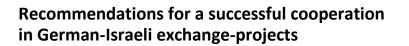
Match-Making and Cooperation Guide





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 explicitely 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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