

# Swiss 'European Voluntary Service' programme Guide 2023

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The French text will prevail in the event of any discrepancy between the different language versions.

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# 1 Introduction

[Movetia](#) is the Swiss national agency for exchange and mobility. It is sponsored by the Swiss Foundation for the Promotion of Exchanges and Mobility (SFAM). The SFAM was set up in March 2016 by the State Secretariat for Education, Research and Innovation (SERI), the Federal Office of Culture (FOC), the Federal Social Insurance Office (FSIO) and the Swiss Conference of Cantonal Ministers of Education (EDK).

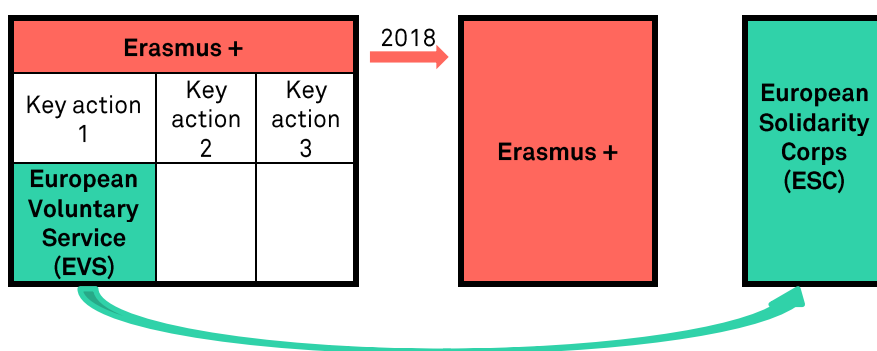
Movetia funds, supports and enables mobility and cooperation exchanges and activities in all fields of education, including youth activities. Within the context of extracurricular youth activities, international mobility is funded through the [Youth in Action](#) programme. The [European Voluntary Service \(EVS\)](#) is one of the projects supported through this programme. This guide provides additional information on this specific programme.

## 1.1 Swiss and European programmes

The Swiss programme for Erasmus + including the Youth in Action programme is based on the [Erasmus + \(E+\)](#) programme, which is the European Union (EU) programme for education, training, youth and sport in Europe. The Swiss programme was set up by the Federal Council in 2014, when Switzerland had to leave the E+ programme, so that Swiss institutions and organisations could continue to cooperate with those in European countries.<sup>1</sup>

At European level, the volunteering programme has undergone significant changes in 2018. Until then, the programme was called European Voluntary Service (EVS) and was part of the E+ programme. In 2018, the European Commission created a new programme, the [European Solidarity Corps \(ESC\)](#), to which the EVS programme was transferred and renamed. Switzerland is not participating in the ESC programme either.

The situation in Europe:



At the Swiss level, the EVS programme remains part of the Swiss programme for Erasmus + and has not been renamed. It only funds individual mobility, unlike the ESC, which supports several types of projects.

<sup>1</sup> The Swiss legal bases are as follows: [Federal law](#) of 25 September 2020 on International Cooperation and Mobility in Education (LCMIF) and the [Ordinance](#) on International Cooperation and Mobility in Education (OCMIF)

## 2 The Swiss European Voluntary Service programme (EVS)

### 2.1 What is the European Voluntary Service?

The [European Voluntary Service](#) (EVS) is a Swiss European volunteer programme that enables young people between the ages of 18 and 30 to carry out an international volunteer service abroad. Through their daily work and the projects in which they participate, young volunteers support organisations, associations and institutions active in various fields (social, cultural, environmental, etc.), ideally to the ultimate benefit of the communities in which the activities are conducted.

The voluntary service is an unpaid activity that involves a commitment of 30 to 38 hours per week to a hosting organisation (HO) (see description above). The tasks offered by these organisations must be varied and structured. The voluntary service is not a traineeship as no skills are required to participate and it cannot replace a paid job.

Volunteers have the opportunity to develop new skills through such an enriching experience abroad. Hosting organisations receive support for their activities and benefit from the commitment and new ideas of young volunteers. Both parties benefit from these intercultural exchanges.

### 2.2 Objectives of the EVS programme

The EVS programme has the following objectives:

- Strengthen the European dimension of youth activities
- Improve the support of young people and follow-up skills of youth workers and youth organisations
- Improve useful skills for the personal, educational, social, civic and professional development of the young participants in order to facilitate their access to the labour market
- Promote and strengthen participation in democratic life and the labour market, active citizenship, social inclusion and solidarity
- Strengthen and develop the intercultural skills of young people and hosting organisations
- Enable access to European mobility, including for young people with fewer opportunities / special needs
- Reinforce the importance of non-formal and informal education in training young people
- Ensure better recognition of skills acquired through non-formal education

## 2.3 Principles and quality criteria of the EVS programme

The European Voluntary Service programme is a mobility programme in the field of non-formal education. The following principles and quality criteria must be observed by the hosting organisations.

### 2.3.1 Tasks assigned to volunteers

The tasks assigned to young volunteers by the hosting organisations must, to the extent possible, correspond to their interests and profile and must be varied. Repetitive office tasks must be kept to a minimum. The weekly working hours vary from 30 to a maximum of 38 hours. The young volunteers are entitled to two consecutive days off per week and two days holiday per month. Participation in language courses as well as in the on-arrival training and the mid-term evaluation counts as working days. Volunteers must be given sufficient time to develop a personal project. The nature of the project is not restricted provided that it falls within the scope of the hosting organisation's activities. This project allows volunteers to develop project management skills and for hosting organisations to benefit from new ideas / activities.

### 2.3.2 Volunteering vs. paid employment vs. traineeship

The European Voluntary Service is, as the name suggests, a voluntary programme. The EVS placement in an organisation can in no way replace paid employment. The participation of volunteers must complement, not replace, the work of paid staff. The organisation must ensure that its day-to-day functioning does not depend on volunteers carrying out tasks. Moreover, unlike a traineeship, an EVS programme is open to everyone, regardless of their professional and educational background. This allows young people to gain valuable experience in a field in which they are interested but do not necessarily have specific skills. Therefore, motivation should be the central element in the selection of volunteers.

### 2.3.3 Supervision of volunteers

The hosting organisation must appoint a contact person to provide support to the volunteer at the place of volunteering (=tutor). This person supports the volunteers in their daily tasks, follows their learning process and the development of their personal project.

Volunteers must also be supervised by a mentor. A mentor provides support in many aspects of life, including helping young people to manage their new daily life and environment. This support can take different forms, ranging, for example, from assistance in registering with the local authority, to familiarisation with the neighbourhood, to advice on how to buy affordable supplies. A mentor can also be the first person that young people turn to in case of conflict situations. The mentor should ideally be someone from outside the organisation who lives in the same region. The mentor must be appointed by the hosting organisation. In case of difficulties in finding an external mentor, the same person can combine both roles (tutor and mentor).

### 2.3.4 Learning process

The emphasis on non-formal and informal learning is one of the particularities of the EVS programme (definitions in the glossary in section 6). A key element of the programme is reflection on one's own personal development. Volunteers must be supervised and supported prior to and during their voluntary service. The phases are as follows:

Prior to the voluntary service:

- **Pre-departure training:** Movetia organises a seminar for all volunteers (incoming and outgoing) to prepare them for their European exchange before they start their service. Participation in this seminar is mandatory for volunteers. More information on this subject in section 5.1.1.

During the voluntary service:

- Volunteers participate in one or two seminars depending on the duration of their voluntary service: the **on-arrival training** and the **mid-term evaluation**. More information on this subject in section 5.1.  
In Switzerland, these seminars are organised by Movetia and at European level by the national agencies of the host countries or by SALTO. In Switzerland, these seminars take place twice a

year (usually April / May and September / October) and serve to promote exchanges between the volunteers and reflection on the experience gained. They also aim to support volunteers in their learning process. Participation in these seminars is mandatory.

At the end of the voluntary activity:

- An **evaluation discussion** of the voluntary activity and learning experience must be organised by the hosting organisation (tutor) with the volunteer shortly before the end of the voluntary activity. The aims of this discussion are to evaluate the general aspects of the EVS (tasks, logistics, ...), the learning outcomes and to prepare the certificate. The certificate serves to verify, structure and validate the learning process. A certificate that refers to the acquired skills and highlights the personal development of its holder can be advantageous in the labour market. For more information on this subject, see section 5.3.

For more information on non-formal and informal learning, you can visit [this page](#) of our website.

## 2.4 Eligibility criteria for the EVS programme

<b>Eligible participating organisations</b>	<p>The following institutions and organisations domiciled in Switzerland may apply for funding under the EVS programme:</p> <ul style="list-style-type: none"> <li>• Non-profit organisations, non-gouvernemental organisations (NGOs)</li> <li>• Corporations under public law active at local, regional or national level</li> <li>• Social enterprises</li> <li>• Umbrella organisations, regional networks</li> <li>• Companies committed to the principle of corporate social responsibility</li> </ul> <p>In order to participate in the programme, Swiss and foreign organisations must be accredited for either the Swiss EVS programme (see section 3) or the European Solidarity Corps programme at the latest when the activities start and during the whole period of implementation of the activities.</p> <p>The list of accredited Swiss organisations can be found <a href="#">here</a> and those of European organisations <a href="#">here</a>.</p>	
<b>Eligible activity formats</b>	Individual volunteering	The projects that are supported are those that comply with the objectives of the programme listed in section 2.2 and the quality principles described in section 2.3.
	Advanced Planning visits	Only in the case of mobilities with a strong inclusion dimension.
<b>Eligible programme countries</b>	<p>Collaboration is possible with institutions / organisations and young people from the following countries:</p> <p>Albania, Algeria, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Egypt, Estonia, Finland, France, Germany, Georgia, Greece, Hungary, Iceland, Ireland, Israel, Italy, Jordan, Kosovo, Latvia, Lebanon, Libya, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Morocco, Netherlands, North Macedonia, Norway, Palestine, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Syria, Tunisia, Turkey, Ukraine, United Kingdom.</p> <p>European Overseas Countries and Territories (OCTs) are also eligible.</p>	
<b>Duration of the project</b>	The duration of a project is between 3 and 24 months.	
<b>Duration of the activity</b>	Individual volunteering	<p>From 60 to 365 days, excluding travel days.</p> <p>For young people with special needs / fewer opportunities, it is possible to carry out short-term volunteering of at least 14 days (excluding travel days).</p>
	Advanced Planning visits	Maximum 2 days, excluding travel days
<b>Eligible participants</b>	Individual volunteering	<p>Young people between the ages of 18 and 30<sup>2</sup> who live in Switzerland or in one of the programme countries.</p> <p>A young person can only participate in one EVS volunteer placement, in order to make the programme accessible to as many people as possible.</p> <p><b>Exceptions:</b> In duly justified cases, volunteers with special needs / fewer opportunities who have completed a volunteering activity of up to two months may participate in an additional volunteering activity. In this case, the total duration of the two volunteering periods should not exceed 12 months.</p>

<sup>2</sup> Participants must be at least 18 years of age and not older than 30 at the time of the start of the activity.



	Advanced Planning visits	Representatives of the participating organisations (max. 1 person per organisation) and young people with special needs / fewer opportunities who will subsequently participate in the volunteering activity.

## 2.5 Eligible costs

The following costs are considered eligible under the EVS programme:

- **International travel costs:** The flat-rate travel allowance is intended to cover the travel expenses from the place of residence to the place where the activity takes place and back. As a general rule, it is recommended to use public transport. The full amount of this flat rate must be paid to the young person even if the actual transport costs are lower than the flat rate. The travel flat rates are based on four geographical regions, depending on the distance between the country of origin and the country of destination.
- **Organisational costs:** This flat rate is intended for the applicant institution and is used to cover the costs of organising the voluntary activity, such as counselling young people before and during the activity, public relations, etc.
- **Language course costs:** This flat rate is intended to cover the cost of a language course (online or in person) either before or during the mobility. Only language courses in the language of the hosting organization can be financed.
- **Subsistence costs:**
  - Volunteering: This flat rate covers the costs of accommodation, food and local travel between the accommodation and the place where the volunteering activities take place, as well as the pocket money of the participants. The food allowance and pocket money for volunteers must also be paid to them on days off / holidays. The salary costs of the participating organisations can in no way be covered by this flat rate. The full amount must either be invested for the young person or paid directly to them. Pocket money must be paid on a monthly basis to the volunteer.
  - Advanced Planning visit: accommodation and food costs

The flat rates depend on the cost of living in the destination country and are divided into three country categories. All European Overseas Countries and Territories (OCTs) are allocated the same living expenses flat rate as the EU Member State to which they belong, i.e. Denmark (Greenland), France (e.g. La Réunion), the Netherlands (e.g. Aruba) or the United Kingdom (e.g. Falkland Islands).

- **Special needs costs:** In cases where persons with disabilities are involved in the project, the additional costs associated with their participation can be covered. For example, any additional transport costs for people with reduced mobility can be funded by Movetia. The [notification of requirements](#) can be submitted with the funding application if the participation of a person with special needs is already known. If this is not the case, it is possible to send such a request at any time during the project, or at the latest with the final report. The notification of requirements must specify the estimated amount, and the effective costs must then be included in the final account and supported by supporting documents.

The hosting organisations may only ask the young volunteers for a financial contribution towards their international travel expenses if these expenses are higher than the flat rate allocated by Movetia.

The Swiss hosting organisations and the Swiss volunteers must bear the costs of health insurance and visas.

Funding may be requested optionally for an advanced planning visit in the case of projects with a strong dimension of inclusion. In this case, only the expenses for travel, subsistence and special needs are funded through the flat rates described above.

## Incoming and outgoing mobility

Grant category	Specification	Amount (CHF)
<b>All activity formats</b>		
Travel (international)	By distance and region	Per person
Full list of countries with classification into regions <a href="#">(link)</a>  The countries eligible for EVS are listed in section 2.4	Region 1: Europe	400 CHF
	Region 2: North Africa, West Asia, Russian Federation	500 CHF
	Region 3: North and Central Asia, Indian subcontinent, Sub-Saharan Africa, North, Central and Latin America	800 CHF
	Region 4: East Asia, Antarctica and Oceania	1000 CHF
Special needs	Effective costs	Per person
	After examination of receipts	Maximum 12,000 CHF
<b>Volunteering</b>		
Organisation		Per person
		200 CHF
Language course		Per person
		250 CHF
Subsistence	According to costs of living	Per person and per day:
Full list of countries with classification into categories <a href="#">(link)</a>  The countries eligible for EVS are listed in section 2.4	Country category 1	26 CHF (of which 6 CHF is for the pocket money)
	Country category 2	32 CHF (of which 7 CHF is for the pocket money)
	Country category 3	37 CHF (of which 8 CHF is for the pocket money)
<b>Advanced Planning Visits</b>		
Subsistence	According to costs of living	Per person and per day:
Full list of countries with classification into categories <a href="#">(link)</a>  The countries eligible for EVS are listed in section 2.4	Country category 1	41.-
	Country category 2	50.-
	Country category 3	59.-

## 3 EVS accreditation

### 3.1 What is an accreditation?

An EVS accreditation certifies that an organisation is capable of providing young people with the necessary conditions to participate in quality volunteering activities. Two roles can be performed by an EVS organisation: hosting and coordinating. The purpose of accreditation is to guarantee the quality of volunteering under the EVS programme and to ensure that organisations are aware of the objectives and principles governing the programme. Only accredited organisations are eligible to participate in the programme.

Once accredited, an organisation is entitled to apply for funding for individual volunteer mobilities under the EVS. However, accreditation does not ensure access to funding. For more information on applying for funding, see section 4.

Accreditation is issued in the form of a charter and is valid until 2027. Should Switzerland become associated to the European Solidarity Corps programme or should the Swiss programme cease to exist, the EVS accreditation would lose its validity. Movetia only accredits Swiss organisations. Foreign organisations must be accredited for the ESC programme in order to host Swiss volunteers.<sup>3</sup> Movetia may carry out monitoring visits to Swiss hosting organisations during the period of validity of the accreditation. Such visits are communicated at least 30 days in advance.

In case of important changes to the elements evaluated during the accreditation process (e.g. change of contact person, tasks assigned to the volunteers...), accredited organisations are required to communicate these changes promptly to Movetia using this amendment of agreement form<sup>4</sup>. Amendments are permitted provided that the EVS programme criteria are met.

### 3.2 Who is eligible to apply for accreditation?

The following institutions and organisations domiciled in Switzerland may apply for accreditation under the EVS programme:

- Non-profit organisations, non-governmental organisations (NGOs)
- Corporations under public law active at local, regional or national level
- Social enterprises
- Umbrella organisations, regional networks
- Companies committed to the principle of corporate social responsibility

### 3.3 Exclusion Criteria

No organization or project will be funded that:

- Promotes racist, xenophobic, anti-Semitic ideas or discrimination against minorities,
- Has links with extremist organizations in terms of content or organization,
- Incites violence or glorifies violence,
- Is conducted by sects or sect-like organizations.

### 3.4 Which are the different types of accreditation?

The two types of accreditation are detailed below. An organisation can be accredited for one or both roles simultaneously.

#### 3.4.1 Hosting organisation

The hosting organisation is responsible for organising the young volunteers' stay in Switzerland from A to Z. The following is a list of tasks to be undertaken by the organisation:

<sup>3</sup> The list of accredited organisations for the ESC can be found on the following website:

[https://youth.europa.eu/volunteering/organisations\\_en](https://youth.europa.eu/volunteering/organisations_en)

<sup>4</sup> The link to this document will be added later.

The hosting organisation:

- Writes and submits funding applications for its own organisation and thus assumes financial and administrative responsibility for the project in relation to Movetia
- Follows up the project and writes the reports requested by Movetia
- Finds and selects volunteers
- Signs an agreement<sup>5</sup> with the volunteers
- Handles the administrative procedures related to the volunteer's arrival (e.g. insurance, visa / work permit, etc.)
- Provides suitable accommodation and healthy meals (or a meal allowance) for volunteers, including during their holidays
- Provides a half fare card for volunteers (only in Switzerland), as well as a travel pass to and from work if needed. All transport costs related to the professional activity must be covered by the hosting organisation
- Pays the pocket money to the volunteers on a weekly or monthly basis, also during holidays
- Finds a language course for the volunteers
- Ensures that the volunteers participate in the trainings (on-arrival and mid-term evaluation)
- Appoints a tutor within the organisation to support and supervise the volunteers in their tasks and in monitoring their learning
- Allows volunteers to perform a clearly defined set of tasks taking into account their creativity and experience
- Encourages volunteers to implement some of their ideas / develop their own projects within the organisation
- Identifies clear learning opportunities with the volunteers, helps them to reflect on the learning process and to document their learning outcomes
- Appoints a mentor, ideally from outside the hosting organisation, who supports the volunteers on a personal level (integration, administrative procedures, etc.). This role can also be taken on by the tutor
- Provides opportunities for volunteers to integrate into the local community
- Implements communication measures to publicise the programme and disseminate its results<sup>6</sup>

### 3.4.2 Coordinating organisation

A coordinating organisation is an organisation that applies for funding to Movetia on behalf of several organisations. It arranges the division of tasks with all the participating organisations and manages the funds.

The coordinating organisation:

- Ensures the coordination of the whole project in collaboration with the other participating organisations
- Writes and submits funding applications on behalf of several organisations and thus assumes financial and administrative responsibility for the project in relation to Movetia
- Follows up the project and writes the reports requested by Movetia on behalf of all partner organisations
- Distributes the funding among the partner organisations
- Arranges for task sharing with all partner organisations

Several organisations may work together (consortium) and allow a volunteer to volunteer in several work places. However, the work places must not be too far apart from one another and all the organisations hosting the young person must be accredited as hosting organisations. Furthermore, one organisation in the consortium must be accredited as the coordinating organisation and must ensure that the principles of the programme are respected by all organisations in the consortium.

## 3.5 Sending Swiss volunteers abroad

A third role in the EVS programme is that of the sending organisation (SO). This role is carried out by an organisation working in collaboration with Movetia, which is responsible for applying for and

<sup>5</sup> An agreement template is provided by Movetia

<sup>6</sup> More information on dissemination can be found on our website: <https://www.movetia.ch/en/programmes/dissemination>

distributing funding to the European hosting organisations that will host Swiss volunteers, and by Movetia for organising the mobility.

The following tasks are carried out by Movetia:

For all Swiss and foreign volunteers:

- Prepares volunteers for their voluntary service through a pre-departure training (see section 5.1.1)
- Ensures that the volunteers receive the EVS info kit prior to their departure
- Encourages volunteers to participate in the dissemination and implementation of the results

For outgoing mobilities:

- Searches for European hosting organisations that are willing to host Swiss volunteers
- Assists Swiss volunteers in their search for a suitable volunteering position and in their administrative procedures (insurance, visa, etc.)
- Arranges for the Swiss volunteer and the foreign hosting organisation to sign a volunteer agreement
- Keeps in touch with the volunteer and the hosting organisation throughout the volunteering activity

### 3.6 Overview of the accreditation process

	Who?	To whom?	How?	When?
Submission of the accreditation application	Applicant organisation	Movetia	Via the <a href="#">online form</a> on our website (only available in DE/FR/IT)	At any time during the year
Contact to arrange an appointment	Expert appointed by Movetia	Applicant organisation	by phone or email	1 to 2 weeks after sending the accreditation application
Accreditation visit to the applicant organisation	Expert	Applicant organisation	Personal interview on site	3 to 5 weeks after sending the accreditation application
In certain cases, second accreditation interview	Expert	Applicant organisation	By phone or online	3 to 5 weeks after sending the accreditation application
Notification of the accreditation decision	Movetia	Applicant organisation	By email	Approx. 6-8 weeks after sending of accreditation
In case of a positive decision				
Entry on the list of accredited organisations	Movetia	General public	<a href="#">Movetia's website</a>	Approx. 6-8 weeks after receipt of the accreditation application
Submission of funding applications <sup>7</sup>	Accredited applicant organisation	Movetia	Via a link sent by Movetia	See <a href="#">application deadlines</a>
Notification of the funding decision	Movetia	Accredited applicant organisation	By email	8-10 weeks after sending the project application

<sup>7</sup> The accreditation procedure must be completed before an application for EVS funding can be submitted

Start of project	Accredited applicant organisation	-	-	See <a href="#">start dates of projects</a>
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## 4 EVS funding applications

### 4.1 Filling in and submitting a funding application

Only institutions or organisations domiciled in Switzerland and accredited for the EVS programme may apply to Movetia for funding for EVS mobilities.

In 2023, there are two deadlines for applying for funding:

- 8<sup>th</sup> June 2023, project start on 1<sup>st</sup> August 2023
- 11<sup>th</sup> October 2023, project start on 1<sup>st</sup> January 2024

The exact dates of the various deadlines are communicated in November / December of the previous year.

The funding application form must be completed online via a link sent by Movetia to the accredited organisations.

The following information is required for this form:

- Accreditation number (can be found on the accreditation confirmation)
- Number and duration of mobilities, country of residence and country of destination of the volunteers
- Bank details

### 4.2 Award criteria for funding

Several criteria are taken into account when awarding funding:

- Maximum number of volunteers allowed as defined at the time of accreditation
- In 2023, at least 40% of the programme's funds are to be used for outgoing mobilities

If there are insufficient funds to cover the application, the following criteria will be used to prioritise funding:

- Distribution of funding to enable each Swiss hosting organisation to host at least one volunteer, if possible
- Past performance (number of volunteers hosted in previous years, use of the funding money in previous years, quality of the volunteering offer)

### 4.3 In case of a positive decision

The funding decision is sent approximately 2 months after the application deadline. If it is positive, it is accompanied by a contract and general conditions. The first instalment of funding will be paid no later than 30 days after the contract has been signed by all parties. The requested funds are paid 80% at the beginning of the project and 20% after the final report. More information on reporting can be found in the next section.

### 4.4 Final report

All project leaders must submit a final report within 60 days of the contractual end of the project. This report is used to determine the amount of the final instalment to be paid or reimbursed and to evaluate the quality of the project. Movetia will send the link to the report form to the organisations concerned in due course.

## 4.5 Project documentation

Project leaders are required to keep adequate records for the duration of the project. These records must show the income and expenditure of the project.

All project documentation must be kept for up to ten years after the end of the project.

The type of supporting documents to be kept for the different flat rates / effective costs are described in the General Conditions document that is sent with the contract.

## 4.6 Promotion and dissemination

Movetia expects that the results of the project will be made available to the media and relevant interest groups and to receive all relevant publications (reports, photos, etc.). Movetia's website, social networks and newsletter may also be used for dissemination purposes. To ensure the visibility of the Swiss EVS programme, project leaders are contractually obliged to acknowledge Movetia's financial support on all project-related publications. The Movetia logo must be used for this purpose. It can be downloaded from [Movetia's website](#).



## 5 Tools and support measures of the programme

### 5.1 Trainings

Movetia organises three types of training seminars for volunteers in order to best support their learning process. Participation in these three seminars is mandatory for the volunteers.

#### 5.1.1 Pre-Departure Training

Pre-departure training takes place online before the volunteers travel abroad. Movetia organises this seminar both for young people coming to Switzerland and for young Swiss people travelling abroad. This short training is organised at regular intervals and aims to inform the volunteers about their rights and duties in relation to their participation in the programme but also to start a process of reflection about their expectations, their motivations, and the intercultural challenges they will face.

#### 5.1.2 On-Arrival Training

The On-arrival training takes place in the country where the voluntary service takes place. In Switzerland, it is organised by Movetia. Swiss volunteers participate in the on-arrival training organised in the host country by the national agency or the SALTO centre of the country / region. Their participation fees are covered by Movetia.

The on-arrival training is a seminar lasting several days which aims to deal with themes such as interculturality and conflict resolution using non-formal approaches. It also aims to initiate a process of self-evaluation based on the learning experience and the new skills acquired.

Participation in this seminar should ideally take place within the first two months of the EVS. In Switzerland, the seminar is organised twice a year, usually in May and September. It is therefore strongly recommended that volunteers arrive in Switzerland either between March-April or July-August.

#### 5.1.3 Mid-term Evaluation

Like the On-Arrival training, the mid-term evaluation takes place in the country where the volunteer is hosted. Only young people volunteering for 6 months or more take part in this seminar where they reflect on their own learning process. In addition to topics such as collaborative approaches, reflections on national and international identity issues and resource sharing, volunteers are called upon to start planning their future professional project to begin preparing them for the time after the EVS.

### 5.2 Movetia's website

There are several pages on Movetia's website dedicated exclusively to the EVS programme. General information and documents about the programme can be found [here](#). The other three pages provide information on EVS placements available [in Switzerland](#) and [abroad](#) as well as information for [Swiss hosting organizations](#).

#### 5.2.1 Incoming mobility: Finding and selecting volunteers

Within the framework of incoming mobilities, Swiss hosting organisations are responsible for finding volunteers to undertake EVS in their organisation. They must therefore promote activities through their organisation's international networks. If an organisation does not have an international network, it is possible to participate in a European training course to facilitate contact with European organisations (see section 5.4). Movetia also publishes all EVS placements on its [website](#) and promotes incoming mobilities through its own networks.

When selecting volunteers, the Swiss hosting organisations must ensure that the volunteers meet the eligibility criteria of the programme (see section 2.4). The hosting organisation must also ensure universal accessibility to EVS. This means that the following aspects may not be taken into account in the selection process: ethnic group, religion, sexual orientation, specific political opinion, etc. Nor may the organisation require specific qualifications or a certain level of training in order to participate in the voluntary service.

### 5.2.2 Outgoing mobilities: Finding a volunteer placement

Young Swiss persons wishing to undertake an EVS abroad can find all the EVS placements currently available on Movetia's [website](#). The application process is described in detail.

If there are no suitable EVS placements listed, it is also possible to contact Movetia directly to discuss other possibilities: [evs@movetia.ch](mailto:evs@movetia.ch). However, Swiss volunteers are not selected by Movetia but by the European hosting organisation. Movetia cannot therefore guarantee participation in the programme.

It takes an average of six months to organise a voluntary service. It is therefore important to contact us as soon as possible.

### 5.3 Certificate of participation

In order to provide recognition of the achievements gained through an EVS, Movetia has created a model certificate of participation for volunteers. The certificate can be filled in at the end of the voluntary service by volunteers and their tutors via this link<sup>8</sup>. The certificate is based on a model similar to the European Youthpass. The first part of the certificate summarises the main details of the voluntary activity (venue, duration, tasks, etc.) and must be filled in. The second part summarises the skills developed during the voluntary activity and is written by the volunteers and their tutors. The document is then signed by the tutor.

### 5.4 European training courses on volunteering

Movetia funds the participation of Swiss actors in European training courses. Some of these courses are specifically focused on the topic of volunteering. These courses provide an opportunity to network with European organisations active in international volunteering and to develop participants' skills in hosting and mentoring volunteers.

The travel and participation expenses are covered by Movetia, minus a contribution to the expenses of CHF 80 from the participant. Insurance (health, accident, liability) is the responsibility of the participants. For more information about the training courses, please visit our [website](#).

<sup>8</sup> The link will be added at a later date.

## 6 Glossary

**Activity:** A set of tasks carried out within the framework of a project and which take place in the same place. In the framework of the EVS programme, an activity is the voluntary service carried out by a young person.

**Advanced Planning visit:** The purpose of a planning visit is to prepare in detail the volunteering activities with a strong dimension of inclusion. They allow organisations and young volunteers to meet before the start of the activities to set up a framework for volunteering for participants with fewer opportunities / special needs.

**Formal learning:** takes place in state training institutions and is based on a study plan with specific learning objectives and is usually sanctioned by a certification.

**Incoming mobility:** Foreigners volunteering in Switzerland

**Informal learning:** is unplanned and takes place almost continuously as part of everyday life. Informal learning processes can be intentional or unintentional.

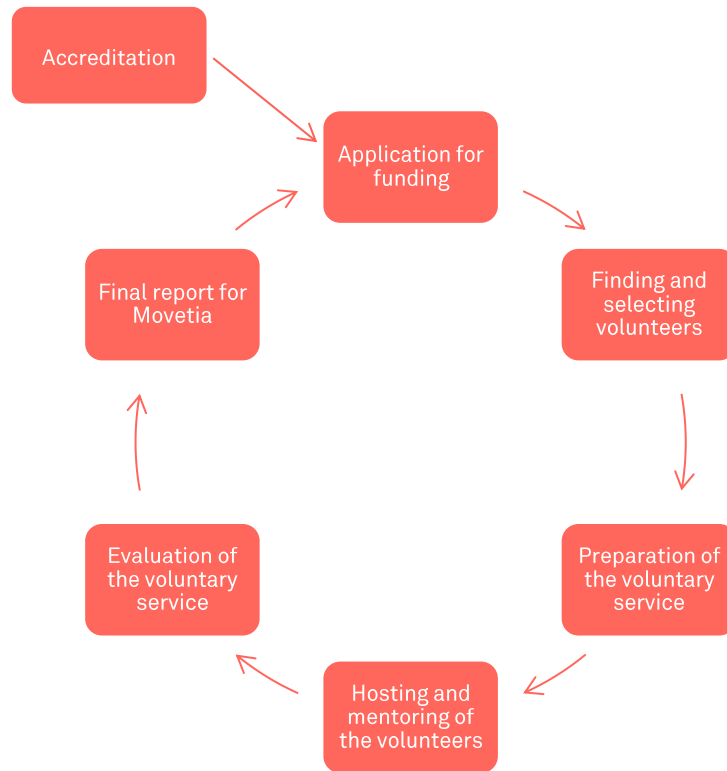
**Non-formal learning:** takes place outside conventional training institutions and is usually initiated, managed and structured by the learners themselves. They can be supported in this process by a third person as is the case for the EVS programme (tutor).

**Outgoing mobility:** Swiss persons volunteering abroad

**Project:** If funding is approved, the project can start as per the dates set out in the contract. The project includes the preparation phase of the mobilities, the implementation phase of the activities and the evaluation phase.

## 7 Annexes

### 7.1 Diagram of the important phases of an EVS project for organisations



## 7.2 Diagram of the important phases of an EVS project for volunteers

