

13th TNW (Training and Networking Workcamp) 12th GA (General Assembly) of NVDA **Report**

in Sangiran, Indonesia, 2017
February 9th – 12th (TNW) February 13th – 15th (GA)

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NVDA (Network for Voluntary Development in Asia)

<http://www.nvda-asia.org> Facebook: NVDA-Asia International Voluntary movement

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1. Program

| M/D | MORNING (8:00-12:00) | AFTERNOON | EVENING |
|------------|---|---|----------------------------|
| 02/08 (W) | Pre Workcamp (from 6 th)/ EC Meeting | | |
| 02/09 (T) | Arrival/ Borobudur Site Visit | | Orientation/ Welcome Party |
| 02/10 (F) | Voluntary Work 1 | Project Development Summit | Bilateral talks |
| 02/11 (Sa) | Voluntary Work 2 | Project Development Summit | Bilateral talks |
| 02/12 (Su) | Parallel Workshops | Open Space | Inspirational time |
| 02/13 (M) | The 12 th General Assembly of NVDA | | Making PoA to GA |
| 02/14 (Tu) | The 12 th General Assembly of NVDA | | Farewell Party |
| 02/15 (W) | Departure/ Free Day - Optional Museum & City Tour | | Optional Night Activity |
| 02/16 (Th) | Optional University Program | Departure for Optional Program participants | |

2. Organizers

Main organizer: NVDA (Network for Voluntary Development in Asia)

Host organizer: GREAT (Gerakan Kerelawanan Internasional), Indonesia

3. Aims and Goals

3-1) To improve and promote international workcamps and other international voluntary service projects

3-2) To develop common actions and cooperation among the NGOs and with other stakeholders

3-3) To help starting international workcamps in the countries where they are not organized yet

* In this and other NVDA documents, "Asia" includes Pacific (Oceania) region.

By these results, we aim to achieve the following impact to Asia and the all over world;

A) To improve the environmental/ social/ economic/ cultural/ educational situations in the societies

B) To empower self-sufficiency and proper development of local communities and of NGOs/ NPOs

C) To promote global friendship, understanding and solidarity among people toward real peace

4. Participants

There were 37 participants (including 3 guests from SCI and Oman) from 21 NGOs from 15 countries/regions (18 full member NGOs of NVDA, 2 observing NGOs and NVDA itself).

P: Pre Workcamp, T: TNW, G: GA, E: Optional University Program on the 16th (1 = join, 0 = not join)

| | Country | NGO | Family Name | First Name | Sex | Occupation | Position in NGO | P | T | G | E |
|----|-----------|-------|-------------|------------------|-----|------------|----------------------------|---|---|---|---|
| 1 | (Asia) | NVDA | Chao | Tak Yi | F | NVDA | Secretariat | 1 | 1 | 1 | 1 |
| 2 | (World) | SCI | Helsloot | Wilbert | M | N/A | Coordinator | 0 | 1 | 1 | 0 |
| 3 | Cambodia | CYA | Hang | Sothea | M | CYA | Outgoing Program Director | 0 | 1 | 1 | 0 |
| 4 | Cambodia | CYA | Sorn | Sophat | M | CYA | President, Founder | 0 | 1 | 1 | 0 |
| 5 | China | DWC | Zhou | Qianwen | F | Student | Project & Marketing Team | 0 | 1 | 1 | 1 |
| 6 | Hong Kong | VT | Lai | Chun On | M | VT | Project Officer | 0 | 1 | 1 | 0 |
| 7 | Hong Kong | VT | Tang | Wai Wing | M | VT | Board of Director, Founder | 0 | 1 | 1 | 0 |
| 8 | Hong Kong | VT | Yau | Chui Ting Debbie | F | VT | Program Director | 0 | 1 | 1 | 0 |
| 9 | Indonesia | DJ | Christanti | Amelia | F | DJ | Project Coordinator | 0 | 1 | 1 | 0 |
| 10 | Indonesia | GREAT | A. Danang | P. Benedictus | M | GREAT | Program Manager | 0 | 1 | 1 | 1 |
| 11 | Indonesia | GREAT | Novia | Ismi | F | GREAT | Executive Director | 0 | 1 | 1 | 1 |
| 12 | Indonesia | GREAT | Sutopo | Galuh | F | GREAT | Outgoing Placement Officer | 0 | 1 | 1 | 1 |
| 13 | Indonesia | GREAT | Muttaqin | Muhammad Hidayat | M | GREAT | Incoming Placement Staff | 0 | 1 | 1 | 1 |
| 14 | Indonesia | IIWC | Aria | Bagas | M | IIWC | PR and Placement | 1 | 1 | 1 | 1 |
| 15 | Japan | NICE | Asai | Anri | F | NICE | Incoming Placement Staff | 0 | 1 | 1 | 0 |
| 16 | Japan | NICE | Kaizawa | Shinichiro | M | NICE | President, Founder | 1 | 1 | 1 | 1 |
| 17 | Japan | NICE | Miyaoka | Nozomi | F | NICE | Director of Osaka Office | 0 | 1 | 1 | 0 |
| 18 | Korea | IWO | Jo | Heesu | F | IWO | Outgoing Coordinator | 0 | 1 | 1 | 0 |
| 19 | Korea | IWO | Lee | Keechun | M | IWO | Outgoing Coordinator | 0 | 1 | 1 | 0 |

| | | | | | | | | | | | |
|----|-------------|-------|-------------|----------------|---|----------------|--------------------------------------|---|---|---|---|
| 20 | Korea | IWO | Yom | Jinsu | M | IWO | President | 0 | 0 | 1 | 0 |
| 21 | Macau | MNCYA | Hong | Chi Ieng | F | Student | Deputy Director | 0 | 1 | 1 | 0 |
| 22 | Macau | MNCYA | Lam | Ka Seng | M | MNCYA | Chair of V.S. Committee | 0 | 1 | 1 | 0 |
| 23 | Macau | MNCYA | Lou | Sio Man | F | Public Officer | Deputy Executive Director | 0 | 1 | 1 | 0 |
| 24 | Mongolia | MCE | Myagmarjav | Enkhbaatar | M | MCE | Executive Director | 0 | 0 | 1 | 0 |
| 25 | Myanmar | COM | Aung | Thazin | F | COM | Program Director | 0 | 0 | 1 | 1 |
| 26 | Oman | NOBLE | Balida | Don Anton | M | Lecturer | Co-Curricular Activities Coordinator | 1 | 1 | 0 | 0 |
| 27 | Oman | NOBLE | Salim | Samira | F | Student | President | 1 | 1 | 0 | 0 |
| 28 | Philippines | GIED | Dadulo | Rhenelyn Queen | F | GIED | President | 0 | 0 | 1 | 1 |
| 29 | Philippines | GIED | Salvo | Lea Mae | F | GIED | Program Assistant | 1 | 1 | 1 | 1 |
| 30 | Sri Lanka | GV4GF | Weerasinghe | Priyantha | M | GV4GF | Director, Project Coordinator | 1 | 1 | 1 | 1 |
| 31 | Taiwan | VYA | Chien | Chia Hsin | M | VYA | Project Director | 0 | 0 | 1 | 0 |
| 32 | Thailand | DALAA | Bechetoille | Ammara | F | DALAA | Administration | 0 | 1 | 1 | 1 |
| 33 | Thailand | DALAA | Seema | Sakkarin | M | DALAA | President | 0 | 1 | 1 | 1 |
| 34 | Thailand | VSA | Krittikan | Jarinya | F | NGO worker | Director | 0 | 1 | 1 | 0 |
| 35 | Thailand | VSA | Rodtrakul | Laksana | M | VSA | President | 0 | 1 | 1 | 0 |
| 36 | Vietnam | SJV | Do | Duc | M | SJV | Manager | 0 | 1 | 1 | 0 |
| 37 | Vietnam | VPV | Don | Phuong | M | VPV | President | 0 | 0 | 1 | 0 |

5. Activities of Each Program

Pre-Workcamp (6th -9th Feb, 2017)

- Project Site: Al Ishlah School in Semarang

| Activities | |
|--|--|
| <p>Voluntary Work</p> <p>- Intercultural exchanges with children and custrction work</p>  | |
| <p>Study Program</p> <p>- Workcamp sharing from Printer (GV4GF), Julie (DWC), Lutfi (SCC volunteer from GREAT)</p> <p>- How and Why Organize Wotkcamp session from Kai (NICE)</p> | |



EC Meeting (8th Feb, 2017)

- EC gather together to make preparation for the TNW and GA, as well as make important decisions for the network. EC had approved the full membership status for GREAT Indonesia. Although our president, Phuc, cannot join us physically, Phuc had joined the whole meeting through Skype.



Borobudur Site Visit (9th Feb, 2017)

- Pre-Workcamp participants, together with EC members had a chance to visit the workcamp site of Borobudur Temple, an UNESCO World Heritage site, to speak with the long term volunteer from Germany and the local partner and better understand the project.



Training and Networking Workcamp (9th -12th Feb, 2017)

Activities

1. Orientation – 9th Feb, 2017

- Welcoming speech and orientation by Ismi- Host organization GREAT Indonesia
- Personal Introduction round and activity
- Opening speech by Gate – General Secretary of NVDA

2. Voluntary Work – Morning of 10th & 11th Feb, 2017

- On the 10th, Participants were divided into different groups with different learning opportunities such as making Batik and button with coconut shells, digging for fossils, or cleaning fossils.



- On the 11th, participants visited students in the classroom to share about workcamps and cultural preservation in their countries.





3. Project Development Summit – Afternoon and Evening of 10th & 11th Feb, 2017

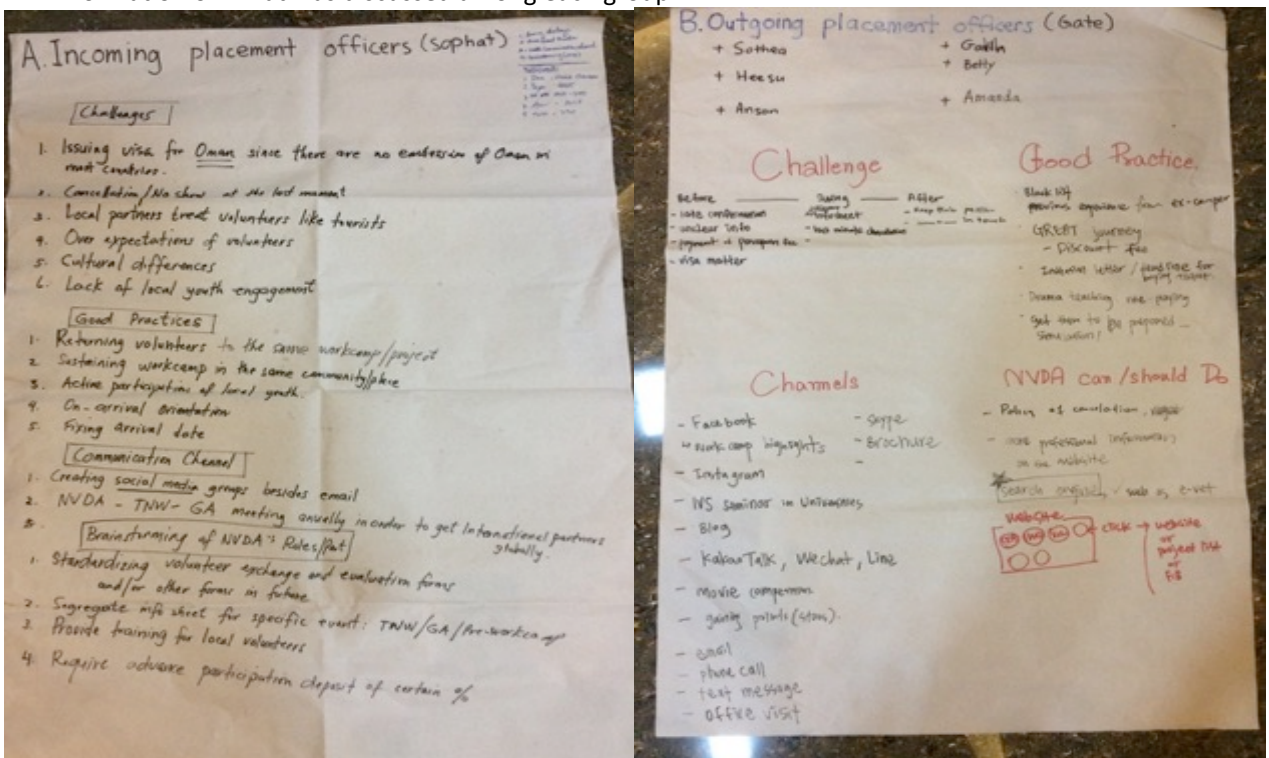
A. Presentation of the annual highlight of your NGO/ projects

- a. Representatives of each NGOs had 3 minutes to present the highlights of their NGO or their project.



B. Sisters (roles based) meeting

- a. Participants were invited to join one of 5 groups (Incoming placement officers, Outgoing placement officers, Project Coordinators & Trainers, PR staff, Presidents & Directos) and discuss about challenges, good practices, and any proposals they have for NVDA, Please view the “10th PDS Day1- Minute of Sister Meetings” for more information on what was discussed among each group



C. Project Coordinators and Trainers (Julie)

Nishi, Nozomi, A, Duc, Kee Chan, Printer

| Challenges: Project | Training Leader | Training Volunteer |
|---|---|---|
| <ul style="list-style-type: none"> Good Practice DUNK-SKYPE JVAGT GREAT DALAD SJV IWVO NICE | <ul style="list-style-type: none"> Good Practice DUNK-SKYPE JVAGT GREAT DALAD SJV IWVO NICE | <ul style="list-style-type: none"> Good Practice DUNK-SKYPE JVAGT GREAT DALAD SJV IWVO NICE |

Dropbox to share handbook or google drive

GREAT - Examine, training trainers -> salary youth net -> domain of activities

SJV - CIVIS books and resources for training

GREAT - trainers compare activities for template and exchange with each other to share games and activities

It's important to let trainers know why it is important to use this manual different types of activities for different age groups

NICE - leaders lead the trial and are design rich in leader/learning

GREAT - home role of role players in the middle

D PR staff (Bird)

RESOURCES

Customer LOYALTY

How to build a simple & service page

Customer / engaged in the work space

Social media - cheap fast - everyday

Checklist:

- ✓ Wenzel
- ✓ Dabbe
- ✓ Bird
- ✓ Ben
- ✓ Di

E. Presidents and Directors (Kari)

Lack of partnership and sponsorship national and internationally.

Long-term involvement as full-time staff

Country roles and RELAY

Capacity building of staff

Stick to plan of action versus actual development

How much we can remember

Lack of communication. How to fill the gap.

Tired .. Lot of pressure

Marketing the Org. - put effort on social media

Goq month (3 years)

Increase salary really and it's bonus

Motivating and support the people

Invite them to our food - eat my food

Training with external - local courses

Create role - job description

Bilateral talks (monthly) GEN

Bianually staff meeting DALL

Go to the projects! all

THW!

Have a fun

do not and analyze myself (Swor, etc) NOGAT

SNS (FB, etc) of Director & President

Annual gathering or meeting

NGO Leader Empowerment Program

Mentorship

Peer Support

Sharing expertise by case study

FB -> Booklet

meeting website

↳ Every year at Project budgeting Summit also with beer drink

1 2

3 4

- C. Neighbors (geographically based) meeting
 - a. Participants were divided into 3 groups to have a free discussion about any possible actions and cooperations in the sub regions
 - i. North East Asia (Japan, Korea, Hong Kong, Macau, China)



ii. South East Asia (Vietnam, Cambodia, Thailand, Philippines, Indonesia)



iii. South Asia (Sri Lanka, Oman)



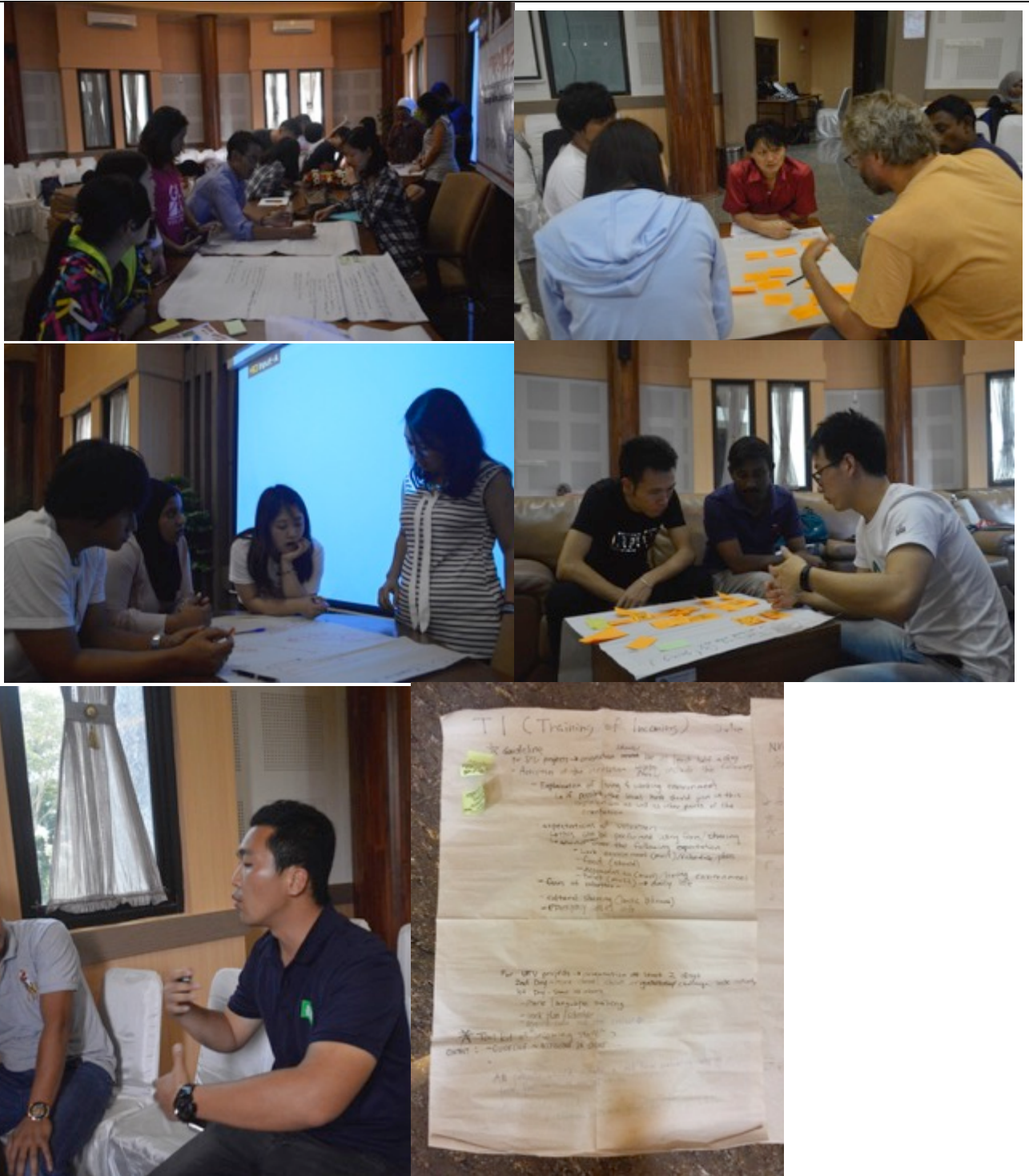
D. Couples (Bilateral) talk – Evening of 10th & 11th Feb, 2017

- a. Participants freely scheduled 20 minutes bilateral talks with each other to discuss about projects and exchanges opportunities.



E. Community (topic based) meeting

- a. Participants gets to choose among 5 topics (Promotion of Outgoing volunteers, Training of Outgoing volunteers, Promotion of Incoming volunteers, Training of Incoming, Leader Training) to discuss and brainstorm actions for 15 minutes, then switch to another topic and repeat for another 15 minutes, and then finally, to a last topic for the large duration of the remaining time to create NVDA proposals.
- b. A google shared drive was created as a follow up action to share information and materials for placement staffs, as well as for the exchange of training materials for volunteers and leaders.
- c. Please refer to the 15 different proposals created to have an idea on the topics that were discussed and ideas that were created.



4. Parallel Workshops – Morning of 12th Feb, 2017

- Participants were divided into the following 5 groups to share challenges and good practices, and to create proposals for NVDA actions/policies

- A. Fundraising and financial management of each NGO – facilitated by Bird
- B. Structural management of each NGO – facilitated by Gate
 - a. Participants: Queenie (GIED), Cris (MNCYA)
 - b. The issue about having one NVDA registration, to be written for proposal in GA
 - c. Having assistant Team for EC, to be written for proposal in GA
- C. Completing NVDA's SDGs (ADGs) together with Local SDGs – facilitated by Kai
- D. AVS (creating strategies, guidelines, tools, project plans) – facilitated by Sophat
- E. Creating NVDA's exchange guideline – facilitated by Julie
 - a. Participants: Yayat (GREAT), Thazin (COM), Lea (GIED), Anri (NICE)
 - b. Studied and discussed about the Guideline for inter Regional Exchange agreed by a few sister networks. Agreed to the Guideline with no modification.

- c. It was noted that for member NGOs who organise any projects that may cancel due to not enough number of participant, these project must be clearly mark and label to volunteers and to the promoting NGO so that they can also remind and notify applicant about the situation. Volunteers should understand that even after acceptance, the workcamp is not confirmed. This information should be stated very clearly in emails, promotional contents, etc.
- d. Google Drive sharing folder created for the sharing of programs, info sheet, workcamp pictures, tools, etc for placement staffs

- Please refer to the 15 different proposals created to have an idea on the topics that were discussed and ideas that were created.

- We found time for group picture!



5. Open Space – Afternoon of 12th Feb, 2017

- Participants who have a topic they are interested in freely opened a topic for discussion

- A. Awareness/ education workshops/camps/caravans (Initiated by Wilbert of SCI, notes below taken by Wilbert)
 - a. Aim: Sharing ideas and best practices how to best run educational workshops and therefore also educational/awareness camps in schools
 - b. Defined first three main topics which could be introduced to pupils/children: Peace-education, Cultural education, Environmental education
 - c. Then for each topic, defined methods how to raise awareness about the topic
 - d. In general, for each topic we agreed on the following:
 - i. Methods should be put forward in a funny, attractive and interactive way
 - ii. Sharing, evaluation and follow-up of one workshop should be always done, to improve the workshop
 - iii. If possible, try also to measure the impact of the workshop (eg follow-up)
 - e. Peace Education
 - i. Challenge is how to keep/teach the topic, especially as peace is abstract for primary schools students
 - ii. Cooperation-games
 - iii. Trust-games
 - iv. Q+ A forum
 - v. Mindmapping about peace
 - vi. Case-studies/ forumtheater about solving conflicts
 - f. Cultural Eudation (this seems to be mostly done in workcamps)
 - i. Presentation/performance
 - ii. Games
 - iii. Songs
 - iv. Role-play
 - v. Handycraft (for example origami)
 - vi. Language class
 - vii. Study-tour
 - viii. Daily life sharing
 - ix. Human library
 - g. Environmental education
 - i. Sharing about garbage management
 - ii. Showing the right example (go out of the class-room)
 - iii. Personal & public hygiene forum/symposium/dialogue
 - iv. Environmental friendly action
 - h. Then we discussed about friendly competition, suitable for cultural and environmental education. Less for peace-education, as it implies winners and losers
 - i. Formats can be: Poster making, essay writing, debate-speech, painting, parlor games/energizer, drawing, short

movie/pictures, making slogans, depends on the theme and comedy

- j. Also discussed the difference between just a workshop and an education/awareness camp and even a caravan, an 'estafette' form involving many schools.

B. AVS

6. Inspirational time – Evening of 12th Feb, 2017

- Participants had the opportunity to share any inspirational ideas and stories they might have
- Ahong (GREAT active vounteer) and Wilbert (SCI) shared about their IVS stories and how they got involved in IVS
- Nozomi and Anri (NICE) shared about GAP year program
- Bird (Voltra) shared about design thinking



General Assembly (13th -15th Feb, 2017)

Activities

- Please refer to NVDA Minutes of GA 2017 for more details

1. Opening/ Adoption of Agenda

- Quick outline of agenda items below and members voted to adopt the agenda



2. Situation of members and society related to IVS

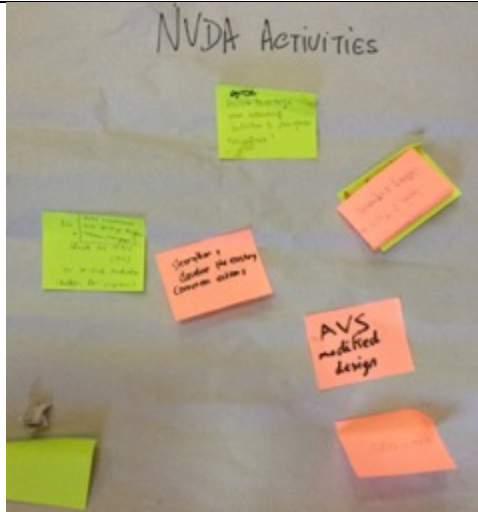
- Members were given the opportunity to share their situation of their NGO or country. EC members invited some members to share as well.

3. Report of activities 2016 with general view to NVDA

- ECs and secretariat shared activities of NVDA from Annual Report, GLMTV report, and finance for 3 minutes each. 5 groups (Member's Activities, NVDA Activites, External Partnership, Structure, Finance) were made and participants were invited to freely visit any group to ask questions and share any comment for 15- 30 minutes.

4. Discussion on some major issues raised in 3 above

- Questions and comments from 3 above were summarize, shared, and answered by ECs and secretariat. Small task groups were formed to tackle problems, think of solutions, give suggestion, and make proposals.



| Proposals | Members | CYA | DWC | VT | DJ | AGAT | INIC | NICE | INAO | INAO/INALE | COM | GIED | GMW | VSE | INAM | VSA | SD | WVA |
|-------------------------------|---------|-----|-----|----|----|------|------|------|------|------------|-----|------|-----|-----|------|-----|----|-----|
| 1. 20th Anniversary (ISA) | | ✓ | | | | | | | | | | | | | | | | |
| 2. GA Hosting (VT) | | | | ✓ | | | | ✓ | | | | ✓ | ✓ | ✓ | | | | 9* |
| 3. Freedom of Movement (NICE) | | | | | | | | | ✓ | ✓ | | | | | | | | 7* |
| 4. What is our IVST? (NICE) | | | | | | | | | | | | | | | | | | 0 |
| 5. Opening Finance (Nes) | | | | ✓ | | | | | | | | | | | | | | 2 |
| 6. Outgoing Frms (VSA) | | | | | | | | | | | | | ✓ | | | | | 1 |
| 7. Solidarity Fund (NICE) | | | | | | | | | | | | | | | | | | 6* |
| 8. Staff Exchange (GREAT) | | | | | | | | ✓ | | | | | | | | | | 4 |
| 9. ASEAN Vol. Summit (GEE) | | | | | | | | | | | | | | | | | | 6* |
| 10. ITHS Forum (NICE) | | | | | | | | ✓ | | | | | | | | | | 2 |
| 11. Leader Training (NICE) | ✓ | | | ✓ | | | | | | | | | | | | | | 5* |
| 12. Legal Status (GIED) | | | | | | | | | | | | | | | | | | 4 |
| 13. Committee Team (GIED) | | | | ✓ | | | | | | | | | | | | | | 5* |
| 14. AVA addition (VSA) | | | | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | 9* |
| 15. Common Action (INAO) | ✓ | | | ✓ | | | | | | | | | | | | | | 9* |

5. Presentation and discussion (clarification, listing major problems) on Proposals

- All proposals were organized. Participants voted to see which proposal they wish to hear more from. Proposers presented their proposal and participants were given time to ask questions for clarification and to provide comments and feedbacks.



6. Making/ developing PoA to GA

- Free time and space for proposal makers to edit, modified, improve, and finalize their proposals

7. Asian Development Goals toward 2030

- Open discussion about UN's SDGs and whether of not to modify some of the SDGs or adapt parts of the SDGs to possibly be the ADGs of NVDA. Participants shared different opinions on how to take action for SDGs and about its contents.



8. Discussion/ Modification/ Decision on Proposals

- Final quick discussions about the proposals were made and the proposals were voted for approval or not.

9. Other Annual plan and reform in 2017-18

- Sharing of NVDA financial plan and annual plan. Approval of NVDA budget plan.

10. Evaluation & closing

- Participants were given a clear bowl of water to represent positive moments during the TNW and GA and a bowl of tea to represent negative moments. Participants share positive comments while adding water to a center bowl and share negative moments while adding tea to the center bowl.



FREE DAY (15th Feb, 2017)

Activities

1. OPTIONAL MUSEUM & CITY TOUR – Morning & Afternoon of 9th Feb, 2017



2. OPTIONAL NIGHT ACTIVITY – Evening of 9th Feb, 2017



OPTIONAL UNIVERSITY PROGRAM (Morning of 16th Feb, 2017)

Activities

- University: Slamet Riyadi University in Solo
- Welcoming speeches by the president, teacher of University, and Nurris (active volunteer of GREAT)
- Signing of MOU between president of the university and Ismi (GREAT)
- Sharing in a talk-show format with Ismi as facilitator and the following guest speakers:
 - Julie (NVDA & DWC) shared statistics of IVS in Asia and about NVDA
 - Kai (NICE) shared about workcamps in Japan and experiences in IVS
 - Sakkarin (DALAA) shared about workcamp in Thailand
 - Galuh (GREAT) shared about her IVS experience



6. Evaluation from Participants:

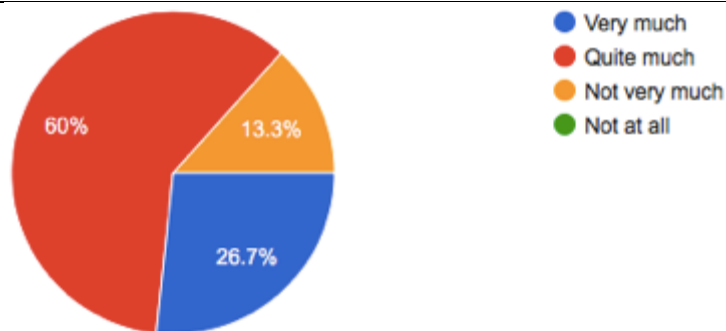
- A total of 17 evaluations were received.

1A. Expectation before joining the Project Development Summit

- To refresh learning about Asia issues in general & related to IVS
- To learn from other NGOs about their situation
- To share about GREAT's situation which relate to the other members
- To expose our project sites for IVS to be the coming project ideal for Asian volunteers (Borobudur & Sangiran)
- Learning from other and exchanging our knowledge
- Get some new idea for our organization
- Meeting with directors and staffs from International Voluntary Service NGOs across Asia
- I had no specific expectations, was curious to see NVDA 'at work. I liked the idea of a PDS as such.
- A real activity with real follow up and real result
- Exchange different point of view regarding workcamps in each country
- Bi-laterals
- Share knowledge and projects
- To know the mode of project development; and to learn more from partner NGOs on project design and further development.

1B. Expectation Met for Project Development Summit

15 responses



| 1C. Degree of Agreement | Extremely disagree | Disagree | Agree | Extremely agree |
|---|--------------------|----------|-------|-----------------|
| Clear/enough information was provided in the Guidance sent in the 3rd mailing | 1 | 0 | 11 | 3 |
| Well-designed schedule/agenda | 2 | 5 | 7 | 1 |
| Proper time management | 1 | 5 | 8 | 1 |
| Good facilitation of EC team | 1 | 3 | 10 | 1 |
| Allowed for generating meaningful discussion | 2 | 0 | 11 | 2 |
| Empowered you to contribute to NVDA | 1 | 2 | 11 | 1 |
| Brought new ideas and good change to NVDA | 1 | 3 | 9 | 2 |
| Reinforced my sense of belonging to NVDA | 2 | 1 | 8 | 4 |
| Connected me with partners with similar mindset and goals | 1 | 0 | 6 | 8 |

1D. Changes you would like to see in the next Project Development Summit

- More prepared facilitation, the facilitators should have fully agreed in details among themselves.
- more new idea sharing and fun meeting , and more snacks haha
- More developed and enhanced relationship among NGOs as it will contribute more for volunteers exchange for the sake intercultural learning, youth development and world peace
- Extra timeslots to work out concrete proposals, time to resume what happened before during PDS. As this requires extra time as such, maybe less time for neighboring meeting, sister meeting etc, although this is mainly where the ideas comes from. Presentation of organizations in 3 minutes did not make sense, everyone was just rushing and i wonder who remembered all the information , better leave it out next time. Give instead time before the PDS to prepare something printed on paper, in order to facilitate bilaterals. To create more time for PDS, you can also include only ONE learning-experience (GREAT) in the mornings
- The result of current action.
- Make particular and specific topic so that participants can prepare in advance
- Focus more on bi-lateral exchange and less discussions. The discussions were not coordinated very well and seems to have too much going on. better to make it simple and less confusing.
- I would like to see all proposals that we decided together be done by all members
- More systemic guideline and setup of the summit, there was no clear different the so call PDS and TNW, though the purpose of the PDS are great but I didn't see the way of delivering cannot really highlight that. If NVDA really wish to arrange something like TM, there should be a more formal and early announcement to members as well as potential guests from other non-member partners so that they can do better preparation and choose the co-responding staff to attend.
- Maybe we can have some case studies? We may invite some NGOs to present their project development situation and share their experience.

1E. Additional comments about the Project Development Summit

- There was and the should be direct connection of how to use the result of PDS for the next events. As I see there was indeed the connection, so in order not to repeat the same discussion or to create confusion about the use of the result, the facilitators should make it clear with participants about that.
- Overall is good and I hope I could join the next summit in Hong Kong
- I liked the working atmosphere and the facilitation-methods of the summit, everyone was stimulated to contribute to the success of the summit

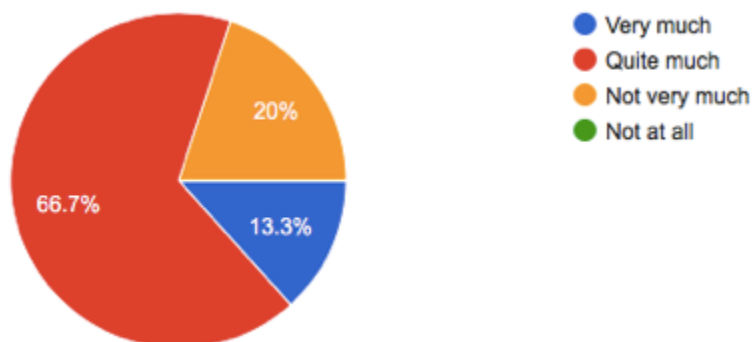
- Please work.

2A. Expectation before joining the TNW

- To meet my colleagues from NVDA members
- To pour ideas prior GA in order to make GA smoother in discussion
- To relate the situation of NVDA members with the reality of my organization
- To relate NVDA in general with the reality of my organization and all NVDA members
- Learning
- Having more time to explain about my NGO project and have a nice time to share new ideas
- Gaining more knowledge and capabilities of global network in international voluntary service and self-development as a staff
- Sorry, i can't see really a difference between PDS and TNW? see previous page
- A good chance for our new staff to understand the network and its people
- Learning methods or tools for promotion / Knowing each nation's difficulty or social issues
- Trainings
- I expected to see others orgs and learn from them. Also I would like to know about activities of NVDA since last year. Also I would like to contribute my experience to the network if possible
- Networking
- To discuss and ideas of each organization on different perspectives.
- To keep a good partnership with other NGOs through TNW.

2B. Expectation Met for TNW

15 responses



| 2C. Degree of Agreement | Extremely disagree | Disagree | Agree | Extremely agree |
|---|--------------------|----------|-------|-----------------|
| Clear/enough information was provided in the Guidance sent in the 3rd mailing | 1 | 0 | 12 | 2 |
| Well-designed schedule/agenda | 1 | 5 | 8 | 1 |
| Proper time management | 1 | 5 | 8 | 1 |
| Good facilitation of EC team | 1 | 1 | 10 | 3 |
| Allowed for generating meaningful discussion | 1 | 2 | 9 | 3 |
| Empowered you to contribute to NVDA | 1 | 3 | 8 | 3 |
| Brought new ideas and good change to NVDA | 1 | 4 | 7 | 3 |
| Reinforced my sense of belonging to NVDA | 2 | 3 | 6 | 4 |
| Connected me with partners with similar mindset and goals | 1 | 0 | 8 | 6 |

2D. Changes you would like to see in the next TNW

- More clear linkage to the result of PDS
- Wifi, more snacks and better schedule
- See PDS answers
- The new comer staff of organization will be remain
- Time management, systematized schedules
- Less topics but more in-depth discussions
- Nothing
- Would like to see a more professional and efficient TNW that new insight can be imported in NVDA but not

repeating the topic and content every year. Less group discussion and shouldn't expect people can come up with concrete and well-written proposal during the TNW. The proposal should be well-prepared before the TNW, the applicants should only use the occasion to collect comments and invite supports to join in.
 - Unexpected changes of the agenda should be shared in advance for less confusion.

2E. Additional comments about the TNW

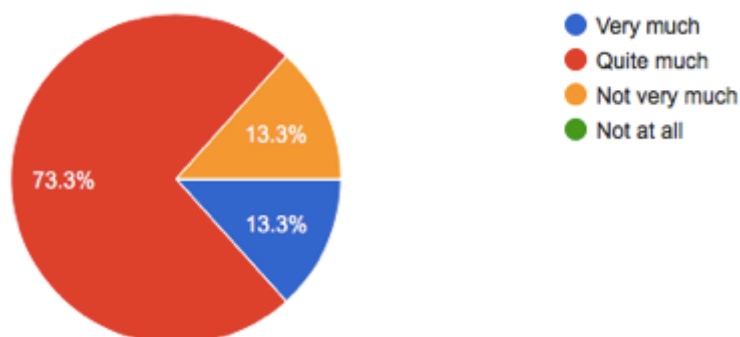
- A great event to rejoin the whole concept and vision of our network, good to do it prior GA.
- Beside all the things I mention above, its GREAT
- See PDS answers
- How can we develop our network if some of people are quite late in giving response or even IGNORANCE
- Detail information about schedule
- Nothing
- Quantity of the food was not enough for some participants.

3A. Expectation before joining the GA

- To be involved more actively in the network
- To be more linked in personal and organizational level to the network
- To contribute to the improvement of the network for the better
- Good income of our discussion.
- Listen and having a good NVDA action to be held
- Knowing and understanding the policy, management and role of International Voluntary Service NGOs
- I expected to learn more NVDA and the way NVDA discusses and decides on matters
- Just a real & feasible proposal
- Friendship and fruitful discussion
- Learning trend of NVDA
- Know and deciding the development direction of NVDA
- To carry out the obligation and responsibility as a member.

3B. Expectation Met for GA

15 responses



| 3C. Degree of Agreement | Extremely disagree | Disagree | Agree | Extremely agree |
|---|--------------------|----------|-------|-----------------|
| Clear/enough information was provided in the Guidance sent in the 3rd mailing | 1 | 1 | 11 | 2 |
| Well-designed schedule/agenda | 3 | 3 | 8 | 1 |
| Proper time management | 3 | 1 | 10 | 1 |
| Good facilitation of EC team | 1 | 3 | 11 | 0 |
| Allowed for generating meaningful discussion | 3 | 1 | 10 | 1 |
| Empowered you to contribute to NVDA | 2 | 1 | 10 | 2 |
| Brought new ideas and good change to NVDA | 1 | 0 | 12 | 2 |
| Reinforced my sense of belonging to NVDA | 2 | 0 | 10 | 3 |
| Connected me with partners with similar mindset and goals | 1 | 1 | 10 | 3 |

3D. Changes you would like to see in the next GA

- No, it was well conducted. Just a bit more detail of technical preparation should be agreed before with the host, so we can provide better practical needs such as stationary, etc.
- More new idea for NVDA action
- It is not up to SCI to propose changes for the next GA, I believe. Some advises though: 1. a deadline at 8am (breakfast!) for proposals does not work at all. Nobody will be able to read changes/amendments. In SCI-GA we set a deadline for 8pm the night before 2. There was no clear strategy behind the plans of NVDA. The strategic element which was brought forward (the SDG's or maybe the ADG's) fell completely apart from the agenda and was also (therefore?) questioned by participants
- People who proposed the proposal will be able to present the result or progress of what he/she has committed in the previous GA.
- Prepared particular proposals and enough explanation
- Better facilitation
- Too long and too much discussion. GA should not be the occasion for lengthy discussion but more about making decision that related to all members. Also, the quality of some of the proposals are not satisfied (some missing clear planning some even missing budget). Some nature of the proposals is more like member's commitment or initiative but not really (or not ready to be) a common members' concern, which need not to become a proposal in GA. All in all, the GA should be shortened in one day and keep focus on few big issues with good preparation so that members can make their judgment effectively.
- To allow more time to read through the documents on the meeting, esp. those new-send-out documents. And I suggest to give enough time to the audience to ask question to the presenters of each action proposer, and make sure everybody understand the aims and goals behind every proposal, so that the voting will become more efficient and meaningful. Thanks.

3E. Additional comments about the GA

- We are sorry the internet could not be more that it was. Hopefully next time will be better.
- I liked the idea to prioritize proposals for discussion, instead of going into each proposal in depth
- I hope all of the people who talked a lot during the GA will also work a lot to make it happen.

| 4. Preparation, Accommodation, Meals, Voluntary Work | Extremely disagree | Disagree | Agree | Extremely agree |
|--|--------------------|----------|-------|-----------------|
| Smooth/clear application procedure | 1 | 2 | 9 | 3 |
| Well-prepared info-sheet | 1 | 3 | 10 | 1 |
| Can go to the gathering point without any problem | 1 | 2 | 10 | 2 |
| Overall satisfy with clean/safe accommodation | 3 | 3 | 4 | 5 |
| Overall satisfy with food quality and quantity | 2 | 6 | 6 | 1 |
| Overall satisfy with facilities of the meeting venue | 2 | 1 | 9 | 3 |
| Voluntary work was enjoyable | 1 | 1 | 11 | 2 |

5. Any additional comments?

- I think that it will be easier if host can be involved equally to the application process. Meaning the host can start preparation earlier and take part of the application process because it is essential to decide the arrangement of arrival, departure, GA KIT, finance, etc. However, it is great that since this year NVDA already elected the next year GA host, so I believe the preparation will be better. Let's do this hosting election this way again next time. :)
- Most of the participant was talking about food , snacks and wifi. please pay attention to that
- The meeting hall had a difficult structure for meeting. For presentations it is perfect, but for non formal education methods it was not really suitable. Thanks a lot to GREAT-team for all the logistical work!
- We are in the staff level or even in director level, if we are still complaining a lot and couldn't deal with the situation, they should learn volunteering from the beginning.
- Thanks for preparation!
- Wifi should be provided. Host should remind participants to bring along with their sleeping bag and pillow if we are expected to sleep on floor.
- The quality and quantity of food could be better. (i.e. foods without bones maybe? make it quick and easy. And the portion could be bigger? For some participants, they may need more food.)

Annex. 1st Project Development Summit of NVDA (Minutes from the Sisters Meetings)

| | Facilitator | Participants |
|---|--------------|---|
| A. Incoming placement officers | Sophat (CYA) | Don (NOBLE), Yayat (GREAT), Lea (GIED), Anri (NICE), Tum (VSA) |
| B. Outgoing placement officers | Gate (VSA) | Sothea (CYA), Heesu (IWO), Ansan (VT), Galuh (GREAT), Betty (MNCYA), Amanda (MNCYA) |
| C. Project Coordinators & Trainers | Julie (DWC) | Nozomi (NICE), Nia (GREAT), Printer (GV4GF), A (DALAA), Duc (SJV), Keechun (IWO) |
| D. PR staff | Bird (VT) | Wenzi (DWC), Debbie (VT), Ben (GREAT), Bi (IWC) |
| E. Presidents and Directors | Kai (NICE) | Sakkarin (DALAA), Ismi (GREAT), Cris (MNCYA), Wilbert (SCI), Samira (NOBLE) |

A. Incoming placement officers

| | Challenge | Good practice | Proposal to NVDA | Topic |
|----|---|--|---|----------------------------|
| 1 | Visa - There's no embassy of Oman in most countries | - | - | PI (Promotion of Incoming) |
| 2 | Last minutes cancellation/ no show | - | Require advance participation deposit of center percentage | TI (Training of Incoming) |
| 3 | Local partners/ host see/ treat volunteers as like tourists | Sustaining workcamp in the same community/ project | - | G) Guideline? |
| 4 | Too much expectation of volunteers | Proper on arrival training | - | TI |
| 5 | Cultural differences | Proper on arrival training | Provide Training for local volunteers | TI |
| 6 | Lack of local youth engagement | Active participation of local youth | Provide Training for local volunteers | TI |
| 7 | - | Returning volunteers to the same workcamp | - | PI |
| 8 | - | Fixing arrival date of volunteers | - | TI |
| 9 | - | - | Standardizing Volunteer Exchange Form, Evaluation Form and others | G) create NVDA's guideline |
| 10 | - | - | Separate the info. sheets for TNW & GA and Pre-Work Camp | - |

B. Outgoing placement officers

| | | | | |
|----|---------------------------------|---|---|----------------------------|
| 11 | Before - Late confirmation | - | - | G) Guideline |
| 12 | Before - Unclear info | - | - | G) Guideline |
| 13 | Before - Too high fee for vols. | - | - | G) Guideline? |
| 14 | Before - Visa matter | Don't get flights ticket till the invitation letter arrives (GREAT) | - | TO (Training of Outgoing) |
| 15 | - | Drama Teaching, role playing for promotion (MNCYA) | - | PO (Promotion of Outgoing) |
| 16 | - | Bring interested people to short visit of similar project in home country such as zoo (MNCYA) | - | PO |

| | | | | |
|----|--|--|--|------------------------|
| 17 | - | - | More professional information on NVDA website | to be discussed at GA? |
| 18 | - | - | Create our own searching engine such as e-vet | PO |
| 19 | During - Different from info. sheets | - | - | G) Guideline |
| 20 | During - Last minutes cancellation of volunteers/ projects | Making a black list | Create a common cancellation policy for volunteers/ projects | G) Guideline |
| 21 | After - Keep their passion | Great journey (story contest) and winner get discount (IWO) | - | PO |
| 22 | After - Keep in touch | Involve ex. volunteers in promotion and preparation of new vols. | - | PO |

C. Project Coordinators and Trainers

| | | | | |
|----|--|---|---|-----------------|
| 23 | Projects: Find good local partners/ projects that need vols | - | - | G) Guideline? |
| 24 | Projects: Local vols' changing attitude of the community | - | - | TI |
| 25 | Projects: Lacks of project themes | - | - | G) Guideline |
| 26 | Projects: Meet vols.' expectations | - | - | TI |
| 27 | Projects: Living condition | - | - | G) Guideline |
| 28 | Projects: Weather Conditions | - | - | - |
| 29 | Projects: Have a safe workcamp/ accommodation site | - | - | G) Guideline |
| 30 | Projects: Find various activities not to bore vols. | - | - | - |
| 31 | Projects: Communication between 2 organizations | - | - | G) Guideline |
| 32 | Projects: Not enough capacity to host larger groups (20-30 people) | - | - | - |
| 33 | Projects: Not enough staff to organize and run many projects | - | - | C) Fund raising |
| 34 | Projects: Understand the inexperienced project | - | - | TI |
| 35 | Projects: Consistency of vols who are involved in the project | - | - | TI |
| 36 | Projects: Expect benefits from vols | - | - | G) Guideline |
| 37 | - | Training locals English to be more active with the vols (GV4GF) | - | TI |
| 38 | Leader Training (LT): Leaders expect high salaries | - | - | LT |
| 39 | LT: Volunteerism is not in their agenda | - | - | LT |
| 40 | LT: Dealing with conflicts | Role play in the training (locals, vols, leader) with a scenario (NICE) | - | LT |

| | | | | |
|----|--|--|--------------------------------------|------------|
| 41 | LT: Difficult to find a leader who is open-minded/ has leadership skills | - | - | LT |
| 42 | LT: Lack of Responsibility | - | - | LT |
| 43 | LT: Cultural Shock | - | - | LT |
| 44 | LT: How to coordinate evaluation camp to be more active afterwards | - | - | LT |
| 45 | Vols. Training (VT): Not many vols join training | * Open phone/ FB groups for incoming vols, camp leaders to pre-communicate (GREAT) * Mandatory pre-departure training, individual phone calls for vols who cannot attend training (IWO) * Mandatory skype or online training for outgoing vols (DWC) * Some projects have own FB group where vols can share what they did afterwards and new vols can also see what previous vols did. (NICE) | - | TI |
| 46 | VT: Lack of responsibility | Send info. sheet twice, brief email reminders, MOU must be signed by incoming vols, volunteer handbook (DALAA) | - | TI |
| 47 | VT: Cultural Shock, introducing the culture of hosting/ sending NGO | - | - | TI, TO |
| 48 | VT: Think of it as an earning job | - | - | TI, TO |
| 49 | VT: hard to train vols from different regions together all at once | Welcome email sent to vols 2 weeks before with short summary of all important info., vols have to reply to confirm if they read it (SJV) | - | TI, TO |
| 50 | VT: Introduction for the new volunteer about everything | Handbook for vols, leaders create LINE (NICE) | - | TI, TO |
| 51 | VT: Being a mentor | - | - | TI, TO |
| 52 | VT: Midterm and final evaluation | - | - | TI |
| 53 | - | - | Create a Google drive to share tools | LT, TI, TO |

D. PR staff

| | | | | |
|----|--|---|---|--------|
| 54 | Lack of resources | A. Use free resources (online tool) B. Learn by oneself C. Leverage/ use passionate vols | - | PO |
| 55 | Lack of channel to recruit incoming vols. (apart from asking partners) | A. Develop one to one relationship with partner B. Use common tools (visual design), post on partners' FB page | - | PI |
| 56 | Hard to develop participants loyalty | Contact vols. personally and keep the relationship from time to time | - | TO, TI |

| | | | | |
|----|---|--|---|--------|
| 57 | Not sure on how to build a simple and precise image for organisation | Do intensive SNS updates, be entertaining (to univ. students) during information session | - | PO |
| 58 | Different expectation between NGOs & vols (people just upload pictures to SNS, but not really interested in joining the activities) | A. Develop Award scheme for vols. B. Utilize the publicity opportunities C. Change the angle of the event and promote it in a different way? | - | PO |
| 59 | Changing rules of social media every day (hard to follow) | A. Keep updated on social media trend; learn from partners B. Make a good and catchy caption/ picture and update on the right time | - | PO |
| 60 | - | - | Develop a common hashtag (#) | PO, PI |
| 61 | - | - | List of all partners' SNS channel (FB, IG, etc.) [Inventory list] and learn from them from time to time | PO, PI |
| 62 | - | - | Share good practises between network / from time to time | PO, PI |

E. Presidents and Directors

| | | | | |
|----|---|--|--|--------------------------|
| 63 | Lack of partnership and sponsorship | * Just keep good work, then it will come naturally * Marketing the organizations * Actively use the media | - | C) Fund raising |
| 64 | Lack of long term involvement of Staff | * Gap month (holidays, working in another NGO) every 3 years (NICE) * Keep motivating with encouraging words even every day! (DALAA) * Increase salary annually & bonus from 3rd year (NICE) | Staff exchange after 2 years finished | D) Structural management |
| 65 | Strict governmental policies on legal status (Oman) | Invite them to projects (DALAA) | - | ? |
| 66 | Lack of capacity of Staff | * Training by external trainers (DALAA, GREAT, NICE) * Training with locals (NOBLE) | Staff Training Program | D) Structural management |
| 67 | Stick to plan of actions or have new actions? | Keep space for new actions, no projects in off season (GREAT) | - | D) Structural management |
| 68 | Lack of communication and gap with Staff | * Monthly bilateral talk (GREAT) * Biannual Staff meeting (DALAA) | - | D) Structural management |
| 69 | Tired of a lot of pressures... | * Go to the projects! (all) * Join top meeting like TNW (all) * Go out one day in a month and analyze myself, SWOT (NOBLE) | * Organize NGO leaders empowerment program * Create peer support * Collect case studies (e.g. how I managed when tax officer came) and make a booklet or website | D) Structural management |

Follow up communication chanel

| | | |
|--|---|---|
| | A. Incoming placement officers | Create social media group beside email, Invite international partners and different stakeholders to NVDA TNW & GA |
| | B. Outgoing placement officers | Facebook, Workcamp highlight, Instagram, IVS Seminar in university, Blog, Kakaotalk / WeChat/ Line, Movie competition, Gaining point (Stars), Email, Phonecall, Text message, Office visit, Skype, Brochure |
| | C. Project Coordinators and Trainers | Dropbox, Google drive to share tools like handbooks, games, evaluation forms, etc./ Erasmus+ projects have resources/ Training of trainers programs/ Salto-youth.net - a list of games and activities for training/ CCIVS & SCI have books & resources for training on their web/ Template activity forms completed with sample games and activities by trainers and are exchange and share/ It is important to communicate to let trainers know why it is important to use/ play the activities/ methods shared, in addition to sharing the activities o Use different types of tools, and different presentations for different target groups (age, gender, interests of volunteers) |
| | D. PR staff | - |
| | E. Presidents and Directors | Create Facebook chat group or other SNS, Annual gathering at TNW & GA (possibly, with drink in the evening) |