

WELCOME TO GAZIANTEP TRAINING AND YOUTH ASSOCIATION (GEGED)



Accreditation Number: 2014-1-TR01-KA110-008458

PIC: 94822919

DEAR APPLICANT,

We are looking forward to meet you at GEGED! We hope that this infopack will contribute to increase your understanding of our EVS vacancy and that it will give you useful information about our association and the environment we offer to our volunteers.

What is voluntary work?

The basic idea of volunteering is that working without a salary can be rewarding and meaningful. Instead of monetary compensation, volunteers will receive an intercultural learning experience. Work done by volunteers is important and valuable – work which probably otherwise would be left undone. The aim of volunteering is to create grass-root level contacts and understanding among people belonging to different cultures and religions. The principle of the work is the pursuit of justice and responsibility at individual as well as international level.

GEGED voluntary work place must be a non-profit community or an organisation able to offer meaningful activities and guidance to volunteers. Voluntary work places are, for example, day care centres, refugees education centres, solidarity organisations, streets, parks, schools, civic organisations and workshops for people with special needs, cultural centres, youth centres, ecocentres, etc. New communities are warmly welcome to join in our network.

Besides an extra pair of hands, the volunteer brings stimulation and fresh views to the everyday working life of the volunteer work community. Both the volunteer and the work community have a great chance for intercultural learning and language exercise GEGED volunteers have given many disadvantaged people a chance to experience international contacts which otherwise would not have been possible.



European Voluntary Service EVS

European Voluntary Service (EVS) is carried out and financed by the European Union in the framework of the Erasmus+ programme. The EVS voluntary work program is meant for 18 to 30 year olds who live permanently in one of the Erasmus+ programme countries or partner countries.

GEGED receives EVS volunteers for **periods of 1-2 months** and it applies for EVS project funding from [Turkish National Agency](#). We host volunteers in whole year, all seasons.

Reasonable travelling expenses (based on travel distance) to Gaziantep and back to the home country are covered for the volunteer from the Erasmus+ funding. In some cases the volunteer might have to pay a small part of these costs.

Also the following costs are covered for the participant from the Erasmus+ funding: an insurance, travel costs to work, support for language learning and a monthly pocket money calculated day X 3€ of actual duration in project. The accommodation is provided by GEGED. 300 Turkish Lira Food Money is also provided by GEGED.

[Youth Portal.](#)



ABOUT YOU

We are looking for volunteers who are ready to travel to Gaziantep city in Turkey to help us in our voluntary Works in field of disadvantaged youth and childrens education, socilazation and development. Right now there are thousands of Syrian and Local kids teenagers and youth around who need a lot of assistance in these fields. Your hands will empower us and we will reach more kids and organise more events to provide them learning and developing opportunities. If you are between 17-30 years old and motivated to join our family you are welcome. We are not looking for experts or professionals, your graduation, department, language level is not a barrier for us to join. But your interest, motivation and smiling face, readines to be in a big international team are very important for us.



How to become an EVS volunteer?

- ✦ Please send your CV and Motivation Letter to eycb.info@gmail.com until 18th February 2018.

Gaziantep

Gaziantep is one of the modern provinces of South-Eastern Anatolian Region and also one of the oldest of Hittite origin. Being the center of pistachio nut cultivation in Turkey and with its extensive olive groves and vineyards, Gaziantep is one of the important and industrial centers of Turkey.

The old city known as Aintap is located 12 kilometers to the north of the present city, on the upper slopes of Nizip Hill. The area was continuously inhabited starting from the Paleolithic age and witnessed the domination of such powers as the Assyrians, Persians, Romans, the Byzantines, Abbasid and the Seljuk Turks. The times of ascend for the Ottoman Empire meant the same for the city. There are many mosques, inns, baths and medresse built during this time.

Original builders of Gaziantep Fortress are not known. The fortress was restored by the Byzantine in the 6th century. The fortress was later saw restoration again in 1481 during the time of Kayitbay, the Egyptian Sultan, and in 1557 during the Ottoman Emperor Suleyman the Magnificent. The fortress was supplemented by watchtowers, mosques and small palaces. There are 36 watchtowers in walls which have a circular shape for 1,200 meters. Mehmet Gazali Tomb, a mosque and a bath exist in the fortress. It is believed there are galleries and paths leading to the river under the fortress. The fortress was an important rampart in resistance against the French during the War of Liberation in 1921.



Hasan Suzer Ethnography Museum building in Hanifioglu street remaining from the early 20th century was restored and transferred to the Ministry of Culture by a businessmen named Hasan Suzer. The museum simulates the old style of life by decorating its rooms with traditional furniture and by using models. The museum also includes various weapons, documents, instruments used in the defense of the city as well as the photographs of local resistance heroes.

Yesemek Open Air Museum is near Islahiye District, in the village known by the same name. It is the largest open air sculpture workshop in the Near East. It is a sculpturing school, reflecting all stages from the extraction of stones from the quarry to preliminary carving and to the final work. Investigations in the area reveal that the site was functional around 1375-1335 BC when the area was taken by the Hittites and the Hittite King Suppiluluma started to employ Hurris, the native people of the area in quarries. Excavations unearthed a rich collection consisting of sphinx and sculptures of lions, mountain gods and various architectural pieces. In the past, relieves prepared here were sent to such centers as Islahiye, Zincirli and Sakcagozu for final works and completion. The Yesemek Tumulus is located 2 kilometers to the west of the village. It is believed that it was a settlement inhabited by masters working here during the late Bronze Age and the time of the Romans.

Rumkale settlement is located at the point where Merziman brook joins the Euphrates (Firat) river. It is estimated that the settlement dates back to 840 BC and was built by the Hittites. Rumkale later lived under the domination of the Assyrians, Medians, Persians, Romans and the Arabs. It is said that St. John, one of the 12 apostles of Jesus, tried to spread Christianity in the region by using this settlement as a base. Rumkale is the largest of all fortresses in the area and it has many other remains dating back to various periods in history.

Karkamis district of Gaziantep used to be an important center of the east in the Antiquity (then known as Cerablus). The town is located on the Syrian border, the citadel and the inner town on the west side remaining in Turkey, and the outer fortress and town remaining in Syria.

Being an important centre of arts and culture in the past, Karkamis is the setting where the Legend of Gilgamesh took place. Many valuable pieces of art originating from this town is exhibited in museums around the world. At present, one can observe the remains of antic city walls, the temple and Hilani style houses. The temples of Hittite gods Tesup and Hilani maintain their striking features.

The remains of the old city of Belkis (Zeugma) are located in Kavunlu village 10 kilometers away from Nizip district. These remains appear as a tumulus type high acropolis dating back to the Hellenistic, Roman and Byzantine times. The old city is among those which issued coin on their name. Recent excavations revealed a room which is believed to be a part of an old Roman

House as well as a mosaic belonging to Dionysos. Sculptures obtained from these ruins were exhibited at the Belkis/Zeusma part of Gaziantep Museum. But on June 2005, 2nd largest mosaic museum in the world (1st was the one in Bardo/Tunis) was opened in Gaziantep displaying many pieces of unearthed mosaics and Mars statue

from Zeugma. Until this one opened, the mosaics museum in Hatay (Antioch) was the most important one in Turkey. In 2011 Zeugma museum became the largest ancient mosaics indoor museum in the world with other pieces added to the collection.

Dulluk which is close to the city center is ideal for those who would like to rest in a natural setting amidst forest and has camping facilities.

Houses of Gaziantep mostly found in the central town and Sahinbey are the finest specimens of a rich cultural heritage. They have traditional architectural features peculiar to Southeastern Anatolia, Mesopotamia and Syria. The finest examples of the old city fabric can be seen in the area around Hidir and Harap Mescit streets. Built in conformity with the climate of the area, the houses of Gaziantep are adjacent to each other along the narrow streets of the old city. These stone built houses surrounded by walls have their inner yards, smooth roofs with dead basements. Doors and window cases present some fine examples of woodwork.

Gaziantep is famous for its three regional specialties: 1) The copper-ware products. 2) The delicious lahmacun (a kind of pizza in Turkish Cuisine). 3) Sweet pastry baklava, which Gaziantep makes the best in the world.

The Gaziantep kitchen has a special influence on the Turkish cuisine with its immensely rich flavor. In addition to dishes which date back to the Oguz Turks, there is the influence of Aleppo. Its rich kind of soups, rice meals, kebabs, meatballs, etc. Are among the most favorite. Local desserts include baklava, kunefe, burmalı kadayif, sâri burma, mashed pistachio and milk fat.



In December 2015, 47 cities from 33 countries around the world joined the UNESCO's "Creative Cities Network". These cities are selected based on seven creative fields: Crafts and Folk Art, Design, Film, Gastronomy, Literature, Media Arts and Music. The province of Gaziantep has become one of them in the field of "Gastronomy".

Inns are the symbols of the past economic and commercial richness of Gaziantep. They are still functional today as trade centers. These include Sira Hani, Kumrulu Han, Yeni Han, Kurkcu Hani, AnadoluHani, Incioglu Hani, Tuz Hani and Hacı Omer Hani.

There are two bazaars which could survive to our day and are still used. One of them, Zincirli Bazaar, was built in the 18th century. The bazaar is locally known as "black steps bazaar" and has 80 shops and five gates. The other bazaar, Kemikli, dates back to the 19th century. It is a cut stone and rectangular structure with two gates.

Gaziantep bore the influence of many civilizations for its location as a crossroad between the east and the west or between the Eastern Mediterranean and the plains of Mesopotamia. Coppersmith works, mother of pearl working, traditional shoe making, cloth making, stone working, antique weapons, gold and silver works are the leading traditional handicrafts in Gaziantep.

Gaziantep has a territory of 7,642 square kilometers and a population of 1,753,596 (2012). It is the leading province of the GAP region in terms of population density. It has 9 administrative districts: Sahinbey, Sehitkamil, Araban, Islahiye, Kargamis, Nizip, Oguzeli, Yavuzeli and Nurdagi.

Gaziantep is the most developed city of GAP in agriculture, industry and commerce. It has its pistachio known by the name of the city. Vineyards and olive orchards are also important. Manufacturing activities in Gaziantep are mainly carried out by small scale enterprises. As a vivacious industrial and commercial center, Gaziantep has cement, textile, leather, shoemaking, soap, woodworks, metal and machinery industries and workshops. It maintains its status as an "export gate" by its 120 different products exported to 40 countries.





GEGED

Gaziantep Eğitim ve Gençlik Derneği (GEGED) was established in 2007 in Gaziantep city by some teachers and local volunteers who had done EVS before. Soon after it applied for accreditation for hosting and sending volunteers. Since 2007 GEGED has hosted around 750 volunteers and send over 500 local volunteers to YIA projects and EVS. GEGED is like a volunteer bank of the town within a network. It is a well known and trusted non-governmental organisation. In our voluntary network there are youth centres, schools, refugee support non formal education centres, Daily care centre for Orphans, sport places, hospitals, municipality and other public bodies. Our Mission is to create a strong youth with key competences and new skills, knowledge and competencies in social life and help the peace on the World among young people from different cultures, backgrounds, ethnics and races. We also promote youth works and voluntary works to Show people that there are many things to do together which can't be left undone and they need free willingness.

PROJECT

Our EVS projects are all for short term volunteers. We always apply to Turkish National Agency under the programme of ERASMUS+ KA1 Mobility - European Volunteer Service. We are hosting 24 short term volunteers at a given time in 2-3 different projects.

Tasks:

- Help GEGED's youth campaigns, workshops and daily issues
- Join teaching activities and game hours with Syrian and Afghan Kids in refugee support nonformal education centres
- Join teaching activities and game hours in orphanage
- Motivating and educating Leukemia Children in Oncology hospital classroom
- Take role in English conversation clubs with young people
- Join Turkish and Arabic language courses given by local volunteers
- Help with organisation for our intercultural evenings
- Open Spaces that volunteers can contribute their own ideas and workshops
- Environmental Campaigns, planting trees, greening and cleaning nature (rarely) - Work with a big team

You can choose participating in all of our activities or select the ones which are more interesting for you. **Please consider that summer time here is quite hot and dry, but during the activities please cover your knees, back and front body, without showing any piercing and tatoos. When you are out of your activity or have days off, you are free to dress as you wish, according to local traditions and behaviors. After each activity our volunteers have to clean their working place by own.**

Some photos from

activities:







ACCOMMODATION



In this building we have got two floors with bedrooms for volunteers. The rooms are for 3 or 4 people. There are bathrooms in each room, kitchen, living room, laundry, wifi, hot water, cozy backyard etc. At the Entrance floor there are meeting room and an office for coordination. We have all the bed cloths: pillows, blankets, sheets, but please bring your own hygienic things and towel for your own using. The building is in the city centre so you can walk everywhere you want to see or buy



something. Everybody responsible for cleaning to our place, all the facilities, we don't have housekeeper here, if you want to stay in a clean place, please be conscious and respect each other. Usually we prepare the schedule and according to it, all of us have things to do.

Our accomondation has some codes of conduct:

- 1- No poster, nothing to hang to walls.**
- 2- The furnitures should not be replaced.**
- 3- No exchange any of tools in the rooms with other rooms.**
- 4- No smoking in the building and rooms.**
- 5- The accomondation rooms are only for GEGED's EVS volunteers. You can not invite anybody else. If you need to host your family members or friends from your country you can ask for advices from us.**
- 6- If you break and damage anything in building you will have to pay for fixing or renewing.**
- 7- In accomondation floors you need to put off your shoes and wear house slipper.**
- 8- We have to respect our neighbours and keep silent after evening.**
- 9- You can not invite local friends and target groups of activities you meet here, to our building.**
- 10- There antique things inside the rooms on the walls and halls, they should be protected, not to be replaced and dont touch them.**
- 11- There are security cameras surrounding the building and common places but you are responsible for your own belongings. You need to keep the gate and doors of main buildings closed.**
- 12- The dishes, plates, cups should be left clean and on the shelves.**
- 13- Eating in the rooms are forbidden. But drinks liquids are okay. Dont leave glasses, cans and bottles in the room.**
- 14- The interior of the building is mainly wooden so please pay attention to electricity tools and plug out if not in use. Regularly check the cables and slots and inform us soon if you see something broken or damaged.**
- 15- About all your behaviours and cultural diversities, please remember that you will be living in an Anatolian city with its own traditions and culture, be patient and respect to others by your behaviour, mood, clothes, etc.**

- 16- The building which you accomodate is only for accomodation. The activities will be in other buildings of our network such as refugee centres, youth centres etc.
- 17- There is a WIFI, washing machine, dish washer, iron, kitchen as facility.
- 18- There will be a Schedule for cleaning GEGED and you will have tasks on it.

MEAL

We deliver food money to volunteers 300 Lira per month. So that volunteer can be free to eat outside or shop and cook in kitchen. **The best way is to shop together cook together and share the costs with other volunteers.**

POCKET MONEY

Pocket money is calculated day x 3 euro of actual duration in the project. We pay in monthly basis in euro in cash.

LOCAL TRANSPORT

We provide public transportation for project activities if the activity is far from us but %90 of the activities are in walking distance. 5-10 minutes.

TRAVEL

Visa:

Visa asked from this countries: Armenia, Austria, Belgium, Croatia, Ireland, Latvia, Netherlands, Norway, Poland, Portugal, Spain and United Kingdom.

No visa needed from these countries: Albania, Bosnia, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Italy, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Romania, Russia, Serbia, Slovakia, Slovenia, Sweden, Switzerland, Tunisia, Ukraine.

Depending on the country where you are from, you will need to get a turkish visa or not. If your country does not appear in this list you can check if you need a Visa or not from this link:

<https://www.evisa.gov.tr/en/apply/>

In case that you need a Visa, we recommend you to get a Turkish e-visa online in order to avoid waiting lines in the airport. You can get your e-visa from the link above. . Fees are \$20 or 15€ and can be paid through credit/debit card. You can apply for the e-visa 24/7.

You can also get visa at Ataturk Airport at visa desk.

Important: if you purchase a Visa, you have to bring us the receipt in order to refund you the money.

Please confirm the project dates with our team members before booking your flight. After booking them, we need you to send us the online tickets to know your exact arrival day and time. You will probably take a flight from Istanbul to get to Gaziantep Airport. We recommend you to book a flight

with at least 3-4 hours layoff because there may be delays in Istanbul Airport. During this time, you can exchange around 20€ for Turkish liras (~55TL). You will need some of this money for paying the bus from Gaziantep Airport to the city center. Your flight will take approximately 1h and 40 min.

Once you get to Gaziantep Airport, you have to wait for your luggage. If your luggage came straight from your home city (connecting flight), you will have to look for it at the International Exit in Gaziantep Airport.

If you changed company in Istanbul and check-in your luggage again, it will arrive to the Domestic Exit. Please take this information into account in order to know where to find your luggage. Once you land in Gaziantep, before entering the airport building (from outside) there are the two gates, International and Domestic.

Travel Budgets:

From 100 to 499 km	180 Euro
From 500 to 1999 km	275 Euro
From 2000 to 2999 km	360 Euro
From 3000 to 3999 km	530 Euro
From 4000 to 7999 km	820 Euro
More than 8000	1100 Euro

Please use the distance calculator on the link to see your travel budget.

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

There are different companies flying to Istanbul and connecting to a Gaziantep flight. They are:

Turkish airlines

Pegasus airlines

Atlas Global

Onur Airlines

Anadolu Jet

We will need your tickets for the reimbursement. Airplane tickets, shuttle bus tickets, local train tickets from home to airport and all boarding passes. We will refund your ticket costs in cash one week before you leave from Gaziantep.

What to do when you arrive in Gaziantep Airport?

Please find the Havaş Company's buses when you leave the airport building.

Get the bus. They will ask for money in 8 Turkish Lira. You should change some Euro may be at Ataturk airport or Sabiha Gokcen airport in Istanbul, because in Gaziantep airport there is no currency Exchange Office.



This buses are arriving to city centre, to their office in 35 minutes after departure. So please when the bus leaves call us or send sms/whatsapp to us. If your phone doesnt work people in the bus will help you to use their mobile phones. Our numbers are +905070523402 and +905324634581 Their office in the city centre is at Incilipinar Street. Here is a photo.



Your mentors or local volunteers will come and pick you from this office.

INSURANCE

It will be processed, combined with the sending organization, an insurance to cover such an eventuality that may arise during the project.

Please see the link to learn all about your insurance plan. It is free for EVS volunteers.

Please be sure that your insurance has been enrolled before travel by your sending organisation.

<https://www.cignahealthbenefits.com/en/plan-members>

PROJECT DATES

Please contact with aliaslanozaslan@gmail.com to define the exact dates. We host volunteers all year with 4-6-8 weeks periods. Not more.

CERTIFICATION

Volunteers receives a youthpass certificate in the end of their service. For more details please see the link:

<https://www.youthpass.eu/en/>

SUPPORT AND TUTOR

Three people will be selected for this roles:

- a) a tutor, who will give personal support to the volunteer and will be the link between all the organizations involved in the project;
- b) a supervisor of the activity in charge of keeping all the things related to the tasks of the volunteer during the EVS;
- c) a project manager, who will supervise the overall project and will ensure his perfect performance.

Also local volunteers will be assisting you during your whole day in an activity.

PARTNERS RESPONSIBILITIES

- Giving the volunteer all information about the project and the hosting country in advance; • The participant shall inform about any health problem or any diet requirement in advance;
- Giving visibility to the project through the website, social networks, media, etc.
- Giving the organizations all the documents or information required, as the boarding passes, invoices or similar, for the final report of the project;
- Ensuring a good communication between the parts involved in the project during all the duration of it;
- Overseeing the volunteer's activity and receiving any news about it.

CONTACT AND SOCIAL MEDIA

Address

Hıdıroğlu Konağı, Eyüpoğlu Mahallesi, Hıdır Sokak, #19, Şahinbey, Gaziantep

Link from Google maps:

<https://goo.gl/maps/TCDrayjUa6w>

Facebook Page: <https://www.facebook.com/Geged.org.tr/>

Email: aliaslanozaslan@gmail.com

Mobile and Whatsapp: +905070523402, +905324634581

This is a letter by European Commisison to the volunteers who are selected for an EVS project.

Dear volunteer!

Congratulations for having been selected for participation in the European Voluntary Service (EVS). The next weeks and months might be a lifechanging experience for you.

Through your participation in EVS you will get the chance to live in another country, get to know a new culture and a new language. You will meet new friends – within and beyond your Receiving Organisation. You will provide a service to the benefit of your Receiving Organisation and the local community at the same time as you will develop your own personal, social and professional skills.

This Info-Kit will help you prepare for the EVS experience. It gives you important information about what you can expect from your Sending and Receiving Organisation and what they can expect from you. It is meant to complement and support the activities organised by your Sending Organisation to prepare you for EVS. With this regard, it is recommended that you go through and discuss the InfoKit with the EVS coordinator of the Sending Organisation.

The Info-Kit is composed of the following:

1. "What to expect from EVS": a document providing clear information to volunteers and organisations about what can be expected in general terms before, during and after the European Voluntary Service period;
2. Youthpass in EVS: information about the scope of Youthpass and how to obtain a Youthpass Certificate can be found on the Youthpass website. It is important that both Sending, Receiving and Coordinating Organisations, and the volunteer, are familiar with the information here:
<https://www.youthpass.eu/en/youthpass/for/evs/subpage/>;

3. "EVS insurance plan: guidelines for volunteers": offering detailed information about the insurance scheme provided to all EVS volunteers during their stay abroad in different languages.
<https://www.cignahealthbenefits.com/en/plan-members>
4. The EVS Charter: highlighting the roles of EVS Sending, Receiving and Coordinating Organisations as well as the main principles and quality standards of EVS.

It is also important to know about the Erasmus+ Programme Guide (available at: http://ec.europa.eu/programmes/erasmusplus/documents/erasmus-plus-programmeguide_en.pdf), which presents the formal definitions and criteria of European Voluntary Service, including the funding rules.

The Info-Kit is among several supporting documents which complements the information in the Programme Guide and provides inputs for improving the quality and successful implementation of an EVS project.

Erasmus+

As you might know, EVS is part of the Erasmus+ Programme – the EU Programme for Education, Training, Youth and Sport. The programme aims to enhance the skills and competences of young people as well as their active citizenship.

Erasmus+ promotes mobility within and beyond the EU borders. The youth activities under Erasmus+ are based on non-formal learning and intercultural dialogue, and encourage the inclusion of all young people, regardless of their educational, social or cultural background.

Most volunteers participate in a project granted by National Agencies established in each of the 33 Programme Countries. Depending on the country of residence of the volunteer or on the country where the EVS takes place, the project can also be granted by the Executive Agency located in Brussels.

The National and Executive Agencies are promoting the programme, supporting applicants, managing applications and following-up the projects. In case a serious situation arises, you or the organisations involved may contact the granting agency or the agency of the host country.

There are also eight SALTO Resource Centres, supporting National Agencies and organisations in working with a neighbouring region or a particular thematic. More information about the role of the different programme structures can be found in the Erasmus+ Programme Guide.

EVS

The European Voluntary Service (EVS) provides young people aged 17-30 with an opportunity to express personal commitment through full-time voluntary activities in a foreign country within or beyond the borders of the European Union.

The European Union offers such an opportunity to young people because volunteering is valued as a non-formal learning experience enhancing volunteers' professional skills and competences, thus contributing to their employability. At the same time, it increases their sense of solidarity, develops their social skills and promotes active participation in society. It is a win-win situation, where both the volunteer and the community benefit.

The Commission has held a long commitment to supporting volunteering opportunities for young people and mobility across borders. Starting in 1996, the European Voluntary Service has thus far allowed around 70 000 young people to go abroad and gain a life changing experience as a volunteer. During the course of the Erasmus+ programme, many more will get the same opportunity.

We hope that you will take the best from this experience and we wish you the best of luck!

The European Commission

EVS EXPECTATIONS

1. INTRODUCTION

This document is intended for volunteers and organisations involved in EVS. It gives clear information to volunteers and organisations about what can be expected in general terms before, during and after the service period. The document also supports the efforts of organisations, 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, Receiving 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 Erasmus+ Programme

1

Guide 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.

2. WHAT TO EXPECT FROM EVS

2.1. Information and communication

The volunteer has to be informed about the Erasmus+ 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 organisations 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 Receiving 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.

2.2. Financial and administrative rules

The volunteer is to sign a volunteering agreement with the Sending and Receiving organisation. More information about the content of this agreement can be found in the Programme Guide.

The volunteer must also read, agree on and sign the EVS Agreement together with the Coordinating, Sending and Receiving Organisations. In addition, the volunteer must 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 volunteering agreement and the EVS Agreement.

Participation in EVS is free of charge for the volunteer. Except for a possible contribution to travel costs and expenses the volunteer encounters not directly linked to the project, 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 found online (the link to which can be found in the welcome letter).

The volunteer can request and must receive help from the organisations 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).

Upon her/his return, the volunteer must complete a final report.

2.3. Positive attitudes in EVS

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

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

2.4. Practical arrangements

The Receiving 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 Receiving/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 organisation and explicitly stated in the volunteering agreement) and two days of holiday per month.

Vacation periods and weekly rest days have to be agreed between the Receiving Organisation and the volunteer.

2.5. 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 volunteers in projects with a duration of more than two months have the right and obligation to take part in an onarrival 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.

If online language courses are provided as part of the project support from the Commission, the Coordinating organisation must ensure a proper followup and support to the volunteer in starting the course as early as possible and completing it. The same applies when funding is provided for language learning. A number of volunteers will take language tests before and after mobility. The final language

test should be taken just before the completion of the Youthpass, at the end of mobility. The Receiving organisation has to oversee that the final test is taken by those volunteers who are given access to the testing scheme.

In addition, the Receiving/Coordinating Organisation supports other 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 Receiving 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 asking for any kind of advice and support (on accreditation, insurance, visa support, crisis management, etc.).

2.6. 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 highresponsibility tasks alone or unsupervised.

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 Receiving 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 setup of the agreed and approved project and must be agreed between the volunteer and the Receiving Organisation.

2.7. 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 Receiving 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 Receiving 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.

HOPE TO SEE YOU AT GEGED 😊