



DISTRICTS 1020 AND 1450

VSE EXCHANGE

2020 -2021

INFORMATION FOR TEAM LEADER

This pack contains a copy of:

1. the Memorandum of Understanding that has been reached between the organising committees of D1210 and D1450 (Denmark)
2. Team Leader Role
3. Team member Role
4. The 2020 VSE leaflet.

This information must be read by all applicants before applying. The chosen Team Leader will be deemed to understand and accept the terms.

The accompanying Application form is fillable. It should be completed and signed by the applicant and the President of the applicant's Rotary Club. The completed form should be scanned and emailed to Graham Dean [graham@gandjdean.com] by 17 January 2020. Interviews will be held in either February or early March 2020. The email sending the form should indicate unsuitable dates. The interview date will be notified after 17 January. Applicants will be expected to give a short presentation as to their suitability at the interview.



Vocational Study Exchange (VSE)

Between

Districts 1210 & 1450

**Memorandum
Of Understanding
2020 - 2021**

This document is the Memorandum of Understanding (MOU) between Districts 1210 and 1450 participating in the Vocational Study Exchange Project during the Rotary year 2020 and 2021. It is a record of good faith between those Districts to ensure successful VSE programmes for the teams taking part.

THE SCHEME WILL:

- 1) Be entitled ***Vocational Study Exchange***.
- 2) Take place between the dates for the visits are set out in the Schedule
- 3) Be a two-way exchange. Accommodation in the host District will in Rotarians' homes. This will enable the visiting team to sample the culture of the host country, whilst enabling personal development and fulfilling all the aims of vocational and cultural study, having a particular emphasis on vocational activities.
- 4) Be for 2 week's duration only to minimise costs
- 5) Be open to all candidates over the age of 18 but not to have an upper age limit. The criteria used to select candidates will include the ability demonstrate their vocational learning outcomes and benefit to Rotary.
- 6) Have a Rotarian leader plus a team comprising up to 4 members.
- 7) Not include attendance at District Conference, to remove the need for hotel accommodation thereby reducing cost. However, there should be a meeting such as a Service Committee Rally, District Assembly, District Council meeting or similar for the teams to meet District wide Rotarians. Club visits would be limited because of the time factor.
- 8) Not be allowed to detract from, or be seen as detrimental to, Vocational Training Teams or Youth Exchange, and be viewed as an entirely separate project.

PROVIDING INFORMATION

- 1) the District sending the VSE team will provide the hosting District, not later than two months before the visit, with details of the Team Leader and Team members to include vocations and any special needs.
- 2) the hosting District will use its best endeavours to provide each member with appropriate vocational experience for 3 or 4 days during each week of the visit.

COST

The District sending the team shall meet all the costs up to and including the cost of the flights to the hosting District and from and including the cost of flights from the hosting District. Team members will provide their own insurance cover. All other costs from arrival to departure will be met by the hosting District.

JURISDICTION

This agreement shall be governed by the laws of England and Wales.

AUTHORISATION AND AGREEMENT

We are responsible for administering the Vocational Study.

District 1450 Signatories

This document must be signed by the current District Governor and the District Governor Elect

District Governor’s Name: _____

District Governor’s Signature: _____

Date: _____ 20_____

District Governor Elects Name: _____

District Governor Elects Signature: _____

Date: _____ 20_____

SCHEDULE

All correspondence relating to the exchange shall be sent to:

DISTRICT 1210

Graham Dean Tel: 07802 225120 Email: vse@d1210.org

DISTRICT 1450

..... Tel:..... Email:.....

DATES OF VISITS:

To District 1450 Between 19 September 2020 and 3 November 2020.

To District 1210 Between 1 April 2021 and 31 May 2021

ROLE AND RESPONSIBILITIES OF THE VSE TEAM LEADER

The Team Leader's role is:

- To be the guide and mentor of the District team before and during and after the exchange
- To be an Ambassador for the District Governor and the VSE committee

The Team Leader will:

BEFORE THE EXCHANGE

1. be involved in the selection of the team members
2. encourage camaraderie amongst the team members and turn them into a cohesive unit
3. hold regular meetings with the team and report any problems to the committee chairman
4. ensure that the team members are familiar with, and have an understanding of, the principles of Rotary
5. become familiar with the culture and Rotary organisation of the host country and with ensure that the team members are familiar with, and have an understanding of, the country to be visited
6. help team members prepare presentations that they will be asked to give at Rotary club meetings and other functions. Also help them plan a major presentation (at least 30 minutes) for the host district conference (if appropriate), if the team is expected to attend and be part of the conference programme.
7. be the exchange administrator and in particular:
 - a) Organise the flights and other transport. This includes reporting to the committee with options and costings and then to implement the committee's decision.
 - b) To obtain biographies of the team members.
 - c) Produce the printed team brochure within the budget.
 - d) Purchase the team Tee shirts again within the budget.
8. attend VSE committee meetings and report progress.

DURING THE EXCHANGE

9. represent District 1210 and the District Governor
10. be available to act as adviser and be the liaison between the host clubs/district and the team
11. keep pace with the vigorous exchange programme planned for the team members
12. Under no circumstances plan to leave the V.S.E. tour before its conclusion
13. be available to team members to discuss any concerns and keep the team informed of your whereabouts at all times
14. maintain standards of behaviour during the exchange that will reflect credit on Rotary in general and District 1210 in particular
15. have sufficient funds to meet your personal and incidental expenses while abroad
16. not be accompanied by spouse or other relatives or dependents on the V.S.E. tour under any circumstances

AFTER THE EXCHANGE

17. within one month of your return home, submit a V.S.E. Final Report of your exchange experiences to the D1210 District V.S.E. Chairman
18. ensure that all team members participate in a post-exchange debriefing and submit final reports
19. be willing to participate on selection committees for future teams
20. permit the VSE committee to use your name and photographs from the exchange for promotional purposes to further the VSE programme, including but not limited to D1210 publications, advertisements, Web sites and social media pages.

ROLE AND REQUIREMENTS OF THE VSE TEAM MEMBER

The purpose of the Vocational Study Exchange is to allow young professional and business people to visit another country and involves living in Rotarians' homes whilst enabling personal development and fulfilling all the aims of vocational and cultural study, having a particular emphasis on vocational activities.

To this end the Team Member is expected:

- To do their utmost to fulfil those expectations during the exchange
- To respect the traditions and laws of the country they visit
- To be an Ambassador for the District Governor and the VSE committee

The Team Member will:

BEFORE THE EXCHANGE

1. attend such meetings, either individually or with other team members, as the Team Leader deems necessary to prepare for the visit to District 1450. The number of meetings is likely to be about 5.
2. arrange medical treatment cover with a reputable insurance company and produce a copy of the schedule and evidence of payment of the premium to the team leader
3. at an early stage produce a biography of about 150 words for inclusion in the Team brochure
4. by way of rehearsal to give the presentation for the visit to two Rotary clubs in the District

DURING THE EXCHANGE

5. accept the decisions of the Team Leader at all times
6. remain with the group throughout the exchange programme, except during those periods when individual activities are specifically provided, unless excused by the team leader.
7. inform the team leader of my whereabouts at all times
8. conform strictly to the vocational and social programme provided by the host District
9. maintain standards of behaviour that will reflect credit on Rotary in general, District 1210 in particular and the team Members profession
10. refrain from engaging in dangerous activities during the exchange other than forms part of a vocational visit arranged by the host District and for which there is insurance.
11. have sufficient funds to meet my personal and incidental expenses during the exchange

AFTER THE EXCHANGE

12. attend a post-exchange de-briefing with the Team Leader and other members of the VSE committee
13. within 1 month of the day of return to submit a written report to the VSE committee
14. attend Rotary club meetings (with or without other team members) throughout District 1210 to give a short talk on the experience. There will be a maximum of 4 such meetings
15. attend the District 1210 District Assembly to give a like talk.
16. permit the VSE committee to use your name and photographs from the exchange for promotional purposes to further the VSE programme, including but not limited to D1210 publications, advertisements, Web sites and social media pages

Following the exchange team members will be eligible to become members of the District Alumni Association.

DISTRICT 1210
VOCATIONAL STUDY EXCHANGE
2020 - 2021
DISTRICT 1450
DENMARK



Vocational Service is how Rotarians use their professional and business skills to help others. In particular they help people at the start of their careers to achieve their career aspirations. The Vocational Study Exchange programme extends this by giving such people the opportunity to study their chosen career in another country. It is open to non-Rotarians. The people chosen to participate will be part of a small team lead by an experienced Rotarian. Since the start of the programme exchanges have taken place with Rotary Districts in Norway, Germany, India and the Czech Republic. The exchange is for 2 weeks. Team members have to provide health insurance but all other costs including flights are paid for by D1210. Danish Rotarians will provide Board & Lodging



The 2018 team in the Czech Republic visit Olomuc Cathedral between vocational visits.

BENEFITS FOR TEAM MEMBERS

You will stay with one or more families in the exchange destination. This will enable you to get to understand that country's culture and history as well as learning how your chosen vocation is carried out. It will improve your leadership and team building skills. The previous participants have all returned with increased self-confidence.

The VSE exchange was an experience I will truly cherish and remember for years to come, and I'm sure my team members share the same sentiments. Ritika Kandhari

BENEFITS FOR EMPLOYERS

Your employee will return knowing how your business operates in another country. They will come back with enhanced communication skills and self-confidence. There will inevitably be a certain amount of Kudos for your business.

TEAM MEMBERS MUST BE:

- over 18
- employed or self-employed
- live or work in District 1210
- demonstrate that you will benefit from the experience
- willing to attend about 4 Rotary meetings to give a presentation about the experience following your return

Further details and application forms can be obtained by contacting vse@d1210.org



The 2019 team exploring Finland by bike. Vocational experience included a visit to the Supreme Court.