

FELLOW RURBANIANIANS,

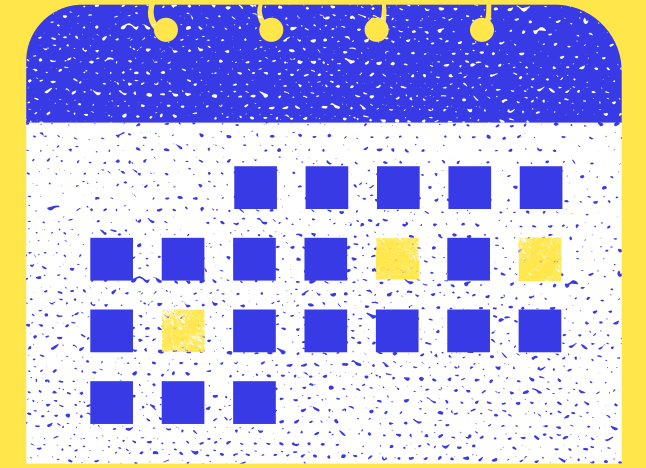
WELCOME TO PLANBE!



A UNIQUE ESC
EXPERIENCE SPLIT
INTO A VIRTUAL
AND PHYSICAL
VERSION WITH A
DURATION OF 6
OR 12 MONTHS



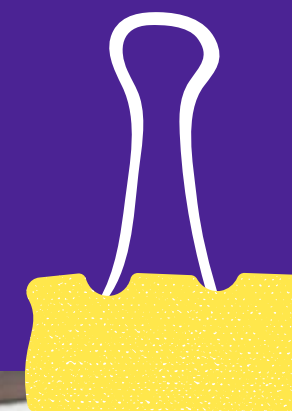
INFOPACK COMPONENTS



- PlanBe, Plan it Be it information
- ESC Requirements
- Virtual Settings
- Training
- Weekly scheduling and logistics
- Personal Project
- Midterm Evaluation
- Physical Settings
- Your Team

PLANBE

PLAN IT, BE IT



PlanBe, Plan it Be it, is a non-governmental, non-profit organization established on March 2014, aiming at the personal and professional development of young people. The organisation is based in Nicosia, Cyprus, and acts at a national and European level. PlanBe provides the grounds for communication promoting the exchange of ideas and the productive cooperation of young people in a variety of subjects of interest. It explores youth's development through means of formal and non-formal education, while at the same time, it promotes European and International opportunities for active citizenship and cultural understanding, through intercultural dialogue.





What we expect from you

- the willingness to learn
- teamwork spirit
- willing to collaborate
- ready for taking initiatives
- be openminded
- respect others and the environment
- flexibility



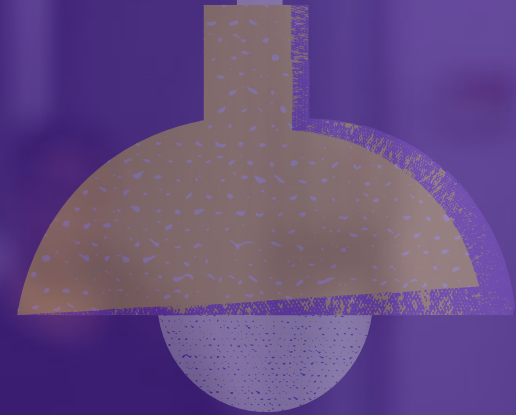
Keep in mind that from the beginning of your participation in this project you will be representing yourself, your sending organization and PlanBe.



Antisociable, negative and inappropriate behaviours will NOT be accepted!

- This ESC project will start Virtually with the corresponding Tutorials to provide necessary skills for Virtual communication and tasks.
- Tasks will be renewed on a weekly basis and some tasks will be required on a daily basis.
- Volunteers will be working on daily Vlogs to record their daily tasks, reflect on their progress, improve and stay motivated.
- Environmental practices will be discussed early on and are required to be applied on a daily basis.
- Volunteers may communicate with their coordinator for assistance, clarifications and any issues that may come up.

Virtual Settings



Virtual On-Arrival Training

At the beginning of your ESC experience, you'll be having training sessions to enhance your skill set and knowledge of how an ESC volunteer works. In this training, they will explain the basics of volunteering, your rights/duties, inspiration, motivation, all formal things and also informal (where you can find help if you need it, advice from experienced trainers, etc).

Try to get the most out of this training! It will be your main source for every single daily task and it will facilitate your experience throughout the project's duration. These sessions will be held in groups so that we simulate physical contact as best as possible! Various activities to get to know each other will be organized as well, to start building a friendly environment with other volunteers and project managers!

WEEKLY SCHEDULING AND LOGISTICS

Working hours and days off:

Up to 35 hours. 2 days off per week and 2 days holidays per month for the duration of the whole project (dates will be defined by the hosting organization in agreement with the group of volunteers)



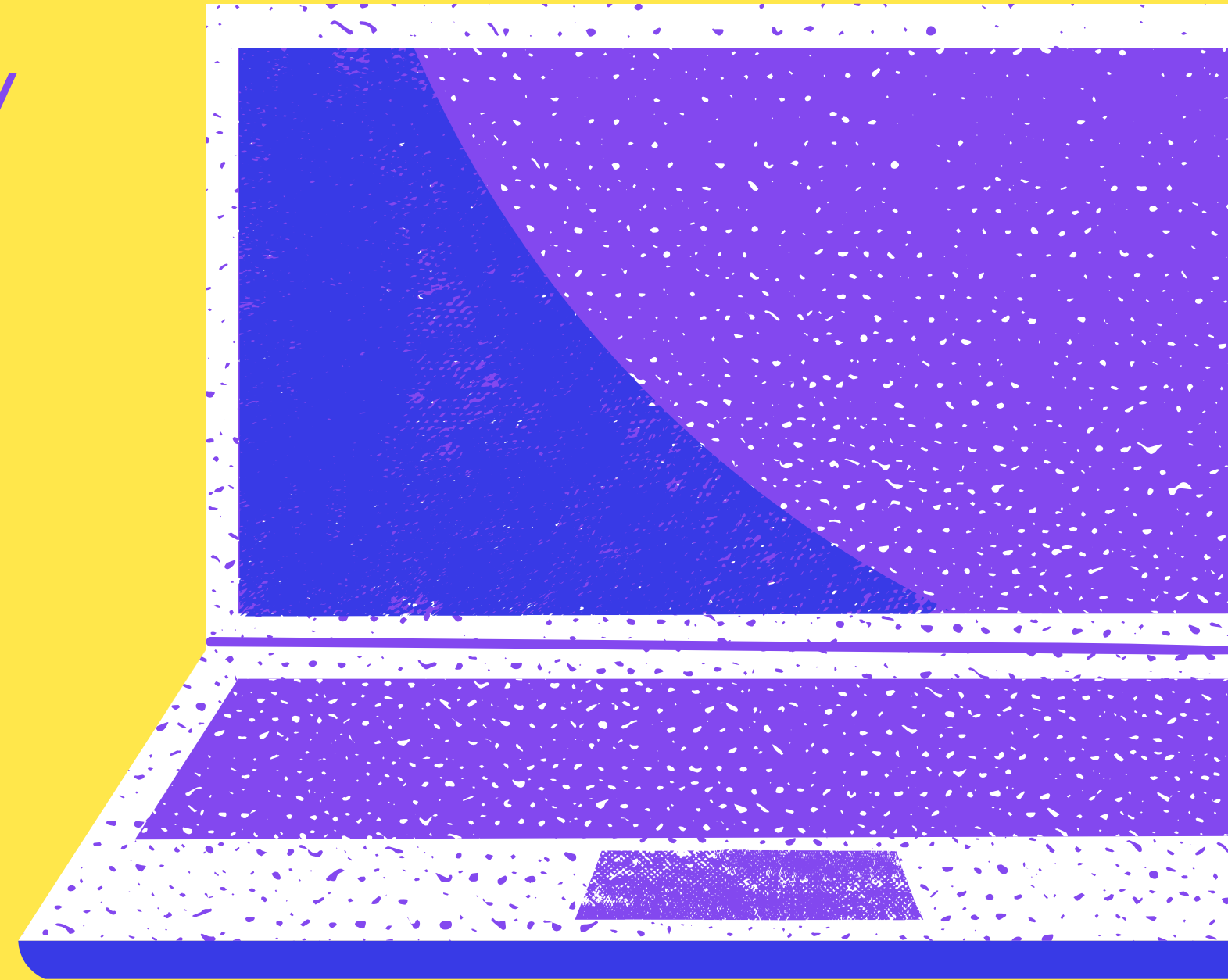
Personal Project

All volunteers are suggested to pursue an innovative and creative project where they will apply their newly found knowledge and skills.

This personal project may be anything within the hosting organization's aims (Cultural Heritage, Environmental Practices, Non-formal and informal education, Arts etc) and can be in any form.

It could be anything from a workshop, a local event, an environmental action, an artistic creation, to an invention!

Participants may request additional help and funding from their coordinator to work on their personal project!



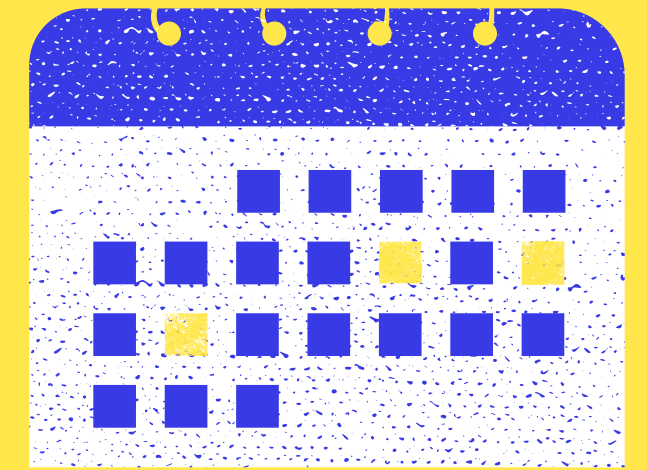


Midterm Evaluation

Midterm evaluation is the opportunity for all ESC participants to share their experience so far: Their progression, the issues they've stumbled upon, their daily life-hacks, their newly found skills and their feedback for their hosting organization. It's also an opportunity to meet other ESC participants and build a small community between ESC participants from hosting organizations in Cyprus.

If all goes well with the pandemic situation in Cyprus, the Midterm Evaluation will take place in Cyprus and will be hosted by experienced trainers, where many ESC participants in Cyprus will be attending.

PHYSICAL SETTINGS



PlanBe, Plan it Be it will be offering physical accommodation in Nicosia with access to public transport and guidelines on accessibility to supermarkets, restaurants, key activity locations and working locations. The accommodation site will have specific rules on cleanliness, sustainability, waste management and safety.

All information needed will be provided during the Virtual version of the project, including logistics, financial matters, maps, travelling schedules, public transport schedules etc.

It's crucial, that as an environmentally alerted organization that we keep all areas used clean while creating the least amount of waste possible!

Information about traffic system, technological modifications, climate, culture and sociopolitical standards will also be provided during the Virtual version!

Insurance and Safety.



Please make sure that you have the European Health Insurance Card and the registration to CIGNA insurance. Please make sure you're well informed on how to receive the aforementioned insurances if you don't have them.

Also, it is strongly advised to acquire the European Youth Card so that you'll have reduced public transportation expenses., which will be reimbursed.



Main Contact person (Coordinator):
Antonios Pavlides

Contact person:
Eliza Kozakou

YOUR TEAM

MARIA DRAKOU – PRESIDENT

Maria will be in charge of all your paperwork and logistics. She will also be mostly involved with the general management of the organization, but you'll be seeing her around!. She'll be your last line of defence and will be in immediate contact with your project manager and coordinator!



YOUR TEAM

ELIZA KOZAKOU – PROJECT MANAGER

Eliza will be in charge of most workshops and project application, thus you will be working closely with her for plenty of tasks regarding project management and application! She will always be available to help you if you need anything so don't hesitate to ask her.



YOUR TEAM

ANTONIOS PAVLIDES – COORDINATOR

Antonios will be your main contact person and will be in charge of your whole experience, including training, task assignment, financial coverage, general assistance and will also be your main source of support for any issues that come up.

He will be your Big Brother for this experience so please feel free to contact him at all times for basically anything!!!



**ARE YOU READY
RURBANIANIS?!**

LET'S GO!!!



 **PLANBE, PLAN IT BE IT**

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