



## **SCI Regulations on Partnership & Beyond**

[as approved at the 77th ICM in 2017]

### **Partnership Regulations**

#### **1.1. Introduction**

The Partnership Regulations apply for organisations who want to exchange volunteers with SCI in the framework of the following activities:

- Workcamps (excluding Teenage exchange projects)
- Long Term Voluntary projects (excluding European Voluntary Service)

The Regulations beyond Partnership define the terms of co-operation between SCI Branches and Groups in activities that are not included in the Partnership Regulations, e.g. seminars, trainings, EVS exchanges, international campaigns and all the other activities not explicitly mentioned in the Partnership Regulations.

Contacts and Partners are warmly invited to respect the Regulations beyond Partnership as well.

#### **1.2. Rights and duties of SCI Contacts and Partners**

##### **1.2.1 Rights of Contacts and Partners**

Contacts and Partners of SCI have

- the right to exchange volunteers with all Branches and Groups of SCI (unless there are specific restrictions)
- an account on the Online Placement System (OPS) and to the LTEG Database in order to publish projects in the SCI network
- access to the SCI mailing lists (except those for SCI only)
- access to the online resources of SCI with Partner rights (e.g. Members Area)
- the right to participate in the Exchange meetings (e.g. EEM, NSPM)

Access to the databases may be limited for some Contacts, according to Working Group decisions to limit exchange to certain SCI Branches or categories of volunteers.

Partners of SCI have the right to be member of SCI International Working Groups (normally the specific regional Working Group), under the condition that the Working Group approves the membership (see SCI Rules of Procedure for Working Groups, paragraphs 2.3.1 and 2.3.4, as approved by ICM 2010)

The International Secretariat regularly updates and publishes a list of all Contacts and Partners of SCI.



### **1.2.2 Criteria for Partnership**

A Partner of SCI has to fulfill the following requirements:

a) To share the aims of SCI as stated in the SCI constitution, in particular:

- Promotion of a culture of peace, international understanding and solidarity
- Social justice
- Sustainable development / lifestyle and respect for the environment.

b) To work in a democratic way and to be open without discrimination to all people. The organisation has a democratic structure and involves volunteers and members without discrimination of gender, race, nationality, social status, political views and other possible grounds.

c) To be a Non-profit organisation. The organisation commits itself to reinvest profits for volunteering activities.

d) Not to have projects competing with paid labor.

e) To regularly organise voluntary service activities that involve international volunteers. These activities have to be in line with aims of SCI as stated in the SCI constitution.

f) To facilitate the participation of volunteers with fewer opportunities in its voluntary service activities.

### **1.2.3 Responsibilities of Branches, Groups, Partners and Contacts**

All branches, groups, partners and contacts are expected to:

- Ensure a proper preparation of volunteers
- To communicate well with each other
- To carry out a proper evaluation of exchanges and pass on this evaluation to the regional WG/IEC in charge of evaluation (the 'competent body') of the contact/partner (see later in text)

## **1.3. Partnership Procedures**

### **1.3.1 Procedure to start co-operation (recognition of Contact)**

SCI can start to exchange volunteers with a new organisation ("Contact") at any time.

The recognition of a new Contact is proposed by a Branch, a Group, a Working Group (either thematic or regional), or the International Executive Committee (IEC).

The competence to approve exchange is with the respective regional Working Group, and for Contacts operating in countries for which no Working Group is competent, with the IEC. In case of mere bilateral pilot exchange it is enough to notify the competent body (regional Working Group or IEC), unless the exchange occurs with a country where SCI has a Branch or Group For geographical precisions see Annex.

The competent body informs the International Secretariat of the new Contact, and on possible terms of cooperation (e.g. a potential restriction to send only experienced volunteers, or only volunteers from member Branches of the Working Group in the Contact phase), and the International Secretariat makes sure that the new Contact is integrated into the SCI network as described above in



paragraph 1.2.1., at the same time making aware the new Contact of SCI's Practical Procedures as well as of the Procedure how to become a Partner as described below in paragraph 1.3.2.

The International Secretariat informs the International Committee (ICM) about the newly recognised Contacts.

Before a new Contact can be recognised, the regional Working Group or the IEC have to follow a procedure that depends on the category of country where the Contact operates.

- a) Co-operation with a contact in a country where SCI does neither have a Branch or Group nor Partner or Contact: no further procedure to be followed. Exchange of volunteers can start immediately.
- b) Co-operation with a Contact in a country where SCI has one or more Partner(s) and / or Contact(s): The competent body (Working Group or IEC) informs the new Contact about the existing Partner(s) and / or Contact(s) in the country, and where this is considered possible invites for co-operation of the new Contact and the existing Partner(s) and / or Contact(s). The existing Partner(s) and / or Contact(s) in the respective country are also informed about the new Contact. Exchange of volunteers can start immediately.
- c) Co-operation with a Contact in a country with one or more SCI Branch(es) or Group(s): The IEC informs the respective Branch(es) and / or Group(s) about the new Contact and asks for their opinion. If one of the concerned Branch(es) or Group(s) has an objection (either to the exchange as such, or to its specific conditions), and no agreement can be found, the issue is discussed at the next ICM and the exchange is suspended until then. The next ICM decides whether to accept the new Contact and under which conditions. In any case, the new Contact and the Branch(es) and / or Group(s) already operating in the country are invited to come to a written agreement - including clear arbitrator clauses and evaluation procedures - about their mutual co- operation. The IEC or the regional Working Group may facilitate this process.

### **1.3.2 Evaluation of Contacts and Recognition of Partners**

The cooperation with a contact is evaluated on a yearly basis. The competent body of recognition of the respective Contact (regional WG or IEC) is responsible for the evaluation. This task can be delegated to a Branch or Group, to specific activists, or to the International Secretariat. In any case, the evaluation should be carried out in a well-structured way (for example not based on only one or two volunteer reports). In the course of evaluation, the concerned Contact, SCI Branches and Groups as well as thematic Working Groups, the International Secretariat, and other interested actors should be consulted. The International Secretariat is informed about the results of the evaluation. The competent body also informs the Contact about the process and the results of the evaluation.

After two exchange seasons (normally two years of cooperation), the competent body discusses with the Contact the future perspective of co-operation and informs the ICM about the outcome of this discussion. However, in case of unsuccessful co-operation, the competent body may take a decision to cease co-operation at any time even before two exchange seasons are over. The evaluation is based on the Criteria for Partnership as explained above in paragraph 1.2.2. Regional Working Groups may also have their own criteria or guidelines for evaluation.

There are the following four options:

- a) Recommendation to the ICM to recognise the Contact as Partner of SCI.



- b) The Contact wants to become an SCI Group. In this case the Contact has to apply directly to the ICM, and the competent body as well as the IEC may give a recommendation.
- c) Ceasing of cooperation. In this case, no Branch or Group of SCI may exchange volunteers any more with the respective organisation for at least two years.
- d) No final decision. In this case, a Plan of Action how to come to a final decision has to be established. In the meantime, the respective organisation continues to keep the Contact status. If five years after the recognition of the Contact no decision has been taken, the co-operation ceases. (see above, lit. c)

In any case, the decision is taken by the ICM. The ICM is free to take a decision in favour of any of the four above-mentioned options.

Once a Contact has been recognised Partner of SCI, it cannot be downgraded to Contact status again. However, the terms and conditions of the Partnership can be revised (see below, paragraph 1.3.3).

### **1.3.3 Evaluation of Partners and Review / Suspension / Ceasing of co- operation**

The co-operation with recognised Partners may be evaluated on a yearly basis or from time to time, according to the procedures of the respective regional Working Group.

Any Branch or Group of SCI can ask the competent body any time for the evaluation of a Partner. If the competent Working Group denies the necessity of such an evaluation, the respective Branch or Group may ask the IEC for a decision on the matter. In this case, the IEC may delegate the task of evaluation to a different body.

The competent body informs the Partner about the evaluation before it starts, and about its results.

In case of urgency, e.g. if further exchange would bring SCI into disrepute or its volunteers into danger, the competent body may decide to cease exchange immediately. The ICM has to ratify such a decision.

The evaluation of a Partner may lead to a recommendation to the ICM to change the terms of the co-operation in one of the following ways:

- a) Revision of the terms of cooperation.
- b) Suspension of cooperation. In this case, a Plan of Action has to be established. In the meantime, no exchange with the respective Partner may take place.
- c) Ceasing of cooperation. In this case, no Branch or Group of SCI may exchange volunteers any more with the respective organisation for at least two years.

In any case, the final decision is taken by the ICM. The ICM is free to take a decision in favour of any of the three above-mentioned options, or to continue cooperation as before.

After ceasing the co-operation with a Contact or Partner according to the procedure as outlined above under 1.3.2 c) or 1.3.3 c), co-operation may start again after a minimum of two years, following the procedure from the beginning as a new Contact organisation.



## Annex: Geographical areas of competence of regional Working Groups and IEC

Abya Yala WG	Latin America
Africa WG	Africa excl. Mauritius, Maghreb, Libya and Egypt
Asia International WG	AP&M (Asia Pacific Mauritius) incl. Australia and New Zealand, excl. all countries of former USSR (Russian Federation, Caucasian region and Central Asia), and Middle East
Midi WG	Maghreb, Libya, Egypt and Middle East excl. Turkey
Sava WG	Balkans (Croatia, Bosnia and Hercegovina, Serbia, Montenegro, Macedonia, Kosovo, Albania, Bulgaria)
BEES	Europe excl. Sava WG area, incl. All countries of former USSR
IEC	Rest of the World not covered by any Regional Working Group: North America (US and Canada)



## Regulations beyond Partnership

### 2.1. Introduction

The Partnership Regulations deal with the cooperation between SCI and other exchange organisations (Contacts, Partners) in the framework of the core activities of SCI.

The Regulations beyond Partnership define the terms of co-operation between SCI Branches and Groups in activities that are not included in the Partnership Regulations, e.g. seminars, trainings, EVS exchanges, international campaigns and all the other activities not explicitly mentioned in the Partnership Regulations.

While acknowledging that the core activity of SCI is the organisation of international voluntary projects (both long term and short term), SCI Branches are encouraged to run projects of different kind that help the pursuing of SCI's Mission and Vision and can be beneficial for them.

To such extent SCI Branches are encouraged to co-operate also in this framework in order to:

- strengthen the SCI network
- share knowledge and good practice
- support each other mutually
- find solutions that satisfy both parts in case of conflicts, aiming to the strengthening of SCI

While the priority for SCI Branches is to cooperate with other SCI Branches and Groups, it is common practice that SCI Branches organize projects together with organisations outside of the SCI network (hereafter OO), may they be from countries without an SCI Branch, and may they be from countries where there is an SCI Branch or Group, an SCI Contact or Partner.

In this document the SCI network means the total of SCI Branches, Groups, recognised Partners and Contacts.

It is important that these activities are run without damaging directly or indirectly other SCI Branches and Groups located or not in the country where the OO operates or where the event takes place.

At the same time Branches are encouraged to multiply and spread the benefits of newly established partnerships in the SCI networks.

### 2.2. Exchange Procedures

The following sections detail standard procedures to be followed in different exchange scenarios.

The principle behind these procedures is that **project priority has to be given to Branches**, since any project is not an aim by itself, but a tool to achieve the wider SCI goals, that are shared among all branches. SCI Branches and Groups should be able to rely on being informed and their opinion being heard about exchanges happening in their country.

This principle is designed to meet the need of Branches to support each other and the need to enhance the work of SCI through projects, while still allowing partnerships outside SCI.

#### **2.2.1 Looking for project partners abroad**

When a branch looks for partners, it sends an email directly to one or a number of branches.



- If the Branch/(es) does not answer to the above-mentioned email in 5 working days, or if the answer is negative, the applicant branch can ask for partnership with other organisations<sup>1</sup> in the country of the Branch/(es) contacted.
- If the applicant Branch partners with another organisation for that project proposal, it will inform the Branch in the country of the organisations found, and of the fact that, if the project is approved, they will cooperate with the organisation outside SCI.
- If the branch in that country, after being informed, has reasons for objecting with an SCI Branch cooperating with the organisation outside SCI in that country, it has to give the reasons for objecting both to the applicant branch and during International Meetings. The problem has to be discussed as soon as possible, but the single project can go ahead.

### **2.2.2 Receiving partnership proposal from an organisation outside SCI**

- If the organisation is from a country where there is an existing Branch, the invited Branch will inform the Branch in the country of the organisation.
- If there are no objections the Branch can be a partner of the organisation in question.
- If there are objections, the Branch in the same country as the organisation will explain in detail the reasons for objecting via email both to the applicant branch and IEC, in order to find a mutual solution. If no agreement can be found, the issue will be brought to the next ICM for a final decision.. However, the invited Branch will not cooperate with the organisation outside SCI until the issue is clarified between the Branches involved or in the next ICM.
- If also the branch in the same country as the partner organisation is going to run for the same call for proposals, the other branch will give priority to the partnership with the SCI branch but, if possible according to the call rules, it can cooperate with the partner organisation. The objection has to be towards the organisation and not towards the presence of one more project running for the call.

### **2.2.3 Hosting Seminar/Training participants from another country**

**Situation:** An SCI Branch or Group (hereafter: the hosting Branch) organizes a seminar or training, advertising it on SCI's and other channels. Participant P from another country tries to register directly with the hosting Branch.

All participants, including trainers and facilitators, to international seminars, trainings or similar (hereafter: activity) must register through their respective Branches and Groups. Participants must be selected by sending Branches and Groups, if possible.

The following procedure has to be followed:

1. If there is no SCI Branch or Group in the sending country, the hosting Branch decides on the applications to the activity.
2. If there is an SCI Branch or Group in the sending country (hereafter: the Branch in the sending country), the hosting Branch should refer P to the Branch in the sending country for registration and inform the Branch in the sending country about the interested volunteer by sending an email.
  - a. When the Branch in the sending country has been notified of P and in the case they have other interested volunteers, they have the right to decide who they are sending to that seminar, and it might not be participant P. Both SCI Branches

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<sup>1</sup> We mean new partners not recognised partner organisations of SCI



involved have to inform each other on the fees they are charging to P, and make the total amount transparent to P **before** the activity takes place. No hosting fee can be charged for nationally or internationally fully funded activities.

- b. If the Branch in the sending country fails to react on the email within five working days or five days before the activity takes place, the hosting Branch can accept P directly.

It is the hosting Branch's responsibility to inform all SCI branches and groups if a participant from their country is registered, as early as possible. They should be prepared to answer questions about the age and have contact data of the individual volunteers available.

#### **2.2.4 Hosting self-registering volunteers in the framework of European Voluntary Service or similar programmes**

**Situation:** By chance a volunteer (hereafter: P) applies directly to an SCI Branch or Group (hereafter: the hosting Branch), without having a sending organisation yet.

1. If there is no SCI Branch or Group in the country of the volunteer applying, the hosting Branch decides on the applications to the EVS.
2. If there is an SCI Branch or Group in the country of the volunteer applying (hereafter: the Branch of origin), the hosting Branch should refer P to the Branch of origin for applying and inform the Branch of origin about the interested volunteer by sending an email, s.t. the Branch of origin can be the sending organisation of P in case he is selected. The Branch of origin should be contacted as early as possible.
3. If the origin Branch fails to react on the email within five working days, or there is not enough time to ask a decision of the origin Branch (less than five working days of reaction time before e.g. the Erasmus+ deadline) the hosting Branch can accept P directly.

#### **2.2.5 Sending volunteers to another country in the framework of European Voluntary Service or similar programmes**

**Situation:** An SCI Branch or Group (hereafter: the sending Branch) finds an organisation outside SCI in another country that wants to host EVS volunteers from the sending Branch and build up a stable exchange relationship.

If there is no SCI Branch or Group in the country, the sending Branch can start the cooperation, informing the competent body about the exchange as described in paragraph 1.2.3.

If there is an SCI Branch or Group in the hosting country (hereafter: the Branch in the hosting country), the following procedure has to be followed:

1. The sending Branch should inform the Branch in the hosting country that they would like to start a cooperation with the organisation outside SCI, explaining the main reasons why they want to cooperate and ask information, feedback and advice – after all the Branch in the hosting country could know the organisation outside SCI.
  - a. If the project has not been accepted yet when a volunteer applies, the sending Branch should contact the Branch in the hosting country as early as possible.
  - b. If the project is already approved when a volunteer wants to apply, the Branch in the hosting country has to be notified before the official application to the project. The same applies if the volunteer is contacting you as a sending organisation for a project with a hosting organisation outside SCI: you should ask the Branch in the





hosting country if they know anything about the organisation outside SCI before accepting the volunteer.

2. If the Branch in the hosting country:
  - a. wants to cooperate with the organisation outside SCI itself, working as the EVS hosting organisation and thus opening the possibility for other Branches to easily send EVS volunteers too, they have priority to establish the contact. The sending Branch can help in the process.
  - b. has no objections towards the exchange: the sending Branch can start cooperation with the organisation outside SCI, and is invited to find ways to involve the Branch in the hosting country in order to create an exchange and strengthen the relationship between the three partners.
  - c. does not want the sending Branch to start cooperation with the organisation outside SCI, claiming that it does not fulfill the „Criteria for Partnership“ as listed in paragraph 1.2.2., the cooperation should not begin until an agreement is found. First, the Branches involved should try to understand each other’s position and find a mutual solution – possibly with the help of the competent thematic/regional working group. If no agreement can be found, the issue should be discussed with the IEC, and as a last resort brought to the ICM for a final decision.
  - d. does not want the sending Branch to start cooperation with the organisation outside SCI for any other reasons, they should try to find a solution bilaterally – asking the competent body for mediation if necessary, or settling the matter at ICM as a last resort. The cooperation can still be continued by the sending Branch until an agreement has been reached.
3. In any case, the Branch in the hosting country should be informed about the new partnership and get all evaluation reports of EVS exchanges by the sending Branch.