

Guideline of Exchange by NVDA

First version approved at the 5th GA on 20 Jan. 2006

1) Workcamp description

Each workcamp should have **different workcamp code** as abbreviation/ number (e.g.; IIWC/16). Sufficient information is essential for volunteers to make a motivated choice. Therefore information in the workcamp description should be clear and concise by the following orders:

< The first line >

- a) Organizational code and workcamp **code**
- b) Workcamp **name** (and if possible, place). Don't translate the names of your workcamps into English, but use the original names in your own language.
- c) **Dates** in the format **dd/mm - dd/mm** or **begin/ half/ end** month
- d) **Types** of the projects (3 in maximum for each project). We recommend to use;
ENVI = Environment, AGRI = Agricultural, EDU = Education, SOCI = Social, CONS = Construction, RENO = Renovation, KIDS = Kids, ELDE = Elders, MENT = Mentally challenged, PHYS = Physically challenged, TEEN = Teenagers, ARCH = Archeology, CULT = Culture, FEST = Festival, MEDI = Medical, STUDY = Study, RESE = Researching, TEACH = Teaching, PEACE = Peace
- e) **Total number** of volunteers followed by word "vols." (and if possible, also mention the number of **international volunteers** as the example below.)

< Paragraph with the description of the projects >

Background: Ideally a description of 5 LINES describing the project partners, political aims, objectives, background of the project and whatever else relevant; information should not mislead the volunteer!

Then, to come to a clear description, the following instructions should be used (where necessary):

W: type of Work

S: Study theme

A: Accommodation

L: Language

Q: Qualifications

T: Terminal or region

X: Other useful information (e.g. additional fee, age limit, wheelchair accessibility, families welcome)

< Example >

NICE/05 Julau (Malaysia) 14/02-27/02 AGRI 18 (10 int)

Organized together with the **local long houses** and **MOVE** (Malaysian Organization of Voluntary Exchange) since 2005. MOVE is a **new NGO to promote workcamps in Malaysia** formed by ex. vols. in the past projects. NICE will co-organize workcamps with them for 2-3 years and then, they will do it independently. NICE organized this workcamp in Sep. 05 for the first time on Borneo island with a lot of results for exchange with local people and **activation on these depopulated mountain communities!**

W: We will mainly help their farming especially, **harvesting rice**. We may also **visit a school** for one day to have cultural exchange as well as try to **produce juice from local fruits** since locals drink only chemical juice.

Hopefully, this utilization of rich resource can employ young people in the future!

S: Future projects and cooperation in Malaysia. **Bring** some info.!

P: Exchange parties with Iban dance and drink, excursions, etc.

A: Home stay in the long houses (2-3 vols. in each family). Cooked by vols. Sleeping bag is needed.

L: A small village in the jungle of Sarawak Island. 45 minutes by 4W car from the nearest town and we can enjoy to exchange with local cheerful people of minority race.

T: Sibul (3 hours by bus and car) or Kuching (6 hours by boat and car)

Q: To be flexible/ adaptable/ physically strong. Malay speakers are welcome!

X: The additional fee of **50 US\$ should be paid on your arrival** directly.

2) Application procedure

a) **On application**, the sending NGOs should contain **Name of the volunteer, Code and Name of the workcamp** and if you want, also Dates of the workcamp. By e-mail, it should have in the subject: **'To incoming: AF'**

b) When the hosting NGO sends an acceptance mail, it should have in the subject **'To outgoing: accepted'**. The answer should contain **Name of the volunteer, Code and Name of the workcamp, Dates of the workcamp**.

c) When not accepting, the subject should be **'To outgoing: not accepted'** with **Name of the volunteer and Code**.

3) Acceptance

a) Hosting NGOs should **NEVER accept the volunteers directly** if they live in the countries where there are NVDA members (or any other exchange partners). Volunteers are recommended to apply through NVDA members if there are other exchange partners in the same countries.

b) **Hosting NGOs should answer** to the sending NGOs **within 3 working days** after the applications. In case there is a **special reason** to delay, they **still should inform** of that within 3 working days. **Sending NGOs should not give up** by the reason of no answer from the hosting NGOs since it may be because of communication problem!

c) If, for good reasons, the hosting NGOs didn't give an answer within 3 days, the placement officer can ask the hosting NGOs by sending a STANDARD e-mail with in the subject **'To incoming: status enquiry + <name of the volunteer>'**.

4) Info. sheets

should be sent **at latest by a month before the projects** to the sending NGOs (and if terminal was not mentioned in the project description, it should be earlier) with subject of **To Outgoing: Info. sheet <organisation code> <workcamp code>**

The information sheets should include information at least about the following:

- a) Brief description of the **hosting NGOs** including **contact details**
 - b) **Name, exact address, location** (the nearest town, etc.) of the workcamp and optionally, the map
 - c) **Dates** of the workcamp and the maximum or actual number of the volunteers
 - d) **Qualification**, skills, experience required (if any)
 - e) **Background and the aims** of the workcamp
 - f) **Work tasks** to be performed (and preferably, working hours)
 - g) **Draft schedule** if available
 - h) **Accommodation** and (if any) accessibility for volunteers with special needs (disabled, volunteers with children, etc.)
 - i) **Study theme** (if any) and **leisure** time activities
 - j) Workcamp **language**
 - k) **What to bring** (sleeping bag/ mat, instruments, work clothes, etc.)
 - l) **Travel directions** to the workcamp (preferably with the time tables, web. for the relevant info.)
 - m) **Emergency** contact phone number.
 - n) **Name and e-address** (if s/he has) of the responsible person for the project such as the camp leader
- * **List of the participants** can be introduced, but with mentioning "Even if there are no your name here, please don't worry since you may have been accepted after this list had been made".
- * Simple explanation **how to use the fee** is advised.

6) Friday List

Apart from the number of the available places, if there is limit of **the nationality and the gender**, Hosting NGO should mention it in the list. Hosting NGOs are recommended to send the list **every week** when they have any vacancies in the projects.

7) No show and cancellation

A) No show

Hosting NGOs absolutely have to inform the sending NGOs if the volunteers don't arrive at the project by the end of the 3rd day of the project.

B) Cancellation of projects

should be informed to the sending NGOs **within 3 working days** and **a reason** should be stated. Also, they should **try their best to find alternative places with similar dates** (preferably also types) for the vols.

If done by e-mail the standard message '**To outgoing: CAMP CANCELLED**' should be mentioned in the subject.

C) Cancellation of volunteers

should be informed to the hosting NGOs **within 3 working days** by fax or e-mail with '**To Incoming: VOL. CANCELS <name of the volunteer>**' in the subject.

8) Information

If the number of vols. in one project is **less than 3**, hosting NGOs should inform sending NGOs before the project.

9) Contact

If you have any questions and propositions, please don't hesitate to inform all of;
Puji, IWC (General Secretary of NVDA): nvdasecretariat@yahoo.com
Kai, NICE (President of NVDA): nice@nice1.gr.jp
Young-eun, IWO (Coordinator the EGWG): tokorea@1.or.kr