**Detailed rules of cooperation**

**between the SALTO EECA Eastern Europe and Caucasus Resource Centre**

**and External Accreditors**

The process of accreditation conducted by external accreditors is an obligatory part of the procedure of granting the status of European Voluntary Service accredited organisation. In this way, SALTO EECA becomes familiar with the activity of such organisations and their expectations, conceptions and ideas for an EVS project, which, in turn, are confronted with the idea of the European Voluntary Service, and in the broader sense – of the Erasmus+ programme. SALTO EECA indicates responsible external accreditors to carry out activities related with accreditation. An employee of the Resource Centre is responsible for coordinating the work of the external accreditor team.

### Agreement:

Each accreditor conducts activities linked to accreditation entrusted to him/her by SALTO EECA on the basis of an agreement concluded with the Foundation for the Development of the Education System. The agreement can be terminated by each party on condition of giving at least two-month notice in writing. SALTO EECA may terminate the agreement effective immediately should an accreditor fail to fulfil his/her duties resulting from these rules.

**Conflict of interest:**

If there is conflict of interest, an expert shall make a relevant statement before commencing the assessment/inspection of an Accreditation Application. Conflict of interest could influence the impartial and objective execution of the agreement concluded with the Foundation for the Development of the Education System. The said conflict of interest could particularly refer to economic interest, political or national connections, family or emotional reasons or any other common interest.

**Cooperation:**

SALTO EECA may commission an accreditor to conduct the accreditation of an organisation applying for the status of accredited host, sending or/and coordinating organisation under the European Voluntary Service. In order to conduct accreditation SALTO EECA provides an accreditor with the Accreditation Application lodged by the organisation. The accreditor’s tasks involve:

1. The substantial verification of the Accreditation Application;
2. The examination of accessible sources of information on the activity of the organisation;
3. Holding an accreditation meeting at least with the EVS coordinator of the place where an EVS volunteer would be supposed to work;
4. In the case of ambiguities - the preparation of a list of questions owing to which the organisation can amend its Accreditation Application;
5. Monitoring and final approval for any amendments to the contents of the Accreditation Application;
6. The preparation of an accreditation report containing a recommendation for SALTO EECA concerning its decision on granting accredited EVS organisation status.

Accreditors meet once a year **to sum up/discuss** the accreditations that have been conducted, discuss accreditation strategies, exchange experiences and to raise accrediting competences. SALTO EECA employees shall participate in such meetings, whose dates are planned on an ongoing basis. As far as it is needed and possible, SALTO EECA shall support **work placements and training** aimed at **raising accreditors’ qualifications** in the scope of competences needed in the accreditation process. SALTO EECA shall support its accreditors’ striving for the establishment of **a cooperation network with accreditors from other countries** of the programme (e.g.: through participation in international meetings and accreditor training).

**Remuneration:**

Accreditors receive remuneration depending on the number of accreditations performed: the rate is EUR 100.00 for one accredited organisation.

**Costs:**

SALTO EECA is under obligation to reimburse costs relating to the performance of the task, and not constituting remuneration. Reimbursable costs are:

Travel expenses:

* SALTO EECA covers 100% of travel expenses incurred by accreditors on the way to meetings. Accreditors have the right to choose their means of transport – from second class trains through coaches and also cars in exceptional circumstances. In reasonable circumstances SALTO EECA may purchase an air ticket for an accreditor.
* In the case of travelling by public transport, travel expenses shall be fully reimbursed on the basis of tickets.
* If an accreditor uses his/her private car, travel expenses will be calculated on the basis of fuel receipts.

Accommodation:

* For trips lasting over one day accreditors may use accommodation. As far as possible accreditors shall avoid using accommodation offered by promoters. Accreditors are under obligation to pay for their accommodation confirmed by way of an invoice or bill issued by the organisation.

Meals

Costs of meals shall be reimbursed to accreditors by SALTO EECA.

**Settlement:**

The settlement of the work performed shall take place after the accreditor presents:

* a report on the performed accreditation;
* a request to issue a bill or - in the case of self-employed persons – a VAT invoice or a bill;
* a reimbursement request accompanied by original tickets, invoices and bills documenting cash expenses and issued to the accreditor.

Time limits:

* The report is to be presented online within 7 days of the accreditation date;
* Bills/invoices for the performed work and travel expenses reimbursement requests should be presented within 30 days of accreditation completion (approval of the report by the accreditor), however, **not later than by 1 December** in the year when the accreditation is conducted.

Should the task fail to be performed within the time limit, be performed with faults or improperly, the Awarding Entity has the right to reduce remuneration or cancel the contract with no right to compensation.

**Insurance:**

The National Agency covers no accreditors’ insurance costs (health, accident, third party). Accreditors are under the obligation to cover such insurance costs themselves.