



Christliche Dienste
Gehet hin und lernet!



MEMORANDUM OF UNDERSTANDING

**between Christliche Dienste (Mennonite Voluntary Service e.V.)
represented by Babara Hege- Galle and
The Department of Mental Health, Thailand
represented by the Director General, Sqn.Ldr. BOONRUANG
TRIRUANGWORAWAT, MD**

Christliche Dienste (Mennonite Voluntary Service e.V.) and The Department of Mental Health (hereinafter referred to as „the parties“) with this Memorandum express their interest to coordinate and collaborate in Volunteer service activities pertaining to effective and mutually beneficial cooperation, to develop volunteer services in social help Projects in Thailand and cultural exchange and to cooperate towards facilitating Volunteers from CD (Mennonite Voluntary Service e.V.) in Germany in Projects under the Department of Mental Health in Thailand.

The parties seek to intensify the following forms of co-operation:

- I. Provide for Volunteers from Germany to work in Projects in Thailand e.g. the Wheelchair Project at the Rajanagarindra Institute of Child Development
- II. Provide for Specialist Volunteers, who can contribute to the expansion of the Services towards mobility aid for disabled children and adults like for special electric wheelchairs and therapy equipment for which volunteers with skill sets on computer, webdesign and electronics are needed
- III. Exchange of non-academic staff for exchange of experiences
- IV. Co-operation in administrative issues (Helping to acquire Visas, Workpermits and other necessary documents needed by the volunteers)
- V. All other relevant activities of mutual interest

The Details of the cooperation for Projects will be detailed and acknowledged in a service Agreement for each Project implemented under this MOU and will be attached to this MOU

This Memorandum does not result in any financial obligations. Each institution will be responsible for seeking funds to support its involvement in the cooperative activities contemplated under this Memorandum of Understanding, and all such activities will be dependent upon the budgetary appropriations of the parties.

This Memorandum will be effective from the date of signature for an initial period of three years. If notice is not served, it will automatically be extended for an additional year. Both parties have the right to serve notice on the Memorandum until March 31 of each year.

FOR CHRISTLICHE DIENSTE

Bammental, 01 June 2018

Barbara Hege- Galle
Director of Christliche Dienste

Hauptstr.1, 69245 Bammental, Germany

FOR THE DEPARTMENT OF MENTAL
HEALTH:

Bammental, 01 June 2018:

Sqn.Ldr. Boonruang Triruang MD
Director Genereal, Department of Mental
Health, Ministry of Public Health

Tiwanon Road, Nonthaburi 11000, Thailand

COOPERATION AGREEMENT

Between Christliche Dienste (Mennonite Voluntary Service e.V.), (CD)

and RICD Wheelchair Project

exists a cooperating agreement regarding the work with volunteers.

The cooperating partners have informed each other of their organizational methods and goals and are in basic agreement with each other.

1. Cooperating partners

1.1. Christliche Dienste (Mennonite Voluntary Service e.V.), (CD)

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info@christlichedienste.de

contact persons: Barbara Hege-Galle, Megan Rosenwink

1.2. RICD Wheelchair Project

Rajanagarinda Institute of Child Development,

Department of Mental Health, Ministry of Public Health, Chiang Mai - Thailand

196 Moo 10 Fang Rd., Tambon Don Kaew Amphur Maerim

Chiang Mai 50180 Thailand

Telefon: +66 (0)53 890 238

Fax: +66 (0)53 121 185

Contact person: Johannes H. Janzen

2. Short description of the organization

2.1. CD

Christliche Dienste (Mennonite Voluntary Service e.V.), (CD) organizes voluntary service assignments around the world. Faith in Jesus Christ is the basis for this work. CD was founded in 1986 as the coordinator for organizing voluntary service assignments associated with various church agencies. Volunteers are primarily placed in Anabaptist/ Mennonite projects. Voluntary service is understood as an expression of our Christian faith. The volunteers support projects domestic and abroad.

Number of staff members in Germany: 10 (6 full time jobs)

2.2. Partner organization:

1. Name of the project

RICD Wheelchair Project

Rajanagarinda Institute of Child Development,

Department of Mental Health, Ministry of Public Health, Chiang Mai – Thailand

2. The mission of the RICD Wheelchair Project

- a. To provide mobility aid and other medical equipment to the disabled poor people in Thailand.
- b. To raise awareness about the needs of Thai people with disability and other ethnic minority groups, to empower and encourage them to become more fully integrated into society.
- c. Ultimately, to improve the quality of the lives of the people with a disability.

3. The aim of the project

- a. The RICD Wheelchair Project was started in March 2000 and has been distributing ever since over 3,500 wheelchairs and other medical equipment.

The aim of the project is to fit the recipients with disability in their wheelchair according to their special medical needs. The project works closely together with medical staff through the local networks of hospitals, public health centers, GO's and NGO's throughout the country. The project has distributions throughout the country and headquarters being in Chiang Mai at the Rajaganagarindra Institute of Child Development. Shortly after the start of the project, this project received acknowledgement by the Royal Thai Family and has worked under the Royal Patronage ever since.

Volunteers with the heart for the disabled people and integrity are needed on a continuous basis to successfully implement this project.

3. Common Goals

MVS-CD and RICD Wheelchair Project see this service as a kind of bridge building. Together they want to serve the poor and needy and contribute to education and development.

Christliche Dienste as the sending organization and RICD Wheelchair Project as the receiving organization understand voluntary service as a service-learning experience and a support to the local project where volunteers serve. For both cooperating organizations, God's love stands at the center of faith and is the basis for relationships to others, regardless of their faith, ethnicity, nationality, gender or political views. Voluntary service is a positive expression of this understanding. In working together, we follow Christ's example to serve those on the edges of society and to encourage their participation and development.

Following Jesus' commission, we strive to demonstrate God's love, to have an attitude of service, as well as promoting justice, peace and the preservation of creation.

4. Details regarding the voluntary service assignment

- 4.1. Description of voluntary service positions for CD volunteers:
Volunteers assist the medical personnel. Depending on their training/ education/ background, they can work responsibly in the areas of administration, physical and occupational therapy, technical and logistical support.
- 4.2. Average work hours per week: 40
- 4.3. Length of voluntary service term: 1 to 2 years
- 4.4. The partner organization ensures that the volunteer's workplace adheres to the safety regulations in the country where they are serving.
- 4.5. The partner organization agrees to provide a competent contact person/ orienting person at the workplace.
- 4.6. The volunteer is entitled to 30 vacation days a year.
- 4.7. The volunteer will be exempted from the service assignment in order to participate in mid-term seminars/ retreats.

5. Obligations and commitments of the partner organization:

- 5.1. The partner organization commits to supporting the volunteer during his/her term of service, in particular providing help during his/her adjustment to the foreign culture.
- 5.2. The partner will be responsible for providing reasonable working and living conditions.

- 5.3. The partner organization commits to
- conducting regular meetings at the service placement with the volunteer in order to provide feedback (approximately once a month).
 - supporting the volunteer in building a personal support network and making connections with a church community.
 - helping the volunteer in all situations regarding official regulations/ documentation.
 - providing a reference letter/ acknowledgement of service at the end of the service term if requested by the volunteer.

5.4. The partner organization declares that volunteers will support the staff of the project and do not replace any paid positions.

5.5. Other obligations:

In case of crisis (political or natural) the project will do its best to support the volunteer for safety and evacuation

6. Obligations and commitments of CD:

6.1. CD will inform the volunteer regarding working and living conditions in the assignment location (including possible risks) when service placements are presented, as well as during orientation for service.

6.2. CD will arrange for and pay out of its funds medical, liability and accident insurance. This includes transportation costs, should the volunteer need to return to Germany to receive medical attention.

6.3. CD will cover the costs for room and board and provide a personal monthly allowance for the volunteer. These costs will be paid to the volunteers account.

6.4. CD will cover the costs and carry the responsibility for voluntary service seminars in preparation for service as well as those at mid-term and upon re-entry in Germany. In locations where CD does not provide its own mid-term seminars, volunteers will participate in mid-term seminars provided by other Anabaptist or Protestant partner organizations.

7. Data protection

7.1. The partner organization receives the personal information of volunteers for the purpose of organizing the voluntary service assignment. The partner organization shall use the personal information of volunteers for no other purpose, in particular not for personal use. No personal information of a volunteer shall be shared with third parties outside the partner organization, except in the following circumstance. Personal information of a volunteer may be shared with third parties if that third party is charged by the partner organization with administering a task necessary for organizing or carrying out the voluntary service assignment. In this case, the third party is required to conform to data protection policy requirements.

The partner organization agrees to uphold the confidentiality of personal information from volunteers extending beyond the voluntary service term of a volunteer. The receiving organization guarantees, that employees who work with the personal information from volunteers will uphold these data protection expectations and the confidentiality of this data, during and extending beyond their time of employment with the partner organization. The partner organization agrees to destroy or delete the application materials of the volunteer after the volunteer has completed the voluntary service term. The partner organization monitors the compliance with data protection expectations in their organization.

8. Additional comments

- 8.1. As the volunteer’s sending organization, CD will be jointly responsible for the volunteer during the term of service. CD expects regular reports from its volunteers (quarterly if possible) which should freely discuss questions relating to the service assignment and the volunteer’s relationship to the partner organization as well as to other people or groups. These reports are confidential and will only be shown to third parties, including the partner organization, with prior permission of the volunteer. In the same way CD may receive reports from the partner organization if they see this as necessary. These reports may also only be shown to third parties (including the volunteer) with the express agreement of the partner organization. CD regards its role as contributing to the successful cooperation between all concerned parties. CD encourages all parties to relate to one another with openness and consideration for the other. Should any dissension develop, for whatever reason, between the partner organization and the volunteer, CD is to be immediately and fully informed by both parties so that a satisfying solution can be found.
- 8.2. The cooperating organizations commit to promptly informing each other of important developments and changes that affect the service assignments of volunteers. Changes in the cooperating agreement need to be made in writing.
- 8.3. Both cooperating partners understand voluntary service as development work within service-learning and relief efforts. The voluntary service experience should include learning, helping and relationship components. The learning component for the volunteers includes intercultural and political-development aspects. Additionally there should be space for the personal development and growth of the volunteer. Learning requires reflection and mentoring. The volunteers contribute tangibly to their local projects through serving and enrich the partner organizations through their personalities and individual backgrounds. The volunteers can become invested and show their solidarity through the service they offer. There should be a healthy balance of giving and receiving between the project and the volunteer. Volunteers are service workers who offer supportive services within the partner organization for almost no pay. The volunteer placements are full-time assignments helping those in need. Volunteer placements do not take the place of local workers.

The partner organization received the *weltwärts* guidelines in the English language. Both partners are committed to upholding these for volunteers serving in *weltwärts* placements.

Partner organization	Bammental. 01.06.2018		Boonny Tolst
	Place	Date	Signature
Christliche Dienste	Bammental	30.05.2018	
	Place	Date	Signature