



ASIAN YOUTH! WAKE UP!

The glory of the martyrs shines on you.

We have died with Christ, we believe that we shall also live with Him [Rom 6:8]

PRIMER

for the participation of Filipino youth in the 6th ASIAN YOUTH DAY (AYD6)

through the Catholic Bishops' Conference of the Philippines (CBCP)-Episcopal Commission on Youth (ECY)

This PRIMER aims to guide Filipino youth and youth ministers who are interested to join the Philippine Delegation of the CBCP-ECY to the AYD2014. Everyone interested is invited to go through the rest of this primer carefully. It may entail a lot of reading and understanding, but it will surely help each one to be well disposed for this unique gathering!

The Asian Youth Day (AYD) is the coming together of Catholic youths from different Asian countries. This weeklong life experience enables young people to gather in formation programs and plan their future spiritual lives. At the same time, the gathering aims to provide an opportunity for Catholic youths to explore and renew their faith, so that they can share the Gospel with others through the work of justice and peace. The AYD also includes the sharing of faith with other religious groups.

Beginnings

1991 In the World Youth Day (WYD) in Czestochowa, Poland, representatives from over 30 Asian countries attended the 3rd International Youth Forum (IYF), where they expressed their hopes of establishing channels and networks for various kinds of exchanges and organizing activities especially designed for Catholic youths in Asia.

1993 A youth consultation conference was held in Bangkok, Thailand. Participating youth representatives at the conference suggested that a youth working group be formed as a parish-based subsidiary of the Federation of Asian Bishops' Conferences (FABC) in an effort to gather support for youth leaders within the organization and to enhance mutual cooperation and links among youth parish groups from Asian countries.

In this way, the Youth Desk (YD) was officially established in 1994 within the FABC-Office of Laity and Family. Since its opening, the YD has successfully organized a series of activities for Asian youths and youth leaders, including the Asian Youth Gathering (AYG) during the WYD's, the Asian Youth Ministers' Meeting (AYMM) and the AYD.

Source: <http://ayd2014.or.kr/eng/information.php>

AYD2014 Basic Information

General Objectives

To remember the roots of our faith
To re-discover our faith
To walk along with Jesus and the Martyrs as witnesses in today's world

General Program

Days in the Diocese 10-13 August 2014
AYD2014 participants, upon arriving in Korea, will be welcomed by a Korean diocese (except the AYD2014 host-diocese, the Diocese of Daejeon). These days will give the young people the opportunity to share in the life and faith of Korean families and parishes, to participate in spiritual activities, works of solidarity with local communities, as well as cultural events.

AYD2014 13-17 August 2014

The AYD2014 will be held in the Diocese of Daejeon, famous for having the birthplace of the first Korean Catholic priest and martyr, St. Andrew Kim Taegon. Major events will be the Opening Mass, country exhibits, workshops, pilgrimage along the footsteps of the Korean martyrs, and the Closing Mass.

General Registration Procedure

All registration for foreign (Asian) participants should be done through the youth commission or youth ministry office of their respective episcopal conferences.

Organizers

Youth Desk of the Federation of Asian Bishops' Conferences (FABC)-Office of Laity and Family (OLF)
Diocese of Daejeon

The AYD and the Philippines

Since the first AYD in 1999, the Episcopal Commission on Youth has led the official contingent of the Philippines every AYD. It has formed the delegation, prepared the delegates even before leaving for the host-country, and coordinated the participation of the Filipinos in the event.

History

In the past AYD's, the Philippines was able to send the following number of delegates

AYD1999: Hua-Hin, Thailand	64 delegates
AYD2001: Taipei, Taiwan	16 delegates
AYD2003: Bangalore, India	13 delegates
AYD2006: Hong Kong, China	65 delegates

The 5th AYD, held in 2009, was hosted by the Philippines. The CBCP-ECY, together with the FABC-OLF-YD and the Diocese of Imus, organized this. Filipino youth and youth ministers numbering 878 formed the Philippine Delegation to this event.

Involvement of Youth Commissions

The organization of the AYD is highly participatory; the FABC-OLF-Youth Desk involves youth commissions of the Asian episcopal conferences in the planning and implementation of the event. Thus, the CBCP-ECY also serves as link between the AYD organizers and the Philippine Delegation in terms of sharing of tasks.

Philippine Delegation to the AYD2014

The Philippine Delegation will be composed of young people coming from ecclesiastical territories and member-organizations of the Federation of National Youth Organizations (FNYO) comprising the primary youth ministry structure of the CBCP.

The ECY Chairman and his Executive Secretary head the Delegation. A team of youth ministers will assist so that accompaniment and community life are promoted, and where both the pastoral and practical aspects of the event are addressed in an operative way.

TIMELINE for the Philippine Delegation to the AYD6

08 Jan 2014

+ Sending out of Invitation and Primer to all the ecclesiastical territories and FNYO
+ Selection at the level of the ecclesiastical territory/organization
+ Start: Individual Application to the ECY (including Submission of Requirements)

14 Mar 2014

+ End: Individual Application to the ECY
+ Start: Local and/or Individual Preparations for Accepted Delegates

19 Mar 2014

+ Allocation of Extra Slots
+ Start: Individual Application for Extra Slots (including Submission of Requirements), if still available

11 Apr 2014

End: Individual Application for Extra Slots

29 Apr 2014

Deadline: Submission of Financial Requirements

02 Jul 2014

Visa Application

May-Jul 2014

Individual and Local Preparations

07-08 Aug 2014

Delegation Preparatory Session

09/10 Aug 2014

Departure for Korea

10-13 Aug 2014

Days in the Diocese

13-17 Aug 2014

6th ASIAN YOUTH DAY 2014

17 Aug 2014

Delegation Re-Entry Session

18-20 Aug 2014

6th Asian Youth Ministers' Meeting (AYMM) 2014

17/18 Aug 2014

Return to Manila

(date may change depending on the itinerary of each delegate)

Itinerary and Travel Arrangements

Delegates must follow a common itinerary, i.e. choice of airline/carrier, schedule of departure from the Philippines, arrival in Korea, AYD2014 activities, and accommodations.

Everyone shall have the same travel arrangements and schedule of departure from the Philippines and arrival in Korea. The Delegation will coordinate with a sole travel agency, which will act as its official Travel Coordinator.

No pre-AYD2014 itinerary will be allowed other than the Days in the Diocese on 10-13 August 2014.

Individual itineraries after the AYD2014 will be allowed. A delegate who has a post-AYD2014 itinerary must fully disclose with the ECY his/her plans, including addresses and contact persons in South Korea. Since this is a personal endeavor, delegates will be responsible for their accommodations, transportation and other particulars from the end of the AYD2014 until their arrival back to their origins in the Philippines, which should be within the validity of the visa issued.

IMPORTANT: Allocated Slots for the Philippines

Unlike the WYD where the invitation is open and no limits are set as regards registration, the AYD allocates a certain number of slots per youth commission of an episcopal conference in the FABC. For the AYD2014, the Philippines was granted 100 slots for its delegates.

Using the Allocated Slots

Registration for Filipinos to the AYD2014 will be through the CBCP-Episcopal Commission on Youth, which will use for the 100 allocated slots the following process that will start on 08 January 2014 and end on 14 March 2014 (Friday):

- 1) Each diocese and FNYO-member organization is invited to be represented in the AYD2014. One (1) slot is allotted for the diocese/organization.
- 2) The Local Ordinary is invited to send a maximum of three (3) individual applications, which he/she should accordingly mark as 1st, 2nd and 3rd Priority. He may commission his diocesan youth ministry office to manage the selection of their candidate-representative/s and to assign a contact person accordingly.

The National President of an FNYO-member organization is asked to do similarly.

- 3) Only one (1) slot per diocese/youth organization will be initially accepted. This will be given to the individual application marked as 1st Priority after it passes the screening by the ECY*. The other two (2) will also be screened and, if they pass, given reserved slots, confirmation of which is subject to availability of slots by 14 March 2014.

** All applications will be screened in order to ascertain that each applicant meets qualifications set by the AYD2014 Organizers and the ECY.*

- 4) The ECY will confirm within 10 working days after it has received applications with complete requirements whether an individual application is accepted or not.

If there are still available slots after 14 March 2014, the ECY will distribute these slots following the first-come, first-served principle to those marked 2nd and 3rd Priority. The ECY will publish a final list by 19 March 2014 (Wednesday).

Should there be more slots available, the ECY shall extend the application until 11 April 2014.

During this application period, interested applicants will be referred to their respective dioceses / FNYO-member organizations.

Criteria for a Delegate*

- Active in a youth ministry setting of his/her diocese / FNYO-member organization, e.g. in the parish, at the diocesan level, in the organization or religious community, or in school/campus
- Possesses a clear intention to join the AYD2014
- Agrees to and will follow all arrangements made by the ECY for its Delegation
- Has fully read and understood this AYD2014 Primer before lodging his/her application to the ECY
- Endorsed by his/her bishop (if representing a diocese), or by his/her national president or director or equivalent (if representing a member-organization of the FNYO)
- Agrees to attend two mandatory events for the Delegation: the Preparatory and Re-Entry Sessions
- Between 18-39 years of age by August 2014; single

** Preference will be given to lay young people.*

Application Procedure

- 1 Read and understand this AYD2014 Primer.
- 2 Coordinate one's application with one's Bishop or National President, through the diocesan youth ministry office or national office of one's FNYO-member organization, and abide by the selection process, if any, implemented therein.
- 3 When selected as the representative of one's diocese/organization, submit complete* application requirements (*refer to List of Requirements for Application*).

* *Incomplete requirements submitted will not be honored and may be a reason for non-qualification.*

List of Requirements for Application

- APP** Application Form, fully and legibly accomplished, keeping in mind that it is a legal document, *original and 1 photocopy*
- LOE** Letter of Endorsement from Youth Ministry Office stating applicant's involvement in a youth ministry setting of his/her diocese / FNYO member organization, e.g. in a parish, at the diocesan level, in the organization or religious community, or in school/campus; signed by the Diocesan Youth Director addressed to the Local Ordinary (if from a diocese) or unit or chapter head addressed to his/her national chaplain or president (if from a member organization of the FNYO), *2 photocopies*
- LOF** Final Endorsement from the Local Ordinary (if from a diocese), or national chaplain or president (if from a member organization of the FNYO) addressed to:
- Most Rev. LEOPOLDO JAUCIAN, SVD, DD
Chairman, Episcopal Commission on Youth
Catholic Bishops' Conference of the
Philippines
470 Gen. Luna St.
1002 Intramuros, Manila
- original and 1 photocopy*

Important: A letter of endorsement, i.e. LOE and LOF, confirms a person's integrity and supports his/her application as a Philippine delegate to the AYD2014. Therefore, it should describe the person's qualities, his/her ministry involvement, and

other relevant information. It is not a pro-forma, fill-in-the-blanks type of document.

ERP Document/s to establish return to the Philippines, *original and 1 photocopy*

If a student: Certificate of enrollment

If employed: Certificate of employment to indicate compensation and length of stay in the company; it should also have a valid landline number.

If self-employed: Official business registration and business permit, and other similar proofs that the business still exists

If a member of the diocesan clergy: Copy of the Appointment Letter signed by the Local Ordinary

If a religious: Certification of membership to the religious community signed by the Provincial Superior

If a lay youth minister: Certification as a youth minister, stating youth ministry involvement and signed by the Local Ordinary or the diocesan administrator

FIN1 Proof of access to sufficient funds to support the trip to Korea and participation in the AYD2014, as well as other costs for the duration of stay in Korea, by submitting the following two required document/s:

Individual ITR or Form 2316 for the year 2013, *original and 1 photocopy*

Bank Certificate for personal savings/current account, time deposit, etc., must be recently issued, contains the amount and indicates when the account was opened, *original and 1 photocopy*

In addition, applicant may also submit, whichever is/are applicable:

Treasury bonds, *2 authenticated true copies*

Business Registration from SEC or DTI, *2 authenticated true copies*

Business Permit or Mayor's Permit, *2 authenticated true copies*

If an applicant's parents will pay for the trip, birth certificate of the applicant, *original and 1 photocopy*, and his/her parents' financial documents

(employment certificate, bank certificate), 2 photocopies

If the trip will be through individual sponsorship: Sponsor's certificate of sponsorship, together with his/her proof/s of financial capacity to shoulder the travel expenses, similar to those stated above.

If the trip will be supported through fund-raising and other similar activities: Certification from the institution undertaking the project, e.g. from the parish, school, or organization

PBP copy of valid passport's biopage, last page, and all stamped pages of current passport; copy of valid visa/s in expired passports, if available, 2 photocopies

Validity must be until March 2015 or beyond. The passport used in applying as an AYD2014 delegate must be the same passport to be presented to the Embassy of the Republic of Korea should applicant be accepted.

PIC Passport-size picture, 4 copies of the same picture

White plain background
Recently taken by a professional photographer (not scanned)
Including the head and shoulders only
Printed on photo paper
Back portion of which contains the applicant's full name

OTH1 Other documents as requested by the ECY

These documents are required by the ECY to assess each application. Once submitted to the ECY, these documents become official property of the ECY and cannot be retrieved by the applicant.

Documents may be submitted personally to the ECY office, or sent through courier.

4 Send the application fee* through bank-to-bank transfer using the following details:

Account Name: EPISCOPAL COMMISSION ON YOUTH
Name of Bank: Philippine National Bank (Intramuros Branch)
Account No.: 101-7863000-17

** The application fee of P500.00 is non-refundable and non-transferable. It will cover administrative*

expenses, i.e. communication, office supplies, volunteers' allowance, etc. Payment of the application fee completes the application process. Applications not supported with proof of payment of the application fee will not be processed.

A copy of the bank-validated slip must be sent to fax number (02) 5279566 or emailed to ayd@cbcp-ecy.ph, with subject "AYD2014 APP FEE" and full name of applicant and his/her origin (diocese/FNYO member organization).

Application fees may also be made through checks, payable to the EPISCOPAL COMMISSION ON YOUTH.

Screening

Application for membership to the AYD2014 Philippine Delegation does not confer on the applicant automatic membership to the Group. The ECY shall screen each application to determine if the applicant qualifies to be a member of the Philippine Delegation to the AYD2014.

Screening is done initially based on the merits of the documents presented by the applicant. When the documents are not enough for the ECY to reach a decision, the applicant will be requested to come for a personal screening*, which will be held on a Friday at the ECY office. Depending on the number of applicants to be screened, this may also be held in the Visayas and Mindanao.

** The schedule of the personal screening will be announced, and will be sent by email to concerned applicants.*

As part of the process, the ECY will validate submitted documents for consistency and authenticity.

Application Results

The applicant is informed of the result of his/her application through a written notification within 10 working days after his/her application is lodged with and received by the ECY. A copy of the results will be shared with his/her Bishop (if from a diocese) or National Chaplain/President (if from a member organization of the FNYO).

Registration Procedure for Accepted Delegates

An accepted delegate should undertake the following steps:

1 Arrange itinerary with the ECY. The ECY, in turn, will coordinate travel arrangements with the Travel Coordinator.

2 Prepare the following additional documents*:

LOI Letter of Intent, pro-forma, with Guarantee of Return signed by a person nearest of kin; duly notarized, *original and 1 photocopy*

VIS Korean visa application form, fully and properly accomplished as required by the embassy: do not leave any item blank, and write "not applicable" where appropriate, *original and 1 photocopy*

PAS Passport: current; to include old passports that have valid visa/s, stapled together, without cover jackets, *original*

GLA Grant of Leave of Absence from school or work, *original and 1 photocopy*

TIA Travel Insurance Application Form, fully and properly accomplished, *original and 1 photocopy*

FIN2 Financial Documents, updated, *original and 1 photocopy*

TIF Travel Itinerary Form, *original and 1 photocopy*

OTH2 Other documents applicable or as required by the Embassy of the Republic of Korea, *original and 1 photocopy*

** These additional documents are part of the normal requirements for visa application of the Embassy of the Republic of Korea. Once submitted to the ECY, these become official property of the ECY. It is important that you provide complete details as required by these documents.*

3 Prepare AYD2014 Financial Requirements

AYD2014 Registration Fee US\$ 150.00

Each AYD2014 participant from the Philippines has to submit US\$ 150.00 to the AYD2014 Organizers; this amount will cover the AYD2014 Kit as well as provisions for simple accommodations, transportation and food during the AYD2014.

Preparatory Session Fee 80.00

Inclusive of 1-night simple accommodations; meals, starting from morning snacks of 07 August 2014 until afternoon snacks of 08 August 2014 only; session materials; and 2 official delegation t-shirts

Travel Insurance 18.00

Local Registration Fee* 50.00

To cover cost of documentation and lodging of visa application, administrative expenses, communication, bank charges, etc.; non-refundable; non-transferable

Total Registration Fee US\$ 298.00

** The ECY and its Secretariat operate within a limited budget that supports their various youth ministry projects. While the ECY commits to giving full assistance to Filipino youth who desire to join international events such as the AYD, its budget cannot cover the administrative expenses that these endeavors entail. The ECY then seeks the understanding of all interested individuals on why local registration fees and general administrative costs are required.*

Why in US dollars? *The office will accept payment of AYD2014 Financial Requirements in US dollars not only because it is stable and widely used in the Philippines as second currency, but also because payment to the AYD2014 Organizers will be made in US dollars.*

4 Submit the above listed documents together with the AYD2014 Financial Requirements directly to the ECY within 30 days after the date the application results are communicated, but not later than **25 April 2014**.

Documents may again be sent through courier.

Payment of the AYD2014 Financial Requirements (in US dollars) may be made directly at the ECY office or sent through bank-to-bank transfers:

Account Name: EPISCOPAL COMMISSION
ON YOUTH
Name of Bank: Philippine National Bank
(Intramuros Branch)
Account No.: 101786300025 (US dollar
payments)

A copy of the bank-validated slip must be sent to fax number (02) 5279566 or emailed to <ayd@cbcp-ecy.ph>, with title "AYD2014 FIN REQ" and full name of delegate.

Completion of Step 4 by an applicant will enable the ECY to lodge his/her AYD2014 registration with the AYD2014 Organizers.

5 Apply for a Korean Visa

The ECY will initially lodge the visa application of the delegate. The delegate must be ready when called for a personal assessment by the Embassy of the Republic of Korea.

Alterations to the Purpose of the Visa

Once a visa has been issued, the purpose of the visa cannot be altered. Even with a visa, immigration authorities at the port of entry have the right to deny a person entry to Korea.

Denied Visas

The ECY shall respect the initial decision of the Embassy of the Republic of Korea against a visa application. In principle, the Korean Embassy does not accept appeals for reconsideration for a period of three months.

Passports for Safekeeping

The ECY shall safekeep passports with Korean visas for the AYD2014, and will release them only during the AYD2014 Preparatory Session. A pilgrim requesting for early release of his/her passport must submit a letter of request. Only for a valid reason/s stated in writing will the passport with visa be issued prior to the Preparatory Session.

6 Finalize travel arrangements

The ECY Secretariat will book all the Philippine delegates on the same flight going to Korea through the ECY-designated Travel Coordinator. On his/her part, the delegate should inform the ECY Secretariat about his/her date of return.

The delegate is advised not to make final travel arrangements (i.e. pay the airfare in full, etc.) until his/her visa application is approved.

The ECY Secretariat will provide the service of receiving payments for the airfare, so that the delegate can minimize on fees for bank-to-bank transfers.

Airfares for a Manila-Korea (Incheon)-Manila trip are estimated to be in the range of US\$500 (inclusive of taxes). These are not included in the list of AYD2014 Financial Requirements.

7 Undertake Local Preparations

Delegates are strongly encouraged to make their own personal preparations for their participation in this Asian faith encounter. Getting familiar with the culture and context of our Asian brothers and sisters would be very important. Furthermore, a disposition of respect, openness and joy is essential as they embark in this journey.

The ECY will prepare preparatory modules which pilgrims, individually, may use to help themselves prepare for the AYD2014.

8 Attend the AYD2014 Preparatory Session

This is an important requirement for all delegates. The ECY believes that for the AYD2014 to be truly meaningful and grace-filled, its pilgrims must be prepared well, and a sense of community be established among them.

The AYD2014 Preparatory Session will involve a holistic approach that includes the spiritual as well as the practical aspects of the preparation. It will use the preparatory modules created by the AYD2014 Organizers.

Each delegate is required to attend the session, which will begin at 9:00 AM of 07 August 2014 and end at 6:00 PM of 08 August 2014.

Travel documents, i.e. passport with visa, airline ticket, Travel Insurance Certificate and AYD2014 Participation Certificate, will be issued during this Preparatory Session.

Policy for Cancellation of Registration

There are two ways by which a registration to the AYD2014 may be cancelled:

1. Cancellation by the delegate, for valid and acceptable reason/s

He/She must properly inform the ECY through a written notification, stating the reason/s for the cancellation. This letter must be signed by the delegate him/herself. Date of cancellation is the same as the date of receipt of notification by the ECY office.

2. Cancellation by the ECY, if it has strongly established that a person is not qualified to be a delegate

The ECY keeps the right to cancel an approved application at any time a situation necessitates, and reserves the right not to disclose reasons/basis for acceptance or non-acceptance of an application, or for cancellation of registration. The delegate will be properly notified in writing. Date of cancellation is the same as the date of receipt of notification.

Policy for Refunds

The ECY shall issue refunds when a registration is cancelled. Certain percentages will be deducted, depending on the time of cancellation and following this scheme:

Cancellation Date	Deductions
Before 15 Jun 2014	No deductions
15-30 Jun 2014	Preparatory Session Fee: 100%
01-15 Jul 2014	Preparatory Session Fee: 100% Registration Fee: 10%
16 Jul 2014 onwards	Preparatory Session Fee: 100% Registration Fee: 50%

The ECY Secretariat shall issue refunds only within this period after the AYD2014: from 25 August to 12 September 2014 only.

This policy does not cover airfare payments.

Thank you for your kind attention!

Please be informed that data contained here is subject to change without prior notice.



For particulars, please contact

ECY SECRETARIAT

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