**CIF INTERNATIONAL**

**PROFESSIONAL EXCHANGE PROGRAMS**

**(PEP)**

**MANUAL[[1]](#footnote-1)**

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# A GUIDE FOR DEVELOPMENT OF A CIF INTERNATIONAL PEP

## INTRODUCTION

In order to further the aims of CIF and CIP USA, CIF-International has encouraged the formation and operation of International Professional Exchange Programmes in other countries. These Programmes are usually patterned after the CIP experience, in terms of overall design, but each is unique in its characteristics and operation. CIF-International approves and monitors the progress of each Programme.

## COMPONENTS OF A CIF INTERNATIONAL PROFESSIONAL EXCHANGE PROGRAMME

CIF-International has determined the following to be essential components of a CIF endorsed International Professional Exchange Programme (PEP):

1. be organised and administered by a CIF National Branch (NB);
2. aim to have a minimum of three participants;
3. be a minimum length of two weeks, including an orientation and evaluation;
4. include host family living;
5. have participants from social work, social welfare, and human services and related fields from different countries;
6. submit Final Evaluation Report (FER) to be periodically reviewed by the CIF International Executive Committee.

## PROCEDURE OF FORMATION OF A CIF INTERNATIONAL PEP

The governing body of the NB must, in concert, agree to the formation and to the administration of the Programme. In some countries that are presently operating an International PEP, the NB has chosen to register the Programme officially in the country in order to be able to receive national funding.

### 1. Funding of a CIF International PEP

The NB must develop a realistic budget for costs of an International PEP. The funding of an International PEP is the responsibility of the organizing NB. CIF International does not provide funds for International PEPs. Current International PEPs are funded from a variety of sources in the country where the programme is located, such as:

* Program fee payment by participants
* Contribution of CIF NB Members;
* Special fund-raising from:
* Government Ministries or local governmental bodies;
* Universities
* Professional societies in social work andhuman services / private agencies;
* Corporations and foundations operating in the country;

In-country funding for certain aspects of an International PEP must be secured for many activities, including the following:

1. **Office and Communication Expenses:** In most cases, the work of an International PEP done out of someone’s home or existing office; a few may have their own separate office. In either case, office rent, postage, telephone costs, programme materials, and office supplies are usually donated, in-kind service. When such expenses are not donated, they should be a part of the budget. Most programmes depend upon the in-kind contributions of many volunteers.
2. **Beginning Programme (Orientation) Retreat.** If a retreat is a part of the initial phase of the operational plan, funding must be secured for accommodation, transportation, and food.
3. **Orientation Speakers.** In some situations, International PEPs solicit volunteers, including former CIF members, to be Orientation speakers. In a few cases, speakers may be paid a small stipend or honorarium for their services.
4. **Local Group Transportation.** When participants are taken to an event as a group, the NB accepts responsibility for the local transportation. However, this could be done with volunteers.
5. **Hospitality and Reception Events.** Most International PEPs have receptions during the experience, and this requires funding for refreshments and other items, unless sponsors are secured for such events.
6. **Cultural Events.** Most cultural events (theatre, concerts, museums, ethnic events, etc.) in an International PEP are secured by the NB free of charge. However, there can be special events, which require funding.
7. **Culminating Event/Final Evaluation.** The culminating Event for the entire experience can require funding for hospitality and evaluation and, possibly, rooms and meals, if done at a retreat location.
8. **Orientation Sessions for Host Families and Orientation Speakers.** International PEPs conduct Orientation Sessions for those who are volunteers, whether host families or speakers in order to ensure that volunteers are culturally sensitive and are aware of the purposes and activities of the International PEPs.

### 2. Approval of a CIF International PEP

After a NB has approved the formation of an International PEP in that country, the following process should be followed before the programme is actually initiated:

1. A description of the International PEP should be completed and forwarded to the CIF International Executive Committee (EC) (see attached outline).
2. The CIF International EC will review it and forward its decision to the NB.
3. The CIF International PEP, if approved, may start to use the CIF Logo in its advertising and dissemination about the Programme.

### 3. Advertisement of a CIF International PEP

After the approval of the International PEP by CIF International EC, the NB should start to advertise and disseminate the programme at least 9 months ahead of the program dates.

The NB prepares an inspiring flyer announcing basic information about the International PEP including:

* NB and CIF International logo
* Dates of the PEP
* Program fee and financial requirements
* Language requirements
* General and individual program information (general aspects)
* Accommodation
* Health insurance and visa protocols
* Number of participants
* Application deadline
* Contact details

The flyer is first sent to CIF International PEP Coordinator and CIF International Webmaster.

CIF NBs operating International PEPs must advertise directly to other CIF NBs and CIF Contact Persons (CPs) and to the CIPUSA Headquarters, sending the flyer and International PEP information, requesting assistance with advertising, application distribution, screening, and nomination.

In the United States, CIPUSA Headquarters advertises the CIF International PEPs, but does not screen applications nor conducts interviews for any of the PEPs as this is done by CIF USA.

CIF International EC should be regularly informed by copying and forwarding to the PEP Coordinator any relevant correspondence and information material.

### 4. Application to a CIF International PEP

Each International PEP will use the common application form approved by CIF International. Abroad, each CIF NB co-ordinates the in-country activities for International PEPs, including application distribution, screening, interviewing, and nomination. Each NB should establish its own deadlines to receive applications for review.

All participant applications forwarded to a country organizing an International PEP must first be approved by the sending NB, if existing. If not existing, the participant application must be approved by the CP of the sending country. If there is no CP, then the applicant directly contacts the country organizing the programme.

The application form of a nominee must be sent to the PEP organizing country, together with a recommendation letter written by a member of the NB (if not existing, by the CP). The recommendation Letters should be according to the *Recommendation Letter Checklist* of CIF International.

# CIF INTERNATIONAL PEP CHARACTERISTICS

The NB operating an International PEP determines its Programme’s characteristics. Some general considerations about each factor can be found below:

**Participant Criteria.**

* Participants should have a background in social work, social welfare or human services field/related fields with at least two years of professional experience.
* Participants should see some value in a cross-cultural experience and should see some relationship to their career.
* The sending country has to assess if the applicant is proficient in the program language of the PEP country. International PEP must determine the quality of language facility required and should specify criteria for professional expertise.
* The participants should be aware of the fact that the International PEPs can be physically and emotionally challenging. Special needs must be addressed for suitable arrangements.

**Acceptance or Rejection of Participants.** All International PEPs should notify applicants and NBs of either their acceptance or rejection for the exchange experience. Time frame is important. Additionally, the CIF NB of the applicant should be informed of the final decision.

Finally, all International PEPs, as soon as they finalize their selection process should also inform the PEP Coordinator and all CIF Branches, by sending the ‘Chart of Candidates’.

**Host Family Living.** Host family living is required. Participants begin to better understand the country through host family contacts. Programmes have a mixture of hosts, including some CIF members. Hosts are asked to provide housing and food.

Participants and host families should be matched by language ability. *CIF International Host Family Manual* has been developed for NBs to give to host families to provide a general guide when hosting someone participating in a CIF International PEP.

**Agency Experience.** In International PEPs, which require local language facility, the agency experience is usually one of working with clients in the participant’s field of expertise. In other countries without the local language requirement, the entire Programme is conducted in English, with translation being provided when necessary. In such countries, the agency visit is an observation and discussion opportunity with the agency personnel, rather than being able to work with clients.

**Program Fee and Financial Details.** Some International PEPs require a Program fee to partially cover logistics costs, some require not. It should be clear what is paid by the fee. If a Program fee is required, this should be listed in all advertisements about the International PEP and also which expenses the NB covers should be clarified in the flyer.

**International and Domestic Travel.** In most International PEPs the participant is required to pay for international round-trip airfare and/or transportation, with the International PEP paying for domestic in-country travel. Some NBs may provide grants for international travel, especially for participants from developing countries. The arrangements for both types of travel should be enumerated in all materials.

**Personal Finances and Living Expenses.** If the participant must assume responsibility for any living expenses beyond host family living or as a part of the hosting, the participant must be told ahead of time, and the amount, which the individual must bring for this should be disclosed.

**CIF International and CIF NB Membership.** All International PEP participants should be required to join their NBs after the Programme is over. If the participant is from a country without a NB, he/she should be required to contact the CP of own country. If CP does not exist, he/she should be directed to CIF International CP Coordinator if eligible to be a CP.

The content of the PEP should be informing and motivating participants about CIF International.

**Health and Liability Insurance Requirements.** All International PEPs require participants to have their own health insurance before arriving in the country. The actual policy and a claim form should be brought by each participant. The participant and the NB should make sure that the health insurance covers the costs abroad. Participant must be asked to send the copy of the travel health insurance after the acceptance. ‘In case of emergency’ section on application form should be checked as the participant arrives in the Programme country.

**Programme Evaluation.** All International PEPs conduct a programme evaluation of the exchange experience at the conclusion of the Programme on the common forms approved by CIF International, and this info is needed/used for completing FER.

**Certificate of Attendance.** Participants must get a certificate at the end of the program.

# CIF INTERNATIONAL PEP REPORTING REQUIREMENTS

* A Final Evaluation Report (FER) must be sent, within one month~~s~~ after the close of the International PEP, together with the List of Participants Sheet to the CIF International PEP Coordinator.
* Since CIF International and CIPUSA both publish a newsletter, participants, host families and others involved in the PEP should be encouraged to write articles about their experiences for CIF International World News.

**Additional Assistance in Forming an International PEP.** For additional assistance in forming an International PEP, individuals may write to the CIF International PEP Coordinator.

# CIF INTERNATIONAL PEP ETHICAL REQUIREMENTS

CIF International’s ethical standards shall guide CIF International PEP organizing NBs in accordance with the organizations objectives and values as stated in the statutes.

# STANDARDIZATION OF CIF INTERNATIONAL PEPs

* CIF International approves and monitors the progress of each program;
* NB can continue the International PEP when lapses up to 5 years, if there are no significant changes to the program on offer.

## Standard Content of an International PEP

* **Theoretical and practical experience** in social work and other related professions;
* **To conduct** orientation sessions for those who are volunteers or paid speakers in order to ensure that they are culturally sensitive and are aware of the purposes and activities of the International PEP;
* **Orientation** to CIF International and their activities around the world including main principles and history;
* **Orientation** to the cultural-social-political and organization structure including an introduction of the existing social/human services system in the country;
* **Evaluation** of the International PEP by participants at the end of the program.
* **Submission** of Final Evaluation Report (FER) to CIF International including ‘List of Participants’ Sheet for the Participant Data Base. CIF International is responsible for an International PEPs report once a year at BD meeting to provide feedback and to enable discussions and mutual learning.
* **Cultural** **and social activities**;
* **To encourage** participants to join either their NB or develop a CIF NB after they’re back to their countries.
* **To download** CIF International brochures and World News from the CIF International website and distribute them to the participants attending the program;
* **To introduce** participants to CIF International website **www.cifinternational.com**

## Agency Visits and Professional Experience

* Selection of agencies where it is mutually beneficial to share knowledge and experiences;
* Selection of agencies according to NB members’ knowledge and professional relationships;
* Selection of agencies according to participants' interests (if possible);
* To arrange English speaking professionals or provide translation at agencies;
* To facilitate supervised contact with clients for participants speaking the country's language;
* To maintain relationships with the agencies by providing orientation of CIF International, information about opportunities to join the organization, encourage and support agencies' professionals to participate in International PEPs.

## Host Families

Recruiting Host Families

* Discussions with colleagues, friends, neighbours, and families
* Promotional information about CIF and its aims
* Information about the benefits from having someone from a foreign country living with them

Supervision and Training of Host Families

* Provide CIF International Host Family Manual
* Provide information about mutual expectations
* Provide contact information and be available to discuss any questions or concerns host families may have

*How to match Host Family and Participant*

Several factors should be taken into account when matching host families and participants including:

* Religion
* Allergies
* House pets
* Location – distance from agency experiences
* Transport
* Composition of host family e.g. individual, couple or family with children
* Smoking

**Host Family Living**

* **To find** and select host families not only from NB members but also from non-CIF members eligible to be a host family.
* **To conduct** orientation sessions for host families in order to ensure cultural sensitivity and awareness of the purpose and activities of the International PEP, making use of CIF International Host Family Manual.
* **To conduct** meetings and events with host families to share experiences, motivate, integrate them into the organization and keep good relationship with them;
* **To ensure** that host families speak English except of those NB where the Program language is other than English.
* If host family living is not possible, to provide accommodation to participants and enable them to meet and spend time with families.

# APPENDIX

## OUTLINE FOR PROPOSAL TO INITIATE AN INTERNATIONAL PEP APPLICATION TO CIF INTERNATIONAL

The following information should be submitted to the International PEP Coordinator of CIF International:

**COUNCIL OF INTERNATIONAL FELLOWSHIP (CIF)**

CIF INTERNATIONAL PROFESSIONAL EXCHANGE PROGRAMME IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LENGTH OF PROGRAMME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTHS OF PROGRAMME)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION (S) OF PROGRAMME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAMME CHARACTERISTICS:

**Participant Criteria** (who can apply, language required, working experience asked...)

**Application requirements** (language of application, deadline, where to send)

**Orientation Programme Description**

**Agency Experience Description**

**Host Family Living** (number of families, period, etc.)

**Financial Details and Funding of International PEP**

**Participant Financial Requirements**

**Personal Finances Needed** (what the Programme does not cover)

**Living Expenses Needed** (what is provided and what is not by the Programme)

**Participant International Travel** (who covers the cost)

**Country Domestic Travel** (specify if covered by CIF for travel related to Programme)

PROGRAM FEE REQUIREMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEALTH INSURANCE REQUIREMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAMME EVALUATION PROCESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL BRANCH, ADDRESS AND E-MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## CHECKLISTS

### Mutual Expectations of a CIF International PEP

The CIF International PEP is:-

1. An opportunity to observe, discuss and, if possible, participate in social work practice.
2. An opportunity to share ideas, values and experiences with a multi-national group of fellow professionals on similar placements.
3. An opportunity to live with families and find out about their culture and way of life.

The CIF programme is NOT:-

1. A holiday.
2. An assessed training course or academic course.
3. A wholly “practice based” experience. Please check the Program flyer or contact the NB directly to get more information about what to expect from agency visits/field placements

YOU can expect:-

1. To be treated with respect and consideration.
2. To be consulted, as far as is possible, about your programme and activities.
3. To be listened to, if you have any problems or concerns.

WE expect you:-

1. To participate in and contribute to activities arranged for you in general and individual program, with the group and with your host families.
2. To treat all other group members, host families and agency staff with respect and consideration. All those involved in CIF work are volunteers.
3. To tell us if you have problems with any aspect of the programme but try to understand if we cannot give you exactly what you want.

**Participant preparations**

* Visa if needed including an invitation letter to the program and all documents needed. It should be addressed to the PEP organizing country by the participant
* To subscribe personally to health/accident insurance
* Flight tickets
* Correspondence with host families and agencies
* To receive information about cultural and practical issues while staying with host families: Sleeping arrangements, laundry, telephone calls and cards, internet usage, meals, cleaning, water use and showers, dressing customs, families events and meetings, smoking and other home rules, pets in the house etc.
* To prepare documents: a paper, small flag, videos, flyers and all other means of professional and cultural information to present at the host country
* To prepare small gifts for host families, agencies and members if possible
* To prepare some food products typical of the country to cook at an international social evening organized by the host country
* To prepare program's fees to be paid upon arrival to the treasurer (if applicable)
* To prepare some extra money for personal expenses;
* To learn about the CIF organization from the website and from branch members;
* To understand the process of evaluation and to write a report for the hosting branch and to own branch;
* Participant should become active member within his/her branch and share knowledge and own experience with future participants;
* Participants without a branch should contribute to develop a CIF Branch;
* Participants to receive a certificate at completion of the program;

### Contact with NB Members, Programme Coordinators, Host Families and Participants during the Programme

* Contact telephone numbers of programme co-ordinators and/or Branch committee should be made available to host families in case any issues arise during the programme.
* It can be helpful to share the programme timetable and a list of host families for each participant to promote communication to be able to arrange transport between host families
* It is important to share participant’s mobile phone numbers on arrival to the programme to promote good communications and in case of an emergency.

### Benefits to Employers of Staff Taking Part in a CIF International Professional Exchange Program

The Council of International Fellowship currently offers 17 international professional exchange programmes for social work and human services practitioners in such diverse countries as Nepal, Finland, Turkey, India and Australia. The programmes include professional, cultural and educational exchange opportunities and, having developed over a period of fifty plus years, CIF International continues to represent a unique and invaluable way of promoting increased understanding and dialogue, personally and professionally, to those who have the opportunity to participate in a programme.

Information about CIF and the programmes it offers can be found at [www.cifinternational.com](http://www.cifinternational.com).

There are a range of benefits to employers who support and encourage their staff to take part in a CIF International PEP:

* CIF provides a creative way of valuing, retaining and motivating staff
* Supporting staff to participate in a CIF programme represents in-service training/experience at minimal cost to the organisation but with potentially far reaching benefits
* Participation by staff in a CIF programme contributes to Continuing Professional Development and helps to promote a culture of lifelong learning within organisations
* CIF participants bring back knowledge and experience of international social work practice through exchange with other participants on the programme, as well more detailed knowledge of work practices – and social, cultural and family life - in the host country
* Agency visits in the host country are organised around each participant’s special area of interest
* Staff gain knowledge about race and religion in other counties, which can help to promote anti-discriminatory practice in their workplace
* CIF provides an opportunity for dialogue and learning between workers from the developed world and those from poorer countries where social work is still in its infancy
* Formal and informal networks are created, leading to the ongoing exchange of ideas and written material, student placements, cross cultural research projects and inter-country seminars
* In some cases, contacts which have been created through CIF have led to service users also having the chance to visit projects in other countries, particularly within Europe
* Most CIF participants return from their chosen programme with a new energy and enthusiasm .... this can be sustaining and inspiring to colleagues they work with.

1. 1To be voted as final document in Kalamata 2017.

   Please address comments and questions to CIF Int. PEP Coordinator Rabia Ozbas-Durak pep@cifinternational.com [↑](#footnote-ref-1)