



international

building global friendship

**Europe South
Regional
Training
Forum**



Egypt 2012

1ST INFO PACK

Europe South Regional Training Forum

Egypt 2012



WELCOME,

This is the first information regarding the Regional Training Forum – Europe South taking place in Egypt in 2012. This Training Forum is assigned especially but not limited to all European National and Promotional Associations.

DATES APRIL 05 – 09, 2012

We will start on Thursday April 05th at 12 p.m. (12:00) and end Monday April 09th after lunch. Please make your travel arrangement so that you will not arrive later or leave earlier as this jeopardizing the training process and is limiting your educational benefit. Thanks very much for your understanding!

MEETING POINT:

**WHEN: THURSDAY, APRIL 05TH
AT 12:00**

WHERE:

**In front of the UAE Embassy in Cairo
In El Thawra st., Ard El Golf, Heliopolis, Cairo**

We will provide a shuttle bus

**The trainings will end after lunch on
Monday, April 09th at 14:00 (After Lunch).**

Shuttle Bus leaves RTF site to the meeting point

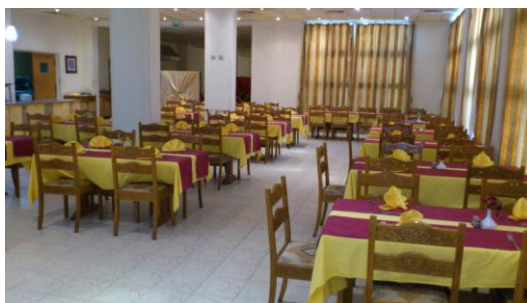
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RTF SITE,

The RTF site will be in a small boutique hotel in *Ein Sokhna* (120 Km outside of Cairo) by the Red Sea.



PARTICIPATION FEE = 160 EURO

The participation fee will cover the entire costs for five days and four nights of the Regional Training Forum - South Europe.

Please do not pay it prior to the event instead bring this money in EUR to the Regional Training Forum the participation fee is covering all costs for accommodation, food and transportation from the meeting point to the site and back to the meeting point!

Not included is expenditure for:

- Travel costs
- Drinks
- Any further items in the camp shop

However, please note that we are only able to take cash in EURO. We will not be accepting any other currency, traveller cheques, credit cards etc.

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HOW TO APPLY

To apply for the Europe South RTF (Regional Training Forum), please submit an online application form on:

http://resources.cisv.org/training/regions/europe_south.html

To be able to register to the RTF you need to have your "Friends" I.D. If you don't have it, that mean you didn't register at Friends by now – please do it now.

In case you don't know how to do it here is an explanation how to do it:

Registration on the Friends website

To register, follow these six small steps:

1. Go to <http://friends.cisv.org>
2. Select [**REGISTER**]
3. Read through the conditions and select [**ACCEPT**]
4. Fill in name and address (and make sure you indicate you personal e-mail address).
5. Select [**REGISTER**]
6. Check your e-mail inbox to confirm your registration by clicking on the Link in the e-mail. (Once confirmed, you will receive your password to login through your e-mail address).

**DEADLINE FOR SUBMITTING
APPLICATIONS IS FEBRUARY 23 !!!**

If you have any questions then please don't hesitate and send an email to the RTF Coordinator at irisda22@gmail.com.

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APPLICATION DEADLINE

In order for a training to take place there is a required minimum number of participants.

The committee will decide if the training will take place or not according to the number of applications that the RTF coordinator will get by application deadline – February 23, 2012.

Therefore, we advise you not to buy your travel ticket before that or before you will get confirmation from the RTF Coordinator that your training will take place.

VISA REQUIREMENTS

Non-Egyptian visitors arriving in **Egypt** are required to be in possession of a valid passport.

Entry visas may be obtained from Egyptian Diplomatic and Consular Missions Abroad or from the Entry Visa Department at the Travel Documents, Immigration and Nationality Administration (TDINA).

It is, however, possible for most tourists and visitors to obtain an entry visa at any of the Major Ports of Entry.

Please check with your nearest Egyptian Consular mission for more details concerning visa regulations applying to your citizenship.

Citizens of the following countries are required to be in possession of a pre-arrival visa: Algeria, India, Indonesia, Israel, Lebanon, The Philippines and Thailand

If anyone needs a letter to the embassy, please email us @:
RTF2012@eg.cisv.org

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WHAT TO BRING? AND SOME IMPORTANT THINGS TO KNOW,

- The accommodation will be in rooms for 2-3 people.
Blankets and sheets will be provided (so it's not required a sleeping-bag)
BUT you do need to bring towels.
- There will be *WiFi* at the RTF site
- A camp shop will be provided by the home staff with snacks and soft drinks
- There should not be any PUBLIC use of Alcohol
- We advise you to bring:
Sun Screen and a cap (Sun can be strong in the morning)
Mosquito Repellent
Swimsuits
- Don't forget to bring ALIF form (if you at least 21 years old)
Or
TWAL (if you under 21 years old), **in that case don't forget to have one of your parents to sign on it.**

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PLACES TO STAY BEFORE AND AFTER

If you are coming 1-2 days before or staying 1-2 days after, CISV Egypt will try to find you host family.

Please let us know about it as soon as possible to email rtf2012@eg.cisv.org.

You can also book hotel,

MayFair Hotel: www.mayfaircairo.com

Karvin Hotel: <http://www.thekarvinhotel.com> (It's better as it's close to the meeting point and the airport)

WEATHER,

It will still be winter at home for most of you. However, In Egypt, this is when our summer starts.

It could be quite hot and sunny during the day, as high as 28 degrees Celsius and as low as 15 degrees Celsius at night. The good thing about being by the beach is that the weather is much better.

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TRAINING AT THE REGIONAL TRAINING FORUM

Here the different Training which are taking place in parallel:

1. Summer Camp Training

Audience:

Summer Camp Staff and Leaders in upcoming Summer Camps, National Summer Camp Coordinators and anyone interested in Summer Camps. The Training will also benefit Summer Camp Staff and Leaders, Summer Camp Coordinators and anyone interested in Summer Camps

Training Content:

The Training will focus on content specific to the Summer Camp Program, highlighting core educational areas and practical details from the International Summer Camp Guide, such as:

- What is a Summer Camp?
- Summer Camp Goals
- Camp Theme Development
- Facilitation
- Roles and Responsibilities
- Age Characteristics (14-15)
- Activity Planning
- Risk Management specific to the Summer Camp programme
- The Leader's Planning Weekend

There will also be an opportunity to review and discuss a lot of practical matters and topics in an informal manner. By the end of the Training, national summer camp trainers or national committee chairs will be able to train the leaders and staff locally within their own chapters. Any leaders or staffs who attend will be well prepared for their upcoming Summer Camps.

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2. Regional Mosaic Training

Audience:

Mosaic Chairs/Committees (national or local level) and anyone interested in becoming a Mosaic Trainer and Project Staff & Coordinators.

Regional Mosaic Trainings are the most comprehensive type of trainings for Mosaic. Every NA should try to they send at least one person to this type of training every two years.

Training Content:

The goal of the training is to create a Mosaic network with people capable of co-ordinating and supporting Mosaic Projects, train Mosaic staff in their own NA or chapter and achieving attitudes, skills and knowledge to become National Mosaic Chairs/Committee Members.

The expected outcome is to have participants gaining knowledge, skills and attitudes:

1) Prepare trainees to use CISV's approach to Active Global Citizenship

Understand how peace education is relevant to active global citizenship and the local community (K)

Understand CISV's educational principles and methods (K)

Be able to plan, deliver and evaluate Mosaic projects (S)

Be willing to actively support and promote CISV's educational principles (A)

2) Prepare trainees to effectively undertake their practical responsibilities within CISV

Understand the specific responsibilities and resources required to fulfill the role of Mosaic Chair / Project Staff (K)

Understand how your individual responsibilities are important in a wider context (K)

Be able to apply practical skills necessary to fulfill your Mosaic role (S)

Be willing to adopt a proactive and responsible attitude (A)

3) Prepare trainees to contribute to the development and growth of CISV as an organisation

Be willing to seek opportunities for cooperation inside and outside the organisation (A)

Be able to apply best practices and lessons learned (S)

Be willing to actively contribute to continuous improvement (A)

Understand how the strategic direction of CISV relates to you (K)

4) Prepare trainees to interact appropriately and effectively in diverse environments

Develop an understanding of self and others (K)

Be able to make a positive contribution to a group environment (S)

Be able to respond appropriately to change and conflict (S)

Be willing to act inclusively and with an open mind (A)

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3. Profile Raising Training

Audience:

People who interesting in learning about Profile Raising, how to promote CISV and to improved the visibility of CISV as well as to get tools for an efficient and effective fundraising

Training Content:

- What is Profile Raising?
- "Just Saying" – CISV Guideline & Communication tools
- "Looking Good"- CISV Branding Guideline
- How to Market CISV (Tools & skills)

4. Village Training

Audience:

The Village Training is intended for people providing Village training on local level or who will take a role in the Village in any leadership role (Camp Director, Staff, International Staff, National Trainer, Leader and National Village Coordinator)

Training Content:

The Training will give the participants tools for providing important training for all Village participants and give them a wider look on the Village Programme. All aspects of the Village Programme from logistics through planning and education will be covered, including:

- understanding CISV and Village goals.
- Village structure
- Teamwork.
- The role of leaders, JC, Kids, and all participants in Village
- Conflict Resolution/problem solving
- Creative thinking
- Trouble Shooting for Village
- PDPEF training
- Ongoing Evaluation

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5. Training The Trainers (TTT)

Training Content:

The TTT training course is an important part of CISV international' global training strategy. It's an intense and challenging learning experience designed to take your training skills to the next level.

TTT is an intensive four-day course designed for people with training roles within CISV. Through interactive sessions and activities, the course covers a range of topics related to CISV's educational approach and core methodologies for high- impact training. The TTT course follows and experiential learning approach, combining theory and dialogue with practice and experiment. TTT trainees receive certification and become part of an international community of certified CISV trainers.

The TTT course is targeted at people who deliver training in CISV at any level. This can include a broad range of training categories from village leaders, to chapter volunteers, to junior branchers. Anyone with an ongoing training role within CISV is a great candidate for the TTT course.

TTT participants should have an existing training role, a basic understanding of CISV and its educational approach, some prior training experience, and a willingness to join a growing network of active CISV trainers around the world.

There are four guiding goals for every TTT course. These are:

1. To prepare trainees to use CISV's approach to active global citizenship
2. To prepare trainees to effectively undertake their practical responsibilities within CISV
3. To prepare trainees to contribute to the development and growth of CISV as an organization
4. To prepare trainees to interact effectively and appropriately in diverse environments

Trainees should check transport times to the airport and ending times in the training schedule for the TTT before booking any tickets as fulltime attendance is expected of each trainee. Only participants who will be able to attend all sessions fulltime will be issued a certificate of completion.

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6. Seminar Camp Staff Training

Audience:

People who will be or have applied to be Staff on Seminar Camps. It is recommended that Camp Directors attend training as well.

Training Content:

The workshop will cover the following:

- What a Seminar Camp is
- The educational content of the Seminar Camp
- Goals and Indicators
- Evaluation: PDPEF and introduction to Pocket T
- Participant age group
- Pre and Post Camp Days
- Facilitation and leadership
- Conflict management
- Activity planning
- Like-Minded Organizations (LMO)/Non-Governmental Organizations (NGO)
- Camp events
- Staff Responsibilities and Teamwork
- Risk management

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CONTACT PERSONS

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If you have any question,
or you need more information please contact us,
and we will do our best to give you all the answers.

Looking to see you soon