

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)
Hauptstr.1, D-69245 Bammental.
+49 (0)6223-47760
+49 (0)6223-970360
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	<u>Bammental, 20.01.06.18</u>	<u>Banning Twy A.</u>
	Place	Date
		Signature
Christliche Dienste	<u>Bammental</u>	<u>30.05.2018</u>
	Place	Date
		Signature