

Common Understanding

Guidelines for the JCI International Multi Twinning between the chapters

- JCI Bergsche Maas
- JCI Heidelberg
- JCI Kajaani
- JCI Liège
- JCI Montpellier
- JCI Odense
- JCI Viljandimaa

1. This common understanding is a guideline for the yearly International Multi Twinning (IMT) between the JCI chapters from Bergsche Maas (NL), Heidelberg (D), Kajaani (FIN), Liège (B), Montpellier (F), Odense (DK) and Viljandimaa (EST).
 2. The IMT lasts from Thursday to Sunday and takes place every year around the Ascension Day Holiday. The arranging chapter can extend the IMT with a voluntary pre-twinning arrangement the upcoming Wednesday or Thursday morning.
 3. The arrangement of the IMT rotates between the chapters in a predetermined order. With currently seven members each member chapter of the IMT is supposed to host the IMT every 7th year. Under special circumstances two chapters can exchange their turns of hosting if it is notified at least one year in advance.
 4. The arranging chapter has to bear all cost for food, home hospitality, transportation etc. during the IMT. To cover some of the costs a fee can be charged. If this fee is charged it shall not exceed 170 Euro per person. Participation in a pre-twinning arrangement is not included and can be separately collected. The aim of the IMT is not for an arranging chapter to profit financially. The standard of the twinning is entirely up to the organising chapter and may vary according to programme content/number of participants/regional difficulties etc.
 5. Home hospitality is one of the fundamentals of IMT, therefore the arranging chapter is requested to provide home hospitality for all participants.
But hospitality should be provided for all except for those who specifically request single hotel accommodation.
- The use of partners and sponsors is also a possibility as JCI is a great network association that allows to provide help in these situations.
6. The agenda for the IMT is recommended to follow this order:

- Thursday: Meet & greet
- Friday: Reception (City Hall preferable)
- Friday: Fun party
- Saturday: Business session
- Saturday: Official dinner (preferably gala)
- Sunday: Farewell brunch

Optional programs:

- Kids program
- Senior/Senator program

The above aspects of the agenda have to be covered, however, the hosting chapter may vary the order. It is imperative that the business meeting is held at every Twinning preferably with two participants from each chapter. The organising chapter is responsible for the right settings. This to ensure the responsibility and the legacy of the IMT.

7. Chapter presentation at the official reception is supposed to give an overview of the different chapters count of members, focus areas, past doings and knowledge sharing for example on how to attract new members.

Each presentation is given by the chapter president or the chapter representative. The speech should last about 5 minutes. Powerpoint show is allowed. Giving of official presents to the organising chapters city official authorities is recommended.

8. There is a tradition for arranging visits at local companies as part of the programme. Sightseeing as part of the agenda is also an option.

9. The IMT invitation with total agenda should be ready and sent out in February. Deadline for registration is 4 weeks before the Ascension Day Holiday. Registration and payment later than this may be refused or charged with a € 30 extra fee.

10. The IMT platforms: Facebook and website credentials has to be passed on to the next organizing chapter within a month after each IMT. The hosting of the website is in Odense.

Lessons learned/summary should be shared at half year business meeting in November via Skype online, to be initiated by the next organizing chapter.