



STANDARD OPERATING PROCEDURE (SOP)

TEEN SUMMER PROGRAM 2025

TSP 2025 PROGRAM DATES

June 23 - July 11, 2025 (Monday through Thursday 9:00am to 4:00pm)

APPLICATION DATES

Applications Open: Thursday, February 13 at 12 noon EST

Applications Close: Thursday, February 27 at 12 noon EST

BACKGROUND

The Teen Summer Program (TSP) is a three-week program held each summer for teens aged 16-18 whose parents are employed at the WBG, IMF, or IDB. This special program features presentations by expert speakers from these organizations, offering valuable insights into the professional domains of the participants' parents. Seminars, workshops, and development projects are some ways in which teens are taken down educational, creative, and self-developmental avenues which they can explore, experience and benefit from.

MAIN OBJECTIVE

The overarching objective is to familiarize participants with the three globally acclaimed institutions that their parents work in. While doing so over a period of three working weeks, it is also hoped that they will make use of the several opportunities provided for self-development / improvement as well as make lasting friendships within a network that will help sustain them all their lives. In recognizing that Teens would benefit from a program that offers opportunity for critical thought and hands-on activity in addition to more fully appreciating the global impact that the WBG has, the event has been designed to engage young people's ability to think out of the box and search for solutions to what they see as problematic in various strands of development e.g., rural health, climate and environmental matters, equal education opportunity etc. Hence, sessions are planned to provide project work that mirrors professional operational strategies followed by the Bank, seminars that introduce funding strategies, visits to core centers that showcase technology etc. Each year the program content varies depending largely on the availability of specific experts who will be invited to lead thematic sessions.



VOLUNTEER RECRUITMENT AND ORGANIZATION

Central to effective event administration is volunteer support. Many volunteers are needed over the course of the six-month planning period and can be categorised as follows:

a) **Core Team [CT]** - that comes on board at the start of the six-month period and stays the course through to the end. This 5–6-member group will ideally be a combination of member volunteers who have prior experience supporting the TSP earlier as well as complete ‘newbies’. The Core Team members will be closely aligned with the Support Teams whom they will recruit, guide and support. The CT and support teams are not mutually exclusive, and members can interchange or serve at both levels ... these decisions will generally evolve as needs arise.

The role of Core Team is critical and will include identification of core theme(s) for the event, finding experts to lead sessions to serve theme[s] chosen, plan meeting organization [schedule, call out, agenda, minutes, follow up], coordinate with the IMF and IDB Family Networks, volunteer recruitment, arrange for various facilities needed to conduct sessions, [conference rooms, breakout spaces, food, multimedia support] and other miscellaneous tasks that will come up from time to time.

b) **Support Teams** which will become operational as required. Volunteers can opt to serve on one or multiple teams so long as the time frame doesn’t overlap.

Samples of support teams and their roles are outlined below:

- **Participant Selection Team** of around 10 volunteers who will conduct the whole selection process which includes developing and organizing the tools needed for selection [e.g. design of application forms, criteria for evaluation, interview applicants shortlisted for interviews, preparation of final list, communication of outcome to all applicants i.e. successful and unsuccessful. All members of this team are required to attend special training in the selection process prior to starting the work involved.
- **Event Team** of around 10-12 volunteers to help on the event days and generally conduct administrative tasks e.g. daily registration/attendance of participants, facility management, chaperone needs, support of session leaders, seamless conduct of planned activities etc. Several members of this team are often the same volunteers who supported the selection process or are part of the CT but not restricted to them.
- **Media Team** of around 3-4 volunteers who have at least working knowledge of media operations e.g. design of logos, flyers, format event program along with any other publicity material that may become necessary, write event literature, running and ‘feeding’ media platforms like FB and WhatsApp, arranging for goody bags, production of certificates for participants / session leaders etc [formats and templates attached to this doc].
- **Content Team** of 4-6 volunteers who will flesh out the content and activity allocated for each session and then arrange for any specific materials that may be required [different types of paper and/or stationary, survey monkeys, feedback formats etc]



ADMINISTRATION OF THE TSP

Administration of the TSP is multifaceted and always requires much sustained attention usually by the Core Team. Their work is helped through the experience of the Coordinator WBGFN and supported by the WBGFN Office Executives.

Administration begins as soon as the CT comes together at the start of the six-month period.

The main elements of Admin work are:

- **Schedule and conduct** of weekly / fortnightly / monthly meetings both internal and external i.e. within WBGFN only or along with the IMF and IADB as well as the organization of time distribution and allocation for the actual event
- **Meeting Management** through circulation of agenda prior to meetings and timely follow up through the minutes.
- **Coordination Activity** with the IMF and IDB Family Networks especially during the selection process which takes place about 3 months prior to the event as well as the conduct of the event itself.
- **Resource and Facility Management** which includes liaison with Bank officials to reserve facilities to conduct the event including interview rooms for the selection of candidates 4 months before the event; and meeting venues, cafeteria space, Board Room, Visitors' Centre, library, multimedia equipment, refreshments etc. Reservation of some of these key facilities takes place approx. 10 months in advance.
- **Volunteer Management** which includes coordination with the Volunteer Engagement Team (VET) for recruitment of volunteers for various TSP teams, training where required, deployment etc.

SELECTION PROCESS

Process of Selection is complex and has evolved over years in order to deal fairly and transparently while identifying applicants for spots on the program. The number is restricted to 40 for practical purposes i.e. conduct of activities for larger groups is unviable given that the program is conducted on working days and hence, disturbance of any kind will not be tolerated.

Applicants are permitted to submit only one application to the Teen Summer Program (TSP). If both parents are employed at different organizations (WBG, IMF, or IDB), the applicant must choose one Family Association, WBGFN, IMFFA, or IDBFA, through which to apply. Applications submitted in more than one institution will be disqualified.

The selection is conducted separately by each of the 3 organizations. Only the initial, on-line application form is common to all 3. This application is often drafted by members of the WBGFN's CT and circulated for discussion and consensus with the sister orgs. Best practices in Application Review and Interview training are shared across the sister orgs. The remaining processes are conducted by each organization separately though within the same time frame. However, the combined final list is compiled at the Office of the WBGFN in order of merit [decided by scores the candidates have achieved]. The first 20 from the WBGFN and first 10 from each of the others make up the list of 40 selected candidates.

The main stages of selection are outlined below:

TEEN SUMMER PROGRAM 2025

- Selection Team is formed by each organization with a point person who will liaise with the other teams if necessary.
- On-line Application Form is reviewed and updated by a small core team drawn from all three orgs. They will also frame the criteria for assessment and the marking scheme to be used.
- An on-line date/time sheet is sent to the candidates so they can indicate their most preferred slots for interview within 3 days of circulation. Once slotted in, change is discouraged after the stipulated time is over.
- Interview panels are formed usually with 3 volunteers in each set. It is ideal if at least 1 member in each panel has been through the process earlier. Spread over 3-4 days, around 10 volunteers are needed to interview all the WBGFN applicants proceeding to the interview phase.
- The VET is usually successful in recruiting sufficient volunteers [approx 10] if they are informed early enough to be able to do so i.e. at least 3 weeks prior to date.
- The scores are awarded individually by each member of the panel and then averaged.
- All interview panellists are trained in the use of the planned interview questions and assessment of the same. Additionally, some 'dos and don'ts' are also highlighted keeping in mind that many volunteers may not have had any recent experience in interview protocols.
- Normally from amongst the 125-150 applicants each organization selects its' own applicants for interview.
- Each organization makes a list of successful applicants [WBGFN 20 + IMF 10 + IDB 10] from amongst its own cohort and sends their list to WBGFN where all 3 are compiled [in order of rank according to scores] to make the final participants' list of 40. A waiting list of 4-6 candidates is also maintained in case of dropouts for any reason.
- All applicants will then be informed of the outcome within about 3 weeks.
- Non-Refundable Fee will then need to be paid at the payment portal within the stipulated period [candidate forfeits the spot if there's any delay ... this spot will then be offered to the first candidate on the waiting list]

The exhaustive Selection Process has been necessitated because of the strong competition for spots and hence, great care is to be taken by the Selection Team whilst assessing answers, scoring, tabulating etc. This process helps record evidence of merit that would be especially useful in the rare case of challenge by parents.

TSP 2025 APPLICATION CRITERIA

- Applicants must be of ages 16-18 on July 1, 2025.
- Applicants cannot be college students.
- Applicants must commit to attend all 3 weeks.
- One parent must be a member of WBGFN, IMFFA or IDBFA.
- Applications submitted in more than one institution will be disqualified.
- Participants will be selected through an application and interview process.



TSP 2025 APPLICATION SELECTION GUIDELINES

Guidelines for reviewers scoring the application:

- Read all applications carefully and thoroughly.
- Score each section independently before arriving at a final score and discuss your scores with your group especially if there is a big discrepancy.
- Use the space provided for comments to justify your scoring decisions.
- After finalizing your score, please enter your recommendation in the designated space, (example: Recommendation: For interview or Re-apply next year – if applicable based on age limit).
- Bonus Point for Age: 1 bonus point is to be awarded only if the applicant is already 18 years old by July 1, 2025, and hence will not be able to re-apply for the TSP.
- Look for applicants who demonstrate enthusiasm, a willingness to learn, and have genuine interest in the program.
- Value diversity in backgrounds, experiences, and perspectives to create well-rounded TSP participants.
- Consider readiness in terms of self-regulation needed for successful participation in the program.

Eligibility requirements:

- Applicant is 16, 17, or 18 years old by July 1, 2025.
- Applicant is not a college student.
- Applicant is a child of a WBG/IMF/IDB staff member.
- One parent is a member of WBGFN, IMFFA, or IDBFA.
- Applications submitted in more than one institution will be disqualified.
- Applicant is committed to attend the entire program.
- Applicant shows on his/her application that he/she has at least an intermediate level of written English proficiency.

CONDUCT OF ACTUAL EVENT DAYS

Conduct of Actual Event Days is handled by volunteers who will be present each day at each location. They are drawn from a pool comprising members of the CT along with 6-10 other volunteers ... allocation of duty is by rotation. It is normal for at least 2 members of the CT to be on hand every day.

These volunteers help run the event through the routine, everyday activity listed below [and anything else which may not be routine]

- Arrange venue for the day / tidy up at the end.
- Welcome visitors, speakers, and session leaders [and parents especially on Day 1].
- Distribute Welcome materials to participants on Day 1.

TEEN SUMMER PROGRAM 2025

- Manage daily registration of participants.
- Act as guide for participants wherever needed; keep an eye on general decorum especially when moving around in the Bank during working hours.
- Support session leaders in every way e.g. distribution of materials / handouts, multimedia arrangements, etc.
- Manage the feedback / evaluation process everyday / last day.
- Manage breaks, food and beverage supplies as needed.
- Manage any emergency.
- Ensure smooth running of the day's session in every way possible.

POST EVENT PROTOCOLS

These are to be observed carefully and include the following:

- Collection and proper storage of all stationary, media equipment, laptops etc back in the designated spaces.
- Thank you letters to be sent to all experts and session leaders.
- Debrief to be attended by the Core Team and WBGFN Coordinator within a week mainly to collate and analyse participants' feedback to learn what went well and what will need improvement in the following year.
- CT to write an event report to record experience along with suggestions for improvement which will be archived for the benefit of the next year's volunteers.
- In conclusion, it may be noted that with sufficient time and efficient planning, the Teen Summer Program is an enjoyable event for the participants and a fulfilling one for the organizers.