

FCM's International Programs

Frequently Asked Questions for Volunteers Working with FCM Bilateral Programs

FCM engages its membership in international cooperation through several programs. Through the Municipal Partnership Program, Canadian municipalities partner with local governments in developing countries to address challenges in areas like service provision, planning or participatory processes.

FCM also mobilizes cross-Canada teams of **individual municipal experts** for specific bilateral programs: post-tsunami reconstruction and rehabilitation in Sri Lanka and Indonesia, and a recently-launched program that works with different orders of government in China to address service provision for migrant workers.

Who are municipal volunteers?

A "municipal volunteer" is an individual municipal expert—whether an elected official or a municipal employee—who participates in FCM's international programs. In FCM's bilateral programs, municipal volunteers donate their time and expertise. Most, though not all, Canadian municipalities make an in-kind contribution to the project by covering the salaries of participants while they are on international missions. FCM covers participant travel, insurance, accommodation and meal expenses through funding from the Canadian International Development Agency (CIDA).

What time commitment is required of municipal volunteers participating in FCM's bilateral programs?

A municipal volunteer in one of FCM's bilateral programs will usually spend four to six weeks a year participating in international missions, plus some days in Canada for preparation and follow-up. International missions are usually two weeks in length and take place three to four times a year. Depending on the project, shorter or longer assignments are sometimes available.

How flexible is the timing of missions?

The framework for volunteer missions is planned on an annual basis, according to the needs of the overseas project partners. Specific mission dates are agreed by project partners and the Canadian volunteer about two months before a mission takes place.



Once a volunteer has committed to a project, how long are they expected to participate?

The longer that a volunteer is able to commit to a project, the more effective their contribution will be. The length of commitment depends on the nature of the project. Volunteers are asked to make a commitment of at least one year, which ensures continuity in the implementation of activities.

Are municipal volunteers covered by travel health insurance?

FCM offers a comprehensive package of health insurance for volunteers that covers travel and time spent on international missions. FCM also reimburses the cost of required vaccinations.

What support can municipal volunteers expect from FCM?

FCM provides thorough support to volunteers, including pre-departure briefing, travel and visa arrangements, in-country briefing with field staff and post-assignment follow-up. FCM develops project plans for missions, which provide a general framework for activities.

How does FCM ensure that volunteers are safe during international missions?

The security and well-being of volunteers is of utmost concern to FCM. We closely monitor security conditions in all regions where FCM has programs and we frequently consult with Canadian consular staff, local program partners and field office staff. FCM takes measures to ensure volunteers' personal safety through logistical arrangements (local transport, hotels, etc.) and regular communication with program staff.

**FOR MORE INFORMATION ON ASSIGNMENTS FOR
INDIVIDUAL MUNICIPAL VOLUNTEERS, CONTACT:**

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Federation of Canadian Municipalities



Canada/Aceh Local Government
Assistance Program



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Canada/Sri Lanka Municipal Cooperation Program

Les programmes internationaux de la FCM

Questions les plus fréquemment posées sur les bénévoles municipaux travaillant aux programmes bilatéraux de la FCM

La FCM fait participer ses membres à la coopération internationale par l'intermédiaire de plusieurs programmes. Grâce au Programme des partenariats municipaux, les municipalités canadiennes s'associent aux gouvernements locaux des pays en voie de développement afin de relever les défis dans des domaines tels que la prestation de services, la planification ou les processus participatifs.

La FCM mobilise aussi des équipes pancanadiennes d'experts municipaux pour des programmes bilatéraux particuliers : reconstruction et relèvement à la suite du tsunami au Sri Lanka et en Indonésie, et un programme lancé récemment auquel participent plusieurs ordres de gouvernement en Chine portant sur la prestation de services aux travailleurs migrants.



Une fois qu'un bénévole s'est engagé dans un projet, combien de temps s'attend-on à ce qu'ils y consacrent ?

La contribution du bénévole sera d'autant plus efficace qu'il est en mesure de s'engager dans un projet pour une longue période. La période d'engagement dépend de la nature du projet. On demande aux bénévoles de s'engager pour au moins un an, afin d'assurer une certaine continuité dans la mise en œuvre du projet.

Les bénévoles municipaux sont-ils couverts par une assurance santé-voyage ?

La FCM offre aux bénévoles un plan complet d'assurance santé qui couvre le voyage et le temps passé aux missions internationales. La FCM rembourse également le coût des vaccinations obligatoires.

Qui sont les bénévoles municipaux ?

Un « bénévole municipal » est un expert municipal — un élu ou un fonctionnaire municipal — qui participe aux programmes internationaux de la FCM. Dans les programmes bilatéraux de la FCM, les bénévoles municipaux font don de leur temps et de leur expertise. La plupart des municipalités canadiennes, sinon toutes, effectuent une contribution en nature en défrayant le salaire des participants durant leurs missions à l'étranger. La FCM assume les frais de voyage, l'assurance, le logement sur place et les frais de repas grâce au financement octroyé par l'Agence canadienne de développement international (ACDI).

Combien de temps les bénévoles municipaux doivent-ils consacrer aux programmes bilatéraux de la FCM ?

Un bénévole municipal qui travaille dans l'un des programmes bilatéraux de la FCM passera en règle générale quatre à six semaines par année à participer aux missions internationales, plus quelques jours au Canada consacré à la préparation et au suivi. Les missions internationales durent en moyenne deux semaines et ont lieu trois ou quatre fois par an. Selon le type de projet, des missions plus ou moins longues sont parfois offertes.

Quelle est la marge de manœuvre concernant les dates des missions ?

Le cadre des missions de bénévoles est établi sur une base annuelle, selon les besoins des partenaires de projets étrangers. Les dates précises des missions sont en général convenues entre les partenaires de projet et le bénévole canadien environ deux mois avant le début de la mission.

De quel appui les bénévoles municipaux peuvent s'attendre à bénéficier de la part de la FCM ?

La FCM apporte un vaste soutien aux bénévoles, y compris un breffage avant le départ, les dispositions de voyage et les formalités d'obtention du visa, un breffage dans le pays avec le personnel de terrain et un suivi postérieur à la mission. La FCM élabore des plans de mission qui offrent un cadre général aux activités.

Quelles dispositions prend la FCM pour s'assurer de la sécurité des bénévoles durant les missions internationales ?

La sécurité et le bien-être des bénévoles importent au plus haut point à la FCM. La FCM surveille étroitement la situation sur le plan de la sécurité dans toutes les régions où elle dispose de programmes ; elle consulte souvent le personnel consulaire canadien, les partenaires de programme locaux et son personnel de terrain. La FCM prend des mesures pour s'assurer de la sécurité personnelle des bénévoles en prenant des dispositions au plan logistique (transport local, hôtels, etc.) et en communiquant régulièrement avec le personnel de programme.

POUR OBTENIR DE PLUS AMPLES RENSEIGNEMENTS SUR LES MISSIONS DES BÉNÉVOLES MUNICIPAUX, VEUILLEZ COMMUNIQUER AVEC :

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Programme d'assistance aux
gouvernements locaux Aceh/Canada

MCP 

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Canada/Sri Lanka Municipal Cooperation Program



Federation of Canadian Municipalities

International Centre for Municipal Development

Member Engagement in International Programs

FCM and International Work

The Federation of Canadian Municipalities is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government.

Through FCM's International Centre for Municipal Development (ICMD), FCM members work closely with overseas partners to develop **local** capacity for service delivery, management and good governance and **municipal associations'** capacity for member service, network development and advocacy; to support **national governments** for effective decentralization policy process and finally to develop **regional and global** institutional capacity for network development, knowledge sharing and advocacy. There are tremendous benefits to both sides – developing relationships and understanding, sharing ideas, transferring expertise and knowledge, putting theories into practice, and bringing innovative, practical solutions to common municipal issues.

Municipalities are the Key to Good Governance

FCM believes that well-administered municipalities are the key to development, and that good local governance is critical. Municipal governments are the order of government closest to communities, and the first to respond to development needs.

We believe that the Canadian municipal model is relevant to meeting the challenges of municipalities around the world. Canadian municipalities have strong capacities and experience in many sectors. Municipal associations are a key source of knowledge and analysis of issues that affect municipal governments.

How FCM and its Members Make a Difference

FCM manages municipal development projects and programs, including partnership projects in selected countries in Africa, Latin America and Asia. For example:

- An FCM partnership between Nindirí, Nicaragua and Chelsea, Quebec focuses on solid waste reduction.
- A new FCM Project in Sri Lanka will involve members in partnerships and other forms of support for communities affected by the Tsunami. The project focuses on rebuilding local government institutions and processes for long term development.

FCM is also involved in advocacy work, policy development and program support, in collaboration with our partners and organizations like UN-Habitat and the World Organization of Local Authorities.

Opportunities for Municipalities and Associations

Get Involved in a Municipal Partnership Project (MPP)

A municipal partnership is a direct relationship between a municipality in Canada and a municipality in a developing country. The partnership provides opportunities for Canadian municipalities to engage their political leaders, municipal administrators, technicians and professionals to help their overseas partners solve specific problems. The partnership also contributes to increase the Canadian participants' capacity to deal with common municipal development issues by sharing experience, working together and applying their knowledge in practical situations. As partners you will plan and manage a multi-year project that focuses on some aspect of municipal management or governance, and receive FCM staff support. Municipal Partnership Projects are funded by CIDA through the FCM Partnership Program. FCM usually initiates several partnerships each year in a number of focus countries. Both Canadian and overseas local governments may apply to take part in the program.

Host Individuals From Developing Countries

FCM members have a wealth of municipal expertise and experience that can be shared with individuals involved in municipal affairs in other countries. Your municipality or association can provide relevant training and learning opportunities within an FCM development project or program by hosting study tours and/or individuals from overseas who need to learn about specific aspects of municipal governance or services.

Represent Canada and FCM

Your municipality or association can participate in international organizations, associations, and conferences to share knowledge or take part in advocacy or municipal policy development initiatives, and then report back to the membership through ICMD.



Participate in FCM-Sponsored Activities

There are numerous opportunities for FCM members to participate in symposia, workshops, tours, presentations to municipal councils and association meetings, including FCM's Annual Meeting and Conference Program, government policy briefings, and domestic and international conferences.

Join the SCIR

FCM's Standing Committee on International Relations (SCIR) is a 25-member volunteer committee that helps FCM and ICMD oversee its international programs and relationships. The SCIR reports to the FCM Board of Directors on international policies and programs, monitors and evaluates the programs and budget, and promotes the involvement of Canadian municipalities in international work.

Opportunities for Individuals

As an individual, you can also participate in the full range of international work described above – either as a volunteer selected by your municipality or appointed by FCM.

Qualified and interested individuals with expertise can get engaged in FCM's international work by:

- representing FCM as a delegate to an international organization,
- providing technical expertise to development projects,
- acting as an FCM observer at international workshops,
- becoming a consultant to an FCM bilateral project.

Want to Get Involved?

FCM members can participate in international programs in two ways: either as a municipality or provincial/territorial association of municipalities, or as an individual representing an FCM member. If you are interested in any of the opportunities described above, please contact us:



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Programme d'assistance aux gouvernements locaux Aceh/Canada

CANADA/ACEH LOCAL GOVERNMENT ASSISTANCE PROGRAM MUNICIPAL EXPERTISE REQUIRED in 2007-08

Fields of expertise: Finance

PLANNING AND FINANCIAL MANAGEMENT: The extent of the disaster in the District of Aceh Jaya has severely restricted the ability of local and regional planning staff to produce annual plans, operational plans and align budget projections. The project will assist staff to improve planning and basic financial skills and procedures, which will contribute to greater transparency and clear decision making processes.

Fields of expertise: Human Resource Management, Municipal Administration

HUMAN RESOURCE DEVELOPMENT: Municipalities have struggled to adapt to the inordinate pressures placed on staff to respond to the public's needs in the post-tsunami environment. In the City of Banda Aceh and the District of Aceh Jaya, FCM will support local partners to develop a systematic process and guidelines for assessing job performance, developing an appraisal program and improved approaches to service standards, job competencies and customer service.

Fields of expertise: Municipal Administration, Governance (Council Members), Public Engagement

LEADERSHIP AND PUBLIC ENGAGEMENT: FCM will work with the local district planning council in the District of Pidie to increase knowledge of governance process and procedures that support leadership and decision-making in the context of post-tsunami rebuilding and decentralization. The project will work with the district planning council and selected administrative staff to develop better communications with the public.

Fields of expertise: Strategic Planning, Local Economic Development, Public Engagement

LOCAL ECONOMIC DEVELOPMENT: The tsunami disaster had a serious impact on trade, commerce and production. Household earning power was affected through destruction of fishing boats, plantations, local and home-based enterprises. FCM will work with the District of Pidie to develop a Local Economic Plan and strategies to engage local producers.

Fields of expertise: Library Management, Strategic Planning

IMPROVING LIBRARY SERVICES: The library system in the District of Pidie was severely affected by the tsunami. Forty-seven schools were destroyed, along with library services for children and youth. This has placed pressure on Pidie's municipal library to provide additional services to students. FCM will work with staff at Pidie's municipal library to develop new approaches to library management, services and operations to meet the increased demands for services by the public and increasingly, children and youth.

Fields of expertise: Parks Management, Outreach, Environmental Education

PARKS SYSTEMS: The tsunami significantly damaged Banda Aceh's urban parks. FCM is working with the City of Banda Aceh to improve the planning, design and maintenance of parks systems in Banda Aceh, with focus on parks that were damaged by the disaster or which are used by tsunami survivors.

Fields of expertise: Waste Management, Public Engagement

SOLID WASTE MANAGEMENT: The tsunami created a catastrophic disruption of all waste management service provision in the District of Aceh Jaya. Significant reconstruction of housing, restaurants and public buildings has placed increased demands on staff and systems. FCM will work with the District of Aceh Jaya to deliver better waste collection and disposal services. This activity will include public education on proper waste disposal.

FCM covers participant travel, accommodation and meal expenses through funding from the Canadian International Development Agency (CIDA).

Calls for Expressions of Interest for FCM's international programs are posted on the ICMD website: www.international.fcm.ca. To receive email updates on current Calls for Expressions of Interest, contact:

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CANADA/SRI LANKA MUNICIPAL COOPERATION PROGRAM MUNICIPAL EXPERTISE REQUIRED IN 2007-08

Fields of Expertise: Municipal Managers

A municipal assessment expert is required to conduct an initial assessment of municipal needs and problem areas with which Canadian municipalities could assist over the coming year.

Fields of Expertise: Experience working with municipal or provincial associations or similar secretariats

A governance specialist with specific expertise in building relations among different orders of government is required to give support and guidance to the program's newly formed intergovernmental forums, and assist in the establishment and management of a secretariat to support the forums.

Fields of Expertise: One (1) senior manager from a public works/engineering/ environmental services department; one (1) municipal professional with specific technical expertise in waterworks, storm water management and drainage systems

Public Works and Environmental Services experts are required to assist public works staff in Ampara District to improve surface water drainage.

Fields of Expertise: Public Participation, Community Relations, Public Education

Public participation/engagement specialists are required to develop a public education campaign to support the implementation of improved surface water drainage in Ampara District.

Fields of Expertise: IT Specialists, Database Administrators, Finance/Accounting

Information technology specialists are required to assist two municipalities to automate their finance departments and help prepare municipal staff to use computerized accounting systems.

CANADA/CHINA TECHNICAL COOPERATION IN MIGRANT LABOUR RIGHTS PROJECT MUNICIPAL EXPERTISE REQUIRED IN 2007-08

Fields of expertise: Public Engagement, Community Outreach, Public Participation, Public Meetings Facilitation, Municipal Social Services Delivery

Public Engagement and Participation: MLRP will build the capacity of two Chinese municipalities (Fushun and Shehong) to use the methodologies and approaches of Canadian municipalities to strengthen accountability and public participation. In 2007, MLRP will require one (1) Canadian municipal volunteer with expertise in gathering and disseminating information and knowledge through consultations, workshops and collaborative mechanisms. The municipal volunteer will provide training to Chinese municipal officials on the approach of participatory processes.

Fields of expertise: Customer service, Municipal Social Services Delivery, Municipal Services Performance Analysis, Customer Feedback Analysis, Monitoring and Evaluation of Social Services

Municipal Customer Service: MLRP will provide customer service training to two Chinese municipalities (Fushun and Shehong) based on the Canadian municipal experience of social services delivery. In 2007, MLRP will recruit a volunteer from a Canadian municipality with expertise in training on service delivery reviews, customer needs analysis and feedback, monitoring and evaluation of municipal social service delivery.

Fields of expertise: Municipal Strategic Planning, Municipal Social Services Design, Implementation and Monitoring

Strategic Planning: MLRP will provide technical assistance to two Chinese municipalities (Fushun and Shehong) on strategic municipal planning. MLRP will mobilize Canadian municipal volunteers to support a strategic planning exercise in Fushun and Shehong and improve the strategic thinking and leadership of these local authorities.

FCM covers participant travel, accommodation and meal expenses through funding from the Canadian International Development Agency (CIDA).

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