

Special Projects Fund Review Committee

At QBM September 2018, the Board voted to suspend the Peace Bus programme for the 2019 programme year, and to complete an evaluation with recommendations for the programme in 2020 and beyond.

The specific motion stated:

That the Peace Bus programme be suspended for the 2019 programme year.

During this year, a Working Group be established, with specific Terms of Reference to

- *Evaluate the programme in reference to CISV Canada's strategic goals*
- *Make recommendations for a sustainable model to support the Peace Bus programme*

RESPONSIBILITIES

Goals	To evaluate the Peace Bus programme with reference to CISV Canada's strategic goals, and make recommendations for a sustainable model to support the Peace Bus programme.
Activities	<ul style="list-style-type: none"> ● Collect data on past Peace Bus programme activity and the current programme environment ● Explore options for different models including status quo, external partnerships, external programme etc. ● interview chapter chairs for feedback ● develop SWOT analysis of the programme ● develop logic model for the programme ● make recommendations for a sustainable governance and fee model to support the Peace Bus Programme.
Deliverables	<ul style="list-style-type: none"> ● Interim report ● SWOT analysis of programme ● Final report with recommendations for governance and fee structure ● Logic model for ongoing programme evaluation

WORKING RELATIONSHIPS & RESOURCES

Governance	<p>The Working Group reports to the Executive.</p> <p>The Working Group will report monthly (status update) to the Executive.</p> <p>The Working Group will provide a status update to the Board at QBM May 2019, and a final report with recommendations to the Board at QBM September 2019</p>
Jurisdiction	The Working Group will complete research and make recommendations. Any decisions on the future of the programme will be a decision of the Board of CISV Canada.

Communication	<p>The Working Group will liaise with the Peace Bus Committee, the Risk Management Committee and the Chapter Chairs as appropriate.</p> <p>Minutes and reports (status updates) will be posted on google docs.</p>
Meetings	<p>The Working Group will meet monthly, and additional meetings will be called by the chair as required. The Working Group will meet virtually. In person meetings for a sub-group of the Working Group may be required, and would be called by the Chair.</p> <p>The National Programme Chair is the Chair of the Working Group.</p> <p>Minutes are recorded and maintained within the CISV Canada google drive.</p>
Related Policies / By-laws	<p>CISV Canada Handbook Handbook Section 5 - Programmes Handbook Section 8 - Risk Management Peace Bus Guide</p>
KEY COMPETENCIES AND CONDITIONS	
Composition	<p>Working Group membership must reflect the diversity of chapters across Canada.</p> <p>Working Group members must understand CISV Canada's policies, procedures and governance structure.</p> <p>Working Group must include a mix of members who have been active in the Peace Bus programme, and those who have not.</p> <p>The Committee will consist of:</p> <ul style="list-style-type: none"> ● National Programme Chair – Chair ● President CISV Canada or a delegate from the Executive ● Peace Bus Co-Chair ● Two members of the Peace Bus Committee ● Representatives of 3 chapters, with one from West, Central and Eastern Canada; reflecting both large and small chapters ● Member of Risk Management Committee ● Member of Junior Branch <p>Members must be aware of the CISV Canada strategic plan. Some members must have expertise with the Peace Bus programme. Some members must have skills in evaluation methods.</p> <p>The maximum size of the Working Group is 10; the group may be smaller if members hold multiple roles.</p>

Term and Time	<p>Term of appointment is maximum of one year. It is anticipated that the Working Group will complete its work by September 2019.</p> <p>The time commitment will vary throughout the process, but an estimate of 10-15 hours per month to complete a thorough evaluation.</p>
Selection	<p>Members are appointed by the Executive of CISV Canada. A call for membership will be issued immediately following NBM.</p>
Approval	