



Instructions for Applicants

EU Aid Volunteers Initiative Certification Mechanism for Sending 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

1. Application procedure

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 mandatory/optional evidences.

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 evidence-based self-assessment form should be filled in, in all its parts, by the applicant sending organisation.

The form covers all the standards and procedures that shall be fulfilled by the sending 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.

Please note that the certification process is evidence-based, meaning that there are certain requirements for which sending organisations shall have established policies and procedures of which they need to provide evidence in order to be certified as sending organisations. For these requirements the organisation should indicate if this requirement is, as a minimum, covered in its policy/practice.

In addition, for each chapter of requirements, the sending 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).



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

b. Declaration on Honour

The Declaration on Honour should be signed by the person empowered to represent and legally bind the sending organisation and sent, together with the accompanying documents as defined in Paragraph 2 of Article 33 of Implementing Regulation 1244/2014. Once the Declaration on Honour is filled in, please scan and attach it in PDF format to the eForm.

c. Self-assessment Security Checklist (Excel File)

This document is meant to help applicant organisations understand the purpose and the expected different components of an organisational security policy and will help evaluate their application.

d. Proof of experience in the field of humanitarian aid

Please provide us with all your humanitarian aid activities preferably for the last 5 years. **Please note that partners of DG ECHO with an existing and valid Framework Partnership Agreement (FPA) are exempt from providing this document.**

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

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, you are requested to send mandatory and optional evidence documents to **EACEA via email: EACEA-EUAID-VOLUNTEERS@ec.europa.eu**



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a. Mandatory evidence documents

To justify the statements in the self-assessment form, the applicant sending organisation shall enclose **sample evidence** confirming it has policies and procedures in place with regards to requirements for which it has established policies and procedures.

For certain requirements of the EU Aid Volunteers standards and procedures mandatory sample evidence must be sent to the EACEA in order to verify the organisation's compliance with these. Examples of accepted mandatory evidence are given in the self-assessment form.

b. Optional evidence documents

For all the other requirements there is no need to submit mandatory evidence.

However, for certain requirements of the standards and procedures contained in this category, optional evidence can be attached if the applicant organisation considers itself compliant with the specific requirement.

This optional evidence shall be relevant to the standard / procedure and may include any documentation that shows the expertise of the organisation or its policies and practices as described in internal rules, standard operating procedures, past projects etc. Examples of optional evidence are given in the self-assessment form.

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 mandatory / 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 the requested annexes as follows:

- Mandatory evidence documents (1.1; 1.2.....)
- Optional evidence documents (2.1; 2.2...)

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

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



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1.5 Administrative simplification

Partners of DG ECHO with an existing and valid Framework Partnership Agreement (FPA) are exempt from the following:

- Submission of proof that 'the applying organisation is active in the field of humanitarian aid as defined in point (d) of Article 3 of Regulation (EU) 375/2014;
- Exemption from evidence of compliance with the requirements of equal opportunities and non-discrimination standard (Chapter 2 of the evidence-based self-assessment form);
- Exemption from evidence of compliance with the requirement of safeguarding children and vulnerable adults, including zero tolerance towards sexual abuse standard (Chapter 3 of the evidence-based self-assessment form).

2. Deadline for applications

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

Based on the evidence-based self-assessment and the accompanying documents 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 sending 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 sending 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 sending organisation about the outcome of the assessment, specifying also opportunities for technical assistance.

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



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4. Background information

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

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

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