



On approval of the Rules for awarding the international award "Volunteer of the Year"

Unofficial translation

Order of the Minister of Information and Social Development of the Republic of Kazakhstan dated October 12, 2020 No. 339. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 13, 2020 No. 21420.

Unofficial translation

Pursuant to sub-paragraph 120) of paragraph 15 of the Regulations of the Ministry of Information and Social Development of the Republic of Kazakhstan, approved by Decree of the Government of the Republic of Kazakhstan № 142 of March 26, 2019, **I HEREBY ORDER:**

Footnote. The preamble as reworded by order of the Minister of Information and Public Development of the Republic of Kazakhstan № 481 of 02.11.2022 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

1. To approve the attached Rules for awarding the international award "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, shall ensure:
 - 1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;
 - 2) placement of this order on the Internet resource of the Ministry of Information and Social Development of the Republic of Kazakhstan after its official publication;
 - 3) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submission to the Legal Department of the Ministry of Information and Social Development of the Republic of Kazakhstan of information about implementation of measures, stipulated by subclauses 1) and 2) of this clause.
4. Control over execution of this order shall be entrusted to the supervising Vice-Minister of Information and Social Development.
5. This order shall come into force upon expiry of ten calendar days after its first official publication.

*Minister of Information and Social Development
of the Republic of Kazakhstan*

A. Balayeva

"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
dated October 12, 2020 № 339

Rules for awarding the international award "Volunteer of the Year" Chapter 1. General Provisions

1. These Rules for Awarding the International Award “Volunteer of the Year” (hereinafter - the Rules) have been elaborated pursuant to sub-paragraph 124) of the functions of the central office of paragraph 16 of the Regulations of the Ministry of Information and Social Development of the Republic of Kazakhstan, approved by Decree of the Government of the Republic of Kazakhstan №142 of March 26, 2019 and specify the procedure for awarding the International Award “Volunteer of the Year”.

Footnote. Paragraph 1 - as reworded by order of the Minister of Information and Social Development of RK № 425 dated 30.12.2021 (shall be put into effect upon expiration of ten calendar days after the day of its first official publication).

2. The following basic concepts are used herein:

- 1) volunteer is a natural person engaged in volunteer activities;
- 2) volunteer group is a voluntary unregistered community of natural persons formed for the purpose of joint implementation of volunteer activities;
- 3) volunteer organisation is a non-profit organisation (excluding religious associations, consumer cooperatives, as well as public associations in the form of political parties or trade unions) established and engaged in volunteer activities under the laws of the Republic of Kazakhstan;
- 4) an authorised body in the field of volunteer activities (hereinafter - the authorised body) is a central executive body exercising management and inter-sectoral coordination in the field of volunteer activities;
 - 4-1) a conflict of interest is a situation whereby personal interest of the members of the Commission for the International Volunteer of the Year Award may affect the objective decision-making;
- 5) “Volunteer of the Year” International Award (hereinafter referred to as the Award) is a non-monetary reward awarded to applicants who have contributed to the solution of socially directed, socially useful tasks.

Footnote. Paragraph 2 - as revised by order of the Minister of Information and Social Development of RK № 481 of 02.11.2022 (shall be effective upon expiration of ten calendar days after the day of its first official publication).

Chapter 2. Procedure for awarding the international award "Volunteer of the Year"

3. The Award is awarded to volunteers, groups of volunteers, volunteer organizations, international volunteer organizations (hereinafter referred to as contenders) that have contributed to the solution of socially oriented, socially useful problems.

4. The Award is awarded in the following nominations:

- 1) Best Volunteer Organization;
 - 2) Corporate Volunteer Leader;
 - 3) excluded by order of the Minister of Information and Social Development of the Republic of Kazakhstan № 481 dated 02.11.2022 (shall be enforced upon expiry of ten calendar days after the day of its first official publication);
 - 4) Leaders in Sustainable Development Goals;
 - 5) Best social assistant;
 - 6) For Active Participation in Emergency Recovery;
 - 7) For Active Participation in Searching Missing People;
 - 8) For Active Participation in Assistance to Victims of Crimes;
 - 9) For Active Participation in healthcare Development;
 - 10) For Active Participation in Promoting Healthy Lifestyle;
 - 11) For Contribution to the Popularization of Knowledge;
 - 12) For Contribution to Preservation and Protection of Environment;
 - 13) For Contribution to Strengthening of Peace, Friendship and Concord;
 - 14) For Contribution to Preservation and Development of Historical and Cultural Heritage
- ;
- 15) For Contribution to Addressing Animal Protection Issues;
 - 16) For Contribution to Addressing Social Problems.

Footnote. Paragraph 4 as amended by order of the Minister of Information and Social Development of RK № 481 dated 02.11.2022 (shall become effective ten calendar days after the date of its first official publication).

5. An informational message about the Award shall be published in the media, on the official Internet resource of the authorized body, on the uniform online platform of volunteers “qazvolunteer.kz”, as well as on official accounts on social networks of the authorized body at least 20 (twenty) calendar days prior to the deadline for accepting the applications.

6. To assess the applications of contenders under the authorized body, a Commission for awarding the international Award "Volunteer of the Year" (hereinafter referred to as the Commission) shall be created.

7. The membership of the Commission shall be approved by the order of the authorised body and shall be placed on the internet resource of the authorised body, on the unified online platform of volunteers qazvolunteer.kz., as well as on the official accounts in social networks of the authorised body.

Footnote. Paragraph 7 - as revised by order of the Minister of Information and Social Development of RK № 481 dated 02.11.2022 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

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

The Commission shall be headed by the chairperson, and in his/her absence, the deputy chairperson.

9. Members of the Commission shall not disclose information obtained during the consideration of applications.

10. To participate in the Award, contenders shall post the following documents in electronic form on the uniform online platform of volunteers “qazvolunteer.kz” (in DOC, DOCX, PDF formats):

- 1) registration of the application in the form according to Appendix 1 to these Rules;
- 2) Certificate of state registration for volunteer organizations;
- 3) letter of recommendation and certificate of the contender's achievements related to volunteering (if any);
- 4) copies of award diplomas, certificates, letters of thanks related to volunteer activities (if any);
- 5) copies of articles, publications of the contender or about the contender related to volunteer activities (if any);

10-1. If an application for the Award is incomplete, as well as if it is found not to correspond to the requirements mentioned in paragraph 10 hereof, within 2 (two) working days from the deadline for the receipt of applications for the Award, the authorised body shall send a notification on the need to bring the application into compliance with the requirements to the applicant's e-mail address specified in the application for the Award.

Within 2 (two) working days from the date of receipt of the notification, the applicant shall present to the Authorised Body the missing documents with regard to the remarks and the application for the Award brought into compliance.

Should the application for the Award not be brought into line with the requirements specified in paragraph 10 hereof, within 1 (one) working day the authorised body shall send a written motivated response to the applicant on refusal to consider the application for the Award.

Footnote. The Rules have been supplemented by paragraph 10-1 under order of the Minister of Information and Social Development of the RK № 425 dated 30.12.2021 (shall apply ten calendar days after the day of its first official publication).

11. Contenders shall participate in the competition for the Award in no more than one nomination. In case of revealing false information about the applicants who have nominated for the Award, these contenders shall not participate in the competition.

12. Within 5 (five) working days after the deadline for receipt of applications, the authorised body shall place the list of applicants for the Award on the unified online volunteer platform qazvolunteer.kz.

Footnote. Paragraph 12 - as revised by order of the Minister of Information and Social Development of the RK № 481 of 02.11.2022 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

13. The list of contenders who have nominated for the Award shall be considered in two stages.

14. At the first stage, the authorized body shall conduct an open online voting on the uniform online platform of volunteers "qazvolunteer.kz" within 10 (ten) calendar days from the date of posting the list of contenders for the Award.

According to the results of online voting on the uniform online platform of volunteers "qazvolunteer.kz", a list of contenders shall be posted with the number of votes in descending order.

15. No more than 10 (ten) of contenders from each nomination with the largest number of votes will pass to the second stage. If the votes are equal, both contenders shall pass.

16. Within one calendar day from the end of the online voting, the authorized body shall send to the Commission members via e-mail applications of the contenders for the Award and score sheets.

17. Within 7 (seven) calendar days from the date of receipt of applications of the applicants of the Award from the authorised body, the members of the Commission shall examine and evaluate the applications from 0 to 5 points based on the criteria listed below, having filled in the evaluation sheet in the form as per Appendix 2 hereto:

- 1) contribution to the solution of socially directed, socially useful objectives;
- 2) work experience in the nominated area;
- 3) innovations in the activities;

The scores for each criterion shall be summarised and a total score shall be assigned.

Members of the Commission shall file with the authorised body a notification on the presence or absence of conflict of interests with the applicants who applied in the form as per Appendix 3 hereto.

Footnote. Paragraph 17 - as revised by order of the Minister of Information and Social Development of the RK № 481 dated 02.11.2022 (shall enter into force ten calendar days after the date of its first official publication).

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

19. The decision of the Commission on awarding the Award to applicants shall be 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 equality of points, the decision for which the chairperson voted shall be considered adopted.

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

20. Three contenders in each nomination with the highest number of points shall be recognized as winners.

21. The decision of the Commission shall be formalised in a protocol.

The applicant shall be notified with the draft protocol and scorecard enclosed no later than 3 (three) working days prior to the signing of the protocol.

The Applicant shall file an objection to the preliminary draft protocol no later than 2 (two) working days from the date of receipt of the preliminary draft protocol.

After examination of the applicants' objections to the draft protocol, if received, the Chairman and members of the Commission shall sign the protocol of the Commission and place it on the unified online platform of volunteers qazvolunteer.kz.

Footnote. Paragraph 21 - as revised by order of the Minister of Information and Social Development of RK № 425 dated 30.12.2021 (shall be enacted ten calendar days after the day of its first official publication).

22. Based on the decision of the Commission, the authorized body carries out awarding the Award.

23. The Award is awarded by the order of the authorized body.

24. Contenders, who are awarded the Award, shall be awarded a diploma and a commemorative statuette.

Appendix № 1
to the rules for awarding the
international award
"Volunteer of the Year"

Registration Application Form of a Candidate for the Award

Footnote. Appendix 1 - as revised by order of the Minister of Information and Social Development of RK № 425 dated 30.12.2021 (shall become effective ten calendar days after the date of its first official publication).

1. Full name (for legal entities)/ surname, first name, patronymic (if any) (for natural persons)

2. Nomination _____

3. Describe your contribution to the solution of socially orientated, socially useful issues

4. Contact number _____

5. e-mail _____

Date of completion: " _____ " _____ 20____ .

(signature) Surname, first name, patronymic (if any)

Stamp here (if any)

Appendix № 2
to the rules for awarding the
international award
"Volunteer of the Year"
Form

Assessment sheet

| Surname, name, patronymic (if any) of a member of the Commission: _____ | | | | | | |
|--|------|---|--|------------------------|-----------------|----------------|
| Date of filling out _____ | | | | | | |
| Selection criteria: 1. The contribution made to the solution of socially 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) | | | | | | |
| 2. Work 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 higher - 5 points) | | | | | | |
| 3. Innovation in activity (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) | | | | | | |
| № | Name | Contribution made to the volunteering development | W o r k experience in the proposed direction | Innovation in activity | Total of points | Interpretation |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | | | | | | |
| 2. | | | | | | |
| ... | | | | | | |

Appendix № 3
to the Rules for Awarding
the International
Award "Volunteer of the Year"
To: _____
(name of public authority)
from: _____
(surname, first name, patronymic
(if any) of the expert)

Notification of the presence or absence (underline as appropriate) of a conflict of interest with applicants for the "Volunteer of the Year" International Award

Footnote. The Rules are supplemented by Appendix 3 as per order of the Minister of Information and Social Development of RK № 481 dated 02.11.2022 (shall take effect ten calendar days after the day of its first official publication).

I _____, hereby notify (surname, name, patronymic (if any) of the expert) of the absence of a conflict of interest with the applicants applying for the “Volunteer of the Year” International Award, I undertake to strictly follow the principles of fairness and objectivity when exercising my duties as an independent expert on the existence of a conflict of interest with the applicants applying for the the “Volunteer of the Year” International Award (tick as appropriate).

Are you a member (participant), founder (underline as appropriate) of the candidate (if yes, specify the name of the candidate's organisation)?:

_____.
Are you a member of the candidate's governing body, manager (if yes, specify the governing body, the name of the candidate's organisation and the position held)?:

_____.
Have you received payment for services rendered or direct financial support from the candidate in the last three years (if yes, please specify which services and the name of the candidate's organisation)?:

_____.
Do you have close family ties with the candidate (if yes, specify surname, first name, patronymic (if any) of the employee, the name of the candidate's organisation where he/she works, the degree of kinship)?:

_____.
Do you have any other potential conflict of interest (if yes, specify which one)?:

_____.
I hereby confirm that I understand the conflict of interest policy and am responsible for the accuracy of the details in completing this notification.

" ____ " _____ 20 ____

Signature _____