

1. Grant Agreement/Framework Agreement important articles and annexes to remember

- Article I.4 in the G – details on timescales and conditions for payment
- Annex III - Financial and Contractual Rules
- to Article I.3.3 (in GA) – covers Budget Transfers
- Article II.13 (in Annex I) – covers contract amendments
- Article I.4 in the GA – covers reporting deadlines
- Annex III and Articles II.20, II.27.2 and II.27.3 in General Conditions (Annex I) – cover documents that are to be kept
- Article II.2 (Annex I – General Conditions) – covers beneficiary/partner roles and responsibilities

2. EIL UK (Experiment in International Living UK) - <http://eiluk.org/>

Participants taking part in activities of 2 months or longer **have a right and obligation** to attend on-arrival training, and those on placements of 6 months and longer also to attend a mid-term evaluation session (in line with the 2018 Corps Guide, pages 54-55). Both sessions must be booked with EIL UK.

It is the responsibility of the organisation to contact EIL UK and discuss arrangements for when their participants are arriving. Please use the details below to gain further details on the process.

Contact details:

Karen Morris

EVS Training Coordinator

Email: evscoordinator@eiluk.org

Tel: 01684 562577

Fax: 01684 562212

3. PASS (Placement Administration and Support System) -

<https://europa.eu/youth/solidarity/pass>

All participants taking part in European Solidarity Corps **activities must be registered on the Corps Portal and selected through the PASS tool**. The Portal is also for participants to benefit from on-line materials for learning and development, post placement support and community building activities, including possible alumni activities. The Legal Representative and Contact Person listed in Beneficiary's accreditation should automatically be able to access PASS through existing EU Login accounts.

It should be also noted that the **Beneficiary (organisation) will not be able to record any activities on Mobility Tool+ if they do not select their volunteers through PASS**.

Technical Support and User Guide: <https://europa.eu/youth/solidarity/technical-support-public>

As discussed, we will process the request to add you as a 2nd contact person (Theo will not be replaced in PASSO, so that you can use the tool as well. Please do not forget to provide the completed form as soon as you can.

4. Info Kit for ESC2018

It is a contractual requirement to provide participants with Info Kit (Article 7 of Annex V; see extract below):

ARTICLE 7 – EUROPEAN SOLIDARITY CORPS INFO KIT

7.1 *The organisation has provided the participant with the Info Kit which is composed of the following documents:*

- *Welcome letter for participants*
- *What to expect from your Volunteering activity*
- *Information about Youthpass (link can be found in the welcome letter)*
- *Information about the European Solidarity Corps Insurance (link can be found in the welcome letter)*
- *The European Solidarity Corps principles (link can be found in the welcome letter)*

Please find attached the Info Kit provided by the Commission.

5. Foreign and Commonwealth Office - <https://www.gov.uk/foreign-travel-advice>

Organisations are responsible for the safety and well-being of their participants. As such, you should always consider the travel advice from the Foreign and Commonwealth Office.

6. CIGNA Insurance Scheme

Participants must be enrolled to CIGNA insurance scheme **at least 14 days before the start date of their placement**. Please be reminded that the European Solidarity Corps' insurance plan with CIGNA will only cover the remaining eligible expenses not covered by EHIC (European Health Insurance Card).

Please find the guidance for CIGNA attached.

7. OLS – Online Linguistic Support - <https://erasmusplusols.eu/>

The OLS consists of mandatory language assessments which take place before and at the end of the mobility, and of an optional language course to be followed in between the two language assessments. It is a contractual requirement under Article 20 in Annex VI of the FA. Please see extract of Art.20 of your FA.

ARTICLE 20 – ONLINE LINGUISTIC SUPPORT (OLS)

Licences for OLS language assessment are allocated for all young people undertaking a cross-border activity of more than two months who will use one of the above languages as their main language during their activity (with the exception of native speakers). They must carry out an online assessment before and at the end of the activity.

The Project is awarded 13 licences for OLS language assessments.

The Project is awarded 13 licences for OLS language courses.

The partner must use the awarded licences in accordance with the provisions set out in Annex III.

Additionally, it has been noted that at the moment Theo Gavrielides is the OLS contact for the project. Should you wish to have you added as well, please let us know; this can be done upon a simple request/confirmation via email only (no further forms are requested for this change).

8. Youthpass - <https://www.youthpass.eu/en/>

Learning outcomes should be recognised through the use of **Youthpass**, i.e. organisations are expected to provide a Youthpass certificate **to each individual** participant requiring it at the end of the activity (Article 16 in Annex VI of the FA). As mentioned during our monitoring call, ensure that the tool is used throughout the entire duration of the project and implemented as a self-evaluation tool, rather than simply granting the certificate at the end of the placement.

9. European Solidarity Corps logo use

See Article II.8 in Annex I of your Framework Agreement.

Please find details on how to make sure you are using correctly the EU emblem on our website: <https://www.eusolidaritycorps.org.uk/project-support> under section 'Promotion and dissemination/EU Emblem: Acknowledging support.

Also, please use the direct European Commission's webpage for further details, where you can find the logo and guidelines as well: https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en

You will find here the text to use next to the EU emblem is i.e. "Co-funded by the European Solidarity Corps Programme of the European Union.", as well as the disclaimer to use in all published materials (brochures, websites, video, etc.).

Please remember that as this is a contractual requirement, failing to include the logo, and text/disclaimer can imply the reduction of the awarded grant.