



This is a copy of the common workcamp agreement Danish ICYE has with all workcamp partners – be sure to read the partners brochure for further information.

**Partnership Agreements
on Cooperation, Youth Exchange and Programmes
between
Danish ICYE and workcamp partners**



Content

1	Introduction	3
2	Partnership framework	3
3	Workcamps	3
3.1	Aim.....	3
3.2	Content of workcamp programmes.....	4
3.3	Support during the workcamp programme.....	4
4	Responsibilities of Danish ICYE	4
4.1	Documents to the workcamp volunteer.....	5
4.2	Documents to Workcamp partner	5
4.3	Training.....	5
4.4	Acceptance of a volunteer.....	6
4.5	In case of cancellation by the volunteer	6
5	Responsibilities of Workcamp partner	6
5.1	Documents to Danish ICYE	6
5.2	Training.....	7
5.3	In case of cancellation by Workcamp partner	7
6	Responsibilities of the volunteer	7
6.1	Approach of volunteer	7
6.2	Documents to the Danish ICYE.....	7
6.3	Training.....	7
6.4	Health and safety.....	8
6.5	Flight tickets, visa etc.	8
6.6	Personal data and use of photos	8
	Appendix A - Code of conduct for volunteers	10



1 Introduction

First and foremost this paper aims to lay the foundation and set up the common framework for the cooperation between Danish ICYE and Workcamp partner. Besides setting the common guidelines and agreements addressing the cooperation itself, it narrows down the common understanding and aim with workcamps related to cultural understanding and exchange, within which this cooperation will act. Finally it singles out the responsibilities of Danish ICYE, Workcamp partner and the participating volunteer, in order to ensure a successful and positive partnership for all.

2 Partnership framework

Danish ICYE and Workcamp partner cooperate within the frame of:

- **Trust.** We trust our partner to strive for the best result both in work situations, and in other issues and challenges we may face. We engage ourselves to trust the good intentions of our partners and therefore always engage in a constructive dialogue.
- **Openness.** We are open towards our work and towards our partners. This transparency in the collaboration between two organisations with different cultural and geographical roots is a unique basis for the continuous development and improvement of cultural understanding and exchange. We engage ourselves to bear this in mind when we are interacting and discussing.
- **Exchange.** We actively and continuously exchange ideas, knowledge and business practises through a close communication as we see this to be important when we aspire to create the best workcamp programmes, thereby giving the volunteers meaningful experiences.

Through the workcamp program we seek to improve and challenge the understanding between people across cultural, religious, historical and geographical borders. In order to achieve this, our partnership must be based on a mutual understanding.

This framework will guide the responsibilities of Danish ICYE, Workcamp partner and the volunteers participating in the program.

3 Workcamps

Workcamps are short-term programmes with duration of 1 to 4 weeks. National and international volunteers will work together during the workcamps. They will carry out different tasks for and in collaboration with the local community and engage in dialogue and discussion sessions facilitated by Workcamp partner.

Workcamp is an avenue where volunteers work together as a team for a certain period of time to solve a particular developmental challenge in a community, based on the spirit of volunteerism and tolerance for each other.

3.1 Aim

The workcamps and youth exchange of Danish ICYE and Workcamp partner is understood in terms of:



- Giving the volunteers the opportunity of meaningful learning experiences.
- Challenging the cooperation skills of the volunteers, and adding valuable experiences with a larger group in order to improve the volunteer's ability to work together across cultural and personal boundaries.
- Giving important insights on the culture of the country and the local community where the workcamp takes place.
- Actively integrate a room for interaction with the local community.

3.2 Content of workcamp programmes

The workcamp programme covers:

- Orientation seminar at arrival
- Lodging
- Food
- Local transportation if the lodging is not close to the location of the project.
- Any other expenses related to the mandatory workcamp activities and tasks.
- Information and other requirements listed in this partnership agreement.

The workcamp programme does not cover:

- Flight tickets
- Transport from/to airport
- Visa
- Vaccines
- Insurance
- Expenses due to illness
- Other expenses not related to the mandatory workcamp activities and tasks.

3.3 Support during the workcamp programme

During the actual workcamp programme the main supporter is Workcamp partner. Workcamp partner will remain in continuous contact with the volunteer throughout the programme period.

Seeing that Workcamp partner is the primary support, it is the responsibility of Workcamp partner to engage in dialogue with the volunteer in case of any personal issues or difficulties.

Danish ICYE will support Workcamp partner by encouraging the volunteer to interact and communicate directly with Workcamp partner immediately.

Any specific requirements or other tasks during the activities will be supported by professional and competent supervisors.

4 Responsibilities of Danish ICYE



4.1 Documents to the workcamp volunteer

Danish ICYE will provide the workcamp volunteer with the following information before departure:

- Voucher on workcamps including its content and requirements.
- A Workcamp voucher or information on practical issues (e.g. visa information, insurance guide).
- Profile of the specific workcamp programme.
- Introduction paper presenting Workcamp partner.
- List of living standard information and expectations (including price level).
- The Partnership Agreement on Cooperation, Youth Exchange and Programmes between Danish ICYE and Workcamp partner.
- All relevant information provided by Workcamp partner.

4.2 Documents to Workcamp partner

Danish ICYE will provide the following documents to Workcamp partner minimum 3 weeks before the first day of the workcamp where volunteer(s) from Danish ICYE are participating. The deadline is flexible to the extent that if possible and agreed on by Workcamp partner, "late-coming" volunteers can be allowed to participate:

- Details on the participating volunteer (including application, contact details, arrival details)
- Information on whether the volunteer has taken part in predeparture training.
- Any changes in the requirements and programme content from the part of Danish ICYE.

Danish ICYE will provide the following documents to Workcamp partner minimum once a year:

- Account
- Feedback on cooperation
- Feedback on volunteers' experiences.

4.3 Training

Before taking part in a workcamp Danish ICYE and Workcamp partner find it important that volunteers participate in a preparation course to achieve the best foundation for a successful and educative stay. The topics and issues raised on training are related to 1) cultural exchange, and may include cultural understanding, conflict resolution, group dynamics and communication, 2) practical information, and may include what a workcamp is, what to expect, and how the organisations cooperate.

At the moment Danish ICYE runs four predeparture trainings per year for volunteers going abroad on long- and mid term programmes. Danish ICYE will encourage volunteers going abroad on workcamp programmes to take part in these.

Danish ICYE expects the number of volunteers in the workcamp programme to increase, thereby creating the necessary ground and resources to run predeparture trainings specifically targeting volunteers going abroad on workcamp programmes. Due to continuous promoting and advertisements of workcamp programmes, Danish ICYE expects to be carrying out the predeparture trainings within the coming years.



Danish ICYE will always make sure that volunteers going abroad have spoken with either a coworker from Danish ICYE or staff member from the Secretary of Danish ICYE about 1) documents provided, 2) what a workcamp is and what to expect, 3) how to deal with challenges.

All volunteers going abroad will further more be offered contact information on a former volunteer (country-guides). If possible one who has taken part in a workcamp programme or else one who has taken part in a similar programme in the region.

4.4 Acceptance of a volunteer

Danish ICYE will go through the short application and information of a potential volunteer and through conversation with the potential volunteer establish a picture of the volunteer. The short application and information of the volunteer, together with any observations done by Danish ICYE during the conversations with the volunteers, will be directed to Workcamp partner.

Danish ICYE and Workcamp partner will both have to accept the participation of a volunteer in a workcamp programme.

4.5 In case of cancellation by the volunteer

If the volunteer cancels later than 3 weeks before the start of the workcamp programme Danish ICYE will pay 50% of the administration fee to Workcamp partner.

5 Responsibilities of Workcamp partner

5.1 Documents to Danish ICYE

Workcamp partner will provide the following documents to Danish ICYE minimum 3 weeks before start of the workcamp programme where volunteer(s) from Danish ICYE participate:

- Information letter to volunteer (including contact details and addresses, programme)
- Any changes in the requirements and content of the specific workcamp programme in comparison with the description in the year profile of offered workcamp programmes.

Workcamp partner will provide the following documents to Danish ICYE minimum once a year:

- Information on and description of offered workcamp programmes
- Updated list of living standard information and expectations on living standard (including price level)
- Changes in programme and participation criteria.
- Feedback on cooperation
- Feedback on volunteers
- Account

Workcamp partner will continuously provide information relevant to the volunteer participating in the workcamp and Danish ICYE as partner organisation.



5.2 Training

Danish ICYE and Workcamp partner find it important that volunteers at arrival take part in an orientation meeting or training in order to achieve a successful cooperation and learning experience during the workcamp. The topics and issues raised on training is related to 1) cultural exchange and may include cultural understanding, conflict resolution, group dynamics and communication, 2) practical information and may includes what a workcamp is, what to expect and how the organisations cooperate and 3) country information and may include history, cultural aspects and traditions.

5.3 In case of cancellation by Workcamp partner

In an event of short notice workcamp cancellation due to few volunteers or any other natural calamity, the workcamp partner will immediately inform ICYE as fast as possible before the workcamp in question begins. The workcamp partner will put efforts into being able to provide an alternative project to the volunteer(s), which will happen in a dialogue with Danish ICYE and the Danish volunteer.

6 Responsibilities of the volunteer

6.1 Approach of volunteer

The volunteer participating in the workcamp programmes will:

- Put energy in the programme and stay abroad
- Show interest in a yet unknown culture and country
- Participate actively in the programme and the activities organized
- Interact with the other volunteers and the local community

All volunteers are informed by Danish ICYE about the code of conduct for volunteers and are expected to adhere to these.

In general it is expected that the volunteer has made himself/herself familiar with any documents and information provided by Danish ICYE and Workcamp partner.

6.2 Documents to the Danish ICYE

Volunteers will need to ensure that the following documents are obtained, completed and delivered to Danish ICYE minimum 4 weeks before the start of the workcamp:

- Application form.
- Contact details.
- Any relevant information affecting the ability to take part in activities or tasks of the workcamp programme.
- Any other relevant information.

6.3 Training

Volunteers are encouraged to participate in a preparation course before departure and will if possible participate in one.



6.4 Health and safety

In the interest of personal health and safety the volunteer is encouraged to:

- Take care of all necessary vaccines in good time.
- Bring a sufficient supply of any necessary medication and/or prescriptions.
- Obtain advice on equipment suggested for the host country such as first aid kits, syringes, water sterilization equipment and mosquito netting.

Danish ICYE and Workcamp partner can not be held responsible for the cancellation of a program due to pre-known health conditions, such as depression, hepatitis B carrier etc. Danish ICYE and Workcamp partner will not be liable for any consequence of volunteers' failure to comply with the above.

Danish ICYE and Workcamp partner can neither be held responsible if volunteers due to health cannot carry the workcamp out provided that necessary information on the content of the workcamp programme has been provided the volunteer before signing the workcamp contract.

6.5 Flight tickets, visa etc.

Danish ICYE (and Workcamp partner) will guide and advise the volunteer on practical issues including information on insurance, visa, health, flights etc. Danish ICYE and Workcamp partner are not to be held responsible for this information. It is the responsibility of the volunteer to arrange and pay for flight tickets, visa and suitable insurances etc.

6.6 Personal data and use of photos

The volunteer will be informed by Danish ICYE before signing about the following:

By signing the contract with Danish ICYE about participating in a workcamp programme hosted by Workcamp partner the volunteer agree that Danish ICYE and Workcamp partner may use any photo(s)/image(s) we or someone on our behalf take of the volunteer or any comments (written or verbal) made during or in connection with the exchange period for our promotional/marketing purposes (such as including them in our brochure / website) without obtaining the volunteer's further specific permission or making any payment to the volunteer.

Volunteer agree to allow Danish ICYE and Workcamp partner to use any photos / information sent voluntarily to Danish ICYE or Workcamp partner for use in our publicity material.

If the volunteer do not want details and images used in any of marketing material, the volunteer should notify Danish ICYE. This may happen before, under and after the workcamp programme has taken place.

For the purposes of Data Protection, Danish ICYE is a data controller. Danish ICYE need to transfer the Personal Data given to us (such as volunteer's names and contact details), including Sensitive Personal Data (such as medical information and details of any convictions) to Workcamp partner in order to arrange the program and in order to protect



the volunteer's interests. An example of protecting volunteer's interests would be transferring an individual's medical information to assist in the provision of medical treatment should that individual become ill or suffer an accident during their exchange period. Personal details will be held by Danish ICYE and Workcamp partner for up to a minimum of 10 years to abide by data protection laws in certain countries.

The Volunteers in the country, where the workcamp programme takes place, may not afford the same level of protection of the ICYE volunteer's personal data as does Danish ICYE.

The volunteer give his/her consent when signing the workcamp programme contract.



Appendix A - Code of conduct for volunteers

1 Prior to Departure

- You must read and sign the contract and terms and conditions voluntarily
- You are encouraged to participate in a pre-departure training course,
- You have the responsibility to inform Danish ICYE of any circumstances that may influence your compatibility/suitability for certain activities and tasks
- You have the responsibility to provide accurate information to Danish ICYE about health-related issues

2 During the Exchange Period

Safety

- You must not act in any way that could put others or yourself at risk of being injured
- Being under the influence of alcohol or other drugs may interfere with your ability to deliver service. You also understand that the influence of alcohol or other drugs can remain in the body for many hours after consumption. You therefore agree not to perform your volunteer duties while under the influence of alcohol or other drugs and not consume alcohol or other drugs with a client of your project.
- You will respect and use all equipment in the way in which it was intended. In particular, you will always make use of any safety equipment provided.
- You will promote healthy and safe work practices by ensuring that co-workers adhere to a similar approach and taking appropriate steps in relation to those who do not.

Legal

- You are expected to respect the organizational policy of Workcamp partner. This includes the health and safety regulations as well as any regulations outlining relationship boundaries.
- You must respect and comply with the law of the Denmark and partner organization's country. This includes all laws relating to illegal drugs.

Respect and Integrity

- You should seek to promote integrity by being honest, fair and respectful of others.
- You must always respect the fundamental rights, dignity, and worth of all people, including the rights of individuals to privacy, confidentiality, self-determination, and culture.
- You are responsible for maintaining the confidentiality of all proprietary or privileged information to which you are exposed to while serving as a volunteer. Such information includes but is not limited to: information regarding a staff person, volunteer, member, or third party.
- You should use Danish ICYE and partner organizations' resources in an appropriate manner.
- You must respect rules and regulations of the host community and take good care of the accommodation that has been provided for your use.



- You must keep your partner organization informed about your whereabouts during the programme period, including notifying them of any travel plans during the programme period.

Commitment to Workcamp partner in workcamp programme

- You have responsibility towards Workcamp partner to show willingness to adapt to the surroundings and to carry out agreed tasks and participate in organized activities. While there you will be involved in interesting activities, some of the tasks could be routine, but important to the completion of the project.
- You should strive to maintain high standards in your work. You should also recognize the boundaries of your particular competencies and the limitations of your expertise.
- You must attend all the activities foreseen by the workcamp-program and the events organized by Workcamp partner
- You have the responsibility to remain in the workcamp-program for the agreed duration unless there is a good reason to leave the project. You should discuss such reasons with Workcamp partner before leaving.
- If you decide to leave the workcamp programme, you must notify Workcamp partner and Danish ICYE your intention to withdraw from the workcamp programme.

Complaints

You have the responsibility to seek guidance when necessary. If you have a problem or face a challenge you will engage in dialogue and discuss with your mentor/supervisor/Workcamp partner as the partner organization can only act when it is aware of a problem or challenge. Changes and improvement of your own stay can only happen if problems and challenges are handled during your stay and not after.