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PRO-ACT

**Prevention on procrastination through Self-regulation,
well-being and active participation**

ERASMUS+ YOUTH EXCHANGE

ACTIVITY 20–24 NOV 2026	TRAVEL DAYS 19 & 25 NOV 2026	LOCATION PROTARAS AREA, CYPRUS	PROJECT 2026-1-CY01-KA151-YOU-000389957
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INFORMATIONAL PACKAGE • EXTENDED ADMINISTRATIVE DRAFT



Version 7 • 29 August 2026



ERASMUS+ YOUTH EXCHANGE

PRO-ACT



Prevention on procrastination through Self-regulation,
well-being and active participation

20–24 NOVEMBER 2026 • PROTARAS AREA, CYPRUS

ARRIVAL 19 NOVEMBER • DEPARTURE 25 NOVEMBER

PROJECT 2026-1-CY01-KA151-YOU-000389957

APPLICATION DEADLINE • 23 OCTOBER 2026



01 Project identity & partner network

The practical facts at a glance

Official project title	Prevention on procrastination through Self-regulation, well being and active participation / PRO-ACT
Programme / action	Erasmus+ • Key Action 1 • Accredited mobility project in the field of youth (KA151-YOU)
Project code	2026-1-CY01-KA151-YOU-000389957
Activity	Youth Exchange in Cyprus
Activity dates	20–24 November 2026 (five programme days)
Official travel days	Arrival: 19 November 2026 • Departure: 25 November 2026
Hosting organisation	Network for European Citizenship and Identity — NECI Cyprus (OID E10063133)
Expected group	20 young participants + 5 group leaders = 25 people

Participating organisations

Country	Organisation	Delegation
Cyprus	Network for European Citizenship and Identity — NECI Cyprus	4 youths + 1 leader
Germany	NaturKultur e.V.	4 youths + 1 leader
Poland	Stowarzyszenie “Europa luvenis”	4 youths + 1 leader
Latvia	Gulbenes novada jauniešu centrs “Bāze”	4 youths + 1 leader
Portugal	Association Fortes Sempre	4 youths + 1 leader

Document status The programme timetable is included in the final pages of this draft. Final participant confirmation, final transport arrangements and any operational changes will be confirmed by NECI Cyprus in writing.

02 Why PRO-ACT?

From delaying action to understanding habits, regulating ourselves and participating actively

Procrastination is familiar to many young people, but it is not simply a matter of laziness. It may be connected to fear of failure, perfectionism, low confidence, unclear priorities, digital distraction, stress, tiredness or difficulty regulating emotions. Postponing a task can bring short-term relief, while repeated avoidance often increases pressure, weakens motivation and limits opportunities for study, work, relationships and civic participation.

PRO-ACT brings together young people from five European countries to examine these patterns without judgement and to test practical ways of changing them. Through non-formal education, peer learning, simulations, creative work, movement, reflection and intercultural exchange, participants will connect personal well-being with responsibility, cooperation and active participation.

Project objectives

1. **Increase awareness.** Recognise procrastination habits and understand their short- and long-term effects on motivation, well-being, confidence and achievement.
2. **Build self-regulation.** Develop practical focus, planning, prioritisation and time-management skills that help young people move from avoidance to manageable action.
3. **Support well-being.** Explore self-compassion, stress-management, concentration, healthy routines and psychological resilience without presenting the exchange as therapy or medical treatment.
4. **Strengthen participation.** Encourage initiative, shared responsibility and active contribution through learner-centred activities designed and delivered with young people.
5. **Deepen European cooperation.** Create supportive peer-learning relationships across Cyprus, Germany, Poland, Latvia and Portugal and challenge stereotypes through intercultural dialogue.

Important scope The Youth Exchange is an educational mobility activity. It offers practical learning and peer support, but it does not diagnose or treat mental-health conditions and is not a substitute for professional medical or psychological care.

03 Learning outcomes & educational approach

Participants learn by doing, sharing, reflecting and applying

By the end of the exchange, participants should be able to

- Identify causes and triggers:** recognise personal and environmental situations that encourage delay, distraction or avoidance.
- Use practical tools:** apply realistic planning, task-prioritisation, focus and time-management techniques.
- Regulate pressure:** use simple well-being practices that support concentration, emotional balance and motivation.
- Act with initiative:** contribute responsibly to team tasks, peer workshops and decisions affecting the group.
- Learn interculturally:** compare how expectations, education, family, work and digital life influence procrastination in different countries.
- Plan sustainable change:** create a personal action plan with small, realistic habits and a method for monitoring progress after returning home.
- Multiply results:** share selected tools with peers and local communities through a physical follow-up activity.

How we will work

Approach	What it means in practice
Non-formal education	Interactive workshops, games, debates, simulations, creative tasks, outdoor learning and participant-led sessions.
Experiential learning	Trying a method, reflecting on the experience, drawing conclusions and applying them to real life.
Peer learning	National groups and mixed teams share tools, examples and honest experiences without ranking one culture over another.
Daily reflection	Short guided reflection groups help participants identify learning, needs, difficulties and next steps.
Youth-led participation	Young people co-create parts of the programme, products, decisions and follow-up actions with group leaders and facilitators.
Youthpass	Learning outcomes will be reflected on and documented through Youthpass and the Key Competences for Lifelong Learning.

Working language English will be the working language. Perfect English is not required, but every participant must be able and willing to communicate, ask for clarification and contribute. Peer support and accessible facilitation will be used where needed.

04 Who can participate?

Eligibility, delegation structure and roles

Role	Number	Age / eligibility	Main responsibility
Young participant	4 per organisation	18–28 years old; resident in the country of the sending organisation	Active participation in preparation, full programme, reflection, outputs and follow-up.
Group leader	1 per organisation	20+ under the project profile; experienced in group support and leadership	Prepare and accompany the group, support learning and welfare, manage communication and documents.

Young participant profile

- Genuine interest in procrastination, self-regulation, well-being and active participation.
- Motivation to learn through non-formal education and to share experience respectfully.
- Functional English and readiness to work in an international group.
- Availability for the entire mobility: arrival on 19 November and departure on 25 November 2026.
- Commitment to preparation, the full programme, Youthpass reflection and a local physical dissemination activity.
- No overlapping EU mobility grant or double EU funding for the same costs and dates.

Group leader profile and duties

- Has experience supporting young people and can communicate reliably in English.
- Participates fully in the exchange; the leader is not a tourist or an external observer.
- Checks that the delegation understands the infopack, travel plan, insurance, code of conduct and deadlines.
- Maintains appropriate professional boundaries and supports inclusion, safeguarding, conflict resolution and emergency communication.
- Collects and checks travel evidence and supports dissemination and reporting after the activity.

Programme rule The Erasmus+ 2026 Programme Guide permits Youth Exchange participants aged 13–30 and requires group leaders to be at least 18. PRO-ACT applies the narrower approved project profile above: youths aged 18–28 and group leaders aged 20+.

05 Selection, inclusion & fewer opportunities

A transparent process that gives priority to motivation and access

Selection principles

- a) **Open and fair access.** Each partner shares the opportunity transparently and applies the same essential criteria to all candidates.
- b) **Motivation before prestige.** Previous Erasmus+ experience is useful but is not required; strong motivation and relevance to the topic carry greater weight.
- c) **Inclusion priority.** Partners actively reach young people facing social, economic, educational, geographical, cultural, health-related or disability barriers.
- d) **Balanced group.** Delegations should aim for gender balance and diversity of background while respecting individual identity and safety.
- e) **Joint validation.** The sending organisation proposes candidates; NECI Cyprus confirms final eligibility and participation.
- f) **Reserve list.** Each partner keeps suitable reserve candidates so an approved replacement can be made if necessary.

Selection workflow

Stage	Responsible	Evidence / action
1. Promotion	Partner NGO	Public or appropriately targeted call describing the topic, dates, profile, costs and inclusion policy.
2. Application	Candidate	Complete and accurate application, including motivation and confidential support needs where requested.
3. Review	Partner NGO	Motivation review and, where useful, a short interview using consistent criteria.
4. Validation	Partner + NECI	Final four youths and leader confirmed; reserve candidates recorded.
5. Preparation	Partner + leader	Pre-departure meeting, travel/insurance check, tasks and intercultural preparation.

Replacement deadline A confirmed participant may be replaced up to 15 days before the official arrival date — no later than 4 November 2026 — only after written approval from NECI Cyprus. Later replacements are exceptional and cannot be assumed eligible.

Confidential support Health, disability, dietary, access or fewer-opportunity information should be shared only through the designated confidential channel and only with the people who need it to arrange safe and appropriate support.

06 Before the exchange

Application, preparation, communication and approval points

Application & remaining confirmations

Application form	https://forms.gle/NpuexANfCB5kAmaR7
Application deadline	23 October 2026
Final participant confirmation	To be communicated after joint partner review
Ticket-booking deadline	25 October 2026 is the final booking deadline. Tickets may be purchased only after prior written approval from NECI Cyprus.
Online preparation meetings	At least two online preparation meetings with group leaders must take place between 28 October and 12 November 2026. Exact dates and connection links will be communicated by NECI Cyprus.
Final timetable	Included in the final pages of this infopack; any operational changes will be confirmed by NECI Cyprus in writing.

What each national group prepares

- A short, honest picture of procrastination among young people in its local context — school, university, work, digital life and community participation.
- At least two practical tools, exercises or habits the group has tested or wants to test during the exchange.
- One participatory activity or creative contribution for peer learning, developed with the young participants rather than only by the leader.
- Cultural elements for the intercultural programme: music, games, stories, food information or traditions that can be shared safely and respectfully.
- Ideas for a physical local dissemination activity to be delivered no later than 30 January 2027.

Communication rules

- Partners respond to official project emails and data requests within five working days unless documented force majeure prevents this.
- Each partner identifies one reliable operational contact and ensures that absence or leave is covered by another colleague.
- Travel changes, withdrawals, health/safety concerns and emergencies are reported immediately — not after costs are incurred.
- Participants should read this infopack themselves. Group leaders must not rely on forwarding only selected screenshots or summaries.

07 Participation commitments & code of conduct

What every participant and leader agrees to

Attendance and learning

- a) Be present from the official arrival on 19 November until departure on 25 November 2026 and attend the complete programme.
- b) Arrive punctually and take part actively in workshops, outdoor tasks, reflection groups, intercultural evenings, evaluation and Youthpass work.
- c) Inform the group leader and NECI immediately if illness or a serious circumstance prevents participation. Appropriate evidence may be requested for reimbursement or reporting, with medical privacy respected.
- d) Use free time responsibly. Tourism, private excursions and additional touring are not project activities and must not interfere with attendance or safety.

Respectful and safe behaviour

- a) Respect dignity, boundaries, different opinions, cultures, identities, religions and personal choices.
- b) Discrimination, harassment, sexual harassment, bullying, threats, hate speech, violence and retaliation against a person raising a concern are prohibited.
- c) Follow Cyprus law, venue rules, safety instructions and reasonable directions from the organising team.
- d) Alcohol, smoking and other substances must comply with Cyprus law and venue rules. Intoxication during programme time or behaviour that threatens safety is unacceptable.
- e) Do not bring illegal substances, weapons or dangerous items to the venue or activities.
- f) Ask before photographing, filming, tagging or publishing another person, especially in bedrooms, medical situations or private reflection moments.

Proportionate response to serious breaches NECI may use a verbal warning, written warning, safeguarding action, removal from a specific activity or exclusion from the exchange according to the seriousness and immediacy of the risk. Verified ineligible costs or unfulfilled financial conditions may lead to delayed, reduced or refused reimbursement in line with the signed agreements, grant rules and applicable law.

Right to be heard Except where immediate safety action is necessary, the person concerned will be informed of the issue and given an opportunity to explain. Complaints and safeguarding reports should be handled discreetly and without retaliation.

08 Venue, accommodation & meals

SEK Apartments in the Protaras / Paralimni area



Accommodation

- Apartments have two rooms, private shower, kitchen, fridge, air-conditioning and television. Bed configurations include a double bed, single beds and, where needed, sofa beds.
- The current planning assumption is normally 3–4 people per apartment. Final allocation depends on the number of participants, gender balance, accessibility, personal boundaries and operational needs.
- Single rooms cannot be guaranteed. Any need related to disability, health, gender identity, religion, privacy or safeguarding must be communicated early through the confidential support form.
- Participants bring their own bath/hand towels, toiletries, hairdryer and travel iron if needed. The apartments do not normally provide these items.
- The venue is not available for project-funded extra nights. Earlier arrival or later departure requires prior written approval and any private accommodation is normally at the traveller's own cost.
- Participants are responsible for keeping shared spaces clean, respecting quiet hours and paying for deliberate or negligent damage attributable to them, subject to evidence and applicable law.

Meals and project coverage

Date / period	Provision
19 November — arrival	Dinner after group arrival/check-in, subject to the final transfer schedule.
20–24 November — activity	Breakfast, lunch, dinner and two coffee breaks per day.
25 November — departure	Breakfast before departure.

Dietary needs Allergies, intolerances, medical diets, religious requirements and ethical food preferences must be declared accurately in the application. The host will make reasonable arrangements but cannot guarantee protection from trace allergens in a shared catering environment.

09 Travel planning & ticket approval

No ticket is eligible until the route and price are approved in writing

NON-NEGOTIABLE BOOKING RULE Do not purchase any flight, bus, train, ferry, baggage, seat, transfer or accommodation before the complete travel plan and price have been approved in writing by NECI Cyprus. Verbal discussions, assumptions and messages from other participants are not approval.

Approval process

- a) **Send the proposed route.** Include every leg, dates, times, carrier, baggage/fare conditions, total price and screenshots or links showing the offer.
- b) **Wait for written approval.** NECI checks eligibility, distance band, arrival/departure compatibility, cost and connection safety.
- c) **Book promptly after approval.** Prices may change; if the approved offer is no longer available, send the new option for re-approval before buying.
- d) **Send confirmation immediately.** Provide the invoice, itinerary, proof of payment and passenger name exactly as booked.
- e) **Save every document.** Keep digital PDFs and originals for all outward and return legs until reimbursement is completed.

Ticket and itinerary rules

- a) **Approved origin and return:** Travel should begin and end in the participant's country of residence / sending organisation and form one continuous journey to Cyprus and back.
- b) **Neighbouring-country airport:** Possible only with prior approval and complete bus/train evidence linking the home country to that airport.
- c) **One journey each way:** The project normally covers a maximum of one approved inbound and one approved outbound itinerary per person.
- d) **Flexible fares:** A reasonable flexible/refundable option is strongly recommended and may be covered when approved and within the travel ceiling.
- e) **Independent changes:** Change fees, abandoned tickets, new tickets or penalties caused by an unapproved personal decision are not reimbursable.
- f) **Personal stopovers:** Leisure deviations, extra nights and tourism costs are private unless specifically approved as necessary for an eligible route.

10 Travel budgets & transport in Cyprus

2026 Erasmus+ distance bands and project-specific guidance

Official 2026 Youth Exchange travel bands

One-way distance to venue	Green travel ceiling	Non-green ceiling
10–99 km	€56	€28
100–499 km	€285	€211
500–1,999 km	€417	€309
2,000–2,999 km	€535	€395
3,000–3,999 km	€785	€580
4,000–7,999 km	€1,188	€1,188
8,000 km or more	€1,735	€1,735

The applicable band is selected using the European Commission distance calculator from the approved place of origin to the activity venue. The band is a maximum contribution, not an automatic flat payment. NECI reimburses verified actual costs up to the approved ceiling under the project procedure.

Confirmed maximum travel allowance per participant

Delegation / approved origin	Maximum allowance	Project condition
Cyprus — approved local origin	€28	Final local route must still be approved before purchase.
Germany — Osterholz-Scharmbeck	€395	NaturKultur e.V.; approved round-trip route only.
Poland — Opole	€395	Stowarzyszenie “Europa Iuvenis”; approved round-trip route only.
Latvia — Gulbene	€395	Gulbenes novada jauniešu centrs “Bāze”; approved round-trip route only.
Portugal — Lisbon	€580	Association Fortes Sempre; approved round-trip route only.

Airports and local transfer

- Recommended airport:** Larnaca International Airport (LCA).
- Alternative airport:** Paphos International Airport (PFO), followed by an approved bus/shuttle connection to Larnaca. Check schedules before booking and use official operators rather than commission-charging brokers.
- Transport between Larnaca and the accommodation:** After receiving all approved tickets and arrival/departure times, NECI Cyprus will review the groups' schedules and confirm the transport arrangement in writing. Depending on the arrival times and operational feasibility, NECI may either organise a coordinated round-trip project shuttle from designated meeting points in Larnaca or provide each group with clear instructions for reaching the accommodation by scheduled public bus. If a project shuttle is arranged, the current estimated fee is €20 per person and will count within the participant's travel ceiling. Final arrangements, costs, meeting points and times will be confirmed only after all approved travel itineraries have been received. Groups must not arrange private transfers or taxis without prior written approval from NECI Cyprus; unapproved costs will not be eligible for reimbursement.
- Ercan Airport (ECN):** Travel through Ercan is not eligible for this project and will not be reimbursed. Use Larnaca or Paphos as the official ports of entry.

11 Travel reimbursement

How eligibility is checked, documented and paid

Payment route Reimbursement is made in euro by bank transfer to the registered bank account of the sending organisation. NECI does not reimburse participants individually and does not pay travel reimbursement in cash.

What can be reimbursed

- a) Approved travel from the authorised place of origin to the venue and return, including necessary connecting public transport.
- b) Approved baggage, flexible-fare or seat costs only when they are part of the authorised booking and remain within the ceiling.
- c) Actual verified expenditure up to the approved maximum. If actual cost is lower, only actual cost is reimbursed; if higher, the difference is borne privately unless exceptional support was approved in advance.
- d) Exchange-rate conversion will follow the project's accounting method. Card-provider fees, avoidable commissions and unexplained cash payments may be ineligible.

Mandatory evidence

Document	Minimum information required
Invoice / receipt	Passenger or purchaser, carrier/supplier, route/service, date, amount and currency.
Proof of payment	Bank/card confirmation linking the paid amount to the invoice; a booking screen alone is insufficient.
Ticket / itinerary	Every flight, train, bus or approved transfer leg, including booking reference and dates.
Boarding pass	Outward and return boarding passes, preferably saved as PDF before the airline app removes access.
Ground-route proof	Required when using an airport outside the participant's home country or when the route contains separate tickets.
Travel claim	Completed claim/checklist and any bank or partner confirmation requested by NECI.

Conditions before payment

- a) Complete participation and a justified record of any absence.
- b) All travel evidence submitted in readable form and any originals supplied when requested.
- c) EU participant survey completed if issued, Youthpass/reflection requirements concluded and local physical dissemination delivered and documented.
- d) Sending organisation has supplied the required bank details and post-activity report within the agreed deadline.

Processing time Reimbursement is not immediate. It begins only after NECI verifies the complete file for the whole delegation. The target transfer period will be confirmed in writing; incomplete files pause the process until corrected. Partners must submit post-activity and dissemination evidence no later than 30 January 2027 unless NECI provides another written deadline.

12 Health, safety, insurance & accessibility

Preparation protects both the individual and the group

Insurance and medical preparation

- a) **Health cover:** Every participant must hold valid health coverage for Cyprus. EU/EEA citizens should bring a valid EHIC; private travel insurance is strongly recommended because EHIC does not cover every cost, repatriation or personal belongings.
- b) **Non-EU residents:** Bring appropriate private travel health insurance and any visa/residence documents required for entry and return.
- c) **Medication:** Bring sufficient personal medication in original packaging, together with a prescription or doctor's note where appropriate. Some medicines cannot be obtained without prescription in Cyprus.
- d) **Emergency information:** Provide one reliable emergency contact and relevant medical, allergy, dietary, mobility or mental-health support information through the confidential form.
- e) **Personal belongings:** Phones, laptops, cash, luggage and other personal property remain the participant's responsibility. Consider insurance for valuable items.

During the exchange

- a) Follow safety briefings for indoor, outdoor, transport and community activities; wear appropriate shoes and clothing.
- b) Report illness, injury, medication concerns, harassment or unsafe behaviour promptly to the group leader or NECI team.
- c) In an emergency call 112. NECI/group leaders may contact emergency services and the declared emergency contact when reasonably necessary to protect life or safety.
- d) Participants must not pressure another person to disclose health information publicly. Support arrangements are discussed discreetly and on a need-to-know basis.
- e) Reasonable adjustments may include accessible room allocation, adapted facilitation, language support, buddy support, rest arrangements or necessary accompaniment, depending on assessed need and approved funding.

Request support early Inclusion support may cover justified additional costs connected to disability, health or other fewer-opportunity barriers when the need is documented and approved. Contact NECI before committing any expense; retroactive approval cannot be guaranteed.

Duty of care Nothing in this infopack removes any legal duty or liability that cannot lawfully be excluded. Participants and organisations must still act responsibly, take reasonable precautions and cooperate with safety measures.

13 Data protection, media & participant rights

Clear purposes, limited access and separate choices for publicity

How project data is used

- a) NECI Cyprus processes necessary identity, contact, eligibility, travel, financial, participation and support information to select participants, implement the mobility, protect safety, make payments and meet Erasmus+ reporting/audit obligations.
- b) Relevant information may be shared, only where necessary, with the sending organisation, trainers/support staff, venue, transport providers, insurers/emergency services, Cyprus National Agency, European Commission or authorised auditors.
- c) Mandatory project records are retained for the period required by the grant, accounting, audit and applicable legal rules. Requests for deletion cannot override a lawful obligation to retain specific records.
- d) Participants may request access, correction, restriction or other applicable GDPR rights by contacting NECI. Identity verification may be required before confidential information is released.

Photos, video and online groups

- a) Publicity photographs, videos and testimonials should be based on clear, separate and informed consent. Refusing optional media consent does not remove a participant from the learning programme.
- b) Consent may be withdrawn for future use by contacting NECI. Withdrawal does not make earlier lawful processing unlawful and cannot guarantee removal of material already copied or reshared by third parties.
- c) Operational WhatsApp or similar groups will be used only after the group is confirmed. Participants will be informed that their phone number/profile may be visible to other members and should raise concerns before joining.
- d) Participants must obtain permission before publishing identifiable images or personal stories about others. Sensitive details from reflection groups must remain confidential.

Educational outputs and recognition

- a) Project toolkits, exercises and dissemination products may be shared publicly with EU and NECI acknowledgement and, where appropriate, an open licence.
- b) Creators should be credited when practical. Personal data, copyrighted third-party material and identifiable participant content may be included only with an appropriate legal basis or permission.
- c) All visibility materials must use the official 'Funded by the European Union' emblem and NECI branding supplied by the coordinator. EU funding acknowledgement must not imply that the EU endorses individual opinions.

Data contact Questions or rights requests: neci.eu@gmail.com. Media withdrawal or safeguarding-sensitive requests should identify the project code and the specific material without sharing unnecessary medical or personal detail in an open group chat.

14 Evaluation, dissemination & follow-up

The exchange ends in Cyprus; its impact should continue at home

Evaluation and recognition

- a) Daily reflection groups, facilitator observation, mid-point review and final evaluation will be used to improve the learning process and respond to needs.
- b) Participants will reflect on their Key Competences for Lifelong Learning and receive guidance to complete Youthpass.
- c) Each participant develops a realistic Personal Action Plan with micro-habits, support strategies and indicators for following progress after returning home.
- d) Participants and leaders complete the official EU survey if it is sent to them and provide honest feedback to NECI and their sending organisation.

Mandatory local dissemination

Deadline: 30 January 2027 Each country delegation must deliver at least one physical, in-person dissemination activity no later than this date. A social-media post alone does not fulfil this project obligation.

- a) Suitable formats include an interactive workshop, peer-learning session, school/university presentation, youth-centre activity or community seminar.
- b) The activity should share practical PRO-ACT tools and encourage participants to apply at least one method rather than only hear a general presentation.
- c) The national group agrees responsibilities before leaving Cyprus; the partner organisation provides the venue, support and quality check.
- d) Evidence should include a short agenda, date/place, brief description of outcomes, high-quality photos with appropriate consent and a signed or otherwise verifiable attendance record handled in line with GDPR.
- e) The partner submits a concise dissemination report and evidence to NECI by the stated deadline and promotes results through its institutional networks using the approved logos and project hashtags.

Sustainability and green practice

- a) Use reusable bottles/mugs, separate waste, reduce unnecessary printing and share resources digitally.
- b) Choose lower-emission travel where feasible and approved, combine transport efficiently and avoid avoidable single-use materials.
- c) Reuse and adapt project methods locally, crediting the project and keeping resources accessible beyond the activity week.

15 What to bring

A practical checklist for Cyprus in November

Category	Bring / prepare
Travel documents	Valid ID/passport, tickets, saved PDF boarding passes, invoices, payment proofs, insurance/EHIC and any required residence/visa documents.
Learning	Laptop or tablet if available, charger, preparation tasks and cultural/creative materials from your country.
Accommodation	Bath and hand towels, toiletries, personal hygiene items, hairdryer/travel iron if needed and earplugs if you are a light sleeper.
Clothing	Comfortable indoor/outdoor clothes, trainers, warmer layer, rain jacket, sleepwear and optional swimsuit. November can be mild by day but cool, windy or rainy.
Health	Personal medication, prescription/doctor's note where needed, glasses/contact supplies, sunscreen and any approved accessibility equipment.
Sustainability	Reusable water bottle, reusable mug if desired, small reusable bag and minimal single-use packaging.
Electricity	Type G three-pin adaptor for Cyprus and chargers/power bank. Supply is approximately 230 V / 50 Hz.

Practical Cyprus information

Currency	Euro (€)
Time zone during the exchange	Eastern European Time — UTC+2
International dialling code	+357
Emergency number	112
Recommended airport	Larnaca International Airport (LCA)
Working language	English
Typical November conditions	Mild days and cooler evenings; rain and wind are possible. Check the forecast shortly before travel.

Cash and cards Cards are widely used, but carry a small amount of euro cash for buses or minor local expenses. Some bus services or machines may not accept every card. Private purchases are not covered by the project.

16 Contacts, legal order & final checks

Ask early — before a misunderstanding becomes a cost or safety issue

Hosting / coordinating organisation	Network for European Citizenship and Identity — NECI Cyprus
Project email	neci.eu@gmail.com
Project coordinator	Renos Georgiou
Coordinator email	renosge@gmail.com
Telephone / WhatsApp	+357 99 465221
Project code	2026-1-CY01-KA151-YOU-000389957

Which document prevails?

- This infopack provides practical and administrative guidance. It complements but does not replace the approved grant/project documents, signed bilateral agreement, participant agreement, applicable Erasmus+ rules or Cyprus law.
- If two instructions conflict, stop and ask NECI in writing before acting. The latest valid written instruction and the applicable binding rule will be used, subject to any National Agency decision.
- A partner or participant cannot create eligibility by spending money first. NECI approval does not override programme rules, public law, carrier terms or immigration requirements.
- Operational disagreements should first be addressed in good faith through the group leader and NECI. Formal disputes are handled according to the signed bilateral agreement and applicable Cyprus law.
- Force majeure must be reported immediately with supporting evidence. Eligibility of cancellation or new costs depends on carrier recovery, insurance, project rules and, where necessary, National Agency approval; reimbursement cannot be promised in advance.

Official reference links

- [Erasmus+ Programme Guide 2026](#)
- [European Commission distance calculator](#)
- [European Commission GDPR information](#)
- [Republic of Cyprus travel/entry information](#)

Before you book Confirm participant selection, route, dates, full price, baggage, insurance and written NECI approval. If anything is unclear, ask before purchasing.

17 TIMETABLE

Daily programme • 19–22 November 2026

THU • 19 NOV		FRI • 20 NOV		SAT • 21 NOV		SUN • 22 NOV	
ARRIVAL DAY		CONNECTING & FRAMING		UNDERSTANDING PROCRASTINATION		PARTICIPATION & NATURE	
18:45 / 19:00	Arrivals and transfer to the accommodation: Final meeting points and transport instructions will be confirmed after all approved tickets have been received.	08:00–09:15	Breakfast	08:00–09:15	Breakfast	08:00–09:15	Breakfast
		09:45	Ice-breaking and name games	09:30	Youth and procrastination today Reasons, causes and impact in our countries.	09:30	Youth vs Procrastination — Germany & Latvia Each national group presents and involves participants in a 60-minute interactive activity.
20:30	Dinner	12:00–13:00	Team-building				
21:15	Welcome and ice-breaking	13:00–15:00	Lunch	11:00	Session details to be confirmed	12:20–12:50	Follow-up discussion 10–15 minutes for each team's activity.
		15:00–16:30	Team-building Ground rules and agenda presentation at 15:00.	13:30–15:30	Lunch	13:00–15:00	Lunch
		16:15	Project objectives E-F-C	15:30	Youth vs Procrastination — Poland & Portugal Each national group presents and involves participants in a 60-minute interactive activity.	15:00–18:00	Nature vs Procrastination Trekking in the area, led by the Cyprus team.
		19:00	Reflection time for group leaders	18:00–18:30	Follow-up discussion 10–15 minutes for each team's activity.	18:30	Reflection in national groups
		19:30	Dinner	18:30	Reflection in national groups	19:00	Reflection time for group leaders
				19:00	Reflection time for group leaders	19:30	Dinner
				19:30	Dinner	21:00	Intercultural evening and NGO fair
				21:00	Intercultural evening and NGO fair		

18 TIMETABLE — CONTINUATION

Daily programme • 23–25 November 2026

MON • 23 NOV		TUE • 24 NOV		WED • 25 NOV	
CAMPAIGN PLANNING		ACTION & EVALUATION		DEPARTURE DAY	
08:00–09:15	Breakfast	08:00–09:15	Breakfast	07:00–08:00	As confirmed — Departure: Final transport instructions will be communicated according to the approved return itineraries.
09:30–13:30	Into the Real World Prepare the PRO-ACT awareness campaign, present the campaign plan and receive feedback.	09:30–13:00	Campaign in the field Ayia Napa or Larnaca.		
13:30–14:30	Lunch break	13:30–15:30	Lunch		
14:30–20:00	Exploring the area Cultural orientation and activities.	15:30–19:30	Project conclusion Next steps; organising the PRO-ACT plan in our countries; closure of the programme; evaluation.		
19:00	Reflection time for group leaders	20:00	Dinner		
20:00	Dinner				

Operational note: Final shuttle times, venues and any necessary programme adjustments will be confirmed by NECI Cyprus in writing. Full participation throughout the activity remains required.