



EU Aid Volunteers (EUAV) 2015-2020 EACEA FAQ's

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1. What is the EU Aid Volunteers initiative?

The EU Aid Volunteers initiative contributes towards increasing and improving the capacity of the European Union to provide needs based-humanitarian aid and support the strengthening of capacity and resilience of vulnerable communities in disaster affected countries outside the EU. It also works towards strengthening the capacities of sending and hosting organisations intending to participate in the initiative through Technical assistance and Capacity building.

1.1. What volunteering opportunities are available within the EUAV initiative?

This initiative will provide opportunities for individuals above the age of 18 to participate in humanitarian aid activities and operations as EU Aid Volunteers. Volunteers will be deployed as junior or senior professionals according to experience and profile. The first publication of vacancies for volunteers is expected in early 2016. There will also be the opportunity to participate in online volunteering assignments.

You can find more information about becoming a volunteer on the [ECHO website](#).

1.2. When will it happen?

The first deployment of EU Aid Volunteers will commence in 2016. Certification of organisations wishing to participate in the EU Aid Volunteers initiative is now open and will be on-going until 2020.

1.3. Where can I find the detailed rules of the EU Aid Volunteers initiative?

There are three legislative acts defining the different aspects of the EU Aid Volunteers initiative. Regulation (EU) No 375/2014 has established the EU Aid Volunteers initiative and provides the framework for the initiative. Standards and procedures for the EU Aid Volunteers initiative can be found in the Implementing Regulation 1244/2014 and the Delegated Regulation C(2014) 7725.

- **Regulation 375/2014:** <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1420127481637&uri=CELEX:32014R0375>
- **Implementing Regulation 1244/2014:** <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1420127455207&uri=CELEX:32014R1244>
- **Delegated Regulation 1398/2014:** http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_373_R_0003)

1.4. Who does what?

Commission:



- Sets out the priority areas for the deployment and the capacity building to be funded each year, based on assessment of need.
- Runs the database, the network and communication to promote the initiative.
- ECHO field offices: Engage with volunteers where relevant; a few may directly host volunteers where need has been clearly identified

Sending and hosting organisations:

- Undergo certification
- Apply in joint partnership to calls for proposals; select, recruit and deploy volunteers and manage the overall deployment of EU Aid Volunteers

The Commission Executive Agency EACEA:

- Manages calls for proposals and tender and resulting contracts and grants
- Manages the certification process
- Manages training programme through external provider
- Provides insurance contract for all volunteers

2. What is the role of sending and hosting organisations?

Sending organisations are entrusted with all the aspects of identification, selection, preparation, deployment and management of the EU Aid Volunteers. They shall ensure that the hosting organisation is consistently involved throughout the entire recruitment process. Sending organisations are responsible for the duty of care of deployed volunteers

Hosting organisations will receive the volunteers and are responsible for the induction phase, designating mentors and ensuring the provision of adequate accommodation and working conditions throughout.

3. What is Certification?

Certification is a process whereby organisations are assessed to ensure they meet the high standards and procedures of volunteer management that have been established by the European Union.

It is obligatory for all organisations to be certified before deploying and hosting EU Aid Volunteers.

3.1. How does the Certification process work?

The certification process is free of charge and organised on a rolling basis until September 2020, so no specific deadlines need to be respected.



Within six months upon receipt of the completed application form, the EU Commission will communicate the outcome of the certification to the applicant organisation.

Organisations that have failed certification can apply with priority for capacity building for hosting organisation and/or technical assistance for sending organisations.

Unsuccessful organisations can resubmit an application for certification after 12 months.

3.2. Is my organisation eligible for Certification?

In order to be eligible for Certification, Sending organisations must:

- adhere to the standards and procedures of the EU Aid Volunteers initiative;
- be active in the field of humanitarian aid.
- belong to any of the following categories:
 - non-governmental not-for-profit organisations established in a EU Member State
 - civilian public law bodies from a Member State;
 - the International Federation of National Red Cross and Red Crescent Societies.

In order to be eligible for Certification, Hosting organisations must:

- adhere to the standards and procedures of the EU Aid Volunteers initiative;
- be active in the field of humanitarian aid.
- belong to any of the following categories:
 - non-governmental not-for-profit organisations operating or established in a third country under the laws in force in that country;
 - public law bodies of a civilian character governed by the law of a third country;
 - international agencies and organisations.

3.3. What is considered as active in the field of humanitarian Aid?

The EU Commission understands humanitarian aid as:

'activities and operations in third countries intended to provide needs-based emergency assistance aimed at preserving life, preventing and alleviating human suffering, and maintaining human dignity in the face of man-made crises or natural disasters.' (Regulation 375/14 Art. 3(d))

In addition, the EUAV initiative seeks strong coherence and complementarity with other policy areas, notably development policy and the linkages of relief, rehabilitation and development. (Regulation 375 Art. 6(1))



3.4. What evidence will be required to prove that my organisation is active in humanitarian aid?

Organisations will be asked to provide data on humanitarian projects they have implemented (countries / duration / type of humanitarian activity) and / or submit their mission statement.

3.4. How do I apply to become a sending/hosting organisation?

Each organisation wishing to take part in the EU Aid Volunteers programme must go through the respective certification procedure:

- **Sending organisations** need to complete an evidence-based self-assessment form accompanied by annexes to show that they comply with and commit to all the standards and procedures of the EU Aid Volunteers initiative, notably its duty of care rules.
- **Hosting organisations** need to complete a self-assessment together with three references in order to demonstrate its capacity to comply with and commit to the requirements of the EU Aid Volunteers initiative.

These are both available on the [FACEA website](#).

Should your organisation fail to meet the requirements to be certified, a call for technical assistance and capacity building is available to support these organisations in order to meet the high standards and procedures of volunteer management established by the EU.

More experienced organisations might be interested in the call for technical assistance for the purpose of building partnerships or contributing a specific skill across organizations within the EU.

In order to apply for funding and certification in the framework of the EU Aid Volunteers initiative, all organisations require a PIC code.

3.5 How do I obtain a Participant Identification Code (PIC)?

To participate in a project proposal, all organisations must be registered and have a 9-digit Participant Identification code (PIC).

In order to obtain a PIC, organisations must register on the Participants Portal. The Participant Portal allows applicants and partners, to upload or update the information related to **their legal status and attach the requested legal and financial documents**.

If an applicant or partner already has a PIC that has been used for other programmes, the same PIC is valid for the present call for proposals.

Information on how to register can be found in the portal under the following address: <http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

3.6 Where do I submit official documents of eligibility?

In order to assess the applicant's eligibility, the following supporting documents must be provided through the Participant Portal when registering your PIC number:



- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity.

4. What is Technical Assistance and Capacity Building?

Technical assistance and Capacity building is a call to fund activities that strengthen capacities for sending and hosting organisations intending to participate in the call for deployment.

Organisations may submit project proposals for both Technical assistance and Capacity building.

This is an independent call to Certification therefore it is not necessary to be certified under the EUAV framework to participate in this call.

4.1. Is my organisation eligible to apply for Technical Assistance?

For Technical Assistance, the Partner organisations shall belong to any of the following categories:

- non-governmental not-for-profit organisations formed in accordance with the law of a Member State and whose headquarters are located within the Union; or
- public law bodies of a civilian character; or
- the International Federation of National Red Cross and Red Crescent Societies.

In order to be eligible Technical assistance projects must include:

- applicant and partner organisations from at least three different European countries;
- applicant and at least one partner organisation must have five years of experience of activity within the field of humanitarian aid;
- at least one organisation must have a minimum of 5 years of experience in volunteer management.

Bodies established with member states of the European Union can be partners within Technical assistance projects.

4.2. Is my organisation eligible to apply for Capacity Building?

For Capacity Building, the partner organisations must belong to any of the following categories:

- non-governmental not-for-profit organisations operating or established in a third country under the laws in force in that country; or
- public law bodies of a civilian character; or
- international agencies and organisations.



In order to be eligible Capacity Building projects must include:

- partnerships shall involve at least three countries participating in the programme, including the applicant and at least three third countries
- all partners from countries participating in the programme must have been active in the field of humanitarian aid for at least 5 years;
- at least two partners from third countries must be active in the field of humanitarian aid;
- at least one partner from countries participating in the programme must have been active in the field of volunteer management for at least 5 years.

Organisations applying for Technical Assistance and/or Capacity building must be able to demonstrate their financial viability, operational capacity, professional qualifications and experience to carry out a project according to the proposed objectives and deliverables.

4.3. Is it possible to form a partnership with our field offices?

Eligible EU sending organisations may submit proposals in partnership with their field offices, as long as the offices are registered as separate legal entities.

4.4. If my organisation has no humanitarian aid background but has valid expertise in other specific related fields i.e. volunteer management, is it able to participate?

Organisations must be certified in order to participate as a sending or hosting organisation. However, there is the possibility to include agencies or organisations in the project consortia, as 'associate partner organisations'. These associates are specialised in areas relevant to objective of the action and are able to contribute with their specific experience. (DR 1398/2014Art. 8(3)). However, they cannot be part of the budget allocation of the consortium.

4.3. How do I apply for Technical Assistance and/or Capacity Building?

Applications must be submitted in writing, drafted in one of the EU official languages, using the electronic application form. This must be accompanied by all the required annexes. Please refer to the [FACEA website](#) which provides further guidance on the call, e-form and annexes.

Applicants may submit projects for both Technical Assistance and Capacity Building. In this case, applicants shall indicate in their application that they will apply for both actions.

4.4. What will the award criteria for the application be based on?

Projects will be assessed according to the following criteria:

- Quality of the project design and implementation (maximum 30 points)
- Quality and relevance of the partnership and cooperation arrangements (maximum 20 points):
- Impact and dissemination (maximum 20 points):
- Relevance of the project (maximum 30 points).

Projects scoring less than 60 overall points will not be considered for funding.



4.5. Which countries under the award criterion 'relevance of partnership' are considered underrepresented in humanitarian aid?

For Technical assistance projects only, a supplementary award criterion is awarded to projects benefitting organisations from countries that joined the EU in 2004 or thereafter or organisations from other EU countries participating in the programme that are underrepresented in humanitarian aid. Under this criterion, EU 13 as well as Portugal and Greece are considered.

For capacity building projects, a supplementary award criteria is awarded to projects built on partnerships with organisations from the list of priority countries which was compiled based on a thorough needs-assessment reflecting DG ECHO's strategic priorities.

Other countries can also be the target of capacity building as long as they are countries receiving humanitarian aid. This needs to be demonstrated in the application. However, only countries from the list are considered 'priority countries' under the award criterion 'relevance of the project':

https://eacea.ec.europa.eu/eu-aid-volunteers/funding/technical-assistance-and-capacity-building_en

4.6. Do only countries represented in the consortium benefit from capacity building or technical assistance?

No. Projects can choose to build capacities beyond the countries represented in the consortium. However these countries, should be on the pre-defined list of countries of capacity building as defined by ECHO. Furthermore, the in-country organisations it is proposed to work with, should be mentioned in the application project description

5. What is the Call for Deployment?

Deployment will be a consortium of certified sending and hosting organisations that will apply for funding to deploy EU Aid Volunteers with the objective to strengthen the capacity and resilience of vulnerable and disaster-affected communities in third countries.

In 2016, 100 junior and 250 senior professionals will be deployed to communities in third countries in vulnerable and disaster-affected countries. For junior professionals there will also be the possibility to take part in apprenticeship placements in Europe before deployment.

5.1. What will be the responsibilities of the sending and hosting organisations?

The sending and hosting organisations will be responsible for the selection, recruitment, preparation and deployment of EU Aid Volunteers. They will be fully in charge of their volunteers, including being responsible for their safety and security at all times in accordance with the standards and the procedures developed by the European Union. Resp of SO, Resp of HO



5.2. Who will provide the training for volunteers?

Training is a pre-requisite for all EU Aid Volunteers before their deployment which will be followed by an assessment to determine whether they will be deployed.

A training programme in line with EU requisites will be delivered to all EU Aid Volunteers before their deployment by a specialised training provider. This will consist of mandatory and obligatory courses delivered by a series of online and classroom modules. The model curriculum is outlined in Delegated Act

Supplementary to this training, sending and hosting organisations may deliver additional appropriate training tailored to meet the specific needs of the EU Aid Volunteer. A country specific induction will also be mandatory to familiarise the candidate with the cultural policies and practises of their country of assignment.

5.3. Who can apply for the call for deployment?

The applicant must be *a certified sending organisation* who will act as lead applicant within the consortium. The consortium will be made up of sending and hosting organisations where the hosting organisations will participate as partners.

Associate partner orgs

5.4. How can I apply for the Call for deployment?

The call for proposals for the deployment of EU Aid Volunteers is now open. Information on the application procedure and the on-line e-form is available via the EACEA [website](#).