



## Instructions for Applicants

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# EU Aid Volunteers Initiative Certification Mechanism for Hosting organisations

In the framework of the certification mechanism, all applying organisations are requested to read carefully the Call before starting filling in the application forms [https://eacea.ec.europa.eu/eu-aid-volunteers/funding\\_en](https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en)

### ***1. Application procedure***

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An application for Certification Mechanism can only be submitted using the specially designed electronic application form ("the eForm").

The application process has 2 steps:

- Fill in and submit the eForm and its attachments;
- Send an e-mail with optional evidences (if applicable).

#### ***1.1 Registration of the applicant organisation in the Participants Portal***

In order for an organisation to be entered in the eForm, it must have been registered in the Participant Portal and been allocated a unique Participant Identification Code (PIC), a 9 digit code number that helps the European Commission and Agencies to identify a participant and is used in interactions between participants and the European Commission.

To register your organisation in the Participant Portal, click on the following link:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

You will need an EU Login account (European Commission Authentication Service) in order to register your organisation in the Participants' Portal.

On the home page of the Participants' Portal, you will find a link to the EU Login registration website (click on the link 'Are you a new user?').

Please note: Existing ECHO framework partners already have an EU Login account.

The organisation needs to register only once in the Participants' Portal. Once the registration is completed, the organisation will obtain a Participant Identification Code (PIC).



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### **1.2 Application form (eForm)**

Once you have received a PIC number, you can generate the eForm. The eForm can be downloaded from:

<https://eacea.ec.europa.eu/PPMT/>

To open the application form (eForm), please ensure that Adobe reader version 9 or higher is installed on your computer.

The eForm can be downloaded onto your local computer. It can then be saved and completed offline at a later stage. Once the eForm is fully completed and the attachments are linked to the application, it must be submitted electronically.

The eForm is constructed to ensure that all mandatory information is indicated. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

For detailed explanation regarding the eForm, please read the Submission User Guide available on our website.

### **1.3 Attachments - Supporting documents**

#### **a. Self-assessment form**

The self-assessment form should be filled in, in all its parts, by the applicant hosting organisation.

The form covers all the standards and procedures that shall be fulfilled by the hosting organisations taking part in the EU Aid Volunteers Initiative. The standards and procedures for the EU Aid Volunteers Initiative have been laid down in Regulation (EU) 375/2014, Implementing Regulation (EU) No 1244/2014 and Delegated Regulation (EU) No 1398/2014.

**Each chapter of requirements must be referred to by at least one of the three mandatory references.** The reference shall provide its assessment based on its experience with the applicant hosting organisation of whether the hosting organisation complies or is likely to comply with the requirement it has committed to respect.

In addition, for each chapter of requirements, the hosting organisation shall state whether:

(a) the organisation commits itself to implementing the minimum requirements;

and

(b) make relevant staff aware of this and put it into practice;

(c) there are any specific needs for further work/action to address gaps;

and

(d) the requirement is already addressed in certification/accreditation through another approved mechanism (e.g. national, European or international schemes).

**Once filled in, the document can be attached to the eForm in PDF or in WORD format.**



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### **b. Declaration on Honour**

The Declaration on Honour should be signed by the person empowered to represent and legally bind the hosting organisation. Once the Declaration on Honour is filled in, please scan and attach it in PDF format to the eForm.

### **c. Mandatory References**

In order to be successfully certified as hosting organisation for the purpose of the EU Aid Volunteers initiative, applicant organisation should attach to the eForm three references in accordance with the requirements set out in Point 1 of Annex III of Implementing Regulation No 1244/2014.

The reference shall cover what is required from a hosting organisation during an EU Aid Volunteer's deployment and explain the experience of the referee in relation to the necessary requirements of each standard and procedure referred to where they are in a position to provide information.

In particular, it shall:

- specify their experience of that of their organisation in relation to the minimum requirements of the relevant standards and procedures to be applied by the hosting organisation (compliant/non-compliant);
- justify/explain each of their assessments; and
- specify needs, if any, for further work/action to address gaps.

The references shall be from a **minimum of two** of the following groups of stakeholders:

(a) A certified sending or hosting organisation with which the applicant hosting organisation has already had, or envisages to set up, a partnership for participation in the EU Aid Volunteers initiative;

(b) A humanitarian aid partner of the Commission with a framework (partnership) agreement in force, with whom the applicant hosting organisation has successfully worked on a humanitarian aid project;

(c) A relevant international organisation or not-for-profit organisation or public law body of a civilian character with which the applicant hosting organisation has successfully worked on a humanitarian aid project;

(d) An accreditation or auditing organisation that has certified the applicant hosting organisation in areas relevant for the EU Aid Volunteers initiative, in which case the relevant accreditation or auditing documents should also be provided.

#### **Technical part:**

Once the three Reference Templates are filled in, please scan them in one single document and attach in PDF format to the eForm.



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### **d. Proof of experience in the field of humanitarian aid**

Please provide us with all humanitarian aid activities in which your organisation have participated preferably for the last 5 years.

### **1.4 Submission procedure**

#### **Step 1 :**

The eform and its annexes are available for completion and submission under the following link:

[http://eacea.ec.europa.eu/eu-aid-volunteers\\_en](http://eacea.ec.europa.eu/eu-aid-volunteers_en)

Once your application has been validated and submitted via the Participants' Portal, you will receive an acknowledgment of receipt with the reference number of your application:

XXXXXX-EUAV-1-201X-1-XX-EUAV-CERT

#### **Step 2 :**

Once you have received the acknowledgment of receipt with the reference number of your application and if you wish to provide as with any optional evidence documents, you are requested to send those documents to **EACEA via email: [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu)**

#### ***Optional evidence documents:***

Optional evidence can be provided by the applicant hosting organisation for those areas where a policy should be in place. Please specify in the respective section at the end of the self-assessment form whether you have attached any optional evidence and which requirements are covered by it.

This optional evidence shall be relevant to the standard / procedure and may include any documentation that shows the expertise of the organisations or its policies and practices as described in internal rules, standard operating procedures, past projects etc. Please specify in the respective section at the end of the self-assessment form whether you have attached any optional evidence and which requirements are covered by it.

Agency assessors may seek clarification on specific dimensions of the certification process.

#### ***In order to submit your optional evidences, please prepare an e-mail with the subject:***

Annexes for the application XXXXXX-EUAV-1-201X-1-XX-EUAV-CERT

Please attach all optional documents as follows: Optional evidence documents (1.1; 1.2.....)

Once your e-mail is prepared, please send it to the following address:

[EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu)

Applications submitted on paper by post or fax will NOT be accepted for further evaluation. DO NOT SEND A COPY of the Form and attached documents by post to the Agency.



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### **Technical issues**

If you experience a technical problem when submitting your application and its supporting documents, this must be reported to the EACEA with written details by email to: [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu)

## **2. Deadline for applications**

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The certification mechanism is an on-going process ending **on September 30, 2020**.

The form is available only in English but may be completed in any of the official languages of the European Union.

## **3. Communication of results**

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Based on the self-assessment and the references provided, the Agency shall assess the application and one of the following decisions may be taken:

- a) To award certification in cases where the applicant hosting organisation is assessed as fully compliant with the requirements of the standards and procedures;

**OR**

- b) Not to award certification in cases where the applicant hosting organisation does not fully comply with the requirements of the standards and procedures.

Within six months of receipt of the application, the Agency shall inform the applicant hosting organisation about the outcome of the assessment, specifying also opportunities for capacity building.

**Organisations which have not been awarded certification will have priority in being considered for capacity building in order to strengthen their capacity to comply with the standards and procedures of the EU Aid Volunteers initiative.**

## **4. Background information**

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### **Legal Basis of the EU Aid Volunteers initiative**

- Regulation 375/2014:  
<http://eur-lex.europa.eu/legalcontent/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](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_373_R_0003)



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### Relevant legal acts:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).
- Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001, p. 1).
- Directive 89/391/EC on the introduction of measures to encourage improvements in the safety and health of workers at work (OJ L 183, 29.06.1989, p.1-8).
- Directive 2003/88/EC of 4 November 2003 concerning certain aspects of the organisation of working time (OJ L 299, 18.11.2003, p. 9).

## 5. Contact

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This Call is managed by the EACEA, Education, Audiovisual & Culture Executive Agency

All relevant information can be obtained from:

EACEA - Unit A6 Erasmus+: Sport, Youth and EU Aid Volunteers

SPA2 01/089

Avenue du Bourget 1

B-1049 Brussels

Email: [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu)