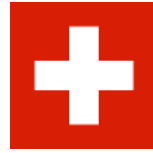




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Add some Swissness to YOUTH IN ACTION

Switzerland is for the moment still not a member of the YOUTH IN ACTION program. Negotiations are on the way and the most probable entry date seems for the moment the 1st of January 2011.

Yet there is a Swiss fund managed by our office, which can finance projects with Switzerland.

Cooperation with Switzerland is therefore possible and if the following points are taken into account it is even quite easy!

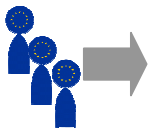


Short version: The most important points at a glance



Swiss participants come to your country ([more details on page 2](#))

- If Swiss participants participate in any action in your country, **our office pays for all the costs**
- We **help to find partners** or participants from Switzerland (0041 31 326 29 22, info@jfeuropa.ch).
- For Action 1 and 4.3 projects: **you cannot count Swiss participants in the application** for the calculation of the budget.
- For Action 1 and 4.3 projects: **bilateral projects** with Switzerland are **not possible**.
- Switzerland is **not** officially **counting as promoter**.
- For Action 2: The **application** has to be handed in **to the Swiss office**, which covers all costs.
- For Action 4.3 projects: if they are carried out **by an NGO**, we pay for the Swiss participants the **same amounts as granted in the contract**. If they are carried out under **TCP or Salto**, we kindly ask to send an **invoice** for the participation.
- **Other Actions (3, 5) can also be carried out** according to the rules of action 1 and 4.3



Your participants come to Switzerland ([more details on page 4](#))

- People from program countries can participate in projects taking place in Switzerland
- The application has to be written by a Swiss organisation and submitted in Switzerland
- Our office pays the whole project including travelling costs for participants from your country
- We can help any organisation to find partners or a hosting organisation (EVS) in Switzerland



Detailed version: Everything you always wanted to know



Young people from Switzerland participate in a project in your country

Action 1.1: Youth Exchange

- If a project wants to involve Swiss youngsters, this is possible. We are happy to **help finding partners** in Switzerland (→ info@jfeuropa.ch, 0041 31 326 29 22)
- Please try to **involve** the Swiss group not only in the project week but **also in the planning phase!**
- The Swiss participants **cannot be taken into account for the application** (per capita calculations) in your country
- To fund the Swiss participants, we need a **copy of the grant contract** between the group and the involved national agency/ agencies.
- As we usually have funds left over for action 1 projects we can **almost guarantee to co-fund** Swiss participants if the formal criteria are fulfilled.
- We apply the **same rules as** given in the **program guide**. Financially this means that we pay
 - 70% of the travelling cost (directly to the participants)
 - The per capita amounts for participation, board and lodging (directly to the hosting organisation)
 - The preparation cost (directly to the Swiss group or the hosting organisation)
 - A fair share of the lump sum activity cost and the exceptional costs (usually calculated as total amount divided by the number of participants times Swiss participants)
 - But: bilateral exchanges with Switzerland are not possible
- **Youth initiatives are not funded** in Switzerland at the moment
- **Bilateral projects** with Switzerland are **not possible**

Action 2: EVS

- Young people from Switzerland can participate in an EVS in your country, **if the hosting organisation is accredited** by your NA.
- If the hosting organisation has already established a relation to a Swiss volunteer or a sending organisation, they must tell them to **contact the Swiss coordination office** (info@jfeuropa.ch, 0041 31 326 29 22)
- If the hosting organisation has a project but not yet a Swiss volunteer, our office will **help to find one**.
- In any case, the whole project is **financed by the Swiss fund**, which our office is in charge of.



Detailed version (cont.): Everything you always wanted to know



- The whole **application** and the reporting have to be made upon our office in **Switzerland**.
- Officially, the project is not recognized as an EVS but as **we apply the same rules**, it is an “as-if-EVS”.
- We kindly **ask the NAs to admit** our **volunteer** to participate **in the trainings** (on arrival, mid-term evaluation).
- **We do pay for this participation** in the trainings according to the same rules as given for Action 4.3 (see below).
- We do **not** want to **crowd out** youngsters from **other countries** and do therefore prefer projects where no suitable volunteer could be found.
- In Switzerland applications **after** the official **deadlines** are **possible**.
- Sending organisations in Switzerland are not officially accredited, yet we **check every organisation personally** to guarantee a sufficient capacity.
- Every **volunteer is prepared** in a pre-departure training.

Action 4.3. Training and seminars

- If somebody from Switzerland applies to your training, thanks for **contacting us!** We will inform the potential participant about all steps needed to undertake.
- For trainings carried out by a NGO under action 4.3, we **need a copy of their contract** with your national agency.
- For those trainings we pay the **same amounts** as granted to the organisation in the contract:
 - Per capita for activity cost
 - Per capita for board and lodging
 - A fair share of lump sum activity cost, cost for training tools and exceptional costs (usually calculated as whole amount divided by the number of participants times the number of Swiss participants)
 - We pay 70% of the travelling costs directly to the participant.
- For trainings carried out **under TCP or by Salto**, we pay a fair **share of the cost** for the whole training.
- In that case the NA is kindly asked to **send us an invoice**¹. There is **no need for detailed** calculations. Please specify the total amount and the name of the participant and don't forget your bank details.
- We pay 70% of the **travelling costs** directly **to the participant**.

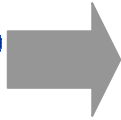
Other Actions

Swiss people can also participate in Action 1.3, 3.1, 3.2 and 5.1 projects where the corresponding rules of Action 1.1 and Action 4.3 (see above) apply.

¹ Email: info@ifeuropa.ch, Fax: 0041 31 326 29 23, Post address: Swiss coordination office youth for Europe, c/o INTERMUNDO, P.O. box, 3000 Bern 8, Switzerland



Detailed version (cont.): Everything you always wanted to know



Young people from your country participate in a project in Switzerland

Action 1.1: Youth Exchange

- An organisation or youngsters from your country **can participate** in a project in **Switzerland**
- Thank you for **helping** a Swiss **organisation to find partners** in your country!
- The whole application must be **handed in by a Swiss organisation** to our office in Switzerland
- **We pay the whole project** including 70% of travelling costs for participants from your country
- **Bilateral youth exchanges** in Switzerland are **not possible**

Action 2: EVS

- **EVS hosting** projects are **possible** in Switzerland
- Our office **helps you in finding** a suitable **organisation**. Don't hesitate to contact us if a volunteer is interested in a project in Switzerland (0041 31 326 29 22, info@jfeuropa.ch)
- There are the **same deadlines** as in the other countries.
- The whole **application** has to be written **by the Swiss hosting organisation** and sent to our office
- **We pay for all the costs** including the travelling costs of the volunteer
- Currently, there is no accreditation system in Switzerland. We do however **check personally every organisation** that hosts a volunteer
- Although there is no official training system, our office **provides on arrival and mid-term evaluation trainings** in cooperation with other Swiss NGOs.

Action 4.3

- Organisations or persons from your country **can participate** in action 4.3 projects in Switzerland
- Thank you for helping to **find suitable partners** if a Swiss organisation contacts you!
- The whole **application** must be handed in **by a Swiss organisation** to our office in Switzerland
- **We pay the whole project** including the travelling costs for participants from your country
- **Bilateral projects** in Switzerland (for example job shadowing) are **not possible**

Other Actions

- **Other decentralized actions** (1.3, 5.1) are **possible** in Switzerland
- **Youth initiatives** (action 1.2) and **action 3.1/3.2** are currently **not possible**