

## **Everything you always wanted to know about Swiss indirect participation in the YOUTH IN ACTION Programme**

(as of 20<sup>th</sup> of August 2008)

Switzerland is still not a member of the YOUTH IN ACTION program, yet bilateral negotiations between the Swiss Government and the European Commission have started. For the time being, the most probable date of entrance into full participation seems to be 1<sup>st</sup> of January 2010. This will however depend on political questions.

To bridge the remaining transition period the Swiss government has created a special fund for an indirect participation in the program. The Swiss Coordination Office Youth for Europe (SCO) is in charge of the administration of this participation and acts as a kind of “Swiss National Agency”. In order to clarify how Swiss partners can be involved and financed, this overview answers the following questions.

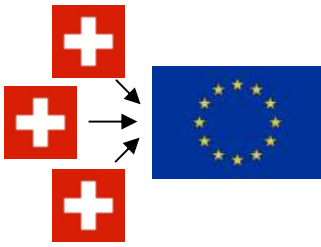
This document has two main sections:

- 1. How to involve Swiss participants in a project in your country**
- 2. How to participate in a project in Switzerland**

**Don't hesitate to contact us for additional information:**

Swiss Coordination Office YOUTH for Europe  
c/o INTERMUNDO  
Gerechtigkeitsgasse 12  
P.O. Box  
CH-3000 Bern 8  
Switzerland

Tel: 0041 (0)31 326 29 22; Fax: 0041 (0)31 326 29 23;  
info@jfeuropa.ch; [www.jfeuropa.ch](http://www.jfeuropa.ch)



## How to add Swiss participants to a project in a program country?

Switzerland has set its focus on the following actions:

- Action 1.1 (Youth exchange)
- Action 2 (European volunteer service)
- Action 4.3 (Training and networking)

Other actions (1.2, 1.3, 3.1, 5.1) are possible as well, they need however a more in-depth evaluation by the Swiss Coordination Office.

### Youth Exchanges

If no contacts to Swiss partners have been established, the SCO will help you in finding potential partners. If an organisation has already established these connections, the Swiss partner is requested to turn upon the SCO as soon as possible. We will then inform individually about the next steps to take. Thanks to indirect participation an application in Switzerland is possible even after the official deadlines; it should however not be done later than two months before the activity starts. The earlier (even before the project is submitted in another country) the better!

If the following rules are respected, funding is usually assured:

- The project has been approved by a national agency or the Executive Agency (copy of the contract needed).
- All partners do agree on the participation of an additional group
- The Swiss organisation has applied to the SCO, which will issue a special contract.
- The Swiss partner should be involved into the preparation process as all the other participating countries

Switzerland applies the same funding-rules as stated in the program guide and pays the same amounts as granted by the National agency (as in the contract). Flat rates for board and lodging and activity as well as a share of the lump sum are directly transferred to the host organisation's bank account, whereas travelling costs (70%), preparation costs and costs of an advanced planning visit (if applicable) are paid directly to the Swiss partners.

**Attention: Purely bilateral projects between a country and Switzerland are unfortunately not possible as for the request upon your National Agency, Switzerland is formally not taken into consideration as a partner!**

### **European volunteer service EVS (Swiss sending only, for hosting see the next chapter)**

Swiss organisations can send volunteers to work in any accredited organisation, which currently has a project going on. Often, an additional Swiss participant is added to an existing exchange or he or she is replacing another volunteer after the end of the latter's service. It is not our intention to crowd out participants from other countries! Please turn to the SCO for more information.

Even if connections are already established, a future volunteer has to apply to the SCO as early as possible. He or she will have to sign a special contract.

The same amounts as defined in the program guide are paid to the hosting and/or the coordinating organisation and the Swiss participant.

Please take note that Switzerland has not yet established its own system of pre-departure training. Whenever possible, volunteers are sent to participate in such trainings in another country.

### **Trainings, Seminars, Network activities**

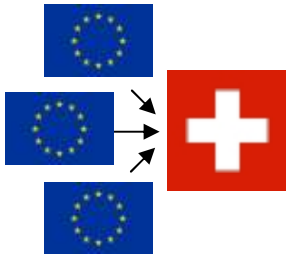
Persons living in Switzerland can participate in any kind of action 4.3 activity as long as the organiser agrees on it. Swiss partners can therefore also be invited to network activities. However, funding is only possible if the activity is running directly under the YOUTH IN ACTION program (YiA grant to an organisation or organized by an NA or a partnership between the YiA program and another institution).

Thanks to indirect participation, an inscription after the official deadline is possible as long as this doesn't cause inconveniences to the organiser or the other participants. In any case, the Swiss participant has to apply directly to the SCO.

For practical reasons, the procedure varies slightly depending on the organiser:

- If the organiser is a National agency the SCO carries out the pre-selection and sends the application to the NA who can reject it if there are no free seats or if the application doesn't fit with the sought profile.  
After the activity, the hosting NA has to send a simple invoice (confirmation of participation and the amount owed). The travelling costs (70%) are settled up directly with the participant.
- If the organiser is an NGO, a copy of the contract with the National agency has to be handed in to the SCO, which will then pay the same amounts as agreed in there (per diem) or an amount corresponding to the share of Swiss participants (fixed amounts). The travelling costs (70%) are settled up directly with the participant.

**→Purely bilateral projects between a country and Switzerland (for example job shadowing) are unfortunately not possible as for the request upon your National Agency, Switzerland is formally not taken into consideration as a partner.**



## How to participate in a project in Switzerland?

Switzerland has a certain amount of its budget dedicated to activities taking place in Switzerland (usually: 3 to 4 youth exchanges and 1 to 2 trainings). Technically, such activities are not part of the YOUTH IN ACTION program. The SCO tries however to grant the money according to the same rules as given in the program guide as long as there is no contradiction to national legislation.

### Youth Exchange

The Swiss organisation will apply in the name of all the partners upon the SCO, which will cover all the cost (activity, board lodging etc.) as well as 70% of the travelling costs for all the participants unless agreed differently with the applicant.

If you are searching a Swiss organisation for a project in Switzerland, the SCO will be happy to help you.

**Attention: Purely bilateral exchanges between on country and Switzerland are unfortunately not possible due to Swiss legislation.**

### European volunteer service EVS (hosting in Switzerland)

The EVS hosting program is still in a pilot phase in Switzerland. This means that a certain amount of flexibility is necessary as well for partner organisations as for participants. There is currently no system of accreditation. The SCO checks every organisation willing to host an EVS on an individual base. Switzerland can also not offer the standard on-arrival training but SCO tries to compensate this lack by an equivalent individual caring strategy.

If you already have established contacts to an organisation in which you would like to work as a volunteer, contact the SCO for further information. If you are looking for a host organisation, the SCO will be happy to assist you.

### Training and Networking

Switzerland applies the rules as stated in the program guide as well for Trainings and Seminars in Switzerland. The SCO covers all the cost for participation and organisation of the event and pays it directly to the hosting organisation. Unless the contract with the Swiss organisation differs in that point, SCO pays 70% of the travelling costs for all the participants.

Trainings that take place in Switzerland may be published in the SALTO training calendar.

**Attention: Purely bilateral exchanges between on country and Switzerland are unfortunately not possible due to Swiss legislation.**