

## **Guide for organisations: What to do if you are contacted by an applicant.**

### **What is the MediaActionsUA Programme?**

The MediaActionsUA Programme is aimed at enabling professional exchange and cooperation between independent media in Ukraine and other countries of Eastern Europe and Central Asia. Within the Programme, the Prague Civil Society Centre gives selected candidates an opportunity to spend 30-45 days in the host organisation of their choice obtaining first-hand experience and sharing their knowledge.

### **Why become a host organisation?**

- Participants in the MediaActionsUA Programme are individuals from Eastern Europe and Central Asia with a proven track of work in their fields and with a strong affiliation with good organisations in their countries. The exchange programmes are a great opportunity for the host organisation to learn from the experience of a colleague from another region.
- It is a chance to build new partnerships and expand your network. Over 70% of exchange participants and host organisations stay in contact and continue professional cooperation after the exchange is completed.
- The MediaActionsUA Programme also provides an opportunity for host organisations to familiarize partners and colleagues from other countries with the reality of Ukraine, with successes achieved so far and ongoing efforts and struggles to develop and consolidate an independent media landscape. It is an opportunity to showcase Ukrainian media as a strong, accountable and committed driver of positive social transformations in the country.

### **If you are already on the list of host organisations for the MediaActionsUA Programme:**

In this case, you do not need to engage with applicants before they are selected for the programme. If you are approached with a request to issue a support letter, inform the applicant that it is not necessary since you already agreed in direct communication with the Prague Civil Society Centre that you are ready to host MediaActionsUA participants for a professional exchange. Once applicants are shortlisted, you will be asked to help applicants elaborate a more concrete plan for their exchanges.

**If you are not on the list of host organisations for the MediaActionsUA Programme, you can still be a host, but before you issue a letter of support to the applicant who would like to be hosted in your organisation:**

1. Ask the person to provide a CV and a short description of their goals and proposed activities.
2. If you are ready to seriously consider the applicant, we strongly recommend making a video call with the candidate to discuss what they want to learn from you and what help they expect from your team in order to decide if you are really a good match.
3. Decide whether or not you are ready to host the person and share your experience. We recommend you don't accept just anybody who approaches you, but only those who made a good impression and who you expect will also be an enriching partner for your organisation.

-> If you would like to host this applicant in your organisation, please provide the person with a letter of support. The template can be found on the programme webpage.

-> If a candidate seems to be serious and qualified, but your organisation is not the best match for her/him, please recommend other organisations that could host the person (optional).

### **What is expected from the host organisation?**

The success of the MediActionsUA programme depends on both sides involved. The host organisation is expected to contribute to the development and implementation of the exchanging programme plan.

The host is expected to:

- discuss and approve the exchange participant's plan and assist with its implementation;
- issue a letter of invitation to the participant upon request for visa purposes, and to support them with any visa procedures within the scope of its responsibility as an inviting entity;
- provide personal mentorship and workspace;
- share knowledge and experience with the person;
- assist with arranging meetings;
- involve the intern in the activities of the organisation.

The Prague Civil Society Centre provides a Host Fee to the host organisation in compensation for time and efforts spent on the preparation and coordinating the professional exchange.

Please note that the Centre cannot pay the host fee to international organisations.



**Still have questions?**

Feel free to contact us at [mediactions.ua@gmail.com](mailto:mediactions.ua@gmail.com)