

The „rights“ and „responsibilities“ of EVS actors

Before the EVS activity?

In European Voluntary Service there are several actors involved, each of them having their rights, but also responsibilities. It is important for each actor to be aware of both of these aspects, as keeping up to them can ensure a smooth and pleasant experience for all parties involved. The main stakeholders in EVS are following: The EVS Volunteer, a Sending organisation (SO – represented by an appointed coordinator), a Receiving organisation (RO – represented by a coordinator), sometimes a Coordinating organisation (CO – in case neither SO or RO apply for a grant) and a Mentor. These are the stakeholders who are in direct contact with one EVS project. The more distant (but nevertheless important) are the National Agencies (NA) of both countries (or Salto offices there where NAs are not represented).

As there are several phases during the Service, there are also different rights and responsibilities one needs to be aware of during each of the phases. The general recommendations concerning the division of responsibilities can be found in the **EVS Charter**.

Before the EVS activity — preparation Volunteer

Right

- To know concrete details of the project (description of work, living arrangements, food money, coordinator, mentor, ...)
- To receive help with the travel arrangements if needed

Responsibility

- To communicate and confirm the participation in the project in case he/she was selected and is interested

Coordinating organisation (if involved, otherwise the grant applicant)

Right

- To be informed about any changes from any other actors

Responsibility

- To coordinate the project
- To divide granting between Sending and Receiving organisation
- To arrange insurance and visa for the volunteer

Sending organisation

Right

- To be informed about any changes from any other actors
- To have complete information about the project

Responsibility

- To help the volunteers to find and contact suitable receiving organisation
- To prepare the volunteer for the EVS experience
- To ensure, 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)
- To ensure pre-departure training course (pre-departure support). In case the pre-departure training course is organised by the National Agency or SALTO, the sending organisation ensures the participation of the EVS volunteers in the pre-departure session.

Receiving organisation

Right

- To be informed about any changes from any other actors
- To have complete information about the project

Responsibility

- To prepare the environment for the arrival of the Volunteer
- To communicate with the Volunteer regularly

During the EVS activity – implementation Volunteer

Right

- To have a work that is not substituted for the regularly paid job and that is ideally described before in a contract between the Volunteer, the Sending and the Receiving organisation (and the Coordination organisation, if involved).
- To be informed about learning opportunities for EVS volunteer(s) – identification of clear learning opportunities (goals) of the EVS project.
- To receive a relevant training/ education connected to work if needed
- To attend On-arrival Training Course and Mid-term Evaluation
- To arrange language learning opportunities and support to volunteers undertaking language courses (online course offered by the EC, individual/ group language course etc.)
- To have a suitable accommodation according to his/her needs. To ensure needed privacy (for example in the case of shared flat/apartment, it is highly recommended to ensure for each EVS volunteer own room).
- To receive food money (or to be provided food),
- To receive pocket money regularly (on a weekly or monthly basis)
- To ensure that means of local transport are available for the volunteer(s).
- To have a functional mentor
- To have two subsequent days per week off
- To have two days per month off (can be cumulated, depends on the agreement with the receiving organisation)
- To have a coordinator responsible for the volunteer at work who explains the tasks
- To not be left alone with work he/she doesn't feel confident/competent in
- To get help and support when needed
- To get proper equipment / tools for work
- To evaluate and plan progress of work together with the coordinator
- To be informed how the grant money is concretely spend

Responsibility

- To follow the instructions of the coordinator
- To keep to agreed dates and promises
- To take part in the On-arrival training and Mid-term meeting
- To keep confidentiality about the organisation, the clients

Sending organisation

Right

- To be informed of development of EVS project and of all bigger project changes

Responsibility

- To communicate with the Volunteer regularly and to be in contact with the receiving organisation(s) during the project.

Receiving organisation

Right

- In short: to have Volunteer fulfil his/her responsibilities

Responsibility

- In short: to provide Volunteer with his/her rights

Mentor

Right

- To be informed of all major changes in the project concerning the Volunteer

Responsibility

- To be in regular touch with the Volunteer

After the EVS activity – follow up Volunteer

Right

- To receive Youthpass

Responsibility

- To fill in final report
- To attend the Evaluation Meeting of ex-EVS volunteers (annual EVS event), organised by NAs.

Coordinating + Sending + Receiving organisation

Right

- In case all formal requirements are fulfilled, to receive the rest of the grant money

Responsibility

- To finalise and submit the final report
- To implement any follow-up activity mentioned in the grant

Sending organisation

- 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 NA (Evaluation Meeting for ex-EVS volunteers).

What are rights of EVS volunteer, are responsibilities of the receiving and/or sending organisation and vice-versa. All actors involved in concrete EVS project should most importantly stay in regular contact from the very beginning of the project – already within the planning phase. It is very recommendable to create and agree upon a partnership agreement describing concrete tasks and responsibilities of all included actors. Clear communication during whole EVS project can prevent misunderstandings and unnecessary complications.

Resources

EVS Charter: http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/library//evs-charter_en.pdf

Hopscotch to Quality in EVS 2.0: practical handbook for enhancing quality in European Voluntary Service:
<https://www.salto-youth.net/rc/see/resources/hopscotch/hopscotch2.0/>

The European Voluntary Service Info Kit: https://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/evs-info-kit_en

European Commission, "Erasmus+ Programme Guide":

http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

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