



CYPRUS  
CHAMBER OF  
COMMERCE AND  
INDUSTRY



ΕΓΚΥΚΛΙΟΣ  
Λευκωσία, 5 Δεκεμβρίου 2016

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**ΠΡΟΣ: Όλους τους Ενδιαφερόμενους**  
**ΘΕΜΑ: Έναρξη 2<sup>ου</sup> κύκλου Δικονοτικού Σχεδίου Πρακτικής Άσκησης Νέων Ανέργων**  
**Επαγγελματιών στην Ε/Κ και Τ/Κ Κοινότητα –**  
**Υποβολή αιτήσεων: 5 Δεκεμβρίου 2016 – 5 Ιανουαρίου 2017**

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Κύριε/ Κυρία,

Το Κυπριακό Εμπορικό και Βιομηχανικό Επιμελητήριο (ΚΕΒΕ) σε συνεργασία με το Τουρκοκυπριακό Εμπορικό Επιμελητήριο (ΚΤΤΟ) ανακοινώνουν την έναρξη του **2<sup>ου</sup> κύκλου του Δικονοτικού Σχεδίου Πρακτικής Άσκησης Νέων Ανέργων Επαγγελματιών στην Ελληνοκυπριακή και Τουρκοκυπριακή Κοινότητα**. Το σχέδιο αυτό πραγματοποιείται στα πλαίσια του έργου **“Leading by Example”**, το οποίο συγχρηματοδοτείται από το Πρόγραμμα Civil Society in Action IV της Ευρωπαϊκής Επιτροπής, ενώ υλοποιείται από το Κυπριακό Εμπορικό και Βιομηχανικό Επιμελητήριο (ΚΕΒΕ) και το Τουρκοκυπριακό Εμπορικό Επιμελητήριο (ΚΤΤΟ).

Το Πρόγραμμα πρακτικής άσκησης θα αποβεί προς όφελος 8 Ελληνοκυπρίων και 8 Τουρκοκυπρίων ασκούμενων καθώς και ενός μέγιστου αριθμού 16 εταιρειών και στις δύο κοινότητες κατά την περίοδο Ιανουαρίου – Μαΐου 2017. Περιλαμβάνει τρεις συνεχόμενους μήνες πρακτικής άσκησης για κάθε νέο με μηνιαίο επίδομα €500. Το πρόγραμμα επαγγελματικής πρακτικής άσκησης στόχο έχει να προσφέρει στους Κύπριους νέους μεταξύ 20-35 ετών εργασιακή εμπειρία στην αντίστοιχη κοινότητα, με αποτέλεσμα την απόκτηση πολύτιμων επαγγελματικών δεξιοτήτων για τη μετέπειτα επαγγελματική τους πορεία, όπως και άριστη γνώση του εργασιακού και πολιτισμικού περιβάλλοντος στην αντίστοιχη κοινότητα.

**Το σχέδιο θα είναι ανοικτό για υποβολή αιτήσεων από τις 5 Δεκεμβρίου 2016 έως τις 5 Ιανουαρίου 2017. Η εν λόγω δράση χρηματοδοτείται εξολοκλήρου από το έργο “Leading by Example”, χωρίς κανένα κόστος για τους εργοδότες/ οργανισμούς οι οποίοι θα προσφέρουν τριμήνη εργασία σε νέους ασκούμενους.**

Επισυνάπτονται τα σχετικά έντυπα. Οι ενδιαφερόμενοι παρακαλούνται όπως συμπληρώσουν τις αιτήσεις και τις υποβάλουν ηλεκτρονικά στην ηλ. διεύθυνση: [gvenizelou@ccci.org.cy](mailto:gvenizelou@ccci.org.cy). Για περισσότερες πληροφορίες παρακαλείστε να επικοινωνήσετε με την κα Μόνικα Ανδρέου στο ΚΕΒΕ, τηλ. 22889840.





## ANNOUNCEMENT

### **2<sup>nd</sup> CALL FOR THE CROSS-COMMUNITY EXCHANGE INTERNSHIP PROGRAMME OF YOUNG UNEMPLOYED PROFESSIONALS IN THE GC & TC COMMUNITIES**

In the framework of the project 'Leading by Example', which is co-funded by the European Union under the "Cypriot Civil Society in Action IV" programme, the two implementing partners, the Turkish Cypriot Chamber of Commerce (KTTO), lead partner, and the Cyprus Chamber of Commerce and Industry (CCCI), partner, would like to announce the launching of the 2<sup>nd</sup> call for the **Cross-Community Exchange Internship Programme**. This activity will benefit 8 Greek Cypriot interns, 8 Turkish Cypriot interns and a maximum of 16 companies/organisations in both communities over the period of January 2017 – May 2017, with a 3-month duration internship for each intern. This activity will be wholly funded by the project at no cost to the company/organisation which will be hosting the Intern(s).

#### **Objectives:**

The "Cypriot Civil Society in Action IV" programme aims to enhance the trust as well as the dialogue and reconciliation process between the two communities.

This professional exchange internship programme aims to give young Cypriots an outstanding work experience within the other community, gaining valuable professional skills towards their subsequent working lives while mastering the working and cultural environment in the other community.

The main objective is to support cross-community exchanges of internships of young unemployed professionals from the Greek Cypriot and the Turkish Cypriot communities with the cooperation of the two project implementing partners. The interns will acquire work experience in a company/organisation relevant to their skills and interests, and most importantly within the other community, thus giving them the opportunity to experience the actual challenges which their counterparts face in their everyday business/working lives. This will ultimately provide hands-on experience of the working and cultural environment in the other community.



### **Eligibility Criteria for Intern applicants:**

- be a natural person
- be aged between 20 - 35 years old
- be a Cypriot
- be an unemployed graduate

### **Qualifications required for Interns:**

- at least undergraduate College/University degree in any academic discipline
- excellent knowledge of English (oral and written)
- knowledge of Turkish/Greek will be considered as an advantage

### **Eligibility Criteria for Employer applicants:**

- be a legal entity in any sector of the economy;
- be interested in bi-communal cooperation;
- be established for at least 5 years;
- employing at least 3 staff members;
- excellent knowledge of English (oral and written);

### **Selection Criteria:**

If complying with the eligibility criteria, both intern and employer candidates will be selected based on their area of mutual interest and expertise. For each intern there must be an employer matching the intern's background, competency and preferences.

Depending on the interest, it may be that one employer could host more than one (1) intern.

## General Terms & Conditions

1. Launch of the programme: 5<sup>th</sup> December 2016.
2. Applications open: 5<sup>th</sup> December 2016 – 5<sup>th</sup> January 2017.
3. Exchange internship programme period: 16<sup>th</sup> January 2017 – 31<sup>st</sup> May 2017.
4. Duration of each exchange internship programme: 3 consecutive months.
5. The cross-community exchange internship program covers the following at no cost for the hosting employer:
  - monthly allowance of 500 EUR , or in other words an amount of 1.500 EUR per intern for the whole internship period paid by the programme to the intern;
  - employers' liability insurance for the 3-month duration of the internship; it is a requirement that the hosting employer insures the intern against employers' liability and keeps the relevant Insurance Contract, invoice and receipt in order to be reimbursed through the programme;
6. All interns and employers will sign a Memorandum of Understanding (MoU) which will specify their responsibilities, duties and roles during the 3-month internship period.
7. The monthly allowance will be paid directly by the CCCI/KTTO to the intern at the end of each month, after fully attending the working days and hours as specified in the MoU signed between the intern and the host employer.
8. The internships will take place within the selected eligible companies / organisations: 8 Turkish Cypriot interns in the Greek Cypriot community and 8 Greek Cypriot interns in the Turkish Cypriot community. Depending on the interest shown, it may be the case that one company/organisation could host more than one (1) intern.
9. Upon successful completion of the internship period:
  - Interns and hosting employers will evaluate the internship programme through a questionnaire provided by the two Chambers of Commerce;
  - interns and hosting employers will be provided with a Certificate of Completion from the two Chambers of Commerce;



## How to apply:

Interested parties may download the relevant application forms from:

(a) [www.ktto.net](http://www.ktto.net)

or

(b) [www.ccci.org.cy](http://www.ccci.org.cy)

For more information or clarifications, please contact:

(a) Ms Saziye Altuner at the Turkish Cypriot Chamber of Commerce, tel. +90 (392) 228 37 60, e-mail: [saltuner@ktto.net](mailto:saltuner@ktto.net)

(b) Ms Georgia Venizelou at the Cyprus Chamber of Commerce & Industry, tel. 22889840, e-mail: [gvenizelou@ccci.org.cy](mailto:gvenizelou@ccci.org.cy)

**Deadline:** Applications will be accepted until 5<sup>th</sup> January 2017 and will be treated on a “first-come first served” basis until the required number of matchings between suitable intern-host applicants is completed.



European Union

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**EDUCATION & TRAINING**

12. University or equivalent

| NAME, PLACE and COUNTRY | ATTENDED FROM/TO |            | DEGREE OBTAINED | MAIN COURSES OF STUDY |
|-------------------------|------------------|------------|-----------------|-----------------------|
|                         | Month/Year       | Month/Year |                 |                       |
|                         |                  |            |                 |                       |
|                         |                  |            |                 |                       |
|                         |                  |            |                 |                       |
|                         |                  |            |                 |                       |
|                         |                  |            |                 |                       |

**WORK EXPERIENCE**

Please include any work experience, if applicable.

| EMPLOYER/PLACEMENT DETAILS | Dates (Month/Year) |    | Paid employment <input type="checkbox"/> | Funded Internship* <input type="checkbox"/>                       |
|----------------------------|--------------------|----|--|---|
|                            | From               | To | Voluntary work <input type="checkbox"/>  | *Sponsor details:<br>Unfunded internship <input type="checkbox"/> |
| Summary of main duties     |                    |    |  |   |

| EMPLOYER/PLACEMENT DETAILS | Dates (Month/Year) |    | Paid employment <input type="checkbox"/> | Funded Internship* <input type="checkbox"/>                       |
|----------------------------|--------------------|----|--|---|
|                            | From               | To | Voluntary work <input type="checkbox"/>  | *Sponsor details:<br>Unfunded internship <input type="checkbox"/> |
| Summary of main duties     |                    |    |  |   |

13. List of personal activities/interests.

14. List any previous cooperation/involvement with the other community, if applicable.

15. Period of Internship: The internship should last for 3 consecutive months within the period 16<sup>th</sup> January 2017 – 31<sup>st</sup> May 2017. Please specify the months you are available for the internship.

**16. SECURITY QUESTIONS**

a) Passport/ ID Number:

b) Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **YES**  **NO**

If yes, please give full particulars of each case in an attached statement.

**DECLARATION**

17. I declare that:

- I am unemployed.
- If my application for internship is approved, I will not seek employment elsewhere within the 3 months Internship Programme.
- The statements made by me in this application form are true, complete and correct. I understand that any misrepresentation or material omission made on this form or other document requested by the CCCI and KTTO may lead to immediate termination of the internship.

I hereby confirm that I have read and accepted the *General Terms and Conditions* governing the “Leading by Example” Cross-Community Exchange Internship Programme. **Yes**  **No**

I consent to the publication of my name in the local media as an intern under the “Leading by Example” Cross-Community Exchange Internship Programme. **Yes**  **No**

CCCI and/or KTTO retain their right of demanding additional information or clarifications, as well as to investigate the data included in this application form.

SIGNATURE: \_\_\_\_\_ DATE (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION FORM**

Applicants are required to submit copies (**not originals**) of the following:

|  |  |  |   |
|--|--|--|---|
|  | Copies of university degrees and/or diplomas |  | Recognised English language proficiency certificate |
|--|--|--|---|

**FOR OFFICIAL USE ONLY**

Ref. Number: \_\_\_\_\_

OFFICER SIGNATURE: \_\_\_\_\_ DATE (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_



**Applications can be submitted from 5<sup>th</sup> December 2016 to 5<sup>th</sup> January 2017  
and will be treated on a first-come first served basis until the required number of matchings between suitable  
intern-host applicants is completed.**

**All applications and supporting documents should be delivered/ sent to one of the following addresses either by hand or e-mail:**

**Cyprus Chamber of Commerce and Industry**

Deligiorgi 3, 1066 Nicosia, 5th floor,

email: [mandreou@cci.org.cy](mailto:mandreou@cci.org.cy)

Attn: Ms. Monica Andreou

**Turkish Cypriot Chamber of Commerce**

90, Bedrettin Demirel Caddesi, Lefkoşa

email: [saltuner@ktto.net](mailto:saltuner@ktto.net)

Attn: Ms. Saziye Altuner



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**APPL. FORM 1/2C (HOST)**

**LEADING BY EXAMPLE PROJECT**

**2<sup>nd</sup> CALL FOR THE CROSS-COMMUNITY EXCHANGE INTERNSHIP PROGRAMME**

**APPLICATION FORM FOR THE HOSTS**

*This application form is completed by the company/organisation interested to host a young intern graduate.*

**1. COMPANY/ORGANISATION DETAILS**

|   |      |   |
|---|------|---|
| Name of company / organisation:   |      | Employer's Social Insurance Registry No.: |
| Telephone:  | Fax: | Email:                                    |
| Physical address:   |      |   |
| Contact person:   |      | Position:                                 |
| Establishment date:   |      | No. of employees:                         |
| Sector/Activity :   |      |   |
| Previous experience / cooperation with the other community: YES <input type="checkbox"/> NO <input type="checkbox"/>                            |      |   |
| If yes, please specify: .....   |      |   |
| Languages spoken within the company / organisation:   |      |   |
| English <input type="checkbox"/> Greek <input type="checkbox"/> Turkish <input type="checkbox"/> Other <input type="checkbox"/> (specify) ..... |      |   |

**2. TITLE OF THE POSITION TO BE FILLED BY INTERN**



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**3. JOB/DUTIES/ RESPONSIBILITIES DESCRIPTION**

The description of work / tasks / responsibilities should specify the Department in which the graduate intern will be placed, the tasks to be undertaken, as well as the expected working times and hours.

**It is emphasized that the related tasks/responsibilities should respond to a graduate level.** The CCCI and KTTO will not approve positions that are determined as not being appropriate for graduates.

|  |
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**4. PERIOD OF INTERNSHIP**

The internship should last for 3 consecutive months within the period 16<sup>th</sup> January 2017 – 31<sup>st</sup> May 2017. Please specify your preferred months (you may include more than 1 preference).

|  |
|--|
|  |
|--|

**5. DECLARATION**

|  |  |  |
|--|--|--|
| <p>I declare that:</p> <ul style="list-style-type: none"> <li>• I am the authorized legal representative of the company/organization.</li> <li>• The statements made by me in this application form are true, complete and correct. I understand that any misrepresentation or material omission made in this form or other document requested by the CCCI and KTTO may lead to immediate termination of the internship.</li> <li>• I have read and accepted the <i>General Terms and Conditions</i> governing the "<i>Leading by Example</i>" Cross-Community Exchange Internship Programme.</li> <li>• If my application is approved, I will arrange that the Intern selected will be fully insured against employers' liability for the 3-month duration of the internship programme.</li> </ul> <p><b>CCCI and/or KTTO retain their right of demanding additional information or clarifications, as well as to investigate the data included in this application form.</b></p> <p>I consent to the publication of the company's/organisation's name in the local media as a host under the "<i>Leading by Example</i>" Cross-Community Exchange Internship Programme. Yes <input type="checkbox"/> No <input type="checkbox"/></p> |  |  |
|--|--|--|

|                       |  |  |
|-----------------------|--|--|
| <p>.....<br/>Date</p> | <p>.....<br/>Name and Surname of the authorised legal representative</p> | <p>.....<br/>Signature and Stamp of company/organisation</p> |
|-----------------------|--|--|



|                          |                                   |
|--------------------------|-----------------------------------|
| FOR OFFICIAL USE ONLY    |                                   |
| Ref. Number: _____       |                                   |
| OFFICER SIGNATURE: _____ | DATE (dd/mm/yyyy): ____/____/____ |

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