



Memorandum of Understanding concerning the organization and conduction of the "International CLIMS Camp"

MoU ICC 2017

The signatory parties have reached on the 26th of September 2017 the following understanding:

Preamble:

The "International CLIMS Camp" (ICC) was established by the CLIMS member nations in 2003. The aim is to bring together young people for a two-week camp where they can live in mixed groups sharing common activities, and develop a mutual understanding and tolerance. The youth camp is held annually and hosted by one of the CLIMS member nations.

§ 1, Aim and Objectives

The aim of the International CLIMS Camp is to encourage young people from the age of 15 to 17¹ from families' beneficiaries of the CLIMS member nations to take an active part in an international youth program.

Its objectives include:

- Encourage young people to find out about, become aware of, and recognize the value of cultural diversity;
- Provide opportunities for ICC participants to live together in mixed nationality groups by respecting the "Code of Conduct" established by the CLIMS (Annex A);
- Encourage participation in group decision-making and team development;
- Enable young people to learn and develop new skills;
- Make young people aware of equal opportunities for all men and women.

§ 2, Venue, Timing and Costs

a. Venue and timing

- A youth camp of two weeks' duration will be organized each year in the period of July/ August.
- The venue and actual dates will be announced at the CLIMS fall meeting two years in advance.

¹ The participant cannot reach the age of 18 during the ICC.

b. Costs

- Up to the fall meeting of the preceding year, the host nation will fix the costs of the ICC and inform the other member nations during the meeting about the costs per participant;
- In order to keep the costs as low as possible, it is recommended to host the camp in military facilities;
- The host nation will inform the participating nations about the payment;
- The price per participant includes all foreseen activities and services, including the local transfer to/from the camp and the arrival meeting points;
- The meeting points will be determined by the host country in advance;
- The price does not include national insurances and transportation to/from the host country meeting point;
- Staff and group leaders are free of charge during the camp in a ratio of 1/10 participants.

§ 3, Responsibilities

a. Organization

- CLIMS is the body responsible for planning the ICC.
- The host nation is responsible for implementing the camp.
- The host nation will provide all information prior the camp through the CLIMS secretariat. In so doing, event proposals will be discussed, among other things, during the fall meetings.
- CLIMS will hand out to each nation a check list which is to serve as a rough guideline for the equipment that may be required for the ICC.
- The host nation will give to the CLIMS secretariat a report on the Camp to be presented during the plenary session at CLIMS fall meeting.

b. Management

- The host nation will provide the Staff required, paying special attention to their experience in the youth field, particularly the group leaders;
- The nations participating in the ICC will provide group leaders at a ratio of 1/10. If the participating nation doesn't have enough group leaders for its groups, it must have the agreement of the host nation to replace the missing ones in order to guarantee the ratio. All the exceptions to this rule have to be agreed with the host nation.
- Group leaders must be capable to accompany young participants in youth camps, and should be at least 21 years old;

- Specialists and other instructors will be provided by the host nation or by any other nation on special request;
- All staff must be able to communicate fluently in English.

c. Insurance

- The host nation is responsible for arranging overall public liability insurance.
- Each participating nation is responsible for an appropriate insurance (accident, transport and health and possibly also personal liability) for its participants and group leaders.

d. Staff Training and obligations

- The host nation will organize and conduct a staff training on a weekend held preferably at the venue of the ICC within 2 months prior to the ICC;
- Concerning to the group leaders weekend training, the cost of accommodation, food and local transfer between the camp and the meeting point will be supported by the host nation;
- The meeting points will be determined by the host country in advance;
- Participating nations will have to pay the travel expenses to/from the meeting points;
- Each participating nation should send at least one group leader to the training – maximum two free of charge;
- Immediately after the training, the host nation will inform the participating nations on any other matter regarding the camp;
- The staff must accept and follow the rules set by the ICC organization, through the signature of the code of conduct with their duties listed, as well as the requirements defined in this MoU.

e. Personal and medical information

- The participating nations have to make sure that the CLIMS data form (Annex C) are handed over to the host nation fully completed and signed, as soon as possible but not later than 1 month prior to the camp.
- The host nation must guarantee the appropriate health and medical support during the camp to both participants and staff.

f. Visitors' Day

- The host nation is responsible to organize the Visitors' Day after the first week of the Camp, in the middle of the stay, where it will invite the CLIMS delegates of the participating nations, for a two-day presentation of the camp organization.

- The cost of accommodation, food and local transfer between the camp and the meeting point will be supported by the host nation;
- The meeting points will be determined by the host country in advance;
- Participating nations will have to pay the travel expenses to/from the meeting points;
- A maximum of 2 visitors per nation will be free of charge, for the additional visitors the costs will be paid in full by the participating nation.

§ 4, Requirements

- The host nation will provide the internal rules of the Camp and the job descriptions to the different responsible persons concerned with the organisation of the Camp.
- The resort chosen by the host nation must provide:
 - a. At least 200 comfortable beds arranged in separate accommodation by gender (male/female) with all equipment needed (sheets, blanket, cleaning material, etc.) for the participants;
 - b. Adequate accommodation in amount and comfort with all the equipment need for the ICC Staff;
 - c. Adequate number of toilets and showers (approximately one every five young participants);
 - d. Restaurant / canteen service;
 - e. Infirmary or appropriate point of medical treatment;
 - f. Appropriate health and medical support;
 - g. Security in the resort;
 - h. Sport and recreation facilities and equipment for the evening programme;
 - i. Laundry facilities;
 - j. Communication facilities, such as free wifi;
 - k. Transport facilities.

§ 5, ICC Director Job description

1. Job Role

To plan and organise the ICC, ensuring at all times that due attention is paid to safety and equal opportunities for all involved staff and young people. Given the importance of this role, the individual should have significant experience and responsibility.

2. Responsibilities

Responsible to the host nation for all aspects of his/her work and involvement throughout the camp and staff meetings. Duties and responsibilities are as follows:

- a. Direct all activities of the ICC;
- b. Co-ordinate the activities and programme of the ICC;
- c. Deliver a training programme to all nominated staff advance of the ICC;
- d. Assume overall responsibility for ensuring the highest possible standards of safety and hygiene throughout the Camp domestic site and activity areas;
- e. Provide support and direction to the Staff;
- f. Organise staff meetings, and opportunities for exchange of skills and ideas;
- g. Oversee the accounting systems and financial records during the ICC.

§ 6, ICC Group Leader Job description

1. Job Role

Co-ordinate and supervise the involvement of members of an international group throughout the duration of the Camp, ensuring at all times that attention is paid to safety and equal opportunities for all involved staff and young people. Given the importance of this role a minimum age of 21 is required.

2. Responsibilities

Responsible to the Camp Director for all aspects of his/her work and involvement throughout the period of the Camp. Duties and tasks include:

- a. Taking a full and active part in all aspects of the Camp, including everyday life time;
- b. Establishing constructive and positive working relationships with other Camp staff in order to facilitate the work to be done;
- c. Developing positive relationships with members of his/her international group;
- d. Working with group members and co-ordinator to establish a constructive group identity and sense of belonging;
- e. Enthuse and motivate the young people in his/her group to participate fully in all aspects of the Camp and programme;
- f. Promoting the programmes and activities to ensure that group members are informed of any special arrangements and timings;
- g. Concerning about the safety, well being and enjoyment of all group members at all times;

- h. Ensuring that he/she is aware of the whereabouts of all group members at all times;
- i. Assisting activity instructors working with the group in the delivery of sessions;
- j. Encouraging group members to get to know each other and learn about each other's countries and cultures;
- k. Responsibility for the supervision of his/her group members;
- l. Assisting in other areas of the programme and operation of the camp when required;
- m. Attending staff meetings as requested by the Camp Director;
- n. Keeping the Camp Director informed of any problems or difficulties that arise;
- o. Demonstrating behaviour and attitudes that are in keeping with the aims and ethos of the Camp, and which: will serve as positive examples to young people;
- p. Undertaking any other duties and tasks assigned by the Camp Director.

§ 7, Language

The official language of ICC is English and all the activities will be conducted in English.

§ 8, Attendance

- All CLIMS member nations are encouraged to take part in the ICC.
- The host nation should offer a balanced number of places to each nation, but the spare places can be offered to other nations who have more participants interested, in order to reach the camp's full capacity.
- Other nations may be permitted to participate in the ICC after being accepted as associate members following a decision at the chairmen's meeting (two-third majority needed).

§ 9, Modification of this MoU

Any modification must be approved by a two-third majority decision of the signatory parties.

§ Annexes

A - Code of Conduct of the Participants

B - Code of Conduct of the Group Leaders

C - CLIMS Data Form

Berlin, 26th of September 2017