

# Junior Branch

An Introduction

# JB Essentials

## Understanding JB

### All JBs are part of a Global Movement

You are part of a group of people thinking about the same topics, facing the same challenges, asking the same questions, and taking actions, working together in hundreds of cities around the world. More than that, you are all connected, communicating and share ideas and information.



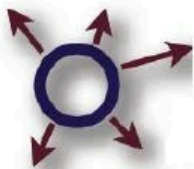
### JBs are Constantly Developing



Developing means increasing both quality and quantity, and in JB, we are always looking for ways to do this. We experiment, learn what we like and works well and repeat or improve them, and discard what wasn't so good. This is a process of constant development.

### JBs are Self-Governing entities

JB is an integral part of CISV. Our actions are based on its principles, and JB is also an important source of both leaders and creative ideas. However, we are also separate as we gain from the experience of being in charge of what we do. More than that, we are able to act as we think we should, addressing the issues we feel responsible for. This process is an important way JBers gain skills to carry out important work for JB, within CISV and in the world.



### All JBs work towards the JB Goals

The purpose of Junior Branch is to contribute to CISV's purpose, which is to *educate and inspire for a more just and peaceful world*. The goals of JB were designed to explain how JBs contribute to this.

### JB SET

The Junior Branch Self-Evaluation Tool (JB SET) is a self-evaluation method we have developed to help identify the things we're good at, as well as the challenges JBs around the world are currently facing. Every chapter and NA/PA contributes an evaluation of its work annually.

These results are collected internationally, and are then used to decide where to focus training on.

# JB Goals

## What we aim for

### Build a Junior Branch community

- JB experiences are enjoyable.
- There are positive and constructive dynamics between JBers.
- People feel comfortable contributing ideas, opinions or suggestions.
- People feel comfortable taking part in JB events and activities at all levels.
- There is widespread participation in brainstorming and visioning.
- Diverse opinions are considered and valued.
- There is a sense of fairness in decision-making.
- JB activities are a source of successful recruitment.
- Junior Branches benefit from being part of International Junior Branch.

### Develop individuals and leadership

- There are opportunities for all JBers to acquire and develop skills.
- JBers are able to use a range of different tools and methods.
- JBers communicate effectively.
- There are opportunities for all JBers to take leadership.
- Quality is maintained or improved when leadership changes.
- Leadership is approachable and communicative.

### Encourage education and action

- JBers apply what they learn in CISV in their day to day life.
- JBers actively contribute to their communities outside of CISV.
- Junior Branches work with other organisations to achieve common goals.
- JBers participate a sufficient number of activities based on the annual CISV educational content area.
- Local and global issues are discussed within JB meetings or activities.

### Challenge and develop our organisation

- JBers feel comfortable taking an active role at any level of CISV.
- JBers share ideas, tools, and best practices with CISV members outside their Junior Branch.
- Junior Branches collaborate constructively with other levels of CISV.
- JBers positively challenge and build CISV programmes and structures.



# Structures

## How it all works

### IJB Team

The IJB Team oversees, facilitates, develops and encourages the work of International Junior Branch.

#### -- Goals and Indicators

##### | Support the needs and development of JB's |

- Our resources and educational tools are used.
- There is regular contact with National Junior Branches.
- There is regular contact with Local Junior Branches.
- JBers can access appropriate quality training.
- The IJB Team is aware of local JB's needs and situation.
- Local JB's understand the purpose and use of the IJB Team.

##### | Ensure effective communication |

- JBers take proactive interest in CISV International.
- Information from CISV International and elsewhere is shared to all levels of Junior Branch
- Updates from the work of the team are shared periodically with all JB's.
- Regional Teams bring information from their regions to the IJB Team.
- All our communication tools are relevant and up to date.
- Our communication channels reach every JB.
- JBers make use of our communication tools.

##### | Encourage innovation and improvement |

- IJB Team is active within CISV International.
- Quality and relevance of work is regularly evaluated.
- New ideas and projects are generated.
- Spaces exist for JBers to undertake new initiatives and challenges.
- JBers contribute to CISV International decision making
- JBers are constantly challenged within IJB.
- The IJB Team constructively criticizes and challenges our organization to improve.

##### | Build a functional and inspired team |

- There is a culture of accountability within the team.
- Team members remain challenged & motivated.
- Team members feel comfortable and included.
- IJBs take action to ensure the productivity and wellbeing of the team.
- There is effective communication between team members.
- Team members cooperate effectively.
- Team members are recruited in a fair, inclusive and consistent process.
- Team's work is evaluated at least two times a year.

#### -- Becoming a part of the team

Team members can serve between 2 and 3 years to ensure that new generations of JBers have an opportunity to contribute, and the team can benefit from a regular turnover of new inspiration, creativity and critical analysis. Every year there will be a change on 2 to 3 members. IJBs will announce the process of application.

You can read about the IJB Team on JB Pedia: [http://www.ijb.cisv.org/jbpedia/IJB\\_Team](http://www.ijb.cisv.org/jbpedia/IJB_Team)

## Regions

Junior Branches across the world are divided into three regions: European Junior Branch (EJB), Asia-Pacific Junior Branch (APJB), and Americas Junior Branch (AJB). The purpose of this is for JBs to be able to contact and cooperate with those JBs near them.

Recently, these regions have divided into 'Neighbourhoods', which has encouraged JB cooperation, and allowed more JBers to get involved and benefit.

Regional Teams are teams of 4 people elected (2 each year at the regional meeting) who oversee the work of the region, encourage cooperation and help individual JBs develop.

JBs across the world come in many different shapes and sizes, and no two JBs are the same. Some may have 10 chapters, some may be just starting, some may run minicamps, some may have lots of money, some may have 20 people, and so on. It's therefore impossible to draw a picture of what a JB *should* look like, but it is possible to ask important questions.

- Do we meet? When, where, how often?
- What activities should we plan and do?
- What are our priorities?
- What are our challenges and how will we deal with them?
- What positions/committees do we need as a JB?
- What do we expect from our NJR?



### NJRs

While it is up to JBs to decide how they are run, most elect one or usually two National Junior Representatives who represent that JB to their national board, at regional meetings and at IJBC.

NJRs are recognised as the representatives of that JB, and so only they may vote for their regional team and the IJR. Attendance at meetings is often funded by their CISV NA.

In most cases, the NJR is also in charge of coordinating JB activities in their country, taking ideas from IJBC and regional meetings back.

## Elections

### *Regional Teams*

Since 2010, all three regions have a team of four people. 2 people are elected each year at the regional meeting, for a period of two years (so two people change each year). Only NJRs may vote, but they can give this vote to somebody else if they are unable to attend.

### *IJR*

Each year during IJBC, NJRs will elect somebody as IJR. Their term lasts two years, so each year there is a Senior (“outgoing”) and Junior (“incoming”) IJR; the Junior will become Senior in his/her second year. NJRs unable to attend IJBC may give their vote to somebody else.

## Democratic Procedures

There are a few principles common to many of CISV’s documents, that you might want to adopt.

### *Magic Number*

The number of votes required for many CISV decisions is ‘50%+1’. Take the total number of votes, find 50%, add one (rounding up in the case of odd numbers); you then need this amount of votes to pass a decision.

### *Secret Ballot*

If you wish to hide the process so nobody is influenced during the voting process, then it should be possible for it to be requested to be done on paper, counted by an impartial third party.



### **Starting with the Why**

Research has shown that people are more likely to ‘buy into’ your message if you have a clear purpose, and start by explaining it, before describing what you do.

In CISV, it is important to convey our educational message to interested people.

### **Why, How, What?**

Have you ever tried selling CISV to friends and family and failed? Next time you try, try starting with the *why*.

**why?** CISV educates and inspires action for a more just and peaceful world

**how?** CISV educates and inspires through peace education content (human rights, diversity, sustainable development and Conflict & Resolution, research and partnerships.

**what?** CISV organizes Peace Education Programmes, Projects, Chapter activities, Junior Branch and more.

If you want to learn more about selling CISV, have a look at the communication guide [Just Saying](#).



# Ideas

## Theme

In CISV we believe it can be useful sometimes to work with themes, because they direct our focus on one topic, and enable us to explore it better, share ideas and ‘go deeper’ into a topic. Each year, CISV International focuses on one of its four content areas:

Conflict and Resolution

Human Rights

Sustainable Development

Diversity



Usually, IJB will also choose a theme that relates to the content area for that year, for example, in 2010, the year of Diversity, the IJB Theme was Identity. A theme pack is produced with ideas and explanations of the theme, as well as an ‘Activity Jar’ full of activities for JBs to try.

## Like-Minded Organisations

Many CISVers believe that it is important to do what we say, by putting our principles into practice. This means doing projects that have an active and real effect on our local communities, alongside all the educational content that we explore. One great way to do this is to work alongside other organisations that focus on issues we are concerned with, or Like-Minded Organisations.

Many people in CISV are working on relations with LMOs; we have a committee in CISV International doing this, IPP, Seminar and Mosaic all use LMOs and JBs have worked with LMOs on projects for a long time.

To work with an LMO, you should consider what issues and needs the community where your JB is faces. Then think how these issues and needs might be addressed, and look and see if there are any organisations already working on this. Get in contact with them, and discuss different ways that you could work together. Remember that it’s not just their expertise and existing work that CISV can benefit from, but we have attitudes, skills and knowledge to offer from our experience in CISV too!

# Training & Tools

In order that we get the best results and have the biggest impact, it's important that people have the right attitudes, skills and knowledge to run successful projects, programmes and activities. Therefore it is important that people receive training.

In Junior Branch, we are constantly developing, which means that we always try to get better at what isn't so good. One way we do this is to design a 'global training strategy' for what we're not so good at. The Equalizer based on the JB Goals shows us which goals we aren't achieving as much, and so the IJB Team designs four 'foundations' each year to help us focus training on that.

## ASK

Peace Education provides us with the Attitudes, Skills and Knowledge we need to become agents of change, both locally and globally. In other words, to become Active Global Citizens. This means, that when we plan projects, activities and programmes we create a set of goals and indicators, to show what ASK we wish to provide the participants with.

- *When looking for an attitude ask: what willingness do we want the participants to have after the activity?*
- *When looking for a skill ask: what abilities do we want the participants to have after the activity?*
- *When looking for knowledge ask: what understanding do we want the participant to have after the activity?*

## Do, Reflect, Generalize, Apply!

In CISV & JB we teach by 'the learning-by-doing' method, or Experiential Learning as we call it. We like to think of it as four steps:

1. **Do:** a Peace Education activity
2. **Reflect:** on what ASK you have learned from this activity
3. **Generalize:** how can this new learning be applied to a new context
4. **Apply:** put your new ASK into action

If you want to know more about Peace Education and our educational approach in CISV, have a look at the *CISV Passport*.

## Foundations

Each year IJB chooses four 'foundations' to focus our training on.

### 2012

- Transparency and ownership of JB
- Understanding Leadership & Sustainable recruitment
- Empower local action
- Evaluation, Accountability & Responsibility

### 2013

- Ensure Sustainable leadership
- Take action externally
- Participate actively in all CISV communities
- Integrate educational content

### 2014

- Increase the visibility of Junior Branch's impact
- Understand involvement in Junior Branch relies on the willingness to contribute
- Engage with other CISV areas
- Use assessment as a basis for improvement

***Check previous years' Foundations [here!](#)***



# Where's What?

Hello! This guide is here to serve as an easy access point for some of the different resources available to you. If these resources are not what you're looking for, head to [CISV Resources](#) to find what you need (you may need to login to myCISV first)! You can also check out [JB Library](#) for some more resources (username: [ijb.guest](#) password: [cisv4all](#)).

## Get Connected

[IJB Facebook Page](#)  
[IJB ISSUU](#)  
[IJB YouTube Channel](#)  
[Monthly Digest](#)

## Forms

[IJB Events Form](#)  
[IJR Candidate Nomination Form](#)  
[IJR Election Proxy Form](#)  
[IJB-Legal Information Form](#)

## More Info

[Child Protection Policy](#)  
[IGORC](#)  
[JB Review](#)

## The Basics

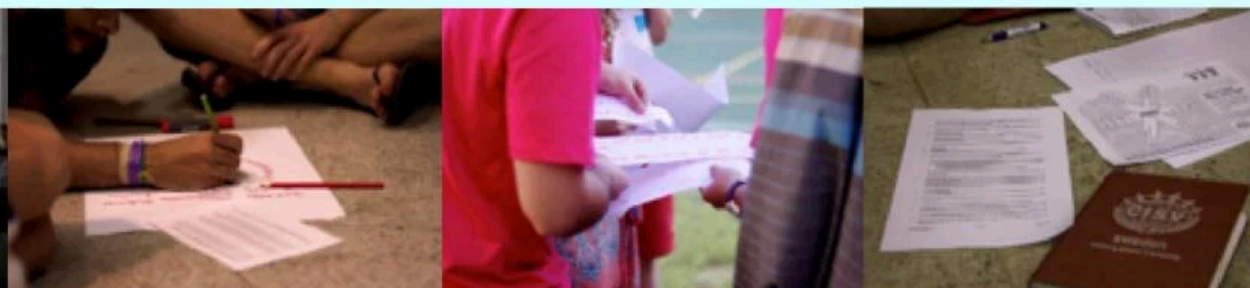
[J01](#)  
[J02](#)  
[JB Intro](#)  
[JBPedia](#)  
[Passport](#)

## Profiling

[A Little Bit About CISV](#)  
[Just Saying](#)  
[Logos](#)  
[Looking Good](#)  
[Social Media Policy](#)

## Ed Content

[Big Ed](#)  
[Bowl of Rights](#)  
[Branch Out](#)  
[Kaleidoscope](#)  
[Lunchbox](#)  
[Mango Project](#)  
[Right On](#)



## Acronym Buster

AIM - Annual International Meeting (ceased existing in 2013)

AJB - Americas Junior Branch

AJBM - Americas Junior Branch Meeting

APJB - Asia-Pacific Junior Branch

APRW - Asia-Pacific Regional Workshop (Including JASPARC)

ASK - Attitudes, Skills & Knowledge

EJB - European Junior Branch

EJBM - European Junior Branch Meeting

GTS - Global Training Strategy (of JB)

IJB - International Junior Branch

IJBC - International Junior Branch Conference

IJR - International Junior Representative

IO - CISV's International Office

IPP - International People's Project

JASPARC - Juniors of Asia-Pacific Regional Conference

JB - Junior Branch

LJR - Local Junior Representative

LMO - Like-minded Organization

MWM - Mid-way Meeting

NA - National Association (CISV country)

NGO - Non-governmental Organization

NJB - National Junior Branch

NJBM - National Junior Branch Meeting

NJR - National Junior Representative

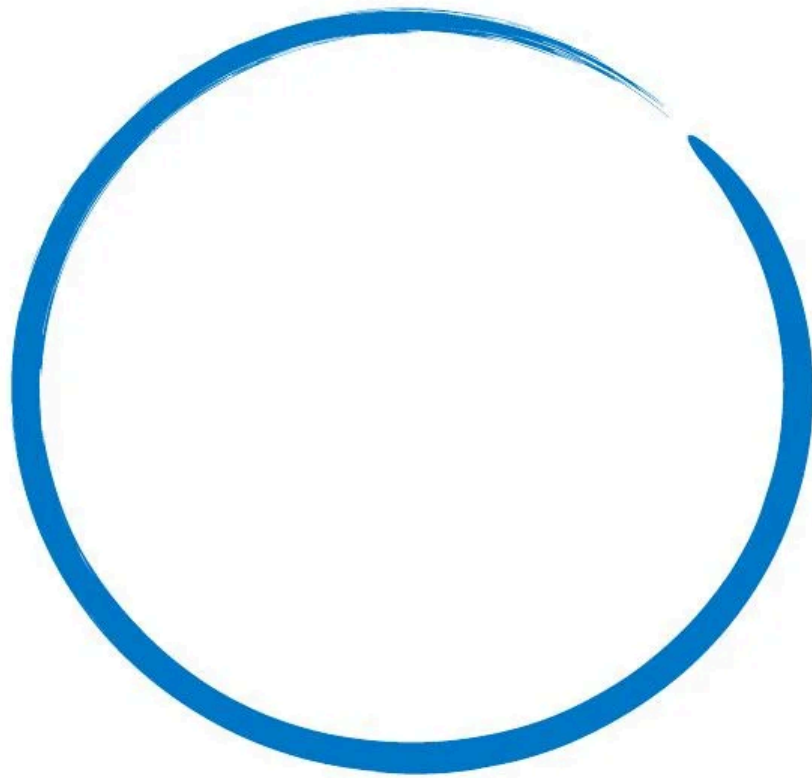
PA - Promotional Association (developing CISV country)

ReCo - Regional Coordinator

RTF - Regional Training Forum

ToR - Terms of Reference

YM - Youth Meeting



**international**

building global friendship

junior branch