



**Volunteering Agreement
Interreg Volunteer Youth (IVY)**

Association of European Border Regions, PIC Number: 952966122

Address: Enscheder Str. 362, D-48599 Gronau (Westphalia, Germany)

called hereafter **"the organization"**, represented for the purposes of signature of this agreement by Mr. Martin Guillermo Ramírez, AEBR Secretary-General and IVY Director and/or Ms. Alessandra Cardaci, IVY Project Manager on the one part, and

Mrs Oriane Loveau

Date of birth: _____ Nationality: French
Address: _____
Phone: _____ E-mail: _____
Sex: [M/F] F
Strand: [Interreg Reporter/Interreg Project Partner]: Interreg Reporter
Youth Portal Reference Number: 6022205618

called hereafter **"the participant"** on the other part, have agreed the Special Conditions and the Annexes below which form an integral part of this agreement ("the agreement"):

- Annex I General Conditions
- Annex II Unit Costs for Travel
- Annex III Table for Organisational and Individual Support

The agreement also concerns the following host organisation(s) in the project:
Sociedad Gestora Programa Interreg Sudoe, Managing Authority Interreg Sudoe Programme
CIF 39700877 Government of Cantabria, represented by Mr. Juan Llanes, manager, MA.

Address: Plaza del Príncipe 4, 1ª planta 39003 Santander, Spain

Called hereafter **"the host organization"**

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The organization shall provide financial support to the participant for undertaking a mobility activity for the "Interreg Volunteer Youth" (called hereafter the "IVY") under the European Solidarity Corps initiative.
- 1.2 Amendments to this agreement shall be requested and agreed by all parties through a formal notification by letter or by electronic message.
- 1.3 The participant accepts the financial support in the amount specified in article 3 of the present agreement.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The agreement shall enter into force on the date when the last of the three parties signs.
- 2.2 The mobility period shall start on 24 May 2018 and end on 23 November 2018*.
- 2.3 The total duration of the mobility period shall not exceed 6 months for a participant.

*The period after the 31st August 2018 is subject to the extension of the IVY initiative. The time period indicated will be confirmed as soon as the extension of the IVY initiative is officially approved.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support in form of Organisational and Personal Support (OPS) for the mobility period has a minimum amount of € 20 and a maximum of € 26 per day, depending on the country of deployment and according to the table for European Voluntary Service (EVS) activities in page 108 of the regulation: http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf (it is also attached as Annex III in page 5 of this agreement).
- 3.2 The participant shall receive a financial support from EU funds for 184 days. The total amount for the mobility period shall be determined by multiplying the number of days of the mobility with the OPS applicable per day for the receiving country concerned (see the table indicated above and included as Annex III in page 5).
- 3.3 In addition to OPS, AEBR also covers the participant's travel costs based on an estimation per distance according to the unit costs provided by DG EAC (European Commission) for the EVS, established in page 92 of the abovementioned regulation (included as Annex II in page 4 of this agreement).
- 3.4 The financial support may not be used to cover similar costs already funded by European Union funds.
- 3.5 Furthermore, the host organization (Sogiese, MA programme) will contribute with a sum of 1000€ coming from its own public resources in order to top up the allowance granted to the participant in concept of travelling and relocation expenses.

ARTICLE 4 – RIGHTS, RESPONSIBILITIES AND PAYMENT ARRANGEMENTS

- 4.1 AEBR is the coordinator of the IVY and is responsible for the successful match between the host organization and the volunteer. Moreover, AEBR has the role of facilitating the implementation of the initiative by offering administrative and quality support to host organisations and enabling their networking. The host organization has to ensure safe and decent living and working conditions for the volunteer throughout the entire activity period. It has to provide adequate personal, task-related and (if possible) linguistic support, including the identification of a mentor for the volunteer. In other words, the host organization is responsible for supporting the participant during the IVY experience onsite and must adhere to the European Solidarity Corps Chart.
- 4.2 AEBR will proceed to the payment of the financial support to volunteers (OPS and travel costs) (per bank transfer) as follows:
 - If the deployment lasts for 2-3 months, two payments will be made: 70% before the deployment and 30% at the end, once the report or feedback from the volunteer after termination of the mission is received by the AEBR.
 - If the deployment lasts for 4-6 months, three payments will be made: 40% before the deployment, 40% in the middle of the stay, and 20% at the end, once the report or feedback from the volunteer after termination of the mission is received by the AEBR.
- 4.3 The host organization (Sogiese, MA programme) will proceed to the payment of the financial support to the participant in concept of travel grant. Payment will be made per bank transfer during the next month after the signature of the agreement.

ARTICLE 5 – INSURANCE

The participant's IVY experience is officially recognised by her home university (Sciences Po Paris). As such, the participant is already insured and will not get an extra insurance coverage neither by AEBR nor by the host organization.

ARTICLE 6 – IVY INFO PACK

- 6.1 The organization has provided the participant with the IVY Info Pack which is composed of the following documents:
 - The IVY Agreement
 - The Volunteer's ID Form
 - AEBR & IVY welcoming letters
 - Guidelines & tips
 - EuropCom conference tips
 - General information about the European Union
 - General information about Interreg

The participant shall be familiar with the content of these documents before signing the present agreement. A pre-departure group call (different for Reporters and Project Partners) will be set up and a follow-up email will be sent out. The host organization will provide the volunteer with all necessary information and training material regarding his/her experience as volunteer.

ARTICLE 7 – ROLES AND TASKS OF THE PARTICIPANT

7.1 Broadly speaking, as **Interreg Reporter**, the participant will help with disseminating information on the benefits of territorial integration on the ground, through reporting successful Interreg projects and stressing their solidarity dimension.

By signing this agreement, the participant agrees to uphold the following principles:

- Interreg Volunteers embrace the values of solidarity, respect for human dignity and human rights, and believe in the promotion of a fair and equal society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality prevail;
- Interreg Volunteers strive to enhance solidarity between people, while respecting their cultures and their traditions, and aim to build a community of shared responsibilities and mutual support;
- Interreg Volunteers are willing to make meaningful contributions to society and will show solidarity, cooperation and mutual understanding;
- Interreg Volunteers must not act in any way that could put others or themselves at risk of being harmed;
- Interreg Volunteers must respect the rules, organisational structure and practices that govern the hosting organisation, bearing in mind also that this frame may be necessary to respect the personal health, safety and dignity of individuals involved in the activity. Interreg Volunteers must also abide by the laws in force in the host country;
- joining the Interreg Volunteer Youth initiative must always be the voluntary choice of a young person, who is free to resign from the initiative. They have the right to refuse to accept any offer of a deployment without affecting their chance to receive other offers in the future;
- the participation in this initiative does not involve the payment of any fee;
- at the end of their successful experience, Interreg Volunteers are entitled to receive an Interreg Volunteer certificate, confirming their participation in the activity;

ARTICLE 8 – MID-TERM & FINAL REPORT

The participant shall complete the participant final report at the latest 14 days before the end of the mobility period. If the participant join IVY for a period longer than 3 months, the mid-term report should be completed during the second or third month of the experience, depending on the length of his/her IVY period.

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

The Agreement is governed German Law.

The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant
Oriane Louveau



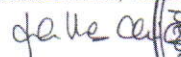
Done at Paris, 18/05/2018

For the AEBR
Alessandra Cardaci, Project Manager



Done at Berlin, 24/05/2018

For the host organization
Juan Llanes, manager



Done at Santander, 24/05/2018



Annex I

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The AEBR, the host organisation and the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the AEBR, the host organisation or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

In the event of failure by the host organisations to perform obligations outlined in the agreement and/or the European Solidarity Corps Charter the volunteer is entitled to terminate or cancel the agreement.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, in case part of the grant has been paid in advance for non-active days.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded.

Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the host organisation, the AEBR and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the AEBR. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the AEBR, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the AEBR or by any other outside body authorised by the European Commission to check that the mobility period and the provisions of the agreement are being properly implemented.

Annex II: UNIT COSTS FOR TRAVEL

B) EUROPEAN VOLUNTARY SERVICE

Eligible costs		Financing mechanism	Amount
Travel	Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return In addition, if applicable, travel costs for a possible Advance Planning Visit	Contribution to unit costs	For travel distances between 10 and 99KM: 20 EUR per participant
			For travel distances between 100 and 499 KM: 180 EUR per participant
			For travel distances between 500 and 1999 KM: 275 EUR per participant
			For travel distances between 2000 and 2999 KM: 360 EUR per participant
			For travel distances between 3000 and 3999 KM: 530 EUR per participant
			For travel distances between 4000 and 7999 KM: 820 EUR per participant
			For travel distances of 8000 KM or more: 1300 EUR per participant

Source: Erasmus + - Programme Guide, version 2 (2017): 20/01/2017



TABLE A – EUROPEAN VOLUNTARY SERVICE ACTIVITIES (AMOUNTS IN EURO PER DAY)

The amounts depend on the country where the European Voluntary Service event takes place.

	Organisational support	Individual support
	A6.1	A6.2
Belgium	20	4
Bulgaria	17	3
Czech Republic	17	4
Denmark	21	5
Germany	18	4
Estonia	18	3
Ireland	21	5
Greece	21	4
Spain	18	4
France	19	5
Croatia	19	4
Italy	21	4
Cyprus	21	4
Latvia	19	3
Lithuania	18	3
Luxembourg	21	4
Hungary	17	4
Malta	20	4
Netherlands	21	4
Austria	18	4
Poland	18	3
Portugal	20	4
Romania	17	2
Slovenia	20	3
Slovakia	19	4
Finland	21	4
Sweden	21	4
United Kingdom	21	5
former Yugoslav Republic of Macedonia	15	2
Iceland	21	5
Liechtenstein	21	5
Norway	21	5
Turkey	17	3

Source: Erasmus + - Programme Guide, version 2 (2017): 20/01/2017