****

**Students and guests going to Sunderbans/Kolkata**

Dear student/guest,

Before your departure from Denmark we would like to give you some information about payment of accommodation, food expenses, how to behave and about JGVK, the partner organization of IGF Danmark (earlier: Indien Gruppen Fyn) in India. This will hopefully help you to prepare your stay and make sure the project will benefit you as well as our organizations and the civil society in Sunderbans/Kolkata.

We also want to inform you about a few rules which will make your relation to the local people much easier. Please remember you are going to visit a very remote area, where most of the people have never been outside their island.

We would like some basic information about you and your project so **please fill out the information sheet** (annex 1) and send it to both IGF Danmark and JGVK no later than 4 weeks before the planned departure from Denmark. Please send the information sheet to the IGF Danmark secretary: ganesh@sydfynsmail.dk and cashier: lenekieler@gmail.com, and to JGVK main office: jgvksundarban@gmail.com.

You can visit the website of JGVK ([www.jgvksundarban.org](http://jgvksundarban.org/)) and IGF Danmark ([www. igfdanmark.dk](http://igfdanmark.dk/)) to see pictures and get further information of the ongoing projects. As JGVK and IGF Danmark work closely together we will ask you to become a member of IGF Danmark before going to India – please go to the IGF Danmark homepage and sign up (DKK 100,- per year).

**Accommodation and local transport**

For detailed information about accommodation, food, electricity, internet etc. at JGVK in Sunderbans, please see the separate JGVK Welcome-folder presented in our homepage.

Please inform us if you need pick-up from the airport or other long distance transportation. The price for transport between Kolkata and Sunderbans is set according to standard rate in the local area and includes gas and salary for our driver for seven hours.

If you need accommodation in Kolkata, you will find many cheap hotels. JGVK can help you in this regard. They might even do the reservations for you.

The prices are per September 2016 (exchange rate 1 DKK = 10.0464 per 25.9.2016):

|  |  |  |
| --- | --- | --- |
|  | DKK | INR\* |
| Transport between Kolkata and Sunderbans by car incl. driver (also from/to airport): | 300 | 3000 |
| Accommodation and food in Sunderbans per day: | 80 | 800 |
| Interpreter in Sunderbans per day:Interpreter in Kolkata per day: | 5080 | 500800 |
| \*The prices may change acc. to local price changes |

Payment should be transferred to IGF Danmark’s bank account (reg. 2680, account 6880 977 871) no later than 14 days before the planned departure from Denmark. You are responsible for transferring the money. If payment does not take place, your home organization will be charged for the payment. IGF Danmark will transfer the total payment to JGVK. While in India, if any changes are needed in relation to accommodation, please don’t hesitate to discuss it with JGVK and additional payment/refunds can be done in Indian rupees.

 If you do not belong to an organization, we expect you will pay as described. It is possible to make the agreement with IGF Danmark, that you will pay directly to JGVK, when you leave.

**Recommendations on behavior**

Biswajit Mahakur is the secretary of JGVK. He has a greater understanding of the world outside Sundarbans. He will be able to help to help and recommend you in most situations, if you have doubts about accepted behavior and customs.

Please notice the **dress code** recommended by JGVK. Women should wear long skirts/shorts (below knees), cover their shoulder and not be too decollate. Men are more free but should still keep the shirt on outside JGVK.

Intake of **alcohol** is not very common in the area (except in relation to the social problem with the illicit distillers). JGVK have a non-tolerance policy at their center for their staff. We have had a few incidences with foreigners, who did not follow this custom. It gives not only you from abroad, but particularly JGVK, a bad reputation. JGVK is a place where young people come to learn and experience the relation of working together towards a common goal. If the reputation is damaged, no parents will send their young people to JGVK. Therefore the consumption should be kept limited and discreet and only at the upper terrace at JGVK center. The purchase of alcohol should be done in Kolkata or through Biswajit. Also arrange the removal of empty bottles with Biswajit.

If you want to give **tips**, please give them to Biswajit, who will share them among the staff or safe them for the benefit of the staff e.g. their annual staff boat trip.

**Field and development work**

During your stay at JGVK we will try our best to facilitate your project activities with help from staff members, who will be involved in your project and/or translate for you. However please be aware that many of the JGVK staff members are also engaged in local, IGF Danmark or other NGO related project activities and therefore may not be available for full time support. Also we have a limited number of English speaking employees, so you cannot be sure that the same staff member will be guiding you throughout your stay.

In the past we have had very good experience with foreign students teaching English to some of the JGVK staff members. It is a good opportunity for the staff to improve their English skills. If during your stay you would like to initiate lessons in basic English we would be very grateful. Generally we are very open to letting you work with other aspects than your main project.

We emphasize the importance of reflecting on the principles of development work. To make projects sustainable and secure a positive implementation, we expect you to share your knowledge with the organization during your stay. You should introduce yourself and your work to the local staff and participate in the staff meetings to engage our employees in your project. By sharing this you can get helpful advice. We hope you will balance your work between writing reports, doing field work, and being social with the local staff in favor of the local community.

**Reporting**

After you have finished your work in Sunderbans/Kolkata we would like you to write a travel report to share your experience and project work with local staff, other students, etc. Please write it in English and send it both to JGVK and IGF Danmark (above mentioned emails) no later than 4 weeks after returning to Denmark. The travel report will be presented at our homepage.

**Further recommendations**

If you are interested in knowing something about Indian culture, history, and development work see the listed books, films, links, etc., which may be useful:

Book: *The Argumentative Indian – Writings on Indian Culture, History and Identity* by Amartya Sen.

Film: *Pather Pachali* by Satijit Ray.

We are looking very much forward to meeting you.

Best regards

**IGF Danmark**

Rev. 25.09.2016**Annex 1: Information sheet to JGVK and IGF**

|  |
| --- |
| **PERSONAL INFORMATION** |
| Name of student/guest: |  | Female: 🗆Male: 🗆 |
| E-mail address: |  | Age: |
| Study direction/occupation andaffiliation: |  |
|  |  |
| **TRAVEL INFORMATION** |
| Total time period in India: | From: | To: |
| Arrival date and time: |  |
| Arrival flight number: |  |
| Pick up from airport by JGVK: | Yes ⁫ | No ⁫ |
|  |  |
| **FIELDWORK** |
| Project description: |  |
| Time schedule:*(as an attachment if necessary)* |  |
| Any special needs for the project: |  |
|  |  |
| **PAYMENT (in DKK before leaving)** |
| No of days in Sunderbans: |  X 80 Kr./day | Total: |
| No of days with Interpreter: |  X 50/80 Kr/.day | Total: |
| No of transports to/from airport/Kolkata and Sunderbans: |  X 300 Kr. | Total: |
| Total payment to be transferred: |  Total: |