**Regulation of Director of Erasmus+ Programme on detailed principles regarding cooperation of SALTO Eastern Europe and Caucasus Resource Centre (SALTO EECA) with trainers in sphere of organization of trainings for EVS volunteers in countries of Eastern Partnership and in Russian Federation**

One of the key features of EVS is the training and evaluation it provides, guiding Young volunteers through a non-formal learning process before, during and after their period of service abroad. The training and evaluation dimension within EVS aims at providing young volunteers with continuous guidance and support throughout their voluntary service period. Such training and evaluation contributes to the education and development of each young person. It also helps resolve conflicts and prevent risks, and it provides a means of assessing the volunteer's EVS experience.

**Organization of trainings:**

Dates of all the trainings are planned by SALTO EECA RC according to demand resulting from number of EVS projects approved by National Agencies and, therefore, volunteers sent within these projects toEastern Partnership region or Russia.

National Agencies of Erasmus+ programme three times per year take decisions about granting projects’ applications submitted within one of the three deadlines for application submitting. The coordinators of the granted projects should register their volunteers in on-line system at: https://www.salto-youth.net/rc/eeca/evs-trainings/calendar/

**Trainers:**

Each training is run by a pair of trainers, who are responsible for its content and smooth course.

Trainers will be chosen on basis of an open contest organised by FDES.

**Dates of trainings:**

Each project application deadline is related with at least one on-arrival training and one mi-term evaluation. SALTO EECA may organize also final EVS event.

**Venue of a training:**

On-arrival trainings and mid-term evaluations are organized simultaneously in one country of the two subregions of Eastern Partnership (one subregion is Eastern Europe with Belarus, Moldova and Ukraine, the second one is Amrenia, Azerbaijan and Georgia) and in Russia. The trainings’ venue is chosed by SALTO EECA RC in cooperation with local organizations who play role of economic operator in EaP and Russia.

**Program:**

Trainers commit themselves to prepare, run and evaluate (also writing a final report) trainings. The trainings are realized on basis of European Commission document “Trainings and Evaluation Cycle in European Voluntary Service. Guidelines and the minimum quality standards” and common standards worked out by SALTO EECA and trainers.

Depending on preferences and work style, trainers are free to use various methods of running the trainings as long as they fulfill the abovementioned standards.

**Tasks division:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | On-arrival training | Mid-term evaluation | Final EVS event/ Preparatory meeting |
| Participants’ list, invitations | SALTO EECA | SALTO EECA | SALTO EECA |
| Finding of the venue | SALTO EECA | SALTO EECA | SALTO EECA |
| Informational materials | SALTO EECA | SALTO EECA | SALTO EECA |
| Training materials | SALTO EECA | SALTO EECA | SALTO EECA |
| Guests | SALTO EECA | SALTO EECA | SALTO EECA |
| Financial issues | SALTO EECA | SALTO EECA | SALTO EECA |
| Content-related report | trainer | trainer | SALTO EECA/ trainer |

**The role of SALTO EECA RC:**

When it is possible and needed SALTO EECA representative can participate in the trainings for volunteers.

SALTO EECA organizes meetings of the whole trainers’ pool with SALTO EECA team, which goal is to specify the future plans, exchange experiences and ideas and adjust common program quality standards.

When needed, SALTO EECA organizes trainings raising the pool’s qualifications, its meetings with trainers from other pools, send to other international trainings.

SALTO EECA provides the trainers with publications on Erasmus+ programme and on EVS (T-Kits, reports from seminars, training materials of SALTO-Youth etc.)

**Other training activities related to European Voluntary Service:**

SALTO EECA organizes also various meetings regarding EVS related issues, e.g. seminars for coordinators of hosted and sent projects, for mentors, NGOs, contact making activities, international trainings on EVS.

SALTO EECA launches a call for trainers running a particular training on EVS opening it for wider group of trainers connected with non-formal education and Erasmus+ programme. In such a case SALTO EECA signs with a trainer a separate agreement and the following additional regulations are applied:

When needed, SALTO EECA organizes a preparatory meeting before the training.

Two weeks before a training starts trainers will contact economic operator chosen by SALTO a trainings’ program and a list of materials necessary for the training.

SALTO EECA will send an agreement and a list of training participants to the trainers within a week prior the training the latest.

**The contract**

Each of the trainers signs with SALTO EECA an agreement for a period of two years.

The contract is in force for the period mentioned in the agreement. There is a possibility to terminate the agreement by each of both sides before it expires. SALTO EECA can terminate the contract immediately, if a trainer will not fulfill his/her obligations resulting from the rules and the agreed training calendar.

**Content-related reports:**

After the trainings’ end trainers are obliged to prepare a report, in which there is specified:

* realized program
* remarks to the realized program
* evaluation of the training made by participants
* remarks about hosting and sending organizations (urgent matters should be communicated immediately after they are identified by a trainer)

The reports should be sent to a person from SALTO EECA coordinating EVS trainings as soon as possible, although not later than two weeks after the trainings’ end.

**Financial issues:**

The trainers fee is specified in the contract. SALTO EECA covers also accommodation costs and travel costs, although up to amount of 200 EUR. Although in justified cases SALTO EECA may decide to rise the limit.

**Emergency:**

In case of emergency (too few volunteers, Rother independent reasons) SALTO EECA can cancel a training.

If SALTO EECA informs a trainer about cancelation of his/her training 7 days or less prior to the training, the trainer receives 50% of the fee.

If a trainer cannot run a training (illness – sick leave, personal reasons – a letter with explanation) he/she should inform SALTO EECA as soon as possible and find a substitution among colleagues from the pool.

If a trainer falls ill during the training and therefore will not be able to fulfil her/his duties resulting from the contract, his/her fee will be reduced by the hours s/he did not work.

**Others:**

SALTO EECA stipulates that it can organize additional trainings for volunteers. Their lengths, content and venue will be consulted separately.

 In case there will be a need to organize an additional training SALTO EECA will inform about it all the trainers, suggesting also training’s dates. Details regarding the additional training will be agreed by SALTO EECA in cooperation with trainers.

If SALTO EECA was informed that a participant of a training has some special needs, informs about it trainers as soon as possible. When possible, the venue of the training should be adapted to needs of disabled volunteers.

Insurance of a trainer lies in his/her hands.

Presence of any other persons assisting a trainer during a training should be consulted with SALTO EECA yet before the beginning of a training.