

International ICT Volunteers (IIV) 2016

Orientation



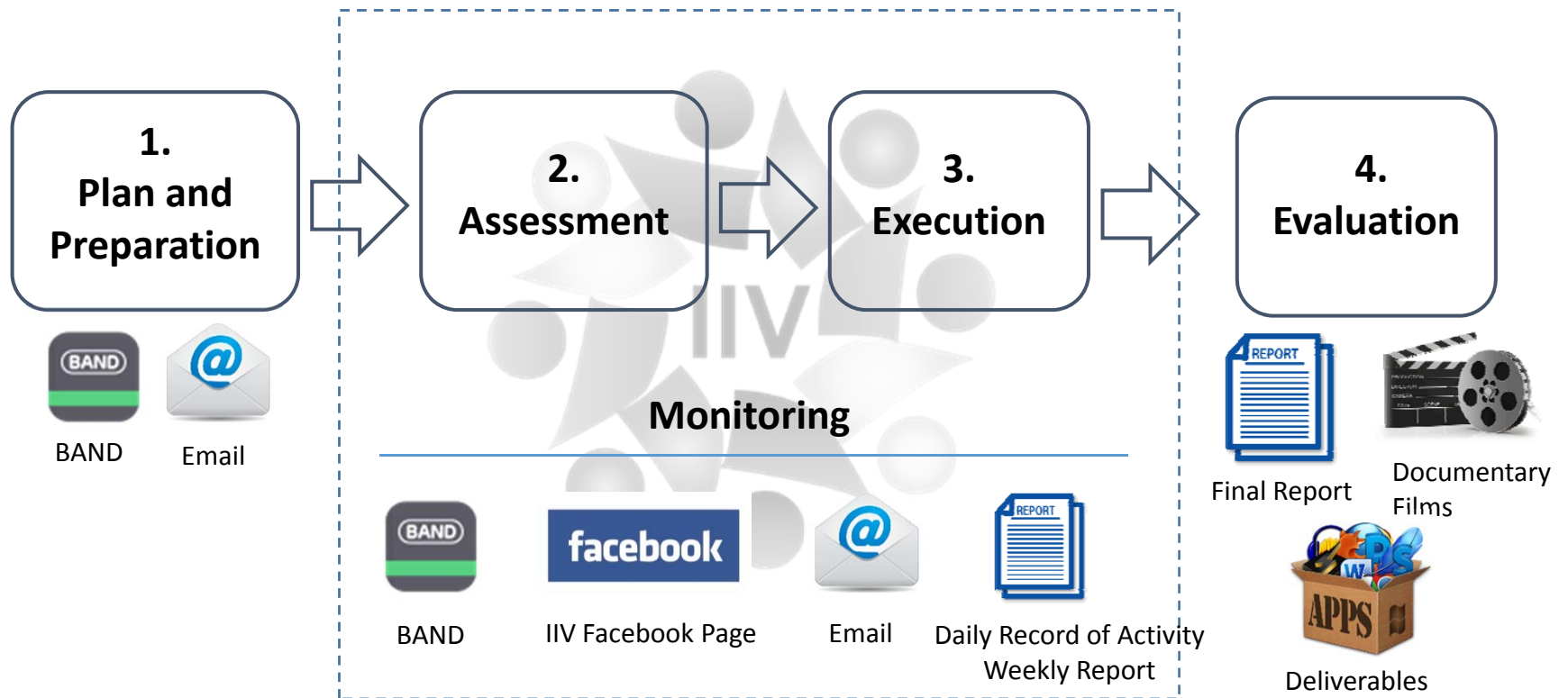
July 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
4	5	6	7	8	9	10
IIV 2016 Boot Camp			Travel to selected countries	Preparations for Field Work		
11	12	13	14	15	16	17
Field Work – Week 1						
18	19	20	21	22	23	24
Field Work – Week 2						
25	26	27	28	29	30	31
Field Work – Week 3						

August 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
Field Work – Week 4				Travel to Bangkok	1 st Evaluation	
8	9	10	11	12	13	14
Field Work – Week 5						
15	16	17	18	19	20	21
Field Work – Week 6				Travel to Bangkok	2 nd Evaluation	
22	23	24	25	26	27	28
29	30	31	1	2	3	4

IIV Methodology



1. Plan and Preparation

❑ BAND

To communicate with volunteers closely in terms of their preparation such as work plan and accommodation, BAND will be used for a tool to communicate with them. Band provides notification service through mobile phone, volunteers will notice easily and promptly. Given that BAND provides call and chat services, it will be effective to communicate simultaneously with volunteers but also it enables volunteers to build community sharing their information and knowledge on preparation as well as work plan.

- 1) Cambodia: <http://band.us/n/a4a1r6m8tddfF>
- 2) Indonesia: <http://band.us/n/a8adrbmct4C78>
- 3) Laos: <http://band.us/n/a4a5ram1s3qap>
- 4) Malaysia: <http://band.us/n/a8a1r3mds2qeW>
- 5) Nepal: <http://band.us/n/a8adram4s8t9Y>
- 6) Sri Lanka: <http://band.us/n/a1a8r3m1saubo>
- 7) Thailand: <http://band.us/n/a2a4rbm6s8V2k>
- 8) Vietnam: <http://band.us/n/afa0remfs9V4A>

2. Assessment

During the Boot Camp

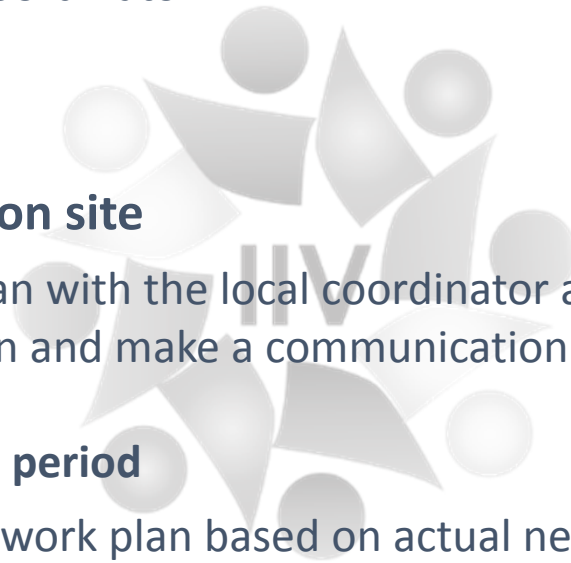
- ❖ Meet the country coordinator
- ❖ Get requirements
- ❖ Make a plan

During the first week on site

- ❖ Review the work plan with the local coordinator and assess the circumstances
- ❖ Adjust the work plan and make a communication plan

During the rest of onsite period

- ❖ Keep reviewing the work plan based on actual needs/requirements and adjust the plan
- ❖ Consult with the local coordinator and country coordinator



3. Execution (1)

Reporting



1. Daily record of activities

- ❖ Activity each day
- ❖ Number of trainees, number of working hours
- ❖ To be summarize in the weekly report

2. Weekly report

- ❖ Blog type including text and photo
- ❖ Concise but informative and practical (3-8 pages)
- ❖ Submit to ITU on every Sunday or before the next Monday by email to : taeha@ictdforum.org

3. Final report

- ❖ Summary of works done
- ❖ Descriptions of product produced by IIV
- ❖ Suggestions

Example of Weekly Report

Queing Team
TRCSL, Sri Lanka
July 14th, 2016

From Sinhala to Sign Language **TRUE CONNECTION**



"WE THOUGHT DIRECT COMMUNICATION WITH THE STUDENTS WOULD BE IMPOSSIBLE. BUT ALL WE NEEDED TO DO WAS TO CHANGE THE WAY WE THINK TO TALK"
-Heidi Lim, translator

It's been over 3 weeks since arrival in Sri Lanka already. Long but short amount of time, but many big and small hardships existed on a daily basis. My teammates and I were all eager to get through all of those, but the biggest obstacle for us was 'communication'.

When we were being dispatched, we weren't given much information about the VTC that we will be staying at. With basic information we were given with, we have prepared as much as we could to provide utmost quality classes to help these 'physically disabled' students get proper jobs after graduation. when we got there, we were shocked to find out that the majority of the students were deaf. English translation seemed pointless at this point, since the students wouldn't be able to understand them anyways.

The classes were not so efficient, since there needed to be 4 steps in translation: Korean-English-Sinhala-Sign Language. Direct communication with the students was absolutely impossible, since none of the teammates spoke Sinhala or sign language. This ultimately led to being unable to get close to students. There was an unspoken and invisible barrier between the students and the ICT volunteers. It was more like foreigners to locals, Sri Lankans to Koreans, and ultimately Sinhala speakers to non-Sinhala speakers.

The language barrier deterred us from multiples of things. The classes were not covering as much material and points that we needed to cover since the time for translation was double the expectancy. whenever students had personal questions or needed help to figure something out on their own on photoshop, we needed to wait for our local IT instructor, Mr. Induni, to finish helping other students, since he was the only one who spoke all three languages, English, Sinhala and English. It was a frustrating situation for everybody. The team wanted to find a solution to be more efficient and effective. Then, on the spur of the moment, one of us yelled out, "why can't we just learn the sign language? We learn it at school or church in Korea anyways."

That was it. It was as simple as that. Sign language for classes wasn't something that we needed to learn completely different alphabets like learning Sinhala. So we decided to give it a go. We didn't need much help. We just started copying what the students do. Before we decided to learn the sign language to communicate, we didn't really notice, but soon did we realize that the students have been trying to communicate with us using sign language all along. After learning step by step, we realized that the students' hand gestures during coffee break and lunch break mean things such as "did you eat?" or "are you hot?" The students were eager to teach us sign language as well. This made us feel a bit warm inside since this was a sign of proof that they wanted to communicate with us as much as we wanted to communicate with them as well.

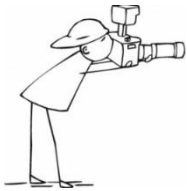
We got more attached to students within the past 1 week than the first 2 weeks we have been here thanks to being able to

Continue Reading Next Page

- Weekly reports will be published into IIV website.
- Content should aim at promoting IIV activities and/or feedback from local community

3. Execution (2)

Photo Shooting



- 1. Take photos:**
 - ❖ Photos of activities
 - ❖ Photos of contest
 - ❖ Photos of interest
- 2. Share your photos via weekly report and selected contents with good photos will be uploaded on IIV facebook page on weekly basis. But all photo stack during the period of IIV should be submitted to ITU at the evaluation.**

(Considering Internet connectivity circumstances in some countries e.g. Cambodia, Sri Lanka, it could be difficult for IIVs to send/upload photos, hence, IIVs are encouraged to send/share selected quality photos especially those included in the weekly report. These photos may be used for publishing and uploaded on IIV2016 Facebook page.

3. Execution (3)

Video Clips



Documentary Style – max. 3 minutes

Guidelines

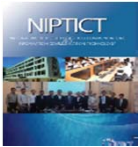
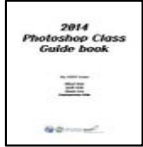
- The video is not about yourself and hence it should not promote yourself or your team.
- IIV should not appear in the video if not necessary.
- The video may focus on any of the follows:
 - ❖ local product, local food, local culture, local knowledge, local community
 - ❖ places e.g. historical place, landmark, heritages
 - ❖ people e.g. occupation, local lifestyle, biography

Free Style – max. 90 seconds

Guidelines

- The video tells your stories e.g. your activities, experience during the IIV programme.
- It should capture attention and be genuine.
- It can be innovative presentation style.

Deliverables



e.g. Training materials, promotional materials, any documents, contents produced by IIVs in electronic format



Presentation file in electronic format



Final video clips and raw files



Consolidated reports (including final report and weekly reports)



Products produced by IIV (e.g. app, website, etc.)

Evaluation - Presentation

☐ Each team has 20 minutes for presentation



- Team introduction
- Site/community introduction
- Difference between planned work and actual work
- Key activities and key achievements
- Two video clips
- Issues, challenges, recommendations

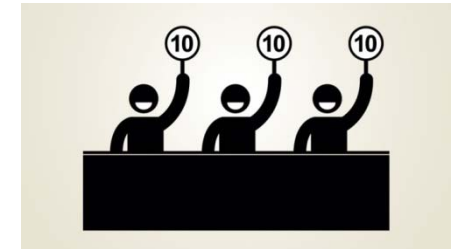
☐ Questions and Answers (10 minutes)

Evaluation - Scoring

60/40

- Final Presentation (60%)
 - Power Point Presentation and Presentation Style (10%)
 - Video presentation (20%)
 - Final report (10%)
 - Daily and Weekly reports (20%)

- Feedbacks from local/country coordinators (40%)
 - Team performance (10%)
 - Aptitude to cooperate and adaptability (10%)
 - Work result (20%)



International ICT Volunteers (IIV) 2016

Code of Conduct



IIV Code of Conduct

- A. Adaptable**
- B. Behaved**
- C. Cautious**
- D. Disciplined**

International ICT Volunteers (IIV)

2016

BOOT CAMP





IIV-2016 Boot

4-6 July 2016, Siripanna Resort and Spa, Chiang Mai, Thailand

Time	Day 1: Monday 4 July 2016	Day 2: Tuesday 5 July 2016	Day 3: Wednesday 6 July 2016
09:00-09:30	The 2nd IIV General Meeting	Session 4: Multimedia Training Workshop	Session 7: Video Presentations by IIV
09:30-10:00			
10:00-10:30			
10:30-11:00	Tea break	Tea break	Tea break
11:00-11:30	The 2nd IIV General Meeting (cont'd)	Special Address by VP of NIA	Session 8: Knowledge Sharing
11:30-12:00			
12:00-12:30	Lunch & IIV Boot Camp Registration	Lunch	Lunch
12:30-13:00			
13:00-13:30	IIV Boot Camp Opening Session	Session 5: ICT Training Toolkit Workshop	Session 9: IIV Work Plan Presentation
13:30-14:00			
14:00-14:30			
14:30-15:00	Session 1: IIV Introduction		
15:00-15:30	Tea break	Tea break	Tea break
15:30-16:00	Session 2: Team Building Activities	Session 6: Group Work	Session 9: IIV Work Plan Presentation (cont'd)
16:00-16:30			
16:30-17:00			Conclusion and Closing
17:00-17:30			
17:30-18:00			
18:00-18:30			
18:30-19:00	Dinner (Hotel Buffet)	Dinner (Dining out)	Gala Dinner & IIV Performance
19:00-19:30			
19:30-20:00			
20:00-20:30	Session 3: IIV Orientation & Meet the Coordinators		
20:30-21:00			
21:00-21:30			

Boot Camp Workshops

- ❑ **Video : Team Introduction (Session 7)**
 - Max. 2 minutes
 - Introducing your team and members in your own style
 - Tell us why you joined this IIV programme
 - What do you want to achieve from this IIV programme

- ❑ **Present Work Plan (Session 9)**
 - Max. 5 slides
 - What do you plan to do during onsite work

- ❑ **IIV Performance (Gala Dinner, Wednesday 6 July)**
 - Any kind of performance
 - Group performance