**On the approval of the Rules for awarding**

**the international prize**

**«Volunteer of the Year»**

In accordance with paragraph one hundred and two (102) of sub-paragraph 1) of paragraph 16 of The Regulation of Ministry of information and social development of the Republic of Kazakhstan, approved by the resolution of Government of the Republic of Kazakhstan on March 26, 2019 № 142 **I ORDER:**

1. To approve the attached rules for awarding the international prize “Volunteer of the Year”.
2. The Committee for Civil Society Affairs of the Ministry of Information and Social Development of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, to ensure:
3. state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;
4. posting this order on the Internet resource of the Ministry of Information and Social Development of the Republic of Kazakhstan after its official publication;
5. the submission of information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph to the Legal Department of the Ministry of Information and Social Development of the Republic of Kazakhstan within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan.
6. Control over the implementation of this order is assigned for the supervising vice-minister of information and social development.
7. Current order is being introduced after ten calendar days after its official publication.

**Minister of Information and A. Balaeva**

**Social Development of the Republic of Kazakhstan**

“Agreed”

Ministry of Finance of

the Republic of Kazakhstan

“Agreed”

Ministry of Foreign Affairs of

the Republic of Kazakhstan

Approved

Minister of Information and

social development of

the Republic of Kazakhstan

on October 12, 2020

No. 339

**Rules for awarding the international prize "Volunteer of the Year"**

**Chapter 1. General Provisions**

1. These rules for awarding the international award «Volunteer of the Year» (hereinafter - Rules) are developed in accordance with paragraph one hundred and two (102) of sub-paragraph 1) of paragraph 16 of the Regulation of the Ministry of Information and Social Development of the Republic of Kazakhstan, approved by the Government of the Republic of Kazakhstan dated March 26, 2019 № 142 and determine the procedure awarding the international prize “Volunteer of the Year».
2. The following basic concepts are used in these rules:
3. volunteer – an individual exercising volunteer activities;
4. group of volunteers- voluntary unregistered community of individuals formed for the purpose of joint implementation of volunteer activities;
5. volunteer organization - non-profit organization (with the exception of religious associations, consumer cooperatives, as well as public associations in the form of political parties or trade unions), established and carrying out volunteer activities in accordance with the laws of the Republic of Kazakhstan;
6. competent authority in the field of volunteer activities (hereinafter – competent authority) - central executive body in the field of interaction between the state and the civil sector;
7. the international award “Volunteer of the Year” (hereinafter - Prize) – non-cash reward awarded to applicants who have contributed to the solution of social-oriented, socially useful tasks.

**Chapter 2. Procedure for awarding the international prize «Volunteer of the Year»**

1. The prize is awarded to volunteers, groups of volunteers, volunteer organizations, international volunteer organizations (hereinafter - applicants) that have contributed to the solution of social-oriented, socially useful tasks.
2. The prize is awarded in the following nominations:

1) the best volunteer organization;

2) the leader of corporate volunteering;

3) participation in the fight against coronavirus infection;

4) leaders of sustainable development goals;

5) the best social assistant;

6) for active participation in emergency response;

7) for active participation in the search for missing people;

8) for active participation in assisting victims of crime;

9) for active participation in the development of healthcare;

10) for active participation in promoting a healthy lifestyle;

11) for the contribution to the promoting knowledge;

12) for the contribution to the preservation and protection of the environment;

13) for the contribution to strengthening peace, friendship and harmony;

14) for contribution to the preservation and development of historical and cultural heritage;

15) for the contribution to solving animal protection issues;

16) for the contribution to solving social problems.

5. An informational message about the Prize is published in the media, on the official Internet resource of the competent authority, on a unified online platform of volunteers qazvolunteer.kz, as well as on official accounts on social networks of the competent authority at least 20 (twenty) calendar days in advance until the day of final submission period.

6. To assess the applications of applicants, a Commission for awarding the international prize «Volunteer of the Year» (hereinafter - the Commission) is created under the competent authority.

7. The composition of the Commission is approved by the order of the competent authority.

The commission is formed from representatives of the competent and state authorities, international organizations, non-governmental organizations, public figures, experts in the field of volunteer activities in the relevant nominations. The Commission does not include the Prize applicants.

8. The total number of members of the Commission must be an odd number and at least fifteen people.

The commission is headed by the chairman, and in his absence, the vice-chairman.

9. Members of the Commission do not reveal information received during the consideration of applications.

10. To participate in the Prize, applicants submit the following documents in electronic form (DOC, DOCX, PDF format) on a unified online platform of volunteers qazvolunteer.kz:

1) a registration application in the form in accordance with Appendix 1 to the current Rules;

2) certificate of state registration for volunteer organizations;

3) recommendation letter and certificate of the applicant's achievements related to volunteer activities (if any);

4) copies of diplomas, certificates, letters of thanks related to volunteer activities (if any);

5) copies of articles, publications of the applicant or about the applicant related to volunteer activities (if any);

11. Applicants take part in the competition for the Prize in no more than one nomination. In case of revealing false information about the applicants who have nominated for the Prize, these applicants do not participate in the competition.

12. The competent authority publishes the list of applicants for the Prize on a unified online platform of volunteers qazvolunteer.kz within 5 (five) calendar days after the deadline for accepting applications.

13. The list of applicants who have nominated for the Prize are considered in two stages.

14. At the first stage, the competent authority conducts an open online-voting on a unified online platform of volunteers qazvolunteer.kz within 10 (ten) calendar days from the date of posting the list of applicants for the Prize.

In accordance with the results of online-voting on a unified online platform of volunteers qazvolunteer.kz, a list of applicants is posted with the number of votes in descending order.

15. No more than 10 (ten) applicants from each nomination who receive the largest number of votes pass to the second stage. If the votes are equal, both candidates pass.

16. The competent authority sends the applications of the Prize applicants and evaluation sheets to the Commission members via e-mail within one calendar day from the end of the online-voting.

17. Members of the Commission, within 10 (ten) calendar days from the date of receiving the applications of the Prize applicants from the competent authority, study and evaluate the applications from 0 to 5 points according to the following criteria, filling out the evaluation sheet in the form in accordance with Appendix 2 to these Rules:

1) contribution to the solution of social-oriented, socially useful tasks;

2) work experience in the proposed direction;

3) innovation in activity;

The points for each criterion are summed up and the total score is set.

18. If only one application is allowed to participate in the Prize, then the applicant who submitted it is recognized as the winner of the Prize without applying a score.

19. The decision of the Commission on awarding the Prize to the applicants is made at a meeting of the Commission on the basis of the overall results of the assessments of the Commission members for each nomination.

In case of equal points, the decision for which the chairman voted is accepted.

The meeting is considered eligible if there are at least half of the total number of the Commission members.

20. The winners are the three applicants in each nomination with the highest number of points.

21. The decision of the Commission is drawn up in a protocol (minutes), signed by the chairman and members of the Commission and posted on a unified online platform of volunteers qazvolunteer.kz.

22. The competent authority awards the Prize based on the decision of the Commission.

23. The prize is awarded by order of the competent authority.

24. Applicants who are awarded the Prize are presented with a diploma and a memorable statue.

Appendix №1

to the Rules for awarding

the international prize

«Volunteer of the Year»

**Registration application of the applicant for the Prize**

1. Full name (for legal person) / Surname, name with patronymic (if any) (for physical person) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Nomination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Describe your contribution to the solution of social-oriented, socially useful tasks

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion date “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) Full name (if any)

Place of stamp (if any)

Appendix №2

to the Rules for awarding

the international prize

«Volunteer of the Year»

Form

**Evaluation sheet**

1. Surname, name, patronymic (if any) of a member of the Commission:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Completion date \_\_\_\_\_\_\_\_\_\_\_
2. Selection criteria:

The contribution to the solution of social-oriented, socially useful tasks (no effect - 0 point, weak effect - 1-2 points, satisfactory effect - 3 points, good effect - 4 points, excellent effect - 5 points)

Experience in the proposed direction (no experience - 0 point, less than one year - 1 point, from 1 to 2 years - 2 points, from 2 to 4 years - 3 points, from 5 to 7 years - 4 points, from 7 years and above - 5 points)

Innovation in activities (no innovation - 0 point, novelty of solutions in projects - 1-2 points, development and use of new technologies and methods in work - 3-4 points, presence of intellectual property - 5 points)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| № | Full name | Contribution to the volunteering development | Work experience in the proposed direction | Innovation in activities | Score | Explanation |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |