

## **Match-Making and Cooperation Guide**

### **Recommendations for a successful cooperation in German-Israeli exchange-projects**

#### **Communication**

- **Try to have an open way of communicating with one another.** Don't hesitate to ask and talk about questions you have in mind. Do not leave out delicate topics like financing and shared commemoration – honest communication will help to prevent misunderstandings.
- **Make sure that you speak about the same thing.** If you use technical terms find out if they have the same meaning on both sides.
- **Find an agreement on how you will communicate** after the Match-Making-Seminar: Take notes, exchange them - **agree explicitly on common decisions** being taken after a telephone call or meeting.
- **Name one responsible person on each side for the arrangements.** It is easier to communicate with one fixed partner on each side.

#### **General Conditions**

- **Build up a supporting network in your organisation.** Do not try to hold the responsibility and work all alone by one person. Define your boundaries for yourself and fix it if necessary.
- **Agree on one specified target group.**
- **Clarify the financial possibilities on both sides** regarding the exchange project – before you start organising a specific programme. Think about other possible financial support for the programme, e.g. foundations.

#### **Educational Cooperation**

- **Make sure that you have common and shared goals** you wish to achieve with your project.
- **Talk about your objectives for the group process** – agree on how much you will involve the participants – e.g. in the plannings, in the programme. How do you wish to have the youth as actively partaking in the course of the project?
- **Exchange your knowledge and point of view about regulations and security advice for youth in both countries** – and how to deal with it (eg. alcohol). Run through possible situations – so called 'worse case szenarios'. How will you as a leading team react? Talk about the dicipline you expect from the group.

## **Planning the Programme**

- **Be in contact regarding the programme** – don't fix it before you agreed on it on both sides.
- **Do not forget to include leisure time** – for both youth and adults.
- **Plan a good preparation of the group on both sides.** (The Israel Youth Exchange Authority and ConAct can assist).
- **Write down new ideas and upcoming questions** to share at a next seminar.

### **Don't forget: Help is nearby!**

Before any project-plans will fall into pieces...

... don't hesitate to ask the Israel Youth Exchange Authority or ConAct if you have questions. There is always a way out!

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