PROJECT NOTE

Interreg Project Partner

The Interreg Volunteer Youth (IVY) initiative is an action to offer the possibility to young people aged 18-30 to serve as volunteers in cross-border, transnational or interregional programmes and related projects. The initiative is aimed at promoting concrete achievements of Programmes and Projects by involving volunteers.

*Young people **support, promote and report** concrete achievements of Interreg, IPA/ENI-CBC and NEXT Programmes and Projects. By doing so, they help promote European Territorial Cooperation and related values such as solidarity.*

Volunteers familiarise with European Territorial Cooperation (ETC) and other cooperation programmes, and become aware of the many benefits of collaboration across borders. They also enhance their sense of solidarity, citizenship and civic engagement.

The Association of European Border Regions (AEBR) manages the initiative on behalf of the Directorate-General for Regional and Urban Policy.

Please make sure to have read the [Guidelines to host organisations](#) before filling in the present form to request to host volunteers.

In case of questions please contact us at ivy@aebr.eu.


The Interreg/IPA-CBC/ENI-CBC/NEXT Project Beneficiary willing to become a host organisation of an Interreg Project Partner should fill in this Project Note in full. Please include following details:

   A. Full official name and address of your organisation (if possible, include also the name in English):

   B. Information on the Interreg/IPA-CBC/ENI-CBC/NEXT project the volunteer will be involved in:
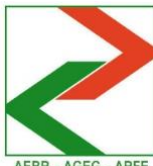
   Project's full name:

Project's acronym:

Thematic objective:

Start and end date of the project:

Description of the project:

C. Why do you want do host a volunteer?
   Please explain the reason(s) why your organisation wants to host a young person in the role of a volunteer.

D. Please agree to following responsibilities as host organisation:

PRINCIPLE and RESPONSIBILITY OF THE HOST ORGANSATION	I AGREE
• identify clearly which activities are relevant to the Interreg Volunteer Youth initiative and make sure that they are carried out in compliance with its principles;	

• identify a mentor who is responsible for the volunteer;	
• give a clear task description for the activity that the volunteer should carry out;	
• organisation ensures that participants receive detailed information about the initiative and the task they are asked to carry out. The content of the task description should be, to the furthest extent possible, developed and agreed on together by the host organisation and the volunteer and, if needed, should be updated during the volunteering activity;	
• commit themselves to develop and implement quality standards that ensure preparation and briefing, offer personal guidance, assistance and monitoring throughout the entire process, clear evaluation mechanisms and full support in the realisation of the required follow up activities;	
• provide adequate training or support to help participants fulfil their tasks;	
• (pre-) select and recruit participants in compliance with the principles of equal treatment, equal opportunities and non-discrimination;	
• select volunteers according to their mission and vision, and the specific skills and profile of volunteers if certain volunteering activities require them;	
• seek to empower participants by valuing their skills and experience while engaging them in their activities, fostering their personal, socio-educational and professional development;	
• offer support and feedback throughout the volunteering activity, including preparation of the activity, personal guidance and assistance during the implementation of the activity, proper evaluation and debriefing following the activity and full support in the realisation of the required follow-up activities;	
• ensure that the environment and conditions in which the activities are performed are safe and decent;	
• provide the possibility to participate in the decision-making process regarding the volunteering activity at the most appropriate level;	
• not request or require any financial contribution or fee from participants;	
• ensure that the support to the organisation's activities by the participants is adequately made visible and recognized;	
• process personal data of participants in full compliance with European and national legislation on data protection;	

• take into account the different linguistic and cultural background of participants and put in place measures that facilitate their integration into the local community of deployment;	
• provide support for the volunteer to comply with administrative issues in the host country;	
• give the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;	
• encourage contact with other volunteers whenever possible;	
• if needed, seek, with AEBR's support, measures to integrate volunteers with special needs;	
• if required, provide support to the volunteer to obtain the visa (preparation of invitation letters, provision of relevant information, etc);	
• Monitoring of accommodation, food and local transport issues.	

E. Tasks foreseen for the volunteer
Clearly define the tasks to be assigned to the volunteer, and in particular

1. Please specify which specific activities foreseen in the project the volunteer will carry out:

2. Please outline the solidarity scope/dimension of the project in which the volunteer will participate. *This aspect is important to make sure that volunteers fully grasp the spirit of solidarity that underpins Territorial Cooperation.*

3. Please explain how the activities carried out by the volunteer will show Territorial Cooperation's solidarity dimension and help raise the awareness of Interreg's impact among targeted project beneficiaries.

F. Volunteer's profile

1. Language skills requested
   List the language(s) and tick the level of competence* required:

Language(s)	A1	A2	B1	B2	C1	C2

*Refer to the Common European Framework to indicate the level of competence for each language:
- A1/A2: basic user (beginner/advanced-beginner);
- B1/B2: independent user (intermediate/upper-intermediate);
- C1/C2: proficient user (advanced/mother tongue).

2. Skills and competence desired
   List specific competences helpful to implement the Project:

G. Information about the hosting period
Please indicate following data:

1. Expected duration of the hosting period:

2. Desired start date:

3. Name and position of the mentor:

4. E-mail and phone number of the mentor:

H. Measures to support and mentor the volunteer's involvement in your work
Please describe how you will ensure following aspects:

1. Offer personal guidance, assistance and monitoring of the volunteer's activities:

2. Offer support and feedback throughout the volunteering activity:

3. Commitment by the hosting organisation to avoid job-substitution and routine tasks:

4. Ensure the volunteer is put in the best possible conditions to perform his/her tasks:

I. **Supporting the volunteer in relocating**
   Please describe how you will help the volunteer in settling in:

   Please confirm that you understand that the IVY experience will be carried out in person, and remote volunteer is, as a rule, not accepted:

	I confirm
I understand that it is expected that the volunteer is hosted in presence at the premises of the host organisation	

1. Actions to help the volunteer integrate into the local community:

2. Information you will share with the volunteer to find a suitable accommodation:

3. Extra financial support, additional to the one transferred by AEBR, for the volunteer (covering costs other than for the accommodation and individual support, with funds other than Interreg or ERDF resources):

4. Measures you will take to support the volunteer in dealing with administrative issues in the host country and in your organisation if required:

Please attach the declaration signed by a representative of the Managing Authority of the Interreg/IPA-CBC/ENI-CBC/NEXT programme the project is financed by.

The project note should be signed by the person responsible for the Interreg project in the host organisation.

Host Organisation

Name:

Surname:

Date:

Place:

Signature: