Certification process

Why do organisations need to be certified?

Each organisation wishing to take part in EU Aid Volunteers is required to meet the high quality standards of
volunteer management outlined in the EU Aid Volunteers legislation. This is a quality assurance indicator of the
initiative.

EU-based Sending organisations submit an evidence-based self-assessment form, showing that they comply
with and commit to all the standards and procedures of the EU Aid Volunteers initiative in areas such as duty of
care, health and safety and equality.

Hosting organisations based in non- European Union (EU) countries complete a self-assessment form and submit
it together with three references, in order to demonstrate their capacity to comply with and commit to the
requirements of the EU Aid Volunteers initiative.

Details on these requirements can be found in Chapter 9 of Commission Implementing Regulation (EU) No
1244/2014 of 20 November 2014.

Who can be certified?

The EU Aid Volunteers initiative is open to organisations based in the EU and in non-EU countries who comply
with the following criteria:

Sending organisations (based in the EU) must:

- adhere to the standards and procedures of the EU Aid Volunteers initiative.

- be active in the field of humanitarian aid.

- belong to any of the following categories:

- non-governmental not-for-profit organisations established in a EU Member State

- civilian public law bodies from a Member State;

- the International Federation of National Red Cross and Red Crescent Societies.

Candidate and partner countries of the European Neighbourhood Policy and countries that are members of the
European Economic Area (EEA) can participate as soon as these countries have signed agreements with the EU
covering the programme.

Hosting organisations (based in third countries) must:

- adhere to the standards and procedures of the EU Aid Volunteers initiative;

- be active in the field of humanitarian aid.

- belong to any of the following categories:

  - non-governmental not-for-profit organisations operating or established in a third country under the laws in force in that country;

  - public law bodies of a civilian character governed by the law of a third country;

  - international agencies and organisations.

How does the certification process work?

The certification process for organisations is free of charge and open on a continuous basis until September 2020.

The self-assessment forms for certification (e-forms) are available only in English and French but can be completed in any of the official EU languages.
Self-assessment forms and accompanying evidence are to be submitted electronically, to the Executive Agency (EACEA): EACEA-EUAID-VOLUNTEERS@ec.europa.eu.

The EU Commission will inform the applicant organisation of the outcome of the certification within six months upon receipt of the completed application form.

What happens if our application for certification fails?

Organisations that have failed certification can apply with priority for funding of capacity building / technical assistance projects under EU Aid Volunteers.

Unsuccessful organisations can resubmit an application for certification after 12 months.

How do I apply for certification for my organisation?

For full details of how to apply are available on the EACEA page EU Aid Volunteers - Certification mechanism for sending and hosting organisations.EU Aid Volunteers - Certification mechanism for sending and hosting organisations

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Is there a simplified procedure for country offices?

Many European organisations have country offices in third countries. If a certified sending organisation has a country programme office which is registered in the third country and has its own legal entity, that country programme office is required to undergo individually the full certification procedure for hosting organisations.

Where a certified sending organisation can prove that it operates in a third country and where this operation has no separate legal entity, the sending organisation can submit a simplified form for hosting organisation certification.

Who can I contact if I have questions?

Any questions on certification under the EU Aid Volunteers initiative should be sent to the Education, Audiovisual and Culture Executive Agency (EACEA).