

## **What to remember when starting up a new IFYE programme:**

### **1. Contact with a New Country / Organisation**

- Make sure that both organisations share same aims and targets for the exchange programme.
- It is good to try to meet personally or at least to have a correspondence for some time.
- If the other organisation has no previous IFYE exchange programme, try to set up the exchange so that the person who is co-ordinating the trip is from the country with the established IFYE programme (This will help when giving Host Families information, co-ordinating travel, setting up visas etc.)

### **2. Make ALL Agreements in Writing.**

- What costs will your organisation cover (room and board, travel costs within a country)? Will the other country cover these costs when your exchangee is in their country?
- What costs will be paid by the exchangee (travel costs to and from your country, travel insurance, personal costs, visa costs)
- Preferred dates of arrival and departure.
- Visa requirements if needed
- It is good to write down number of exchangees the country involved hope to host and to return to your country, ages of exchangees and some details of their background in their organisation.

### **3. Make an application form for personal data**

- Send the form to the partner organisation and ask exchangees to fill in details.

### **4. Insure that host family addresses are sent early.**

- Allowing time for the exchangee so that they can correspond with the host family prior departure

### **5. If there will be an opportunity for an extra programme (e.g. Attendances at an IFYE Conference), include all the information in the correspondence.**

### **6. START PREPARATION WORK EARLY.**

- Funding for the new program is usually available, but the returned applications are needed up to 1 or 1 ½ years before the preferred departure date. The partner country also needs time to advertise the their new programme. (Even well established organisations need 1 – 1 ½ years before estimated beginning of the program).

### **7. Make sure that you have all the contact information.**

- If there are so difficulties during the exchange, how can your exchangee reach someone urgently during the weekend or vacation time?
- Can family and their own organisation, in case of emergency, contact the exchangee at all times, during their exchange.

### **8. Host family Application forms**

- It is good to have forms for the host families. In that way you will get all the relevant information for the matching the exchangee and family.
- The Host Family needs to know its role and obligations as a host family.

- The earlier you start recruiting host families, the better it is. (We have written guidelines for the host family.)
- It is better to have families as reserve for the emergency situations.

**9. When selecting exchangees.**

- Try to make sure that someone in your organisation knows the young person personally and will recommends him or her.

**10. Organise an orientation seminar for the outgoing exchangees together with exchangees who have been abroad before.**

- At the orientation seminar, try to have someone who has been to this country to join the training

**11. Have all the information you have received from both the exchangee and the other organisation, for both the outgoing and incoming IFYE exchangees in written form. Especially if there are language difficulties, it is always easier to understand written text**

**12. Be available for the exchangees,**

- Often this helps a great deal and prevents most difficulties...

These are few things, if the exchange is with African country, when there are much more cultural differences which has to be taken into account, in the training, information and time as their concept is very different to ours.