Europa Forum Youth Exchange Meeting 2014

Meeting Minutes Thursday 30th October 2014 at Birmingham

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| Agenda  Item Number | Detail | Lead Lion |
| 1 | *Opening & Welcome* – Lion Paul Withers opened the meeting and introduced Lion Emily Burnett from LCI, Lion Paul Vanderhaeghen the Webmaster of <http://www.yce-europe.eu/>, and Lion Keith Mates secretary to the meeting. | Lion Paul Withers |
| 2 | *Roll-Call & Eligibility of Voters* – The voting cards were given out so that only one delegate per country can vote. All votes must be cast by use of the voting card. Twenty voting cards issued. Russian delegate arrived later in the morning making a total of 21. | Lion Paul Vanderhaeghen |
| 3 | *Chairman's Remarks –* Please bear in mind that as English is not all delegates first language please ask for clarification if you need it. | Lion Paul Withers |
| 4 | *European Secretary Remarks* – Please note that most questions about procedure can be answered via the website <http://www.yce-europe.eu/>. | Lion Paul Vanderhaeghen |
| 5 | *Camps for the Disabled* – A presentation was given about the next European Youth Exchange camp for disabled in Italy. | Lion Loris Baraldi |
| 6a | *Other Camp Changes Hungry –* Next camp in north Hungry at Miskolc. | Lion Laszlo Kende |
| 6b | *Other Camp Changes Netherlands –* Due to financial and staff pressures Netherlands are cutting the number of camps from 4 to 3 but increasing the number at the camps from 25 to 30. This means that the total reduction of participants is only 10. There will be a Camp Fee of 100 Euros per participant. The home hosting will be cut by two days. Full details will be in the brochures available at the ‘Bazaar’ tomorrow. | Lion George Everdij |
| 6c | *Other Camp Changes U.K. –* Delayed until item 13e as will be explained at that point in the meeting | Lion Paul Withers |
| 7a,b,c | *Late announcement and or publication of camps & late or no answers from YECs –* When applications are submitted it is requested that acceptance or otherwise is given within four weeks. The reason for this is that if each YEC waits until the end of March or April as happened this year then the Youth’s second or third choices are impractical due to not enough time to submit those alternative choices. This year ten potential participants lost out due to lack of time to submit applications.  The Israel delegate pointed out that if contracts have been made in the Bazaar to keep the allotted number from a country then when that number of applications have been received they can be accepted quickly on that basis. This means that the accepting YEC does not have to wait for the deadline to be reached. This can be communicated back for the other choices to be activated. The consensus was that this could assist to achieve this request.  All YECs to be mindful of this dilemma to assist getting as many youths on to this program. We all need to acknowledge emails as soon as possible and improve our communications between each other. | Lion Laszlo Kende |
| 7d,e,f | *Cherry picking of candidates by the Camps and not using 1st come 1st served basis. A dateline should be agreed and as soon as the camp is full the websites should be updated –* Selection of participants should conform to the Bazaar agreements and not wait until the deadline date is reached to speed up the process. It was agreed that a new dateline needs to be agreed and the deadline date should be shorten to the 15th March and not end of March. U.K. pointed out that the date line also needs a start date as well as an end date. It was agreed that the start date should be immediately after the Europa Forum as decisions made within the forum could affect selection and any contracts made in the ‘Bazaar’. U.K. pointed out that arrangements of hosts also slows down the process as to accept participants before hosts are in place is unfair to the youths. The Swedish delegation requested that contracts agreed in the ‘Bazaar’ should be honoured.  The Czech Republic delegate stated that they get over the hosting problem by obligating the sponsoring Club or youth’s family to host that at the same time if they enter the program. This appears to be an approach worth considering by all YECs. U.K. pointed out that last year they accepted 40 inwards but only sent out 25 so that other solutions are still needed.  It is accepted that participants can only be accepted from appointed YECs and this is not published until November. This could affect the timeline. LCI delegate pointed out that until the new directory is published the current directory is appropriate to use. If the YEC has changed that outgoing YEC can pass on applications to his/her replacement by email and in doing so CC the YEC submitting the application. The Hungarian delegate suggested the Facebook closed group could be used. This link should be added to the European website - <http://www.yce-europe.eu/> New YECs can then apply to be a member of this closed group to maintain confidentiality. The link for this Facebook closed group is: <https://www.facebook.com/groups/166746760061063/> | Lion Laszlo Kende |
| 7g | *Correctness of travel arrangements -* The Austrian delegate stated that he does not accept applications until the travel arrangement have been confirmed as participants have come to the wrong airport and in some cases arrived on the wrong day. A request that YECs ensure that the travel instructions are adhered to. Some participants have come in to alternative airports to cut costs. This is unacceptable as when the details of the camp specifies arrival airports and dates it is done to ensure the participants are met safely.  It was agreed that this is good practise | Lion David Drobesch |
| 8a | *Proposed changes to Application Forms –* A PowerPoint presentation was given by Lion George Everdij with suggestions for change and explanation of the reasoning behind it.  Main points – EHIC or alternative Travel Insurance details must be included.  Image of an EHIC An EHIC will enable access to state-provided healthcare in European Economic Area (EEA) countries, including Switzerland, at a reduced cost, or sometimes for free.  See this link for more information on EHIC - <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>  The Austrian delegate requested that mental handicap be included as well as physically handicap details. A long discussion took place as this can be sensitive. U.K. delegate pointed out that the word handicap can cause offense and should be replaced with disability.  When putting the camp choices on the form please include dates and ages to ensure that the youth is available for the program.  Passport details are required on the form to enable the YEC to establish identity. The document does not have to be current as long as the identity can be established  To be added – Can you swim and height is required to facilitate the selection of certain camps with activities where these issues are essential. Agreed  Father’s name and Mothers name – Long discussion with this point resulting in consensus that it should be Parent/Guardian 1 and Parent/Guardian 2. Remove occupation as this is nice to know not a need to know. Nice to know topics can go in the letter to hosting family. Agreed.  Contact email address is misinterpreted by many. New words should be used to give an email address and name for home contact in an emergency.  Signatures – again a long discussion took place as too whether 5 signatures are required. The consensus was that there are needed for legal reasons and therefore should not change.  The LCI delegate confirmed that the LCI form does need updating. The European form would be used as a template but the final form will have to be approved after legal advice.  -----------------------------  Lion David Colville warned that our form must comply with the European Data Protection legislation. He is meeting with Kevin Lin (Oakbrook IT manager) to discuss Data Protection related to application forms and MyLCI. The major problem is that the internet is insecure and it is not clear who may read emails. Consent is required to send personal information outside the E.U. This confirms the need for the signatures of Parents/Guardians.  The information collected is a mixture of personal and sensitive and therefore controls need to be put in place to keep this information both electronic and paper records secure. The obvious answer is to encrypt the information but this may be difficult. The imperfect answer is to put this information behind a strong password protection. It was suggested that a service like ‘Dropbox’ could be used. This is likely to be commercial contract to cover the number users. It is important that whichever ‘Cloud’ based service we use it must be hosted within the E.U.A strong password should contain upper and lowercase alphabetic, special symbols and numbers and at least 8 characters long.  ---------------------------  Decisions that required voting on.   1. Passport I.D. to include French CNI - unanimously agreed. 2. Height inclusion - unanimously agreed. 3. Parent/Guardian 1 & Parent/Guardian 2 carried 13 for 7 against 4. Removal of occupation - unanimously agreed. 5. Contact name and email contact in the event of an emergency - unanimously agreed. | Lion Paul Vanderhaeghen  & Lion George Everdij  Lion Eric Gilles |
| 8b | *Information Deficit by Candidates on AF –* Unanimously agreed that YECs should check thoroughly that all information is complete before submission. | Lion Rita Bella Ada |
| 8c | *Do not correspond directly with student always go via YCEC –* Unanimously agreed | Lion Rita Bella Ada |
| 8d | *Beware of applications via Facebook - do not accept unless proper AF submitted by the YEC -* Unanimously agreed | Lion Loris Baraldi |
| 8e | *Recognise all AFs - why do we refuse LCI website version? Let’s be flexible, or can we lobby LCI to accept EU version? –* The question was posed that as we all accept the LCI application forms from candidates from outside of Europe why do we not accept the LCI form from European candidates? It was mentioned that if it happens the other way round so why should we not reject a non-European form from a European candidate. The U.K. delegate stated that as Lions should we not be flexible. The LCI delegate stated that the problem should be resolved in due course when the review of the LCI form is completed as the E.U. form will be used as the template for the revision. It was agreed that the YECs should continue to reject applications on the wrong forms and we look forward to the revision of the LCI form. | Lion Paul Withers |
| 9 | *Agree a joint admin procedure for inwards & outwards* - Contact should only be with 1person and that should be the YEC not the sponsoring club or district. Others can be CC on emails where appropriate. Agreed  Acceptance to youth and copy to YEC. Agreed.  Need to find a general and effective routine to be used by all countries. Agreed that the guide should be reviewed and presented at next year’s Europa Forum. | Lion Mats Granath |
| 9a | *Common format of Camp & its activities to be put on website - Can all YCECs have own access? –* This is not possible for all YECs to have access but if the information is sent to Lion Paul Vanderhaeghen he can update his website however if each country has its own website then the YEC can update that and send Lion Paul Vanderhaeghen the link to that website the information will be as up to date as the YECs deems necessary. Facebook is another medium that camp directors are using and again the links can be sent to Lion Paul Vanderhaeghen, email address [paulvdh@skynet.be](mailto:paulvdh@skynet.be) | Lion Rita Bella Ada |
| 9b | *Always cc all interested parties on all Emails –* There was a short discussion on this but it was unanimously agreed this should always be done. | Lion Günter L. Sandvoß |
| 9c | *Sending AFs: send everything in 1 email & only when all documents are available –* In general the meeting was very sympathetic with this but it was pointed out some documents will always be late such as travel insurance which would not be obtained until acceptance has been confirmed. The decision to include all signatures may delay document sending however without the signatures the candidate cannot be accepted anyway. | Lion David Drobesch |
| 10 | *News from Oakbrook –* Lion Emily Burnett thanked the Forum for the invite to attend. She has found it fascinating and will take the European model as an example of good practise. She is aware that Oakbrook may not be providing as many resources as maybe it could. She is new into post and intends to review the Youth Exchange Program resources as they have not been updated for some time | Lion Emily Burnett  (Youth Programs Coordinator) |
| 11 | *Visit by IP Joe Preston –* Photo opportunity was taken but due to time restraints he did not address the meeting |  |
| 12 | *Drugs & Alcohol –* It is unanimously accepted that illegal drug taking will not be tolerated in any European Camp and if discovered the participant will be immediately removed from the camp and sent home at the parents expense. Alcohol is a concern for participants who have not been introduced before camp but it was pointed out that if they are old enough to drink then they are adults and must make their own decision. This was further discussed in the next item. | Lion Yuki Matsukura |
| 12a | *Follow ZERO tolerance of alcohol at all Camps in the World –* This was rejected and should be left to each individual camp in line with current European policy. Sweden passionately believe in Zero tolerance. **Please note that in Scandinavian and Nordic countries there is an absolute Zero tolerance to alcohol in camps and despite age anyone found drinking alcohol will be sent home at the parent’s expense.**  A vote was taken on the proposal that all camps in Europe should adopt a Zero policy in camps. For 9 votes, Against 12. Proposal lost therefore current policy remains. | Lion Mats Granath |
| 12b | *Good practices & legal risks when removing a participant due to aggressive behaviour after using prohibited drugs –* All agreed that in the event of drug use as previously stated the youth should immediately be removed. The main issue is recovering the cost of doing this. It is one thing to get parents to sign to state they will meet such a cost but very difficult to achieve. In fact each delegate in the meeting that have been involved in such a removal confirmed that the expense had not been recovered. Lion Krzysztof Muszynski requested that procedure be included and or updated in the guide book. | Lion Krzysztof Muszyński |
| 13a | *Allow Fees at Camps and if they are necessary, to be put up in the program – This should have read lower fees. -* Scandinavian countries would like to see the abolition of camp fees but the general consensus is that this is a nice ideal but would cut the number of camps available due to lack of finance. However where there is a camp fee then this must be stated in the catalogue so that there are no surprises on arrival. This was agreed. | Lion Mats Granath |
| 13b | *Up to when the camp fee is not-refundable? (The detailed date should be determined) –* It was agreed that the terms of the fee should be set by the individual camps and stated up front with details of the fee. Each YEC should maintain discretion as to the circumstances of any cancellation. | Lion Krzysztof Muszyński |
| 13c, d | *Multiple camp attendees – why are some camps not accepting them –* If contracts have been signed at the ‘Bazaar’ then these should be honoured, however it was generally agreed that multiple camp attendees could be invited to attend in the capacity as a camp leader as this will prevent 1st and 2nd time attendees from being blocked and many of such young people have gone on to make good Lions. In fact there are at least two of the YECs here became Lions via this route. |  |
| 13e | *Difficulty in finding hosts does any country offer camp only option? –* Generally there appears to a lot of variation between countries. Some countries expect participant families to also act as hosts in return. LCI delegate confirmed that camp only option is acceptable within LCI policy. | Lion Paul Withers |
| 14a, b | *Emails appear to be the weakest link and the directory is not always up to date. –* Some YECs have had problems with Gmail not allowing attachments. This has not been experienced by all and probably depends on the server being used at the time. Test messages have proved successful after this item was discussed. It is essential to acknowledge emails received so that good communication can be maintained. LCI delegate requests that if we discover an out of date contact that Oakbrook is informed to enable amendment to be made. | Lion Krzysztof Muszyński |
| 14c | *Looking for the YCE EU or global booking system like at the travel office (Do we have any opportunity to use such a solution?) –* A good discussion took place. The answer could lay in the development of LionsFriends.com. A presentation will take place in the York Room at 4pm Friday 31st October. All are invited to attend the presentation. Next year there will be a presentation to the Youth Exchange meeting by LEO Schlereth Tilman. | Lion Krzysztof Muszyński |
| 14d | *Are 4 photographs required as U.K. still receiving 4 in some cases and one Jpeg is sufficient? And are brochures still required for the ‘Bazaar’* Confirmed that one Jpeg is sufficient. The brochures are a nice to have but not essential. | Lion Paul Withers |
| 15 | *Presentation of next YCEC's EF 2015 in Augsburg –* A presentation was given as to what we can expect next year at Augsburg 9th October to the 11th October. Lion Paul Withers presented the chairpersons’ banner to Lion Dieter. | Lion Dieter Bug |
| 16 | *Australia & Winter Hosting –* 6 Australians are coming over from the 1st December to the 10th January. They will go to Stockholm, Estonia, Turkey, Netherlands, France and Finland. It was generally agreed that finding hosts for this was not easy and clashed with school time.  Lion Paul Vanderhaeghen asked that countries let him know when or if they can host in winter. E.G. Belgium can host 20th December to the 10th January. |  |
| 17 | *A.O.B. –* P.I.D. Howard Lee gave a presentation on Lions involvement with the United Nations. He posed three questions?   1. Could we promote the U.N. through our program? 2. What can Youth Exchange do in particular? 3. How else can the U.N. help us?  * The delegates will give this some thought but see the answer to question 2 * Some of the camps run workshops and issues of international importance could be included. We will liaise with Howard. * The U.N. may be able to assist with Visa applications but the background must be explored as the U.N. cannot influence law and procedure but only administrative difficulties.   The meeting was very positive and impressed with this presentation and wants to work with Howard next year. | P.I.D. Howard Lee |
| Minutes approved Proposed by Lion George Everdij, Seconded by Lion Mat Granath Minutes Approved | | |