

Organizer, Applicant: NECI Cyprus



# *Developing By Sharing, Implementing the Project*

Youth Exchanges-Programme Countries: 2018-3-CY02-KA105-001378

Partners: Network for European Citizenship and Identity Cyprus, NECI Italia, Sdruzhenie Walk Together Bulgaria, HumanBeing Turkey, Asociatia Pro Dezvoltare DACIA (APDD) Romania, BACKSLASH Spain, Civil Education & Training Platform - Hellas

Paralimni Cyprus, 21-30/10/2021

Youth Exchange



# INFORMATIONAL PACKAGE

## 1. Project Summary

What we want to achieve: To

- help youths to share experiences, learn and design practice how to influence target groups (but also others in broaden level too) for being developed on project preparation and implementation
- encourage youths to design, run, implement a project that is related to their own interest and that can support intercultural dialogue and solidarity
- support youths and in general all people to be aware about the positive effects of cooperation in individual and international level for own and global development.
- give opportunities for learning by sharing to youths (especially those with fewer opportunities) through intercultural dialogue based on NFL and inclusive practices
- facilitate the process of self awareness and competences' development for youths funded E+ projects.

Objectives of the project: To

- 1.suggest, share and learn activities for project implementation between youths
- 2.motivate youths to collaborate through activities under NFL in an intercultural and international framework

- 3.support the development of key competences (social, intercultural, languages, creativity, l2l etc) to youths through sharing learning for project preparation and management
- 4.increase self confidence and inspire youths to join more international mobilities
- 5.create tangible (video, booklet) and intangible (ex. friendship, partnership)results
- 6.support cooperation for creating a T-KIT for project implementation.

## Venue

Arrival: 21 October 2021 /Departure: 30 October 2021

The Youth Exchange will take place to Paralimni. The accommodation is located 65 km from the Larnaca International Airport.

Participants will be accommodated in small houses of 3 rooms. They will sleep 6 persons per house (1 double bed/2 single beds/2 sofa beds). Each participant must bring his/her towels and other necessary shower stuff (shampoo, etc).



## 1. Participants' Profile

Partners NGOs will send 5 youths (18-30 years old) and a leader (18+ years old).

Total: 6 representatives

(a) Have interest in learning how to develop and prepare an application in E+ Youth exchanges.

(b) have little or no experience in international trainings

(c) gender balance required

(d) (priority to those who) they have participated in the first module of the project "Developing By Sharing" that held in Cyprus in April 2019.

(e) MUST be able to communicate and write fluently in English

(f) will have a laptop or a tablet (either his/hers or from his organization) to work on applications and activities

(g) Priority to participants with fewer opportunities (social, economic, health, geographical barriers)

(e) will work as multipliers of experience and results through visibility and dissemination activities, before, during the ye, during the final report and after the project.

For Leader: 18+ years old

-Fluency in english, and if possible another language (it's a plus, not a must)

-previous experience in international projects (at least 3 as leader)

-motivational letter

-great interest on the topic

## 2. Selection of Participants

- 1 Project managers and youth leaders need to inform their youths for the objectives and requirements of the Youth Exchange
- 2 Candidates who do not fulfil the 3a-3d (participants' profile) are not eligible, About 3e partners NGOs need to include in their delegations at least 4 participants who face fewer opportunities.
- 3 Participants who are interested to join the activity shall complete the application form by clicking on this icon



Deadline to complete this application form: **10/09/2021**

- 4 Each organization shall appoint at least 8 participants as candidates for the youth exchange.
- 5 As soon as we will go through their applications we will discuss with the partners about the final selection of the six youths representatives.
- 6 Afterwards we will provide to the selected participants one more questioner regarding further details (personal, professional)
- 7 Also advise the participants to read carefully this infopack. In case anything is not clear, advise them to contact us.
- 8 Furthermore, the Leader of each partner in accordance to NECI Cyprus must look for flights and the sooner possible to book the flight to Cyprus for the whole group as one (not individually) **ONLY WHEN THEY WILL BE ADVISED BY US** as well.
- 9 Deadline for booking tickets and inform us about it: between 20 August/2021 till 20 September/2021.
- 10 There is not any APV. All preparations will be done in specific online meetings we will organize starting 5 September and on.  
We plan to organize at least 4 Online preparatory meetings/informational discussions.

11 We WILL NOT ACCEPT flights that DO NOT DEPART OR RETURN TO COUNTRY OF ORIGIN/REGISTRATION OF THEIR NGO, since this practice is not accepted by NA Cyprus. Therefore we will not reimburse their tickets and expenses.

12 We WILL NOT ACCEPT ANY PARTICIPANT WHO BOOK HIS FLIGHT WITHOUT PREVIOUS COMMUNICATION WITH US.

13 **IMPORTANT NOTICE:** The structure of the Youth Exchange is highly intensive and demanding, plus requires full attendance and participation. It starts at 9:30 am and will end around 8:00 pm. Therefore, youths who will attend as participants need to show responsibility commitment during their participation. The topic of the project is related to many indoor activities and less outdoor. Any extra hours for touring around besides the free time as they are mentioned in the timetable are not eligible.

### **3. Transportation:**

We will arrange your transportation from Larnaca to Paralimni and back with hired bus. There will be two meeting points to pick up the participants. One will be in Larnaca airport and the other one in Phoinikoudes Avenue. The transportation will cost 25 euros (for both days). This amount will be part of the maximum allowance of the travel. In case your ticket will cost more than the maximum allowance then you will pay the bus fee in cash.

## Maximum allowance in euro for travelling per participant:

Country	TOTAL per person	PAX	Leader	Destination
Cyprus	20	5	1	Larnaca airport
Greece	275	5	1	
Turkey	275	5	1	
Bulgaria	275	5	1	
Italy	275	5	1	
Romania	275	5	1	
Spain	530	5	1	
		35	7	

We advise participants to arrive at Larnaca International Airport. Ercan airport is not eligible and not legal airport.

## 4. Reimbursement

4.1 Reimbursement will be completed in EURO through Bank Transfer to their NGO Account between November 20<sup>th</sup> 2021 and February 15<sup>th</sup> 2022.

We will first expect from them to fulfil all the requirements and implement and apply every obligation of theirs as it is included in "Agreement with Participants". We will not reimburse in cash, neither individually.

#### 4.2 Agreement with participants:

- (a) Will attend all sessions and activities during the Activity week
- (b) Will be punctual on their arrival at each session everyday
- (c) Will not arrive later than 21<sup>st</sup> October.
- (d) Will not depart earlier than 30<sup>th</sup> October.
- (e) Will promote visibility of the project during the YE week
- (f) Will work on the production of dissemination products during the YE week
- (g) Will be active on dissemination of the results as a multiplier of new experiences, info and knowledge when back to his/her country by organizing a small scale workshop or presentation within their organizations (between 1<sup>st</sup> November 2021 and 15 February 2022). Photos of the event are required.
- (h) Will prepare a reflection diary (1-2 pages) with photos of the youth exchange and share it in the Lifelong learning community, as well send a copy to the organizer before 10 December 2021.
- (i) Leaders will take part in the Mobility Tool+ assignment (a questioner that will be sent through email by EU Platform after the youth exchange)
- (j) Will provide all necessary documents (invoices, visa expenses, travel reservations, ID copies, boarding passes, etc)
- (K) Will be reimbursed as described at 4.1 of the infopack of this Youth Exchange
- (l) Agree and understand that the Hosting Organization (NECI Cyprus) is the responsible and coordinator for this project and will not challenge or create any issues that will influence the flow of the programme.

## 5. Personal Insurance

- 1) Insurance cover for personal effects is the responsibility of the individual participant. You are strongly recommended to insure your personal effects for the whole period of your absence from home. Neither NECI nor any venue used during the event can entertain claims against loss of or damage to personal property. You are recommended to ensure that you have adequate medical insurance to cover the period of your stay in Cyprus. Contact your health insurance or travel agency for more details. You are also advised to issue the European Health Insurance card.
- 2) We will follow all protocols in regard to safety and security for participants and guests (especially for covid19). We will expect and demand also from participants to respect the rules and measures and not challenge any unfortunate situations. They will be provided with one-use face mask also (2 per day) and antiseptic will be available to the area.
- 3) PCR or antigen rapid tests are not covered by the budget of the program. According to the last updates and consultations we had with National Agency Cyprus there is a chance to cover a PART of the expense of the PCR tests (and if antigen test is also approved to enter Cyprus) from the travel expense of the participant who needs it and he/she is not vaccinated. It is important to mention that not all of the expense is possible to be covered by the amount that left from travel expense. For this procedure we will need (a) original invoice of the tests with laboratory stamp and signature and (b) the original test as well, otherwise we will not be able to support on this expense, (mobile screen results are not eligible).
- 4) Participants who received full vaccination program and have an official card-certificate of vaccination from their country (and eu covid pass) can enter Cyprus without any Tests.

Helpful links:

[Eu covid link](#)

[Cyprus covid info](#)

## 6. What to bring with you:

**Laptop where you can work on forms and applications**

**Sports/comfortable clothes:** Make sure to bring comfortable clothes for activities, trainers for the sessions but also maybe your free time you may wish to explore the area.

**Towels:** Hand towel and bath towels, you need to bring. We will not have any extra to provide you, neither washing machine.

**Swimsuit:** There is a pool in the accommodation. Seaside is approximately 30 minutes on foot

**Personal medication** in case of health issues (allergies, diabetes etc). You can not buy medicine from pharmacy stores without prescription.

Hat/cap for our super warm sun but also warm clothes. October has around 32 celsiou to 36 celsiou during day and 18 celsiou to 20 celsiou during nights. Rain can be expected too, SNOW no 😊

Extra masks, personal antiseptic gel

**And most important: Ideas and cultural aspe**

**cts from your country** and many recreational activities. We will have many activities presenting and using these and creating others.

## 7. Some more information

1. You must be at the meeting points (airport of Larnaca) at 18:45 or at Phoinikoudes (by the fountain, next to Sun Hall Hotel) at 19:00. At 21/10/2021. We will be at the accommodation around 20:30. We will have a dinner and then Official programme starts at 21:30 of the same day.

2. The hosting organization covers accommodation, 2 meals and a breakfast and 2 coffee breaks.

Dinner on arrival: 21/10/21

Full board: 22-29/10/21

Breakfast on departure: 30/10/21

3. The accommodation is not available for extra nights booking. If you arrive earlier or depart later you can book through web platforms.

4. We do not cover anything else that is not at the official agenda/timetable of the Project.

5. All travel documents shall be provided before departure, (if after departure then through mail with tracking number/registered mail)

6. Since the Agenda of Activities is full and overloaded, in case you would like to visit Cyprus a few days more and see the surroundings you can come 19 or 20/10/21 and depart on 31/10 or 1/11/10/21. Any extra days besides 21/10/21 (evening) to 30/10/21 (morning) are not covered by the hosting organization (see previous page). Related to this, your arrival to your final destination shall not exceed the 18 hours from the time you depart from Cyprus.

7. In a few days we will make public the project website. Anything related to the project you are invited to send it to us and we will upload it: <http://necicyprus.wixsite.com/DXS>

8. We have facebook group also which is working since the part 1 of the project, so you are suggested that you need to follow it for information related to the project:



9. VISA for Partner countries: Contact the Embassy or Consulate of Cyprus in your country and inform us the sooner possible about the docs/invitations you need from us.

[http://www.mfa.gov.cy/mfa/mfa2006.nsf/consular02\\_en/consular02\\_en?OpenDocument](http://www.mfa.gov.cy/mfa/mfa2006.nsf/consular02_en/consular02_en?OpenDocument)

We need the full names and data of birth (as they are on passports), and passport copies of the participants of the countries need visa in order to prepare an invitation letter and the hotel booking. Then you will proceed with this invitation, along with the Youth Exchange agenda for making your visa. Please proceed fast because some of you might need time.

We cover 20 euros per person for visa (issued by Cyprus Consulate in Athens) for participants from Turkey and 15 euros for transportation from Athens airport to Cyprus Consulate.

## 8. Other important information

**Weather** - October is considered to be warm and windy month. Hoodies might be also a good idea.

Electricity: **Cyprus has the 240 Volt/ 50 Hz 3 pin electricity plugs - so you will definitely need adaptors make sure you bring at least one with you (and your chargers for mobile phones, cameras etc ;-)**



Cyprus Time Zone: UTC (or GMT) +2

Cyprus International Dialing Code: +357

Local currency of Cyprus: euro

## 11. Contacts:

neci.eu@gmail.com

renosge@gmail.com -Renos Georgiou

# \*TIMETABLE: 21/10/21 - 30/10/21

21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10
	08:30 - 9:15 Breakfast There will be 2 coffee breaks per day, lunch of 90 minutes, and dinner at 8:00 pm								
<b>Arrivals</b>  Bus for group from Larnaca airport at 18:45 and Sun Hall Larnaca (19:00)  <b>20:30 Dinner</b> <b>21:15</b> Welcoming Ice breaking	22/10/21: Delegations present an Icebreaking, a teambuilding, Organizers present: agenda Delegations: present through role play youthpass with the new competences Leaders: project objectives Learning agreement, expectations, fears, contributions with pax Cultural time: Youths meet organize in groups based on music, dance, traditional games, non formal games 21:30 Enhancing group dynamic through NFL evening  23/10/21: First Aid class from youths 10:15 Youths are working in groups to prepare presentations on Erasmus Plus. 11:00-19:00 NGOs Market and sharing of personal experiences 19:00 Reflection with leaders and organizers 20:30-21:00 Cultural time: They plan activities to involve other youths 21:45 Intercultural evening with games and language presentation								
	24/10/21 9:30 First Aid-basics 10:30-13:00 Youths as Project Managers. Youths working on defining a concept that interests them to start a project about. Leaders and expert support them 15:00 SWOT Analysis and other forms of defining personal and organizational needs 17:00 What are your objectives (learning about SMART)								

18:45 Cultural time-Team A and B. Teams, presents their skills in a pleasant way to other youths. The presentation structure will be up to them but there will be specific conditions

Reflection

21:45 Intercultural evening with games and language presentation

25/10/21

Morning sports from youths

10:00-13:00 Activities for your project

15:00-18:00 Practical Arrangements (P.A) pt1 (sharing of ideas, experiences and structuring the plan and needs for project based on profile of participants)

Joined products time. In 5 groups collect/share material (photos, documentation, ideas etc) but also conduct interviews from other pax

Reflection

After dinner: Cultural time-team C and D

26/10/21

10:00-13:00 P.A pt2. Communication: The importance of communication and the target group.

15:00 P.A pt3. (travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc)

19:00 Reflection

21:00 Intercultural evening

27/10/21

Outdoor Activities: Exploring the Area

09:00-14:00 Youths are provided materials, and 4 members of NECI Cyprus escort them for exploring the area and nearest town. They will get tasks (like treasure hunt) Its a task oriented relaxing day.

16:30 Cultural time for video production

18:00 Joint products time

reflection

28/10/21

10:00-12:30 P.A pt4 Preparation of participants, code of behavior, learning agreements,

12:30 pt5 Evaluation and Expected results (impact, outcomes, products, plan for dissemination and exploitation)  
17:00 P.A pt6 Our project is running  
19:00 Reflection

29/10/21

10:00 -17:00 The T-KIT writing and Joint products time

Evaluation 18:00 Formal way: questioner in google forms, and visual in 4 flipcharts.

NF way: Sharing of emotions, thoughts, feedback

Leaders and hosting org evaluation.

19:30 Youths together with NECI CY to prepare the fairwell dinner

Fairwell dinner, youthpass ceremony

30/10/21

Departure of pax

WHATEVER YOU NEED TO ASK MORE, IF THERE IS ANYTHING NOT CLEAR, IF YOU  
HAVE ANYTHING THAT YOU WANT US TO INFORM YOU ABOUT, PLS DO ASK US