



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

At MSF Luxembourg, we strongly believe that pooling the efforts of many committed individuals is one of the keys to achieving our aim of providing access to healthcare for all. Every link in the chain, from the donor to the volunteer to our teams in the field, is an essential element in enabling MSF to work in more than 80 countries and save lives.

We are constantly looking for innovative and exciting ways for you to get involved with us so that everyone can display their solidarity.

MSF Luxembourg therefore offers you the opportunity to support its activities in Luxembourg as a volunteer.

Our volunteers are divided into different teams: logistics (LOG), events (EVE), languages (LGG), administration (ADMIN) and expertise (EXP).

You will find in this document the tasks for which MSF Luxembourg needs the support of volunteers. In addition to these tasks, there may be one-off assignments such as assisting with various events organized by the association: information about these will be provided in a periodical newsletter to keep you regularly informed of the tasks available.

Whatever your profile, we invite you to participate in an extraordinary human adventure! Come and contribute your dynamism and your cheerful disposition to our team of volunteers.

By becoming a volunteer, you will automatically commit yourself to act in accordance with the Volunteer Charter, which you will find at the end of this document.



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MSF LUXEMBOURG

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ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

‘MSF DANS LES COMMUNES’



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

'MSF dans les communes' (MSF at local level): 50 years of humanity close to home!

This year, MSF is celebrating its 50th anniversary. To mark this occasion, several municipalities have decided to become partners of MSF and to offer their fellow citizens a chance to get involved in this great humanitarian adventure!

Throughout the year, MSF and its partner municipalities will organize a range of events celebrating 50 years of humanitarian action: exhibitions, films, gatherings, etc.

The program, which is set out below, will be expanded as the weeks go by. Do not hesitate to come and participate from the inside by signing up as a volunteer.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

'MSF dans les communes': Mapathon in Bissen on 22 September (EVE)

Description

The areas where humanitarian organizations operate are very rarely mapped in any meaningful way, and commercial maps make them look as if they are uninhabited. That is why various humanitarian organizations, including MSF, decided in 2014 to create Missing Maps.

Missing Maps is a humanitarian project that maps in advance, even without waiting for any particular problem to arise, areas of the world which are vulnerable to natural disasters, conflicts and epidemics. The main objective is to provide international NGOs with up-to-date maps and data for use when going into action in crisis-affected areas.

At a mapathon, MSF invites the public to make a concrete contribution to MSF's work in the field using remote mapping on the OpenStreetMap (OSM) collaborative map. It is a free, convivial event where contributors can give of their time and energy with the expectation of seeing their contributions reflected in MSF's work in the field.

We are looking for volunteers to help us as follows:

- **Welcoming participants**
- **Supporting participants:** the event is open to everyone, even beginners, and we need a team on site to answer their questions about how OSM works (for both online and face-to-face mapathons).

Requirements

- **For interaction with participants:** good humor
- **For giving advice on OSM:** having already used OSM and gained an understanding of how it works

Timetable

22 September 2021 from 13.00 to 17.00

Location

Urban Village, Z.A.C. Klengbousbiérg, Bissen

MSF Luxembourg contact

Public engagement coordinator

MSF Training

Mapathon briefing and OSM training with the international Missing Maps network.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

'MSF dans les communes': installation and removal of the exhibition in Bertrange in October (LOG)

Description

The municipality of Bertrange is a partner of MSF in the project MSF dans les communes. A series of events will be organized in the weekend of 15 to 18 October.

Program: screening of a film followed by a discussion with a member of our international staff, and our photo exhibition 'MSF, 50 ans d'humanité'.

The documentary 'Egoïste' will be screened: 40 international staff and members of their families describe how things are in the field, without holding anything back. The screening will be followed by a discussion with Tessy Fautsch, who has gone on many MSF missions, particularly to Yemen in 2020 as a medical coordinator at the Al Gamhuriyah Covid-19 treatment center in Aden.

We are looking for volunteers to help us install and remove the exhibition.

Requirements

- Precision (order of the scenography and correspondence of the legends)
- Good physical condition (transportation and handling of frames)
- Practicality
- Ability to drive the MSF vehicle

Timetable

Installation: 14/10

Removal: 18/10

Location

Bertrange

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

'MSF dans les communes': Junglinster in the fall

Description

The municipality of Junglinster is a partner of MSF in the project MSF dans les communes. A series of events will be organized during the fall.

Further information will be provided in due course.

Requirements

Further information will be provided in due course

Timetable

Fall

Location

In the municipality of Junglinster

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

UPCOMING VOLUNTEER ASSIGNMENTS



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Benchmarking (EXP): ASAP

Description

In order to improve our understanding of those around us, we would like to carry out the following:

- benchmarking of other NGOs,
- a market analysis (target audience, target interests, etc. in order to define our communication strategy).

We are therefore looking for several people to carry out these tasks on an ad hoc basis.

Requirements

- Good analytical skills
Attraction to marketing

Timetable

As soon as possible.

Location

To be determined

MSF Luxembourg contact

Communication officer

MSF training

Briefing with the team to gain a better understanding of the task in hand.



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Press review (EXP): ASAP

Description

In order to analyze media coverage, we are compiling articles from the press. **We are looking for a volunteer to review and compile certain articles that have appeared in the media in Luxembourg.**

Requirements

- Familiarity with Excel and internet searches
- Precision

Timetable

As soon as possible and long-term (approx. 4 hours per week)

Location

At MSF's offices or at home

MSF Luxembourg contact

Public engagement coordinator/Communication officer



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Translation of the Internal Procedures Manual (LGG): during September

Description

The Internal Procedures Manual supplements the Internal Rules and needs to be accessible to all employees, which is why we need an English version.

We are looking for a volunteer to translate approx. 30 pages from French into English.

Requirements

- Mother tongue: English
- Experience of translation would be a bonus.

Timetable

During September

Location

This task may be performed at home (exchanging texts by email).

MSF Luxembourg contact

Human Resources Department



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Destruction of archives (LOG): during September

Description

A lot of files that have been stored need to be destroyed because we are running out of space.

We are looking for a volunteer to destroy these archives.

Requirements

Timetable

During September

Location

At MSF's offices

MSF Luxembourg contact

Human Resources Department



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Translation of a LuxOR study (LGG): during September

Description

Since 2009, MSF Luxembourg has been making its expertise available to assist with the development of medical research in the field, thanks to the skills of staff in the Luxembourg Operational Research Unit, LuxOR (Luxembourg Operational Research).

To communicate the findings of a LuxOR study for the Brussels Operational Centre, we are looking for one or more volunteers to translate the following texts **from English into French**:

- 2-page concept note
- The data-sharing agreement (10 pages)

Requirements

- Mother tongue: French
- English: good level
- Experience of translation would be a bonus
- Flexibility

Timetable

During September

Location

This task may be performed at home (exchanging texts by email).

MSF Luxembourg contact

LuxOR



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Photographic exhibition (EVE): at the Melià hotel in October

Description

Photography has been a core element of MSF's work ever since it was set up in 1971. For 50 years, MSF teams and Magnum photographers have met in the same contexts – war zones, humanitarian crises, emergencies – and have seen eye to eye about their values: ethical standards and independence. On Thursday, 7 October, we will be organizing the vernissage of this exhibition at the Melià hotel.

We are looking for volunteers to help us to install/remove the exhibition.

Requirements

- Precision (order of the scenography)
- Good physical condition (transportation and handling of frames)
- Practicality

Timetable

Between 1 and 4 October (date subject to confirmation)

Location

Melià Hotel, Luxembourg

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Reception of guests during the visit by the international president (EVE): October

Description

When Dr Christos Christou, our international president, visits Luxembourg, we shall organize a series of events throughout the week. These events will be subject to the Covid-Check system and will be reserved only for people who have been vaccinated, have recovered from Covid or have tested negative (self-tests will be made available on the spot).

We are looking for volunteers to help us receive and guide guests during the various events organized.

Requirements

- Enjoyment of contact with the general public
- Good humor
- Availability in the evening
- Precision
- Familiarity with the MSF Luxembourg team, in order to be able to refer any questions to them
- Familiarity with smartphones (to perform the Covid Check)

Timetable

From Monday, 4 to Thursday, 7 October inclusive

Location

18.30 on Monday, 4 October for the associative forum
Café littéraire Le Bovary, 1 Rue de Laroche, L-1918 Luxembourg

18.00 on Tuesday, 5 October for a lecture at the CHL
Auditorium of the Centre Hospitalier de Luxembourg, 4, rue Ernest Barblé, L-1210 Luxembourg

17.30 on Thursday, 7 October for a vernissage at the Melià hotel
Melià Hotel, 1 Park Dräi Eechelen, L-1499 Luxembourg

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Photographer to document the visit of the international president (EVE): October

Description

When Dr Christos Christou, our international president, visits Luxembourg, we shall organize a series of events throughout the week. These events will be subject to the Covid-Check system and will be reserved only for people who have been vaccinated, have recovered from Covid or have tested negative (self-tests will be made available on the spot).

We are looking for one or more volunteers to document the various events organized.

Requirements

- Enjoyment of contact with the general public
- Availability in the evening
- Knowing how to take good shots and process them for publication
- Alertness to the requirements of the GDPR (General Data Protection Regulation)

Timetable

From Monday, 4 to Thursday, 7 October inclusive

Location

19.30 on Monday, 4 October for the associative forum and the subsequent dinner starting at 20.30

Café littéraire Le Bovary, 1 Rue de Laroche, L-1918 Luxembourg

18.30 on Tuesday, 5 October for a lecture at the CHL

Auditorium of the Centre Hospitalier, Luxembourg, 4, rue Ernest Barblé, L-1210 Luxembourg

18.00 on Wednesday, 6 October for an exclusive evening organized by Paperjam + Delano Club
Banque Degroof Petercam Luxembourg, 12 rue Eugène Ruppert, L-2453 Luxembourg

17.45 on Thursday, 7 October for a vernissage at the Melià hotel

Hôtel Melià, 1 Park Dräi Eechelen, L-1499 Luxembourg

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Proofreading a new study (LGG): October

Description

Since 2009, MSF Luxembourg has been making its expertise available to assist with the development of medical research in the field, thanks to the skills of staff in the Luxembourg Operational Research Unit, LuxOR (Luxembourg Operational Research). LuxOR will start work on a fresh study in October, which will look at the factors that influence the application of research findings.

As part of this study, a questionnaire has been drawn up. Before the end of September, it will be translated into French, and we are looking for a volunteer to help us **proofread it**.

Requirements

- Mother tongue: French
- Experience of translation would be a bonus

Timetable

The first half of October

Location

This task may be performed at home (exchanging texts by email).

MSF Luxembourg contact

LuxOR



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Installation/removal of a photographic exhibition (EVE) at the Belle Étoile (25-30 October)

Description

The exhibition 'MSF, 50 ans d'humanité' illustrates the work of MSF in the light of five general themes, each of which is approached factually and historically: identifying the crises, setting them in their historical and geographical context and showing how the organization responded to them. We will have the opportunity to exhibit these photographs at the Belle Etoile shopping center at the end of October.

We are looking for volunteers to help us with the transportation, installation and removal of the exhibition.

Requirements

- Precision (order of the scenography and correspondence of legends)
- Good physical condition (transportation and handling of frames)
- Practicality
- Ability to drive the MSF vehicle

Timetable

The dates of installation and removal will be known at the end of September.

Location

Belle Etoile shopping center, Luxembourg

MSF Luxembourg contact

Fundraising and communication



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Installation/ removal of the photographic exhibition (EVE): Belval Plaza in December

Description

The exhibition 'MSF, 50 ans d'humanité' illustrates the work of MSF in the light of five general themes, each of which is approached factually and historically: identifying the crises, setting them in their historical and geographical context and showing how the organization responded to them. We will have the opportunity to exhibit these photographs at the Belval Plaza shopping center in December.

We are potentially looking for volunteers to help us with the transportation, installation and removal of the exhibition.

Requirements

- Precision (order of the scenography and correspondence of legends)
- Good physical condition (transportation and handling of frames)
- Practicality
- Ability to drive the MSF vehicle

Timetable

The dates of installation and removal will be known at the end of September.

Location

Belval Plaza shopping center, Luxembourg

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Electronic archiving of personnel files and digitization of contracts (ADMIN): end of December

Description

Destruction of files more than 10 years old as required by the GDPR and digitization of contracts in order to maintain records in case of complaints by former employees.

We are looking for a volunteer to continue the work of electronic archiving of files and digitization of contracts.

Requirements

- Precision
- Familiarity with Excel and IT systems

Timetable

End of December

Location

At MSF's offices

MSF Luxembourg contact

Human Resources Department



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Proofreading the Kidz Kit (GER) (LGG)

Description

In order to finalize the German version of a teaching package aimed at children aged 10 to 12, we need help with:

- rereading the whole teaching package before it is sent to the graphic designer.

Requirements

- Mother tongue: German

Timetable

Further information forthcoming

Location

This task may be performed at home (exchanging texts by email).

MSF Luxembourg contact

Public engagement coordinator



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

REGULAR VOLUNTEER TASKS



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Support for the donor service – database (ADMIN)

Description

MSF Luxembourg conducts various fundraising campaigns to finance its operations in the field.

The team of volunteers is responsible for supporting the department with the administrative tasks involved. Here is the list of tasks for the Fundraising Department:

- Entering direct debits in our donor management software.
- Updating the donor database (addresses, email addresses, telephone numbers) containing particulars of the various target groups (doctors, municipalities, etc.).

Requirements

- Precision
- Awareness of the need to maintain the confidentiality of the data (see Charter)
- Familiarity with IT

Timetable

According to need

Location

At MSF Luxembourg's offices.
Certain tasks may be performed at home.

MSF Luxembourg contact

Fundraising Department

MSF training

Introduction to the functioning of the Fundraising Department.
Training in the use of our data management software.

Requirements**Timetable****Location****MSF Luxembourg contact**



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Support for the donor service – Mailing (ADMIN)

Description

MSF Luxembourg conducts various fundraising campaigns to finance its operations in the field. In response to each donation, MSF writes a thankyou letter. Occasionally, the team may need assistance in preparing the letters for sending.

Requirements

- Precision
- Awareness of the need to maintain the confidentiality of the data (see Charter)
- Patience

Timetable

According to need.

Location

MSF Luxembourg's offices.

MSF Luxembourg contact

Fundraising Department.



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Contact search (ADMIN)

Description

In order to raise our profile, we are looking for a person with contacts to expand our circle of donors and key contacts.

We are therefore looking for someone to take on these occasional but regular tasks.

Requirements

- Experience of networking.

Timetable

On a regular basis.

Location

To be determined.

MSF Luxembourg contact

Fundraising Department.

MSF training

Briefing to clarify specific details and specialized vocabulary if needed.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Creation of an Excel database (FR, ENG) (ADMIN, LGG)

Description

Our operational research team needs to create Excel databases for use in writing its reports.

We are therefore looking for a number of people to carry out these ad hoc, but regular, tasks.

Requirements

- Good language skills, as the data may be in English or French.
- Familiarity with IT (including Excel).
- Precision.

Timetable

According to need.
You may be called upon at short notice.

Location

To be determined.

MSF Luxembourg contact

LuxOR.

MSF training

Briefing to clarify specific details and specialized vocabulary if needed.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

MSF Luxembourg Mapathon (EVE)

Description

The areas where humanitarian organizations operate are very rarely mapped in any meaningful way, and commercial maps make them look as if they are uninhabited. That is why various humanitarian organizations, including MSF, decided in 2014 to create Missing Maps.

Missing Maps is a humanitarian project that maps in advance, even without waiting for any particular problem to arise, areas of the world which are vulnerable to natural disasters, conflicts and epidemics. The main objective is to provide international NGOs with up-to-date maps and data for use when going into action in crisis-affected areas, for example indicating access routes to villages and to healthcare centers.

As a face-to-face event

At a mapathon, MSF invites the public to make a concrete contribution to MSF's work in the field using remote mapping on the OpenStreetMap (OSM) collaborative map. It is a free, convivial event where contributors can give of their time and energy with the expectation of seeing their contributions reflected in MSF's work in the field.

As an online event

In view of the current health crisis, mapathons may be held entirely online.

At schools

This year, we would like to give schools the opportunity to participate in this project by training teachers.

We are looking for volunteers to help us as follows:

- **By welcoming participants** to the mapathons that MSF organizes face-to-face in Luxembourg
- **By providing logistic/organizational backup:** setting up the signposting and the buffet, and tidying up afterwards (in the case of face-to-face events)
- **By providing support to participants:** the event is open to everyone, even beginners, and we need a team on site to be able to answer their questions about how OSM works (for both online and face-to-face mapathons).
- **By contacting schools:** Are you a teacher or student? You know people working in education? Let's organize a meeting together to present the project.

Requirements

- **For interaction with participants:** good humor
- **For giving advice on OSM:** having already used OSM and gained an understanding of how it works



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Timetable

In the spring and fall each year in the case of the events and the whole year round as regards contact with schools

Location

To be determined

MSF Luxembourg contact

Public engagement coordinator

MSF training

Mapathon briefing and OSM training with the international Missing Maps network.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Awareness at schools: the KidZ Kit (EVE)

Description

The KidZ Kit is an educational kit specially designed for children aged 10 to 12. The objective is to transmit humanitarian values to children, to enable them to discover the situations in which we operate – natural disasters, wars, epidemics, etc. – and to make them aware of the humanitarian needs that exist around the world. All this in a playful way. The kit is composed of a brochure and a game.

We are looking for a team of 2 to 3 volunteers whose task will be to present MSF and the Kidz Kit at the various schools in response to requests.

Requirements

- Ability to speak German.
- Ability to feel at ease with an audience.

Timetable

During the 2021-2022 school year, depending on the requests received.

Location

Various schools in Luxembourg.

MSF Luxembourg contact

Communication Department.

MSF training

The volunteer team receives training about MSF and a full briefing on the KidZ Kit.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

MSF stands (EVE, LOG)

Description

Through various partnerships, MSF Luxembourg has the opportunity to set up stands at fairs and markets in order to present its activities to the public. These occasions also provide an opportunity to recruit volunteers and to persuade visitors to subscribe to the MSF newsletter.

The team of volunteers is responsible for setting up and dismantling the stand, as well as informing the public and distributing or selling MSF merchandise (balloons, bracelets). The stands can of course be manned by several volunteers.

Requirements

- Interpersonal skills.
- Communication skills.
- Interest in manual work.

Timetable

Depending on the opportunities, on weekdays or weekends.
Volunteers are notified at least one week in advance.

Location

To be determined on each occasion.

MSF Luxembourg contact

Head of the department concerned by the event.

MSF training

Briefing according to the message to be delivered (the event may be part of a recruitment drive or may focus on a specific theme such as malnutrition).



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Medical conferences (EVE, LOG)

Description

MSF Luxembourg regularly organizes specialized medical conferences in order to discuss medical practices and to debate MSF actions.

On these occasions, the team of volunteers is responsible for

- follow-up with the media
- follow-up with guests
- greeting and guiding people attending the conference.

Requirements

- Interpersonal skills.
- Interest in medicine and research is an asset (not required).

Timetable

Depending on the opportunities, on weekdays or weekends.

Volunteers are notified at least one week in advance.

Location

To be determined on each occasion.

MSF Luxembourg contact

Head of the department concerned by the event.



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

Video editing (EXP)

Description

In parallel with transcription tasks, you may be asked to subtitle a video or perform other desktop publishing tasks.

We are therefore looking for somebody to carry out these ad hoc tasks.

Requirements

- Video editing skills

Timetable

According to need.

Location

To be determined.

MSF Luxembourg contact

Communication Department.

MSF training

Briefing to clarify the task at hand, if required.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Translation (FR, ENG, GER, LUX) (LGG)

Description

MSF Luxembourg's various publications (activity reports, website, donors' magazine, etc.) are mostly written in French and in some cases require translation into English and German.

In parallel, we would like to produce publications in various languages on social networks (English, Luxembourgish, German).

Our operational research team writes most of its reports in English. However, in order for them to be disseminated in French-speaking countries and to officials, we need to have these documents in French.

We are therefore looking for several people who can form a language team in order to carry out these occasional, but regular, tasks.

Requirements

- Excellent language skills: translation into the volunteer's mother tongue.
- Ability to use Word.
- Training, or a background, in public health or of a medical nature for the translation of operational research protocols would be a bonus.
- Flexibility: the deadlines may be very short.

Timetable

Depending on publications.
You may be called upon at very short notice.

Location

This task may be performed at home (exchanging texts by email).

MSF Luxembourg contact

A representative of the department responsible for the document to be translated.

MSF training

Briefing to clarify specific details and specialized vocabulary if needed.
Explanation of the background for the translation of the protocols. Examples may be provided.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Transcribing videos of interviews (FR, ENG, GER) (LGG)

Description

In addition to the usual translation assignments, we would like to transcribe the video interviews we film in order to incorporate subtitles. Most of the time they will be in French.

Translation of the transcripts into English or German may also be requested.

We are therefore looking for several people to carry out these occasional but regular tasks.

Requirements

- Good listening skills to transcribe the videos.
- Excellent language skills (for translations): translation into the volunteer's mother tongue.

Timetable

According to need.

Location

To be determined.

MSF Luxembourg contact

Representative of the department concerned by the transcription.

MSF training

Briefing to clarify specific details and specialized vocabulary if needed.

Requirements Timetable Location MSF Luxembourg contact



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Support for the donor service – deliveries (LOG)

Description

MSF Luxembourg conducts various fundraising campaigns to finance its operations in the field. Some fundraising projects may require the delivery of various items, such as brochures.

Requirements

- To have a car
- Precision

Timetable

According to need

Location

The whole of Luxembourg (according to needs and projects).

MSF Luxembourg contact

Fundraising Department

MSF training

Introduction to the operation of the Fundraising Department



ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

YOUR DAILY SUPPORT



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

MSF Ambassador

Description

MSF Luxembourg conducts various fundraising campaigns to finance its operations in the field. To guarantee the independence of our work, more than 90% of it is financed by private donations.

Becoming an MSF ambassador is an original form of commitment that allows you to support us by letting us into your network and by putting our team in contact with:

- Your business
- Your municipality
- A foundation
- Your school
- Your association

Indeed, any type of relationship can lead to great partnerships with MSF and allow more and more people to get involved with us.

Requirements

None

Timetable

As often as you like.

MSF Luxembourg contact

Communication Department.



ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

Digital Ambassador

Description

Becoming a digital ambassador is an original form of commitment that takes into account the constraints on each individual's time: the tasks can be carried out at any time and in any place. The digital ambassador's task is to:

- Relay MSF news on his/her social networks (Facebook, Instagram, Twitter, LinkedIn)
- Modify his/her Facebook cover photo according to the awareness campaigns to be relayed (access to medication, 5 seconds to act, etc.)
- Invite friends and acquaintances to follow MSF news on social networks.
- Share information about events organized by MSF Luxembourg.

Requirements

To have an account on one or more social networks.

Timetable

As often as you like.

Location

Anywhere that a connection exists.

MSF Luxembourg contact

Communication Department.

ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG



Summary

TASK	DATE	REQUIREMENTS	LOCATION
'MSF dans les communes': Mapathon in Bissen on 22 September (EVE)	13.00-17.00 on 22 September 2021	<ul style="list-style-type: none"> - For interaction with participants: good humor - For giving advice on OSM: having already used OSM and gained an understanding of how it works 	Urban Village, Z.A.C. Klengbousbiert, Bissen
'MSF dans les communes': Installation and removal in Bertrange in October (LOG)	Installation: 14/10 Removal: 18/10	<ul style="list-style-type: none"> - Precision (order of the scenography and correspondence of legends) - Good physical condition (transportation and handling of frames) - Practicality 	Bertrange
'MSF dans les communes': Junglinster in the fall	Fall	Further information to be provided in due course	Junglinster
Benchmarking (EXP): ASAP	As soon as possible	<ul style="list-style-type: none"> - Good analytical skills - Attraction to marketing 	To be determined

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Press review (EXP): ASAP	As soon as possible and long-term (approx. 4 hours per week)	<ul style="list-style-type: none"> - Familiarity with Excel and internet searches - Precision 	At MSF's offices or at home
Translation of the Internal Procedures Manual (LGG): During September	During September	<ul style="list-style-type: none"> - Mother tongue: English - Experience of translation would be a bonus 	Possibility to perform the task at home (exchanging texts by email)
Destruction of archives (LOG): During September	During September	/	At MSF's offices
Translation of a LuxOR study (LGG): During September	During September	<ul style="list-style-type: none"> - Mother tongue: French - English: good level - Experience of translation would be a bonus - Flexibility 	Possibility to perform the task at home (exchanging texts by email)
Photographic exhibition (EVE): at the Melià hotel in October	Between 1 and 4 October, date subject to confirmation	<ul style="list-style-type: none"> - Precision (order of the scenography) - Good physical condition (transportation and handling of frames) - Practicality 	Melià Hotel, Luxembourg
Reception of guests during the visit by the international president (EVE) in October	From Monday, 4 to Thursday, 7 October inclusive	<ul style="list-style-type: none"> - Enjoyment of contact with the general public - Good humor - Availability in the evening - Precision - Familiarity with the team of MSF Luxembourg in order to be able to refer any questions to the appropriate person 	Various in Luxembourg; see appropriate page for further information

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		<ul style="list-style-type: none"> - Familiarity with smartphones (to perform the Covid Check) 	
Photographer to document the visit by the international president (EVE) in October	From Monday, 4 to Thursday, 7 October inclusive	<ul style="list-style-type: none"> - Enjoyment of contact with the general public - Availability in the evening - Knowing how to take good shots and process them for publication - Alertness to the requirements of the GDPR (General Data Protection Regulation) 	Various in Luxembourg; see appropriate page for further information
Proofreading a new study (LGG): October	First half of October	<ul style="list-style-type: none"> - Mother tongue: French - Experience of translation would be a bonus 	Possibility to perform the task at home (exchanging texts by email)
Installation/removal of the photographic exhibition (EVE): Belle Etoile, end of October	The dates of installation and removal will be known at the end of September	<ul style="list-style-type: none"> - Precision (order of the scenography and correspondence of legends) - Good physical condition (transportation and handling of frames) - Practicality - Ability to drive the MSF vehicle 	Belle Etoile shopping center, Luxembourg
Installation/removal of the photographic exhibition (EVE): Belval Plaza, end of the year	The dates of installation and removal will be known at the end of September	<ul style="list-style-type: none"> - Precision (order of the scenography and correspondence of legends) - Good physical condition (transportation and handling of frames) - Practicality - Ability to drive the MSF vehicle 	Belval Plaza shopping center, Luxembourg

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Electronic archiving of personnel files and digitization of contracts (ADMIN): end of December	End of December	<ul style="list-style-type: none"> - Precision - Familiarity with Excel and IT 	At MSF's offices
Proofreading Kidz Kit (GER) (LGG)	Further information available in due course	<ul style="list-style-type: none"> - Mother tongue German 	Possibility to perform the task at home (exchanging texts by email)

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MSF LUXEMBOURG



TASK	DATE	REQUIREMENTS	LOCATION
Support for the donor service – database (ADMIN)	According to need	<ul style="list-style-type: none"> - Precision - Awareness of the need to maintain the confidentiality of the data (see Charter) - Familiarity with IT 	MSF Luxembourg's offices Certain tasks may be performed at home
Support for the donor service – Preparing letters for sending (ADMIN)	According to need	<ul style="list-style-type: none"> - Precision - Awareness of the need to maintain the confidentiality of the data (see Charter) - Patience 	MSF Luxembourg's offices
Contact search (ADMIN)	On a regular basis	<ul style="list-style-type: none"> - Experience of networking 	To be determined
Creation of an Excel database (FR, ENG) (ADMIN, LGG)	According to need You may be called upon at short notice	<ul style="list-style-type: none"> - Good language skills, as the data may be in English or French - Familiarity with IT (including Excel) - Precision 	To be determined
Mapathon MSF Luxembourg (EVE)	Spring and fall each year for the events and the whole year round for contact with schools	<ul style="list-style-type: none"> - For interaction with participants: good humor - For giving advice on OSM: having already used OSM and gained an understanding of how it works 	To be determined
Awareness at schools: the KidZ Kit (EVE)	During the 2021-2022 school year, depending on requests received	<ul style="list-style-type: none"> - Ability to speak German - Ability to feel at ease with an audience 	Various schools in Luxembourg

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MSF stand (EVE, LOG)	As opportunities arise, during the week or at the weekend. Volunteers are notified at least one week in advance.	<ul style="list-style-type: none"> - Interpersonal skills - Communication skills - Interest in manual work 	To be determined on each occasion
Medical conferences (EVE, LOG)	As opportunities arise, during the week or at the weekend. Volunteers are notified at least one week in advance.	<ul style="list-style-type: none"> - Interpersonal skills - An interest in medicine and research is an advantage (not a requirement) 	To be determined on each occasion
Video editing (EXP)	According to need	<ul style="list-style-type: none"> - Video editing skills 	To be determined
Translation (FR, ENG, GER, LUX) (LGG)	According to publications May be requested at very short notice	<ul style="list-style-type: none"> - Excellent language skills: translation into the volunteer's mother tongue. - Ability to use Word. - Training, or a background, in public health or of a medical nature for the translation of operational research protocols would be a bonus. - Flexibility: the deadlines may be very short 	Possibility to perform the task at home (exchanging texts by email)
Transcription of interviews from videos (FR, ENG, GER) (LGG)	According to need	<ul style="list-style-type: none"> - Good listening skills to transcribe the videos. - Excellent language skills (for translations): translation into the volunteer's mother tongue. 	To be determined
Support for the donor service – deliveries (LOG)	According to need	<ul style="list-style-type: none"> - Must have a car - Precision 	Whole of Luxembourg (depending on needs and projects)

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ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

MSF LUXEMBOURG VOLUNTEER CHARTER

MSF provides **assistance to population groups in distress**, to victims of natural or man-made disasters and to victims of armed conflict. It does so **irrespective of** race, religion, creed or political convictions.

MSF operates in accordance with the principles of **neutrality** and **impartiality**, guided by universal medical ethics and the right to **humanitarian assistance** and claims full and untrammelled freedom to carry out its tasks.

Members undertake to respect their professional code of ethics and to maintain complete **independence** from any wielder of power and from any political, economic or religious group.

As **volunteers**, members understand the risks and dangers involved in the missions they carry out and promise not to claim, either for themselves or for their dependents, any form of compensation other than that which the association might be able to afford them.

Date and signature

ACTIVITIES FOR VOLUNTEERS

MSF LUXEMBOURG

MSF LUXEMBOURG VOLUNTEER CHARTER

All volunteers working with MSF Luxembourg receive and sign this Charter, which defines their relationship with the organization, permanent staff and other volunteers, as well as the rights and responsibilities of each party.

MSF Luxembourg undertakes to:

Welcome volunteers and regard them as full members of the organization.

Give them clear information about the organization, its objectives and how it works.

Assign them activities that correspond to their skills, availability and priorities.

Ensure that volunteers have an appropriate setting for doing their work.

Offer adequate coaching to volunteers and, where necessary, arrange for training courses.

Take out adequate insurance cover for volunteers.

Reimburse expenses arising from situations where money has had to be spent in order to give everyone access to volunteering activities.

Promote volunteers' activities in terms of individual support and the organization's annual activity reports.

Date and signature

ACTIVITIES FOR VOLUNTEERS MSF LUXEMBOURG

MSF LUXEMBOURG VOLUNTEER CHARTER

The volunteer undertakes to:

Abide by the terms of the MSF Charter and the MSF Volunteer Charter.

Serve a probation period agreed with the association.

Accept preparation for the tasks entrusted to him/her by MSF Luxembourg and undergo the training on offer.

Carry out his/her assignments with care, integrity and conscientiousness, in accordance with the time, place and terms of the assignments.

Refrain from engaging in any personal or professional promotional activity when providing his/her services, including refraining from making any ideological, religious or philosophical statement that infringes MSF's neutrality.

Respect MSF Luxembourg's image. The volunteer cannot speak publicly on behalf of MSF.

Keep strictly confidential any data to which he/she has access in the context of his/her assignments and not divulge, publish or make public the information, data or documents of which he/she has knowledge or to which he/she has access as part of his/her assignments, on pain of prosecution.

Volunteers remain free to cease volunteering at any time. However, if they do so, they undertake at least to inform the association so as to avoid damaging MSF Luxembourg.

Date and signature