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**PROGRAMME NOTE**

**Interreg Reporter**

*The Interreg Volunteer Youth (IVY) initiative is an action to offer the possibility to young people aged 18-30 to serve as volunteers in cross-border, transnational or interregional programmes and related projects. The initiative is aimed at involving young people to* ***support, promote and report*** *the concrete achievements of these programmes and projects, as well as generally promote European Territorial Cooperation and related values such as solidarity.*

*IVY will give volunteers the opportunity to familiarise with European Territorial Cooperation (ETC) and other cooperation programmes, make them aware of the many benefits of collaboration across borders as well as enhance their sense of solidarity, citizenship and civic engagement.*

*The Association of European Border Regions (AEBR) manages the initiative on behalf of the Directorate-General for Regional and Urban Policy in the framework of the* [*European Solidarity Corps*](https://europa.eu/youth/solidarity_en)*.*

***Please make sure to have read the*** [***Guideline to host organisations***](https://873bd010-77e2-41b9-9abe-5871634226b2.filesusr.com/ugd/8f68c1_5e563a9189c7477a9a475f937cd3fc06.pdf) ***before filling in the present form to request to host volunteers.***

*In case of questions please contact us at* [*ivy@aebr.eu*](mailto:ivy@aebr.eu)*.*

**The Managing Authority or Joint Secretariat willing to become a hosting organisation of an Interreg Reporter should fill in this Programme Note in full.** The programme note should detail:

1. Full name and address of the host organisation willing to host an/some Interreg Reporter(s):
2. Short description of your Interreg Programme(s) you are willing to involve the volunteer(s) in:
3. How many volunteers you would like to host:

Please note that each host organisation can host a maximum of 3 Interreg reporters at the same time. If the tasks listed in this Note will be the same for all volunteers, it applies to all volunteers.

1. Language skills requested

List the language(s) and tick the level of competence\* required:

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| --- | --- | --- | --- | --- | --- | --- |
| Language(s) | A1 | A2 | B1 | B2 | C1 | C2 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Refer to the Common European Framework to indicate the level of competence for each language:

* A1/A2: basic user (beginner/advanced-beginner);
* B1/B2: independent user (intermediate/upper-intermediate);
* C1/C2: proficient user (advanced/mother tongue).

1. Programme scope/field

Underline/highlight maximum 3 topics that best corresponds to the field and scope of your programme:

* Social challenges
* Reception and integration of refugees and migrants
* Citizenship and democratic participation
* Disaster prevention and recovery
* Environment and natural protection
* Health and wellbeing
* Education and training
* Employment and entrepreneurship
* Creativity and culture
* Physical education and sport

1. Volunteer tasks

Underline/highlight the activity(ies) that you expect the volunteer to carry out:

* Working with children/young people
* Working with the elderly
* Working with disabled people
* Working with refugees
* Working with migrants
* Healthcare
* First aid
* Interpreting/translating
* Teaching/training/coaching
* Environmental/nature protection
* Building/construction/engineering
* Driving
* Arts/music
* IT – website/software/infrastructure development
* Media/communications/events
* Project management
* Other (please specify):

Clearly define the tasks to be assigned to the volunteer:

1. Please specify which communication activities the volunteer will carry out:
2. Please outline who the target audiences of the foreseen communication activities are:
3. Please explain how the communication activities carried out by the volunteer will help the promotion of Interreg/Cross Border Cooperation and its impact in the concerned region:
4. Please outline the solidarity scope/dimension of the volunteer’s reporting activities. *This aspect is important to make sure that volunteers fully grasp the spirit of solidarity that underpins Territorial Cooperation*.
5. Expected duration of the volunteering project (minimum 2 - maximum 6 months):

Clearly specify the ideal time frame of the volunteering project (e.g. from September 2017 to March 2018) and indicate if this duration is flexible and subject to detailed further agreement with the selected volunteer:

1. Commitment by the hosting organisation to avoid job-substitution and routine tasks

Declare your commitment to ensure this project is not a routine tasks substitution (maximum 750 characters space included):

1. Description of training and support you will provide to ensure the volunteer is put in the best possible conditions to perform his/her tasks (maximum 1500 characters space included):
2. How Personal support will be ensured

Indicate:

1. the mentor responsible for the volunteer (First Name/Family Name/Role in the organisation):
2. the measures and actions to integrate the volunteers into the local community:
3. Information about how the hosting organisation will help with practical arrangements, in particular:
4. Helping to find a suitable accommodation (low cost but decent accommodation arrangements should be eased, please indicate how):
5. The Interreg Reporter will be financially supported by AEBR with an estimated average amount of € 26 per day and contribution for the travel costs of the volunteer will also be provided. This allowance is intended to cover food, lodging, local transport, etc., as well as to provide some pocket money to the volunteer. AEBR will take care to arrange an insurance policy for every deployed volunteer. However, the hosting organisation is encouraged to outline if it intends to top up the allowance granted to the volunteer with additional resources and how (indicative example: canteen costs, local transport costs or other top up you may see feasible). Please note that the **extra money given to the volunteers cannot be risen from Interreg (ERDF) funding**, as double use of the same source must be avoided. Therefore, although very much appreciated, you can top up the financial support only by using your own/other sources which are independent from Interreg funding (maximum 1200 characters space included).
6. Declare that you will take care of all the activities related to administrative issues in the host country. In particular, we refer to any internal necessary administrative step that you as host organisation (or the volunteer) might have to take in order to be fully and legally "safe". This concerns steps that only you can be aware of as we, as coordinating organisation, cannot know how it works for you to host additional people in your office.
7. The Hosting organisation should adhere to the [European Solidarity Corps Chart](https://europa.eu/youth/solidarity/charter_en). Please declare you have read the Chart and agree to adhere.
8. The Programme Note should be signed by the Head of the Managing Authority or by the Coordinator of the Joint Secretariat.

***AEBR Host Organisation***

Name: Name:

Surname: Surname:

Date: Date:

Place: Place:

Signature: Signature: