

CISV International

Junior Branch

Building global friendship

CLIPBOARD

A guide for planning IJB Events



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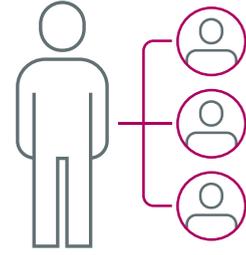
- IJB** • International Junior Branch
- IJB - LIF** • International Junior Branch - Legal Information Form
- IJR**s • International Junior Representatives
- IRF** • Incident Report Form
- NA** • National Association
- NJR**s • National Junior Representatives
- PA** • Promotional Association
- TIF** • Travel Information Form

This guide was created as a tool for organizing IJB Events. It functions as a document of reference for all important steps that need to be taken in order to plan a successful and official IJB event.

On the following pages you can find the timeline with all steps of an IJB Event - from the moment you have the idea of hosting an IJB Event until its evaluation. It addresses topics such as recommendations in terms of the planning, CISV International bureaucracy and who could be your contact person in each step. We hope you find all the answers you need, but in case you have any further questions, don't hesitate to get in touch with the IJR's as well as the IJB Team at ijbteam@ijb.cisv.org.



Read J-02



Discuss the idea with your NA/PA Board and your Regional Team



Submit an IJB Event Form

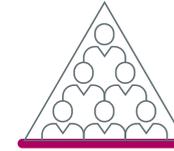
Plan Logistics



Find a Location

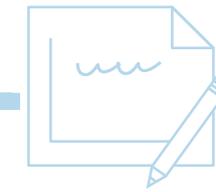
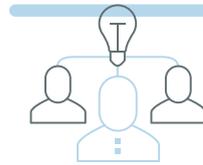


Decide on the Dates



Set a Home Staff Group

Establish a Content Staff Group



Plan Content



Think about the Budget



Create an Application Form



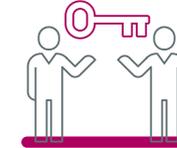
Send the (pre) Info-Packs



Transportation to the campsite



Collect all Forms



Share Rules

Plan the Sessions



Define a Schedule



the IJB event starts



Submit an IJB Event Report

HOW TO ORGANIZE IJB EVENTS?

The following timeline is a suggested timeline for planning your event. This might be subject to change given the structure of each workshop or training, but following this structure when planning will assure that nothing is late or forgotten during the planning process. The minimum recommended planning time for a given event is six months, however, this may vary depending on the size of the event.



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To host an IJB Event, you'll need to:

First; Check out the [J-02 Document \[Junior Branch Events Definition and Approval\]](#), to find out whether or not the event qualifies as an IJB Event. In **Appendix #2** you will be able to find a flowchart with the IJB Event definition and approval. In short, if there are specific goals (chosen based on participants/countries/region needs), CISV Educational Content involved and participants from more than one NA/PA - it can be qualified as an IJB Event.

Second; After confirming that the workshop or training is an IJB Event according to the J-02, the NA/PA board must be aware of the wish to host an IJB Event with your NA/PA board. This will ensure that they will be able to support you in the process. At the same time, please make sure to include your Regional Team in the process. They will support you throughout the whole process of planning and hosting. The Projects & Workshops Specialist from the IJB Team can also be included in the discussion in order to provide additional guidance and support.

Third; After deciding on hosting an IJB Event with the NA/PA Board and the Regional Team, the next step is to fill out the IJB Events Form. In order to do so, the main goals for the workshop or training, the estimated number of participants, the participating countries and the JBers target group need to be defined.

Submit an IJB Event Form

Fill the [IJB Event Form](#). In order to host and register the workshop / training as an official IJB Event, this step is fundamental. The IJB Event Form includes questions on topics such as location, dates, estimated number of participants, target group and the event's educational goals.

The deadline for submitting the IJB Event Form is 16 weeks BEFORE the workshop starts, and the form can be found [here](#)¹. To submit the form, the signature of a representative from the NA/PA, of the hosting country NJR and another participating country NJR is required. If there are any uncertainties concerning the IJB Event Form, the Regional Teams and the Projects & Workshops specialist in the IJB Team are available to provide further assistance

For an IJB Event to be given a CISV Programme Code, one Programme Manager alongside one of the Regional Team members will need to be named. The Programme Managers are responsible of confirming the JBers' participation at the event on MyCISV.

After the reception of the CISV Programme Code, the hosting and planning process can officially start. These next pages will provide detailed information on the whole process.

¹ Requires logging into a MyCISV account.

Logistics

The Location

When deciding on a location, several aspects need to be taken into account, such as: travel costs, means of travel, access to health care services, visa requirements and overall participation fee.

The Dates

When deciding on the dates, it is preferable to prioritize weekends and holidays. If possible, workshop and trainings must be announced in advance, in order for participants to plan and book their travels as well as making the necessary arrangements for their participation. Another thing to consider is whether or not there are ongoing CISV events that may affect participation in any of the participating countries.

The Campsite

When deciding on the campsite, there are several things to consider such as: easy access for public transportation², overall space capacities, catering requirements and overall participation fee.

It might be preferable to look at campsites that have been used for previous camps as the NA/PA might have contacts that can be used. Additionally, a set of risk management requirements can be found on the [Risk Management Checklist Report](#).

² If not, private transportation needs to be provided.

Home Staff

A Home Staff group is usually composed of three to five individuals, depending on the size of the workshop or training. Responsibilities need to be divided between the group in order to clarify the roles of each of the Staff members and in accordance to the Staff members' experience and motivation. Responsibilities may include: transport, risk management, registration of forms, campsite-related questions, budget, food and allergy restrictions.



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Logistics**Budget**

Every workshop or training is in charge of doing their budget. Items on the budget might include (but are not limited to):

- Meals and accommodation for all participants and staff
- Materials (Paper, pens, etc.)
- Transport to campsite
- Administrative costs
- Participation Fees
- Alternatively travel costs for Home Staff/Content Staff

Another thing to keep in mind whilst preparing the budget is saving some space for emergency costs. It can be a percentage of the total cost of the budget that will not necessarily be spent, but it can be useful in case something unexpected happens during the event. A suggestion from IJB is to allocate 5-10% of the total cost for contingency.

Logistics**Participants' application**

When hosting an IJB Event, the host country must create an application form for participants. There are several online tools that can be useful. The application should include a deadline in order to facilitate the logistics with the campsite. One section should also be dedicated to any specific (dietary) needs that need to be accommodated. It should also include personal information regarding the participant such as age, country, email address among others.

Pre-Info 1

The first Pre-Info should contain all the most basic information regarding the workshop, such as: dates, participation fee price and currency, travel details (hours of arrival and departure), small explanation of the workshop itself,

contact information to Home Staff, and the application link with the deadline to apply. The responsibility of sharing the event to CISVers is divided between hosting country, NJRs and the Regional Team. When shared on Social Media, the new [Social Media Guidelines](#) need to be respected.

Pre-Info 2

The second Pre-Info should contain the following: meeting point and transportation arrangements, content (educational goals of the event), what forms the participants need to hand in/bring (Travel Information Form, IJB-LIF, Insurance), what to bring (sheets/towels/rain boots etc.), any activities happening before or after the event as well as any important deadline (e.g. Travel Information Form).

Logistics

Transportation to the campsite

Most of the times, all participants arrive at a determined meeting point so it's easier to coordinate the groups' transportation to the campsite. In this scenario, a meeting point needs to be announced on pre-info 2 as well as the contact for the person responsible for taking the participants to the campsite (usually one of the Home Staff members). Participants should all arrive at the time established on the pre-info 2.

Collect all forms

The Home Staff must organize a registration desk at the campsite to collect all Legal Information Form and check the proof of insurance from all participants once they arrive at the campsite.

Rules

During the Introduction session of the IJB Event, the Home Staff must emphasize the rules of the campsite as well as make sure all participants are familiarized with R-07 (more information on page 21).



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Content Staff

To recruit the Content Staff, an application form with background questions as well as the individuals' vision for the workshop or training needs to be sent out to CISVers. This will give everyone an equal chance to apply. When selecting the group, special attention needs to be given to their experience and ideas for the workshop or training. It is advantageous to have Content Staff composed of individuals from the different participating countries as well as with diverse experiences and backgrounds.

Planning

An important part of the IJB Event is the high-quality educational content sessions that will be delivered. The Content Staff is responsible to ensure that the sessions delivered allow participants to develop the attitudes, skills and knowledge in order to reach the IJB Event' goals.

When planning activities, it is highly recommended that the content staff uses different and diverse resources such as the [CISV Blog](#) or previous IJB Educational Content projects such as [Right On!](#), [Branch Out](#), [Stand Up](#) or [Dig In](#).

Tip!

Create a line of communication between the Home Staff and the Content Staff in order to guarantee communication regarding each other's areas of responsibility (e.g. Content Staff needs to provide the list of materials in advance to the Home Staff; Home Staff should provide the number of confirmed participants and available rooms so the Content Staff can plan the sessions according to the available space).

Content Staff

Schedule

The Content Staff should come up with the schedule based on the number of sessions and times of meals. It is important that the Home Staff is included in the creation of the schedule as they are in contact with the campsite (e.g. the campsite might have restrictions regarding meal times).

Tip!

It is important to include breaks in between activities. We also recommend allocating longer slots dedicated to other purposes than sessions such as "project time" or networking breaks, that are usually much appreciated and also very productive.

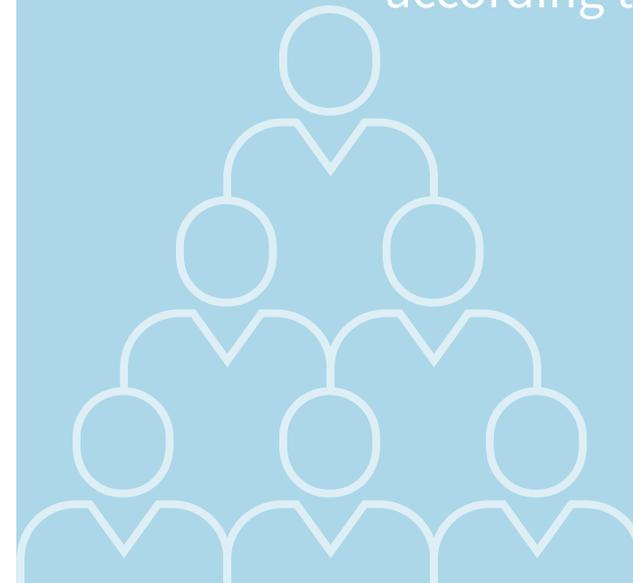
Evaluate

In order to guarantee the quality assurance of our IJB Events, a participants' evaluation must be completed at the end of each workshop or training. The participants' evaluation will also be part of the foundation on which the IJB Report is filled in, so it is very important to make it comprehensive. Although there is not a set format for the practical execution of the participant evaluation it should include topics such as: communication prior to the event, logistics and accomodation, content, staff group and group feeling.

You can find suggestions for the evaluation in **Appendix #3: IJB Events Evaluation Form.**

WHO DOES WHAT?

When planning an IJB Event, it will make the process a lot easier to have an overview of where the different areas of responsibility lie. This section of the guide is dedicated to clarifying who should do what according to the different official documents of CISV, but also recommending a delegating system according to what is the norm within IJB.



National Association

Promotional Association

The NA/PA takes overall responsibility for the event through co-signing the IJB Event Form. It is strongly recommended that the National Risk Manager also signs off on the [Risk Management Checklist Report](#). Therefore inclusion and communication with the NA/PA is essential.

Home Staff

The responsibilities of the home staff, as described in the planning guidelines, are not regulated. It is however recommended that they take responsibility for things such as transport, risk management (along with the National Risk Manager), registration of forms (insurance, TIF, IJB-LIF), campsite-related questions, food and budget. They will also fill in and submit the IJB Event Form in cooperation with the Content Staff, the Regional Team and the NA/PA. Creating

the pre-info is usually also a joint effort between the Home Staff and the Content Staff, revised by the Regional Team before it is sent out.

Regional Teams

The Regional Teams' responsibilities fall mostly on the the Regional Team member assigned to that event. They will be supporting the host country and content staff in making sure the event is complying with the official requirements, such as the submission of the IJB Event Form, the Risk Management Checklist Report, and remaining updated on how the planning process is moving forward. Regional Teams are responsible of ensuring the quality and relevance of the events' goals in accordance to the participants' target group. Creating the pre-infos is usually also a joint effort between the Home Staff and Content Staff, revised by the Regional Team Coordinator before it is sent out.

Content Staff

The Content Staff responsibilities are mainly the educational content and the goals of the event. It is advantageous to have content staff composed of individuals from the different participating countries, but this is not a requirement. The content staff tends to be a group of experienced individuals in planning activities that could contribute to the development of the event's goals. There should also be communication between the Content Staff and the Regional Team so they are aware of the content, and can lend a hand if needed. Some useful resources to find inspiration and ready-made content are the previous IJB projects - [Right On!](#), [Branch Out](#), [Stand Up](#) or [Dig In](#) - and the [CISV Blog](#). The IJB Team members, such as the Educational Content Specialist are also there to support in developing educational content sessions. The selection process of the Content Staff can be different in

each occasion - it is up to the Regional Team Coordinator and the NJRs from the organizing countries to decide how the selection process will be done.

International Junior Branch Team (IJB Team)

The IJB Team functions as an overall support system. Depending on their area of expertise they will be able to help out with things such as Educational Content, Risk Management, Communication, Training or Workshop planning. The Workshop and Projects Specialist will be responsible for registering the Workshop, and following up if anything is missing as well as be able to answer most questions you might have regarding starting the planning process.

International Junior Representatives

(IJRs)

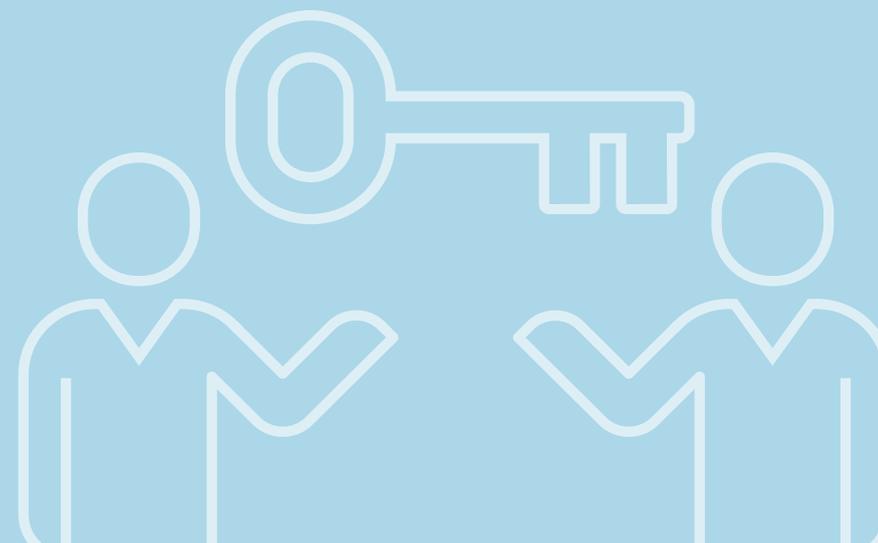
The IJRs have the responsibility of approving the IJB Events under CISV International. They will be the last line in approving the event as an official IJB Event.

Participants

Other than participating at the event and respect the R-07 and other rules, the participants are also responsible for bringing and handing in all their forms correctly filled in. These will be collected by the Home Staff upon registration.

PREVENTING RISKS

Preventing risks is an essential part of any CISV event. Ensuring the participant's safety is very important, as is making sure that the IJB Event complies with CISV rules and code of conduct. This section clarifies the documents required for the participants in an IJB Event, CISV rules and any other risks that might occur at an IJB event.



IJB Legal Information Form & Event Registration

At any IJB Event, participants must provide a legal form and proof of medical insurance. The Home Staff must inform that on the Pre-Infos adding the link to the [IJB Legal Information Form](#) (IJB-LIF). If the participants are unable to provide the IJB-LIF fully filled, their participation will be refused upon registration.

If the IJB Event is more than seven nights in length, participants must also provide a properly completed [CISV International Health Form](#).

R-07

It is necessary to ensure that all participants are familiar with the [R-07 document](#). Although there is no need to dedicate an entire session

to the document, the rules must be clearly communicated and reinforced alongside the national and campsite rules.

There are three categories of behaviour that are not tolerated in any part of CISV, unless otherwise stated: Forbidden, Unacceptable and Inappropriate. Violations will invoke appropriate consequences. An Incident Report Form (IRF) must be submitted if violations occur.

Incident Report Forms

The [Incident Report Form](#) is a form used when an incident occurs at a CISV International programme. When it is made use of, the person submitting the form stays anonymous, and the IRF is forwarded to the relevant National Association / Promotional Association.

Examples of situations to report are those requiring medical (including psychological) attention, those involving criminal behaviour as well as violations of CISV guidelines on Behaviour and Cultural Sensitivity. An Incident Report Form can be filled in and submitted by anyone who feels there is a matter that should be reported.

Risk Management Checklist

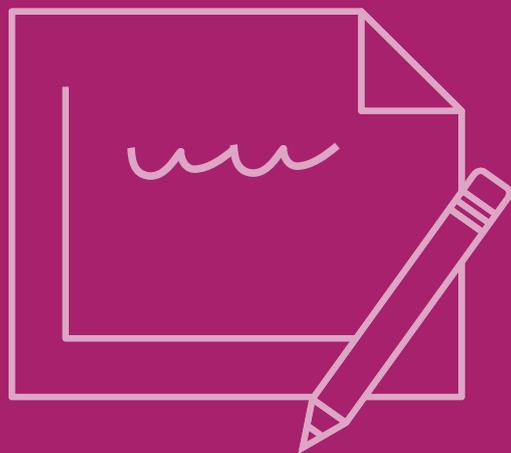
When it comes to the risk management aspect of hosting an IJB event, there are a number of aspects to consider while planning. When hosting an International CISV event, there are risk management requirements regarding health care, leadership training, facilities, transportation, food, activities and legal compliance. All of

the aforementioned requirements need to be met, or actions taken to comply with them need to be presented.

Before hosting a CISV International Programme, all hosting chapters are required to fill the [Risk Management Checklist Report](#). The report needs to be filled in by the Risk Manager or Chapter Representative. This report is not only mandatory, but can also be useful in the case of a Incident Report Form having been submitted regarding the program/event, mentioning elements covered by the report. You can find more information on IRFs on page 22.

EVALUATION

In order to improve, we constantly need to evaluate our work. There are several ways to do so and different perspectives to do it from. This section focuses on the participants' evaluation and includes a list of key areas in which feedback from the participants is relevant. It will help the current staff team evaluate their performance and organization as well as next year's planning team.



Clipboard

The participants' evaluation of the IJB Event should be planned well in advance, to target the specific areas you want to gather information on. It can be organized in many different ways, but it should always be done keeping in mind that the feedback should be constructive. Although the questions might vary, the evaluation should include the following items:

- Logistics and accommodation
- Communication prior to the event
- Staff group
- Content
- Group feeling

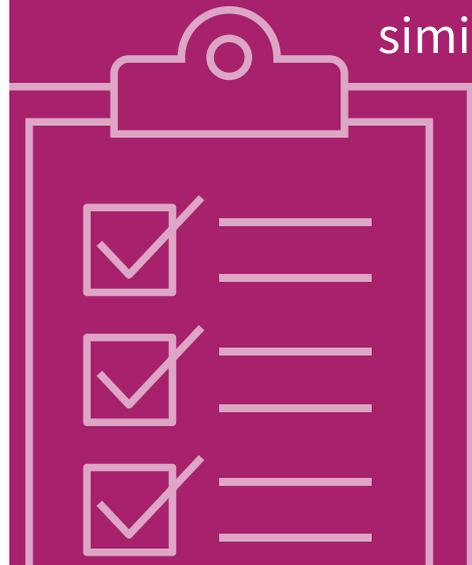
These evaluations are fundamental to maintain the high quality of our IJB Events. It is important for the Staff to get detailed feedback on their performance, the sessions that were

planned as well as the participants' feeling in general. Additionally, this will allow next year's staff (if the workshop or training is repeated) to have a basis for improvement of the quality of the event based on participants' experience, before starting to plan.

You can find suggestions for the evaluation in Appendix #3: IJB Events Evaluation Form.

IJB EVENT REPORT

To follow up on the evaluation, this new document was created to improve quality, enhance continuity and maintain information accessible to all. It is meant as a support for the current staff team to evaluate the workshop or training according to several indicators and to make the information available to those working on similar (or same) project(s) the years after.



Clipboard

The IJB Event Report is a document that must be submitted to the IJR and IJB Team after the event has ended. It includes feedback from participants, Content and Home Staff and the NA/PA board. It is used to evaluate the event on an international level as well as to identify in which areas it could be improved. It should be submitted to the IJB Team no later than 6 weeks after the last day of the event.

The IJB Event Report can be found in Appendix #4: IJB Events Report. If any questions arise when completing it, the Regional Teams and/or the IJB Team Projects and Workshop Specialist can provide additional support.

USEFUL RESOURCES

Planning an IJB Event demands a lot of work: from the relevance of the goals, to the adaptability of the target group or the delivery of the sessions. This section provides a brief list of key documents for the understanding of Junior Branch (and IJB Events) as well as CISV educational principles and Peace Education approach.

CISV Passport

The CISV Passport provides a summary of CISV's approach to Peace Education. It is a practical guide to what we do and why we do it. As Peace Education is the essence of everything that we do, it is important that every CISVer understands our educational approach. It is also an interesting document to provide to the participants of your IJB Event. You can find the CISV Passport [here](#).

J-01

The J-01 is a document that contains the Junior Branch Statement of Purpose (Section 1), JB Essentials (Section 2) and JB Goals (Section 3). It can be a useful resource to help you define the goals of your event. It also provides knowledge on the core ideas behind everything we do within Junior

Branch. It is highly recommended that you read through it if you've never heard of it before. To access the full version of the document, just click [here](#).

J-02

This document was made to provide a guideline on National Junior Branch Events and IJB Workshops and/or Trainings. It also includes information on how to get your event or workshop approved as an official IJB Event. You can find the full version of the J-02 [here](#). *If you want to understand more about this document, please check the Appendix #1: Understanding J-02.*

Big Ed

This document provides information on our educational principles, approach and peace education content. It is a guide that applies to any CISV-related programme, training or workshop. You can find the full version of Big Ed [here](#).

APPENDICES

- 1 • Understanding J-02
- 2 • J-02: Junior Branch Events Definition and Approval Flowchart
- 3 • IJB Events Evaluation Form
- 4 • IJB Event Report



APPENDIX #1

Understanding J-02

When reading J-02, please make sure to identify if your event is a Workshop or a Training and that it meets all the criteria for International Junior Branch Events specified on the **Section 1 of J-02**.

Then, in order to get your event approved, you need to make sure you follow all the steps on the **Section 2**, which are:

1) IJB Trainings must:

- a) Have specific training goals
- b) Have content based on the [JB Training Curriculum](#) as well as local needs
- c) Complete an [IJB Events Evaluation Form](#) to submit to the IJB Team
- d) Be delivered by trainers approved by the IJB Team
- e) Be included in the International Training System

Why?

If you are delivering a Junior Branch Training under the name of International Junior Branch, it is important that the content delivered follows some basic standards - so we also make sure we are working towards the same goals. If you are not sure about the content of your IJB Training and any of the requirements listed above, the IJB Team and the Regional Teams will be happy to assist you in what you need.

2) IJB Workshops must:

- a) Provide educational content that directly contributes to JB or CISV's purpose
- b) Complete an [IJB Workshop Planning Template](#) and IJB Events Evaluation Form to submit to the IJB Team

Why?

If you are delivering a Junior Branch Workshop under the name of International Junior Branch, it is important that the content contributes to CISV International's mission and its educational content methodology. If you are not sure about the content of your IJB Training and any of the requirements listed above, the IJB team and the Regional Teams will once again be happy to assist you in what you need.

3) All IJB events must adhere to all CISV rules and risk assessment standards (Please refer to [N-01](#) and [R-07](#))

Please make sure your NA board, especially the Risk Manager of your NA or Chapter, is aware of the event and the conditions of it.

Why?

As an official CISV International event, it is crucial that the IJB Events follow the rules and policies to ensure to the safety of all participants and CISV members. Events that are not in accordance to those terms may not be approved.

4) The [IJB Event Form](#) must be submitted to the IJR's for approval 16 weeks before the first day of the event.

Why?

As an official CISV International event, there are different steps from the moment you submit the form until you get it approved: once you submit it, the IJR's and the IJB Team Specialist will reply with some follow-up questions within 2 weeks. Then, you have 2 weeks to answer the questions. Once everything is alright, the IJR's will submit your event to the International Office (IO) in order to get an event code to your event. The process can be a bit long if there are adjustments to be made, so it's important that the deadlines are respected - this way there will be enough time to adapt whatever is necessary.

5) The IJR's will annually submit a list of approved events as part of JB's operational plan to the Governing Board and IO. This list may be updated throughout the year as new events are approved.

Why?

All events (such as programmes, Regional Meetings, International Conferences) have to be approved by CISV International in order to be considered official CISV Events. As International Junior Branch Representatives, the IJR's are responsible for the IJB Events, therefore they need to approve each of them.

6) A hosting chapter or National Association/Promotional Association must take responsibility for the event including risk management. It acknowledges this to the IJR's and CISV International by signature of at least one chapter board member in the IJB Events Form.

Why?

Every IJB event must follow the rules and policies of CISV International. It is important that not only JBers are aware and responsible for the event locally, but that the hosting chapter or NA/PA is also aware of in order to provide support if needed.

7) If the purpose, goals or content of the event changes, the IJR's should be notified and the approval reviewed.

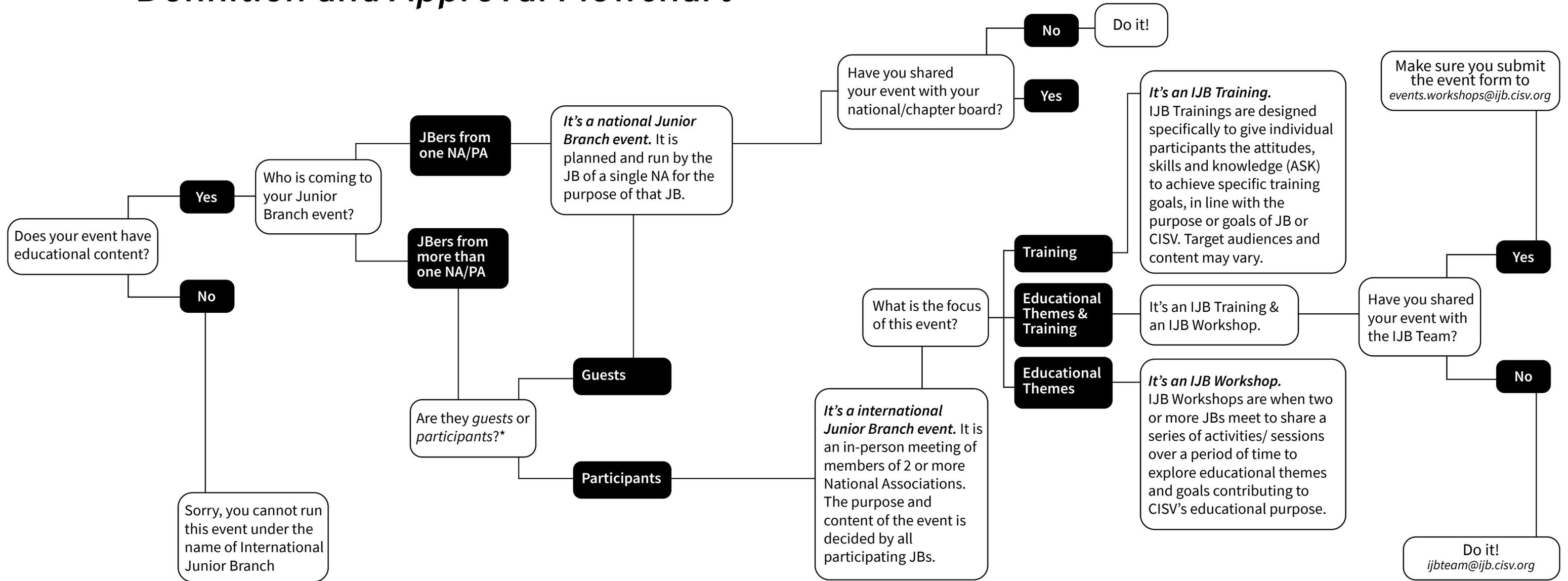
Why?

As emphasized before, It's important that the IJR's are aware of the goals and content of the IJB Trainings and Workshops in order to make sure the events are in accordance to the IJB standards.

APPENDIX #2

J-02: Junior Branch Events

Definition and Approval Flowchart



APPENDIX #3

IJB Events Evaluation Form

This document is a list of suggestion on the five key areas of an IJB Event. It aims to be used at the end of the IJB Event by facilitators to collect the feedback from participants. After compiling and finishing the evaluation, please send it to the IJRs (Flora and Pipa) at ijr@cisv.org and the IJB Team at ijbteam@ijb.cisv.org.

We invite facilitators to add any other questions they might find necessary and interesting.

Communication prior to the event

Did you know who to contact in case you needed answers in regards to the workshop/training?

Were the pre-infos clear and detailed enough? If not, what was missing?

Were the travel arrangements well-organized? If not, what could be improved?

Was the meeting point clear and central? If not, what could be improved?

Campsite and accommodation

What did you think of the campsite (0 being very bad and 10 being incredible)?

What did you think of the food (0 being very bad and 10 being incredible)?

Were your restrictions taken into consideration?

Did you have enough materials? If not, what was missing?

Did the campsite have enough common areas?

Content

What did you think of the workshop / training's goals (add goals)?

In your opinion, were the sessions well-connected to each other? If yes, how? If not, what could be improved?

In your opinion, what was the best session and why?

What will you take home from the training / workshop?

What would you recommend to improve the quality of the workshop?

Group feeling

Did you feel you could voice your opinion? If not, why?

Did you feel everyone got heard? If not, why?

Did you feel part of the group? If not, why?

Was it easier to talk to others? If not, why?

Staff group

Were the facilitators prepared?

Were the staff group communicating and united?

Was the staff group approachable and efficient?

APPENDIX #4

IJB Events Report

Name of the training / workshop
 Dates (day, month, year)
 City, COUNTRY

This report aims at reflecting on the IJB Event that just took place as well as preparing next year's workshop. This report will be made available for next year's IJB Event staff to ensure continuity of the main objective of the training / workshop as well as to build on the experience of the former staff team.

Please note that we expect an average of 200-250 words per section.

Description

In this section the staff is invited to write down a small description of the IJB event. This includes:

- *Name of the workshop*
- *Countries participating*
- *Target group (JB Discoverers, JB Doers, Experienced Junior Branch members)*
- *Number of participants*
- *Any other detail that the staff wishes to include, such as: structure, periodicity of the event, main objective...*

1. Pre-planning (200-250 words)

In this section the staff is invited to write down a small text on the preparation of the IJB event. This includes:

- *Staff names, countries and roles*
- *When the pre-planning started*
- *Main focus point on the Regional Team (coordinator)*
- *Main channel of communication / periodicity of meetings*
- *Work structure: groups of x facilitators, sessions prepared before the meeting, checklists*
- *Home Staff and Content Staff communication*

2. Accommodation and logistics (200-250 words)

In this section the staff is invited to write down a small text on the campsite and logistics. This includes:

Logistics:

- *Pre-Infos*
- *Contact between staff and participants*
- *Meeting point*
- *Transportation*

Accommodation:

- *Available rooms*
- *Activity rooms*
- *Food*
- *Common areas*

And any other comment the staff might have on accommodation and logistics.

3. Content (200-250 words)

In this section the staff is invited to describe the content of the IJB Event. This includes:

Goals

Attitudes, Skills and Knowledge

Schedule

Threads

Facilitators

If the staff has taken minutes or has a folder with the PPT, sessions or working document, please include the link for them as well.

4. JB participation (200-250 words)

In this section the staff is invited to describe the group, the group feeling as well as attitudes of the participants group. It does not aim at describing specific participants but rather focus on the group as a whole.

5. To do for next year (200-250 words)

In this section the staff is invited to reflect on what didn't go as well as it was expected and could be done in a different way next year. Please detail as much as possible as this will be read by the next staff. We ask you, if possible, to contextualise for each challenge encountered / solution given.

Conclusion

In this section the staff is invited to add any other elements to this report they might find interesting and conclude the report.

Participants list

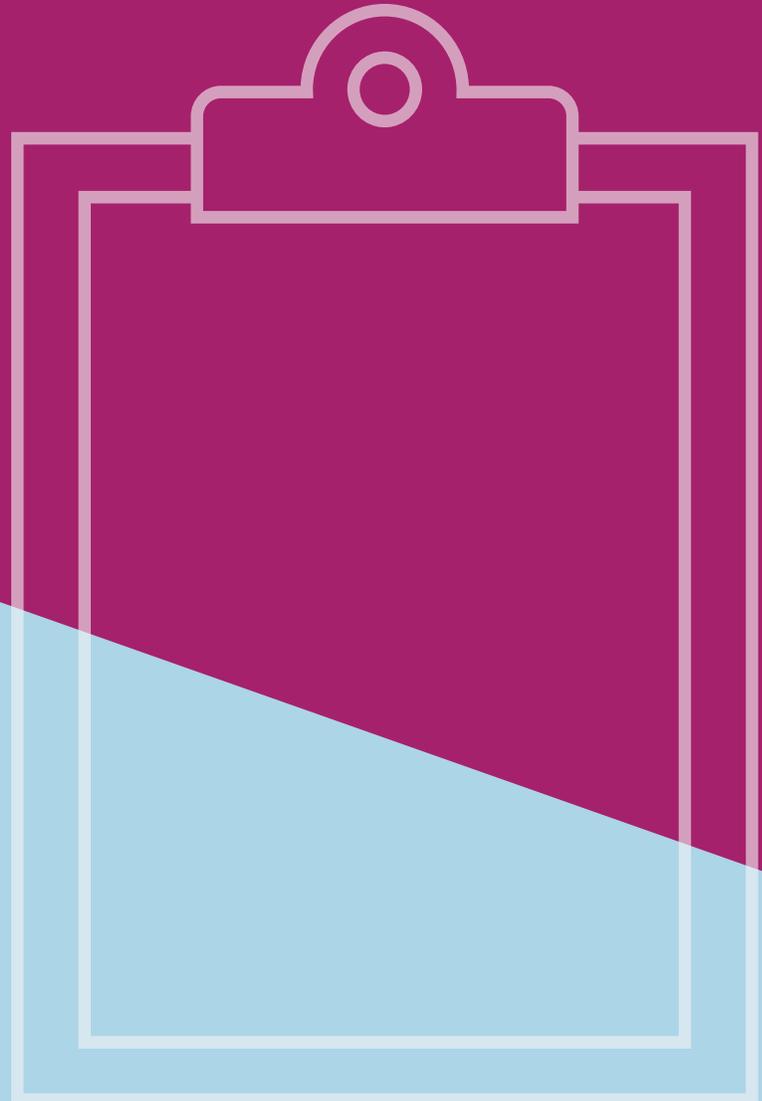
In this section, we ask you to add participants' names (first and last name), countries and emails.



CISV International

Junior Branch

Building global friendship



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It's design was done under the direction of **Agus Cuadra** (IJB Team Communications Specialist), layout design by **Mario Jiménez**, iconography by **María José Salas**.

CISV International Junior Branch

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