

Procedures

Adopted by the Steering Committee on 23 January 2018 in Brussels

The procedures for the Eurodyssey programme define the minimum common criteria for all the regions both sending and hosting Eurodyssey interns.

The Eurodyssey procedures are applicable to all partners involved in the implementation of the programme.

Article 1 - The basic principles

1.1 The Eurodyssey programme aims at encouraging the mobility of young people, improving their competences and promoting the notion of European citizenship by enabling:

- a) Young people to benefit from mobility by a professional experience and linguistic training in another European region. The programme aims at increasing the young person's competences, favour socio-professional integration and increase their employability;
- b) Member regions to forge special interregional ties with each other;
- c) Companies, institutions and organisations to open to Europe and benefit from the skills of a young person trained in another European country; to take part in the training of young people.

Article 2 - The Eurodyssey network – Composition and operation

2.1 The Eurodyssey network is made up of European regions member of AER. They work in close cooperation to ensure the dissemination of information, accompanying, sending and hosting Eurodyssey interns according to the minimum criteria defined in the present document. In case a region is not able to meet one of the points in this document, it must inform the Steering Committee, in writing, as soon as possible, via the secretariat.

2.2 The Eurodyssey network works based on the **mandatory principle of reciprocity** between regions in terms of sending and hosting interns.

2.3 The regions in the programme will publish at least 5 internship offers per year, of which a minimum of 3 must be effectively assigned to selected candidates. The minimum length of an internship is 3 months.

2.4 Two state of play reports will be published (June and December) on the number of interns sent/hosted, including the number of candidacies submitted and the number of placements occurred as well as the sending and hosting regions.

2.5 A new region joining the programme will be mentored by another region, if possible from the same country.

Article 3 – Role of sending regions

3.1 The region sending an intern is responsible for the recruitment and sending one or more applicants to the host region within the deadlines defined by the host region. The candidacies must be sent on the date set by the host region as reflected on the internship offer (at the latest, within two days of the deadline).

3.2 The sending region is responsible for the pre-recruitment of the applicants, keeping in mind the profile and competency requirements in the internship offer published.

3.3 The sending region is responsible for the communication with the applicant on his/her selection or the reasons for refusal of the internship.

3.4 The sending region may cover the travel costs for successful applicants.

3.5 The region ensures the conformity of the application and of the candidate and sends a CV in English or in another language, according to the requirements of the internship offer, as well as a motivation letter or diplomas if needed.

3.6 The sending region must use the website to submit and manage applications.

Article 4 – Role of hosting regions

4.1 The hosting region must use the website to manage internships. The region publishes or updates the detailed internship descriptions submitted by companies and the profile of the candidate on the Eurodyssey website. The internship offers cannot discriminate on gender, or ethnic or religious beliefs.

4.2 Calendar and procedures to follow for the management of internships:

At the beginning of the year, the host regions will communicate the calendar containing arrival dates of interns and the number of vacancies available (reception periods or all year long). The hosting region will define the deadline for the applications at least one month before the beginning of the internship and will select the candidate at least three weeks before the beginning of the internship. The host region will inform the sending region. The date when applications are submitted cannot be a criteria for the selection. Once a position is filled, it must be removed from the website. All applications submitted within the deadline must be considered in the selection procedure of the host region. A phone interview with the candidate must be systematically organized at the latest four weeks after the deadline for submitting applications defined in the internship offer.

The outcome of the selection procedure will be communicated to the regions who submitted applications at least 15 days before the start of the internship. The reasons for refusal are communicated at that time in order to help the candidate improve his/her profile.

The host region will send all relevant practical information to the sending region at least 15 days before the start of the internship.

The deadlines mentioned above can be reviewed exceptionally when there is no candidate for an offer (in the event of not being filled or withdrawal)

4.3 The host region will give the opportunity to trainees to follow language courses except if the intern already speaks the language of the host region.

4.4 The host region will cover the costs of living (housing, food and local transport) of the intern for the time of the traineeship.

4.5 The host region will guarantee the quality of the internship offered and the contacts with the host company. The region will ensure the welcoming of the intern and the presentation to the host company. The host region will follow the intern throughout his/her traineeship and will intervene in case of difficulties / conflicts upon requests of the company or intern.

4.6 The regions can also propose “tailored” internships depending on the specific requests of applicants (spontaneous applications). In order to ensure the proper functioning of this procedure, both the candidate and the sending regions must have received a notification within 30 days.

4.7 Region have the possibility of initiating pilot actions defined by mutual agreement. Special attention will be given to young people less or unqualified as well as to young

people in need.

Article 5 – Role of AER

5.1 AER covers the costs of insurance for all Eurodyssey trainees. The young persons are given the contact details of the insurance company in order to contact them directly in the event of a claim. In the event of a difficulty with the insurance company, the regions contact AER.

5.2 AER is also responsible for the management of the secretariat and the maintenance of the website, as provided for in Article 7 of the Eurodyssey Statutes.

Article 6 - Quality standards for sending and hosting

6.1 Accompanying the candidates:

- Promote the programme according to the standards defined by AER
- Promote the dissemination of the internship offers to the largest number of young people, without distinction
- Regularly update the internship offers and the other relevant content on the website
- Accompany candidates in the application procedures
- Send the complete applications before the deadlines (CV and motivation letter)
- In the event of deficiencies/problems the region must provide the information and details to the steering committee and to the AER Secretariat, to follow up with the region concerned.

6.2 Accompanying the interns:

- Inform the applicants about the selection procedure for their application
- Inform the applicants of the mandatory administrative procedures before their trip or on the need for additional documents.
- Ensure satisfactory hosting conditions (housing,...)
- Propose a language course adapted to the level of the intern
- Inform the trainees about the host region and suggest cultural activities
- Guarantee the smooth running of the internship and the living conditions of the intern
- Ensure that the intern is properly covered by an insurance in the framework of his/her internship
- Deliver a certificate to the interns
- Evaluate the internship 3 and 6 months after the end of the internship (with standard form)
- In the event of deficiencies/problems the region must provide the information and details to the steering committee and to the AER Secretariat, to follow up with the region concerned.

6.3 Eligibility criteria for interns:

- Reside in one of the regions of the Eurodyssey programme
- Aged between 18 and 30 or 35 depending on the host region
- Fit the profile of the internship offer published

6.4 The intern is committed to:

- Carry out the internship according to the internship offer, save in exceptional situations.
- To be of good behaviour, diligence and to respect the rules, both for the language course and for the internship.
- To not withdraw from the internship without a written justification: medical certificate, accident notification, letter signed by the company and the internship explaining the interruption of the internship, letter of employment, etc.
- To complete the end of traineeship evaluation and to submit the evaluation form
- To answer the follow-up evaluation surveys 3 and 6 months after the end of the internship

6.5 The company is committed to:

- Follow the intern throughout the internship by applying labour or internship legislation applicable in the region.
- To assist the young person in understanding the company culture and to assist him/her in integrating socially in the team.
- To name a tutor or a referent in the company, responsible for the intern.
- To entrust the intern with tasks and or missions in line with those defined in the internship offer.
- To set up a regular follow-up between the intern and the Eurodyssey correspondent from the host region.
- To undertake a final evaluation, communicated to the intern as well as to the correspondent from the region.
- The company must ensure the intern in the same way as all other employees.