# Minutes of
# IFISO Spring Meeting'10
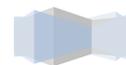
## Ankara, 16-20th of June

*Authors :* *Minke van Minde, Sarah Stroobants, Berna Bas, Verena Thiel*

# Contents

# Minutes of the IFISO Spring Meeting 2010

The IFISO Spring Meeting 2010 took place from **16th-20th June 2010** in Ankara and was organised by EESTEC. These minutes were written by Minke van Minde, Sarah Stroobants, Berna Bas and Verena Thiel.

## Participants

Simay Akar, IEEE, Student Branches Turkey Project Responsible, Turkey
Kagan Atikeler, EPSA, Turkey
Berna Bas, ESTIEM, Former Project Leader, Trainer, IFISO Representative, Turkey
Arkin Coban, EESTEC, Turkey
Ümit Ergin, EURAVIA, Turkey
Georgi Filipov, ESN, Vice-president Bulgaria, Bulgaria
Monica Kviljo, BEST, President Elect, Norway
Onur Itir, IAAS, Turkey
Minke van Minde, IFMSA, Vice President for External Affairs, the Netherlands
Sarah Stroobants, ISHA, President Elect, Belgium
Verena Thiel, EMSA, Student Organisations Liaison Officer, Germany
Justin Walker, EFPSA, England
Ceren Ertekin, IPSF, Student Exchange Officer of AUPSG, Turkey
F. Yağmur Bütün, IFSA, Head of Language Commission, Turkey

## Session 1 - 17th June 2010

The first session was devoted to the introduction of participants and organisations. Arkın (EESTEC) and Ümit (EURAVIA) moderated this session.

### *-Ice-Breaker*
To further improve the communication among participants, two games were played at the end of which everybody knew each other better.

### *-Presentation of the agenda*
Arkın (EESTEC) presented the agenda of the event on behalf of the organisation team.

### *-Sharing of expectations*
The participants were first asked to answer the following questions:
- Three problems of their organisation
- Three things that they expect to learn throughout the meeting
- Three clear outcomes that they expect

Problems of your organisations:
- Fundraising through companies
- Internal cooperation: not strong enough
- Continuous commitment: lack of continuous commitment of team members from time to time
- Grants: how to get grants
- Mobility: especially communication part
- Reach to the local organisations
- IT Solutions (e.g. Mailing lists)
- Promotion
- Acknowledge
- Gathering
- Mailing system: sometimes we can't keep up what is going on
- Fundraising/finances
- Handover of the international board
- Communication with the members: reaching out to the members
- Travel and visas
- Fundraising, participant fee for some international events
- Spam mails
- Time difference for the online meetings
- Gap between local and international levels
- Strength of local committees are not equal
- Not enough ownership to local committees
- Knowledge management
- Dissemination: having an impact in Europe
- Locally there are not so many companies so we have difficulties with fundraising
- Too many prep students and too many alumni. They are moving and do not have a good transition with the new board. Alumni connection is weak
- Don't have student oriented international board
- Financing to subsidies from European Union which is very difficult to apply for
- Alternative members from other continents
- Encouraging their own members to put a real effort for conference presentations
- Lack of community because of high turnover within student organisations.
- Lack of communication due to long distance / miscommunication
- Disappearance of members: authority is wrong?
- Motivation of new volunteers:
  - How to motivate new people?
  - How many new people do we need?
  - How to motivate old members?
- Organisational skills:
  - Leadership
  - Preparation of projects
  - Motivation to write a project
- Finances:
  - Budget

- – Sponsors
  - – Motivation to search new sponsors
  - – Fund raising / reaching companies
- – Inactive local groups
- – Hard studies / finding initially active members


Things you want to learn from other organisations:
- – Strategy while approaching companies
- – Tools to implement during events in order to increase environmental awareness
- – Structure of general assembly's: basically elections
- – How to improve IFISO
- – Where and how do you apply for grants? How do you choose the grant you apply for? What is the structure of your team? Who takes care of grant applications?
- – How do you reach to the students in the local level?
- – Do you have exchange projects or practice agreement with partners or universities?
- – What are your benefits from your partnerships?
- – Promotion of events
- – Grants + sponsors
- – How to collaborate and coordinate events between two organisations
- – The concept of two congresses
- – Expansion strategies
- – Strategical planning
- – Their working systems
- – Projects
- – Keeping each other motivated, surviving periods of lack of time
- – Efficient communication within a board
- – How to attract and convince possible sponsors
- – How is the selection of officials?
- – Do you get any financial support?
  - – From where and approximately how much?
- – How often do you have meetings?
  - – Local/national/European/international
- – How do you decide upon the strategy of your NGO?
  - – How to involve local groups?
- – Dissemination of results and information
- – Alumni: how to deal with them
- – Recognition of your services / voluntary work
- – How do they do fundraising for their local or international events?
- – What do they do for their international and local connection / cooperation?
- – How is their alumni cooperation?
- – What is their promotion strategy?
- – How are they organised? Their local and international organisational structures and their relations
- – Do they have any cooperation with other student organisations?
- – How to deal with sections and members of other continents. Is it possible to involve them in a

democratic way?
- How to attract subsidies in a simple / less complicated way?
- How to communicate about academic achievements to the local universities / interested institutions
- Grant applications
- Financial management
- Structure of the organisations
- Training division / capacity building
- How to motivate new members/ volunteers in organisations
- Are they volunteers or do they have some paid positions in their organisations?
- How do they find sponsors?
- How do they reach the "society"?
- How is their internal training structure?
- How do they keep band with alumni?


Clear outcomes you expect from the meeting
- More methodologies to implement social responsibility related actions
- Better description of IFISO and an action plan to further improve the network
- Better understanding of structure criteria of other organisations
- Joint projects and events
- Have a clear idea about grants
- Students shall take much more role for international projects (like UNICEF)
- Knowledge of grants and sponsors
- To work or develop projects (ideas) with different organisations
- To understand their system and create an opportunity to collaborate in some projects
- Closer communication and collaboration for the future as well as knowing better whom to contact from other organisations
- To understand the structure of the other international student organisations better
- To organise some other meetings together (different then IFISO-meetings)
- To face common problems and to find some workable solutions
- To go back with a clear understanding of how you define your strategy and long term planning in other NGOs to use as inspiration for the development.
- Have a clear action plan for IFISO and have elected the hosts of autumn meeting: communication channels as well
- To know other organisations better and their problems
- To make this informal organisation formal
- To constitute IFISO Ankara
- To know other organisations and their problems
- To be informed about their organisations, problem solving strategies
- To make cooperation between other organisations in long time period
- To exchange good practices
- To prepare for my year as president
- The contacts could be used to set up an interdisciplinary seminar with other organisations
- Overview of the structure of different organisations
- New contacts and knowledge

- Insight into educational systems in different countries
- To cooperate, learn how the other organisations work and what their main goals are, to make new contacts for future mutual projects
- IFISO to be active again in "real life"
- More joint events like "LSS model"

Next step was to elaborate the expectations and hesitations. Every participant was asked to share their expectations at personal and organisational levels and also to state the possible draw-backs they see regarding the meeting.

### *-Presentation of organisations*

The last part of the first session was the introduction of organisations and was facilitated by Berna. Following points were expressed by each representative:
-Full name of the organisation
-Vision & Mission
-Organisational structure
-Strength of the network
-SWOT (Strength/Weakness/Opportunity/Threat) analysis of the organisation

The information can be seen below in the order of presentations:

ESTIEM (European Students of Industrial Engineering and Management)
The organisation aims to establish and foster relations among Industrial Engineering and Management students from all around Europe.
Student clubs at universities become a member of the organisation and individuals join the association through student clubs. The Board of five people and the local groups are two official layers of the network. Each local group has a local responsible, who links the local groups to central level together with the board responsible for the local group.
There exist seven committees, which support the board in administration, and six projects, which are the service for the members of the association. There are two financial controllers, who work on the bookkeeping and follow-up of the budget together with the Vice President of Finances.

**Strength:** Communication within the network
**Weakness:** Lack of continuous motivation of individuals
**Opportunity:** Strong relations with alumni
**Threat:** Financial recession

EMSA (European Medical Students' Association)
Mission: The European Medical Students' Association seeks to improve the health and quality of care of the citizens of Europe, by acting as a conduit for increased interaction and sharing of knowledge between European medical students in the areas of medical education, ethics and science.
Objectives:
- To form a network between European medical students to facilitate European integration and develop a sense of European identity
- To represent and voice the opinions of the medical students of Europe
- To promote training, activities and projects related to health in Europe to the benefit of medical students and society

Structure: EMSA is based on faculty member organisations (FMO). Each FMO has got two Local Coordinators, who have both voting rights at the yearly General Assembly. In some countries there is a National Coordinator who links the FMOs with the EMSA European Board (EEB). Besides, a recently established Working group shall link the local members with the international level. The EEB consist of the Executive Board (President, Vice-President, Secretary General and Treasurer), 4 Directors (for the four pillar Medical Ethics/ Education/ Science and European Integration), 3 Liaison Officers (Student Organisations, European Medical Organisations and WHO-Europe), the Public Relations officer, the Webmaster and Teddy-Bear-Hospital Coordinator. The last two positions will no longer exist as of September 2010.

**Strength:** democratic orientation, cooperation with the Standing Committe of European Doctors (CPME);
**Weakness:** weak communication with local members, partially poor handovers
**Opportunity:** developing a training system, new webpage;
**Threat:** finances

ISHA (International Students of History Association)
It is aimed to encourage international cooperation and understanding through an objective and tolerant study of history.
The association has local sections in 33 European cities.
During the general assembly of the association, the executive board of four people, five council members, an editor in chief and treasurer committee are elected. The board defines the yearly tasks of the council members. The editor in chief is responsible to collect articles from members for the academic magazine. The treasurer committee is the control body of the previous year's international board.

**Strength:** Working together with professional and academic networks
**Weakness:** Problems to attract members in southern Europe
**Opportunity:** Making use of good practices of other organisations (IFISO Meeting)
**Threat:** Priorities should be set and a structured working is essential.

BEST (Board of European Students of Technology)
The organisation aims to empower diversity by developing students.
There are 86 local BEST groups in 30 European countries and they are divided into regions based on geography. Each region (9 in total) has a Regional Advisor (RA) that links the local groups and international level.
The board consists of six members, the President, Secretary, Treasurer, VP for External Services, VP for Internal Support and VP for Local Group Support, whilst the board and six committee coordinators form the management of BEST.

**Strength:** Training system, variety of services, fundraising, IT-infrastructure and virtual communication
**Weakness:** Gap between local and international "level", not enough ownership to the BEST groups in general, especially regarding setting the goals and strategy. Knowledge management and internal growth of the BEST groups (support system to help them develop)
**Opportunity:** Grants, alumni, dissemination and targeted growth
**Threat:** Competition from other NGOs regarding our services, sustainability (dependent on companies for fundraising and only have some very knowledgeable people within a specific area of expertise e.g.

IT). Not adapting enough to the fluctuating needs of stakeholders and bad PR.

IEEE (Institute of Electrical and Electronics Engineering)
Not provided by the organization.

IFSA (International Forestry Students' Association)
Global cooperation among students of forest sciences to broaden knowledge and understanding in order to 1) achieve a sustainable future for forests and 2) raise the voice of youth in international forest policies.
The individuals become a member of Local Committees which are categorized as regions. The organisational structure is formed of an executive board (7 people), five commissions and liaison officers who are responsible for international partners.

**Strength:** reporting system (quarterly reports and one annual report)
**Weakness:** lack of continuous motivation
**Opportunity:** attendance to professional events and internships thanks to exchange program.
**Threat:** visa issues

IFMSA (International Federation of Medical Students' Association)
The vision of the organisation is to serve society and medical students all round the world. A comprehensive introduction on global health issues is offered to future physicians.
The network reaches to 1.2 million medical students through 97 member organisations in 92 countries and is recognized by WHO, WMA and UN. The team of officials is formed of 5 executive board members, 6 standing committee directors, 5 regional coordinators, 8 liaison officers, 5 support division directors and 4 supervising council members. This team is elected at biannual General Assemblies where all member organisations meet.

**Strength:** Exchanges and local activity.
**Weakness:** Communication, high turnover, medical internships.
**Opportunity:** Partnerships and external relations.
**Threat:** Competition with other organisations, financial crisis and political troubles within countries.

Due to the time constraints, the other organisations' presentations were postponed to the next session.

## Session 2 and 3 – 18th June 2010

### -Presentation of Organisations – Continued

ESN (Erasmus Student Network)
"Students helping students": The organisation takes care of incoming and outgoing exchange students. It is present in 34 countries with 15000 members, who take care of half a million students every year. The administrative level is formed of a board and committee of national representatives. National delegates come together during annual general meetings.

**Weakness:** Finances

EFPSA (European Federation of Psychology Students' Association)
The organisation aims to strengthen intercultural academic scientific research among psychology

students. They are represented by approximately 250,000 students of psychology, alongside being active in 26 member countries.

**Strength:** Have a strong Board of Management (BM) and Executive Board (EB). In addition, there are other events such as the European Summer School (ESS) and Train the Trainers (TtT) summer school, which also provide alternative avenues for learning.

**Weakness:** Currently, the system used for knowledge transfer (KT) means that all of the information is passed from the old to new members during the congress. This poses a dilemma for those who did not manage to grasp all of the KT content, or were unable to attend all KT sessions due to other task demands (e.g. have another position within a different team). Thus, when each member returns to their respective country post congress, they often face many problems either completing the task(s) as well as maintaining motivation (lack of bonding). However, the concept of a Training Officer was introduced earlier this year, which provides a possible solution to the 'bonding' problem (team building).

**Opportunity:** There is a very strong and innovative BM overseeing the organisation, meaning that a) other members of EFPSA feel more confident about organisational decisions and b) seen as a very professional approach to the external world.

**Threat:** Finding available funding from sponsorship and grants.

IPSF (International Pharmaceutical Students' Federation)
IPSF is the leading international advocacy organisation for pharmacy students, promoting improved public health through provision of information, education, networking and a range of publications and professional initiatives. Improved public health is promoted through different initiatives of the network. Membership is given to both student pharmacy associations and to individual students or recent graduates up to 4 years out of their first pharmacy degree program. Full members are country associations which represent the majority of pharmacy students. All other smaller country associations may join IPSF as Members in Association, enjoy all of the membership benefits that Full Members do, but do not have the right to vote or bring forth motions in the General Assembly. The members are divided into four regions and regional offices are linked to the central level.

An executive board of nine people takes care of the administration together with sub-committees and coordinators.

**Strength:** Publications and exchanges
**Weakness:** Problems to attract members in local level
**Opportunity:** Good relations with alumni and professional organisations.
**Threat:** Financial problems

IAAS (International Association of Students in Agriculture and Related Sciences)
Not provided by the organization.

EPSA (European Pharmaceutical Students' Association)
Not provided by the organization.

EESTEC (Electronical Engineering Students' European Association)
EESTEC is a non-political, non-profit organisation of electrical engineering and computer science (EECS) students. EESTEC consists of local committees, which spread all around Europe to different EE/CS faculties. Currently, there are 45 city based LCs participating in 23 countries with over 2000 members.

**Strength:** We have 44 local committees in 25 countries; training; IT teams, which have passed forming phase and work properly.

**Weakness:** 19 of those 44 committees are from Balkan countries, Germany and Turkey. No traditional events except Congress, Chairpersons' Meeting and Training for Trainers events.

**Opportunity:** Around 100 people working on international level as board assistants. This system has existed for 5 years and great ideas for new projects have come out and probably will be realized.

**Thread:** EESTEC controls such an amount of money, which doesn't allow us to support events except 3 traditional events. Due to economic crisis, speed of our improvement might be reduced.

## -Determination of the Agenda

Next, the proposed discussion topics were reviewed and the detailed agenda was generated after ranking the topics through a voting-based system with the facilitation of Minke. The discussion titles and the facilitators were decided as follows:

- Financial Management –*facilitator: Sarah -*
  - Partnership search
  - Approach towards institutions
  - Grants: Different grant opportunities
  - Membership fee
- IFISO's Future –*facilitator: Berna -*
- LSS (Leadership Summer School): Problem Solving & Expectations–*facilitator: Minke -*
- Strategy –*facilitator: Monica -*
- Training Strategies –*facilitator: Minke -*
- Grants Committees and Coordinators –*facilitator: Kağan -*
- ECTS Accreditation –*facilitator: Monica -*
- Dissemination & Communication –*facilitator: Monica -*
- Reaching to and Empowering Local Groups –*facilitator: Kağan -*
- Knowledge Management –*facilitator: Monica -*
- Alumni Cooperation –*facilitator: Monica -*
- Cooperation: Interdisciplinary Events –*facilitator: Sarah -*
- Mobility –*facilitator: Kağan -*
- Students' Voice in Social Challenges –*facilitator: Sarah –*
- Evaluation of the Meeting –*facilitator: Arkin*

## -Discussions

### 1) Financial Management

- Partnerships with institutions/industry
- EU Grants
- Membership fees/ members of other continents

### 1.1. Partnerships with institutions/industry

IFMSA:
- the fundraising strategy is developed by the international board as a team
- one specific person in the board, namely the Vice president for external affairs (VPE), is in charge of the fundraising
- sponsorship booklet in corporate identity, which tells the possible sponsors about the organisation, the possibly benefits for the sponsor and the prizes of the different types of advertisement (e.g. prizes per size of the advertisement in a publication of IFMSA)
- on local level fundraising trainings are given
- interested sponsors are e.g. Johnson and Johnson, Falcon or the New England Journal of Medicine

BEST:
- a financial committee (finTeam) consisting of around 20 active members is responsible for fundraising
- there exist three different levels of 1 year partnerships, that can be prolonged; "Corporate partner", Career Support partner" and "Supporter". The prices are different and the different offers include different services (e.g. case studies or workshops and a stand at the job fair during the General Meetings, article in the annual report...)
- different levels of partnership are of advantage because then you can tailor it to the companies' needs and both smaller and larger companies have the opportunity to cooperate with us.
- there is a Curriculum vitae (CV) database as a part of the BEST Career Service and BEST sells the CVs to interested companies
- a BEST brand manual has been developed in order to "sell" the services of BEST to our stakeholders better
- local groups can apply for "Internal Event Support" when organising internal events in BEST, which is money from the international budget
- fundraising is working very well cause BEST shows the companies the uniqueness of its network and makes them recognize why they need BEST
- organises round table meetings with existing partners together with potential new sponsors so they can learn from the existing ones, how they can benefit from supporting BEST and also evaluate the current cooperation
- annual partnership meetings with existing partners for continuous follow-up and to maintain a stable partnership

IFSA:
- fundraising commission
- international charity evening to raise money

IEEE:
- the student branch of IEEE and EESTEC are supported by IEEE

ESN:

- ISIC (International Student Identity Card) is sold to Erasmus students; if a student organisation gets a partner of ISIC, it can get free cards for its members (see the webpage of ISIC!)

ESTIEM:
- a separate team is responsible for the contact with the universities of the local members and asking them for sponsorship for the international level: the prizes are open to negotiation, the universities are offered promotion on an international scale in return

IAAS:
- agricultural companies aren't very rich so that they throw the ball to the universities, which have limited funds
- even big companies like Coca Cola have denied to sponsor IAAS other than with their products

General Recommendations:
- send all publications of your organisation to all your externals/ expose your actions to the companies
- go to local events where companies present themselves in order to make contacts
- ask companies e.g. for plane tickets to visit their company
- arrange face to face meetings instead of phone calls
- what companies want rather than advertisement on web pages or alike offers is meeting students as they are their possible future employees (especially relevant in professions where there is a lack of students/professionals)
- some companies are interested in supporting Non-Governmental Organisations (NGO) to improve their image → CSR
- approach companies in autumn when they plan their budget
- sponsoring can help companies to reduce their tax rates
- there are particular student insurance, which can be asked for support


## 1.2. EU grants

Possible grants can be found on **www.esn.org**
- Youth in Action Grants (e.g. 4.1 = operating grant)
- Charlemange Grant
- DG-Sanco ( DG= Director General)
- European Youth Foundation
- UNESCO Grant
- Soros foundation
- CEE-Trust = Central Eastern European Trust
- Council of Europe (cave: you need to apply in advance for what you organise the year after)
- [WHO: no grants, but cooperation money, e.g. to IFMSA]
- Jean Monet Grant

EPSA:
- applied with its "mobility project" for the Youth in Action Grant 1.1: 5-6 days of educational program for 10-15 participants

EESTEC:
- applied for local training for the Youth in Action Grant 4.3

IAAS:
- on local and national level applications for Youth in Action Grants
- on international level support by UNESCO

BEST:
- Together with AEGEE (newest NGO partner), they will organise a week long training event for their members in the spring of 2011, which focuses on grants and fundraising, to learn more about grant writing from AEGEE and AEGEE will learn more about fundraising in return.

EMSA:
- applies for the Youth in Action Grant 4.1

Problems:
- partially application one year in advance necessary, but the organisation doesn't know its projects one year in advance
- no certainty about the money till the final report was accepted

Recommendations:
- submit the Youth in Action Application early so that it can be sent back to your organisation for improvement before the application deadline
- apply on a national level for multidisciplinary joint projects via Youth in Action Grant 4.6
- IFISO could create a grant database when to apply for which grant

## 1.3.    Membership fees

No membership fees: BEST, ESTIEM, EESTEC

IFSA:
- Individual members pay to the local members, who pay to the national members

ESN:
- active membership: individual members pay to the national members and some member countries pay to the international level
  passive membership: Erasmus students pay to ESN

EFPSA:
- individual members pay to the national member organisations, who pay to the international organisation

EPSA:
- if there is no local organisation, individual members pay 10€ to the international organisation; if there is no national organisation, local organisations pay 105€ to the international organisation; national organisations pay 150€.

EMSA:
- local member organisations pay to the international organisation

IFMSA:
- in some national organisations local members pay fees; national members pay to the international level

IEEE:
–   every individual student member pays 30 $ to the international organisation; a local student branch consists of at least 20 students; the IEEE foundation supports the student branches financially in return

ISHA:
–   local members pay to the international organisation

IAAS:
–   individual members pay to the local members, who pay to the national organisation, who pays to the international level

IPSF
–   national organisations pay to the international organisation. Fees increase with the amount of members and the number of exchanges.

Different levels of membership fees according to the wealth of the member country are applied in IPSF, IFMSA, IAAS and IFSA.

IFMSA is considering a new membership fee system, which would take the economical situation, the number of members and the number of exchanges of each country into account. Anyone who enters their webpage can donate money. Besides, IFMSA asks its alumni for donations.

No organisation lowers the fees for very active local members who e.g. host many events. However, ESN offers team building and social events (e.g. weekend trips) for very active individual members at the end of each year.

No organisation pays back profits at the end of the year to its members, but they save the money. ESN reimburses its members.

What happens in case members don't pay the fee?
–   after the deadline the prizes rise (e.g. EFPSA, EMSA)
–   IFMSA brings its members in touch with the professional medical association of their country so that it supports the student organisation
–   members lose their membership after a certain period of time (1-2 years) (e.g. IFMSA, EMSA, IPSF)

Where are the European boarders?
In some European organisations countries like Georgia, Uzbekistan and Armenia are applying. Can they be accepted? →Every organisation needs to make this decision itself.


**2) IFISO future**


Opinions about the perception of IFISO:
–    the aim should be improvement of the network and its structure
–   online communication needs to improve
–   too little awareness about IFISO (almost only amongst international boards)

- enriching opportunity
- platform for knowledge sharing
- lack of follow-up and implementations
- for some organisations IFISO hasn't got a high priority because there is less gain than expected
- some organisations have an extra position for IFISO in their board (e.g. IFMSA, EMSA, IFSA); in EPSA the training officer is the responsible contact person; in ISHA and BEST the president and ambassador is responsible.
- same main goals apply to all organisations
- learning by the interdisciplinary approach
- most organisations believe IFISO should rather stay informal in the future

Strategies for the future:
- write minutes in time → one week after the event they must be finalized  (Verena responsible for collecting the minutes)
- increase awareness for the event
- link to the IFISO website from every organisation's website; the website hasn't got many contents and is not updated;  EESTEC is webmaster of the website; Can every organisation have administration rights? Arkin will send a call to the representatives to accept rights.
- yahoo group: currently low activity; often it's hard to be accepted to the group by the administrator; it isn't really clear who is subscribed → track down the current moderators, clear up the mailing list and move to google groups → Berna will take care of it.
- decide on the next host of the IFISO meeting during the meeting → ESTIEM offers to be the host for the winter meeting.
- the task to host the IFISO meetings should rotate between all organisations for reasons of more fairness and sustainability; problem: many organisations don't show up at the meetings. → Monica will present concrete proposals for the future procedure.
- have a document which publishes events of the other organisations
- use social media (Facebook, twitter) → Arkin will take care of initiating it.
- one page of IFISO in annual report/magazine for the members to raise awareness for IFISO
- describe the IFISO meetings in your newsletter
- give presentations on IFISO at the General Assembly of each organisation
- gather former reports of IFISO from all organisations


**3) LSS (Leadership Summer School)**

Background information:
- was established four years ago at the IFISO meeting
- for 65 participants (maximum 5 per organisation) and 15 trainers
- takes place in the last week of June in 2010
- selection process: applicants send their application to the CT (international IFISO members who organise the event; 3 people from different organisations, e.g. former international board members), the CT send the list of applicants to the IFISO contact person of each organisation, who can make a priority list of the applicants of their organisation. The CT makes the final decision. The CT also selects the trainers and sends a call for the Organizing Committee (OC), which is selected by the CT, too.
- Fundraising via Youth in Action Grant, for which the local committee, where the event takes

place, applies
- Participants pay in advance and will be reimbursed later via the grant

Recent problems:
- CT should hand in a report to IFISO about their work regularly
- Miscommunication (which forms to fill in for application…)
- Lack of transparency of the selection process

How we want the organisation of the LSS to happen in the future:
### 1) Elections CT
- Old CT sends an email with the call included to IFISO
- IFISO CP sends call to internal servers with contact details CP and old CT
- Applications sent to both CP and old CT
- Input from CP's to old CT
- old CT sends final decision to IFISO

### 2) Introduction new CT to IFISO (sharing of this document)

### 3) Election OC
- New CT sends email with call included to IFISO
- IFISO CP sends call to internal servers with contact details CP and old CT
- Applications sent to both CP and new CT
- Input from CP's to new CT
- New CT presents OC to IFISO

### 4) CT provides pre-plan on selection procedure trainers and participants to IFISO
- Methods
- Criteria
- Application/Motivation form
- CV
- Deadline applications

### 5) Selection Trainers and Participants
- CT sends email with call included to IFISO list + deadlines
- IFISO CP sends call to servers with both emails
- Applications are sent to CP and CT
- CP sends priority list Trainers and Participants to CT
- CT sends final list of T+P to IFISO and communicates final selection to applicants.
  (Included in email: for feedback on specific application send an email to CP and CT)

### 6) Optional: Input trainers in selection of participants
- Trainers deadline for application earlier than participants
- Trainers have input in the people they will train
- Considered if the time allows it

<u>7) During LSS</u>
- Daily Reports send by CT to IFISO
- Collection training materials for handover


<u>8) Final Report</u>
- Send by CT to IFISO by the set deadline: 2 months after LSS
- Divided in two reports: OC and CT report

<u>9) Content of CT Report</u>
- Participants
- Trainers
- Represented organisations
- Process of goal setting
- Agenda
- Daily Reports included
- Training sessions summary (by trainers)
    - Description
    - Schedule
    - Outcome
- SWOT analysis
    - Trainers
    - CT
- NGO focus: benefit multi organisation involvement in LSS
- Press release written by participants
- Recommendations for the next CT
- Communication with IFISO

<u>Content of the OC Report</u>
- SWOT
- Materials used
- Budget
- Financial Report
- Recommendations next OC

Following points were also highlighted:
❖ Amount of participants per organisation
❖ Amount of trainers
❖ Start thread selection criteria CT in IFISO list
❖ Transparency: monthly updates




**4) Strategy**

<u>AEGEE</u>:
– "European Ideas Factory": everyone can come and give input

BEST:
- Want to involve the local members more in the strategy planning of BEST. Currently it's the board that sets the goals and strategy with input from the committee coordinators during their Board Summer Meeting. They are not voted upon, but the BEST groups need to approve the Semi-Annual-Action-Report and the Annual Action report from the Board at the General Meetings.

ESTIEM:
- ESTIEM Framework is the basis for the strategy.
- "ESTIEM college": around 25 members including the board discuss the current issues during 4 days in August. The next board is elected in October.
- the strategy for the upcoming year is set at the handover meeting
- create an environment for continuous communication by discussions of current problems via online chats with the board
- every local group, project and committee have a board responsible and this way the information flow is guaranteed

ISHA:
- board members, who are elected in April, can form a work group on a particular topic via a forum
- at election the board presents a list of priorities
- until the board starts its mandate in August it will have developed a strategy with the advice of the work groups
- the General Assembly can give input on the work groups

EESTEC:
- a work group of about 20 people is working for the strategy

IFMSA:
- in August each executive board member (most of whom are elected in March before their mandate) needs to present a plan of action when elected
- in March the whole team of officials needs to present its strategy, which is developed during the $1^{st}$ and $2^{nd}$ board meeting
- a mid term and end term report need to be presented to and need to be approved by the General Assembly; if they are not approved the board members don't receive a letter saying they were officially representing IFMSA

EFPSA:
- the board of management decides on the overall strategy for the mandate, including the budget, which is then voted upon by the members
- each individual team has an individual action plan, which is specific to their goals for the mandate

BEST:
- the six executives make the strategy plan
- the plan is presented at the committee meetings and the Regional and General Meetings
- each committee has its additional action plan with goals

- SWOT analyses are made by each committee, in addition to one about BEST together with the board
- the goals of the executives are guidelines for the committees

EUROAVIA:
- the Designated International Board (DIB) works together with the current International Board (IB) after its election in spring
- after three month the DIB has developed a plan of action, which is revised by the IB
- the business plan and the financial plan is sent out to the members three weeks before the congress, where they are voted upon
- the final versions are sent to the members around two weeks after the congress
- the sixth month handover period serves mainly for arranging the business and financial plan

EPSA:
- Past President stays 6 months in the new board to share experience and to check on the strategy
- for the application for a board position one needs to write a plan of action

IFSA:
- people who run for a board position are online on skype once for 24 hours to answer questions on their candidature

EMSA:
- the strategy is set by the new European Board at its first F2F meeting and partially adjusted in the run of the term

Is there any organisation which sets e.g. five year goals?
No. Minke believes that way you would oblige future members to something and every team works differently.

# Session 4 - 19th June 2010

## 5)Training

1. training system of every organisation
2. training new trainers
3. database
4. accreditation / recognition
5. continuity

ISHA
ISHA has not got any formal network of trainers and does not provide trainings. However, it has a network of experienced workshop leaders.

ESTIEM
Responsible for training is a task group under the knowledge management committee.
First year to start with formal structure for trainings: the first Training New Trainers event was organised and the first generation of trainers is formed.
A database of trainers exists on the internal website in the folder of knowledge management.
With consideration to continuity, because the format is just implemented with the result of a first generation of trainers, this will be clearer in the future.

BEST
Very experienced in trainings (13th generation of trainers this summer) – two different events exist.
TRAiners Camp (TRAP), which is a 16 day training event with 20 participants and 6-8 trainers. In addition there is a new concept, "International TRAP", which is for experienced and internationally involved members and is therefore shorter and only 9 days.
Trainers of BEST can become a member of the Training Group (TiGro, committee of BEST), which manages and coordinates the internal education of the organisation. BEST has a report-template that needs to be filled in after each training session and if you don't submit a report, you're not able to get refunds. In your personal profile on the intranet, info can be found about trainings attended and conducted. There is a training database, where each training is registered and you can link the report to it. This way, info about trainings are archived.
There are organised Trainer Meetings (TRAMs) on various topics, where trainers come together who are interested in a certain topic and learn more about it and develop trainings within this field further. In addition there are Train the Trainer Meetings (T-TRAMs), where very experienced trainers within a certain topic educate other trainers, so that they develop as a trainer.
BEST contacts its trainers by different mailing lists. One for training calls, one for sharing about training related issues and one for the committee of trainers.
For accreditation, in the intranet, trainers of BEST can see the top 3 trainers at all times that have delivered the most hours in the past 3 months and also written the most e-mails to the training-mailing list. This motivates trainers to involve themselves and contribute.
Earlier there has been a problem of the image of some trainers being too arrogant, but this has been worked a lot upon and is getting better.
Trainers Meeting – One topic, e.g. presentation skills, where people who are interested come and share new ideas and learn from each other and see if it is feasible to implement new tactics in the trainings to improve them.
Calls for trainers are open for all active trainers.
TiGro is the official trainers committee with approx 15 active trainers involved.

EMSA
no training system, external trainers

IFSA
no formal network
know the people who can do the training – everybody can be the trainer
workshops
officials are trained by externals

EUROAVIA
Training events
Nobody is called trainer – 4 or 5 years experienced members

no reward or recognition
topics how to manage organisation, about finding new IB members and leaders
continuity: each year experienced board members give the trainings
different kinds of format
no lack of motivation amongst the members

ESN
exchange of info from old to new board
live together for some time in the ESN house in Brussels
database with all info and evaluation
GA – workshops on passing skills to new members
the quality on local level depends on the country (Germany has got a really good system)
section guide is for new sections
training for new members given by old members
train people better how to use the youth in action – so mainly for handover
using external trainers and alumni

EFPSA
training officer is not executive
training for trainers by former trainers – at moment just local trainers
have own database with document – report to executive board every month
not clear if there is recognition

EESTEC
for 3 years training programs
training for trainers – focused on one subject
improving trainers – training events ending with simulation
local level – trainer is paid for travel expenses
t4t  - after attending you give more trainings and improve yourself and fill a form, which you send  to
the training team coordinator, they decide if you are trainer or still candidate trainer
normally not open for other people
if there is place – open for others as well
how to proof you are experienced enough: give them one year plan when you want to give trainings –
plan of action has to be approved

IFMSA
training on different levels – training board director
in most national organisations there is a training director – depends on country if they are elected or
appointed and if they are part of  the board
three day event – trained by director or experienced trainers
Training New Trainers: prepare a training in three days – fourth day is arrival date of the GA, then you
deliver trainings to members; if that is approved, you receive a certificate and t-shirt
database – externals knows which trainings you give on website
down on national level – international more difficult
IFMSA CV – your trainings are in it, your engagement is taken into consideration, when you want to
become a board member
training for trainers – very intensive – very experienced trainers

call is sent on international or national level for events
archive: fill in topic – short explanation – participants – where the training was given – recommendation for next time – a list of trainings is formed
LSS is valued as very important for training because trainings like leadership – funding – management is taught there – because it is missing in a lot of other organisations
LSS helps other associations a lot

AEGEE
multidisciplinary – locally based
two trainings – European schools 1 and 2
netcom is responsible
1) is introduction to the organisation (social position of org – what is the org), 2) is on project management
in board human resource responsibility – report to board
t for t – continuity like this

Discussion - How to deal with refunding your trainers:

BEST  - 50 percent refund for big events if they hand in a decent report that is approved by the TiGro management
For local training events usually one third the trainer covers, one third BEST covers and one third TiGro covers (the training committee)

IFMSA – accepted norm that trainer does not pay a participation fee

EPSA – reimbursing travel expenses and fee for events
or professional companies sponsoring trainers

EESTEC
no participation fee – reimbursing travel expenses
local YiA program – hosted 6 trainers and covered all expenses

AEGEE
 refund the trainers with budget

LSS: trainers – all expenses covered

Discussion - How long is the practice delivery before you become trainer
BEST: First we have a 2h practice delivery with a co-trainer half way through the event, where the content is not in focus, but more the way of delivering the training. The final delivery of 4 hours happens on the 2$^{nd}$ last day with a co-trainer and local participants and two trainers observing.  The next day one has to write the report after detailed feedback from the trainers.

EESTEC: from beginning of event – start to prepare own evening
session start collecting material – last session give training
bring in everything you get from trainers – 1 hour per group

IFMSA : small working groups – topic and present it to each other – feed back
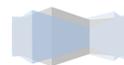
old trainers: train themselves have to facilitate the whole event and present the whole time

Discussion – What to do when there are trainer shortages in a region?

IFMSA: supports the regions that don't have a lot of trainers
someone of other continent jumps in to train new trainers there

BEST: Earlier it was only focus on personal qualities when selecting participants for the Trainers Camp, but this year, we try to reduce the blind spots in our organisation geographically, we also take geography into consideration. E.g. there are no trainers in Ukraine and therefore if there's applicants from this country, this should also be taken into consideration.

## 6) Grants

- grant structure
- when to start working on it
- how you decide for which grants you apply
- who is responsible?

IFMSA
vice president for external affairs (VPE) is responsible for general applications
liaison officers for the specific standing committees are responsible for their field
Project coordinators apply for project specific grants
VPE supports liaison officers and project coordinators
The VPE Regional assistant for Europe specifically focuses on applying for grants and assisting VPE.
We bought a grants book with all the grants listed in Europe.
Project grants are done at local, national and international level

AEGEE
project based grant – in the board there is someone responsible for the grants
European institutions responsible – do not get grant for whole organisation but for project

EESTEC
treasurer is responsible for grants
umbrella level – grants of EU
board is working for that – one board meeting is especially responsible for EU grants, the meeting is face to face to discuss everything that has to do with the grants
at the local level there is low awareness of the possibilities of grants

ESTIEM
grant committee – one board member responsible
application for whole organisation is done by board
project grants are handled by locals or the project team but communicated to the committee
grants committee assists the local levels for the whole process of getting a grant – guiding
around 10 members in committee
someone is responsible for searching for opportunities for alternative grants, one for proof reading and a team of writers writes the application

EMSA
Only applies for Youth in Action operating grant
mainly task of treasurer, president and vice president
Every Director and Liaison Officer helps with writing parts regarding their field of action

EPSA
commission for grants

ESN
treasurer – financial part and getting grants
on international level the treasurer is responsible – helped by financial committee for redistribution and external relationships
local level – sections apply for smaller grants
in every GA report is presented

BEST
grants working group – part of the financial committee, but will potentially be separated in the future as an official working group. We are still very new in grants and are still learning, but hopefully our fundraising will be more diversified now in the future and get more funding from grants.

AEGEE
has very varied projects and this is why grants are easier to get

ISHA
treasurer and secretary are responsible on international level

EFPSA
There is a specific team exclusively responsible for all of EFPSA's applications for grants, with input from the BM. The team is comprised of a grants coordinator and team members, who will have close contact with any partnership officials.


## 7)Dissemination and Communication


How do you spread your news to the outside world?

BEST
We would like to learn more about how the different NGOs do both internal and external dissemination of what is going on in the NGO and results from projects etc.
We currently have a wide set of mailing lists and are using annual reports and social media and occasionally a news magazine.
International Newsletter: Monthly update of what is going on in BEST (this will be revived this year) with various focus areas for each month
BESTimes: interviews, articles, projects (there was just one edition this year, so revival has to be done this year as well, if we want to ensure two to four editions)
Events on education: Reports are made and can be found on our public website, as well as they are sent to the respective partners.

Internal and external reports should be created in non-jargon language and we should become more clever with this in BEST

Currently, we are playing with the idea of external magazines on technology, a BEST magazine, but nothing is decided yet

We have a news box on the intranet with news updates, but the public website will be worked a lot upon in the coming year.

A BEST blog has been worked on being coded for quite some time and will hopefully be ready this year

During General Meetings: live stream with chat which can be found on the public website of the event. The link can be sent to anyone, so parents, friends and BEST-members who can't attend are able to stay updated and see what's going on

ISHA
We have a magazine with academic publications
There is a selection of academic articles
At every event there is a call for articles about the different workshops, the best articles are selected.
The editor is in charge of the publications: he/she is in charge of the editor team, there is call at the GA for members of the editor team (5-10 people)
The magazines are spread through the network and are distributed in the university libraries
International newsletters of universities are a good way to spread the news of ISHA as well
Meeting report and annual report are different from the magazine.

ESTIEM
Homepage: specific page for projects and committees
There are news modules on each page so you can share all the news there internally
External page for externals
Monthly newsletters are sent to members (responsibility of vice president of administration)
Reports of the board and the committees are shared with the members before the council meeting
After the council meetings the materials are shared at the portal/internal servers
Regular updates are sent to partners
Most of the teams use Google spreadsheets with the work listed down and the name of the responsible of the task

IAAS
Almost the same as ESTIEM
IAAS magazine is biannually published, spread in the GAs and spread to members in hard copy.
Every committee has to send a report to the members with their activities done
The Editor for the magazine is in charge of the magazine

EESTEC
We have a biannual magazine, the Executive Board appoints a person who is responsible for the magazine
There is a team of people who is responsible for the magazine
Content of the magazine: speeches, events, news, academic part, academic companies and local event reports
Monthly newsletter about past events, coming events and reports of board members. Interactive PowerPoint: online presentation PREZI

EPSA
EPSA newsletter
Content: important events, contact of the board, important projects
Responsible: Vice President of Public Relations
Minutes of board meetings are sent to the members

IFSA
There is a Publications committee
They collect articles from members all over the world
We publish at least two newsletters a year
Annual report of officials and meeting reports are sent to the members
We use Pbworks as a server, we can recommend this to all the others as well

IPSF
Chairperson of publications is part of the Executive Board
Local committees have to report an activity online, so the news is shared and can be published in publications
Online newsletter is distributed to members (approximately 20 issues per year)
News bulletin is an annual magazine.
Patient Counselling Booklet
Annual report
Official languages english french spanish and arabic are used for publications to reach all the members.

EMSA:
Internal:
- Monthly reports of board members are sent to the mailing list,
- Euro Meds, the online newsmagazine, is distributed by the Secretary General around five
  times a year to all members
External:
- Public Relations Officer is working on a portfolio for EMSA
- Research magazine (JEMSA) produced by Science Director and an Editor in Chief with
  research results of medical students is sent to universities
-Policy statements adopted at the GA are forwarded to CPME (standing committee of
  European doctors), which can adopt the policy statement and advocate it to the European
  Commission.

IFMSA
Internal:
- Projects Bulletin with reports of the 37 IFMSA endorsed projects
- Medical Student International (MSI) is a theme related magazine with articles from members, where
also local and national projects can be promoted. This magazine is send to externals as well.
- Online Newsletter: eVagus, send to internal servers every month
- Monthly and annual reports of board members sent to internal servers
- Minutes of board meetings shared after every meeting
External:
- Media articles in journals and magazines about IFMSA events (World Medical Journal or the Lancet
for example)
- Policy statements are presented at the World Health Assembly for example or proposed together with

the World Medical Association.
- We have a promotional booklet with IFMSA general information, which is sent to externals and used as promotion material in events.
- We also use twitter, facebook, youtube, etc
- Website: news on the homepage with upcoming events
- Reports and data of all the exchange students are compiled nationally and internationally on a database which can be presented.

EuroAVIA
EuroAvia newsletter: contains local group and working group reports (password access for members, because it is very informal)
Board reports are sent to members
Magazine: 4 times a year hardcopy version: EuroAVIAN news
Reports and events of the organisation are distributed to externals in formal language
Twitter, youtube, facebook: linkedIN

ELSA
Synergy magazine: contains the events organised in that year
Local groups send their events to the International board

ESN
ESN magazine compiled by International Board
Mainly for externals
Database of all reports
ESN Galaxy: internal facebook for members
ESN couch serving
ESN survey for all erasmus students in collaboration with EC
Life Stream: watched by 3000 people

EFPSA
Fortnightly, (two weeks) recent news related to EFPSA is uploaded onto the website. This includes attended events on behalf of EFPSA and updates on the ongoing actions. Each quarter of the mandate sees a monthly newsletter being published, which is undergoing changes to its design and structure. The official language used for the newletter text is British English. However, there are no monthly or annual reports apart from what is known as EB reports (goals and action plan).

Language committees: IFSA and IPSF


## 8) Empowering local students

EPSA:
Some local committees are not that active and don't attend the conferences

ESTIEM:
Internal regulations about membership conditions, e.g. two different members of the Local Group should attend to an event throughout one-year period, 75 % of the emails sent by the board should be replied, etc.

Before every council meeting the counting is made
Council votes whether membership should continue
Complete membership after 1,5 years, so you should already be active in those months
Mentoring of members to keep them active
Members Committee keeps an eye on the Local Groups to assure the continuity of their motivation

EESTEC:
local committees have to organise events in two years
attend congresses
(decrease level of membership)

BEST
Two deadlines a year to become observers of BEST
Observer membership → can run for Baby after 0,5-1 year
Baby membership → can run for Full membership after 1.5 years, max 2.5 years
Members of BEST can also become suspended or be put under monitoring if regulations are not met
There are requirements for each of the different stages of membership.
Each observer, baby, suspended or monitored group have a nursing group that helps and supports them to develop.
Regional advisors have close contact with the local groups and the VP for Local Groups Support is responsible from the board side. Secretary is responsible for the observers and BEST Interested Groups (BIGs).
The observers and baby members have to present at all the General Meetings in order to not lose their status.

A Full member is proposed for **suspension** for amongst others the following reasons:
- The BEST group has failed to organise a BEST course, event on Education or BEST Engineering Competition during 8 seasons (2 years) that was stamped "OK".
- The BEST group cancels an internal or external event after making it public

If the member is not present at 2 consecutive General Meetings one can be proposed for **exclusion**.

IFMSA
No membership fee payment for 2 executive years: lose membership
No NMO report for 3 executive Gas: lose membership
No report once: no voting rights
Buddy system of Officials with members
Regional coordinators in closer contact with members in the regions

ISHA
Same as IFMSA with payment and reports
warning in the middle
local section with problems: other cities help or organise something with that section

IFSA:
Brother system

EFPSA

The Country Coach team coordinates all of EFPSA's Member Organisations with a penalty (e.g. increased fees/loss of membership) being enforced for those who fail to pay or make a late payment.

EMSA
Problem: Local members don't attend meetings
Hard to get a quorum in GAs
Once upon a time the board had the following idea (not decided yet): increase membership fees with fee for GA included

IAAS
Reward when you attend GAs
2 years in a row no payment: membership frozen
No participation in events

IPSF:
no fee two years in a row: lose membership

ELSA
Contact of local committees with each other
Advertisement of other local committees, it attracts others

## 9) ECTS Recognition

BEST
We have a project in BEST working on getting BEST courses recognised with ECTS-credits by the university. However, the focus has shifted a bit lately and we're now working on getting ECTS credits for "soft skills" and involvement in the organisation. There are some examples where board members have got some ECTS-credits for working for BEST for a year, but there is nothing official yet.

ISHA
No recognition at all
Previous two meetings: big topic of discussion
Difficult to accomplish something like this
Just informal workshop leaders, something more formal
Don't know whether it's a good idea to have ECTS points for board work, there are risks related to that
Written report in supporting students that are active in ISHA (for one faculty of ISHA)

ESTIEM
Individual efforts to get accredited
Not a regular, central system yet

EESTEC
5 or 6 events with ECTS credits
Not easy to accomplish and not very useful for now
When you get ECTS credits it's not sure whether you can use them or not

IFMSA
Exchanges, especially research in some countries get recognition
Medical Education workshop are sometimes implemented in medical curricula
About board work: universities already support us through financial support so it would not be ethical
to ask for ECTS as well. Besides that it's not important for medical students to have extra ECTS points.

IPSF
Exchanges get recognition as summer practice in some countries.

ESN
On International level there is no idea about this
Germany and the Netherlands have ECTS credits for board members

IAAS
agrees with ISHA about the risks of having ECTS points for board members


## 10) Knowledge management

EFPSA
New board members are elected during the Annual Congress with the old board providing knowledge
transfer (KT). KT continues to some extent after the Congress between the BM and the old BM stay on
the mailing list of the new board receiving their messages. The main port of knowledge sharing is
Sharepoint, where all documents are stored.

ESN
Transitional period of 3 months
new and old live together in the same house and knowledge is transferred
Guidelines for all the meetings: how to organise and documents to use

IAAS
Rule for newcomers of members in a subgroup
work on different topics: part of this group to be elected a year later
More experience in the work more chance to be elected in the GA

BEST
New board is elected during the General Assembly in spring, after that we have post-GA for two days
where the current and new management gather together and plan the transition period until the 1st of
July.
We have a "Board Training" a few weeks later, which lasts for 10 days. First the new board and a
trainer is completely isolated for 3 days, where we learn more about ourselves, each other and us as a
team. In addition, we have team building and among other things develop a name and identity for the
board.
In the mean time, the current board has an evaluation of the previous year another place. After the 3
days we all meet up together and have several days of KT, getting in depth information about
everything that's going on in BEST.
In addition, before the mandate change the 1st of July, there is a 2-4 day knowledge transfer from
mandate to mandate, where one usually visits the other.

Committee coordinators are elected early march and have KT until the 1$^{st}$ of July and have three days of pre-GA where they form a team and get trainings and also have some KT with their predecessors. BEST also has a well developed wiki-page system in their intranet to store information, as well as a huge archive, but it is not very well structured unfortunately.

There has been developed a LBG (Local BEST group) Handbook: everything you have to know about BEST

Mailing lists: for advise and questions

The new board is automatically added to mailing lists (e.g. board@best.eu.org) after the election to see the process of how the current board functions and together work on replies to e-mails etc.

We have a Knowledge Group that handles the knowledge management in BEST, but it has been quite weak the past years and is something we're focusing on building up again.

IFMSA

Executive Board elected in March preferably to have handover until October

eb-elect email list to plan and be updated by current EB

Rest of the board elected in August GA

Handover prepared in Pre GA Board Meeting

Handover new old board in post GA meeting

Old EB and Board member obliged to be in Supervising Council

Drop box for files sharing between boards and for handover

Obliged to send a handover CD to the office for archiving

CD is not send: claims are frozen

Handover document not send the sec gen before deadline: no recognition letter

ISHA

Extra trip after the GA for all members where the old and new board have time for handover

previous and board before that and new elected board meet for handover (3 boards gather for handover)

Local sections have handbooks and internal sites with documentation

Active Forum where people are encouraged to share documents

Special features in the forum that encourages to share (rate system)

ESTIEM

Face to face handover for one week

Old board gives input for strategy of new board

Knowledge management committee and best practice task group within the committee: Guidelines for projects, document how to organise the event, etc.

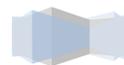File browser to store all documents and files

EMSA

Handover at the last day of the GA and during a common board meeting of the former and new European board during one weekend

Old board members stay on the board mailing list for some weeks after the end of their term

EESTEC

Board elected in March

Handover meeting in April: 5 days

IAAS
Old Board passes over documents to new board at the GA


## 11) Alumni Cooperation

Recommendations:
- Someone responsible in the organisation (board member?) as contact person
- Contact database (Facebook, mailing list)
- Inviting alumni to certain events
- Sending student representatives to alumni meetings
- Joint social events
- Joint workshops
- some headquarter of student organisation and alumni
- follow up of the careers of the alumni in case they agree
- offer free membership to alumni for professional organisation membership if they register in alumni database

Problems:
- alumni are not connected to the organisation → no information exchange
- no good follow up of contacts

Contribution of alumni:
Network:
- partnerships/sponsorships
- internships/job opportunities
- board of recommendation
- Mentors for career guidance / guidance counsellor / career counselling
Knowledge:
- Trainings
- Organisation of events
- Advise/consults
- Supervising council
- Historical background information
- "Speed dating with dinosaurs" with alumni with different topics according to the specialization of the alumni
Financial:
- membership fee
- donorships
Motivation of current members:
- Invitation to events
- Alumni event
- Honorary Life Membership (for extended contribution to the organisation)

ESTIEM:
- apply for alumni status

- board of alumni
  – special alumni GAs
  – Alumni attend GAss (10-15 per GA at average)
  – optional to share profile information

IPSF and IFMSA:
  – special alumni server and they can stay on general servers/mailing lists

What to offer to alumni:
  – Free membership professional organisations
  – Strong alumni network
  – Honorary Life Membership
  – Relive student spirit
  – Alumni events
  – Inspiration by young minds
  – Access to publications / subscription to publications
  – Have an impact


## 12) Interdisciplinary events

Benefits:
  – share knowledge / experience
  – joint projects
  – adding knowledge to projects
  – sharing practices/services

Drawbacks:
  – Unequal representation
  – Communication
  – Competition between national orgs
  – Continuity

Organisational structure
  – cooperation documents (mailing list)

IFMSA
  – WHSS with IPSF, EMSA and EPSA
  – P2 project IPSF and IFMSA
  – EMSA partnership
  – AMSA partnership (Asian Medical Students Association)
  – ESU
  – YFJ

EESTEC
  – eBios with EMSA, IPSF and EPSA

- with EMSA
- with IEEE

BEST
- Bonding: engineering students in Germany → cooperate amongst other things about training
- CFES: engineering competitions / training system
- AEGEE: joint training events, fundraising and grant writing, can attend each others' events
- cooperation with EFPSA regarding training (BEST training event)
- A lot of cooperation with various NGOs between the local groups

ESTIEM
- VWI: partnership
- EPSA & BEST: training-related cooperation
- CEDEII: cooperation

EMSA:
- Rural sensitization project: with AAS, IFMSA  (closed)
- AMSA
- FELSOCEM
- IFMSA partnership
- WHSS with IFMSA, EPSA and IPSF
- IPSF, EPSA, EESTEC: eBios

IPSF:
- already mentioned above
- local level

EFPSA
- BEST Training
- IFMSA Summer school on mental health?

ESN
- ESU

IAAS:
- IFMSA
- EESTEC

IFSA:
- partnership IAAS?

ISHA
- Local anthropology association
- local political science association

## 12) Student Voice

We are non political but can we have a social opinion?

IFMSA
We are not political as in, we are not a member of any political party, but we can still have an opinion about politics, for example when a political policy affects your organisation or your students.
We do this with policy statements which present the opinion of our members and are presented at conferences or to other organisations/institutions.
Other example: Gaza situation or FGM
Other cooperations: WHO, WMA, UNESCO

BEST
Members of BEST present results in conferences from the events on education and can also submit articles. E.g. one of our members will be presenting an article at the SEFI-IGIP conference in Trnava, Slovakia in September, which is an important conference for engineering education.

EMSA
IFMSA and EMSA work together in the Bologna Process and we have other policy statements (e.g. on Palliative Care)

IFPSA
none

ESN
European Youth Forum we can express our opinion
close cooperation with the Council of Europe

IAAS:
none

IFSA
none

ISHA
Two events on Bologna Process

ESTIEM:
No policy statement within ESTIEM.
Those policy statements by other organizations can be shared on IFISO list to create awareness

## 13) Mobility

IFSA
exchange program commission gets in contact with universities
good relations – exchange for members

<u>IWS</u>
every committee can send members and receive students

two ways: farms and laboratories

<u>EPSA</u>
no real network

<u>IPSF</u>
student applies for national association and there is a database set
criteria for getting the exchange
every association has a quota for example 10 members
Every student notes down top three choices – database where you can see as a university who wants to come to your institution – students have to pay a fee to apply
Exchange for summer practice – selection procedure
Executive board – chairperson of student exchange

<u>EMSA</u>
twinning project: 5 to 7 day social and educational event – set up by local members who search for sponsors and for a twinning partner

<u>BEST</u>
no academic exchanges (other organisation takes care of that)
Cultural exchanges – social events of 10 days visiting each other – up to 3 Local BEST Groups doing it together and usually apply for YiA grants.

<u>IFMSA</u>
Professional 8000 and research exchange 2000
bilateral or unilateral
organised on different levels
reproductive health and aids → exchange from the one local community to the other

<u>ISHA</u>
same as best

<u>EESTEC</u>
cultural and socializing informal exchange events

<u>ESN</u>
short term exchanges on local levels

<u>ESTIEM</u>
bilateral exchange


**14) Evaluation of the meeting**

**14.1.    Efficiency of meeting**

Good:
good to open your minds
priority list
personal improvement
valuable minutes
good content
good time management

Bad:
lack of time
starting late
structure of meeting not good prepared
lack of interest of people from time to time
using the computer room instead of session
number of participants

Improvement:
small round table where everybody could express opinions
more members
shorten the last day
efficiency of meeting
discuss priority before meeting online
breaks more equally distributed
overall facilitator of the sessions and neutral person
preparing in advance for organisational explanation

## 14.2.  Preparation of event

Good:
- technique of open space

Bad:
- less lengthy discussions
- organised schedule
- agenda not ready on time
- lack of input on agenda
- lack of coordination of preparation of agenda
- not informed early enough about event
- lack of participating organisations

Improvements:
- earlier announcement
- communication and advertisement
- general info about IFISO/ LSS share

## 14.3.  Participants

Good:
- good shared ideas
- fun
- party and hard working
- experienced participants

Bad:
- not enough attention to timing
- limited enthusiasm
- lack of input
- some more dominant than others
- some didn't attend all topics
- showing up late

Improvement:
- would be nice if there came other international organisations

## 14.4.    Organizing Committee

Good:
- congratulations
- great hospitality
- good meeting room space
- good arrival
- great people
- social program amazing
- great organisers
- good care of participants
- good food and accommodation

Bad:
- "kofte" for three suppers
- not sufficient drinks and snacks during meetings
- social activities taken to much of the time

Improvement:
- feedback from previous OC
- schedule should be written better

## 14.5.    Follow-up

Good:
- follow up tasks
- follow up discussed
- collect photos

Improvement:
- reflection about IFISO

- contribute to improvements points