communication that they have a Group status.

The governing body of the Association is the **International Committee Meeting** (ICM), composed of **Branches** and recognized **Groups**. They appoint the International Executive Committee (IEC) and approve Working Groups.

The **International Executive Committee** (IEC) is the international board of the Association responsible for its management in general. It acts as a coordination body of SCI and takes decisions in between two ICMs. The daily management of the Movement is taken care of by the International Secretariat with the seat in Antwerp, Belgium currently. The International Secretariat is led by the International Coordinator who is appointed by the IEC.

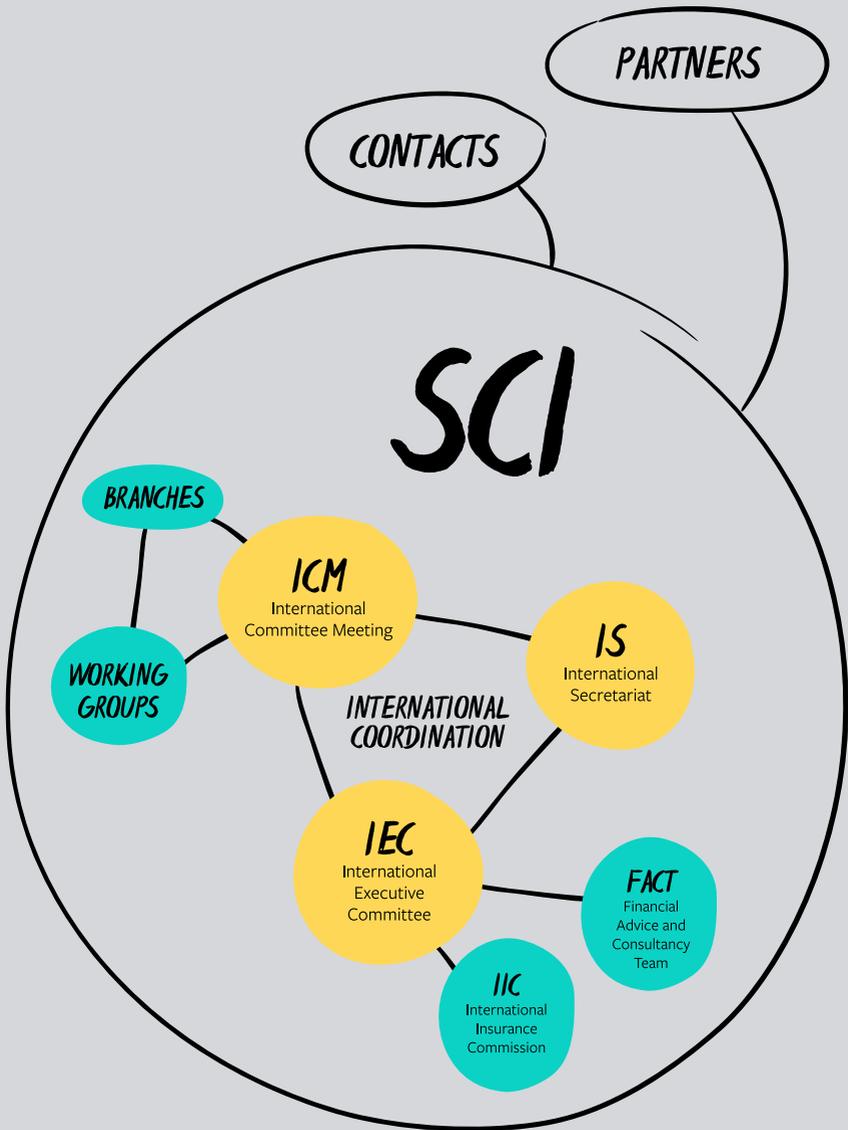
Working Groups help SCI develop or coordinate work in particular geographic or thematic areas. They are comprised of a minimum of three Branches and must adhere to the "Rules for Working Groups" as agreed upon by the ICM.

Moreover, there is an **International Insurance Commission** (IIC) and a **Financial Advice and Consultancy Team** (FACT), both

¹ Collins dictionary defines a movement as "a group of people who share the same beliefs, ideas, or aims."

² Collins dictionary defines a network of people or institutions as "a large number of them that have a connection with each other and work together as a system."

³ <http://www.sci.ngo/images/content/whoweare/SCI%20Constitution%20as%20of%2011.12.2017.pdf>



established by and accountable to the IEC. The IIC ensures the proper administration of the SCI Insurance Scheme and the FACT advises and supports SCI on all matters related to finances.

ICM

International Committee Meeting

The International Committee Meeting (also referred to as the General Assembly) is the highest and final decision-making body of SCI. The ICM is composed of Branches and recognized Groups. Contacts, Working Groups and partner organizations may also attend the meeting as observers. While Branches have the voting rights at ICM, other Groups have only an advisory role as defined in the Constitution, Article 18.

Members of the ICM gather every year at the beginning of December to discuss matters relevant to the Association and to make important decisions about the future direction of SCI. This is the place to be if you want to influence SCI! Branches do mostly send their board members or statutory representatives to ICM, however active volunteers can also join the meeting if appointed as delegates or observers by their sending Branch.

The meeting is hosted by Branches. Traditionally, every third year the meeting is hosted outside of Europe.

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MAIN POWERS OF ICM

- > Recognize, withdraw or revise recognition of Branches, Groups, Contacts, and Partners;
- > Make changes to SCI's Constitution;
- > Elect and dismiss board members (i.e. the IEC);
- > Approve and withdraw approval of Working Groups;
- > Approve the international accounts and budgets;
- > Monitor and evaluate the international activities of SCI during the previous year;
- > Make decisions regarding future policies and programs;
- > Make and approve position statements about relevant political and social issues;

- > Receive reports from the IEC, Branches, Groups, Working Groups, FACT, IIC and staff;
- > Approve voting procedures to ensure fair elections;
- > Ratify the appointment of the Financial Advice and Consultancy Team (FACT) and the International Insurance Commission (IIC);
- > Close the Association, and all other cases stated clearly by the Constitution.

International Executive Committee

IEC

The International Executive Committee is a coordination body of SCI consisting of a group of volunteers that manages the Association and follows up on the decisions made by ICM. The IEC members are elected by ICM for a 2 year period, renewable up to 3 times. The IEC is comprised of minimum four and maximum eight members.

TASKS OF IEC

- > Carry out the policies and decisions agreed upon by the ICM;
- > Make recommendations to the ICM regarding matters of policy, development, structure and membership;
- > Encourage the formation of new Groups and Branches;
- > Employ, support and supervise salaried staff working for SCI International Secretariat;
- > Coordinate with Branches;
- > Manage the annual financial accounts and transactions;
- > Promote unity within SCI and ensure it is represented in external bodies and forums;
- > Ensure funds to support an adequate level of coordination between Branches, within SCI's international structures and with external bodies;
- > Ensure that arrangements for the annual ICM are made.

Members of the IEC are SCI activists involved at the international level. They don't represent their Branch, but rather should be involved as an individual to support the Movement. The roles within IEC are as follows: International President, International Vice-President, International Treasurer, or regular IEC Members.

IS

International Secretariat

The International Secretariat of SCI is located in Antwerp, Belgium and its function is to bind and support SCI Members. The Secretariat leads the Movement toward its strategic goals, builds on achieved results and amplifies its impact. IS also provides operative support in daily management to the IEC and the Movement. IS consists of paid staff, long term volunteers and interns. The IS is led by the International Coordinator appointed by and accountable to the IEC. The IS reports to the IEC and the ICM.

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ROLE OF THE INTERNATIONAL COORDINATOR

- > The International Coordinator participates in the meetings of the IEC (in an advisory role) as an ex-officio member of the IEC;
- > The International Coordinator is a legal representative of SCI and may sign documents on its behalf.

TASKS OF THE IS

International coordination includes, but is not limited to:

- > Implementing the SCI Strategic Plan according to tasks assigned to the IS in the annual Plan of Actions (POAs), a document prepared by the IS and approved yearly by the ICM;
- > Carrying out general administration and financial management, including bookkeeping, management of SCI accounts, Pink Slip System, insurance for international volunteers, VEF calculations, collecting Branch fees, Branch reports and statistics from the Movement;



- > Public Relations and representation (attending relevant events, external representation);
- > Internal and external communication (mainly through website, newsletter, mailing lists and social media);
- > Planning, preparing, coordinating and reporting international projects;
- > Supporting and providing tools for campaigns such as Building Bridges and Create a Climate for Peace program;
- > Raising funds for the Movement and administration of SCI's funds;
- > Managing SCI's websites including the Members Area of SCI and mailing lists,
- > Supporting international meetings (ICM, BCM, etc.);
- > Managing IS long-term volunteers, EVS and interns.

International Insurance Commission



The International Insurance Commission ensures the proper administration of the SCI Insurance Scheme, including the provision of advice and support to the Scheme's administrator. The team consists of up to five people, including the International Treasurer on behalf of the IEC.

Insurance

SCI has an internal Insurance Scheme, backed by a contract with AXA Winterthur in Switzerland, for insuring our volunteers. SCI Insurance covers the medical cost of volunteers in case of illness and accident. The SCI Branches and Groups are responsible for informing their volunteers if they are insured or not.

Most of the SCI volunteers in workcamps are automatically insured through SCI's insurance. This insurance is paid through the Volunteer Exchange Fee (VEF) system. These volunteers are:

- > All volunteers in SCI workcamps (organized by SCI Branches and Groups) in the VEF-area.
- > All volunteers sent by SCI Branches and Groups in the VEF-area to workcamps organized by partner organizations within the VEF-area.

VEF-area covers: Europe, North-Africa, Near-East, former Soviet Union countries, Mongolia, South Korea, Japan, China, Taiwan, Australia, USA & Canada.

Non VEF-area includes the rest of the world: Latin America including Mexico, sub-Saharan Africa, South & South-East Asia, and Oceania (except Australia).

Other volunteers, like LTVs, volunteers at workcamps outside the VEF-area, youth exchanges or other activities can also be insured with SCI's insurance. This needs to be requested in advance using an Insurance Request Sheet. For these volunteers, Branches and Groups will receive a separate invoice for insurance premiums.

If you're not sure about who is covered by SCI's insurance, you can contact Ossi Lemström, Finance and Administration Officer in the International Secretariat (finances@sci.ngo; Skype-address is *sci-is-finances*).

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FACT Financial Advice and Consultancy Team

The Financial Advice and Consultancy Team advises and supports the Association on all matters related to finances. The team consists of up to four people, including the International Treasurer. It presents a report and a plan of action to the ICM yearly.

Working Groups

WGs

Working Groups are set up to ensure the quality of cooperation or activities, be it workcamps, longer-term volunteer programs, seminars, study tours, campaigns or similar as decided by each of the WGs. The official Working Groups report yearly to the ICM, which approves their existence for the following year. The Working Groups may have their finances managed by the international structure and they also may profit from the SCI's international budget (if ICM decides so).

OFFICIAL WORKING GROUPS IN SCI⁴

AIWG

ASIA INTERNATIONAL WORKING GROUP

Promotes cooperation and development of exchanges between **Asia** and the rest of the world, reinforces the links between Asian organizations.

AWG

AFRICA WORKING GROUP

Promotes and facilitates exchanges to and from **African countries**, both short- and long-term voluntary services.

BEES

BETTER EVALUATIONS AND EXCHANGE SUPPORT WORKING GROUP

Aims at improving the effectiveness and quality in the process of exchanging volunteers for workcamps. BEES has two roles: 1) thematic - covering the whole SCI, 2) regional - covering **Europe** (except the Balkans).

MIDI

MIDI WORKING GROUP

Ensures a responsible and smooth exchange of volunteers between SCI Branches and partners in the Mediterranean region, especially **North Africa and the Middle East**, and the rest of the SCI network.

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⁴
As approved by ICM
in 2017.

SAVA

SAVA WORKING GROUP

(named after the Sava river)

Coordinates the activities in **South-Eastern Europe**, mainly working in the **Balkan region**.

YUWG

YOUTH AND UNEMPLOYMENT WORKING GROUP

Is a platform for activists working with and for the **social inclusion** of young people with fewer opportunities.

You can find more information about opportunities within the Working Groups in the chapter titled “Ways to become more involved in SCI” (page 54).

OTHER OFFICIAL WORKING GROUPS CURRENTLY RESTING ARE THE FOLLOWING:

ABYA YALA

ABYA YALA WORKING GROUP

Promotes and encourages social, cultural and environmental awareness, international voluntary projects and exchanges regarding **Latin America**.

GAIA

GAIA

Focuses on sustainable development and climate change. GAIA aims to improve SCI's consciousness of sustainable living in relationship to peace and social justice. At the moment some former activists of the Working Group are part of the GAIA MicroGrants Programme team.

LTEG

LONG TERM EXCHANGE GROUP

Promotes the aims of SCI through Long-Term Volunteer (LTV) Exchange. The Working Group manages an online database of Long Term Volunteer-projects.

If you would like to breathe new life into them, feel free to contact us at info@sci.ngo.

Besides the official Working Groups and International teams, there are also **informal⁵ working groups** that contribute significantly to the work of SCI, currently on the topics of peace, nonviolence and gender perspective.

INFORMAL WORKING GROUPS:

GENDER BLENDERS

A group of volunteers passionate about gender perspective, gender sensitivity, and gender oppression. Currently the group is a rising star in SCI and wants to implement internal research project about gender perspective in SCI work-camps.

Ⓜ genderblenders.sci@gmail.com

NO MORE WAR

A group working on nonviolence, peace and pacifism in SCI since 2010. Among other projects, they ran a pan-European Peace Caravan (2012), a study session Occupy Peace Online, and a No More War festival (2018, Bulgaria). The team is not very active at the moment.

🌐 <http://www.no-more-war.net>

Ⓜ team@no-more-war.net

PEACE MESSENGERS

Volunteers who initially ran sessions at work-camps to connect the camps with SCI's identity as a peace organization. Now, they organize a Peace Messenger online course for volunteers who want to facilitate sessions for and about peace - be it on workcamps or online. The structure and backbone of the course are 5 sessions on skype and assignments in between.

Ⓜ peacemessengers@gmail.com

5 Informal working groups were not (yet) officially established by ICM (mainly because the groups have never asked for recognition), yet they are contributing significantly to SCI's work.

International teams

International teams help SCI on a regular or ad-hoc basis with a broad variety of tasks and missions. Their contribution is crucial to ensuring the implementation of SCI's strategic plan, thus enlarging our impact in the world. In 2018, the following teams contributed to SCI work.

REGULAR TEAMS

ADC

ASIAN DEVELOPMENT COMMITTEE - aims to facilitate SCI's development and support SCI Branches in Asia. All the Branches and Groups in Asia appoint one delegate to be a member of ADC besides the secretary of each Branch. All the Branches and Groups in Asian-Pacific region are expected to actively participate in the planned activities and decisions of the ADC. The ADC is coordinated by the Asian Development Secretariat (ADS) elected from and by members from the Asian & Pacific Branches, Groups and active Contacts. There is also a possibility of co-opting members to the ADS. In 2018 the ADS consisted of 3 members elected at the APM and 1 co-opted member. Interested volunteers can contact the ADS for the possibility to be more involved in ADC. ADS uses a mailing list to communicate to the ADC community. Volunteers can sign up to the ADC mailing list through their Branch and also follow this Facebook page:

 <https://www.facebook.com/sciasian>

 adc-secretariat@sci.ngo

EXREP

EXTERNAL REPRESENTATION - a team of activists coming from various Branches and Groups of SCI. ExRep works towards having SCI's voice represented at important meetings and events organized by SCI's key partners and advocacy players (such as UNESCO, European Youth Forum, CCIVS, UNOY, etc.).

INTERNATIONAL TECH TEAM

A group of volunteers that takes care of maintaining the IT infrastructure of SCI at an international level, and suggests and implements projects to simplify the work of SCI. They help manage and further develop the SCI's Members Area, sci.ngo website, etc.

OPS TEAM

A group of volunteers managing the On-line Placement System (OPS, also known as workcamps.info), which is the system that allows Branches to exchange the volunteers and for volunteers to apply for their workcamp.

TP

POOL OF TRAINERS AND FACILITATORS - since 2013 the pool has contributed to Branches, the IS, and Working Groups with the design, coordination and implementation of training courses, seminars and other educational projects in order to increase the quality of SCI activities. Furthermore, the TP wants to work as an international educational group, thus strengthening coherence within the Movement and proposing educational activities at the international level. The pool recruited new members at the beginning of 2018 and does not have open positions at the moment.

@ scitrainers@scimail.org

EPM PREP TEAM

A team composed of activists from different Branches of SCI who prepare the annual Exchange Platform Meeting (EPM), which usually takes place in October. EPM gathers SCI Branches, Groups, Partners and Working Groups in order to improve the quality of SCI projects and cooperation. There are normally between 50-90 participants from all over the world. A new call for prep team members is circulated every year.

WHAT I LIKE ABOUT SCI IS THE COMBINATION OF PRACTICAL WORK AND THE VISION BRINGING PEOPLE TOGETHER BY DOING SOMETHING USEFUL, WHILE LEARNING ABOUT THE IMPORTANCE OF FRIENDSHIP AND PEACE. I AM A MEMBER OF THE 2020 TEAM BECAUSE I BELIEVE WE NEED TO PAY ATTENTION TO OUR ACHIEVEMENTS, AND USE THE ENERGY WE GET OUT OF THAT TO LOOK INTO THE FUTURE.

MY CONCERN IS THAT NOT ENOUGH PEOPLE GET INVOLVED IN THE ORGANIZATION. THEY GO TO A WORKCAMP BUT DON'T STICK WITH SCI. I HOPE THE 2020 TEAM CAN HELP TO PAY MORE ATTENTION TO INVOLVING PEOPLE MORE DEEPLY WITH SCI.

SCI NEEDS ACTIVE MEMBERS TO SURVIVE AND WE HAVE TO MAKE SURE THEY WILL BE ALSO THERE AFTER 2020!

I GOT INVOLVED IN 1991 BY BEING A MEDIUM-TERM VOLUNTEER IN FRANCE. WHEN I CAME BACK HOME, I GOT INVOLVED IN VIA NETHERLANDS AND IN THE LONG-TERM WORKING GROUP. IT CHANGED MY LIFE, I FELT THAT I BELONGED TO THE SCI FAMILY AND FOR MANY YEARS I WAS VERY ACTIVE IN DIFFERENT ASPECTS OF VOLUNTEERING FOR THE MOVEMENT.

OVER THE LAST YEARS I HAVE ONLY BEEN LOOKING FROM A DISTANCE ALTHOUGH SOMETIMES I JOIN EVENTS IN THE NETHERLANDS OR GET INFORMATION THROUGH SCI FRIENDS, SUCH AS BEING INVITED TO JOIN 2020. IT INSPIRED ME TO JOIN A WORKCAMP IN 2017 AND BECOME A MEMBER OF TP.

- Marilou Ruijter,
2020 team



Moreover, there are 3 international teams associated with the management of SCI's funds:

NATURAL DISASTER FUND TEAM

A group of volunteers that reviews proposals from SCI Branches and Groups within the SCI's Natural Disaster Fund, providing funding (up to 500€) to enable volunteers to carry out support work after natural disasters.

GAIA MICRO- GRANTS TEAM

A group of volunteers that reviews proposals from SCI Branches and Groups within the SCI's GAIA MicroGrants Programme, providing funding (up to 500€) to enable volunteers to carry out small initiatives that promote climate justice and sustainable living.

REFUGEE FUND TEAM

A group of volunteers that reviews proposals from SCI Branches and Groups within the SCI's Refugee Fund, providing funding (up to 500€) to enable volunteers to carry out small initiatives at the local or national level that support work with refugees.

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Read more about how to join some of these teams in “Join SCI as a member of an international team”.

AD-HOC/PROJECT OR CAMPAIGN TEAMS

2020 TEAM

2020 Team was established as an ad hoc group at the ICM 2017. 2020 Team is responsible to the IEC, with a mandate from the ICM to plan, coordinate and organize, together with the IS, all the activities taking place to celebrate the 100 years of SCI.

BUILDING BRIDGES GROUP

Established during the creation of the Building Bridges Toolkit by a group of SCI activists who are leading successful projects in the field of forced migration. The aim of the Working Group is to coordinate SCI's efforts to raise awareness

on the topic and to promote peace, understanding and integration between locals, refugees, and asylum seekers.

@ buildingbridges@sci.ngo

BRANCH- ING OUT PROJECT TEAM

An international team composed of representatives of SCI Branches that supports the implementation of Branching out: Reconnecting ideas, a project that focuses on collecting and sharing best practices when it comes to working with migrants and refugees within SCI. The project was coordinated by the IS in 2018 under the Building Bridges campaign and was financially supported by the European Youth Foundation of the Council of Europe.

PEERS TO PEACE PROJECT TEAM

An international team that oversees the implementation of the world-wide scope SCI project coordinated by the IS from 2016 through mid-2018, financially supported by the ERASMUS + Programme - Peers to Peace: peer learning and peer support for capacity building in international volunteer work. The project focused on peer learning on the following topics: volunteer management, knowledge management, project management and fundraising.

STRATE- GIC PLAN TEAM

An international team composed of volunteers from SCI Branches that helps SCI develop and present the new Strategic Plan for the period 2020 - 2023. The Strategic Plan is being structured for 4 years in advance and defines the key areas in which Branches, Groups and individual members throughout the world can all combine their efforts and work together to combat threats to peace by means of voluntary service, and in so doing, continue to promote SCI's aims and values all over the world.

FAIR FINANCES TEAM

An ad-hoc international team that was created based on a recommendation of ICM 2017. The team reflects on financial solidarity and fairness, re-thinks the existing financial instruments and practices of SCI International and establishes a Fair Finances System based on the needs of the Movement.

Open calls for members of international teams are being circulated in our mailing lists announce@sci.ngo, branches@sci.ngo or in the Peace Connection (SCI newsletter). If you want to become a part of the mailing lists, please contact info@sci.ngo. You can subscribe to Peace Connection from SCI's Members Area.



SCI MEETINGS

In addition to the annual International Committee Meeting and regular meetings of various SCI's bodies such as the International Executive Committee, the International Insurance Committee, the Financial Advice and Consultancy Team and the Working Groups, there are other meetings in SCI that happen on a regular basis to exchange ideas, discuss issues and find possible solutions to strengthen the organization.

**THE MOST IMPORTANT MEETINGS ARE THE FOLLOWING:
EXCHANGE PLATFORM MEETING (EPM), BRANCH COORDINATORS
MEETING (BCM), ASIAN PLATFORM MEETING (APM) AND THE
PLACEMENT OFFICERS TRAINING (POT).**

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EPM

Exchange Platform Meeting

The Exchange Platform Meeting is a global meeting aiming to evaluate and improve the quality of international voluntary projects, to share best practices for activities connected to organizing workcamps, to plan activities for the Working Groups and to improve cooperation in general. Representatives from Branches, Groups, Partners, Contacts and Working Groups meet for one week to cover this agenda as well as to discuss other chosen or current topics that SCI is experiencing at that moment.

The EPM makes common decisions and statements, some of which will be taken up in the coming year until the next EPM, some of which move on to the ICM in December (in the form of written proposals for recommendations and resolutions or amendments of existing documents) to be formally decided upon by all SCI Branches.

EPM usually happens in October, when the exchange season is slowing down. The meeting is hosted by Branches or Partners and its organization is supported by an international EPM prep-team.

If you are interested in hosting the Exchange Platform Meeting, the best way is to show interest and present your proposal at the ICM the year before or contact the International Coordinator to express your interest. A call for a host for EPM is also circulated each year.

Branch Coordinator Meeting

BCM

The Branch Coordinator Meeting aims to support the exchange of ideas between the office coordinators of SCI Branches. The first meeting took place in 2012, then in 2013 and 2015. The most recent BCM was organized in August 2018 in Barcelona. The meeting is normally self-organized by Branches with the support of IS.

Asian Platform Meeting

APM

The Asian Platform Meeting is a bi-annual meeting with representatives from Asian-Pacific Branches (including SVI Mauritius), Groups and Contacts. The organizations discuss cooperation, bilateral projects, practical issues and development of SCI in the region. The meeting is organized by the Asian Development Committee (ADC) and hosted by different Branches. One of the meetings takes place mid-year in an Asian country and one meeting takes place along with the ICM in December.

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Placement Officers Training

POT

The Placement Officers Training is organized every year in February or March by the OPS team and the BEES Working Group to help the placement officers with management of the online placement of volunteers through workcamps.info. It is a crucial training for volunteers or staff members who deal with the placement system and is highly recommended for all placement officers to attend when they are starting out.



FINANCES IN SCI

FINANCIAL OBLIGATIONS OF SCI BRANCHES & GROUPS

THERE ARE CERTAIN FINANCIAL OBLIGATIONS THAT SCI BRANCHES AND GROUPS HAVE TOWARDS THE SCI MOVEMENT. THIS SECTION WILL GIVE AN OVERVIEW ABOUT FINANCIAL AGREEMENTS, PAYMENT COMMITMENTS, AND THE PINK SLIP SYSTEM. THESE OBLIGATIONS ARE SUPERVISED BY THE FINANCE AND ADMINISTRATION OFFICER (FAO) IN IS.

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It's all about Data:

SCI Branches and Groups are obliged to provide their **volunteer exchange statistics** so their invoices can be calculated based on actual and real data. Without receiving statistics from Branches the amount of invoices cannot be prepared so this task is very important!

Furthermore, SCI International is audited yearly by an external auditor to ensure financial transparency and adherence to accounting standards. For these the FAO needs to receive confirmations from Branches in time to provide the external auditor with the evidence to show that our figures are correct. These obligations are therefore strongly linked to financial obligations and count as a basis for them.

The statistics are also essential to monitor the status of activities in SCI, to draw realistic pictures of organizations, to perform accurate analysis and evaluations, to ground future decisions and to inspire new ideas.

PAYMENT COMMITMENTS

BRANCHES AND GROUPS HAVE THE FOLLOWING ANNUAL PAYMENT OBLIGATIONS:

- **BRANCH CONTRIBUTIONS**
- **FEES FOR VOLUNTEER EXCHANGE**
- **SCI INSURANCE PREMIUMS**

Branch Contributions

The total amount of **Branch Contribution (BC)** as a fundamental contribution to the international coordination of SCI is decided yearly by the ICM along with the the budget. This contribution includes a 10% safety margin which allows IEC to provide reductions to Branches in financial trouble. The share (as %) that each Branch and Group pays is calculated with the following formula:

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$$BC = (\text{EXCHANGE FACTOR} + (\text{STAFF FACTOR} * 0,5) + \text{ECONOMIC FACTOR}) * \text{SIZE FACTOR}$$

Based on the total outgoing volunteers in the previous year's SCI statistics. Calculated as ratio of total number of outgoing volunteers of all Branches and Groups.

Number of paid staff, declared annually in January, expected for current year, full time equivalent. Based on self declaration. Data collected through statistics. Calculated as ratio of total number of paid staff in all Branches and Groups.

Income indicator (GNI per capita, PPP), 3 year average. Source: World Bank Group.

Based on self declaration, decided by ICM every 3 years. This factor is an element of financial solidarity expressing a 'self-image' about the future's expectation (1 - 5).

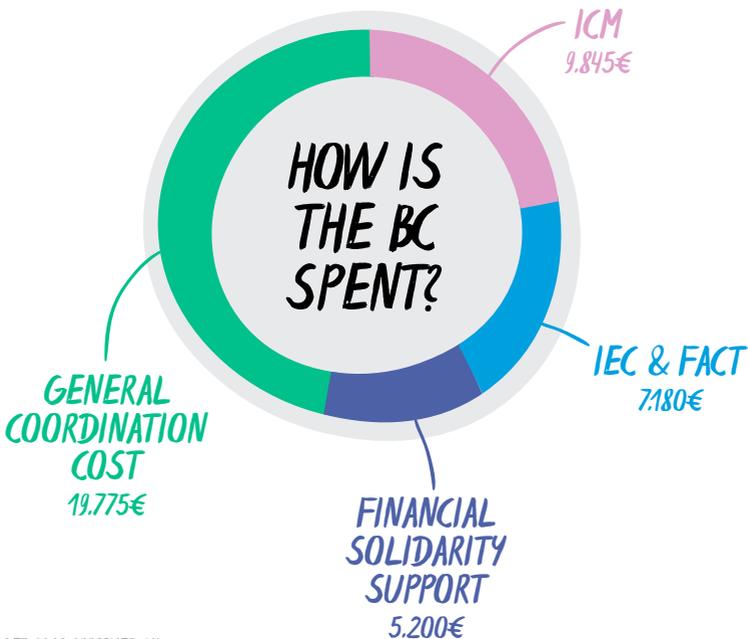


Other variables than Size Factor vary every year. When flexible variables of any Branch change, it has an effect on how much other Branches and Groups pay. The BC formula gives % as answer, so if a Branch or a Group lowers its size factor, there is a higher financial burden to all others.

How is the BC spent?

The ICM decides every year how to spend the BC while approving the budget for next year. In general it covers the following cost centre expenses:

- > ICM
- > IEC
- > FACT
- > **Financial Solidarity Support**
- > Then what is left, will be used for **General Coordination Costs**



Financial Solidarity Support



Purpose: To facilitate the representation of SCI Branches/Groups at ICM, EPM and WG meetings of SCI and of Contact and new Partner Organizations to participate at the EPM.



Who can apply: The priority is given to SCI Branches or Groups from Europe and Balkan region in case of severe financial troubles that prevent them from sending delegates to international meetings; Contact and Partner Organizations in the same geographical area can also apply for the fund. The geographical scope of this financial instrument is currently under discussion and may change in the near future.



Conditions: Only one delegate per Group/Branch or Contact and Partner Organization and per each meeting can be supported.



Max amount: No more than the 75% of the travel and participation costs (travel, visa and participation fee) can be reimbursed.



Deadline for applications: All eligible organizations can apply for support by filling in the application form from the Members Area and sending it back to the SCI International Treasurer latest 1st August (but preferably earlier).



Contact: treasurer@sci.ngo



Fees for Volunteer Exchange

Branches and Groups within the VEF-area (see Insurance-section) pay two invoices for sending volunteers to workcamps: VEF and out-VEF invoices.

VEF

Branches and Groups within the VEF-area (see Insurance-section) pay VEF for their outgoing volunteers to workcamps organized by other organizations. The VEF invoice is based on the total exchange fees (excluding membership fee) the Branch or Group has received from these volunteers and it has two parts:

1 **OUTGOING VEF:**

25% of the total fees received is accounted to SCI International. It is used to cover the **SCI Insurance** for volunteers in workcamps within VEF and the SCI International support for **workcamp exchanges**, including the OPS Team.

2 **INCOMING VEF:**

An additional 22% of the total fees received goes to the Incoming VEF Pool. This is redistributed back to Branches and Groups according to their share of incoming volunteers from other SCI organizations. The share is weighted with a life-cost-factor of the country (the same economic factor as in the Branch Contribution).

Out-VEF

For volunteers sent to workcamps outside VEF-area, Branches and Groups within VEF-area need to pay an out-VEF fee to SCI International. The amount is 30€ for each outgoing volunteer. If the volunteer attends more than one workcamp in the same or neighboring country in one journey, the Branch or Group pay out-VEF only for one. SCI Japan, SCI Korea, SCI Hong Kong or IVP Australia don't pay out-VEF fees for volunteers sent to workcamps in Asia.



SCI Insurance Premiums

The SCI Insurance automatically covers all international workcamps in the VEF-Area and is automatically paid through the VEF-System. For other activities, e.g. LTVs, volunteers going to workcamps outside VEF-area, seminars, youth exchanges, the SCI Insurance can be requested and Branches and Groups receive an invoice about the insurance premiums afterwards. Note: These activities are only insured if the Branch or Group requested the SCI Insurance in advance.

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PAYMENT METHODS

GENERALLY, THE ORDINARY PAYMENT METHODS ARE PINK SLIPS, BANK TRANSFER, PAYPAL TRANSFER, OR IN CASE AGREED UPON IN ADVANCE IN CASH TO SOMEONE FROM THE IS.

Pink Slips

Pink Slips are the typical way for SCI Branches and Groups to transfer payments to each other. The name has its offspring from traditionally used pink-colored slips of paper - it is more commonly called debit/credit note.

Each Branch, Group, or official Working Group has a Pink Slip Account in the SCI 'Pink Bank' which is physically held by the IS of SCI in Antwerp, Belgium and administered by the FAO. When Branch A transfers amount X to Branch B, the FAO will deduct amount X from A's Pink Slip Account and add it to B's account. Pink Slip Payment becomes official as the FAO has accepted the Pink Slip and registered it in the Pink Bank.

HOW TO CREATE A PINK SLIP?

Branches and Groups still might have original Pink Slips that can be used to transfer a payment. One copy of the slip is sent to the receiving Branch/Group and one to the FAO. Additional costs of sending the slips by post can be avoided by creating and using the electronic Pink Slip Form, signed and sent via Email. This way of submitting the slip ensures a prompt, secure payment.

The **Electronic Pink Slip Form** can be downloaded from the MA and sent via Email. If doing so, please include both the receiving Branch and the FAO email: finances@sci.ngo.



In case the FAO suspects that the Pink Slip does not come from a valid source, or the Pink Slip balance would exceed the credit limit, the FAO has a right to refuse the Pink Slip.

Money can easily be sent to, or withdrawn from the Pink Slip Account of the Branch's or Group's bank account. Branches and Groups can ask for an up-to-date account overview, but generally receive two updates per year (before the FACT meeting and before the ICM). As being stated as assets in the Branch's/Group's balance, it is important that they confirm the annual overview and/or make corrections. The confirmation is also needed for the external auditor of SCI.

SCI FUNDS

THINKING OF APPLYING FOR FUNDS? IN SCI WE HAVE SEVERAL FUNDS THAT PROVIDE SMALL CONTRIBUTIONS FOR SPECIFIC PROJECTS.

We include a short summary of the international funds here. Check if your project fits in the scope of our funds. While the first three funds are managed by SCI Switzerland, the later three are managed by SCI International. There might also be specific funding available for local projects through your Branch or Group.

Boutique Fund

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Purpose: The aim of Boutique fund is to offer financial support to projects of SCI and its partner organizations in countries which fall under SCI's North-South Exchange Programme.



Who can apply: International Coordination, SCI Branches or Groups, WG, Partners-and Contact organizations which fall under SCI's North-South Exchange Programme



Conditions: The application must have a direct link to SCI or to the concerned Partner Organization and have a strong element of voluntary work. The application must consist of a short description of the project, aims, timeframe, and a detailed budget including a proof of contribution by the applicant. A maximum of 70% of the grant can be paid in advance.



Max amount: 5000 Swiss francs (CHF)



Deadline for applications: 20 January, 1st May, 1st November (decision in 6 weeks)



Contact: SCI Switzerland

Idy Hegnauer Fund



Purpose: 1. Projects that initiate new activities or projects that allow the continuation of existing activities under increasingly difficult circumstances, where investments are indispensable or there are extraordinary expenses. 2. Projects which strengthen the structures of organizations and promote the transfer of expertise between organizations and their volunteers.



Who can apply: International Coordination, SCI Branch or Group, WG, Partners-and Contact organizations which plan to or have the potential to become SCI Group



Conditions: The application must have a direct link to SCI or to the concerned Partner Organization and the project must involve a high amount of volunteer work. The application must consist of a short description of the project, aims, timeframe, and a detailed budget including a proof of contribution by the applicant. A maximum of 70% of the grant can be paid in advance.



Max amount: 4000 Swiss francs (CHF)



Deadline for applications: 20 January, 1st May, 1st November (decision in 6 weeks)



Contact: SCI Switzerland



Jucker Mauderli Fund



Purpose: The aim of Jucker Mauderli fund is to offer financial support to projects of SCI and its Partner Organizations. SCI structures in Europe, Central and Eastern Asia as well as North America have priority. Projects for which it is not possible to find other external funding and for which the contribution of the fund would be very important are favored.



Who can apply: International Coordination, SCI Branch or Group, WG, Partners-and Contact organizations which plan to or have the potential to become SCI Group



Conditions: The proposal must have a direct relation to SCI or to the concerned Partner Organization and have a strong element of voluntary work. The proposal consists of a short project description with the aim and the time schedule of the project as well as a detailed budget including the proof of a self-contribution. In general not more than 70% of the requested sum is paid before the start of the project and the rest only after the final report including the financial report are submitted. If there is no final report within 3 months after the end of the project, the rest of the grant will not be paid. The standard forms provided by SCI Switzerland have to be used for grant application and for reporting.



Max amount: 4000 Euro



Deadline for applications: 20 January, 1st May, 1st November (decision in 6 weeks)



Contact: SCI Switzerland

GAIA MicroGrants Programme



Purpose: For grassroots activities focusing on sustainable living and climate justice⁶.



Who can apply: SCI Branches, Groups and SCI activists. Priority is given to Southern Branches and Groups.



Conditions: The proposals require a completed application form and fit one of the funding areas above. The projects combine action and education on sustainable living and/or climate justice and provide practical benefits to the local community. The initiatives should include a plan for follow up activities.



Max amount: up to 500 Euros



Deadline for applications: Rolling submission until 31st October 2018. Simple application process and reporting. Decision about application within 10 days from application.



Contact: microgrants@sci.ngo

Refugee Fund



Purpose: For small initiatives at the local or national level that support work with refugees to promote peace, understanding and integration between locals and people seeking refuge. Initiatives should support social inclusion in communities where people seeking refuge have settled, work with local communities aiming to lower prejudices toward people, or support actions working with people seeking refuge in their arrival and transit toward their destination.



Who can apply: SCI Branches and Groups



Conditions: The standard application must be filled in (to be found in the Members Area). The initia-

⁶ **Sustainable living** means balancing environmental, social and economic priorities in a way that does not compromise the ability of future generations to meet their own needs. **Climate justice** stresses climate change as an ethical issue affecting livelihoods and rights of humans today, the whole of nature and future generations.

tives must be completed within 3 months after their approval.



Max amount: up to 500 Euros



Deadline for applications: rolling submission until 31st October 2018. Simple application process and reporting. Decisions made within 14 days after submission.



Contact: refugee_fund_team@scimail.org

Natural Disaster Fund



Purpose: To promote peace, volunteering, understanding, cooperation and solidarity between the local and international community and those directly or indirectly affected by natural disasters through organizing natural disaster relief activities, short- and long-term projects, knowledge sharing and providing funding to enable volunteers to carry out support work after natural disasters.



Who can apply: SCI Branch, Group or an official Working Group of SCI



Conditions: The standard application must be filled in (to be found in the Members Area). The initiatives funded must be completed within 6 months after their approval.



Max amount: up to 500 Euros or more



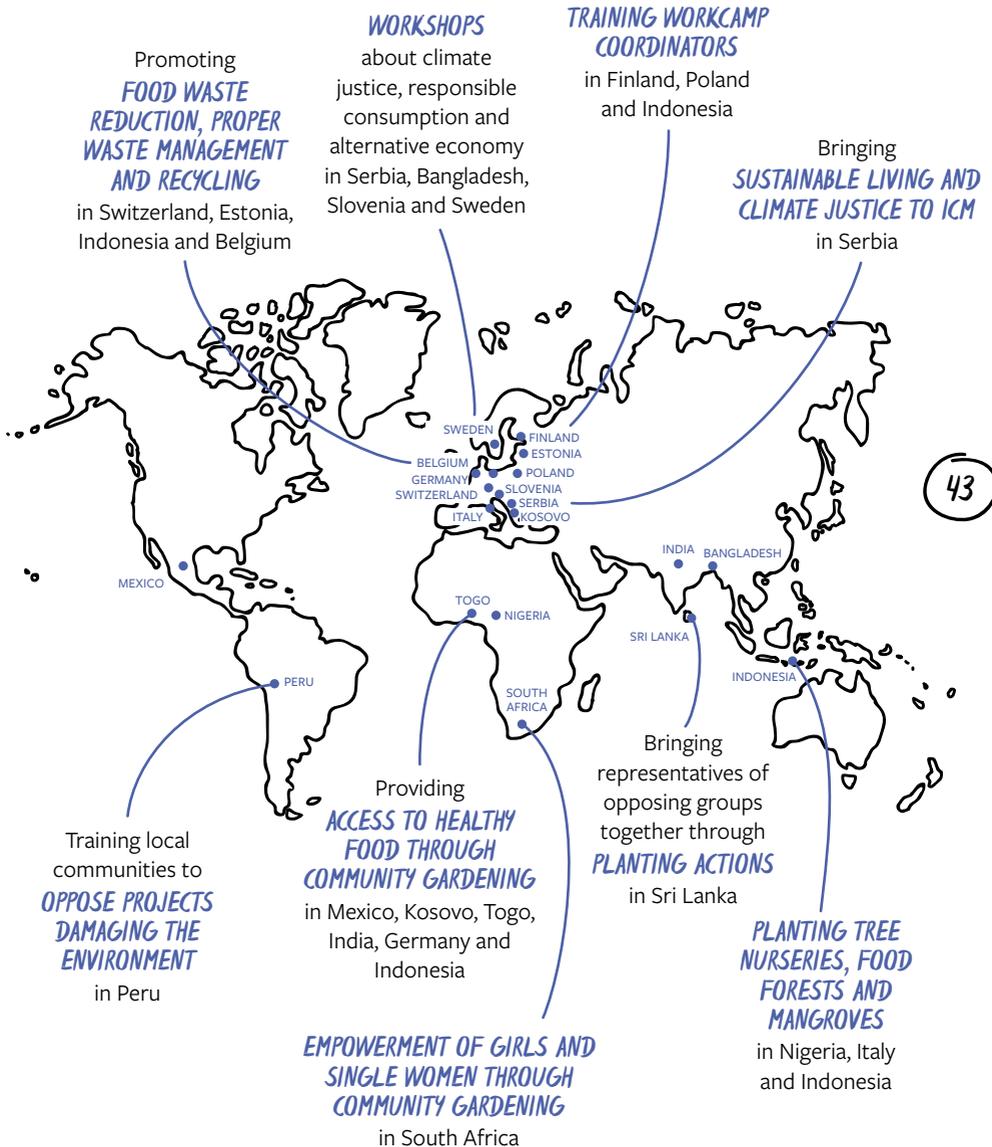
Deadline for applications: Rolling submission. Simple application process and reporting. Decision made within 10 days after submission.



Contact: disasterfund@sci.ngo

MORE ABOUT GAIA MICROGRANTS PROGRAMME

Between 2014 and 2017 close to 60 projects were supported across the SCI world. SCI Activists organized powerful and inspiring activities such as:



In recent years GAIA MicroGrants has focused activities in two main thematic areas: **preparing for climate change impacts and making our food systems sustainable**. The majority of available funds are reserved for applications from the Global South.

WHY DO WE DO IT?

Today climate change is to building the culture of peace, what World War I was to Pierre Ceresole in 1920. It is the trigger that should mobilize all of us to express solidarity with people on the frontline of climate change impacts - through our words and especially through our deeds. And SCI activists in all corners of the world are doing just that.

Climate change poses a threat to people's health and lives through making severe weather events more intense (like hurricanes, flooding and heat waves), escalating conflicts over natural resources (e.g. through intensifying droughts), threatening livelihoods of communities or even whole nations (through eroding coastlines or flooding low-lying islands) and more.

These challenges are not new to SCI activists, but they require a holistic reflection and mobilization. When planning all of our projects, we need to consider our impact on the environment and make an effort to build more compassionate and united communities. We need to incorporate the perspective of climate justice and sustainability in already existing projects and GAIA MicroGrants makes it easier for SCI activists to do just that.



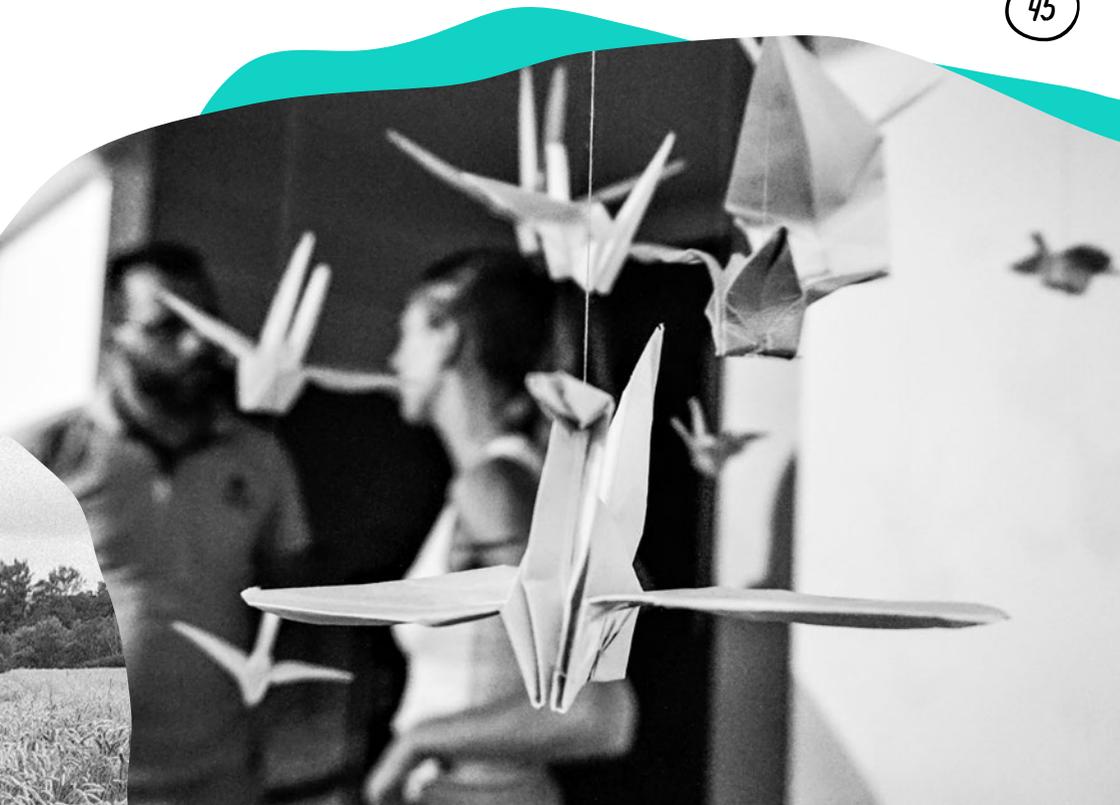
HOW TO PARTICIPATE?

Join a long list of amazing GAIA MicroGrants participants by submitting a project with your Branch or Working Group. You can find past project examples in the publication “*Climate for Peace: Inspirations*” and in *GAIA MicroGrants Final Reports*.

The Programme is facilitated fully by SCI volunteers, so contact the team with other ideas to get involved at microgrants@sci.ngo.

Once a year the team also opens up a call for Selection Team members, who assess incoming applications and serve as a resource to project organizers. The call is distributed via SCI Announce mailing list and *GAIA MicroGrants Programme Facebook Group*.

GAIA MicroGrants is sponsored by SCI, individual donations and the Terra 21 Foundation.





KNOWLEDGE MANAGEMENT IN SCI



WHEN RUNNING THE PEERS TO PEACE INTERNAL CAPACITY BUILDING PROJECT, IT BECAME APPARENT THAT A LOT OF KNOWLEDGE AND EXPERIENCE THAT IS CRUCIAL FOR THE WELL-BEING OF BOTH LOCAL AND INTERNATIONAL LEVELS OF THE ORGANIZATION, DISAPPEAR WHEN SCI SEES KEY VOLUNTEERS OR ACTIVISTS LEAVE.

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VOLUNTEER FLOW IS OF COURSE A VERY NATURAL PROCESS, YET IT SETS A HUGE CHALLENGE FOR SUSTAINING KNOWLEDGE IN AN INTERNATIONAL ORGANIZATION WITH ALMOST A HUNDRED-YEAR-OLD HERITAGE THAT WANTS TO MOVE FORWARD, PROMOTE SHARED VALUES AND HAVE A SIGNIFICANT IMPACT IN THE ACTUAL WORLD WE LIVE IN.

To help the Movement retain as much knowledge as possible, in 2013 the IS together with the Tech Team developed an online tool for Knowledge Management: the SCI's Members Area. During the Peers to Peace project, we held several feedback sessions on the Members Area and have implemented a list of new features in order to increase the peer exchange of knowledge and to improve the Members Area functionality, as well as its user-friendliness.



SCI'S MEMBERS AREA: ONLINE TOOL FOR KNOWLEDGE MANAGEMENT

IN SCI, WE PLACE THE MOST IMPORTANT DOCUMENTS IN OUR INTERNAL ONLINE PLATFORM - THE MEMBERS AREA. THIS IS THE CENTRALIZED PLACE WHERE YOU CAN SHARE USEFUL INFORMATION AND FILES WITH OTHER PEOPLE WHO ARE ACTIVE IN SCI AROUND THE WORLD.

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For who? The Members Area serves mainly for SCI volunteers engaged on an international level, activists, staff members, Working Groups, board members, Branches, placement officers, camp-coordinators, representatives of SCI Branches and Groups. Representatives of Partners and Contacts joining the key meetings (e.g. the EPM) can use a part of the Members Area to access relevant meeting documents.



Purpose: Sharing of a calendar and documents, as well as coordination inside teams and Working Groups, sharing of information on a general level and a platform to support the organization of key international meetings.



How to access it? Go to ma.sci.ngo

All you need is to create an account in the Members Area stating your name, your email address and the organization you are a part of. Your account will then be approved by the administrator of the Members Area. Once your account has been approved, you will have access to a lot of useful information and knowledge.

SCI Members Area consists of **6 main sections**:

1 MEETINGS:

A space to keep documents related to key meetings: BCM, EPM, ICM, IECM - accessible to Branches, Groups and representatives of organizations attending the meeting.

2 TARGET GROUPS:

Useful information for a particular audience (for example: Branches, camp-leaders and placement officers).

3 TOPICS:

Thematically sorted information regarding communication, campaigns, grant writing, etc.

4 WORKING GROUPS:

A space for Working Groups to keep their documents. Depending on their preferences, the Working Group can choose to make them publicly accessible or to grant the access only to specific users.

5 Q&A:

Question and answer section (see details below).

6 ARCHIVE:

Archived documents from older events, previous campaigns, etc.

Your access to information on the Members Area will depend on your involvement in SCI as well as the privacy settings of each content. The goal is for each member of SCI's Branches or Groups to have direct access to as much knowledge as possible. Some content such as the Working Groups' documents might require you to gain membership, which should then be approved by the administrator of the group.

NEW FEATURES IN THE MEMBERS AREA

- > More user-friendly structure: info for specific target groups (Branches, placement officers, camp-leaders) or sorted in themes (workcamps, Building Bridges, etc.);
- > Fresh look;
- > Q2A integrated directly in the Members Area and appearing in the different sections;
- > Additional and optional fields in the user profiles.

USEFUL DOCUMENTS IN MEMBERS AREA

- > SCI Constitution;
- > Address List of all Branches, partners, contacts, IEC, IS, Working Groups;
- > SCI's internal newsletter Peace Connection;
- > Meeting minutes of IEC, ICM, EPM, Working Groups, etc.;
- > Guidelines and Practical Procedures for workcamps;
- > Social media strategy and guidelines, logos of SCI;
- > Information about insurance;
- > Useful documents and templates (travel reimbursement sheet, visa request form, call for project partners, Pink Slip form, insurance request form, etc.);
- > Submitted project applications by the IS to donors;
- > Information about SCI funds and useful information and tips for fundraising;
- > And much more that you share with us.



QUESTION TO ANSWER (Q2A): PLACE FOR PEER LEARNING AND PEER SUPPORT ONLINE

DO YOU HAVE ANY QUESTIONS ABOUT HOW TO WORK WITH VOLUNTEERS? HOW TO ORGANIZE A WORKCAMP? ARE YOU CURIOUS IF SOMEBODY IN SCI HAS A TIP FOR YOU? WOULD YOU LIKE TO HELP PEOPLE WITH THEIR QUESTIONS ABOUT SCI? THEN THE Q2A IS THE PLACE WHERE YOU CAN ASK QUESTIONS AND RECEIVE ANSWERS FROM OTHER MEMBERS OF THE MOVEMENT.

WHAT IS THE Q2A?

The Q2A is a place for online peer learning and support open and accessible for IS, Branches, Working Groups and other volunteers and activists registered on SCI's Members Area. This long awaited tool came to life as an output of the Global Volunteer Action (Glovola) project thanks to the SCI Tech team and was further integrated in the Members Area during the Peers to Peace project.

WHERE TO FIND IT?

You log into the Members Area and click on the tab Q2A.

HOW DOES IT WORK?

The idea is quite simple: someone using the Members Area can ask a question regarding a specific topic and anyone can answer this question or elaborate on an existing answer. Users can vote on useful answers and the person who asked the question can select a best answer to let people know their question was solved. We believe this tool supports an information flow and peer sharing of the knowledge within our Movement.

At the moment the Q2A is still a newborn that needs a lot of care from all of us to fill its content with useful knowledge. Help us build it up, experiment, share, learn and enjoy the Q2A.

A TIP TO START

You can browse the existing questions and answers, or you can just ask a question (top right button in the blue area). You are also welcome to share your knowledge by answering a question that was asked and is still waiting for an answer. For that go to the unresolved questions section (middle button in the blue area) and choose a question you can provide a clear answer to.

WAYS TO SHARE YOUR KNOWLEDGE WITH OTHER VOLUNTEERS

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IN SCI, AS A VOLUNTEER YOU HAVE THE OPPORTUNITY TO ATTEND INTERNATIONAL TRAINING PROGRAMS, SEMINARS, WORKCAMPs OR OTHER EDUCATIONAL ACTIVITIES, TO EXPERIENCE NEW THINGS AND TO ADVANCE YOUR EXISTING CAPACITIES.

The more we share our experience with other volunteers, the more people can benefit from it. You can share it in many ways:



WRITE A REPORT OR A GUIDE FOR OTHERS



RECORD IT



PRESENT IT DURING THE MEETINGS



ORGANIZE AN EXPERIENCE SHARING OR STORYTELLING SESSION IN YOUR LOCAL BRANCH



UPLOAD ANY RELEVANT DOCUMENTS TO THE MEMBERS AREA





WAYS TO BECOME MORE INVOLVED IN SCI

SCI IS A WORLD-WIDE ORGANIZATION THAT OFFERS DIVERSE OPPORTUNITIES TO GET ACTIVE AT THE INTERNATIONAL LEVEL. THE CLASSIC PATH FOR MANY VOLUNTEERS WHO ARE INTERESTED IN AN INTERNATIONAL EXPERIENCE IS TO START BY PARTICIPATING AT A SHORT-TERM OR LONG-TERM VOLUNTEERING PROJECT.

Joining an international volunteering project with SCI is a fun adventure packed with rich learning experiences and contribution to a community. It gives you a chance to explore the world with a meaningful purpose. It is an opportunity to give the best of yourself, to have something to do, somewhere to go, and somewhere to stay.

SCI is able to implement most of their projects thanks to the never ending spirit of enthusiastic and motivated volunteers. **At the local level** people dedicate their time, experience and knowledge to support SCI in many areas:

- > Coordinating workcamps;
- > Mentors (buddies) of international long-term volunteers;
- > Organizing workshops on specific topics (e.g. peace, promotion of workcamps, etc.);
- > Organizing training and seminars for outgoing short- or long-term volunteers;
- > Contributing as members of various thematic working groups;
- > Helping volunteers find suitable workcamps or projects (long term, educational, other);
- > Helping with communication and PR;
- > Organizing fundraising events or local campaigns;
- > Acting as board members of the organizations;
- > And more.

Would you like to get engaged as well? Each member organization has slightly different way of working, so the best way to understand your opportunities is to get in touch with the local office or activists for further information. You can find contact details for SCI Branches and Groups at our website (<https://www.sci.ngo/where-we-are>).

Are you already active at the local level? Then you might feel tempted to discover the international level of SCI. Here are some ideas **why volunteering for the international level can make a difference for you:**

- > You will contribute your time, energy and competencies to make the SCI Movement stronger and more sustainable, thus enlarging its possible positive impact in the world.
- > You will become a part of the SCI international family, meet dedicated people from all over the world;
- > You will get to know what SCI Movement is all about;
- > You might feel encouraged to think more globally and to act more effectively locally;
- > You will gain new inspiration and enrich your experience and know-how;

There are many ways you can get engaged in SCI's internal working. Some opportunities are opening regularly - e.g. vacancies for board members, Working Group members and some international teams (e.g. the Prep Team for the annual Exchange Platform Meeting, SCI Funds teams or the Tech team). Other opportunities are coming on a rather ad-hoc basis: for instance various project teams or specially established teams like the 2020 team, the Strategic Plan Team or the Fair Finance team that are active from 2018.

The best way to know about all these opportunities is to stay in touch with us. There are different ways to know about what is happening: most of the calls are being circulated through our mailing lists, mostly announce@sci.ngo or branches@sci.ngo. Contact us at info@sci.ngo if you want to be part of these mailing lists. You can also subscribe to our newsletters - Peace Connection (internal through the Members Area) or E-zine (external through our website), follow us on Facebook or our website [sci.ngo](https://www.sci.ngo).

JOIN SCI AS A BOARD MEMBER

THE INTERNATIONAL EXECUTIVE COMMITTEE (IEC) IS THE EXECUTIVE BODY OF SCI, THE ELECTED LEADERSHIP TEAM THAT MAKES DECISIONS BETWEEN THE YEARLY MEETINGS OF THE MAIN GOVERNING AND DECISION-MAKING BODY OF SCI, - THE INTERNATIONAL COMMITTEE MEETING (ICM).

The IEC is responsible for making sure that decisions taken at the ICM are implemented during the year, as well as making operational decisions on matters during the year that cannot wait for the ICM. For this the IEC can count on the operative support of the International Secretariat (IS) that is located in Antwerp, Belgium, where a small team of professionals and volunteers dedicate their time to manage the international SCI Movement on a daily basis.

IEC main tasks are defined by the Constitution (Article 13) and their nature is a combination of leadership, representation, management, policy-making and networking.

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WHY JOIN THIS TEAM?

- > Contribute to development and growth of the SCI Movement;
- > Get an overview of SCI grassroots work around the world;
- > Build up your experience in organizational management, leadership and strategic thinking, policy-making and networking;
- > Support the SCI Movement in their work towards peace.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Ensure implementation of the policies and decisions agreed by the ICM.
- > Represent SCI at the Global Leadership Meeting and other peak representative bodies or events;
- > Make recommendations to the ICM regarding matters of policy, development, structure and membership.
- > Encourage the forming of new SCI Groups and Branches.
- > Employ, support and supervise salaried staff working at the International Secretariat.
- > Manage the annual financial accounts and transactions.
- > Raise funds to ensure an adequate level of coordination between Branches, within SCI's international structures and with external bodies.
- > Ensure arrangements for the annual ICM are made.



WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists nominated to⁷ and elected by the International Committee Meeting by the majority of votes;
- > Preferably with a rich experience from grassroots SCI activities;
- > Available for 3 longer meetings a year (usually a longer weekend in January, June and December);
- > Available to regularly respond to emails and participate in bi-monthly Skype meetings;
- > Ready to remain involved for 2 years;
- > Willing to devote 10 hours each week to tasks related to SCI.

⁷ A candidate to IEC must be nominated by 2 different Branches or Working Groups or 1 Branch and 1 Working Group, ideally a few weeks before the International Committee Meeting (in December each year).



CONTACT:

iec@scimail.org for information. For nomination - contact your Branch for support.



I JOINED IEC IN DECEMBER 2015 AND WAS RE-ELECTED AS A VICE PRESIDENT IN 2017. BEING AN IEC MEMBER REALLY HELPS TO UNDERSTAND THE INNER WORKINGS OF SCI. CERTAINLY FOR DISTANT BRANCHES IT IS NOT EASY TO UNDERSTAND THE COMPLEXITIES OF SCI. I BELIEVE IT TAKES TWO YEARS TO GAIN GOOD UNDERSTANDING, SO IT IS IDEAL TO STAY INVOLVED MORE THAN 2 YEARS TO MAKE A BIGGER CONTRIBUTION. SCI IS A BIG ANIMAL, IT HAS A LONG HISTORY AND SOMETIMES IT IS NOT EASY TO CHANGE IT. YOU HAVE TO UNDERSTAND THE CULTURE TO BE ABLE TO CHANGE THE CULTURE.

HOWEVER, I FEEL WE HAVE A GOOD IEC AT THE MOMENT AND I AM CONFIDENT WE CAN MAKE A DIFFERENCE, THAT WE ARE MAKING GOOD DECISIONS TO IMPROVE THE HEALTH OF THE MOVEMENT. TAKING THE MOVEMENT FORWARD IS SATISFYING. IT IS A BIG PROCESS. VERY WORTHWHILE AND GOOD FOR PERSONAL WELL-BEING TOO.

- **Rita Warleigh,**
International Vice-President and
Acting International Treasurer

JOIN SCI AS A MEMBER OF A WORKING GROUP

THE OFFICIAL WORKING GROUPS OFTEN NEED EXTRA PEOPLE TO SUSTAIN THEIR WORKING. IF INTERESTED, PLEASE CONTACT A SPECIFIC WORKING GROUP ANYTIME.

AIWG Asia International Working Group

Asia International Working Group promotes cooperation and development of exchanges between **Asia** and the rest of the world. It coordinates the annual (incoming) Asia Europe Exchange Program, promotes and improves the quality of Asian workcamps and LTV projects. AIWG also assesses new organizations wanting to become part of SCI and makes recommendations to the ICM.

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WHY JOIN THIS TEAM?

- > Contribute to development and growth of SCI Movement in Asia;
- > Improve the quality of projects and partnerships within Asian region;
- > Support Branches and partners in short and long term volunteer exchanges, campaigns, meetings, internal communication and information, evaluations of voluntary projects;
- > Get an overview of SCI grassroots work and its challenges in Asia.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Coordinate the Asia Europe Exchange Programme;
- > Strengthen the links between Asian Branches,

Partners, Groups, Contact and Branches from the rest of the world;

- > Conduct annual evaluation of Asian exchanges;
- > Promote workcamps and LTV.



WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists interested in the region of Asia-Pacific;
- > Preferably with their own experience from an SCI activity from the region;
- > Available to regularly respond to emails and participate in Skype meetings;
- > Willing to devote a few hours each month to tasks related to the Working Group.



CONTACT:

aicwg@sci.ngo

Africa Working Group

The Working Group promotes dialogue, cooperation and solidarity between SCI and sub-Saharan Partner Organizations. It also facilitates exchanges to and from **African countries**, both short- and long-term voluntary services and further builds on SCI's work in this region.



WHY JOIN THIS TEAM?

- > Contribute to development and growth of SCI Movement in Africa;
- > Improve the quality of cooperation through projects and partnerships within Africa;
- > Support Branches and Partners in short and long term volunteer exchanges, campaigns, meetings, communication and information, evaluations of voluntary projects;

- > Get an overview of SCI grassroots work and its challenges in Africa;
- > Build up your experience in working in an African setting.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Maintain links and develop cooperation between African partners and SCI;
- > Conduct an annual evaluation;
- > Share resources and knowledge;
- > Maintain standards of preparation and evaluation;
- > Develop links with new partners and new region.



WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists interested in the region of Africa;
- > Preferably with their own experience from an SCI activity from the region;
- > Available to regularly respond to emails and participate in Skype meetings every two months;
- > Ready to remain involved for 1-2 years;
- > Willing to devote 2-6 hours each month to tasks related to the Working Group.

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CONTACT:

africawg@sci.ngo



I HAVE BEEN VOLUNTEERING WITH SCI FOR NEARLY 20 YEARS NOW AND I THINK IT'S POSSIBLY A LIFELONG EXPECTATION, "SCI" MEANS SOMETHING DIFFERENT TO EACH OF US, SOME USE TO CALL SCI A FAMILY, AT LEAST IN SCI SRI LANKA WE LIKE THAT WORDING AND WE FEEL IT. WHEN I THINK OF ALL VOLUNTEER SERVICES WE HAVE DONE, MOST OF THEM ARE VERY SPECIAL EXPERIENCES, A SIMPLE ACTION SUCH AS PAINTING A SCHOOL, BROUGHT DIFFERENT ETHNIC GROUPS/AGES/ GENDERS/COLORS TOGETHER, WORK WAS NOT THE MOST IMPORTANT BUT IT WAS THE MEAN OF OUR LINK, THOSE GOOD MEMORIES ARE VERY STRONG, THIS IS ONE REASON WHY I AM STILL ACTIVE IN SCI.

- Sooriya Bandara,
AIWG

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BY JOINING THE AFRICA WORKING GROUP, YOU GET TO BUILD AND ENHANCE PROJECTS IN AFRICA AND CREATE NETWORKS AND PARTNERSHIPS IN THE REGION. THE WORK IS VERY HANDS-ON AND YOU CAN SEE THE RESULTS EASILY! WE ARE A SMALL BUT DETERMINED GROUP OF PEOPLE WORKING TOGETHER!

- Anni Lamponen,
AWG



I HAVE JOINED THE BEES WORKING GROUP SINCE ITS BEGINNING BECAUSE I WAS AMAZED BY HOW MUCH EFFORT SCI BRANCHES PUT IN RUNNING MEANINGFUL VOLUNTARY PROJECTS AND HOW MUCH THESE ARE A LIFE CHANGING EXPERIENCE FOR OUR VOLUNTEERS. VOLUNTARY PROJECTS FOR REASONS REMAIN THE CORE OF SCI ACTIVITIES AND THE WAY VOLUNTEERS GET TO KNOW SCI AND HOW THEY BECOME ACTIVE WITH US. TO IMPROVE THE QUALITY OF PROJECTS AND VOLUNTARY EXPERIENCE IN EUROPE, WHERE MOST OF OUR PROJECTS ARE, WAS FOR ME THE MAIN MOTIVATION TO EMBRACE THE BEES MISSION. BECAUSE THE LARGE NUMBER OF PROJECTS IN THIS REGION REQUIRES A SYSTEMATIC APPROACH AND A DEEP UNDERSTANDING OF THE PROCESSES AND MECHANISM THAT GOVERN THE MOTIVATIONS OF VOLUNTEERS, THE SMOOTH FUNCTIONING OF THE PLACEMENT OF VOLUNTEERS, AND THE RUNNING OF PROJECTS. I HAVE ALWAYS BEEN INTRIGUED BY CHALLENGES THAT NEED THIS APPROACH AND THIS WAY I AM STILL EAGER TO WORK IN THE BEES WORKING GROUP AND I AM ALWAYS THRILLED TO WORK WITH FRIENDS AND ACTIVISTS WHO ARE MOVED BY THE SAME WILLINGNESS TO IMPROVE VOLUNTARY PROJECTS. IT'S A WORK A BIT AWAY FROM THE SPOTLIGHT, BUT ITS OUTCOMES ARE TANGIBLE AND STIMULATING.



- Paolo Pagano,
BEES

Better Evaluations and Exchange Support

BEES

The BEES Working Group is a thematic and regional Working Group that aims at improving the effectiveness and quality in the process of exchanging volunteers for workcamps, mainly in **Europe** (except the Balkan region).



WHY JOIN THIS TEAM?

- > Promote SCI values in workcamps;
- > Improve the quality of projects and partnerships within Europe;
- > Get an overview of SCI grassroots work and its challenges in Europe;
- > Build up your experience in supervising the cooperation between international organizations and voluntary projects.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Support the organization of the Exchange Platform Meeting;
- > Strengthen the importance of SCI values in workcamps of SCI in the region;
- > Improve quality of Study Parts in Workcamps;
- > Improve the training, preparation, and awareness of volunteers;
- > Improve the organization of workcamps with local partners;
- > Enforce SCI Workcamp Guidelines;
- > Support the placement of volunteers;
- > Promote SCI workcamps in the region;
- > Monitor and evaluate SCI Partners and Contacts in the region according to SCI Partnership Procedures;
- > Find new SCI Contacts in the region according to SCI Partnership Procedures;

- > Increase the number of volunteers and workcamps in the region;
- > Support the collection of Statistics in the region;
- > Coordinate the organization of family and mixed age workcamps;
- > Monitor the placement and the organization of workcamps over the year;
- > Mediate between Branches from the region of the WG on issues relevant to Workcamps, Placement, and Exchange matters;
- > Support the organization of Placement Officers Training (POT) and Online POT;
- > WASP: Initiative of monitoring Workcamp Descriptions;
- > Facilitate evaluation of Contacts in BEES region.

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WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists interested in the region of Europe;
- > Preferably with their own experience from an SCI activity from the region;
- > Available to regularly respond to emails and participate in monthly Skype meetings;
- > Ready to remain involved for a couple of years;
- > Willing to devote about one day per month to tasks related to the Working Group.



CONTACT:

bees@sci.ngo

SCI Mediterranean Working Group

SCI-
MIDI

SCI Mediterranean Working Group (SCI-MIDI) coordinates the exchange between volunteers in the Mediterranean region and the rest of the SCI Movement. Currently, SCI-Midi takes responsibility for the relations with (potential) partners in Lebanon, Syria, Jordan, Palestine, Israel, Egypt, Algeria, Morocco and Tunisia when it comes to technicalities of exchange matters. It remains willing to take responsibility for countries geographically and culturally linked to those mentioned when the need or opportunity arises.



WHY JOIN THIS TEAM?

- > Contribute to development and growth of the SCI Movement in the Mediterranean region.
- > Improve the quality of projects and partnerships within the Mediterranean region;
- > Support Branches and partners in short and long term volunteer exchanges, campaigns, meetings, communication and information, evaluations of voluntary projects.
- > Get an overview of SCI grassroots work and its challenges in the Mediterranean region;
- > Build up your experience in common understanding of international voluntary work closely linked to the Mediterranean region: Lebanon, Syria, Jordan, Palestine, Israel, Egypt, Libya, Algeria, Morocco, Tunisia and the Kurdish part of Turkey.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Maintain links and develop cooperation between Mediterranean partners and SCI;
- > Develop new contacts and monitor closely the newly established contacts;
- > Share resources and knowledge;
- > Maintain standards of preparation and evaluation.



WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists interested in the Mediterranean region and supported by their Branch;
- > Preferably with their own experience from an SCI activity from the region;
- > Available to regularly respond to emails and participate in monthly Skype meetings;
- > Ready to remain involved for 2 years;
- > Willing to devote 6-10 hours each month to tasks related to the Working Group.



CONTACT:

midi@sci.ngo



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HISTORICALLY SCI HAS A STRONG LINK WITH THE MEDITERRANEAN REGION BUT UNFORTUNATELY NOWADAYS THERE ARE VERY FEW EXCHANGES WITH THE REGION. WE NEED TO INVEST IN BUILDING STRONG RELATIONSHIPS WITH PARTNERS IN THE REGION SO THAT TOGETHER WE CAN PROMOTE INTERNATIONAL VOLUNTEERING FOR SOCIAL CHANGE.

- Ingrid Danckaerts,
SCI-MIDI

SAVA Working Group

SAVA
WG

SAVA coordinates the activities in South-Eastern Europe and mainly works in the Balkan region. They also organize international projects with members and partners.



WHY JOIN THIS TEAM?

- > Contribute to the development programs in the Balkans;
- > Improve the quality of projects and partnerships within the Balkans;
- > Support Branches and partners in short and long term volunteer exchanges, campaigns, meetings, communication and information, evaluations of voluntary projects;
- > Get an overview of SCI grassroots work and its challenges in the Balkans;
- > Build up your experience in peace values, intercultural understanding, conflict transformation, non-violent communication and environmental awareness in the Balkans.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Maintain links and develop cooperation between SAVA partners and SCI (not all members of SAVA are from Balkan countries, we have UK, USA, ...);
- > Develop new contacts and monitor closely the newly established contacts;
- > Share resources and knowledge;
- > Maintain standards of preparation and evaluation;
- > Promote workcamps and LTV;
- > Experience in fundraising and project management is highly appreciated;
- > Attending our annual meetings online or in person;
- > Motivation to work with people from different countries on a mutual goal, to overcome prejudices and join our intercultural team.



I WANTED TO JOIN THE SAVA WORKING GROUP BECAUSE IT PRESENTED ITSELF AS AN OPPORTUNITY TO LEARN MORE ABOUT SCI AND TO STRENGTHEN THE SENSE OF BELONGING INSIDE THE MOVEMENT. IT IS IMPORTANT TO HAVE A SPACE WHERE WE, AS A MEMBER, CAN SHARE OUR EXPERIENCE AND IDENTIFY NEW OPPORTUNITIES FOR ENGAGEMENT AND DEVELOPMENT. AND, OF COURSE, THE HUMAN ASPECT PLAYED AN IMPORTANT ROLE - I WANTED TO FEEL MORE CONNECTED TO THE PEOPLE THAT ARE ACTIVE IN THE NETWORK, TO BUILD NEW FRIENDSHIPS AND NEW PARTNERSHIPS. OUR WORK IS ONLY AS VALUABLE AS WE MANAGE TO SHARE IT AND MULTIPLY IT!

- **Elena Ceban,**
SAVA WG

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I WAS ALWAYS INSPIRED TO WORK WITH YOUNG PEOPLE FROM BALKAN COUNTRIES IN THEIR PROCESS OF RECONCILIATION AFTER THE CONFLICTS THAT HAPPENED IN THE PAST. SCI GIVES US THIS AMAZING OPPORTUNITY TO ORGANIZE EVENTS THAT WILL BRING THIS PEOPLE TOGETHER. THIS IS WHY I JOINED SAVA IN THE FIRST PLACE, AS THIS WAS THE WG THAT HAD ITS ORIGINS AFTER THE YUGOSLAV WARS. I AM STILL INSPIRED TO BE PART OF THE EVENTS AND TO PROMOTE THE VALUES OF SCI AND SPREAD THE WORD AMONG OTHER YOUNG PEOPLE THAT THERE IS ALWAYS ANOTHER WAY, NOT ONLY CONFLICTS AND HATE THAT WE CAN HEAR FROM THE MEDIA. THIS IS WHAT IS GUIDING US TO CONTINUE TO IMPROVE AND TO MAKE MORE EVENTS IN THE FUTURE.

- **Ivana Kostadinovic,**
SAVA WG





WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists interested in the Balkan region or in our previous projects or projects that are part of our Plan of Action;
- > Preferably with their own experience from an SCI activity from the region;
- > Available to regularly respond to emails and participate in weekly Skype meetings; Annual meeting and Coordination Team meetings 3-4 times per year;
- > Ready to remain involved for at least 2 years if we elect you as a part of our team
- > Willing to devote 3-9 hours each month to tasks related to the Working Group.



CONTACT:

sava@sci.ngo



YUWG is a platform for activists working with and for the social inclusion of young people with fewer opportunities.



WHY JOIN THIS TEAM?

- > Contribute to the development of initiatives for social inclusion of young people with fewer opportunities;
- > Empower and provide opportunities for Young People with Fewer Opportunities through volunteering and non-formal learning activities in an intercultural environment;
- > Raise awareness about the difficulties that young people with fewer opportunities face;
- > Advocate for change in the areas and structures that foster the exclusion of young people in society;
- > Take concrete steps towards making SCI more inclusive;
- > Access the accumulated knowledge of YUWG about Social Inclusion and to find support and inspiration in the face of like-minded activists of SCI;
- > Gain your own experience by organizing local activities for social inclusion.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Support Branches and Partners in short and long term volunteer exchanges, campaigns;
- > Share resources and knowledge;
- > Maintain links and develop cooperation between Branches and Partners;
- > Maintain the working standards and the knowledge of the Working Group about organizing projects for Social Inclusion.



WHO CAN JOIN THE TEAM AND HOW?

SCI organizations/SCI activists who:

- > Are interested to work with young people and promoting social inclusion in the Movement;
- > Would like to develop local activities for Social Integration;
- > Are willing to be the contact person for YUWG activities at the local SCI organization, work in close cooperation with the local SCI organization and in line with YUWG's work;
- > Are ready to remain involved for at least one full activity cycle of YUWG (one year);
- > Available to regularly respond to emails, engage to coordinate the participation of the SCI
- > Are willing to organize YUWG cycle activities (Spring/Autumn Meeting, Leader Training, exceptional projects or activities) and participate in a YUWG coordination meeting once a year.



CONTACT:

yuwgs@gmail.com

IF YOU ARE AN ACTIVE YOUNG PERSON, IF YOU CAN'T HELP NOTICING SOCIAL INJUSTICE, IF YOU ARE SOCIALLY ENGAGED, BUT YOU WANT TO DO MORE: YUWG IS A PLACE TO DEVELOP YOUR IDEAS AND BRING THEM INTO ACTION. IT IS A PLATFORM FOR LIKE-MINDED PEOPLE TO FIND INSPIRATION FOR COMMON INITIATIVES FOR SOCIAL INCLUSION OF YOUNG PEOPLE WITH FEWER OPPORTUNITIES.

- Vera Nikolova,
YUWG



JOIN SCI AS A MEMBER OF AN INTERNATIONAL TEAM

Tech Team

The international Tech Team of SCI is a group of volunteers who, under guidance from the IS, take part in the implementation and maintenance of IT infrastructure of SCI, including the *Members Area*, *Online Placement System (OPS)*, etc.



WHY JOIN THIS TEAM?

- > Help shape the different tech platforms SCI uses;
- > Suggest improvements, initiatives and new technology choices;
- > Maintain and further develop SCI's Member's Area;
- > Assist with the creation and maintenance of the LTV Database;
- > Provide assistance to the Tech LTV in the IS office with server maintenance;
- > Provide guidance and feedback to solve issues.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Participate in different tasks on the tech list;
- > Provide information/insight into different tech questions;
- > Skype with the tech team to discuss tasks;
- > Provide input into the tech aspects of different projects;
- > Have a vested interest in improving SCI's international platforms.



WHO CAN JOIN THE TEAM AND HOW?

- > Volunteers interested in tech issues and development;

- > Preferably with experience with SCI as this could help better understand the need for the platforms;
- > Available to regularly respond to emails and very occasionally participate in Skype meetings;
- > Ready to remain involved for at least 1 year;
- > Willing to sign a Non-Disclosure Agreement when gaining access to sensitive information;
- > Willing to devote 10 hours each month to tasks related to the team.

Members of the Tech Team should have knowledge or be willing to learn one or more of the following skills:

- > Web-development technologies (PHP, HTML, CSS, Javascript/JQuery, MySQL, etc.);
- > Linux OS, cPanel, WHM;
- > CMS-technologies like Drupal, Joomla and WordPress;
- > Ability to maintain/support existing web-based projects and/or develop new features;
- > Ability to develop a mobile application.



CONTACT:
tech@sci.ngo

EPM Prep Team

The EPM Prep Team is a team composed of activists or staff members from different Branches of SCI who prepare the annual Exchange Platform Meeting (EPM). The call for the prep team is launched every year and so the members of the prep team change every year.



WHY JOIN THIS TEAM?

- > Shape one of the biggest and very important annual meetings of SCI;
- > Master your organizational and coordination skills;

- > Meet SCI representatives from all over the world;
- > Reflect on crucial topics to discuss with the Movement that have been brought up throughout the year.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Cooperate closely with the hosting Branch, IS and IEC;
- > Support finding sources of funding, to support the implementation of the action;
- > Decide on the composition of the budget, including participation fees and solidarity funds;
- > Decide how to include partners from Global South;
- > Analyze outcomes of the last EPM and propose topics for the EPM agenda;
- > Send out mailing containing logistical and thematic information;
- > Find facilitators for specific sessions on core topics;
- > Make sure tools and methods are adapted for a big meeting;
- > Evaluate EPM and draft a Plan of Action after the meeting, inclusive of decisions to be presented at ICM.

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WHO CAN JOIN THE TEAM AND HOW?

- > Have advanced knowledge and experience about SCI;
- > Have interest in exchanges and/or North-South issues;
- > Have experience in Prep Teams for other meetings;
- > Have previously attended an EPM;
- > Be available to work on EPM from February on and to attend it in October.



CONTACT:

coordinator@sci.ngo



JOINING THE TECH TEAM IS A GREAT WAY FOR IT PEOPLE TO CONTRIBUTE TO SCI'S MISSION. THERE ARE A VARIETY OF TASKS TO BE DONE USING DIFFERENT TECHNOLOGIES AND REQUIRING DIFFERENT KINDS OF COMMITMENT. MEMBERS OF THE TECH TEAM CAN BE EXPERIENCED AND WILLING TO MAKE GOOD USE OF THEIR EXPERTISE BY FURTHER IMPLEMENTING THE PLATFORMS, OFFERING ADVICE OR MAINTAINING THE SERVER, OR WILLING TO LEARN NEW SKILLS WHILE TAKING PART IN A MEANINGFUL PROJECT. WHAT MAKES THE TECH TEAM SO COMPELLING TO ME IS THE FACT THAT THE WORK IT IS DOING CAN FACILITATE THE WORK ACCOMPLISHED BY THE ENTIRE MOVEMENT.

- Morgane Quilfen,
Tech Coordinator in the IS

EXCHANGES ARE THE CORE PROJECTS OF SCI SINCE ITS BIRTH IN 1920, THEREFORE IT IS MORE THAN EXCITING FOR A LONG-STANDING SCI ACTIVIST TO GIVE SUPPORT TO AND SHAPE THE SECOND MOST IMPORTANT ANNUAL MEETING OF OUR NETWORK, NEXT TO THE GENERAL ASSEMBLY (ICM), AND LAY THE FLOOR FOR AROUND 80 PARTICIPANTS FROM BRANCHES AND PARTNERS TO MEET AND GIVE SHAPE TO THE FUTURE OF VOLUNTEER EXCHANGES.

- Steffi Koch,
EPM - Prep Team 2018

External Representation team

The **External Representation (ExRep)** is a team of SCI activists coming from various Branches and Groups of SCI. ExRep works towards having SCI's voice represented at important meetings and events organized by SCI's key partners and advocacy players (such as UNESCO, European Youth Forum, CCIVS, etc.).



WHY JOIN THIS TEAM?

- > Ensure SCI's visibility and presence at important events;
- > Develop external partnerships according to SCI's Strategic Plan;
- > Better understand European policies and programmes in the field of training, education and youth, as well as agendas of worldwide players;
- > Build advocacy capacities of SCI.



WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Represent SCI at selected events organized by European Youth Forum, UNESCO, CCIVS, etc.;
- > Network and partner with like-minded organizations to advocate for matters of importance to the SCI Movement (e.g. freedom of movement, visa issues, recognition of volunteering, etc.);
- > Maintain contacts and communication with external partners;
- > Report to the SCI Movement and ask for feedback when appropriate.



WHO CAN JOIN THE TEAM AND HOW?

- > SCI activists with an interest in international affairs, advocacy and participation;
- > with previous experience from local and international work of SCI;

- > Available to join 1-2 meetings a year, including preparation work and follow up;
- > Willing to develop ways to channel the voice and opinion of SCI Branches.



CONTACT:

communication@sci.ngo

*IT IS REWARDING TO REPRESENT SCI AT OTHER MEETINGS,
REACHING OUT (AIMS OF SCI) TO OTHER LEVELS.*

- **Wilbert Helsloot,**
ex-member of the ExRep team



SCI Seed Funds teams

Natural Disaster Fund team - is a group of volunteers that review proposals of SCI Branches and Groups within the SCI's Natural Disaster Fund, providing funding (up to 500€) to enable volunteers to carry out immediate **relief work after natural disasters**, mid-term clean-up and reconstruction workcamps.

GAIA MicroGrants team - is a group of volunteers that review proposals of SCI Branches and Groups within the SCI's GAIA MicroGrants Programme, providing funding (up to 500€) to enable volunteers to carry out small initiatives that **promote climate justice and sustainable living**.

Refugee Fund team - is a group of volunteers that review proposals of SCI Branches and Groups within the SCI's Refugee Fund, providing funding (up to 500€) to enable volunteers to carry out small initiatives at the local or national level that **support work with refugees**.

These 3 teams support the management of SCI Funds and the nature of their tasks is therefore very similar. It is mainly the specific focus of each of the Funds that is different and the timing and amount of specific project proposals that might come in.



WHY JOIN ONE OF THESE TEAMS?

- > Contribute to promotion of a specific SCI Fund across SCI;
- > Get an overview of SCI activist initiatives around the world;
- > Build up your experience in project management and implementation;
- > Support SCI activists in their work.

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WHAT DOES IT TAKE TO BE A VOLUNTEER IN THIS TEAM? WHAT DO YOU DO?

- > Familiarize yourself with programme documents;
- > Read all project applications (average about 12 applications, incoming on a rolling basis) and assess them according to programme criteria;
- > Attend Skype meetings;
- > Act as a contact person for some of the accepted projects (answer possible questions, reminders about upcoming deadlines, review the evaluation report)
- > Collect project reports;
- > Help projects visibility within SCI online.



WHO CAN JOIN THE TEAM AND HOW?

- > People familiar with basic concepts related to the topic of the Fund (you don't need to be an expert, but background knowledge is necessary);
- > Active members of SCI Branch or a Working Group;
- > Available to regularly respond to emails and participate in monthly Skype meetings;
- > Ready to remain involved one year;
- > Willing to devote 2-6 hours each month to tasks related to the programme.



CONTACT:

Natural Disaster Fund team: *disasterfund@sci.ngo*

GAIA MicroGrants team: *microgrants@sci.ngo*

Refugee Fund team: *refugee_fund_team@scimail.org*

As you see, most of the opportunities at the international level do involve interaction within small or mid-size international teams, yet people who prefer to work on their own also find their chances, for example as online volunteers.

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Volunteer online

Whether it's working on designing promotional material, writing articles, proofreading, translating or developing fundraising initiatives, we've got loads of projects that we'd love you to support and we'd be happy to hear about new ideas that you may have too! A few times a year we send out the newest volunteer online opportunities through our Volunteer online mailing list. You can subscribe here: <https://www.sci.ngo/get-involved/volunteer-online>



BE THE MOVEMENT



SCI has existed for the last hundred years, engaging many volunteers all over the world. Many of the volunteers stayed active for many years and shaped this Movement in significant ways. SCI continues to tackle crucial issues in our pursuit for a peaceful society. We would love for you to join us in our efforts! You can always contact us at info@sci.ngo to discuss how to get involved.

We are looking forward to hearing from you soon.

Amities,⁸
Your Service Civil International

⁸ Have you always wondered what this greeting actually means? It means: in friendship, in peace. Many SCI activists use it to sign off their emails, so feel free to join.



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