

MINIMUM PROMISES FROM EXCHANGE PARTICIPANTS

INCOMING GLOBAL COMMUNITY DEVELOPMENT PROGRAM

2014/2015

AIESEC INDIA

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1. Purpose and scope of this guideline

- To make a trainee aware of the minimum requirements that he/she is promising to deliver throughout the course of a GCDP experience. Points that are going to be mentioned here are the least expectations that we have from you. Let's help each other to create more relevant impact on the society.
- This guideline is to identify the minimum requirements for EPs involved in the AIESEC activities to ensure that the required structures are in place. This is to protect AIESEC as a whole organization when we face any crisis and to prevent any crisis to happen.
- In case of any miss-implementation or violation of this guideline, any parties involved must follow the complaint/dispute resolution through AIESEC India's National Control Board (NCB).

2. Minimum Information Promise

I promise to -

- Have sufficient funds to incur all expenses related to transportation to and from the host country and territory and cover all the general expenses in the host country i.e. India.
- Submit the visa application within a period up to two (2) weeks after getting all the documents mentioned and provide regular update to hosting Local Committee.
- Register on discover.aiesec.in after getting matched with AIESEC India. After which you will get the preparatory material from us. Make sure to through the same.
- Have a look at support.aiesec.in. You will get the required information either through FAQs or by submitting a new query.
- Go through the preparatory material and welcome booklet provided by the hosting local committee.
- Officially register with the home embassy in the host country if their home country requires.
- Go through the weekly newsletters that will be provided by the national office.
- Fill the required feedback surveys for us to get the required feedback, track week-wise deliverables and act upon it.

3. Minimum Communication Promise

I promise to -

- Inform the hosting local committee the arrival date at least 2 weeks before the departure date.
- Communicate with TN manager about the confirmation of the airport pick up. If your arrival is in the night then we can't guarantee your pick up.
- Be responsive for any sort of communication required from the hosting local committee.
- Communicate with the hosting LC about any lack of information, where in more information is required.
- Be in constant touch with the TN manager, if in case of TN Manager not replying don't hesitate to contact LCVPs and above.
- Inform hosting entity about any situations or requirements and take a proactive role if he/she intends to be involved in AIESEC activities during the exchange.
- Have an access to platform (e.g. forum, mail group, phone number etc.) for the hosting entity members to communicate during the whole period of exchange.

4. Minimum Local Reality Promise

I promise to -

- The EP must behave in accordance to cultural, religious, ethical norms, national or local law and other policies that exist in India.
- Understand the local reality
 - where dogs and cows are easily found on the road.
 - where spicy food is found.
- Abide by the geographical realities, where the workplace can be extremely far from the accommodation (even 1-1.5 hours), required help in transportation will be provided by the hosting local committee. In India, people are used to traveling a lot.
- To be in constant touch with the hosting local committee about security & safety and follow their instructions carefully.
- Travel from the airport to the concerned city in a bus/train arranged by the hosting local committee from the nearest airport after arrival into India (only applicable to those cities that don't have international airports).
- Be solution oriented in case of any issues.

5. Minimum Accommodation Promise

I promise to -

- Understand that electricity and water may run out unexpectedly.
- Communicate with the TN manager well in advance about the accommodation being air-conditioned or non-airconditioned. Please be clear with the same before the matching process itself.
- Abide by the fact that in rainy season and even otherwise insects (specially mosquitoes), rats and reptiles like cockroaches and lizards can be found readily in the country. Please take required vaccines beforehand.
- Understand that facilities provided may not even be closed to the expectations in cases where the client/accommodation is situated in rural areas.
- Clarify about the specific requirement like rooms only for girls/boys, etc. before the matching process itself.
- Approach the higher authority if the pictures that were provided were different from the actual accommodation.
- Pay money for the accommodation and other services (IF APPLICABLE). Don't hesitate to ask for the invoice of the same.
- Abide by rules and regulations of the hosting local committee in case of any damage caused to the accommodation and otherwise.
- Abide by the local culture about time and take required permissions before organizing any event (parties) in the night.
- Not bring any outsider to the accommodation.
- Take care of own belongings. AIESEC will not be responsible for any theft, etc.

- Take care of all electric appliances in the accommodation specially keep the air-conditioner/water geyser/water pump off when not in use.

6. Minimum JD Promise

I promise to -

- Understand that an Exchange Programme Must NOT aim to provide the EP:
 - a) Solely an opportunity to earn money;
 - b) A holiday;
 - (Please take a permission from your TN manager before leaving the city (specially traveling) during your project. Failure to doing so will lead to severe consequences in future.)
 - c) Acting as a permanent career placement or recruitment opportunity. If the organisation decides to extend the programme on a permanent basis, AIESEC will have no role in facilitating this;
 - d) Permanent residence in the hosting country;
 - e) Being an internal AIESEC leadership position (such as MC/AI/CEED).
- Fulfill the minimum numbers of working hours that are required.
- Agree to the fact that there wont be any pre-mature termination of the internship without the required formalities.
- Understand that the JD might get challenging. Therefore, being prepared for such challenges.

7. Minimum Documentation & Showcasing Promise

I promise to -

- Prepare and submit a case study of my experience.
- Update my facebook display picture with the case study in the last week of internship (optional).
- Prepare and submit 2 Impact reports. One in the middle of the internship and another being in the end. Always remember to highlight personal development, project management, competency and skill development and team work.
- Prepare and submit a video case study.
- Make a blog and submit it as well as showcase it.
- The submission has to be done to your TN manager.

8. Consequences Promise

I promise to -

- Abide by the hosting local committee's actions in case of not following the above instructions whcih can even be termination of internship (in extreme cases).
- File a case with National Control Board (ncb@aiesec.in) in case any of the promises from the hosting local committee's side are not delivered.