

K. the organisation

INFOSHEET

H-S

how to use this form?

This form is about the organisation. The idea is that you describe general characteristics of the organisation and that are important to act as a professional hosting organisation. Please describe elements of the organisations that are covered by the questions below. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of the activities related to organisation: think for instance of an organisational chart or a short cv of all professionals involved.

We identified three steps:

1. General information about the activities of the organisation, with a focus on ESC activities: what type of activities does the organisation execute? How long does your organisation exist? How long is it involved in ESC activities? How many volunteers do you host/send/coordinate per year? What are other activities that you are involved in? How do different activities of your organisation relate to each other? How does your organisation reach the ESC goals?
2. Finances and risk analysis: how is your organisation financed? Do you receive structural funding? How is the financial situation of the organisation monitored? Are there other financial resources besides ESC? Can you provide a short risk analysis of your organization in terms of your ESC activities? How do you prevent the financial risks from happening?
3. Organisational structure and staff involved: is your organisation a separate entity or is it part of a larger network (for instance part of a local governmental body)? Can it make independent decisions? Can you describe who is involved in your ESC activities? What is their experience and educational background? How many people are involved? Can you describe your (inter)national, regional and local network that is relevant for executing your ESC activities?

how?

what?

who?

when?