

MODULE 4 Final tips and practicalities

You are now almost ready for the CONNECT knowledge exchange. You have planned all your preparations and developed an exchange programme. You have gotten to know your counterparts in your partner municipality and learned a bit about their context. Finally, you know what to expect in terms of monitoring, evaluation and reporting and you have studied the financial guidelines.

In this final chapter we want to help you with some tips based on previous CONNECT experiences and discuss a few practicalities.

Module 4: Learning Objectives

This module will enable you to:

- Receive tips from previous CONNECT participants;
- Check whether you have taken all necessary preparations for the knowledge exchange mission;

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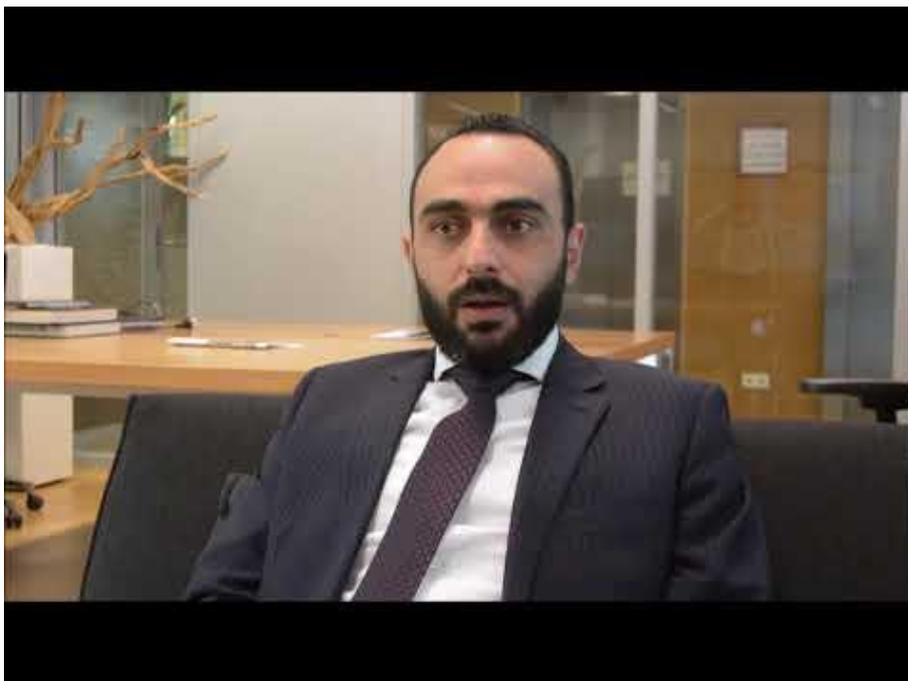
Chapter 4.1: Final tips and practicalities

- Read chapter
- Check if all points on the checklist are done

Previous CONNECT experiences:

You are not the first municipalities to engage in a CONNECT experience. We have facilitated several knowledge exchanges in the past and we thought it would be nice to share some of their experiences with you. Through the videos below the former participants would like to share their experiences with you. Also, remember that you can get in touch with other CONNECT participants through our [Facebook group](#).

Work Placement Abdallah Anati:



Some travel tips

This section is mainly relevant for the visiting municipality. We have a few practical tips to help you prepare for the trip:

- Check the website of your **Ministry of Foreign Affairs** to make sure what the procedures are in relations to visas and vaccinations. Be sure to take care of both these matters on time. Some countries also allow you to register yourself with your Embassy and check the security advice.
- Make sure your **travel insurance** is taken care of and that you have the number of your insurance policy and the contact number of your insurance company with you at all times.
- Discuss the **dress code** with your partner municipality. Some countries are more formal in their dress code than others, of course climate also matters. Just ask your partner municipality what is appropriate.
- We also have a few **packing tips** (beyond the usual):
 - Take some small gifts with you. People always appreciate a small gift typical of your country.
 - Take at least one formal outfit with you. Even if not planned, you might have to meet a high-level official or be present at a formal occasion.

Documents

- **Passport (also have a copy in your mail, in the case of loss)**
- **Visa**
- **Vaccination certificate**
- **Contact details of the embassy**
- **Emergency numbers VNG International**
- **Bring important documents with you on a USB stick, in case there is no internet, or your laptop has no battery you will still have access to your documents**
- **Print documents in advance, often printers do not work there or there are no printers at all**

Medical Equipment

- Paracetamol / Ibuprofen
- Imodium
- ORS
- Anti Insect DEET spray (40%). Also take one along in your hand luggage
- Malaria pills (if necessary, carried in hand luggage)
- Band aids
- Disinfectant hand gel
- Tweezers
- Disinfectant (iodine/alcohol)
- Ointment against mosquito bites
- Sanitary pad / tampons (often difficult to get)
- Nail scissors

Personal Equipment

- Small bag (handy at night)
 - Flashlight
 - Neck pillow
 - Towels
 - Shampoo / Shower gel (Most of the time not available in hotels)
 - Pillowcase (usually not so clean at the hotel)
 - Mosquito net (if necessary) and a string to hang the net
 - Biscuit or other types of snacks
 - When traveling to a warm country: Sunscreen / Sunglasses and hat against the sun
 - Scarf (Handy at night)
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What are the facilities like in the country of destination?

Discuss with the receiving municipality what the facilities are like at the venue. Will there be air-conditioning or vans, or long walking trips in the out? Is there WiFi available? Is it a good idea to buy a local SIM card and if so, how? The [country profile](#) will provide some basic information about the facilities in the country of destination.

Contact with CONNECT team during the knowledge exchange mission

The receiving municipality will be the first point of contact for the visiting municipality. However, the CONNECT team is always ready to support you if needed. Just contact us by email (connect@ccre-cemr.org) or through our [Facebook group](#) or e-mail.



VNG
International

EMERGENCY PHONE NUMBERS VNG INTERNATIONAL

Emergency Phone VNG International 24/7 * <i>(in cooperation with Eurocross)</i>	+31 70 373 83 88
VNG International Home Office <i>(only during office hours)</i>	+31 70 373 84 01

Please note that the Emergency Phone may **only be used in case of **real emergency** (threat, danger, health etc.)*

OTHER RELEVANT NUMBERS

Travel Insurance AIG / policy# : 60136000	+31 10 453 56 56
Ministry of Foreign Affairs (NL)	+31 70 348 64 86
VCK travel agent 24/7	+31 174 67 13 33

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Have I done everything I need to?

To help you make sure that you have thought about and done everything that was needed to prepare for the exchange, we have developed this final checklist:

- ✓ The teams from both municipalities have gotten to know each other;
- ✓ Planning for the preparations for the knowledge exchange mission is complete;
- ✓ The exchange programme is agreed on by the partner municipalities and the feedback from the CONNECT team has been incorporated;
- ✓ The EU Delegation and national association of local governments have been invited to attend the programme;
- ✓ All required participants have been invited to the relevant workshops;
- ✓ All materials – such as PowerPoint slides and handouts – are ready;
- ✓ All logistics are taken care off for the mission (transportation, accommodation, venue, workshop equipment, such as markers, post-its, etc.);
- ✓ The visiting municipality has taken care of all travel preparations (visas, vaccinations, insurance, etc.)
- ✓ Both municipalities understand the requirements in terms of monitoring, evaluation and reporting, as well as the financial guidelines.

If you have finished all these tasks, you are ready to start the CONNECT knowledge exchange. We hope it will be a great experience for all involved. The CONNECT team wishes you all the best!!!

