

**Activity Agreement Draft
(Just for Information)**

A. Partner names and division of responsibilities	
Project details	
Coordinating organisation	Asociación Juvenil INTERCAMBIA Málaga -Spain www.europaerestu.eu info@intercambia.org Tlfno 952002774 / 672028985 ECS Contact Person:
Hosting organisation	
Sending organisation	
Volunteer:	
Starting dates:	
Ending dates:	

B. Division of rights and responsibilities among organisations and volunteer	
Coordinating Organisation	<ul style="list-style-type: none"> ● To bear financial and administrative responsibility for the entire project towards the National Agency ● To coordinate the project in cooperation with the Sending and Hosting organisation ● To distribute the ECS grant between the partners and the volunteer ● To assure a transparent preparation of the volunteer, the Coordinating Organisation can require a full justification of the sending activity costs (bills, invoices etc). ● To ensure that the volunteer attends the full ECS Training and Evaluation Cycle, including the on-arrival training and the mid-term evaluation taking place in SPAIN ● To ensure, with the Sending and Host Organisations, that volunteer is covered by the obligatory ECS group Cigna Insurance plan ● To ensure travel arrangements in cooperation with the Sending Organisation and the volunteer , ● To Book return Tickets from hosting country to home before two last month of project ending date. ● Coordinating can not afford Travel costs if they are done without Coordination Authorization.

	<ul style="list-style-type: none">● To identify a qualified mentor who is responsible for providing personal support to the volunteer. (if hosting can not provide).● To provide suitable accommodation for the volunteer, selected by hosting organization.● To encourage contact with other ECS volunteers whenever possible● To transfer to the volunteer monthly pocket money and food allowance in the beginning of the month.● To arrange language learning opportunities through Online Linguistic Support Platform (ONLINE LANGUAGE COURSE)● In case of Hosting Organization cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification.
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<p>Host Organisation</p>	<ul style="list-style-type: none"> ● To offer supervision and guidance to the volunteer through experienced staff and orientates the volunteer in the new working placement and duties after the arrival ● To provide personal support to the volunteer by well integrating the volunteer in the organisation. ● To cooperate with the project partners, including in conflict solving and crises management, and regularly communicates the project progress with the Coordinating Organisation and Sending organization. ● To offer to the volunteer the opportunity to carry out a well-defined set of tasks (allowing some of the volunteer's ideas, creativity and experience to be integrated) and in cooperation with the Coordinating Organisation identifies clear learning opportunities for the volunteer ● To support volunteer in filling the Youthpass certificate for those volunteer who want to receive it at the end of their ECS Activity. ● Medical Support (if is it needed) ● Issuing the Youthpass for the volunteer ● In case of Hosting Organization cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification.
<p>Sending Organisation</p>	<ul style="list-style-type: none"> ● To help the volunteer to find and contact a Host Organisation ● To provide information about the Erasmus+ Programme and ECS as a non-formal learning possibility (including the Youthpass) ● To ensure the participation of the volunteer in the pre-departure training course or organise preparation training/meeting for the volunteer ● To provide adequate preparation (cultural, language, task related) for the volunteer before departure, according to the individual needs of the volunteer ● To inform the volunteer about the ECS group Insurance plan foreseen in the Erasmus+ Programme and gives all necessary information to the volunteer about the CIGNA procedures ● in case the volunteer cancels his/her participation in the ECS project, the Sending Organisation has to send an official cancellation letter (stating mentioning the reason of the cancellation, the volunteer's signature and the date) to the Coordinating Organisation and identify new volunteer applicants ● To provide the Coordinating Organisation a full dription of the sending activities carried out before the departure of the volunteer within one month after volunteers arrival to host country. ● In a demand of coordinating organisation provide all the financial justification of sending costs (bills, invoices etc) ● To keep in contact with the volunteer and the Coordinating Organisation during the whole project ● To ensure the participation of the volunteer in the evaluation of the Activity ● To give the volunteer the opportunity to exchange and share experiences and encourages the involvement of the volunteer in dissemination and exploitation of results ● To provide guidance regarding further education, training or employment opportunities ● To support the travel of the volunteer to the host country.in cooperation with the Coordinating Organisation.

	<ul style="list-style-type: none"> To cover from, preparation costs and organization budget, overcosts or damages that volunteer will not cover make during the project, or flight cancelations.
Volunteer	<ul style="list-style-type: none"> To read and understand the “Activity Agreement” and “ECS Charter” documents To be actively involved in the preparation and evaluation phases of the activity To attend all trainings and information sessions related with the project, before, during and after the ECS placement To show commitment to the Sending, Coordinating and the Host organisation and the ECS programme To be actively engaged in dialogue with the Host and Coordinating organisation, especially with his/her Project Coordinator and his/her Mentor To expresse any concerns, problems or suggestions for improvements To carry out dissemination and exploitation activities together in cooperation with the coordinator/host organisation as planned in the application and agreed during the activity and write the Final Report and the Youthpass in the end of the Project Participate actively in the monthly evaluation meetings held by the Hosting Organisation or Coordinating if Hosting can not offer. To cover over budget of travel costs from the home country to the host country, To conclude and sign final report and docs needed before departure to home. Accommodation: to respect the neighbours and the living conditions in the apartment. To take financial responsibility in case of any major damage done in the apartment. To send a monthly report to coordinating organization about his/her project life. To respect the signed contract. In case of leaving the project due to educational or professional reasons (finding a job, starting a university degree etc), the volunteer has to cover the costs of a month of his/her apartment rent. In this case the Coordinating Organisation CANNOT cover the cost of return ticket. To book tickets from Sending Country to Hosting Country previous information and approval of coordinating organization, it has to be done before 1st July. In case of Volunteer cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification. VOLUNTEER has to be aware that this is an EUROPEAN program with public funds, focus on personal learning and personal development, not for tourims, holidays or just for languague aims porpouse, hostng has the right to cancel in case volunteer does not fit to Erasmus+ Program Objectives

C. Division of the Community grant	
The Coordinating Organisation will receive the grant and take responsibility for payments to the partners as follows:	
Applicant organisation / AJ INTERCAMBIA 18 € x Numbers of days	Total:
Sending organisation /	Total:

<p>Sending activity costs:</p> <p>Option A) > FACE TO FACE PREPARATION 7% of 18 € by days Option B) > JUST ONLINE PREPARATION 3% of 18 € by days</p> <p>(The cost of the sending organisation will be paid based on the invoice issued by the Sending Organisation within 30 days after receiving the last part of the community grant from the ERASMUS+ Program from Spaninh National Agency.</p> <p>In case the volunteer is not prepared for the project, or Sending Organisation does not send preparation report and volunteer confirms that he/she has not recieved any preparation the Coordinating Organisation has the right to cut the sending activity costs. The transfer will be done in 1 part</p>	<p>a) b)</p>
<p>TRAVEL COSTS (maximun budget available) (Acoording to Erasmus+ regulation)</p>	
<p>Volunteer / Volunteers allowance 150 € per month (n° MONTHS)</p>	<p>Total:</p>

D. Role and tasks of the volunteer:

E. Practical arrangements	
Working hours	35 hours per week (mornings and some evenings)
Food	Volunteers could cook their meals by their own in their flats, they are going to receive 150 euros each month.
Accommodation	<p><i>Accommodation will be in rented flats shared with other ECS volunteers or Spanish people. They will be provided with standard equipment and essential household goods. and electricity, water, gas will be covered by the hosting organization. Internet connection is not facilitated by the hosting organization.</i></p> <p><i>Accommodation info pack and flat rules will be provided.</i></p> <p><i>300 Euros Flat Deposit is required to Volunteer or sending that will be refundable in case the volunteers follows Flat Principles.</i></p>
Local transport	Local transport will be provided for distance over 2,5 km from home to office. If transport is needed, Each volunteer will have a chance to choose BIKE or BUS CARD
Holidays	30 Week Holidays Days: The volunteer will have the same holiday days as the rest of the association.
Language Course	ONLINE PLATFORM PROVIDED BY COMISSION, There is <u>no possibility to offer face to face</u> language support granted by the project costs.

F. Expected learning outcomes
<ul style="list-style-type: none"> ✓ Coherence. Efforts to complement the activities aligned with our mission and constitutional vision coherent with our principles. ✓ Respect for every person. Without any kind of discrimination we include in and focus our activities on beneficiaries, volunteers and professionals that contribute their own abilities to the problem resolution process. ✓ Teamwork and unity. We are searching to reach the results through combination of skills of beneficiaries, local partners and staff of the organization. ✓ Professionalism. We prioritize the quality of our actions which makes us seek to improve the management capacity among all the people involved including staff, volunteers, and directive board aiming our work at reaching the impact and results. ✓ Added value. We commit to contribute a differential value which transforms and multiplies the opportunities for persons and enables them to overcome or to respond to the vulnerable cases. ✓ Co-responsibility. To foster the participation and concentration of different social agents (public and private institutions) in social inclusion and development in order to spread their impact and include them into the problem resolution process. ✓ Transparency and austerity. Having social good as a final objective we commit ourselves to manage responsibly the resources we dispose to accomplish our mission. ✓ Inclusive participation. With every person's and organization's participation we can reach common goals and change the environment that surrounds us.
F1. Expected Activities
The volunteer will participate in these activities:

All the volunteers once accepted will become a part of our team and will take place in all the projects of the entity. Our entity's work is based on the projects and here you can see possible activities for this year. The volunteers once approved will undergo training on the activities of the entity before proceeding to work. All the volunteers once accepted will be able to participate in the activities that correspond to the projects they execute, please, consult our web www.asociacionmarroqui.com or Facebook page <https://www.facebook.com/asociacionmarroqui.malaga/>.

In short, some of the activities a volunteer would be able to carry out are as follows:

IMMIGRANT INTEGRATION PROGRAMS: offer attention to the immigrant population in order to promote its full integration in the Spanish society taking into account different identities and cultures. This program is seen as a comprehensive reception required for the attention to basic necessities and assistance with integration. It starts from reception and often the monitoring of cases within the framework of a certain project is carried out. This kind of a project is normally aimed at helping with integration of immigrant people to the society.

ACTIONS INVOLVING WOMEN:

- ✓ To develop programs aimed at increasing resources and adapting them for the social integration of women-immigrants who struggle to reach the equality of treatment and opportunities.
- ✓ Eradication of cases of discrimination that hold back free development of women's abilities and their active participation in the society.

ACCOMPANIMENTS

- ✓ To accompany persons to resolve the administrative issues at public administrations and/or private entities, if necessary, as these persons face special difficulties of the access (language, displacement, illness or disability) or even if there might appear a problem in a moment of solving any situation.

TRAINING AND SKILLS DEVELOPMENT:

- ✓ **English language course (in case if a volunteer is fluent):** the association seeks to expand the abilities of the immigrants through English lessons which help to enter the labour market.
- ✓ **Arabic language course** (if a volunteer is a native-speaker): aimed at the immigrants of the second generation (people from Morocco and other Arabic countries) in order to maintain their cultural roots.
- ✓ **Spanish language course** (in case if a volunteer is fluent)
- ✓ **To prepare the material for lessons**, to develop and to apply new techniques in teaching languages.
 - ✓ **School support for the minors:** in order to strengthen and equalize young immigrants and children who are lagging behind in school subjects that are difficult to study or understand. The objective is to prevent minors from missing an academic year and to help them to have an adequate academic performance and enable them to obtain a technical or professional education. The service is designed for all groups at risk of exclusion.
 - ✓ **Basic computer science:** classes of basics of computer science which goal is to teach how to use Office, look for the job on the job portals and perform various operations on the Internet.

- Participate in all the activities of one of the most important projects of the entity which is called “*programa nacional de prevención sobre la islamofobia*” which is aimed at fighting with islamofobia. Please, consult the link to the project www.islamofobia.es
- To help the most vulnerable group of young people “Menores no acompañados” (young people without accompaniment) and “jóvenes inmigrantes extutelados” (ex-foster young people). We have been working for many years with this group and currently these young people have a flat.
- Volunteer’s task would be to participate or to prepare workshops, talks, trainings and games for the aforementioned youngsters who require to be integrated into society; participation in activities of the association, accompaniment and monitoring of personal development, building trust with this group of
- To contribute to and to participate in our project “cobijando sueños”, which is basically a flat to accommodate young immigrants who are in a vulnerability condition.
- Give English and French lessons.
- To participate in campaigns for sensibilization organized during the whole year within different projects of the entity.
- To participate in the process of designing posters, publishing campaigns, making videos etc.
- Tasks related to communication area, participation in communication campaigns with the help of a person responsible for the communication.
- To participate in our radio program “con mi acento” of Asociación Marroquí para la integración de los inmigrantes
- Any volunteer, if he/she wishes, can take part in initiatives and create his own workshop, course or to contribute to the workshops already existing within the projects.
- Intercultural projects with local and immigrant population
- Participation in different daily activities, conferences and workshops organized by our association
- Learn a new way of teaching to teenagers in situation of social exclusion
- Participation in different activities directed to immigrant children like intercultural games, learn through history and story telling
- Sensitization projects directed to the children of the education center of Malaga province
- Our organization carries out projects financed by Malaga’s town hall and Andalusia’s assembly and other public and private organizations focused on issues of women in social exclusion; so the volunteer will have the chance to study the situation of these women and children
- Programs directed to young people that before to becoming adults were represented by local government and now they are “homeless”; with this experience the voluntary can study other reality and the situation of these young people.

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their 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 their staff.

The National Agency of SPAIN 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 activity. Consequently, the National Agency of SPAIN 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 organisations to perform obligations outlined in the agreement and/or the European Solidarity Corps principles, 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 (EU) 2018/1725 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 organisation, the National Agency 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 organisation and/or the National Agency. The participant may lodge a complaint against the processing of his personal data 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 National Agency of SPAIN or by any other outside body authorised by the European Commission or the National Agency of SPAIN to check that the mobility period and the provisions of the agreement are being properly implemented.

G. Partners and Volunteer signatures

We, the undersigned, certify that all information contained in this application is truthful and accurate and that no relevant information has been withheld. We agree to carry out our part of the project, as specified in Part A to E above. We agree to comply with the guidelines of the *EUROPEAN SOLIDARITY CORP*, the specific description of the project, the tasks of the volunteer, the starting and ending dates, the division of costs and other details as described in the application form. We will allow the European Commission and the National Agencies to make available and to use all data provided in this form for the purposes of managing the programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons. We undertake to inform the National Agency of all changes affecting the project.

Coordinating organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

Hosting organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

H. Partners and Volunteer signatures

We, the undersigned, certify that all information contained in this application is truthful and accurate and that no relevant information has been withheld. We agree to carry out our part of the project, as specified in Part A to E above. We agree to comply with the guidelines of the *ERASMUS+* programme, the specific dription of the project, the tasks of the volunteer, the starting and ending dates, the division of costs and other details as dribed in the application form. We will allow the European Commission and the National Agencies to make available and to use all data provided in this form for the purposes of managing the programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons. We undertake to inform the National Agency of all changes affecting the project.

Sending organisation	
Responisble person (name and position)	
Date and place	
Signature and stamp	

Volunteer	
Date and place	
Signature	

This agreement is binding on all partner promoters and the volunteer involved in the Activity. A copy of the signed Activity Agreement is handed out to all partner promoters and the volunteer involved in the Activity.