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**REPUBLIC OF LITHUANIA  
MINISTER OF SOCIAL SECURITY AND LABOUR OF THE REPUBLIC OF  
LITHUANIA**

**ORDER  
ON THE APPROVAL OF THE REGULATION OF THE PROCEDURE FOR THE  
ORGANISATION OF THE YOUTH VOLUNTARY SERVICE**

22 June 2018 No. A1-317

Vilnius

In the implementation of the measure under Paragraph 4.2.3 of Annex 1 to the Action Plan for the National Youth Policy Development Programme for 2011–2019, approved by Order No. A1-181 of the Minister of Social Security and Labour of the Republic of Lithuania of 13 April 2017 "On the Approval of the Action Plan for the National Youth Policy Development Programme for 2011–2019":

1. I do hereby approve the Regulation of the Procedure for the Organisation of the Youth Voluntary Service (hereinafter referred to as the "Regulation") (attached hereto).
2. I do hereby assign the Department of Youth Affairs under the Ministry of Social Security and Labour to implement the provisions of the Regulation.
3. I do hereby recommend that the municipalities be involved in the implementation of the Regulation.
4. I do hereby assign the control over the implementation of the Order to the Vice-Minister, according to the area of administration.

Minister of Social Security and Labour

Linus Kukuraitis

APPROVED BY

22 June 2018 Order No. A1-317 of the Minister of  
Social Security and Labour of the Republic of  
Lithuania

## **REGULATION OF THE PROCEDURE FOR THE ORGANISATION OF THE YOUTH VOLUNTARY SERVICE**

### **CHAPTER I GENERAL PROVISIONS**

1. The Regulation of the Procedure for the Organisation of the Youth Voluntary Service (hereinafter referred to as the "Regulation") shall establish the principles for the organisation of the voluntary activities of youths, the carrying out thereof, the performers, the organisation of their work and the funding of the voluntary activities.

2. The peculiarities of the implementation of the Youth Voluntary Service shall be as follows:

2.1. The Regulation shall be applicable if a volunteer, the youth volunteer coordinating organisation (hereinafter referred to as the "Coordinating Organisation"), or the organisation organising the youth who is volunteering (hereinafter referred to as the "Hosting Organisation"), and funding is allocated for the implementation of the voluntary service from the state or municipal budget of the Republic of Lithuania;

2.2. a volunteer shall be entitled to implement a voluntary service only within one chosen coordinating organisation. A young person shall be entitled to clarify his/her application for the performance of the voluntary service (hereinafter referred to as the "Application"), which shall be submitted to the Department of Youth Affairs under the Ministry of Social Security and Labour (hereinafter referred to as the "Department") under the procedure prescribed in Paragraph 13 hereof, prior to the date of the conclusion of the Youth Voluntary Service Agreement (hereinafter referred to as the "Agreement") by submitting a free-format request for a clarification of the application submitted by him/her.

*Amendments to the paragraph:*

*No. [A1-400](#),*

*16 July 2019,*

*published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689*

3. For the purposes of this Regulation, the following terms shall apply:

3.1. "**Administrative Assistance**" shall mean the activities carried out by the Host Organisation and the Coordinating Organisation, with a view to helping a volunteer to fill in the Agreement, or a request for an adjustment, termination of the Agreement, suspension of the youth voluntary service, administration of documents supporting the expenses incurred in the course of youth the voluntary service, and other documents in relation to the youth voluntary service.

*Amendments to the paragraph:*

*No. [A1-400](#),*

*16 July 2019,*

*published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689*

3.2. "**Youth Voluntary Service**" shall mean the organised and performed voluntary activities as a whole, in which a volunteer, the Host Organisation or the Coordinating Organisation are involved.

3.3. "**Assessment of Competences**" shall mean the process in the course of which the competences acquired by the volunteer are assessed, in accordance with the procedure and the criteria established in the legal acts regulating the competences with a view to assessing and acknowledging the competences acquired during the voluntary service; thus, enhancing the volunteer's qualifications through changes of access to higher education and the labour market.

3.4. "**Tutor**" shall mean a person working at the Host Organisation or carrying out the voluntary activities, who is responsible for the organisation and coordination of the volunteering and is participating in the process of the assessment and self-assessment of the volunteer's competences acquired during the voluntary service.

3.5. "**Mentor**" shall mean a person working at the Coordinating Organisation or performing the volunteering, who is responsible for the participation in the volunteering, as well as the assessment and self-assessment of the competences acquired during the volunteering.

3.6. "**Accreditation of the Organisation**" shall mean the process, in the course of which the Host Organisation is assessed in accordance with the assessment criteria and the procedure established in the legal acts governing the accreditation of Host Organisations, or the process in the course of which a potential Coordinating Organisation is assessed in accordance with the assessment criteria and the procedure established in the legal acts governing the accreditation of Coordinating Organisations.

3.7. "**Host Organisation**" shall mean an accredited non-profit legal person (voluntary service organiser) registered in the Republic of Lithuania, which may create conditions for volunteers to improve personally or professionally, and ensures the support thereof.

3.8. "**Volunteer**" shall mean a young person carrying out activities that benefit the public at the Host Organisation free of charge.

3.9. "**Coordinating Organisation**" shall mean a non-governmental organisation, accredited in the Republic of Lithuania, which may ensure the participation of volunteers in volunteering and cooperation with the Host Organisations, as well as providing methodological support to the Host Organisations in relation to the assessment and self-assessment of the competences acquired by the volunteer in the course of the volunteering.

3.10. Other terms used herein shall correspond to the definitions used in the Republic of Lithuania's Law on the Budget Structure, the Republic of Lithuania's Law on Volunteering, the Republic of Lithuania's Law on the Youth Policy Framework and the Republic of Lithuania's Law on the Development of Non-Governmental Organisations.

4. Incidental, non-systematic activities of a person with volunteering characteristics, professional practice in an institution, company or organisation, work or another form of remunerated activities according to an employment contract, service or copyright activity contract, as well as assistance to relatives, friends, leisure or tourism activities, studies or vocational training, or assignments requiring special education or skills shall not be deemed to be a voluntary service.

## **CHAPTER II**

### **VOLUNTARY SERVICE PERFORMERS AND ORGANISATION OF THEIR WORK**

5. The youth voluntary service, except for the cases provided for in Paragraph 5<sub>1</sub> hereof, shall be performed for at least 10 hours per week or at least 40 hours per month (at least 2 hours per week) within the time limit set forth in the Agreement for a period not shorter than 6 months, according to the youth volunteering schedule agreed by the volunteer, the Host Organisation and the Coordinating Organisation (Annex 1 hereto).

*Amendments to the paragraph:*

No. [A1-400](#),

16 July 2019,

published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689

5<sub>1</sub>. Upon a reasonable request of a volunteer addressed to the Department, the youth voluntary service performed by a volunteer may be suspended by a decision of the commission set up by the representatives of the Department, the Coordinating Organisation(s) and the Host Organisation(s) by the Director of the Department (hereinafter referred to as the "Commission"), under the procedure prescribed in the Rules of Procedure of the Commission approved by the Director for circumstances which are recognised by the Commission as justified (disease, death of close relatives, etc.), once for a period of no longer than 30 calendar days, or for the entire term of the performance of the youth voluntary service of the volunteer established in the Agreement.

If the Commission recognises the circumstances indicated in the volunteer's request for a suspension of youth voluntary service as justified, the Department shall draw up a draft amendment of the Agreement by changing the term of the performance of the youth voluntary service and/or the volunteer's youth volunteering schedule established in the Agreement, not later than within 10 working days from the date of the adoption of the decision.

The period for which the volunteer's youth voluntary service was suspended shall not be included in the term of the performance of the youth voluntary service.

During the period of the suspension of the youth voluntary service, the requirement that the indicated service must be performed for at least 10 hours a week or at least 40 hours a week (at least 2 hours per week) shall not be applicable.

*Supplemented with paragraph:*

No. [A1-400](#),

16 July 2019,

published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689

6. Youth voluntary service performers shall consist of the following:

- 6.1. the Host Organisation;
- 6.2. the Coordinating Organisation;
- 6.3. the Department.

*Amendments to the paragraph:*

No. [A1-400](#),

16 July 2019,

published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689

7. The youth voluntary service and accreditation of the voluntary service performers provided for in Paragraphs 6.1–6.2 hereof, and the supervision of the activities thereof, shall be coordinated by the Department in accordance with the legislation regulating volunteering and establishing the procedure and criteria for the accreditation of the Host Organisations and the Coordinating

Organisations, and the procedure for the assessment of the quality of the activities of the Host Organisations and approved by the Director of the Department.

8. The coordinator of youth affairs of the municipality shall contribute to the implementation and development of the voluntary service.

9. The Host Organisations and the Coordinating Organisations must follow the legislation regulating volunteering and establishing the quality criteria for the activities of the Coordinating Organisations and the Host Organisations, approved by the Director of the Department.

10. The voluntary service shall be performed only after the conclusion of a written agreement between the young person, the Host Organisation and the Coordinating Organisation (Annex 2 hereto) defining the obligations and responsibilities of the parties: the volunteer's tasks, scope of the work, duties, responsibilities of the Host Organisation and the Coordinating Organisation, and the contact details of the volunteer, the Host Organisation and the Coordinating Organisation.

11. The Host Organisation shall be entitled to refuse to conclude the Agreement or to terminate the Agreement concluded with the volunteer if:

11.1. it is impossible to align the volunteering offered in the organisation with the volunteer's competences, interests, needs and motivation;

11.2. the volunteer cannot perform the volunteering offered to it due to health problems or a disability;

11.3. the volunteer is not entitled to work with the target group (e.g. due to unspent or unexpunged convictions, or non-existence of a health certificate authorising the volunteer to work with children although such a certificate is mandatory);

11.4. due to other objective reasons.

12. The Host Organisation shall notify the young person who has submitted the request or the volunteer of the refusal to conclude the Agreement or termination of the Agreement, and the reasons for the refusal to conclude the Agreement or the termination of the Agreement, in writing against a signed acknowledgment.

13. If a young person wishes to become a volunteer, he/she must submit a request via the official website of the Department.

*Amendments to the paragraph:*

*No. [A1-400](#),*

*16 July 2019,*

*published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689*

14. For the purposes of the performance of the volunteering, the Host Organisation shall be obliged to appoint a tutor(-s) and the Coordinating Organisation shall appoint a mentor(s).

15. The same organisation may be the Host Organisation and the Coordinating Organisation. The activities of the tutor and the mentor must be carried out by different persons.

16. The volunteering at the Host Organisation shall be carried out by a volunteer. The list of Host Organisations shall be published on the official website of the Department.

17. The mentors shall enable the young person, who has submitted a request, to meet the tutors of the Host Organisations. Meetings with the tutors of the Host Organisations shall be organised with a view to ensuring that the volunteering has satisfied the young person's expectations, thus reducing the risk of an early withdrawal from the volunteering.

18. Every time the Department receives a young person's request, the mentor appointed by the Coordinating Organisation shall consider the main areas for future volunteering, as well as the

tasks, possible schedule of activities and other issues in relation to the performance of the youth voluntary service, together the tutor(s) of the Host Organisation and in accordance with the procedure approved by an order of the Director of the Department.

*Amendments to the paragraph:*

*No. A1-400,*

*16 July 2019,*

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### **CHAPTER III FUNDING OF THE YOUTH VOLUNTEERING**

19. The costs incurred in the course of the volunteer's volunteering may be paid only via one Coordinating Organisation.

20. The Coordinating Organisation shall be entitled to received funding for the performance of the volunteering from:

20.1. appropriations allocated by the Ministry of Social Security and Labour of the Republic of Lithuania and/or the institutions subordinate to it;

20.2. municipal budgets;

20.3. other lawful sources of funding.

21. The expenses incurred by a volunteer in the course of the volunteering shall be reimbursed in accordance with the Regulation of the Conditions of and the Procedure for the Reimbursement of Volunteering Expenses, approved by Order No. A1-330 of the Minister of Social Security and Labour of the Republic of Lithuania of 14 July 2011 "On the Approval of the Regulation of the Conditions of and the Procedure for the Reimbursement of Volunteering Expenses".

### **CHAPTER IV ORGANISATION OF THE YOUTH VOLUNTARY SERVICE**

22. The functions of the Host Organisation shall be as follows:

22.1. to provide for the volunteers' activities and draw up volunteer attendance schedules, taking into account their individual needs, acquired competences and the competences they wish to acquire;

22.2. to enable volunteers to join the staff of the Host Organisation;

22.3. to familiarise the volunteers with the rules of procedure of the organisation and the occupational safety requirements against a signed acknowledgement;

22.4. to supervise the activities of the volunteers and to provide consultations on the issues concerning the voluntary service to them;

22.5. to notify the mentor of the Coordinating Organisation of the attendance of volunteers, according to the agreement between the Host Organisation and the Coordinating Organisation, but not less than once per calendar month;

22.6. to enable the volunteers to be present at the meetings with the mentor intended for them and other activities in relation to the performance of the volunteering;

22.7. to cooperate with the mentor of the volunteers of the Coordinating Organisation, and during the period of the voluntary service and at the end of the voluntary service to notify the volunteer of the achieved results and the acquired competences;

22.8. taking into account the financial possibilities, to help the Coordinating Organisation to ensure accommodation and food for the volunteer, as well as the provision of the volunteer with operational or other necessary means;

22.9. to help to resolve conflicts arising between the mentor, the tutor and a volunteer or volunteers;

22.10. to help the Coordinating Organisation to provide administrative assistance to a volunteer, as far as is practicable;

22.11. to organise meetings with a volunteer on a periodical basis, in order to discuss issues concerning the volunteering. It shall be recommended that meetings should be organised on a regular basis, at least once every 14 calendar days;

22.12. to help a volunteer to develop the competences necessary for the carrying out of activities under the terms and conditions provided for in the Agreement;

22.13. to motivate a volunteer to participate in the competence (self-)assessment activities, enable conditions for the fulfilment of the delegated assignments, present them to a tutor and discuss them with him, and to assess the newly acquired/improved competences/achievements.

23. The functions of the Coordinating Organisation shall be as follows:

23.1. to cooperate with the responsible specialist appointed by the Director of the Department on the issues concerning the performance of the youth volunteering;

23.2. to consult with the young persons who have submitted a request on the issues concerning the volunteering, the selection of the Host Organisation and other issues in relation to the volunteering;

23.3. to supervise and coordinate the performance of the volunteering at the Host Organisations and to consult with the volunteers;

23.4. to supervise the volunteering at the Host Organisations and the development of the volunteers' competences, in accordance with the procedure and criteria for the assessment and self-assessment of the competences acquired in the course of the volunteering established in the legislation regulating the quality of the activities of the Host Organisations and approved by the Director of the Department;

23.5. to enable a volunteer to carry out the (self-)assessment of the competences acquired in the course of the volunteering and to fulfil the necessary assignments;

23.6. to issue a document evidencing the performance of the volunteering and the competences/achievements acquired by the volunteer, under the procedure established by the Director of the Department;

23.7. to help to deal with conflicts arising among the mentor, the tutor and the volunteer or volunteers, and the other parties concerned, if such conflicts have arisen and/or if the tutor fails to resolve such conflicts;

23.8. in cooperation with the Host Organisation, to deal with the issues concerning accommodation (if necessary), travelling (if necessary), food, consultations with volunteers and the provision of administrative assistance;

23.9. to deal with the administrative issues concerning the compensation of the volunteer's costs;

23.10. to ensure proper administration of the documents supporting the volunteering;

23.11. to provide mentoring services to the Host Organisations;

23.12. to provide individual consultations on the issues concerning the voluntary service to the tutor of the Host Organisations;

23.13. to promote the Host Organisations to provide for long-term volunteering prospects;

23.14. to consult and to communicate with the mentors and partners of other Coordinating Organisations;

23.15. to publish information on voluntary service possibilities on the official website of the Coordinating Organisation.

24. The functions of the volunteer shall be as follows:

24.1. to perform volunteering at the Host Organisation within the time limits and under the terms and conditions prescribed in the Agreement;

24.2. to be familiarised with and comply with the internal rules or procedures and the occupational safety requirements of the Host Organisation;

24.3. to actively communicate with the tutor and the mentor, other Coordinating Organisations and the Host Organisations;

24.4. to be present at volunteering meetings with the tutor and the mentor;

24.5. to be involved in the assessment of one's competences under the procedure established by the Director of the Department, according to the criteria for the assessment and self-assessment of the competences acquired by youth volunteers in the course of the volunteering;

24.6. at the start and at the end of the volunteering, to carry out a self-assessment of the competences/achievements the person wishes to acquire, has acquired, improvements, the results of the volunteering and the prospects for the use of the acquired competences.

25. The functions of the Department are as follows:

25.1. to provide methodological assistance and recommendations to the municipalities, Coordinating Organisations, other state and municipal institutions and bodies, and other natural and legal persons on the implementation of the voluntary service;

25.2. to organise the accreditation of the Host Organisations and Coordinating Organisations;

25.3. to analyse a change in the Host Organisations, such as the areas in which they act and their possibilities and need for the hosting of volunteers;

25.4. to organise and carry out the recognition of the competences of the volunteers;

25.5. to analyse the numbers and achievements, as well as the qualitative and quantitative volunteering indicators of the young persons engaged in the volunteering;

25.6. subject to the financial possibilities, to finance the activities of the Coordinating Organisations;

25.7. to give publicity to the youth voluntary service possibilities in Lithuania.

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Annex 1 to  
 Regulation of the Procedure for  
 the Organisation of the Youth  
 Organisation Service

\_\_\_\_\_  
 (name of the volunteer host organisation)

APPROVED BY

\_\_\_\_\_  
 (Position of the manager or authorised person)

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (name and surname)

**VOLUNTEER'S YOUTH VOLUNTEERING SCHEDULE**

\_\_\_\_\_ **20** \_\_\_\_\_

<b>NAME AND SURNAME OF THE VOLUNTEER</b>						
<b>NAME OF THE COORDINATING ORGANISATION</b>						
<b>Day of the month</b>	<b>Activities and objectives</b>	<b>Arrived</b>	<b>Left</b>	<b>Total number of hours</b>	<b>Signature</b>	
					<b>Volunteer</b>	<b>Tutor</b>
<b>1</b>						

<b>2</b>						
<b>3</b>						
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<b>31</b>						

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Position of the originator

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signature

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name and surname

Annex 2 to  
Regulation of the  
Procedure for the  
Organisation of the Youth  
Organisation Service

**(Model of the agreement)**

**YOUTH VOLUNTARY SERVICE AGREEMENT**

No. 20

\_\_\_\_\_  
(place)

**I. PARTIES TO THE AGREEMENT**

**Volunteer:** \_\_\_\_\_ (hereinafter referred to as the "volunteer"),  
(name, surname)  
date of birth: \_\_\_\_\_ address: \_\_\_\_\_  
\_\_\_\_\_, contact details (tel., e-mail):  
\_\_\_\_\_;

**volunteer host organisation:**

\_\_\_\_\_,  
(hereinafter referred to as the "Host Organisation"), represented by \_\_\_\_\_,  
(position, name, surname of the employee responsible for the Agreement)  
address: \_\_\_\_\_  
\_\_\_\_\_,  
contact details (tel., e-mail):  
\_\_\_\_\_,  
acting in accordance with \_\_\_\_\_;

**organisation responsible for the volunteering:**

\_\_\_\_\_,  
(hereinafter referred to as the "Coordinating Organisation"), represented by \_\_\_\_\_,  
(position, name, surname of the employee responsible for the Agreement)  
address: \_\_\_\_\_  
contact details (tel., e-mail):  
\_\_\_\_\_,  
acting in accordance with \_\_\_\_\_,  
(hereinafter collectively referred to as the "Parties") have concluded the following Youth Voluntary Service Agreement (hereinafter referred to as the "Agreement").

**II. OBJECT OF THE AGREEMENT**

2.1. The volunteer shall undertake to participate in the voluntary service, whereas the Host Organisation and the Coordinating Organisation shall undertake to provide high quality services for the implementation and organisation of the voluntary service provided for herein.

2.2. The term of the performance of the volunteering: 6 (six) months, from \_\_\_\_\_ to \_\_\_\_\_.

### III. RIGHTS OF THE PARTIES

3.1. During the term of the Agreement, the volunteer shall have the following rights:

3.1.1. to be informed of the scope of the volunteering, as well as the impact of the existing and possible risk factors to health and safety which may arise in the course of the volunteering and the measures of protection against them;

3.1.2. to obtain the means, information, consultations and technical assistance necessary for the volunteering;

3.1.3. to receive compensation for the costs incurred in the course of the volunteering;

3.1.4. to obtain a document evidencing the performed volunteering, as well as the competences acquired in the course of volunteering;

3.1.5. to participate in training;

3.1.6. to terminate the Agreement before the expiry of the term provided for in Paragraph 2.2 hereof, by giving a notice to the tutor of the Host Organisation in writing, by e-mail or by telephone not later than 7 days prior to the date of the termination of the Agreement;

3.1.7. to request a suspension of the youth voluntary service, once for not more than 30 calendar days, during the entire term of the performance of the youth voluntary service as provided for in Paragraph 2.2 hereof.

*Supplemented with paragraph:*

*No. [A1-400](#),*

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3.2. The rights of the Host Organisation shall be as follows:

3.2.1. to establish the objectives of and the procedure for the performance of the volunteering by the volunteer;

3.2.2. to terminate the Agreement.

3.3. The rights of the Coordinating Organisation shall be as follows:

3.3.1. to become familiarised with the volunteering at the Host Organisation and the improvement of the volunteer's competences;

3.3.2. to receive information related to the implementation of the volunteering from the Department of Youth Affairs under the Ministry of Social Security and Labour (hereinafter referred to as the "Department");

3.3.3. to receive information concerning the implementation of the volunteering from the Host Organisation.

### IV. OBLIGATIONS OF THE PARTIES

4.1. During the term of the Agreement, the volunteer shall undertake:

4.1.1. to perform the volunteering at least for 10 hours a week or at least 40 hours per month (or at least 2 hours per week, according to the drawn up individual schedule);

4.1.2. in the case of the receipt of compensation for the costs incurring in the course of the volunteering, to collect all documents supporting the costs and to provide the collected documents to the mentor of the Coordinating Organisation for the reporting of the previous month on the first working day of each month;

4.1.3. to comply with the terms and conditions of the volunteering (hours of volunteering, assignments, responsibilities, etc.) agreed with the Host Organisation and the Coordinating Organisation:

- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_;

4.1.4. to be present at all meetings intended for the volunteer, as well as organised meetings with the mentor of the Coordinating Organisation, and training and consultations on the volunteering (if necessary). The volunteer shall be entitled not to be present at the events intended for him for objective reasons, by giving a written or oral notice to the mentor or tutor;

4.1.5. to be involved in the assessment of the competences under the procedure established by the Director of the Department, according to the criteria for the assessment and self-assessment of the competences acquired by youth volunteers in the course of volunteering;

4.1.6. at the start and at the end of the volunteering, to carry out a self-assessment of the existing and acquired/improved competences, together with the tutor of the Host Organisation and the Coordinating Organisation;

4.1.7. in the case of any problems in the course of the volunteering, or an inability to perform the volunteering (due to a disease or other valid reasons) or to participate in the envisaged training, to immediately notify the Coordinating Organisation and inform the responsible persons at the Host Organisation in writing or orally;

4.1.8. to comply with the procedure for the performance of the volunteering provided for in Paragraph 4.1.3 of the Agreement with the Host Organisation;

4.1.9. not to infringe on the legitimate interests of the Host Organisation, and the person for whose benefit the voluntary service is being performed;

4.1.10. to present and effectively use the property of the Host Organisation, as well as to comply with the internal rules of procedure and the occupational safety requirements;

4.1.11. to communicate with the tutor of the Host Organisation and the mentor of the Coordinating Organisation.

4.2. During the term of the Agreement, the Host Organisation shall undertake:

3.1.1. to notify the volunteer of the nature and scope of the volunteering, the progress thereof, the impact of existing and possible risk factors to health and safety which may arise in the course of the volunteering, and the measures of protection against them;

4.2.2. to familiarise the volunteer with the valid internal rules of procedure, safety and other requirements against a signed acknowledgement;

4.2.3. to provide for the volunteer's activities and to draw up his/her volunteering plan;

4.2.4. to keep the volunteering attendance sheets and to transfer them to the mentor of the Coordinating Organisation;

4.2.5. to correct the volunteer's volunteering plan, taking into account his/her individual needs, as well as the competences the volunteer has acquired and wishes to acquire;

4.2.6. to provide information on the measures which are necessary for the performance of the volunteering by the volunteer to the Coordinating Organisation;

4.2.7. to create favourable conditions for the volunteer to carry out the voluntary activities, which may be defined as the following functions/duties/volunteering objectives:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4.2.8. to enable the volunteer to participate in different training sessions and meetings with the mentor of the Coordinating Organisation;

4.2.9. to draw up a schedule of the volunteering at the Host Organisation, together with the volunteer;

4.2.10. to coordinate the volunteering and to consult the volunteer on any issues concerning the specific nature of the activities and complex cases;

4.2.11. to ensure the involvement of the tutor in the (self-)assessment of the competences acquired by the volunteer, as appropriate;

4.2.12. to constantly maintain a relationship with the Coordinating Organisation, and to notify it of the volunteer's attendance. In the case of any concerns with regard to the volunteering, or problems in relation to the volunteer's actions in the Host Organisation, to notify the Coordinating Organisation;

4.2.13. to appoint a person responsible for supervising the volunteer's activities at the Host Organisation (tutor) and to notify the Coordinating Organisation;

4.2.14. to resolve disputes over the implementation of the Agreement together with the Coordinating Organisation and, if necessary, the Department;

4.2.15. to store one original of the Agreement and the annexes thereto.

4.3. During the term of the Agreement, the Coordinating Organisation shall undertake:

4.3.1. to furnish the volunteer with the information necessary for the volunteering, and to consult with him/her on all issues in relation to the volunteering;

4.3.2. having received the documents supporting travelling expenses, to provide compensation for them to the volunteer;

4.3.3. to provide individual consultations to the tutor of the Host Organisation on the issues concerning the volunteering and arising in relation to them;

4.3.4. to provide mentoring services to the Host Organisations;

4.3.5. to appoint a person responsible for supervising the volunteering at the Host Organisation, a mentor and to notify the Host Organisation;

4.3.6. at the start and at the end of the volunteering, to carry out an assessment of the existing and acquired/improved competences, together with the volunteer and the tutor of the Host Organisation;

4.3.7. to help the volunteer to find a place of residence (if necessary), to notify and help to obtain compensation for the costs incurred in the course of the volunteering, and to collect the documents supporting the expenses in a timely manner;

4.3.8. to consult and actively communicate with the other Coordinating Organisations and Host Organisations;

4.3.9. at the volunteer's request, to issue a certificate supporting the voluntary services performed and the competences acquired by the volunteer;

4.3.10. to resolve any disputes arising between the volunteers acting in the organisation, the employees and a volunteer, or visitors and a volunteer together with the tutor of the Host Organisation.

## **V. TERMINATION OF THE AGREEMENT**

5.1. If the volunteer wishes to terminate the Agreement on his/her own initiative before the expiry of the time limit provided for in Paragraph 2.2 hereof, the volunteer must notify the Host Organisation and the Coordinating Organisation in writing, by e-mail or by telephone not later than 7 days prior to the date of the termination of the Agreement. The (self-)assessment of the volunteer's competences must be carried out within 7 calendar days from the date of receipt of the notice of a termination of the Agreement. The volunteer shall not be obliged to repay the volunteering expenses that have been compensated to him/her.

5.2. If the volunteering is terminated under the procedure prescribed in Paragraph 5.1 hereof, the Department shall not issue a certificate of recognition of the volunteer's competences to the volunteer, but such a certificate may be issued to the volunteer by the Coordinating Organisation or the Host Organisation.

5.3. By a mutual agreement of all the Parties, the Host Organisation shall be entitled to terminate the Agreement for the following reasons:

5.3.1. it is impossible to align the volunteering offered in the organisation with the volunteer's competences, interests, needs and motivation;

5.3.2. the volunteer cannot perform the volunteering offered to it due to health problems or a disability;

5.3.3. the volunteer is not entitled to work with the target group (e.g. due to unspent or unexpunged convictions, or the non-existence of a health certificate authorising the volunteer to work with children although such a certificate is mandatory, etc.);

5.3.4. other objective reasons exist.

5.4. The volunteer shall be entitled to terminate the Agreement for the following reasons:

5.4.1. the volunteer cannot perform the volunteering offered to it due to health problems or a disability;

5.4.2. other objective reasons exist.

## **VI. FINAL PROVISIONS**

6.1. The Agreement shall come into force from the date of the signature thereof, and shall remain in force until the full performance of the obligations provided for herein.

6.2. During the term of the Agreement, the terms and conditions of the Agreement may be amended by a mutual written agreement between the Parties, which shall become an integral part hereof.

6.3. Disputes shall be resolved by negotiations, and in the event of a failure to resolve a dispute, it shall be adjudicated in the court of arbitration under the procedure established in the Code of Civil Procedure of the Republic of Lithuania.

6.4. The Agreement shall be executed in the Lithuanian language in three copies of equal legal force, with one copy for each Party.

*We undertake to comply with Agreement:*

**Volunteer:**

\_\_\_\_\_ (signature) \_\_\_\_\_ (name, surname)

**Host Organisation:**

\_\_\_\_\_ (signature) \_\_\_\_\_ (name, surname)

**Coordinating  
Organisation:**

\_\_\_\_\_ (signature) \_\_\_\_\_ (name, surname)

If the volunteer is a minor, the permission of one of the parents/guardians to participate in the volunteering must be obtained:

\_\_\_\_\_

Name, surname, signature

**Amendments:**

1. Ministry of Social Security and Labour of the Republic of Lithuania, Order

No. [A1-400](#),

16 July 2019,

published in the Register of Legal Acts (TAR) on 16 July 2019, ID code 2019-11689

On the Amendment of Order No. A1-317 of the Minister of Social Security and Labour of the Republic of Lithuania of 22 June 2018 "On the Approval of the Regulation of the Procedure for the Organisation of the Youth Voluntary Service"