

Guideline

Norec participant agreement

The relationship between the Norec participant and the partner is regulated by a Norec participant agreement, and setting out the mutual duties and obligations of the parties to the agreement. The agreement template should be shared with Norec together with the project description. The Norec participant agreement is drawn up by each individual partner and must as a minimum, contain the following paragraphs:

Parties to the agreement

Name of the participant and of the partner entering into the agreement. The host partner will be the employer during the exchange period.

Duration of the agreement

The temporary contract of employment covers the period from preparatory training, youth camp, posting abroad and/or in home country, and the follow-up work.

Legal basis

The Norec participant agreement's governing law must be indicated. This is primarily the national legislation of the country in which the person will be staying, the partnership agreement between the partners and the collaboration agreement between the coordinating partner and Norec.

Ethical principles

Norec's ethical principles shall be attached to the participant agreement.

Termination of the agreement

The contract of employment shall include details of termination of the contract according to national law. It should also include conditions of probation/dismissal of the NOREC participant. Disciplinary issues are to be dealt with in the standard managerial line.

Norec partner's responsibilities

State what responsibilities the partner has vis-à-vis the Norec participant (see the partnership agreement and the collaboration agreement). This section should include details regarding the disbursement of the allowance.

Participant's responsibilities

State what responsibility the participant has (see the partnership agreement and the collaboration agreement). This section should specify, among things, that the participant is obliged to attend the Youth Camp and to perform the follow-up activities.

Working conditions

This section should include details on working hours/days. The agreement shall include the participant's right to vacation as well as the right to leave for own national day or for faith-based holidays.

The Norec participant's tasks/duties

This section should provide a concise list of the main tasks and duties the participant is required to perform during the preparatory phase, the posting abroad and in the follow-up phase. The tasks and duties should be linked to the expected results of the project.

Insurance

The contract of employment shall include health insurance for the NOREC participant during the contract period. Temporary membership in a relevant scheme may be considered.

The contract of employment shall include international/local travel insurance for the NOREC participant for the entire exchange period.

Contact information

The agreement should stipulate that the participant is required to keep the partner institution continuously updated as to current contact information to the participant and relatives/friends to call in case of an emergency. The list should include telephone numbers, e-mail and postal addresses.

Other conditions the partner wishes to add