



Education and Culture DG

'Youth in Action' Programme

# WHAT TO EXPECT FROM EVS

Youth in Action Programme

## INFO KIT

**Part 1**

May 2011



## Introduction

This document is intended for volunteers and promoters involved in EVS. It gives clear information to volunteers and promoters about what can be expected in general terms before, during and after the service period. The document also supports the efforts of promoters, agencies and the European Commission in the area of risk prevention for EVS volunteers. Each volunteer carries with her/him ideas, expectations, needs and habits that deserve to find a respectful and trustful hosting environment, receptive of individual specificities. At the same time, Sending, Host and Coordinating Organisations often devote a great deal of time, energy and resources to set up an EVS project; they can therefore expect that the volunteer shows a similar level of respect for and trust in their commitment to develop activities in their local community.

The main objective of this text is therefore to clarify the role each project partner (including volunteers) should take in jointly creating a 'good' environment for an EVS project.

'What to expect from EVS' provides guidelines on particular aspects of EVS project implementation. These guidelines take into account the great variety of project partners, project formats and fields of service, and they need to be adapted to the very specific environment of each project. The guidelines complement the information given in the Youth in Action Programme Guide<sup>1</sup> and they form part of the Info-Kit to be given to all volunteers before they leave.

It is strongly recommended that potential volunteers read this document before agreeing to take part in an EVS project.

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<sup>1</sup> In case of inconsistency between the two documents, the information given in the Programme Guide will prevail.

# What to expect from EVS

## 1. Information and communication

The volunteer has to be informed about the Youth in Action Programme — its philosophy, aims, priorities and procedures — and how EVS projects are carried out.

Prior to her/his departure, the volunteer must receive clear information about the EVS project, in particular about the tasks to be performed, accommodation, training and support. If the host placement is located in a live-in community, the volunteer must be informed about the rules and conditions that apply in such a community and which relate to her/him.

Prior to her/his departure, the volunteer is responsible for informing the promoters about any circumstances that may influence her/his capability to carry out certain tasks and about any individual special needs. If necessary, she/he should provide accurate information about health-related issues.

The volunteer must inform the Coordinating, Sending and Host Organisation about the exact dates of her/his departure and arrival. This information should be provided well in advance before the start of the service.

## 2. Financial and administrative rules

The volunteer must read, agree on and sign the EVS Agreement together with the Coordinating, Sending and Host Organisation. The volunteer must also read the grant application approved by the National/Executive Agency for her/his project.

Each partner (including the volunteer) is responsible for respecting the project details as set out in the EVS Agreement.

Participation in EVS is free of charge for the volunteer. Except for a possible contribution of up to 10% of her/his travel costs, the volunteer must not be charged, either fully or partially, directly or indirectly, for taking part in an EVS project. This implies that the volunteer is entitled to one return travel ticket between the sending country and the host country, and to insurance, food (meals or food money should be provided also on free days and during holiday periods) and local transport.

During the entire volunteering period, including while on vacation, the volunteer is also entitled to a monthly or weekly allowance (pocket money). The amounts are as stated in the Programme Guide.

The pocket money must not be aimed at covering costs related to the implementation of the project (for example local transport or food).

The volunteer has to be covered, throughout the voluntary service period, by the obligatory EVS group insurance plan set up by the European Commission. The volunteer must read carefully the insurance-related information contained in the EVS Info-Kit.

The volunteer can request and must receive help from the promoters in obtaining a visa, if so required by the legislation of the host country. If asked to do so in due time, the National/Executive Agency or SALTO can also issue letters supporting the volunteer's visa application.

The volunteer is entitled to receive a Youthpass certificate, attesting her/his participation in EVS and the experience and skills she/he has acquired during the period of service (more info at [www.youthpass.eu](http://www.youthpass.eu)).

Upon her/his return, the volunteer must fill in the relevant parts of the project's final report form.

### **3. Positive attitudes in EVS**

The volunteer should take an active role in setting up her/his EVS project together with the promoters, and this should be encouraged by the Sending, Host and Coordinating Organisation.

The volunteer must respect the rules and the organisational structure of the Host Organisation. The volunteer must also abide by the laws in force in the host country.

The volunteer must keep the Host Organisation informed about her/his whereabouts during the period of service.

While abroad, the volunteer should give the Sending Organisation regular feedback on her/his experience and must evaluate the overall project with the Sending Organisation upon her/his return.

### **4. Practical arrangements**

The Host Organisation must take care of the practical arrangements in order to support and guide the volunteer from the moment of his/her arrival in the host country.

The volunteer is entitled to free board and lodging. Her/his accommodation must remain available for her/him throughout the entire service period, including holidays.

The Host/Coordinating Organisation must ensure that the volunteer can live in safe and clean accommodation and can eat sufficient and healthy food.

The volunteer must take good care of the accommodation that has been provided for her/him.

The volunteer is entitled to two consecutive free days per week (unless arranged differently in mutual agreement between the volunteer and the promoter and explicitly stated in the EVS Agreement) and two days of holiday per month. Vacation periods and weekly rest days have to be agreed between the Host Organisation and the volunteer.

### **5. Support, training and meetings**

Prior to departure, the volunteer must receive the EVS Info-Kit and be adequately prepared by the Sending/Coordinating Organisation for the stay abroad, according to

her/his needs and in line with the *EVS Training and Evaluation Cycle guidelines and minimum quality standards*.

Upon arrival in the host country the volunteer has the right and obligation to take part in an *on-arrival training session*. Volunteers whose period of service lasts six months or more also have the right and obligation to take part in a *mid-term evaluation session*.

The volunteer should receive appropriate task-related support and guidance to enable her/him to carry out the agreed tasks.

The Host/Coordinating Organisation must provide language training, free of charge for the volunteer. The training can be formal or informal and the format, duration and frequency will depend on the needs of the volunteer, her/his project tasks and the resources available to the organisation.

For personal support, the volunteer has a mentor with whom she/he will have regular meetings throughout the service period. The mentor must be appointed by the Host Organisation, and must not be the volunteer's supervisor or be otherwise directly involved in the volunteer's daily activities. The mentor should help the volunteer to get integrated within the organisation, the project and the local community. The mentor should help the volunteer with administrative issues, if necessary.

The volunteer must accept the role of the mentor as the person responsible for her/his well-being and must attend the regular meetings organised by the mentor.

At the end of the project, the volunteer should receive help from the Sending Organisation in evaluating the participation in EVS so as to gain the maximum benefit from her/his experience. If asked for, the volunteer should also get help in re-adjusting to life in her/his home country and for guidance in personal projects.

After completing her/his period of service, the volunteer should take part in the *Annual EVS Event* organised by the National Agency.

The volunteer can also contact the relevant National Agencies or the Executive Agency<sup>2</sup> asking for any kind of advice and support (on accreditation, insurance, visa support, crisis management, etc.).

## **6. Volunteer's tasks**

The volunteering conditions must respect the volunteer's personal health, safety and dignity, and be in line with the national laws of the host country.

EVS must be full-time service for the volunteer. Her/his project activities (including language and other training activities relating to the project) should take up at least 30 and not more than 38 hours per week.

The volunteer must not carry out routine tasks that would normally be carried out by paid employees.

The volunteer must not carry out high-responsibility tasks alone or unsupervised.

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<sup>2</sup> For contact details to National Agencies and the Executive Agency please consult [http://ec.europa.eu/youth/youth/doc152\\_en.htm](http://ec.europa.eu/youth/youth/doc152_en.htm).

The volunteer must not be solely responsible for the individual care of vulnerable persons (babies or children; ill, elderly or disabled people, etc.) on a day-to-day basis.

The volunteer must not teach or provide teaching assistance as part of formal education.

The volunteer should be encouraged to use her/his own ideas, creativity and experience to develop his/her own projects or activities relating to the work of the Host Organisation.

Any changes in the project and in the volunteer's tasks, areas of responsibility, support and training must remain in line with the general set-up of the agreed and approved project and must be agreed between the volunteer and the Host Organisation.

## **7. Risk and conflict management**

The volunteer must not act in any way that could put others or her/himself at risk of being injured.

If a conflict situation arises, the volunteer may ask her/his mentor to facilitate communication between the volunteer and the local environment or Host Organisation. The mentor should be able to provide an independent and objective evaluation of the situation.

If conflict arises between the volunteer and the mentor, the volunteer can ask to get another person appointed as her/his mentor.

In the event of a conflict situation, the volunteer should be supported and must cooperate actively with the Coordinating, Sending and Host Organisations to avoid communication problems.

If a serious incident occurs, the volunteer can expect the mentor to establish and maintain appropriate contact with the Sending Organisation, her/his next of kin (if required or requested) and the insurance company, if necessary.

In the event of a serious incident or conflict situation that cannot be resolved in other ways, the volunteer can leave the project. This, however, should always be the last resort and should be agreed with the National/Executive Agency.