



## **EVS CHARTER**

The EVS charter describes the role of EVS organisations acting as sending, receiving or coordinating organisation and defines the main principles of EVS and the minimum quality standards that must be respected within an EVS Activity. Here is a suggestion on how the roles and tasks of organisations involved in EVS could be shared (in some cases these roles must be compulsorily performed by a given organisation).

### **COORDINATING ORGANISATION:**

- submits the application and bears the financial and administrative responsibility for the entire project towards the National Agency or the Executive Agency;
- coordinates the project in cooperation with all sending and receiving organisations;
- distributes the EVS grant between all sending and receiving organisations;
- ensures that the volunteer(s) receive(s) the EVS Info Kit and attend(s) the full EVS Training and Evaluation Cycle;
- provides support to the volunteer(s) it places in the receiving organisation(s);
- carries out all or some of the administrative tasks of the sending or receiving organisation(s) involved in the project;
- ensures, with the sending and receiving organisations, that each volunteer is in possession of the European Health Insurance Card (if applicable) and is covered by the obligatory EVS Insurance plan foreseen in the Erasmus+ Programme;
- arranges, with the sending and receiving organisations, a visa for the volunteer(s) who needs it. The National/Executive Agencies can issue visa support letters, if needed;
- provides support for the learning/Youthpass process. Completes, with the sending and receiving organisations and the volunteer, and issues, a Youthpass Certificate for those volunteers who want to receive it at the end of their EVS.

## **SENDING ORGANISATION:**

### Preparation

- helps the volunteer(s) to find and contact a receiving organisation;
- provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training Guidelines and Minimum Quality Standards of the European Commission;
- ensures, in cooperation with the receiving organisation, that the volunteer receives support in carrying out language preparation (if applicable, support to carry out the online language course and assessments provided by the Commission);
- ensures the participation of the volunteer(s) in the pre-departure session, if organised by the National Agency or SALTO.

### Contact during the voluntary activity

- keeps in contact with the volunteer(s) and with the receiving organisation(s) during the project.

### Upon volunteer's return

- provides support to volunteer(s) to help reintegrate them into their home community;
- gives volunteers the opportunity to exchange and share experiences and learning outcomes;
- encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes;
- provides guidance regarding further education, training or employment opportunities;
- ensures the participation of the volunteers in the annual EVS event organised by the National Agency in their country.

## **RECEIVING ORGANISATION:**

### Mentor

- identifies a mentor who is responsible for providing to the volunteer(s):
  - personal support,
  - support to carry out the online language course and assessments provided by the Commission (if applicable)
  - support to carry out a self-reflection on the learning outcomes of the EVS activity (through the use of Youthpass).

### Task-related support

- offers supervision and guidance to the volunteer(s) through experienced staff.

## Personal support

- provides personal support and support during the learning/Youthpass process to volunteer(s);
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;
- encourages contact with other EVS volunteers whenever possible.

## EVS training and evaluation cycle and language support

- ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation organised by the NA or SALTO;
- arranges language learning opportunities and support to volunteers undertaking language courses.

## Principles of EVS

- ensuring universal accessibility to EVS: receiving organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s);
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated;
- identifying clear learning opportunities for the volunteer(s).

## Accommodation and food

- providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s).

## Local transport

- ensures that means of local transport are available for the volunteer(s).

## Allowance

- gives the due allowance to the volunteer(s) on a weekly or monthly basis.