



Professional Exchange Programme InterActions

Guideline for applicants

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About

One to two-month placements for civic activists, researchers, journalists, social entrepreneurs and think tank experts with a host organisation of their choice, and an opportunity for organisations to invite a colleague to be placed with them for a professional exchange.

The aim of PCSC InterActions Programme is to enable professional exchange and cooperation between civic initiatives, independent media, research institutes and social business in Eastern Europe and Central Asia.

By participating in InterActions, activists, journalists, social entrepreneurs, public policy experts and researchers can choose for themselves a suitable host organisation where they want to be placed. Applicants should be affiliated with organisations, movements or networks in their home country Alternatively, an organisation can use the programme to invite a colleague from a like-minded organisation to be placed with them.

There are 2 tracks:

Track 1. For individual applicants who to go somewhere to gain experience

Track 2. For organisations which want to invite someone for professional exchange

Both the host organisation and their guest participating in the professional exchange should work on related topics but in different countries (see the list of eligible countries below).

Applicants are free to decide what they want to gain from their professional exchange and how to achieve it. They need to discuss and agree on it with either host organisation or an invited colleague (depending who is the applicant). In order to apply for the InterActions Programme, the applicant should submit the general concept of the proposed professional exchange. Selected applicants will be provided with funding to cover related costs.

Professional exchange within InterActions Programme can last from one to two month. It can happen in one of the following timeslots depending on the agreement between both sides:

- September-December 2020
- February-May 2021
- June-August 2021

What kind of proposals will get support?

We are looking for proposals that will be useful and enriching for both sides of professional exchange. However, applicants - whether it an individual or an organisation - are the ones who are responsible for developing a concept for professional exchange, agreeing on it with another side and implementing proposed activities.

When applying, you will be asked to describe:

- What you expect to gain from the expertise of the host organisation or invited colleague respectively.
- Activities that will take place during the exchange and how will they help you to reach your goals.
- How will the knowledge acquired during the exchange contribute to the work of your organisation.
- The role and the contribution of another side involved in the professional exchange.

To give you an idea what kind of proposal can get support, here are some examples from the previous years of the PCSC Internship Programme:

- Ukrainian investigative journalist spent one month with Czech investigative outlet using the Czech national land registry, business registry and other tools to map undisclosed Ukrainian assets in the Czech Republic.
- A videographer and a journalist from Kyrgyzstan was working for 2 months with media outlet in Georgia. It allowed her to scale up her skills in producing and promoting multi-media projects as well as develop her project the Soviet repressions in Kyrgyzstan.
- A lawyer from Ukrainian think-tank went to Bulgarian organisation to conduct a comparative analysis of the legislation on access to public information. After coming back to her home organisation, the intern used the results of her work to develop recommendations for legislative changes in Ukraine.

You are free to propose any format for professional exchange. It can be research, skills-development or other idea that you want to collaborate on with the host organisation or your colleague. However, those applications which align with PCSC key topics will have a slightly more likely to get support.

Proposals for purely academic research are not likely to be supported, nor are applicants who want to work on their PhD thesis.

What is covered?

Applicants must submit a budget proposal of up to €4,000. The amount of up to €3000 is meant to cover travel and living expenditures of the person coming to an organisation. It can be used to cover flight tickets, accommodation, food, local transportation, telecommunications and other related costs.

A fixed sum of €1,000 from the total budget will go to the host organisation as a host fee. If necessary, organisations applying to the programme under Track 2 can choose to allocate a part of their host fee as an honorarium for the invited colleague.

The final amount of financial support awarded varies depending on the length and location of the InterActions exchange. We kindly ask applicants to be modest and realistic in their budget proposals and to look into more economic options when calculating, for example, accommodation or travel costs. The budget proposal is one of the criteria we take into consideration when selecting participants. The final amount is reviewed by PCSC and is likely to change before funding is allocated.

Track 1. For individual applicants

Within track 1 of the InterActions Programme activists, journalists, social entrepreneurs, public policy experts and researchers can choose an organisation in another country of the target region and go there for 1-2 months to learn from the expertise of the host.

Who can apply?

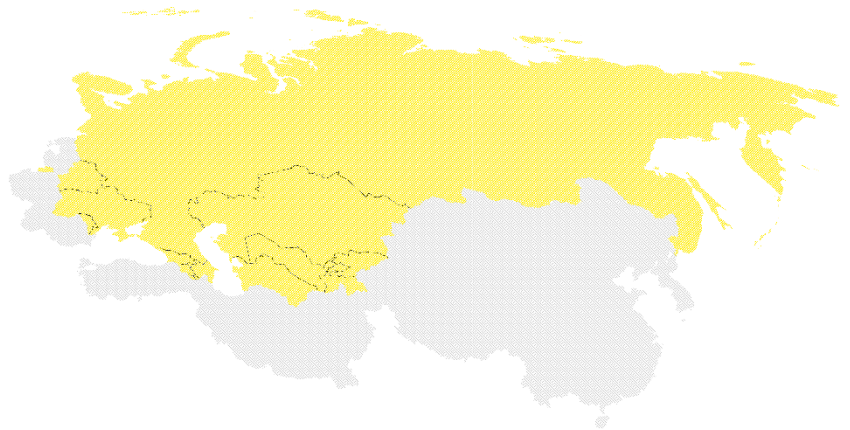
The programme is open for individuals with proven experience in the field of the proposed professional exchange. Applicants must be affiliated with an organisation, movement or initiative group in their country.

Applicants can be:

- Activists, members of civil society organisations
- Independent journalist and bloggers
- Think tank experts
- Researchers engaged with key PCSC themes
- Social entrepreneurs
- IT experts engaged in social causes

We accept applications from citizens of the following countries in yellow on the map below:

Former Prague Civil Society Centre fellows and interns cannot apply for track 1, but they can encourage their colleagues from their teams to apply or use the InterActions Program to invite someone to their organisation within track 2.



Criteria for potential host organisations

Applicants should find and get an approval from relevant host organisation on their own. The programme is aimed to develop cross-border cooperation, so you are required to go to a country different from your own.

Host organisation should:

1. Have expertise which is compatible with applicant's goal
2. Work in the same field as the applicant's organisation
3. Be located in one of the following countries:

Eastern Europe	Central Asia	EU Member States	Southeast Europe
Armenia	Kazakhstan	Bulgaria	Bosnia and Herzegovina
Azerbaijan	Kyrgyzstan	Croatia	Kosovo
Belarus	Tajikistan	Czech Republic	Republic Montenegro
Georgia	Turkmenistan	Estonia	North Macedonia
Moldova	Uzbekistan	Hungary	Serbia
Russia		Latvia	
Ukraine		Lithuania	
		Poland	
		Romania	
		Slovakia	
		Slovenia	

How to apply for track 1?

You must fill in the application form and send supporting documents by the deadline: 30th April 2020

1. Identify and contact potential host organisations.

We recommend you approach several organisations in order to increase your chances of finding one that will agree to host you. When contacting potential host organisations, we recommend you clearly explain how you see their role in the exchange and why you want to be hosted by this organisation in particular.

2. Once accepted by a host organisation, discuss the plan for the exchange with them and obtain a letter of support.

It is important that the host organisation is aware of your goals and ready to accept you for professional exchange. To confirm this agreement, make sure to get a support letter from the host organisation. This will need to be submitted along with the application to the InterActions programme.

3. Calculate anticipated expenses and fill in the budget template

In the budget proposal you can include travel and living expenditures up to €3,000 and €1,000 host fee for the organisation that accepts you for professional exchange. All expenses should be well-justified and realistic.

Please note that we cannot pay host fee to:

- INGOs;
- public institutions, state-founded and state-supported organisations
- founding organisations of the Prague Civil Society Center and networks affiliated with these organisations (please check [here](#))

4. Apply via the PCSC online application page

While it is not possible to preview the online-form, all questions of the application form can be found in this guideline.

5. Submit the budget and a support letter

Sent the documents to interactions.pcsc@gmail.com with the subject line: InterActions Application2020_ YOURNAMESURNAME. All

templates can be downloaded from the application page. They should be sent in one email and must be named and submitted in the following format: budget_NAMESURNAME.xlsx (in excel format) and supportletter_NAMESURNAME.pdf (in pdf format)

Track 2. For organisations

This track is for organisations and initiatives that invite a colleague from an organisation based in another country in order to share experience.

What kind of organisations can apply?

Applicants for this track can be organisations and initiatives of the following types:

- NGOs, civil society groups and movements
- Independent media and social media influencers
- Think tanks
- Research institutes engaged with PCSC key themes
- Social business
- IT start-ups with social impact
- Informal education initiatives (for example, online education platforms)

Applying organisations should work in one of the following countries:

Eastern Europe	Central Asia
Armenia	Kazakhstan
Azerbaijan	Kyrgyzstan
Belarus	Tajikistan
Georgia	Turkmenistan
Moldova	Uzbekistan
Russia	
Ukraine	

How to apply for track 2?

Eligible countries for an invited colleague

Eastern Europe

- Armenia
- Azerbaijan
- Belarus
- Georgia
- Moldova
- Russia
- Ukraine

Central Asia

- Kyrgyzstan
- Kazakhstan
- Tajikistan
- Turkmenistan
- Uzbekistan

EU member states

- Bulgaria
- Croatia
- Czech Republic
- Estonia
- Hungary
- Latvia
- Lithuania
- Poland
- Romania
- Slovakia
- Slovenia

Southeast Europe

- Bosnia and Herzegovina
- Kosovo
- Montenegro
- North Macedonia
- Serbia

You must fill in the application form and send supporting documents by the deadline: 30th April 2020

1. Choose a person to invite to your organisation.

The person should have proven experience in the area of professional exchange and be affiliated or work in an organisation located in one of the countries of Central Europe, the Baltics, the Balkans, Eastern Europe and Central Asia.

2. Agree on the goal and the activities of the exchange. Obtain the CV of the person

Contact the chosen colleague and discuss the goals of the exchange, planned activities to achieve them, and mutual expectations. Ask the person to provide you with his or her CV. You will need to submit it along with your application.

3. Calculate anticipated expenses and fill in the budget template

You can submit budget requests up to a maximum of €4,000 to cover costs related to the professional exchange. A fixed portion of this allowance (€1,000) will go to your organisation as a host fee to compensate your expenses. You can decide to spend part of this allowance to remunerate the person who is coming to your organisation if you consider it necessary.

Please note that we cannot pay host fee to:

- international organisations
- public institutions, state-founded and state-supported organisations
- founding organisations of the Prague Civil Society Center and networks affiliated with these organisations (please check [here](#))

4. Apply via the PCSC online application page

While it is not possible to preview the online-form, all questions of the application form can be found in this guideline.

5. Submit the budget and CV of the invited person

Sent the documents to interactions.pcsc@gmail.com with the subject line in one email: InterActions Application2020. Please include the name of your organisations.

Selection process and criteria

The selection for the InterActions programme is a two-step process. First, applications are preselected based on the submitted concepts. Then shortlisted candidates are required to provide a detailed plan agreed with another side of the professional exchange and after it, the selection committee makes final decision.

Criteria:

Proven track record of both sides participating in the professional exchange: We welcome applications from individuals and organisations who already have experience in their field and can demonstrate it. Individual applicants of the track 1 and an invited person in the track 2 should be affiliated with organisations, movements or networks in their home country that have a clear track-record of achievement.

Relevance of the applicant's goal to the expertise of the other side (host organisation/invited expert): It should be clear why the applicant's goals and needs match with the expertise of the other side (host organisation and invited experts).

Quality of the application: The more realistic and concrete the proposal is, the higher chance it will get support. Very ambitious and complex proposals do not necessarily stand a better chance of being supported.

Compatibility with Prague Civil Society Centre priority themes: The Centre gives higher priority to proposals that align with its priority themes. Yet, we are open to proposals that do not correspond to these themes. We recommend such applicants to stress how their proposal has specific relevance for their country and how their work will benefit from it.

Priority themes

Within PCSC InterActions Programme we welcome proposals for any project, research topic or idea. However, special consideration will be given to applications that address one of the themes listed.

- Sharing experience or providing a comparative analysis of successful or failed reforms in countries covered by the Programme
- New approaches to civil activism: best practices to improve the sustainability of civil society and make it less dependent on foreign funding and more rooted in domestic constituencies
- Building bridges between activists groups and local communities: how to get more support for civil initiatives from broader society
- Innovative use of “smart” technologies for effective civil initiatives
- Civil resilience to authoritarianism: challenges and positive examples in the region.
- “Shrinking space” for civil society: how to overcome these obstacles
- Cooperation between independent media and the capacity development of journalists
- Partnership between anti-corruption initiatives or cross-countries investigative projects
- Youth programs and initiatives
- Urban initiatives, creative hubs and alternative spaces creating networking and co-working opportunities
- Online educational projects in Eastern Europe and Central Asia, especially in local languages
- Innovations in social entrepreneurship
- Cooperation between civil initiatives in the field of gender equality, empowerment and women rights
- Propaganda and rise of aggressive nationalism: alternative narratives and counter-measures of civil societies in post-soviet countries
- The role of post-soviet nostalgia in shaping national identities; historical myths and historical memory

Application form questions for track 1

PCSC InterActions 2020: Individual Application/Индивидуальная заявка

About the applicant/О заявителе

Email address

First name (in Latin letters as in passport) / Имя (латинскими буквами как в загранпаспорте)

Last name (in Latin letters as in passport) / Фамилия (латинскими буквами как в загранпаспорте)

Gender / Пол

Year of Birth / Год рождения

Where are you from? / Из какой вы страны?

What city do you live in? (please use Latin letters) / В каком городе вы живёте? (город укажите латинскими буквами)

What country do you live in now if it is different from the country of origin? / В какой стране вы живёте сейчас, если она отличается от указанной страны происхождения?

Facebook profile/Аккаунт в Фейсбуке

Other social media accounts/Другие аккаунты в соцсетях

Phone number / Номер телефона

Which language can you communicate in? / На каком языке вы можете свободно общаться?

Applicant's organisation/Организация заявителя

Your current organisation and your position there/Организация, в которой вы работаете или с которой сотрудничаете, и ваша должность

Brief description of your organisation (max.150 words)/Кратко опишите, чем занимается ваша организация (максимум 150 слов)

Website of your organisation/ Сайт организации

Social media account of your organisation/Страница организации в соцсетях

Personal reference from your organisation/Имя и должность человека из вашей организации, который мог бы вас рекомендовать

Reference from outside of your organisation /Рекомендатель 1 не из вашей организации

Second Reference from outside of your organisation
/Рекомендатель 2 не из вашей организации

Short professional biography and key achievements/
Краткая профессиональная автобиография и ваши главные достижения

Host organisation/Данные принимающей организации

Name of the host organisation/Название принимающей организации

Country and city/Страна и город расположения

Website/Сайт

Social media account of the organisation (Facebook or other)/
Профайл организации в соцсетях (Фейсбуке или другой соцсети)

Short description of the host organisation /Кратко опишите принимающую организацию, (max. 200 слов)

How did you find the host organisation?/Как вы нашли свою принимающую организацию?

Why did you choose this host organisation?/Обоснуйте, почему вы выбрали именно эту организацию

Contact person in the host organisation/Контактное лицо в принимающей организации

Email of the contact person/Email контактного лица

Professional Exchange Concept/Концепция планируемого обмена опытом

Choose a preferred time slot for your exchange trip/ Когда вы хотели бы поехать в принимающую организацию?

How many days will your stay last?/Планируемая продолжительность поездки в днях

Main topic /Основная тема

Briefly describe the goal of your professional exchange/Кратко опишите основные цели

How do you plan to achieve your goal?/ Как вы планируете достигать вашей цели?

Role of the host organisation/Роль принимающей стороны

How will your future work benefit from this exchange?/Как ваша стажировка будет способствовать развитию вашей организации и усилению вашей работы?

Will you publish the results of your professional exchange. If so, how do plan to disseminate it?/ Планируете ли вы

создать какой-то информационный материал по итогам профессионального обмена? Если да, как он будет распространяться?

List any other local institutions/organisations/individuals you would like to establish contact with during your exchange. Please also include any relevant conferences or events./Помимо принимающей стороны, есть ли какие-то местные организации или эксперты, с которыми вы планируете наладить контакты в ходе стажировки? Какие события, связанные с темой визита, вы бы хотели посетить?

Have you participated in any PCSC events before? If yes, please indicate what events and when/ Участвовали ли вы в мероприятиях Пражского гражданского центра раньше? Если да, перечислите в каких и когда

Other fellowships, scholarship programmes, study trips or exchanges in which you have participated in the last 3 years. /Перечислите другие стажировки и образовательные программы, в которых вы участвовали за последние 3 года

How did you learn about the InterActions programme?/
Откуда вы узнали о программе Interactions?

Application form questions for track 2

PCSC InterActions 2020: Applications for organisations/Заявка для организаций

About the applying organisation/ Данные организации-заявителя

Name of your organisation/Название вашей организации

Country where your organisation is located /Страна, в которой располагается ваша организация

City/Город

Website/Сайт

Social media account of the organisation (Facebook or other)/Профайл организации в соцсетях (Фейсбуке или другой соцсети)

Short description of your organisation /Кратко опишите, чем занимается ваша организация (max. 200 слов)

Contact person in the organisation/Контактное лицо в организации

Email of the contact person/Email контактного лица в организации

Has your organisation participated in any PCSC events or programmes before? If yes, please list them here/
Принимала ли ваша организации участие в программах ПГЦ ранее? Если да, перечислите в каких и когда

Profile of the invited colleague/ Данные коллеги, которого вы приглашаете

Name (in Latin letters) / Имя (латинскими буквами)

Surname (in Latin letters) / Фамилия (латинскими буквами)

Email

Country of residence /Страна проживания

Social media account of the invited person (preferably on Facebook)/Ссылка на аккаунт человека в соцсетях (предпочтительно в Фейсбуке)

Organisation of the guest/Организация приглашенного коллеги

Organisation of the guest and his or her position there/Организация, в которой работает или с которой сотрудничает человек и занимаемая должность

Brief description of the organisation(max.150 words)/Кратко опишите, чем занимается организация (максимум 150 слов)

Website of the guest's organisation/ Сайт организации

Country where the guest's organisation is located /Страна, в которой располагается организация

Professional Exchange Concept/Концепция планируемого обмена опытом

Choose a preferred time slot / Выберите предпочитаемый период

For how many days do you want to invite the guest?/На сколько дней вы хотите пригласить коллегу?

Briefly describe the goal of your professional exchange /Коротко опишите основные цели профессионального обмена

Main topic /Основная вашего тема

Why would you like to invite this person in particular to your organisation?/Обоснуйте, почему вы хотите пригласить именно этого человека

How do you plan to achieve your goal of the professional exchange project with your guest?/ Как вы планируете достигать вашей цели и как ваш приглашенный коллега будет в этом участвовать?

How will the exchange project benefit for your organisations's future work?/Как ваш проект будет способствовать развитию вашей организации и усилению вашей работы?

Will you publish the results of your work. If so, how do plan to disseminate it?/ Планируете ли вы создать какой-то информационный материал по итогам профессионального обмена? Если да, как он будет распространяться?

How did you learn about the InterActions programme?/ Откуда вы узнали о программе InterActions?

Sample letter of support

Prague Civil Society Centre

Letter of Support

This is to confirm that ___(name of the host organisation)_____ is ready to host ___(applicant`s name and surname)_____ for professional exchange in accordance with the conditions of InterActions Programme offered by the Prague Civil Society Centre.

We had discussed goals and activities with the applicant and reached agreement on mutual responsibilities. Our team will provide necessary assistance and support to the applicant.

Contact person in our organisation: _____ (Name, position, email)

Signature:

Date:



InterActions Programme Guideline

March 2020