

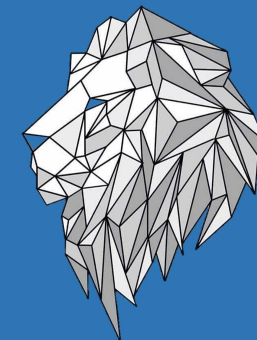
Department Day



Nikita

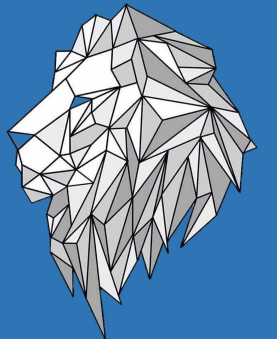


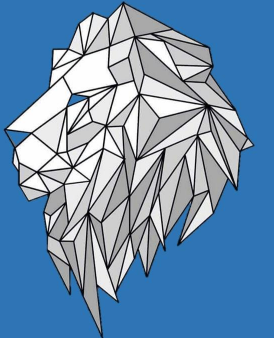
Nastya



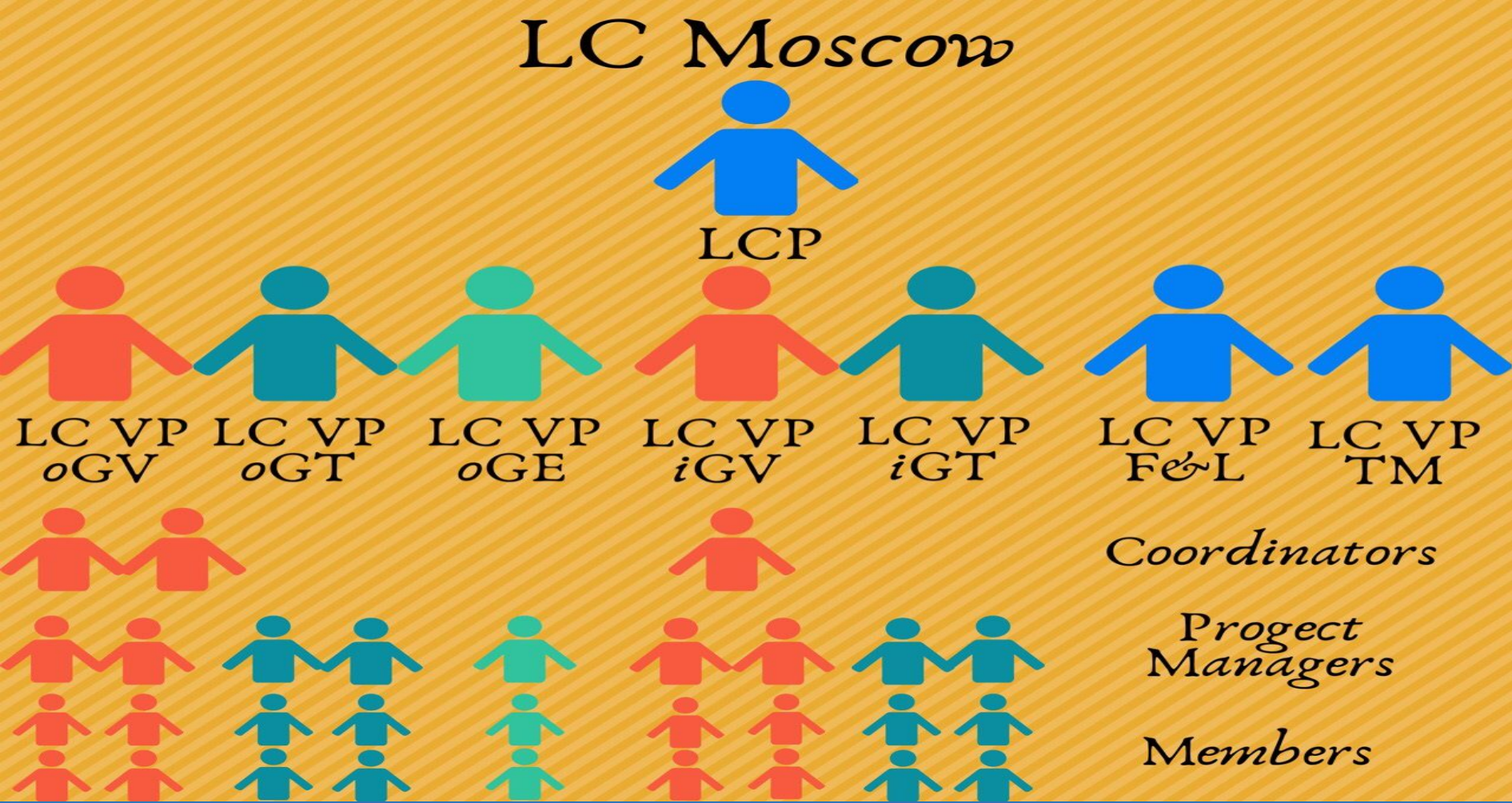
Check-in

- Your Name and with what vegetable do you associate yourself?
- The most heartwarming moment of this summer?

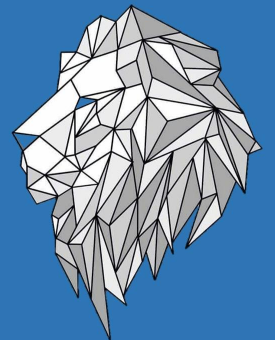
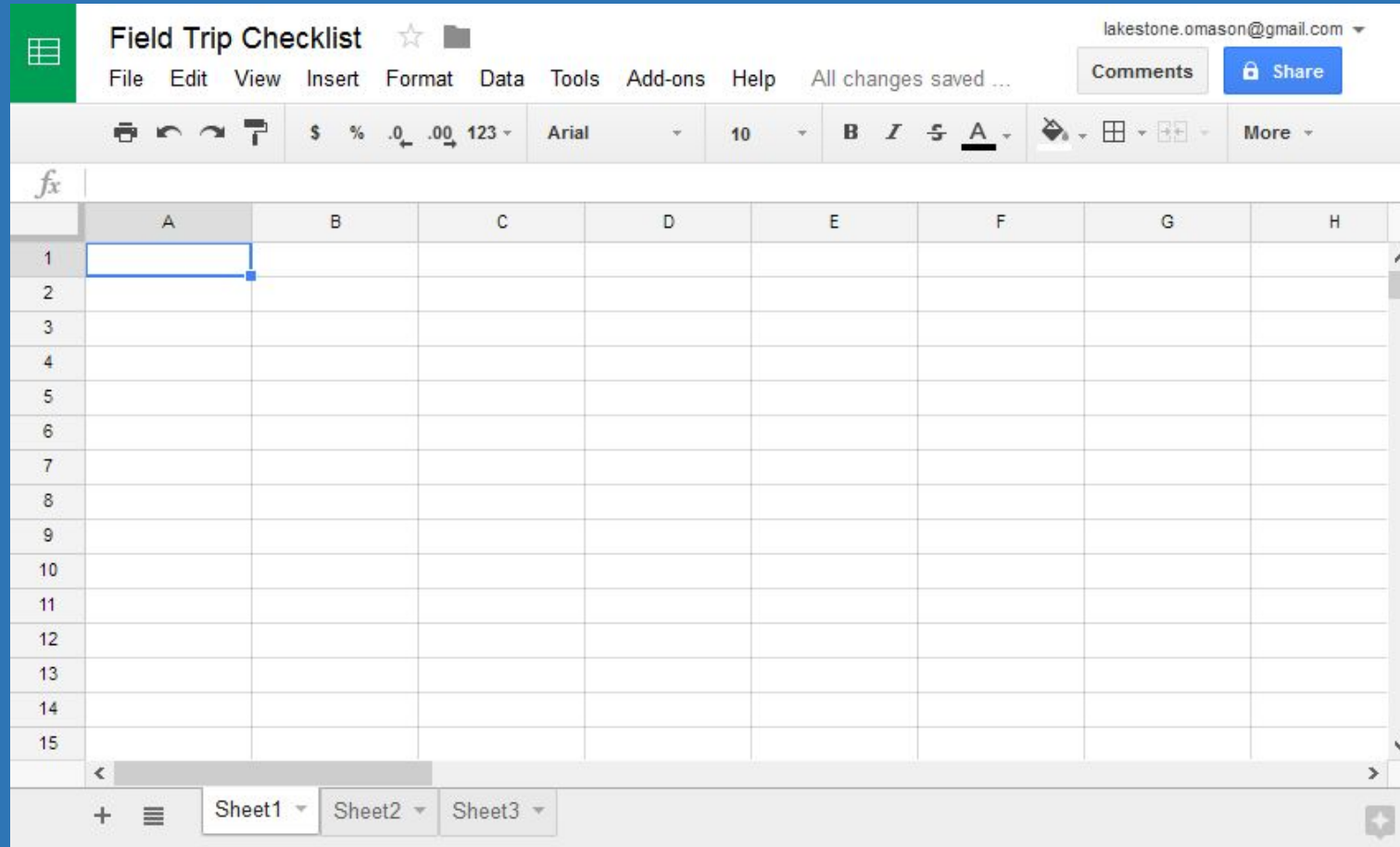




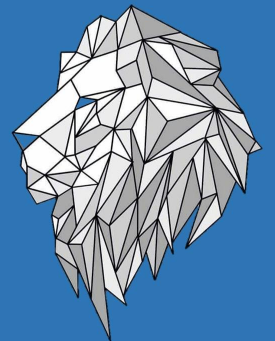
Social Structure



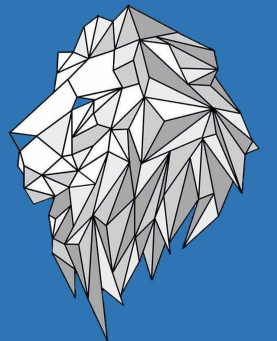
Instrumental games



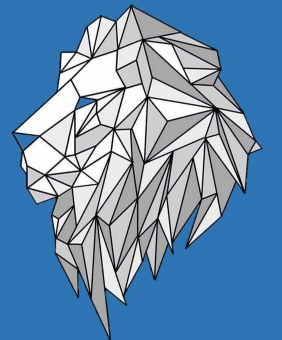
Game Uno



Social channels



Game Dos

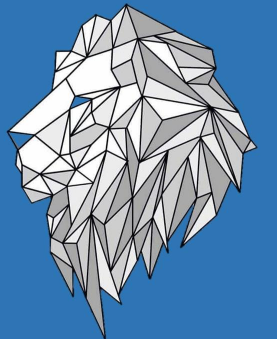


Who am I and what do I do here?



Legality coordinator

- Improve contracts
- Check all contracts before sending them to the company
- Check the correlation between contracts and OPPs
- Educational staff about contracts



Exchange Product Policy (XPP)

Standards

Информация [AIESEC материалы](#)

Материалы, которые разработаны на уровне AIESEC International. Используйте ссылки, чтобы открыть файлы.

Exchanges

Exchange Product Policy - <http://aies.ec/xpp-hub> †

Exchange Standards -

https://drive.google.com/file/d/18s5jQ8dyoeDGgZjygWkxs_H6VfkezwYs/view †

PREPARATION STANDARDS			EXPERIENCE STANDARDS			POST EXPERIENCE STANDARDS			
HOME ENTITY		HOST ENTITY				HOME ENTITY			
#1	PERSONAL GOAL SETTING	#4	EXPECTATIONS SETTING	#9	FIRST DAY OF WORK	#13	DURATION	#16	DEBRIEF WITH AIESEC
#2	OUTGOING PREPARATION	#5	VISA AND WORK PERMIT	#10	ALIGNMENT SPACES WITH OPPORTUNITY PROVIDER	#14	OPPORTUNITY BENEFITS		
#3	INSURANCE	#6	ARRIVAL PICKUP	#11	JOB DESCRIPTION	#15	DEPARTURE SUPPORT		
		#7	ACCOMMODATION	#12	WORKING HOURS				
		#8	INCOMING PREPARATION						



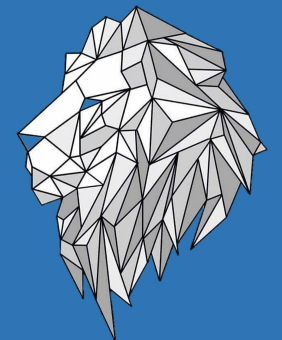
1.3 Liability

1.3.1 AIESEC International Inc., AIESEC Member Committees (MC), AIESEC Sending Entity (SE) and AIESEC Hosting Entity (HE) may not be held liable for carrying out their respective

responsibilities as described in these policies with the exception of their gross negligence or intentional fault. Without limitation, the aforementioned entities ***shall never be held liable:***

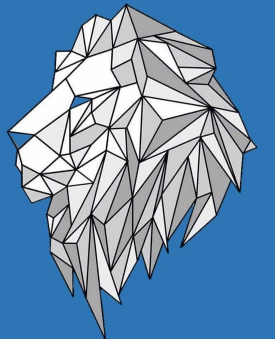
- 1.3.1.1 In the case of refusal from the authorities to provide a visa, work permit or any other legal document or authorization needed by the EP to participate in the exchange due to factors that AIESEC entities cannot control.
- 1.3.1.2 In the case of false, inaccurate or incorrect information **provided** by the EP or the OP resulting in the approved stage, provided they were not aware of the information being false.
- 1.3.1.3 In case of accident(s) and injury suffered or incurred by the EP during the exchange.
- 1.3.1.4 In the case of damages caused by the EP to the OP, or to any other third party during the exchange.
- 1.3.1.5 In the case of damages or loss of any working material (such as laptop, computers, documents, camera, cell phone, etc.) provided to the EP by the OP or any other stakeholder, for work or other purposes.
- 1.3.1.6 For any consequential or indirect damages, including loss of income or profits.
- 1.3.1.7 Where the failure to fulfil their obligations has been caused by circumstances beyond their control (proof required), such as if it is a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane, or other natural disaster), War, Invasion, Act of foreign enemies, Hostilities (whether war is declared or not), Civil war rebellion, Revolution, Insurrection, Military or usurped power or

Section 1 introduces the XPP document



Не несем ответственность за

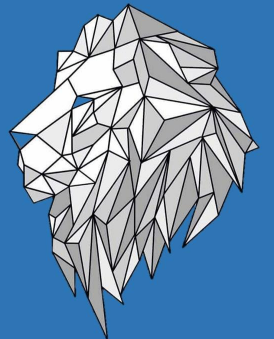
- за отказ властей давать визу или разрешение на работу. НО! мы ответственны за предоставление документов для визового процесса
- предоставление ложной информации ЕР или ОР
- за травмы ЕР на стажировке НО!...
- за ущерб принесенный компании стажером
- за потерю стажером имущества компаний
- если не были выполнены условия из-за обстоятельств непреодолимой силы



2. Table of contents

Article Topic	Section	Major Clauses
AIIESEC Experience	3	Definition, Phases, Products & ELD basic criteria.
ELD Responsibilities	4	Criteria to be an EP and OP & Pre Exchange rules for HE & SE.
ELD Policies	5	General Policies applicable to any stage of any AIIESEC exchange.
ELD Before approval	6	Minimums of the pre approval phase to be executed by all parties.
ELD Approval to realization	7	Minimum processes, responsibilities and rules to be followed and applied by all parties from APD until RE. Approval status cancellation policies.
ELD Realization to completion	8	Minimum processes, responsibilities and rules to be followed and applied by all parties from RE to FI/CO. Exchange extension rules and Realization status cancellation policies.
Complaint and Case solving flow	9	How any party can raise and solve an exchange complaint - Its protocol and timelines. How AIIESEC internally can ask for consultancy during an issue and how to appeal on cases.
Compensation policies	10	Possible penalties & compensations applicable to exchange cases violations.
Complaint lodging and Whistleblowing protocol	11	Reporting misconducts that are not necessarily a Exchange Case but could harm the organization and exchange involved parties.
AIIESEC Anti-Harassment and violence protocol	12	Internal protocol to prevent & resolve Harassment and Violence related situations. Definition of Harassment.
Glossary of Terms/Acronyms	13	Glossary of document Terms/Acronyms

Section 2 Table of context



3.5.2 Every ELD Product should fulfill the criteria as stated below:

Product	Minimums	Duration	Working Hours
3.5.2.1 Global Talent	<p>3.5.2.1.1 HE to provide an internship in a hosting organisation, through which an EP contributes to the goals of the organisation, completes a job description requiring special expertise or skills.</p> <p>3.5.2.1.2 The internship should include the development of practical skills and knowledge in a foreign environment to complement the EP's higher educational background or field of career aspirations.</p> <p>3.5.2.1.3 The EP is supervised and evaluated by one or more full-time employee of the host OP.</p>	<p>3.5.2.1.4A Minimum of 6 weeks and a Maximum 78 weeks</p> <p>3.5.2.1.5 The same EP cannot extend in the same OP once 78 weeks are completed.</p> <p>3.5.2.1.6 If OP and EP agree to extend the experience for over 78 weeks, AIESEC will not have responsibility</p>	<p>Minimum of 35 hours/ week, Maximum of 45 hours/ week</p>

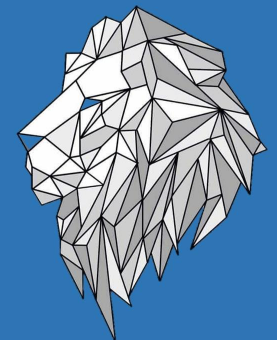
Section 3

#12

WORKING HOURS

#13

DURATION



3.6 Current Definitions of AIESEC Membership

3.6.1 AIESEC Membership is divided into:

- 3.6.1.1 Team Leaders.
- 3.6.1.2 Anyone taking a leadership position within the organization (local, national, global level) with a minimum of three members in the team.

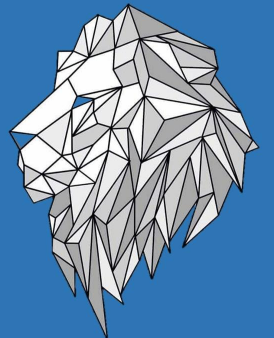
3.6.2 Team Leader Definition:

- 3.6.2.1 Team Leader Experience is an opportunity for a young person to develop AIESEC's leadership qualities through leading and guiding others in their work and experience at a local, national, regional or global level.
- 3.6.2.2 We provide a Team Leader experience through the practical learning with real resources and the experience of managing a team while delivering the standards for a team experience. Team Leaders contribute to the development of others while ensuring AIESEC's performance and the delivery of its experiences.
- 3.6.2.3 A team leader should live by the AIESEC values.
- 3.6.2.4 A young person gains the following through a Team Leader Experience:
 - a. The opportunity to go through AIESEC's Leadership Development Model and develop qualities of Self-Awareness, Solution Orientation, Empowering Others and World Citizenship.
 - b. A practical team leader or executive leadership body experience.
 - c. Personal and professional development.
 - d. Practical competencies development.
 - e. Access to a global network.
 - f. Activities which develop an entrepreneurial and responsible attitude towards being a better leader.

3.6.3 Team Members Definition:

- 3.6.3.1 Anyone fulfilling a job description within a team in the organization (local, national and global level), supported by a team leader.
- 3.6.3.2 Team Members Experience is an opportunity for a young person to develop AIESEC's leadership qualities by living a practical team experience at a local, national, regional or global level.
- 3.6.3.3 We provide a Team Member experience through providing a practical learning and development experience to a young person, who takes responsibilities towards managing AIESEC's performance and the delivery of its experiences.

Section 3 introduces AIESEC experience



- 4.2.1.1 Be legally registered company/organisation in the territory of operations.
- 4.2.1.2 Support AIESEC's values.
- 4.2.1.3 Aim to create or support direct positive impact in communities through their activities, initiatives, or projects. Can be from public, private, or social sector, or a project.
- 4.2.1.4 Aim to enhance their organization through involving an Exchange Participant (EP), improving their processes or growing their organizational performance.
- 4.2.1.5 Be able to provide an adequate working environment to ensure the EP does not have their life put at risk or suffer any kind of harassment or discrimination by race, colour, gender, sexual

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#5

**VISA AND
 WORK PERMIT**

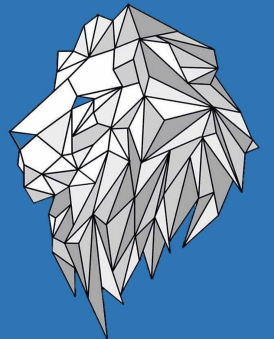


orientation, creed, and religion, national, ethnic social origin, age.

- 4.2.1.6 Be able to provide clear legal status for visa, invitation and any other legal conditions in the hosting country/territory, fulfilling all its responsibilities as described in this document.

Section 4 introduces Experiential Leadership Development phase

- 4.1 General Exchange Criteria for Exchange Participant
- 4.2 General Exchange Criteria for Opportunity Providers
- 4.3 AIESEC General Responsibilities



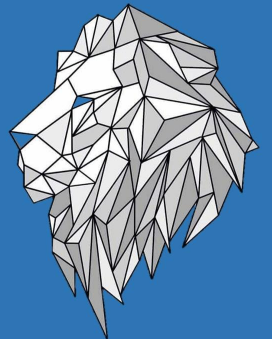
Section 5 introduces ELD general polices

- 5.1 Policies applicable to all stakeholders including EPs, OPs, and AIESEC at any stage of the ELD products include
- 5.3 Policies Applicable to all Opportunity Providers (OP) at any stage of the ELD products include
- 5.4.1 AIESEC Hosting Entity (HE)

- a. The HE is responsible to Educate every OP and Stakeholder on the AIESEC Exchange processes and Standards before exchange is realized.
- b. The HE is responsible to ensure its EPs are aware and educated on AIESEC Exchange processes and Standards before the Exchange is realized.

5.4.1.7 Support EP and OPs for any complaint and/or dispute applicable to the XPP document and National Laws/Agreements, and proactively act towards resolving the situation:

- a. Have in place a Entity Control Board as described on Global Compendium *Annex 1.1.3.4. The Control Boards Guideline*, mentioned at the first section of the document, to also proactively act towards resolving any ELD complaint and dispute procedures. The ECB shall be accessible to all AIESEC members, National and Global level.



6.2 It is responsibility of every Opportunity Provider (OP):

6.2.1 Selection:

6.2.1.1 Participate in selection processes organised by the AIESEC entity when entity requires to select an EP according to procedure described in the XPP and its own internal selection criteria and procedures.

6.2.1.2 Complete and send all the documentation for receiving an AIESEC Exchange Participant, requested by the AIESEC entity

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International Presidents Meeting 2019

#5

**VISA AND
WORK PERMIT**



6.2.2 Documents and Legalities

6.2.2.1 The OP can request a supplementary signed work contract from the EP which is in conformity with the National Laws for labour of the hosting country only before Approval is finalized on the Platform. The provided contract can not change the working conditions indicated on the OP form, nor go against anything established on this XPP document. AIESEC HE, SE, EP and OP should each have a copy of the signed contract if it applies.

Section 6 – before
Approval

Section 7 from Approval until Realization

7.4.1 To provide all visa documents and information within two (2) weeks from Approval. If two (2) weeks are insufficient, the EP should be informed with advance and agree with the timeline for provision of any required documents. In case of failure, the EP can request the Approval to be cancelled with no compensation for OP and HE.

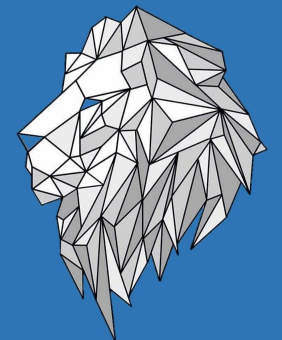
7.4.2 To provide EP with cost of living information, information on local specific safety for the areas of OP, accommodation location, legal/migration protocols that will be executed prior/on/after arrival, within two (2) weeks from Approval. If two (2) weeks are insufficient, the EP should be informed with advance and agree with the timeline for provision of any

#4

EXPECTATIONS
SETTING

#5

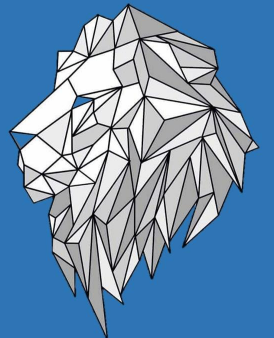
VISA AND
WORK PERMIT



Section 7 from Approval until Realization

no compensation for OP and HL.

- 7.4.3** To provide EP with contacts of a responsible person (preferably OP manager) for providing overall services to the EP throughout the Exchange duration. They must facilitate the EP's incoming preparation:
 - 7.4.3.1** **For GV/GE:** During the first week of Exchange, unless otherwise specifically assigned.
 - 7.4.3.2** **For GT:** During the first month of Exchange, unless otherwise specifically assigned.
- 7.4.4** To have an access to platform (e.g. forum, mail group, phone number etc.) for the EP to be able to communicate with the hosting entity members from approval date, and during the whole period of Exchange.
- 7.4.5** Before the Exchange participant travels, information on logistics for arrival pick up should be agreed between the Host Entity and the Exchange Participant. The Host Entity should provide written information to the Exchange Participant on any additional domestic transportation required to arrive at the pick up point.
- 7.4.6** To provide support on registration with relevant local authorities within the timelines mentioned by the country's law. The hosting LC shall communicate (including information on country page) the registration timelines and requirement to the sending LC and the EP within two (2) weeks from approval.



Section 8 From Realization until Completion

- 8.2.1** To request that the EP perform the full extent of requirements and duties stated in the OP form.
- 8.2.2** To provide guidance, training, additional information and adequate working condition according to OP form.
- 8.2.3** To assign one representative as responsible for the EP's workplace integration, so he/she may integrate as best as possible into the new working environment.

#9

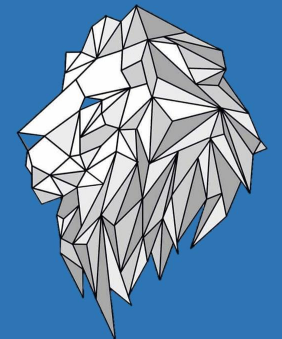
**FIRST DAY
OF WORK**

#10

**ALIGNMENT SPACES
WITH OPPORTUNITY
PROVIDER**

#11

**JOB
DESCRIPTION**



Section 8 From Realization until Completion

8.3 It is responsibility of AIESEC Hosting Entity (HE):

- 8.3.1 To provide support on registration with relevant local authorities within the timelines mentioned by the country's law. The hosting LC shall communicate (including information on country page) the registration timelines and requirement to the sending LC and the EP as soon as the EP is selected.
- 8.3.2 To provide assistance to open a bank account if necessary and assistance in converting money to the local currency on EP's request.
- 8.3.3 To provide information about location and guidance for use of general services such as medical systems, use of emergency services, essential services, public transport, groceries and any other information that would be necessary to allow the EP to successfully complete their exchange.
- 8.3.4 To provide information about local cultural norms, including those related to dressing, greeting, traditions and law policies.
- 8.3.5 To provide introduction to the local AIESEC members, the LC reality and culture.
- 8.3.6 To provide assistance in dealing with housing agreements and landlords if required by EP.
- 8.3.7 To set expectations with the EP's supervisor regarding expectations of the exchange job role, unless it is stated in OP already. For both scenarios, HE is responsible EP is aware of the expectations on the first week of realization, and any Job Description issue should be assisted by AIESEC.
- 8.3.8 To inform all the stakeholders involved regarding the complaint and termination procedures, integration plans for EP, frequency of feedback, expectations set, and frequency of communication/evaluation between the OP and AIESEC.
- 8.3.9 To ensure the EP receives performance-related feedback from the organisation on a regular basis throughout the Exchange.
- 8.3.10 To provide opportunities for the EP to become involved in AIESEC activities related to their interests and goals if EP is interested.
- 8.3.11 To be constantly communicating with the EP including his/her location and the safety at least:
 - a. GT: when he/she arrives and after once a month.

#6

ARRIVAL
PICKUP

#7

ACCOMMODATION

#8

INCOMING
PREPARATION

#7

ACCOMMODATION

MANDATORY FOR COMPLETE

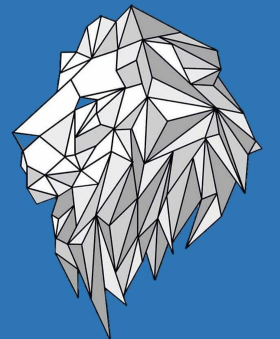
HOST ENTITY

DEFINITION

The accommodation standard conditions and costs during the internship correspond to the information provided on the Opportunity. AIESEC should either arrange the accommodation for the EP or when accommodation is not provided, the Host Entity must support the EP with sources to look for accommodation.

Accommodation conditions must include at least the following:

- Single bed
- Access to clean water
- Access to a bathroom
- Access to electricity



PREPARATION STANDARDS

EXPERIENCE STANDARDS

POST EXPERIENCE STANDARDS

HOME ENTITY

HOST ENTITY

HOME ENTITY

#1

PERSONAL
GOAL SETTING

#4

EXPECTATIONS
SETTING

#9

FIRST DAY
OF WORK

#13

DURATION

#16

DEBRIEF
WITH AIESEC

#2

OUTGOING
PREPARATION

#5

VISA AND
WORK PERMIT

#10

ALIGNMENT SPACES
WITH OPPORTUNITY
PROVIDER

#14

OPPORTUNITY
BENEFITS

#3

INSURANCE

#6

ARRIVAL
PICKUP

#11

JOB
DESCRIPTION

#15

DEPARTURE
SUPPORT

#7

ACCOMMODATION

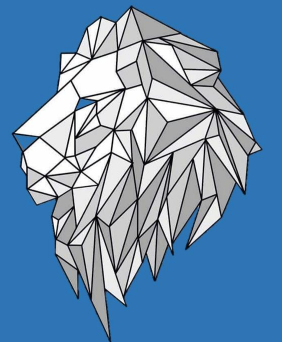
#12

WORKING
HOURS

#8

INCOMING
PREPARATION

Game Tres



Check-out

