

MEMORANDUM OF UNDERSTANDING (MoU)

Between

WES Luxembourg for Education (ASBL)

Registered Office: 18 rue de Nicolas Meyers, Bascharage, Luxembourg 4918

Email: info@weslux.lu Website: www.weslux.lu Mentorship Platform: mentorship.weslux.lu

and

[Partner Organisation Name]

Address: _____

Effective Date: _____

Duration: 12 months, automatically renewable (evergreen)

1. INTRODUCTION & BACKGROUND

This Memorandum of Understanding (“MoU”) establishes a structured, long-term and visionary collaboration between WES Luxembourg for Education (ASBL) (“WES Lux”) and **[Partner Organisation]** (“the Partner”). Both institutions recognise the increasing need for responsible organisations to participate in the development, empowerment and upliftment of young people. Youth today navigate evolving social, academic and professional landscapes, often without access to personalised guidance, confidence-building support or role models who can help them unlock their full potential.

WES Lux is a dedicated non-profit organisation committed to mentorship, youth empowerment, experiential learning, educational enhancement and community well-being. The organisation has developed a comprehensive and thoughtfully designed Youth Mentorship Programme that addresses communication skills, Language proficiency for global interaction, exposure to new technologies, digital awareness, emotional wellbeing, leadership development and life skills.

The Partner organisation, recognising its ethical obligation to contribute positively to society, and acknowledging the transformative impact of community participation, is willing to support this vision by enabling its employees to serve as trained volunteer mentors. This collaboration reinforces broader European values related to social cohesion, active citizenship, integration, educational support and inclusive community development.

Together, WES Lux and the Partner aspire to create a long-term, sustainable ecosystem where young people gain structured mentorship, professional guidance, emotional support and a platform to develop the skills required for future success.

2. PURPOSE & STRATEGIC OBJECTIVES

The purpose of this MoU is to establish the framework, shared expectations, and governance of the partnership. Both parties agree to cooperate in delivering the Youth Mentorship Programme with the goal of:

2.1 Youth Empowerment and Skill Development: Supporting youth in developing communication, confidence, resilience, digital literacy, emerging technology awareness, academic clarity and professional readiness.

2.2 Social Inclusion and Integration: Offering equal access to learning and mentorship for youth from diverse cultural, linguistic and socioeconomic backgrounds.

2.3 Corporate Social Responsibility: Providing a structured avenue for Partner employees to contribute meaningfully toward community welfare and youth development.

2.4 Professional Excellence and Future Preparedness: Enhancing the readiness of young people for higher education, employment opportunities and leadership pathways.

2.5 Sustainable Development and Long-Term Support: Establishing a partnership model that grows annually and contributes to long-term societal benefit in Luxembourg.

3. GUIDING PRINCIPLES

The partnership is anchored in the following principles:

3.1 Integrity and Professionalism: All mentors, coordinators and programme staff shall uphold the highest standards of ethical conduct, respect and professionalism.

3.2 Inclusivity and Equity: The programme welcomes all youth and ensures that no individual faces discrimination in access or participation.

3.3 Transparency and Mutual Accountability: Both parties commit to maintaining open, honest communication and transparent operational processes.

3.4 Youth Safety and Well-being: Safeguarding is paramount; every engagement shall prioritise the emotional and physical safety of youth participants.

3.5 Respect for Diversity: The programme values multiculturalism, diversity of thought and diverse lived experiences.

3.6 Collaboration and Co-Creation: Both institutions will work collaboratively to refine the programme, develop new ideas and ensure continued improvement.

4. PROGRAMME SCOPE AND FRAMEWORK

The Mentorship Programme will serve as a structured platform designed to empower young people across multiple dimensions.

4.1 Key Learning and Development Competencies

Youth will receive development in:

- Effective communication and articulation
- Public speaking and presentation skills
- Soft skills and interpersonal communication
- Confidence building and self-esteem
- Digital literacy and responsible technology use
- Awareness of new and emerging technologies
- Career readiness and future planning
- Emotional well-being and resilience
- Leadership and collaborative skills
- Problem-solving and decision-making abilities

4.2 Modes of Delivery

The programme will be delivered through:

- One-to-one mentorship sessions
- Group mentorship circles
- Skill-building workshops
- Guest lectures and professional talks
- Technology and innovation briefings
- Online and hybrid engagement models
- Youth reflection and feedback forums

4.3 Target Beneficiaries

Youth aged 14–29 years, including:

- School students
- High school and university students
- Early-career youth
- Migrant-background youth
- Youth needing emotional confidence or direction

5. ROLES AND RESPONSIBILITIES

5.1 Responsibilities of WES Luxembourg for Education (ASBL)

5.1.1 Programme Leadership and Coordination

WES Lux shall provide overall guidance, oversight, coordination and quality assurance for all mentorship activities.

5.1.2 Mentor Recruitment, Training and Support

WES Lux will:

- Conduct mentor orientations
- Provide detailed training on communication methods, youth engagement and safe mentoring practices
- Offer support, supervision and escalation pathways for mentors

5.1.3 Youth Registration and Profiling

WES Lux will:

- Register youth participants
- Assess their developmental needs
- Maintain clear and responsible beneficiary records

5.1.4 Mentor–Mentee Matching

WES Lux will match mentors and mentees based on interest, background, personality and developmental requirements.

5.1.5 Monitoring and Evaluation

WES Lux will:

- Maintain attendance logs
- Collect session summaries
- Conduct feedback cycles
- Prepare progress reports
- Review programme effectiveness quarterly or biannually

5.1.6 Safeguarding Compliance

WES Lux ensures all engagements comply with:

- EU youth protection norms
 - Respectful boundaries
 - Ethical communication agreements
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5.2 Responsibilities of the Partner Organisation

5.2.1 Volunteer Mobilisation

The Partner will encourage employees to volunteer and ensure they understand the programme goals and expectations.

5.2.2 Adherence to Professional Conduct

Mentors shall:

- Display professionalism
- Avoid political, commercial or religious influence
- Maintain confidentiality
- Attend sessions regularly
- Interact with empathy and neutrality

5.2.3 Coordination

The Partner will:

- Nominate an internal point of contact
- Assist in scheduling and communication
- Promote an environment of responsible social participation

5.2.4 Participation in Reviews

The Partner shall participate in periodic review discussions to assess programme progress and suggest improvements.

6. SAFEGUARDING AND YOUTH PROTECTION

Youth protection is a non-negotiable priority. Both parties shall ensure:

- Safe communication environments
 - Respectful behaviour at all times
 - Immediate reporting (within 24 hours) of any concern
 - No private exchange of personal contact details
 - Zero tolerance for any misconduct
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7. GDPR AND DATA PROTECTION

WES Luxembourg shall act as the Data Controller for all programme-related data.

Key commitments:

- Compliance with GDPR (EU) 2016/679
- Secure storage of personal data within the EU
- Lawful and transparent processing
- Restricted access to authorised personnel
- Confidentiality and privacy assurances

Mentors may not store or transfer any data outside approved systems.

8. BRANDING, VISIBILITY AND COMMUNICATION

Both parties shall ensure balanced, responsible and respectful communication regarding the partnership.

The Partner may state publicly:

- “Mentorship Partner of WES Luxembourg for Education (ASBL).”
 - Any use of logos or institutional branding requires mutual written consent.
 - Joint press releases or announcements will be published only with shared approval.
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9. SPONSORSHIP

9.1 Sponsorship Recognition

The Partner may choose to be acknowledged as:

“Sponsor of the WES Youth Mentorship Programme”

Yes

No

9.2 Sponsorship Contribution Options

If Yes, the Partner may contribute:

- €5,000 annually
- €10,000 annually
- €20,000 annually
- Other: € _____

9.3 Expanded Purpose of Sponsorship

Sponsorship funds will support:

- Expanding mentorship access
- Additional workshop delivery
- Confidence labs and communication labs
- Technology readiness sessions
- Programme administration and digital infrastructure
- Professional content and tool development
- Outreach, inclusion and diversity initiatives

Each contribution becomes a catalyst that transforms lives through hope, skill-building and opportunity.

10. MONITORING, EVALUATION AND CONTINUOUS IMPROVEMENT

Monitoring elements include:

- Quarterly review meetings
 - Feedback collection from youth and mentors
 - Outcome assessment
 - Story-of-impact documentation
 - Annual programme evaluation
 - Co-created improvements
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11. VALIDITY, RENEWAL AND TERMINATION

This MoU is valid for 12 months and shall automatically renew unless either party provides 30 days' written notice.

Immediate termination may occur due to:

- Safeguarding violations
 - GDPR breaches
 - Misconduct
 - Reputational harm
 - Violation of programme ethics
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12. CONFIDENTIALITY

Both parties agree to maintain strict confidentiality regarding personal data, internal communications and programme documentation, except where disclosure is legally required.

13. GOVERNING LAW AND DISPUTE RESOLUTION

- This MoU is governed by the laws of Luxembourg.
 - Disputes will first be resolved through dialogue, then mediation if needed.
 - The Courts of Luxembourg shall retain jurisdiction.
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14. UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS (UN SDG ALIGNMENT)

This partnership actively contributes to global development priorities under the United Nations SDGs:

SDG 4 – Quality Education: Improved learning opportunities, structured mentorship, confidence building and digital literacy.

SDG 8 – Decent Work & Economic Growth: Youth receive foundational employability skills and professional readiness training.

SDG 10 – Reduced Inequalities: Equal access to mentorship for all youth, especially multicultural or underserved groups.

SDG 3 – Good Health & Well-Being: Sessions encourage emotional wellbeing, resilience and social confidence.

SDG 5 – Gender Equality: Active encouragement for girls and young women to participate and lead.

SDG 9 – Industry, Innovation & Infrastructure: Exposure to digital skills and emerging technologies prepares youth for future work.

SDG 17 – Partnerships for the Goals: The MoU itself is a cross-sector collaboration that supports sustainable development.

15. SIGNATURES

For WES Luxembourg for Education (ASBL)	For [Partner Organisation]
Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____