



## **IMPORTANT INFORMATION**

### **FOR CAUX PEACEBUILDING AND LEADERSHIP PROGRAMME PARTICIPANTS**

#### **APPLICATION PROCESS**

We will gather all applications together and respond by the end of March, well in time for visa applications. The Swiss Embassies do not accept applications earlier than 3 months before their use. If you need a visa, it will probably mean travelling to your nearest embassy, so please plan for this.

#### **THE PLACE**

The Caux Palace has been owned by the CAUX-Initiatives of Change Foundation (CAUX-lofC), the Swiss national body of the world-wide movement known as Initiatives of Change (lofC), since 1946. It is an international conference centre perched high about Lake Geneva with a wonderful view in stunning surroundings. It is in a small village which does not have shops, except for a Post Office. The Conference Centre is very much the main part of the village! It is accessed by a small mountain train from Montreux. This can be accessed from Zurich or Geneva airports – Geneva is a very easy train ride away – and there are rail links to many parts of Europe from Montreux.

#### **WHAT DOES SERVICE MEAN IN CAUX?**

Programme Participants gain in opportunity, experience, new networks and responsibility and have the opportunity to demonstrate their own, and lofC, values through their service to the Caux community.

#### **LOGISTICS**

Caux takes responsibility for providing your bed and board while you are at the Caux Palace. You will stay in the Caux Palace or one of the nearby houses.

You will have the opportunity to attend training sessions, as well as workshops and activities from the Caux Forum.

While in Caux you will probably share a room. If this is a difficulty for you, please let us know before you arrive as our Allocation Team has the tricky job finding the right bed for each individual through the summer, and it may affect your application.

The Caux Palace can be a very busy place. In 2016 we welcomed over 1500 people from 112 countries. We will endeavour to help you to find a good balance between the day to day activity of Caux and personal reflective time.

#### **LANGUAGE SKILLS**

The working language of Caux tends to be predominantly English, so good English is essential, particularly for the training you will receive.

The local languages of French and Swiss-German/German will be very helpful for finance and reception roles and other roles which require strong communication with visitors or conference delegates. We encourage everyone to begin to speak French while at Caux.

#### **WHO PAYS FOR WHAT?**

The cost of your stay is paid for through donations by supporters and participants supplemented by the CAUX-IofC Foundation.

You will need to pay for all your own travel to and from Caux and it is very important that you take out travel insurance too. Switzerland is an expensive country.

## **PRINCIPLES**

People connected to Initiatives of Change believe that change in the world begins with ourselves and that by taking time to listen in quiet, we will have the opportunity to see where we can change, and how that in turn can affect our own community leading to a change in the world. This time for reflection is part of the culture that has been developed in Caux, and is why people return. In 2016 we had people coming to Caux from many areas of conflict including Russia and Ukraine. We, at Caux, want to provide a rare space for honest conversation where change can begin.

The values that we uphold at Caux are those of honesty, kindness, unselfishness – thinking of others before ourselves – service – we come to Caux to serve each other whether we are cooking or preparing rooms or lighting the stage for a performance – and all we do comes from a basis of love and purity of motive.

We don't always succeed but this is what we ask of each other, that we try for our time in Caux, to practice love through tolerance of difference of views, culture, faith or any other area where we may not feel as one.

We try to find the leaders inside ourselves – so that we can learn to be an influence for good in the world and with other people. You may well be asked to lead a team once you are used to how the house works!

## **HOUSE RULES**

We do have some rules in Caux. We don't have any smoking in the house or on the balconies. We don't allow alcohol to be drunk or stored (except for cooking purposes) in the house. As we have representatives of all faiths and cultures in the Caux Palace, we aim to respect others by considering what we wear, what we say and how we behave, and we keep male and female sleeping areas exclusive to those who live there.

Caux is a fantastic place. You will meet more people from different places, viewpoints and cultures than you will meet virtually anywhere else. Meals are communal, please tell us if you have dietary or access needs and we will make special arrangements.

We are here to help you have the best time in Caux and we hope you are successful in your application and we get to meet you in person.

If you have any questions please email [hr@caux.ch](mailto:hr@caux.ch)

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**Training and Volunteer Manager**

**CAUX-IofC Foundation**