



YCLSF PARTICIPANT MANUAL

2006/2007

**Young Canadian Leaders for a
Sustainable Future**

The International Institute for Sustainable Development contributes to sustainable development by advancing policy recommendations on international trade and investment, economic policy, climate change, measurement and assessment, and natural resources management. Through the Internet, we report on international negotiations and share knowledge gained through collaborative projects with global partners, resulting in more rigorous research, capacity building in developing countries and better dialogue between North and South.

IISD's vision is better living for all—sustainably; its mission is to champion innovation, enabling societies to live sustainably. IISD is registered as a charitable organization in Canada and has 501(c)(3) status in the United States.

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TABLE OF CONTENTS

SECTION 1: INTRODUCTION TO IISD AND THE YCLSF PROGRAM	6
1.1 INTRODUCTION TO IISD	6
1.2 THE YCLSF PROGRAM	7
1.3 GOAL OF THE PROGRAM.....	7
1.4 OBJECTIVES OF THE PROGRAM.....	7
SECTION 2: EXPECTATIONS	8
2.1 YOUR RESPONSIBILITIES	8
2.2 HOST ORGANIZATION RESPONSIBILITIES	9
2.3 IISD RESPONSIBILITIES	9
SECTION 3: ADMINISTRATIVE PROCEDURES	10
3.1 CONTRACT	10
3.1.1 <i>Canadian Income Tax</i>	10
3.1.2 <i>Employment Insurance and Canada Pension Plan</i>	10
3.2 FORMS.....	10
3.2.1 <i>YES Declaration Form</i>	10
3.2.2 <i>Data Input Form</i>	11
3.2.3 <i>(ROCA) Intern Registration Form</i>	11
3.2.4 <i>IISD Emergency Information Form</i>	12
3.2.5 <i>Medical Authorization Form</i>	12
3.2.6 <i>International Student Card</i>	13
SECTION 4: PREPARING FOR YOUR PLACEMENT	13
4.1 DOCUMENTATION.....	13
4.1.1 <i>Passport</i>	13
4.1.2 <i>Visa Requirements</i>	13
4.1.3 <i>Returning Resident Permit</i>	14
4.2 RESEARCHING YOUR HOST COUNTRY	14
4.3 RESEARCH YOUR OWN COUNTRY.....	15
4.4 GOAL SETTING	15
4.4 GENDER.....	15
4.4 LANGUAGE	15
4.5 HOST ORGANIZATION CONTACT INFORMATION	15
4.6 HEALTH CONCERNS/IMMUNIZATIONS	16
4.7 FINANCES	16
4.7.1 <i>Banking</i>	17
4.7.2 <i>Student Loans and Interest Relief</i>	17
4.8 ARRANGING INTERNATIONAL TRAVEL.....	18
4.9 PACKING.....	18
4.9.1 <i>Travel Insurance Package</i>	18
4.9.2 <i>Luggage</i>	18
4.9.3 <i>Safety and Security</i>	18
4.10 CHECKLIST BEFORE YOU LEAVE.....	19
4.11 THINGS TO REMEMBER TO BRING WITH YOU?	19
SECTION 5: COMPENSATION	20
5.1 TRAVEL TO WINNIPEG.....	20
5.2 PAYMENTS.....	20
5.3 HEALTH/MEDICAL INSURANCE	21
5.4 STIPEND FOR HOUSING	21
SECTION 6: REPORTING REQUIREMENTS	22
6.1 PRE-DEPARTURE ORIENTATION	22
6.2 SUPERVISION	23
6.3 YCLSF LISTSERV.....	23
6.4 PROJECT ADVISORS	23
6.5 TIME COMMITMENT	24

6.6	TRAVELING OUTSIDE YOUR HOST COUNTRY	24
6.7	EMERGENCIES	24
6.8	REPORTS.....	25
6.8.1	<i>Early Placement Evaluation Form</i>	25
6.8.2	<i>Narrative Mid-term Report</i>	26
6.8.3	<i>Financial Mid-term Report</i>	26
6.8.4	<i>Narrative Final Report</i>	26
6.8.5	<i>Financial Final Report</i>	27
6.9	WORK AT THE HOST ORGANIZATION	27
SECTION 7: LIVING AND WORKING ABROAD.....		28
7.1	ADAPTATION	28
7.2	MAKING THE MOST OUT OF YOUR PLACEMENT	28
7.3	THOUGHTS ON ARRIVAL	29
7.3.1	<i>After the beginning</i>	30
7.4	FOREIGN LAWS AND REGULATIONS	30
7.5	PERSONAL CONDUCT.....	30
7.6	CUSTOMS.....	30
SECTION 8: CREATING A SUSTAINABLE LIVELIHOOD.....		31
8.1	TIPS FROM PAST YOUNG PROFESSIONALS.....	31
8.2	SUSTAINABLE DEVELOPMENT JOB BANK	32
SECTION 9: CANADIAN RE-ENTRY		32
9.1	PREPARING FOR YOUR RETURN.....	32
9.2	THE EARLY STAGES	32
9.3	TIPS FOR RETURNING HOME.....	33
9.4	DEBRIEFING.....	33
9.5	ARRIVING IN CANADA	34
9.6	WHAT CAN I DO?.....	35
9.7	POTENTIAL CHALLENGES	36
9.8	TYPICAL RE-ENTRY STYLES	36
9.9	HYPOTHETICAL SITUATIONS	37
9.10	WHAT OTHERS HAVE EXPERIENCED	38
APPENDIX 1: WEB SITES TO ASSIST IN YOUR PREPARATION		39
APPENDIX 2: VISA CONTACT DETAILS		42
APPENDIX 3: PROVINCIAL HEALTH COVERAGE.....		47
APPENDIX 4: COUNTRY DISCOVERY QUESTIONS		48
APPENDIX 5: HOST ORGANIZATION DISCOVERY QUESTIONS		49

WELCOME TO THE YCLSF PROGRAM!

We want you to think of your participation in the program as one big adventure, filled with rewards and challenges. We know you probably have many questions about the experience on which you are about to embark. We hope this guide will be a valuable source of information as you prepare for your placement.

The YCLSF program is very intensive. The orientation in Winnipeg requires your complete dedication and attention. Therefore, please make sure that all of your logistical arrangements (i.e. plane ticket, vaccinations, passport, etc.) are made prior to your departure from your home. We want to ensure that you gain the most from the experience by being fully prepared for your journey in advance.

Please review all of the information carefully and bring this guide with you because you might find it helpful once you begin your overseas placement. Once again, we wish to welcome you in the YCLSF program and we look forward to seeing you soon.

Sincerely,

Carolee Buckler
YCLSF Project Manager

“This internship has been one of the most valuable experiences. Through this superbly organized internship, IISD provided me with the chance to make the leap into a serious international career that would have otherwise been too much of a long shot to even fathom.”

Geneviève Tremblay
World Business Council
for Sustainable
Development (WBCSD)
Geneva, Switzerland
2001

SECTION 1: INTRODUCTION TO IISD AND THE YCLSF PROGRAM

1.1 Introduction to IISD

Our vision: Better living for all—sustainably.

Our mission: To champion innovation, enabling societies to live sustainably.

Our role: IISD promotes the transition toward a sustainable future, we seek to demonstrate how human ingenuity can be applied to improve the well-being of the environment, economy and society.

Our tools: are policy research, information exchange, analysis and advocacy.

Our products: are action recommendations based on careful analysis, knowledge networks to build the capacity of civil society and other organizations in both South and North, and timely reporting of international negotiations critical to the sustainability of the planet.

Our audiences: are government, business and civil society.

Our style: is to increase our influence by working collaboratively with other institutions—building long term strategic alliances, while retaining the institutional agility necessary to confront the challenges of sustainable development.

For development to be sustainable it must integrate environmental stewardship, economic development and the well-being of all people—not just for today but for countless generations to come. This is the challenge facing governments, non-governmental organizations, private enterprises, communities and individuals.

The International Institute for Sustainable Development meets this challenge by advancing policy recommendations on international trade and investment, economic instruments, climate change, measurements and indicators, and natural resource management to make development sustainable. By using Internet communications, we cover and report on international negotiations and broker knowledge gained through collaborative projects with global partners, resulting in more rigorous research, capacity building in developing countries and a better dialogue between North and South.

IISD Web Sites

International Trade and Investment

<http://www.iisd.org/trade/default.htm>

Climate Change

<http://www.iisd.org/climatechange.htm>

Measurement and Indicators

<http://www.iisd.org/measure/default.htm>

Natural Resource Management

<http://www.iisd.org/nr.htm>

Economic Instruments

<http://www.iisd.org/economics/>

Knowledge Networks

<http://www.iisd.org/k.networks.htm>

Communities and Livelihoods

<http://www.iisd.org/communities.htm>

Earth Negotiations Bulletin

<http://www.iisd.ca/>

SD Gateway

<http://sdgateway.net/>

Check out the YCLSF website for more information and past project successes.
www.iisd.org/interns/

"I am pleased about the directions this internship has taken me and the choices it has empowered me to make. The experience of working overseas has helped me both professionally and personally to grow and to clarify my goals. I was very impressed with the support of both the REC and the IISD throughout the length of my internship--both organizations promoted an atmosphere of learning and opportunity. By far, the best aspect of my experience has been the people I've met along the way."

**Kinga Uto ,
Regional Environmental
Centre for Central and
Eastern Europe (REC)
Szentendre, Hungary
2001**

1.2 The YCLSF Program

IISD believes it is necessary to build capacity in the next generation to address global issues about the environment, economy and the well-being of people. These young Canadians will become the decision-makers, creating and implementing policies that will affect future generations.

Through the YCLSF program, IISD provides recent Canadian graduates with the opportunity to gain tangible, entry-level, overseas work experience and gives them the skills and opportunities to shape their world.

1.3 Goal of the Program

The goal of the YCLSF program is twofold:

To provide young Canadians with opportunities to gain longer-term employment in the field of sustainable development; and, more broadly, To provide these young people with the substantive knowledge, communications skills, resources and practical experience necessary to contribute to and implement international sustainable development policies and to become effective agents of change.

1.4 Objectives of the Program

The specific objectives of the YCLSF program are to:

- Provide entry to and experience working with leading sustainable development organizations and business associations around the world; the foundation for building a career in sustainable development policy and practice; and making contributions to global sustainability;
- Provide advanced training to young people in the areas of trade; climate change; business and economics; communications; capacity building and training; measurements and indicators; and natural resource management for sustainable development;

Assist participants with finding longer-term employment in fields related to sustainable development.

SECTION 2: EXPECTATIONS

2.1 Your Responsibilities

For the purpose of efficiency and effectiveness of your international experience, you are expected to:

1. Prior to the Placement, prepare for the international experience by seeking out information on your host country, taking health precautions (immunizations), obtaining your international plane ticket, passport, etc.;
2. Participate fully in the orientation session at IISD;
3. Ask questions and seek information about the culture of the organization and host country throughout the placement;
4. Demonstrate initiative and enthusiasm about the host organization and its programs;
5. Actively engage in the international experience;
6. Maintain a professional attitude and respect the traditions and customs of the host country;
7. Maintain your provincial health insurance coverage;
8. Maintain good public relations—both internal and external—for the host organization and IISD;
9. Keep the project manager and your host organization informed of your whereabouts and well-being, especially when traveling away from your work site;
10. If problems arise in your placement that you are unable to resolve, contact the YCLSF Project Manager;
11. Complete the work required by the host organization according to the Terms of Reference in your contract;
12. Complete all reports required by the International Institute for Sustainable Development as stipulated in your contract;
13. Participate in the career enhancement session at the end of your placement; and
14. After the international experience, keep IISD up to date on your employment status and contact information.

“My internship has given me the opportunity to grow both professionally and most definitely personally. My placement in Pakistan has also allowed me to gain practical, real and meaningful work experience in my field of expertise in a completely different surrounding environment.”

**Renée Lariviere,
LEAD – Pakistan
2000**

“I found the IISD internship to be an enriching experience. The program is well-planned with prominent international partners, interns have thorough training prior to going abroad, and diligent support is provided during their postings. The convergence of diverse interns, the existence of networking opportunities, and IISD's own prominence in international development circles gives an exciting sense of being on the edge of Canadian involvement in the development world.”

**Ajay Gandhi,
International
Development Research
Centre - South Asia
Regional Office (IDRC-
SARO)
India, 2001**

2.2 Host Organization Responsibilities

The host organization is expected to:

1. Provide a qualified staff person to serve as supervisor;
2. Assist you in finding appropriate accommodations;
3. Inform you on organizational policies, administration, programs and the scope of the placement including assignments, responsibilities and schedules;
4. Counsel, answer questions and discuss cultural nuances as needed to aid you in functioning effectively in the host culture;
5. Provide opportunities for you to attend staff and/or community meetings or workshops;
6. Advise the YCLSF Project Manager immediately of any unresolved difficulties;
7. Submit a mid-term and final report to IISD; and
8. Complete the evaluation forms sent by the funders and IISD.

2.3 IISD Responsibilities

IISD is expected to:

1. Provide a qualified staff person to serve as the YCLSF Project Manager;
2. Recruit, select and match young professionals with host organizations;
3. Coordinate the orientation session in Winnipeg;
4. Arrange for a travel health insurance package for the six months overseas;
5. Provide a return airfare from your place of residence in Canada to Winnipeg for the orientation and debriefing;
6. Provide support throughout the placement (e-mail, phone calls, evaluation trips to the placements);
7. Arrange and coordinate formal debriefing upon your return to Canada;
8. Assist you with job search support;
9. Prepare and submit quarterly reports to the funding agencies; and
10. Evaluate your placements and the program.

SECTION 3: ADMINISTRATIVE PROCEDURES

As part of your preparations, you will be required to sign a contract and fill out several important forms. The following information will help clarify what you will need to return to IISD.

3.1 Contract

You are required to sign a contract with IISD, which outlines the obligations of IISD and your host organization to you, as well as your obligations to IISD and your host organization. All three parties sign this agreement. Included in the contract are your terms of reference. The normal length of the contract is six months. Upon signing the contract, please send it to the YCLSF Project Manager.

3.1.1 Canadian Income Tax

Under the terms of the Canadian Customs and Revenue Agency (CCRA) applicable to your engagement, the remuneration payable to you from IISD will be subject to applicable statutory deductions at source. You will receive a T4 slip. You are personally responsible for making arrangements to have income tax forms sent to you, or to file your own income tax return. All tax enquiries should be addressed directly to Revenue Canada or Revenue Quebec or call the International Tax Office at 1 800 267-5177. You can also check out the Canadian Customs and Revenue Agency website at <http://www.ccra-adrc.gc.ca/menu.html>.

You should keep all of your receipts for any expenses you incur. You might be able to deduct some of these expenses from your income when you complete your income tax return.

3.1.2 Employment Insurance and Canada Pension Plan

Under the CCRA guidelines Employment insurance and Canadian Pension premiums will be deducted from your remuneration.

3.2 Forms

3.2.1 YES Declaration Form

Please keep in mind that you are only allowed to participate in one of the Canadian government's internship programs included in the Youth Employment Strategy (YES)/ Career Focus Program. Once you've participated in our program you are no longer eligible to participate in another (YES/CFP) program. By signing the declaration you have agreed that you have never previously participated in a young professional program funded by YES.

The Fun Stuff first!!!

"I believe this internship experience will launch my career and will start the upward momentum to my ideal career. Not only did I develop numerous skills but I have also established skills that will single me out in future employment."

**Susan Block,
Conservation Mexico
Monterrey, Mexico
2001**

All forms are located in the attached Forms Package or have been sent to you electronically.

This form stays in your file and a copy is sent to the funder

3.2.2 The Participant Data Form / Youth Intern Database Form

For DFAIT funded interns:

The Intern Data Form provides the funders with information for their records. It includes your permanent address in Canada and your placement information. This form must be filled out on-line and printed so it can be sent to IISD.

Here is how to register:

go to www.ypi-jpi.ca

your common username is: intern

your common password is: intern

register with your own username and password

fill in the rest of the form

print out a copy of your registration form before submitting the form

For CIDA funded interns:

The Youth Intern Database Form is included on paper in your forms package. It should be completed and mailed to IISD along with the rest of your forms.

3.2.3 (ROCA) Intern Registration Form

Prior to departure from Canada, Youth International Internship Program/Young Professionals International participants must register on the Internet at the Consular Affairs Web site of the Department of Foreign Affairs and International Trade at:

<http://www.voyage.gc.ca/Consular-e/SOS/rocapage-e.htm>

Go to Register Online. When filling out the form please note:

Section A - Registrant - Please ensure all personal information requested is provided (i.e. name, date of birth, place of birth, citizenship details, etc.)

Note: When completing question 13 (Status in Destination Country), please indicate « *Visitor Work* » (the last option in the pick-list).

Section B - Destination Country Information - Provide as much detail as is currently available on your address details in your country of placement. Additional details should be provided as soon as possible upon arrival to the nearest Canadian government office abroad.

If you do not have accommodations arranged, please provide the address of your host organization in this section. Be sure to update this section when you have arranged accommodations.

"I have great appreciation to IISD for the level of internship that they aspire to and succeed at organizing. They create more than an opportunity to travel and live abroad. They create a truly valuable working and learning experience."

**Kathryn Furlong,
International Peace
Research Institute
Oslo (PRIO),
Oslo, Norway
2001**

Important: When completing question 7 (Occupation), please select « *YIIP* » from the pick-list. Questions 8-12 should be completed with the contact details of your Implementing Organization in Canada.

In question 9 entitled Name of Employer, please indicated the abbreviation for the government department that is funding your placement and then the name of the employer, for example CIDA – United Nations Development Program :

CIDA – Canadian International Development Agency;
DFAIT – Department of Foreign Affairs & International Trade
EC – Environment Canada
HRDC – Human Resources Deveopment Canada
Industry Canada
PCH – Canadian Heritage

Section C - Emergency Contact in Canada - This section must be completed with details of the person you wish to be contacted in Canada in case of an emergency.

Should you encounter any problems with your registration, please inform your implementing organization immediately.

You can print a copy of your registration form before submitting it. Confirmation is sent automatically from DFAIT that the form has been received.

Upon arrival in your country of destination, you must contact the nearest Canadian government office and request the activation of your registration. This can be done by telephone, email or in person.

Should any details relating to your registration change during your placement, please advise the nearest Canadian government office.

A list of Canadian government offices abroad and the countries for which they are responsible can be found at:

http://www.voyage.gc.ca/main/foreign/fordest/foreign_view_client-en.asp

3.2.4 IISD Emergency Information Form

This form provides IISD with information that is necessary to assist you in case of emergencies. You will find an Emergency Information Form included in the *Forms Package*.

3.2.5 Medical Authorization Form

In order to participate in this program you must prove that you are medically fit. You will receive a medical form that needs to be filled out by your doctor. You are required to return this form to the Project Manager immediately.

*Please return **all forms** to the YCLSF Project Assistant by the date indicated on the Forms Checklist located in your package.*

We require a photocopy of your passport (the page with your identification) to be sent to us by the date indicated on the Forms Checklist.

We require (1) passport size photo (pictures from photo booth are acceptable) which we will use for our website and for your file. It is also a good idea to take two extra photos with you.

Getting your visa application started is the most important thing you need to do.

You are responsible for arranging visas to travel to other countries for vacations or other personal reasons.

*Check out visa contact details for each country in **Appendix 2**.*

3.2.6 International Student Card

We also ask that you obtain an International Student Card from Travel Cuts located at most universities and colleges. You are eligible if you are graduating or have graduated this year. The cost for this card is approximately \$15.00 to \$20.00.

SECTION 4: PREPARING FOR YOUR PLACEMENT

4.1 Documentation

The next step in your preparation is to ensure that you have the proper documentation and that you have prepared yourself for the adventure. The logistics of getting ready can be quite overwhelming. The following is a list of suggestions and things you need to arrange leading up to your departure.

4.1.1 Passport

Applications for passports may be obtained at passport offices, Canadian missions, travel agencies and at the nearest northern store for Northern Communities. Allow at least three weeks for delivery. Your passport should be valid for at least six months beyond the termination date of your placement. Some countries will not issue you a visa if your passport expires less than six months from the end of your placement.

Always keep your passport in a safe place. Make two photocopies of the identification page of your passport. You should keep one on you and leave a copy at home with someone you know. They should also have easy access to other documents that will enable you to replace your passport: originals of your birth certificate, citizenship certificate and/or baptismal certificate.

Participants travelling on non-Canadian passports may not have the same access to consular services abroad.

Canadian Passport Office - <http://www.ppt.gc.ca/>

(Source: Department of Foreign Affairs and International Trade. *Bon Voyage But... Information for the Canadian Traveller*. Ottawa: DFAIT, 1998)

4.1.2 Visa Requirements

It can often take time to get a visa. You should start the application process as soon as you get accepted into the program. IISD will reimburse you for the cost of the visa. It is ultimately your responsibility to obtain the necessary visa with assistance from the Project Manager. You must send a copy of your visa to the Project Manager. You may wish to request a letter from your host agency to assist in applying for your visa.

Please note that visas for Switzerland can take between eight and twelve weeks.

4.1.3 Returning Resident Permit

As of December 31, 2003, Canadian permanent residents require a Permanent Resident Card when returning to Canada by commercial carrier (airplane, boat, train or bus).

The Permanent Resident Card replaces the paper IMM 1000 Record of Landing document and will be the official proof of status document for Canadian permanent residents. A permanent resident is someone who has been allowed to enter Canada as an immigrant, but who has not become a Canadian citizen.

Existing permanent residents must be in Canada to apply for the Permanent Resident Card. Application and information kits are available on Citizenship and Immigration Canada's Web site at www.cic.gc.ca

Canadian permanent residents presently located outside of Canada, who do not have a permanent resident card and who will be returning to Canada after December 31, 2003, should visit a Canadian visa office to obtain a limited-use travel document at a cost of \$50. To determine the location of the nearest Canadian visa office, visit www.cic.gc.ca/english/offices/apply-where.html

4.2 Researching your Host Country

It is important that you take on the responsibility for researching your host country. IISD will send you some country specific information and cultural notes from past participants in the program. This information should only be used as a supplement to your own research. Remember, the more prepared you are for your placement the easier it will be when you first arrive. You can find a set of questions to help you research your country in Appendix 4.

We suggest the following to help you with your preparations:

- Search the Internet;
- Use your local public or university library;
- Bookstores (Lonely Planet Series);
- Talk with people from these countries or with people who have recently returned from the area where you are going;
- Contact past young professionals in our program; and
- Consult the embassies and tourism offices.

Please note that we might not have cultural notes available for every placement. Some of the placements are new this year.

“The YCLSF Program has made an irrevocable impact on my career opportunities and choices. The platform it provides Canada’s youth is indeed tremendous: it enables us to explore, research, experience, redefine and reassess, through hands-on participation, and to shape our world on critical international development issues.”

**Elaina Little
International
Institute for
Environment and
Development
(IIED)
London, U.K.
2001**

4.3 Research your Own Country

It will be valuable for you to know as much about Canada as possible. You may be bombarded with questions from curious individuals and it will feel great if you can answer them all without hesitation. Someone may even ask you to sing a Canadian song and not just the national anthem! To help you brush up on some of your Canadian history check out this website, *Facts about Canada* - http://www.canada.gc.ca/canadiana/cdaind_e.html

4.4 Goal Setting

Start thinking about what you want to accomplish and achieve with this placement. The time spent clarifying these goals at the beginning of the process may help you find direction or comfort later. Goals will change but there will always be new ones to make. It may help to answer a question like ***why am I doing this***, it will also help clarify ***what*** you wish to do during your placement. It is as simple as making a list or making it your first journal entry. Remember after you set your goals you should determine a course of action to achieve them.

4.5 Gender

We want you to be aware that gender can affect your experience abroad. Women as well as men are often particularly aware of gender-based treatment in a foreign culture that differs from their own. It’s good to talk with someone who has spent time in your host country about these differences before you go. For women who have concerns about sexual harassment, safety or social expectations, there are a number of books devoted to these issues such as *Women Travel: Adventures, Advice and Experience*; *Half the Earth: Women’s Experience of Travel Worldwide*; and *A Journey of One’s Own: Uncommon Advice for the Independent Woman Traveller*. You can also check out DFAIT’s Publication of Her Own Way - http://www.voyage.gc.ca/Consular-e/Publications/her_own_way-e.htm

4.6 Language

If you are assigned to a country in which the working language is other than English, we would encourage you to buy a dictionary and brush up on your skills. If you have time, you should consider taking a language course.

The importance of familiarity with the local language will vary from country to country and from placement to placement. You should also be aware that even though your host organization does not require you to speak the local language it is sometimes very difficult to do daily activities like take a bus or shopping so try and pick up as much of the language as you can before you leave, this will also help you learn more of the language while you are there.

4.7 Host Organization Contact Information

We will provide you with your host organization contact information. It is strongly

suggested that you start contacting your supervisor soon after your acceptance in the program.

These are some of the things you should try to determine before your departure, where you will be staying, how to get to and from work, access to amenities and dress code. You should also ask your supervisor if there is any specific literature you should read in order to become more familiar with their work. At this point, you should also obtain clarification on your duties and responsibilities outlined in your terms of reference.

Please “cc” the YCLSF Project Manager in your communication with your host.

4.8 Health Concerns/Immunizations

It is important to prepare yourself physically for your overseas placement and take the necessary health precautions. IISD strongly recommends that you check with your doctor or a local travel health clinic about the required immunizations. You should prepare well as this is essential for a safe and healthy assignment overseas. You are responsible for paying for any required shots or medication, such as malaria pills. Be sure to take a record of your immunizations with you. It is ultimately your personal choice, but IISD highly recommends that you get all the shots or medications deemed necessary by the travel health clinic's recommendations for your destined country. Some countries may deny you entry without the proper immunizations.

You should ask your doctor about taking with you a supply of drugs for simple diarrhea and about malaria pills, if needed. If you need prescription drugs, take enough for your entire stay. Pack your prescription drugs as part of your carry on luggage. For great suggestions on what you should pack in a First Aid Kit check out this site <http://www.thetravellerslounge.co.uk/1staidindex.html>

Travel Health Clinics across Canada - http://www.hc-sc.gc.ca/pphb-dgspsp/tmp-pmv/travel/clinic_e.html and for Health Canada Immunization Information - http://www.hc-sc.gc.ca/pphb-dgspsp/tmp-pmv/236_e.html

4.9 Finances

Before you leave for your placement you should make sure your finances are in order. You should arrange your finances so that an emergency fund from home will be available to you at short notice when you are abroad. You might want to consider getting a credit card. It can be invaluable in emergencies almost anywhere in the world. You should determine how much money you would need to bring with you. Below are some costs you should consider when making your budget.

- International Flight
- Rent/Household Expenses
- Food
- Communications/Telephone, Mail

The next most important thing is to receive the required immunizations as it might take time for some medications to take effect.

We strongly recommend that you take with you different forms of currency such as Canadian cash, the local currency, traveller's cheques and a credit card with you before you leave Canada.

- Entertainment
- Local Transportation
- Miscellaneous
- Immunizations
- Taxes
- Gifts
- Recreation and Travel
- Personal Expenses

Managing your money abroad can be challenging, so planning in advance is important. Before you go, pay attention to the exchange rate between the Canadian dollar and the currency of your host country, and learn to think in the foreign currency. We would advise that you conduct research on the cost of living in the country and city where you will be working. This will help to minimize surprises. It is important to budget wisely. Your expenses can vary depending on your lifestyle, appetite and travel plans. IISD provides you with a remuneration of \$8788.00 less deductions for the duration of your placement and you have to make this last.

4.9.1 Banking

Before you leave please check with your bank to ensure that you will be able to have access to your bank account while you are abroad. It may be a good idea to have your PIN (personal identification number) changed if it is more than four digits. Some participants experienced difficulties using an ATM because it would not read cards with more than a four-digit pin number.

You will receive a *Banking Information Form*, which you must attach a void cheque noting your account number where you do not have a chequing account, simply indicate the number of your savings account. Your first payment will be given to you directly but all other payments will be deposited in your accounts, unless otherwise indicated. We have found this method of payment to be the most efficient. Please remember that even with these efforts, do not expect your banking experience while abroad to be entirely without complications.

4.9.2 Student Loans and Interest Relief

Human Resource Development Canada (HRDC) has extended Interest Relief to eligible Canada Student Loan Borrowers participating in international placements, with approved sponsors, by permitting a broader interpretation of the “resident in Canada” requirement. Interest relief, in these special cases, will apply to those borrowers who meet all other criteria on Interest Relief as specified in the Canada Student Loan Regulations.

If you would like to apply for interest relief, IISD will supply you with a letter indicating your acceptance in the program to go along with your application.

(Source: Department of Foreign Affairs and International Trade. *YIIP Passport 2001-2002*. Ottawa: DFAIT, 2001)

It is recommended that you avoid arriving to your destination late at night.

You should confirm your return flight with the airlines at least 72 hours in advance of your departure.

Do not bring items overseas that you don't want to lose

4.10 Arranging International Travel

It is your responsibility to book your flight from Winnipeg to your host country. You are required to confirm your dates and times with the YCLSF Project Manager before finalizing the ticket. The ticket must be a return ticket (Winnipeg-Host Country-Winnipeg). It is **strongly recommended** that you get travel cancellation insurance upon purchasing your ticket. IISD will not be responsible, if for some reason, you are unable to leave on the specified date.

4.11 Packing

Try and decide what clothes you will need to pack about 3 days in advance, then things can be changed and nothing will be forgotten. Pack according to the climate, the dress code in the office and the customs. It might not be appropriate to wear short skirts or shorts, for example. You should pack at least two professional business outfits- depending on your placement. It is important that you pack lightly and take only what you think you will need. You should be able to carry what you bring without assistance from others. Do not take anything that you do not want to lose.

4.11.1 Travel Insurance Package

It is your responsibility for lost luggage, theft of your belongings, or flight cancellations. It is strongly suggested that you purchase a travel insurance package that will compensate for these events.

4.11.2 Luggage

International flights allow two pieces of checked baggage when leaving Canada. Since you are coming to Winnipeg for your debriefing before going to your placement, we recommend that you not take more than 20 kg (44 lbs). The airline may charge for excess baggage. Most airlines now specify that only one piece of “carry-on” baggage may be carried into the passenger cabin. We recommend that you carry on all your personal documents and valuables with you. We also recommend that you take a change of clothing in your carry on luggage. Make sure that you have tags on all your luggage for easy identification.

(Source: Air Canada Baggage Information)

4.11.3 Safety and Security

It is important to take safety precautions while living abroad. A few of our past young professionals have been exposed to some of the negative sides of life in developing countries in the form of thefts. Young Canadian women are more at risk to these kinds of incidents than their male counterparts. Another aspect to consider is the socio-political situation in some countries, where security can quickly become an issue. Unfortunately, even the most thorough preparation can't prevent every possible incident. Nonetheless, it is important for you to stay alert and aware of your surroundings at all times. You can view the latest

Please ensure that you have completed all logistical arrangements before your arrival to Winnipeg for your orientation. It is important that you remain focused for the sessions.

Before leaving, we encourage you to contact your host organization to make temporary accommodation arrangements upon your arrival.

"I have grown tremendously on both a personal and professional basis through my participation in the YCLSFS program sponsored by IISD. Working on the YES project with a diverse group of other interns, I was exposed to many different cultural viewpoints that broadened my perspective and understanding of both the world and myself."

**Melinda Moriarty
Education
Development
Center (EDC)
Boston, U.S.A.
2001**

travel advisory reports at http://voyage.dfaitmaeci.gc.ca/destinations/menu_e.htm

4.12 Checklist Before You Leave

The following is a list of some of the things you should arrange before you leave for your placement.

- Have a medical exam;
- Get all required shots;
- Have a dental check-up;
- Make a budget; including what you will be making and how much you think you will be spending. Leave room for any unforeseen emergencies;
- Arrange for your international airfare;
- Have passport renewed;
- Make banking arrangements;
- Make copies of important documents, i.e. passport, birth certificate, vaccinations, and airline tickets;
- Arrange for debts to be paid;
- Make Visa arrangements (IISD will assist you with this);
- Do research on your host country; and
- Contact your supervisor overseas and make arrangements to get from the airport to your place of stay.

4.13 Things to remember to bring with you

We hope this list will help you to start thinking of things you will need to pack.

- A First aid kit;
- Prescription drugs;
- Camera/film/alarm clock;
- Sunscreen, if you are in a warm country;
- Appropriate clothing (make sure you bring suitable clothing for official functions, meetings and a variety of weather conditions);
- A journal (write down your experiences);
- Travellers cheques, cash, credit card;
- Passport and Visa (if required);
- Updated resume and transcripts;
- Information tools to assist you in your assigned project;
- Contact information of friend, family and working networks; and
- Canadian souvenirs or items which very accessible here but maybe a novelty there.

SECTION 5: COMPENSATION

5.1 Travel to Winnipeg

IISD will purchase a return ticket from your place of residence in Canada to Winnipeg for the orientation session. The return portion of the ticket is for your return after you have completed the debriefing session at the end of your placement in Winnipeg.

IISD will provide your accommodation in Winnipeg during the orientation.

You are responsible for your international ticket from Winnipeg to the host organization and return back to Winnipeg.

5.2 Payments

Sample Payment Schedule

In consideration of the Intern's participation in the Young Canadian Leaders for a Sustainable Future project pursuant to the terms of this Agreement he/she shall become entitled to an amount of roughly \$8803.60 CDN (this includes vacation pay), subject to applicable statutory deductions. This amount shall be in addition to any assistance provided to the Intern by the Host. Provided that the Intern shall not be in default of any of his/her obligations under this agreement at the relevant time, the amount shall be paid to the Intern as follows:

Upon reporting to IISD for the Pre-placement Briefing	\$3,000
Upon acceptance by IISD of the Intern's first report	\$2,000
Upon acceptance by IISD of the Intern's mid term progress report and supervisor's evaluation	\$3,000
Upon reporting to IISD for the Debriefing, completion of the assignment in accordance with the terms of reference and other terms of the above captioned agreement, and acceptance by IISD of the Intern's final report and supervisor's evaluation	\$465
**plus vacation pay	\$338.60

**** This is a sample payment schedule only. This payment schedule and the amounts listed in it our subject to change. Your final payment schedule will be outlined in your contract***

Please note that there is no additional money and you are responsible for ensuring that the amount of money we provide enables you to complete your placement. Please budget wisely.

Appendix 3 lists contact information for provincial health branches so you can find out about out of province insurance coverage.

You should discuss you accommodation arrangements with you host organization before you arrive.

5.3 Health/Medical Insurance

IISD will provide you with a travel health insurance package while you are overseas in your placement. You must be covered under a provincial health plan as this package acts as a supplement to your original coverage. You will receive more information concerning the insurance coverage while at IISD during the orientation session.

However, we remind you that you must become familiar with the provisions of your provincial health plan as well as your travel health insurance package. It is important to note that your provincial health plan might only cover you for up to six months. You must be aware of what you might or might not be covered for.

Please note in particular that the insurance plan provided by IISD does not cover dental work. We strongly recommend you have a thorough dental examination prior to leaving Canada.

5.4 Stipend for Housing

For most placements, the host organization will provide you with a stipend that you can use towards the cost of your accommodations or will provide free accommodations (please check the terms of reference in your contract for the exact amount and details). Host organizations are expected to assist you in locating adequate housing. However, you should take the initiative and contact your supervisor regarding accommodations as well as conduct an Internet search.

Please contact the YCLSF Project Manager immediately if you are having trouble finding accommodation. Whenever possible, we will also provide you with information on housing arrangements from past young professionals. In most cases, you are responsible for paying utilities.

You should be aware that you might have to take on more responsibility to locate appropriate accommodations when you arrive. The situation on housing varies from place to place. In some instances, you might be required to provide both first and last month's rent in advance. Similarly, in India it is common to use a real estate agent to help you locate accommodations. There is a fee involved.

SECTION 6: REPORTING REQUIREMENTS

6.1 Pre-departure Orientation

You will undertake an 8-10 day briefing session at IISD before your placement. While in Winnipeg, you will participate in training modules on sustainable development issues such as climate change; trade and sustainable development; business and the environment, youth and sustainable development; sustainable development and the internet and natural resource management.

The primary objective of the briefing is to assist IISD's young Canadian leaders prepare for their assignment overseas.

Specific objectives are:

- to provide a basic understanding of IISD and the different program areas;
- to meet Winnipeg staff and other young professionals to build networking resources;
- to provide a more complete understanding of current issues surrounding sustainable development;
- to undertake training on the use of information and communication technologies;
- to raise awareness and appreciation of the host country; and
- to develop cross cultural communication and conflict resolution skills.

Some time during the orientation may be spent on improving your skills to communicate effectively on the Internet. During this time we may cover a wide range of topics including:

- global perspectives and search techniques on the Internet;
- information architecture; and
- writing for Net audiences.

Remember that your internship starts at the orientation session in Winnipeg. Please come prepared to work.

“Not only was I able to secure employment from the internship, but I also gained a number of skills that will be useful in any future employment capacity. These include familiarity in designing and manipulating databases; translating the goals of the organization onto a web site interface; refinement of research, reporting and writing skills; and greater capacity to work in a dynamic office environment while making full use of electronic resources.”

**Hugo Cameron, ICTSD
– Geneva, 1998**

6.2 Supervision

IISD wants to ensure that your placement goes as smoothly as possible. While at IISD, you will report to the YCLSF Project Manager. During international placements, you will report to a supervisor assigned by the collaborating organization, but will also maintain regular contact with the YCLSF Project Manager via e-mail. You will also be expected to submit regular reports to the Project Manager

Keeping in contact with the YCLSF Project Manager through e-mail, telephone calls and written reports is important and helpful to all parties.

6.3 YCLSF Listserv

A YCLSF listserv/discussion group has been set up to facilitate communication between you, IISD and other participants in the program. This listserv will serve as a vehicle for providing updates on the program and employment information, and an opportunity for you to keep in touch with your colleagues.

6.4 Project Advisors

Some of you might be assigned an IISD staff person as a project advisor for the duration of your placement. The advisor is someone who is knowledgeable on the subject area of your placement and has formed partnerships with your host organization. He/She will be able to provide you with advice on your work. In return, the advisor may ask for your assistance with regards to contacting people within the organization, attending meetings, conferences, workshops on their behalf, etc.

This is set up to be a two-way exchange of information. On the first hand, you are expected to try and make as many linkages as possible to the work of the institute. In return, your advisor is there to provide you with guidance and advice in regards to your work. You will have an opportunity to meet with your advisor and discuss your terms of reference during the orientation session. Once in your placements, the main communication vehicle with your advisor will be through e-mail.

Please note that to ensure efficient handling of any difficulties with your work placement, logistics, etc., you should contact the YCLSF Project Manager and not your advisor.

6.5 Time Commitment

Young Canadian leader participants will be expected to commit to the full six to eight months of their placement. A placement cannot be changed once the participant has agreed to it, except under special circumstances. You are expected to work the regular working hours of the host organization. Holidays and vacations should be worked out between the young professional and the host organization.

6.6 Traveling Outside your Host Country

You are expected to devote yourself to your placement, observing local holidays and office schedules. You should notify the YCLSF Project Manager if you are travelling outside of your host country whether for work or for personal reasons. Please check out the latest travel advisory reports at http://voyage.dfait-maeci.gc.ca/destinations/menu_e.htm as part of your travel planning.

6.7 Emergencies

It is important that you keep the program manager informed of your whereabouts and well being. Each young professional will receive an emergency identity card, which includes a 24-hr accessible telephone number to a staff member at IISD, and the young professional's travel health insurance number. The host organizations will also be provided with this information.

In emergencies, you should contact IISD and the Canadian Embassy or High Commission. DFAIT will advise you of precautions for the local Canadian community and, where necessary, implement an emergency plan for evacuation. Make sure you have the contact information of the Canadian Embassy, IISD and your host organization. In an extreme emergency, you can also call collect to DFAIT at (613) 996-8885.

You must keep IISD and the Embassy or consulate informed of a change of address during your placement. Should DFAIT recommend that all Canadians leave the area or country, IISD will proceed with your immediate return. A decision will be made on a case-by-case basis as to how the remainder of your placement will be carried out.

"The internship with UNEP FI gave me a depth and breadth of experience which I never expected-- working with a dynamic and talented team, on stimulating projects, and with a great deal of freedom and responsibility, I hope I gave as much as I am taking away. This opportunity was an enormously useful learning experience, and congratulations are due both to IISD and the funders for this program for having the foresight and vision to create--and sustain-- such a valuable program."

**Trevor Bowden,
United Nations
Environment
Programme Finance
Initiatives
(UNEP FI)
Switzerland
2001**

Please report any potential emergencies to the YCLSF Project Manager

It is important that you provide as much detail as possible in your reports.

If an incident does occur, you should report it to the project manager immediately. You will be required to fill in a confidential incident report.

6.8 Reports

You are required to submit three written reports to the YCLSF Project Manager, six weeks into your placement, halfway through your placement and upon completion of your term. These reports are also part of Schedule C of your contract and must be completed in order to receive your payments from IISD. By keeping us aware of your circumstances and progress, you allow us to monitor your placement. The YCLSF Project Manager and your advisors review your reports. We would suggest that you also share your report with the host organization. The host organizations are also required to submit a mid-term and final report to the YCLSF Project Manager. The host organization may also want to share their reports with you.

Besides these reports, IISD would also like for you to make it a habit to drop us a line from time to time to let us know how things are going.

This section provides a draft outline of the three reports.

6.8.1 Early Placement Evaluation Form

Accommodation Information

1. What is the address of your place of residence?
2. Do you have access to a phone in your residence? Yes No
If yes, please provide the phone number.
3. Please describe your living arrangements (e.g. living with host family, sharing an apartment, living alone in an apartment/dorm, other)
4. How far are you from your work place?
In walking distance:
Busing time:
Other:
5. Are you contributing to the cost of the place of residence? Yes No
If so, how much?

An issue of concern should be discussed with your supervisor or the YCSLF Project Manager to avoid any misunderstanding.

Contact Arrangements

6. Is the host organization contact information in the contract correct? Yes
No (Please provide the correct information if applicable)
7. Do you have a direct phone line or extension in the office?
8. What is your e-mail address? If you are sharing e-mail with someone else, please let us know so when we send e-mail we can make it to your attention.
9. How accessible is your e-mail to you? Can you check it once every two days or more often?
10. What are the working hours of your host organization? (e.g. 9am to 5pm Mon-Fri)? Are your work hours the same? If not, what are they?

General Placement Information

11. What are the most pressing concerns with your work or living arrangements?
12. What are the best aspects so far regarding your work and living conditions/environment?
13. How has the reality of the placement differed most from your expectations beforehand about it?
14. Have you been able to follow the workplan outlined between IISD and the host organization? If no, what has differed?
15. Are there any other concerns issues or praises that we should be aware of?

6.8.2 Narrative Mid-term Report

1. Background information about the project
2. Activities carried out and results achieved
3. Difficulties encountered and solutions applied (include both personal and professional challenges)
4. Successes and skills development
5. Project activities and intended results for next reporting period
6. What career goals within or outside of the program have you established related to future growth and development? Where do you hope your placement will take you?
7. Contacts made
8. Conclusion

6.8.3 Financial Mid-term Report

Item	Cost (CDN \$)
Airfare (round trip)	
Rent (above the host payment)	
Utilities (Electricity/heat/water/phone/cable)	
Laundry	
Food	
Entertainment (movies, dinners, etc)	

6.8.4 Narrative Final Report

1. Background Information about the project (s) (Describe the project/s you have been working on).
2. Activities carried out and results achieved.
3. List conferences, workshops, events, training attended (including name, of conference/workshop, location and your role) during your placement.
4. Sustainable development impact of your work (impact on the host organization, key stakeholders, etc).
5. Difficulties encountered and solutions applied (include both personal and professional challenges).

“The internship was filled with unique learning experiences, constant challenges and insights. It is amazing what you can do and learn in a six month period when given a chance and the means.”

**Maggie Ibrahim,
ENDA,
Senegal,
2000**

6. Professional successes.
7. Personal successes.
8. Skills developed or enhanced as a result of this placement (e.g. Research and Analysis, administration, organization, Inter-cultural, Technical, Substantive knowledge, etc)
9. Contacts made. What strategies did you use to network?
10. Identify at least 2 - 3 possible links/potential partnerships between IISD and your host organization.
11. What is your current employment status? (Please include name of employer, your position and length of contract). If you are not employed list some of the strategies you are taking to become employed). If you are returning to school please indicate the name of the school and program.
12. Please provide permanent and up to date contact information and include: mailing address, phone, e-mail, fax.
13. Comments/Feedback on the Host Organization.
14. Comments/Feedback on the YCLSF Programme (please include any recommendations you think might help improve the program).
15. Conclusion (please sum up your experience)
16. Financial Report (Total Cost for 6 months)

6.8.5 Financial Final Report

Item	Cost (CDN \$)
Airfare (round trip)	
Rent (above the host payment)	
Utilities (Electricity/heat/water/phone/cable)	
Laundry	
Food	
Entertainment (movies, dinners, etc)	
Local Transportation (public/car)	
Other (please indicate)0	
Total Cost in Canadian Funds	

6.9 Work at the Host Organization

Your supervisor at the host organization is probably very busy and might travel from time to time. It is therefore important that you take initiative and ownership of your placement experience. If you find that you are not receiving as much direction as you would like please discuss this with your supervisor as soon as possible.

Some of the placements will not necessarily be 9:00- 5:00, Monday to Friday. You are required to work the same working hours as the host organization. You will be getting the same holidays off as the local staff. If for some reason you would like to request a day or two off this has to be worked out between

you and your supervisor at the host organization. All of you will be there over Christmas holidays and most of you will be getting some time off during these holidays, if your host country observes them. Please be aware that you must discuss this with your supervisor.

Keep in mind that people in other places do not do things “wrong”, they simply do them differently.

SECTION 7: LIVING AND WORKING ABROAD

7.1 Adaptation

Participating in the YCLSF program is a unique experience. It will take some time to become comfortable with your new lifestyle and job. We would like to say that these adjustments will be easy and fun, but in our experience that is not always the case.

You might experience “culture shock” and this is normal. The beliefs and customs in your host country might be quite different from your own. It is important to be sensitive to the local culture and to adjust your personal lifestyle to show respect for local conventions. Cross-cultural experiences tend to allow for a re-examination of your own culture from another perspective; and in doing so, be able to appreciate more the things we take for granted in Canada while learning to live a new "brand" of life.

Professional frustrations could also impact on your experience. We know from past experience that some young professionals were given a lot of responsibilities while others were not. It is important to recognize that you are there for a short period of time and you might not be given responsibilities equal to your talents and desires.

Your experience will not be free of problems and anxieties. You will not be unique if you do encounter them.

7.2 Making the Most out of Your Placement

Here are some key elements to ensure a rewarding overseas experience:

Attitude: The secret of a successful placement—don’t expect everything will be perfect. Make the best of the experience. There will always be little bumps along the way, most of which can easily be resolved. You are encouraged to discuss issues that arise with your supervisor or YCLSF Project Manager rather than waiting until a problem develops.

Flexibility: It is important to maintain flexibility during your placement. Please keep in mind that you are there to assist with the host organizations needs and at times, you might be required to undertake administrative duties. This is part of any position and you should not feel this is beneath you, keeping in mind that you will undertake more interesting duties later.

¹*Thoughts on Arrival*
was written by Alysia
Davis – former Intern
with the Regional
Environment Center for
Central and Eastern
Europe in Hungary.

Balance: It is not just a work experience; it is a life experience from a personal and professional perspective. Personality also counts for a lot because it defines the way you interrelate with your colleagues and makes people want to work with you.

Humility: You are there to assist the host organization in their work. You are not there to try to change the organization.

Internal Politics: In order to have a more fulfilling placement, the most important advice we can give you is to stay out of the politics within the host organization. Keep in mind that politics exist in every organization, and to enjoy your experience more it is advised to try and stay away from this.

7.3 Thoughts on Arrival ¹

...This place is cool!

Interns are all advised that they will go through a honeymoon phase and this is true. The first two weeks of your placement are to be savoured—this is the time to just have fun and feel like a kid in a candy store. You probably don't have too much work yet (if you're lucky). Every spare moment can be used for sightseeing. And, almost everything you do in a new country, from turning on the taps (if you have them) to making jokes can be a learning experience. Everyday life becomes pretty darned creative.

...This place is not cool!

You can no longer blame tiredness on jet lag. You keep forgetting how to say “good morning” to your neighbours in the local lingo. You start to experience typical North American frustration at slow service and weird (or non-existent) appliances. You may face small challenges like trying to figure out a bizarre language, school bureaucracy or big ones like witnessing a kind of poverty on your daily walk to work you've never seen before. This is the time to “nest”, get used to work, practice dealing with everyday situations and get some sleep at night. And go easy on yourself.

...This place is just like home!

After a little while, you realize, hey, you're going to work every day, cooking roughly equivalent meals and watching your bank account go down, just like you do at home. Effort must be applied to keep yourself awake after work to see that new place or meet that new person. This is the time to get goal-oriented. Plan those weekend trips you wanted to take, start checking out the regional job scene, and put a big sign on you mirror that says, “YOU WON'T BE HERE FOR LONG!”

For more information on culture shock, check out this great website.
Worldwide Classroom Culture Shock/Re-entry Shock -
http://www.worldwide.edu/planning_guide/Culture_Re-entry_Shock/index.html

7.3.1 After the beginning

You will probably find that you rotate through every emotion from day to day and second to second. While this topsy-turvy emotional rhythm takes some getting used to, the big tools to use are:

Humour: There's a funny side to everything, so see it, even if people at home don't think it is funny.

Perspective: You are a "crazy foreigner" and that's OK! In fact, you're OK, I'm OK...and, boy, are we ever different!

Detachment: You might find working in an office with five people at one desk is vaguely distracting or that a neighbour screaming at you in a foreign language can be disturbing. This is the time to practice Zen. You didn't create this situation and it has nothing to do with you.

Balance: No matter how much work you have, get out and enjoy your new place or the placement will be a wasted experience. Everyone must work and play!

Persistence: As with all things, it may not seem like what you are doing makes a difference (particularly if your daily duties include extensive faxing). But remember that abroad, you are learning no matter what you are doing. (For example, learn how to say "hello" to the fax repairman in the local language.) Your work may end up in places you never dreamed it would (especially if you're using the fax).

Optimism: Whether your placement is a breeze or deeply challenging, it will open and expand your mind, and that's always an experience worth having.

7.4 Foreign Laws and Regulations

Become familiar with the laws and customs of your host country. While in a foreign country, you are subject to its laws and regulations. Your Canadian citizenship offers you no immunity.

(Source: Department of Foreign Affairs and International Trade. *Bon Voyage But... Information for the Canadian Traveller*. Ottawa: DFAIT, 1998)

7.5 Personal Conduct

It is important to understand local customs in one's relationships with the members of the opposite or same sex. What might be appropriate here might not be considered appropriate there. It is also important to remember that you are representing IISD and in fact Canada and therefore should conduct yourself appropriately.

7.6 Customs

Keep these tools at your disposal, and you will be one psychologically hardy intern. So go out and get those exotic experiences, new friends and impressive CVs.

Life abroad is good!!

"I never thought my internship would get me this far! Physically and career wise! My WBCSD experience and the way you helped us "market ourselves" was a definite help, although I did not realize it at the time."

**Sharon Buteau,
WBCSD - Geneva
1999**

"It may be difficult to place a value on IISD's internships - but look at all the opportunities that this program has created. The vast majority of participants have landed fantastic jobs and will now contribute back to Canada, and the world as a whole, by using skills developed to help guide humanity into a more sustainable and balanced future. This is all thanks to the generosity and thoughtful planning of the Department of Foreign Affairs and International Trade (DFAIT) and the Canadian International Development Agency (CIDA)."

**Brad Etlin,
IUCN
Southern Africa
2000**

It is important to become aware of the regulations regarding the import and export of goods and currency in your host country. If you are bringing a laptop, bike or other valuables along, you might experience difficulties at customs.

SECTION 8: CREATING A SUSTAINABLE LIVELIHOOD

This program is designed to assist you with your future livelihood opportunities. We can't guarantee you a job at the end of your placement, but the experience will certainly enhance your future employment opportunities.

During the orientation, we will include information on resume writing, how to market yourself, job search techniques and proposal writing. Once you are in your placement, IISD will send you job opportunities on the YCLSF listserv. When you return, we will examine how you can turn this experience into a sustainable livelihood.

8.1 Tips from Past Young professionals

The following are some tips from our past young professionals.

Keep your contact network alive, no matter where you are. Use e-mail effectively; enroll in relevant electronic discussion forum.

Some jobs you will have in your life you haven't even heard of yet, and the experience you gain today is applicable to many more positions and fields than you might think.

Upgrade your resume (include workshops in which you participated during IISD's orientation and debriefing sessions i.e., basic web page design session, conflict and mediation session, etc.). Design it according to the needs and criteria of the position you are applying for; go over the cover letter five billion times; and treat the search as a full-time job.

Start looking for a job early into your placement, and cultivate all of the relationships that you develop during your placement for possible job leads - it's not about the number of contacts, but the quality of the contacts that you form.

Think about the particular skills that you need to obtain in order to give you an advantage for future employment, and tell to your supervisor that you are interested in developing these specific skills.

Be creative about possible opportunities. Sometimes creating your own opportunity can be a great way of finding work, e.g. an original proposal.

Some organizations are so large (or might have bad internal communication) such that one section or activity area might not know of your experience or interest in continuing beyond the placement duration. It is best to promote yourself to the key activity leaders in all areas, and not only with your immediate supervisor.

8.2 Sustainable Development Job Bank

IISD also provides a Sustainable Development Job Bank located at <http://www.sdgateway.net/jobs/default.htm>. Employment opportunities in the various fields of sustainable development are made available to the public in the form of a searchable database, maintained by IISD.

The end of your stay abroad will come sooner than you may think!

SECTION 9: CANADIAN RE-ENTRY

9.1 Preparing for your return

As you prepare to come home you will be filled with mixed emotions. There is a part of you that can't wait to leave your placement to return to the comforts of home. No more cold showers, dodging traffic on your way to work, or watching your favorite show on TV dubbed in Spanish. The other part of you will really miss the new friends you've made, the coffee shop down the street that serves the best latte, and the fruit tree in your backyard. Going home may not be as easy as you think. Six months goes by very quickly. The last month you will be very busy wrapping up your work and thinking about what you want to do when you get home. It is important to try and savour the remaining time you have in your placement. You should think about who or what you will miss the most. It is important to take the time to say your good-byes to your co-workers and friends. Don't forget to enjoy your favourite places one last time.

Some people have no problem re-adjusting to a Canadian lifestyle. But most people find the experience more difficult than they expected.

9.2 The Early Stages

Many people have noted that psychological re-entry begins at least three months before returning home. They begin to shift their focus away from the daily life, challenges, problems and adventures of the overseas country towards the home country and the trip home. Pre-occupations include:

- completing projects rather than beginning new, innovative activities;
- contacting prior and potential employers;
- arranging to have access to a home and car when back in Canada; this could mean arranging to have a home re-opened and cleaned, having renters move out, beginning the search for a new home, or making arrangements to stay with relatives;
- preparing exit visas, customs forms and shipping arrangements;
- making return travel arrangements and packing;
- beginning to reflect on the time spent abroad;
- saying goodbye; and
- starting to feel a sense of loss for the friends and good experiences shared in the host country and shortly to be left behind.

Student Loan: *If you have a student loan, please remember that upon returning from your internship, you are responsible for the resumption of payment on the principal.*

It is very important that you verify your provincial health plan before returning to Canada, to ensure continuous medical coverage.

You will be expected to provide a presentation on your internship during the debriefing. Details will be provided in the orientation.

*Please see **Appendix 1** for links to the Canadian Department of Foreign Affairs and International Trade web site on Customs issues.*

You should start thinking about your future plans long before you return to Canada.

9.3 Tips for Returning Home

Packing - Remember that you will probably be coming home with more than you left with. Keep extra money available in case you may have to pay for any overweight luggage.

Canadian Customs - You must declare everything acquired abroad, whether purchases for yourself or gifts, as well as goods bought at a Canadian or foreign duty-free store.

Departure Tax - Some countries impose a departure tax or service fee at the airport or point of departure. Prior to leaving such a country, make sure you set aside enough money, in local funds, to pay this tax.

Medical Insurance - Your travel health insurance package supplements your provincial coverage while you are overseas. Upon your return to Canada you should verify your insurance coverage with your provincial health ministry on insurance coverage. All charges related to hospitalization should also be claimed through your provincial health plan.

Health– When you return home, if you are feeling under the weather you should go to your doctor immediately and advise him/her that you were living overseas. You may have brought home a tropical disease.

9.4 Debriefing

Upon your return, you will be required to attend a one-week debriefing and job search support session in Winnipeg. The objective of the debriefing is to provide returning participants with the opportunity to reflect, analyze, synthesize, appreciate, adjust and to evaluate their experience. Debriefing will include:

- How to network and use your placement experience to your advantage;
- Today's job market;
- Cultural Re-Adaptation and Evaluation Retreat;
- Sharing experiences;
- Presentations; and
- Evaluation

Upon completion of the debriefing, you will be known as an alumnus of the program and linked through a listserv to ensure that you can continue to tap into the knowledge, experience and contacts of others as a means to continuously build your strengths and capabilities.

9.5 Arriving in Canada

You arrive at Canadian Customs and find yourself explaining to them why you were overseas for six months. The strange thing about it is that you're able to do this in English. You spent the last six months struggling to explain things to people in a foreign language. You look around and everything seems familiar—but at the same time there is something different. You find that Canadians are not as friendly as you thought they were; they always seem to be in such a hurry. The concept of having to call ahead of time to go and see one of your good friends is foreign to you now.

You start to feel depressed and your not sure why because you were so excited to come home. This feeling has been labelled "reverse culture shock." It is important to be aware that when you live abroad for a period of time you will need time to re-adjust to life back in Canada.

Below is one young professional's account of his experience upon returning home.

"I look back on my internship now from my cozy home in the Great White North, where there's all the hot water I want, all the fattening foods Fat Albert would freak for, all the electricity a sane person can handle, all my friends right in the exact same place as they were six months ago, and I think to myself: I loved it. It was so hard to leave. A trip that was initiated by a simple interest in practicing my Spanish turned into six months of my life: enough time to start a life in a new place. I had friends, an apartment, a great job, and I felt perfectly comfortable getting around a place that makes people from my hometown of 4 million people squirm. How can that be? Only six months. Boy, time seems so much shorter looking back than it does looking forward. I yearn for the electricity to go out while I'm cooking dinner, just so I can feel again what it was like down there. Crazy, huh? I dream of the heat which I once complained about. I long to be on my own again, in my own world doing my own thing, instead of back to the same-old, same-old. I wish I had surfed just one more time and enjoyed every second in the water: peace, tranquility, nature, green, and friends. Every second. Without missing even one. Because they all seem so precious right about now." *Mike Field, FUNREDES – Dominican Republic*

Thinking about the challenges of coming home and preparing to meet them will surely ease your re-entry.

It is important to remember that, regardless of your particular concerns, re-entry to Canada is an opportunity; a time to learn more about yourself and to integrate your overseas experience into your lifestyle in Canada.

At home, with the faster pace of life, the closeness with friends may not be easily achieved.

*The emotional effects of re-entry require time to take their course, perhaps one month, six months, even a year. One **does** eventually adjust and regain a sense of control.*

9.6 What Can I Do?

These are four steps you can take to prepare for and cope with re-entry:

1. Awareness of expectations

Research has shown us that the unexpected is stressful. The first step is to become conscious of your expectations when you return to Canada. The second step is to become conscious of what others expect from you. Based on typical experiences, the chances are they won't be interested in your story; people are often unprepared to hear long stories of faraway "exotic" places that mean nothing to them.

2. Awareness of changes

Be aware that you are going through a period of change, and that change is inherently stressful. You might find you are unduly tired, get depressed easily, or contract minor illnesses. These are often the normal symptoms of stress and should not cause excessive worry. Try to be aware of the changes rather than avoiding them. Pay greater attention to persons and things around you and to your own reactions.

3. Confirmation

Implies learning to value one's overseas experience. One way of confirming your experience is to share it with those who are truly interested. It is sometimes helpful to find someone who is interested in hearing your story.

Professionally, confirmation comes from identifying and applying new skills you have learned while abroad. You may be unaware of new technological changes while overseas. Here you will have to catch up. While participants are often behind in awareness of technical changes, they frequently have developed skills in human relations as a result of their overseas experience. You might feel an increased tolerance for ambiguity or frustration, an improved capacity to work with many different people, an increased ability to view issues from original perspectives, and so on.

4. Integration

Implies the ability to identify new options, to make decisions based on one's values, and to act on the decisions. You need to plan a life style that fits your personal values, attitudes, beliefs, skills, and needs. In the months following your return to Canada, you will perhaps become aware of changed needs and values.

9.7 Potential Challenges

The following are some of the challenge areas that may face you as you return home.

Cultural

Canadian values might conflict with those you have become accustomed to overseas, in terms of pace of life, space, time, work/play distribution, competition, materialism, waste, political climate, affluence versus poverty, use of leisure time, availability of television, radio and movies.

Professional

Returning to Canada means beginning a job hunt. This can be stressful and may take some time. You could face some obstacles along the way. There will be some employers who don't see the value of working overseas and others looking for more experienced candidates. It would be best to contact potential employers while you are overseas so it does not feel too overwhelming for you upon your return.

Social Relations

While living in a developing country, Canadians often enjoy a feeling of status and prestige, standing out as being different. This is not the same in Canada where you are basically the same as everyone else. While abroad, you didn't have to deal with the extended family. Upon return, family demands on your time will require adjustment. You might have enjoyed a special closeness with other Canadians while overseas.

Personal

Your relationship with your partner, relatives and friends may also undergo a slight change during your relocation to Canada. A lot of time in Canada is spent running a household-cleaning, laundry, shopping. There are such a variety of recreational options (television, sports, adult education courses, etc.) that you can be busy 24 hours a day! It therefore becomes important to make the time for the family and friends.

9.8 Typical Re-entry Styles

How do most people cope with re-entry? Three typical behaviour patterns have been identified:

Alienation

The alienated returnee tends to be very negative about Canada and Canadian culture. She/He tends to reject the Canadian lifestyle and place the foreign country in high regard. These people often withdraw from Canadian society; they may actively seek further postings overseas to escape Canada. They seem unable to readapt to Canadian life, they feel "stuck."

It is important not to lose your sense of humour!

"It feels like the past six months have provided me with years of experience, more than any university program could provide: international work experience; cross-cultural experience; and opportunities to network and to meet people from all over the world. This has been the most amazing experience of my life, one which will reap its benefits for years to come. I am very proud to have been part of the YCLSF Program!"

**Tawna Brown,
United Nations
Environment
Programme/Global
Resource Information
Database (UNEP/GRID-
Arendal),
Arendal, Norway
2001**

Reversion

The returnee who immediately reverts to a prior life style tends to be unduly positive about Canada. This man or woman discards any changes that occurred while abroad, quickly re-adapts to Canada, and does not become stuck or withdrawn like the alienated type. Unfortunately, this individual may be denying important personal changes that occurred abroad.

Integration

The returnee tries to use the stress and changes of the re-entry period in order to learn. This person neither completely accepts nor completely rejects Canadian lifestyles. S/he tries to synthesize or integrate changes that have occurred while abroad and to develop a new identity and lifestyle in accordance with the changed self.

9.9 Hypothetical Situations

The following are situations that have caused confusion and some irritation upon return. Think about them and how you would react in a similar situation.

During your first days back you contact old friends and relatives and find that no one is really interested in hearing about your experiences.

You go grocery shopping and find that there is an incredible and overwhelming choice of soaps, breads, juices, etc.

In stores or at the post office, you no longer stand out as being different; you are offered no preferential treatment.

Everyone is busy rushing around. People often don't have time to talk.

You turn on your TV or flip through a magazine and are struck by the North American media image of the "good life".

You find that many Canadians lack interest in different cultures and countries.

You return to a country with comparatively fewer social and economic problems and find some people complaining about everything!

You find that some of your friends or colleagues are unable to relate to you and are jealous of your experience.

Everyone seems to be living in their cosy little worlds. There is not the same feeling of community as you experienced abroad.

9.10 What Others Have Experienced

Personal

Filling in the information gap, i.e., what happened while I was away;
Using appropriate social manners again;
Adjustments in sexuality;
Meeting like minded people;
Handling new found knowledge and a know-it-all attitude regarding development; and
Dealing with personal rejection and ignorance.

Canada and Canadian Bureaucracy

Adjusting to the Canadian concept of time;
Excessive consumerism;
Self-centredness of Canadian culture;
Realizing one had a false conception of Canada while overseas; and
Getting back into the routine.

The Future

Finding a job and/or learning how to make your own job;
Pre-employment problems: CVs, applications, interviews, not knowing how to look for a job;
Dealing with the chronically “itchy feet” which many tend to acquire;
Having expectations which are too high; and
Learning to confront problems head-on.

Families/Friends

Learning to live at home with parents again;
Not recognizing that family members have changed, matured, etc;
Realizing some friends can't be friends anymore, and deciding what to do about it;
Maintaining links with friends who have also served with IISD; they tend to disappear; and
Sharing your experience with family and friends.

(Source: Section 9 was largely adapted from World University Services Canada, Policy and Procedures for WUSC Interns. Ottawa, WUSC, 1998.)

"My experience in Mexico City was eye opening and has definitely increased my understanding of many realities I had previously only studied in International Development. Even if I was living in the most developed area of the country, I quickly realized the benefits of development are often only available to the elite of the country, leaving the majority marginalized and struggling for survival. While I absorbed it all, I was able to have my experience serve as an insight into and reflection on our identity and shared values as Canadians. I would recommend the YCLSF internship program to anyone looking for both personal and professional growth in an intercultural and international context."

**Charmaine Lee,
United Nations
Environment
Programme (UNEP),
Mexico City,
2001**

APPENDIX 1: WEB SITES TO ASSIST IN YOUR PREPARATION

The following is a list of sites that may be useful for preparation to an international experience. This is only a beginning as participants are encouraged to search the Internet and library resources to further their preparation.

Travel information

Department of Foreign Affairs and International Trade (DFAIT): <http://www.dfait-maeci.gc.ca/>

The DFAIT web site includes listings, publications and news releases from the ministry. More specifically, the site is useful for information on the following topics:

Embassies and missions: <http://www.dfait-maeci.gc.ca/english/missions>

Consular Services: <http://voyage.dfait-maeci.gc.ca/menu-e.asp>

Passports: <http://www.dfait-maeci.gc.ca/passport/passport.htm>

Travel Advisories: http://www.voyage.gc.ca/Consular-e/publications_menu-e.htm (click on "Publications" button)

Youth International Internship Program:

<http://www.dfait-maeci.gc.ca/english/culture/youth/intern/agp0621e.htm>

Population and Public Health Branch (PPHB) formerly LCDC: http://www.hc-sc.gc.ca/hpb/lcdc/osh/tmp_e.html

This new branch consolidates most elements of the previous Health Promotion and Programs Branch, with the former Laboratory Centre for Disease Control (LCDC), whose mandate is the identification, investigation, prevention and control of human disease. The site includes a wide range of information, including travel health advisories, disease prevention guidelines and facts and figures on various disease conditions.

The Living Abroad International Resource Centre: <http://www.livingabroad.com/>

Provides a list of publications provide information about visas, work permits, security, housing, insurance, international schools, taxation, everyday life, getting around, health care, business culture or relocation services in each country.

Lonely Planet: <http://www.lonelyplanet.com>

Contains information about countries, health issues, travel information and much more.

Travel finder: <http://www.travel-finder.com/>

The Internet Travel-Finder is a web service designed to help individuals find travel professionals and travel information on the Internet including web links, news and business information.

Information about Canada

Canadian Information Centre (CIO): <http://www.infocan.gc.ca>

The CIO mission is to build stronger relationships among Canadians and with the national government to secure a future equal to its history. The site includes links to federal and provincial governments, Canadian facts, travel information and links to major Canadian newspapers.

About Canada: http://www.canada.gc.ca/main_e.html

This site describes some of the symbols that establish the Canadian identity. They tell the story of the nation, its people, environment and history. Each Canadian province and territory is also outlined, as well as general information about Canadian society and economy.

Canadians in the World: <http://www.canschool.org>

Canadians in the World is an educational web site featuring a diverse menu of topics about Canada's international relations, including our participation in the United Nations and other international organizations, humanitarian efforts, culture, science, sports and business.

Information about other countries

Canadian International Development Agency (CIDA): <http://www.acdi-cida.gc.ca/>

The CIDA web site offers information about services and programs to support sustainable development around the world, including some country specific information.

Other helpful resources

Currency Exchange Rates: <http://www.travlang.com/money/>

This site provides the latest currency exchange rates between a wide choice of currencies, shows the recent history of this rate, and provides a JavaScript calculator to allow for the conversion of arbitrary amounts to and from each currency.

Environment Canada's Weather Office: <http://www.weatheroffice.com/>

Provides current weather conditions and a 5-Day Forecast for Canada, the US and cities around the world.

International Salary Calculator: <http://www.homefair.com/homefair/cmr/salcalc.html>

A calculator to compare the cost of living in hundreds of U.S. and international cities.

Time Zones: <http://www.whitepages.com.au/wp/search/time.html>

This site provides information on the different time zones and dialing information

Canada Direct: <http://www.infocanadadirect.com/>

Canada Direct is a telephone service which allows you to have your calls home handled by a Canadian operator and allows you to pay Canadian rates.

Postal Service Information: <http://www.postalrates.info/>

This site provides information on rates to and from different countries.

Facts about Canada - http://www.canada.gc.ca/canadiana/cda/ind_e.html

This site provides detailed information about Canada and its History.

Worldwide Classroom Culture Shock/Re-entry Shock - http://www.worldwide.edu/planning_guide/Culture_Re-entry_Shock/index.html

This is a great website on Cultural Shock and Re-entry Shock.

Online Translators - Babelfish - <http://babelfish.altavista.com>

This is a great site to help you with vocabulary and translating sentences.

Canada Customs - http://www.ccra-adrc.gc.ca/E/pub/cp/rc4044/rc4044-e.html#P149_4825

This site explains how you can register your valuables with Canada Customs.

APPENDIX 2: VISA CONTACT DETAILS

The following list provides contact information of the consulate or embassy for most host countries.

ARGENTINA <http://www.argentina-canada.net>

One First Canadian Place
Suite 5840, 58th Floor,
Toronto, ON
Tel: (416) 955-9075
Fax: (416) 955-0868

BELGIUM <http://www.diplomatie.be/ottawa>

80 Elgin Street, 4th Floor
Ottawa, ON
K1P 1B7
Tel: (613) 236-7267 or (613) 266-2085
Fax: (613) 236-7882
ambabel.ottawa@diplobel.org

ECUADOR

Consulate of Ecuador in Montreal / Consulat de l'Equateur
1010 St. Catherine Quest, Suite 440
P.O. Box
Montreal, PQ
H3B 3R3
Tel. (514) 874-4071
Fax. (514) 931-0252

EL SALVADOR <http://www.elsalvadorguide.com/consalvamia>

209 Kent Street
Ottawa, ON
K2P 1Z8
Tel (613) 238-2939
Fax (613) 238-6940
embajada@elsalvador.ca.org

ENGLAND

British High Commission <http://www.britainincanada.org>

80 Elgin Street
Ottawa, ON
K1P 5K7
Tel (613) 237 1530
Fax (613) 569 1478 (main)
Fax (613) 237 6537 (passports)
Fax (613) 232 2533 (visas)

FRANCE <http://www.ambafrance-ca.org>
42 Sussex Drive
Ottawa, ON
K1M 2C9
Tel: (613) 789-1795
Fax: (613) 562-3735
politique@ambafrance-ca.org

GERMANY <http://www.GermanEmbassyOttawa.org>
1 Waverly Street
Ottawa, ON
K2P 0T8
Tel: (613) 232-1101 or (613) 797-0472
Fax: (613) 594-9330
GermanEmbassyOttawa@on.aibn.com

GUYANA <http://www.guyanamissionott.org/>
151 Slater Street, Suite 309
Ottawa, ON
K1P 5H3
Tel (613) 235-7249
Fax (613) 235-1447
guyanacott@travel-net.com

HUNGARY <http://www.docuweb.ca/Hungary/consular.html#To Apply for a Visa>
121 Bloor Street East Suite: 1115
Toronto, ON
M4W 3M5
Tel: (416) 923-8981
Fax: (416) 923-2732
sysadmin@huembott.org

INDIA <http://www.hciottawa.ca/>
2 Bloor Street West Suite 500
Toronto ON
M4W 3E2
Tel (416) 960-0751/52
Fax (416) 960-9812
hicomind@sprint.ca

KENYA <http://www.kenyahighcommission.ca/>
415 Laurier Avenue East

Ottawa, ON
K1N 6R4
Tel: (613) 563-1773
Fax: (613) 233-6599
kenrep@on.aibn.com

MEXICO <http://www.embamexcan.com>
Commerce Court West
199 Bay Street Suite 4440
Toronto, ON
M5L 1E9
Tel: (416) 368 2875 or (416) 368 1847
Fax:(416) 368 8342 or (416) 368 9823
info@embamexcan.com

NETHERLANDS <http://www.netherlandsembassy.ca/>
350 Albert Street, Suite 2020
Ottawa, ON
K1R 1A4
Tel: (613) 237-5030 or (613) 791-0760
Fax: (613) 237-6471
nlgovott@netcom.ca

NORWAY <http://www.emb-norway.ca>
Royal Bank Center
90 Sparks Street, Suite 532
Ottawa, ON
K1P 5B4
Tel: (613) 238-6571
Fax: (613) 238-2765
emb.ottawa@mfa.no

PAKISTAN <http://www.pakmission.ca/index.ASP>
151 Slater Street, Suite 608
Ottawa, ON
K1P 5H3
Tel: (613) 238-7881 or 82 or 83
Fax: (613) 238-7296
parepottawa@sprint.ca

SENEGAL <http://www.ambassenecanada.org>
57 Marlborough Avenue

Ottawa ON
K1N 8E1
Tel (613) 238-6392
Fax (613) 238-2695
ambassn@sympstico.ca

SOUTH AFRICA <http://www.southafrica-canada.ca/>
15 Sussex Drive
Ottawa, ON
K1M 1M8
Tel: (613) 744-0330
Fax: (613) 741-1639
rsafrica@sympatic.ca

SRI LANKA <http://www.srilankahcottawa.org>
333 Laurier Avenue West, Suite 1204
Ottawa, ON
K1P 1C1
Tel: (613) 233-8449 Ext.1550 or (613) 747-0844
Fax: (613) 238-8448
lankacom@magi.com

SWEDEN <http://www.swedishembassy.ca/>
Mercury Court
377 Dalhousie Street
Ottawa, ON
K1N 9N8
Tel (613) 241-8553
Fax (613) 241-2277
sweden@cyberus.ca

SWITZERLAND http://www.eda.admin.ch/canada_all/e/home/travel/visa.html
5 Marlborough Avenue
Ottawa, ON
K1N 8E6
Tel: (613) 235-1837
Fax: (613) 563-1394
vertretung@ott.rep.admin.ch

UNITED STATES <http://www.usembassycanada.gov/>
Consular Section, U.S. Embassy,
490 Sussex Drive
Ottawa, ON
K1P 1G8

Tel: (613) 238-5335
Fax: (613) 688-3097

APPENDIX 3: PROVINCIAL HEALTH COVERAGE

The following table provides a listing of Ministry of Health Web sites for each Canadian province. We have provided sites for health insurance coverage details as well as sites that give contact information.

Province	Health Coverage Information	Contact Information
Alberta	http://www.health.gov.ab.ca/ahcip/out.htm	http://www.health.gov.ab.ca/ahcip/contact.htm
British Columbia	http://www.hlth.gov.bc.ca/msp/infoben/benefits.html	http://www.hlth.gov.bc.ca/msp/contacts.html
Manitoba	http://www.gov.mb.ca/health/mhsip/index.html#OOPB	http://www.gov.mb.ca/mbphone/departments/health.html
New Brunswick	http://www.gnb.ca/0053/en/medicare/mockup2.htm	http://www.gnb.ca/0051/contacts-e.asp
Newfoundland	http://www.gov.nf.ca/mcp/info_ben	http://www.gov.nf.ca/mcp/html/contacts.htm
Northwest Territories	http://www.hlthss.gov.nt.ca/	http://www.hlthss.gov.nt.ca/
Nova Scotia	http://www.gov.ns.ca/health	http://www.gov.ns.ca/health
Ontario	http://www.gov.on.ca/health/english/pub/ohip/longer.html	http://www.gov.on.ca/health/english/tools/feedback.html
Prince Edward Island	http://www.gov.pe.ca/infopei/onelisting.php3?number=20633&dept=prov/hss	http://www.gov.pe.ca/infopei/onelisting.php3?number=20633&dept=prov/hss
Quebec	http://www.msss.gouv.qc.ca	http://www.msss.gouv.qc.ca/f/outils/comm/index.htm
Saskatchewan	http://www.health.gov.sk.ca/ps_coverage_opoc.html	http://www.health.gov.sk.ca/home_contact.html
Nunavut	http://www.gov.nu.ca/hss.htm	http://www.gov.nu.ca/hss.htm
Yukon	http://www.hss.gov.yk.ca/	http://www.hss.gov.yk.ca/general/contact.html

APPENDIX 4: COUNTRY DISCOVERY QUESTIONS

1. **Find out the History of the Country – Research Questions like...** What are the major events in the countries history? Who are their national heroes? What is the country's relationship with Canada? What national holidays will you be there for? etc.
2. **Look into the Politics of the Country – Research Questions like ...** Who is the current leader? What is the current political structure? Has there been any major shifts in the political structure? Is military service compulsory? What is the local age to vote? etc.
3. **Research their Religion – Research Questions like...** What is the dominant religion? What other religions are prominent? How is the religion practiced? etc.
4. **Family – Research Questions like...** What is a typical family structure? Is divorce common? Is it common for families to live in the same house? etc.
5. **Education – Research questions like...** Is education readily available? Is it free? What age do children go to school? Is there segregation in schools? How do teachers get certified to teach? Is there a local university? What is the school year calendar? etc.
6. **Health – Research Questions like...** Is the water potable; are health services available; what immunizations are required; are there any poisonous snakes or spiders, etc.
7. **Gender Issues and Relationships – Research Questions like...** Are men and women treated equal? Are there any norms that you have to be aware of? What is dating like in the country? Is premarital sex acceptable? Is public affection acceptable? In what types of social activities do young women and men participate together? etc.
8. **Social etiquette – Research Questions like...** How do people greet each and say goodbye? Does this change with social status, age, sex? What is the appropriate dress for a foreigner? Are there clothes that might be taboo? Are prices fixed or are you expected to bargain? Do you leave a tip at restaurants? etc.

9. **Entertainment – Research Questions like...** Do people meet for a drink? What is the countries most popular sport? Is there a national sport? How available are television and radio?

10. **Being a foreigner – Research Questions like...** How will your financial position and social status compare with the majority of people living in this country? Do these people generally "like" Canadians? How about other foreigners? Are there special laws governing the activities of foreigners that you should know about?

APPENDIX 5: HOST ORGANIZATION DISCOVERY QUESTIONS

1. **Project Descriptions – Questions to ask...** Any background research you should do before you arrive? Are there websites that you should research? Are there resources that you should bring with you? Is there knowledge that you should gain to better prepare yourself? Are you replacing someone or going to be working beside someone? Are you starting a project at the beginning or will you be jumping into it in the middle? What is the working language of the organization? etc.
2. **Social work place etiquette – Questions to ask...** How are you expected to dress (casual/business)? Do you need a suit? What hours are you going to be expected to work? Will there be weekend work? etc.
3. **Living Arrangements – Questions to ask...** Do they have a place for you to stay or any place they can recommend? Are there people they can put you in contact with to help with arrangements? What kind of transportation will you have to take to work? Will there be stores and services close to you? etc.