

Annex 3: Glossary of Terms

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1. AIESEC Exchange Programs:

- 1.1. **AIESEC Exchange or “exchange”:** an AIESEC Exchange program offered by any of an AIESEC Sending Entity, AIESEC Hosting Entity, MC, or LC.
- 1.2. **Global Volunteer (GV):** Global Volunteer is an opportunity for a young person to develop leadership qualities while experiencing a cross-cultural volunteer experience. Through this program a young person volunteers abroad in organizations that host social impact projects that contribute to the Sustainable Development Goals.
- 1.3. **Global Talent (GTa):** Global Talent is an opportunity for a young person to develop leadership qualities and progress in their career while experiencing a cross-cultural professional experience. Through this program a young person interns in a company abroad and gains practical work experience.
- 1.4. **Global Teacher (GTe):** Global Teacher is an opportunity for a young person to develop leadership qualities and progress in their career while experiencing a cross-cultural professional experience. Through this program a young person interns and teaches in an educational institution or organization abroad and gains practical work experience.

2. AIESEC Exchange Stakeholders:

- 2.1. **Exchange Participant (EP):** A young person who is confirmed to go on an AIESEC Exchange program. The person is considered an Exchange Participant when they sign the Acceptance Note, the AIESEC Hosting Entity accepts their application and they pay the AIESEC Sending Entity fees and sign the contract with any of AIESEC Sending Entity, AIESEC Hosting Entity, MC, or LC.
- 2.2. **Opportunity Provider (OP):** An organization, can be a start-up, non-profit, NGO, educational institution or any other type of organization that is confirmed to receive an AIESEC Exchange Participant (EP) and provide an opportunity for them. The opportunity can be an internship (in the case of Global Talent and Global Teacher), or hosting a social project (Global Volunteer).
- 2.3. **AIESEC Sending Entity (SE):** The AIESEC entity that sends an Exchange Participant (EP) abroad. It is in charge of supporting the Exchange Participant (EP) and is the main point of contact if something happens, before, during and after the exchange.
- 2.4. **AIESEC Hosting Entity (HE):** The AIESEC entity that receives an Exchange Participant (EP) abroad, and hosts the exchange experience. It is in charge of coordinating the

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exchange between the Exchange Participant (EP) and the Opportunity Provider (OP) and support them both in the preparation for the experience, during the exchange, and after.

- 2.5. Local Committee (LC):** The AIESEC Local chapters. Every country or territory where AIESEC is located has a national body (or Member Committee), and the Local committees. They can be university-based or city-based, and they are the first-hand contact between AIESEC, the Exchange Participant and the Opportunity Provider.
- 2.6. Member Committee (MC):** The AIESEC national chapters. Every country or territory where AIESEC is located has a national body named Member Committee. They are independent bodies that are part of the association. They are in charge of managing operations at a national level and managing the local committees.
- 2.7. AIESEC International (AI):** AIESEC International is the highest governing body of AIESEC. As an association, AIESEC is composed of independent Member Committee (MCs) bodies that are governed by the compendium of AIESEC, overseen and managed by AIESEC International. Its official office is located at 5605 Avenue, De Gaspé, H2T 2A4, Montreal, Québec, Canada.
- 2.8. International Control Board (ICB):** The International Control Board is the independent body that is in charge of ensuring compliance to the governance system of AIESEC, as well as managing the quality cases raised against entities and violations to the AIESEC Exchange Program Policies and the AIESEC Portfolio Internal Policies. It is the final decision-making entity on all cases pertaining to the AIESEC Exchange Program Policies.
- 2.9. Entity Control Board (ECB):** Similar to the International Control Board mission, the Entity Control Boards have the same purpose but on a national level, for each entity member of AIESEC. It is in charge of working with ICB to ensure compliance to the governance system of AIESEC, as well as managing the cases raised against entities and violations to the AEPP and the AIESEC Portfolio Internal Policies.

3. Other AIESEC definitions:

- 3.1. AIESEC Leadership Development Model (LDM):** This is the framework used to develop leadership, which is the main value proposition of AIESEC. The model comes from years of studying our exchanges and defining a framework to explain how AIESEC develops leadership in young people. Our model consists of 3 steps:

- 3.1.1. A person goes on an AIESEC Exchange where it receives certain kinds of services called the AIESEC Exchange Standards,
- 3.1.2. These AIESEC Exchange Standards are reflected into activities and services that enable an experience to fall into the Inner and Outer Journey framework,
- 3.1.3. The Inner and Outer journey Framework results in a young person developing one of the four leadership qualities (world citizen, solution orientation, empowering others and self- awareness).
- 3.2. **Leadership Development Assessment (LDA):** The Leadership Development Assessment is a tool powered by AIESEC to facilitate conscious leadership development of young people that goes through an AIESEC experience The LDA brings insights before and after the experience about the four different leadership qualities AIESEC aims to develop: world citizen, solution orientation, empowering others and self- awareness.
- 3.3. **AIESEC Exchange Standards:** The AIESEC Exchange Standards are 16 services described in the AIESEC Exchange Program Policies.
- 3.4. **Leadership Development Qualities (LDQs):** As part of the Leadership Development Model (LDM), the Leadership Development Qualities describe the outcome of the leadership development journey AIESEC provides to youth. These are four (4) qualities that AIESEC believes every young person should have in order to become a positive agent of change in society. The qualities are described as individual statements:
 - 3.4.1. **World Citizen:** “I am aware of what is going on in the world and enjoy taking an active role in contributing towards making it a better place for everyone.”
 - 3.4.2. **Self-Aware:** “I know what I am good at, what’s important to me, and what I am passionate about. I am constantly exploring what I want to achieve in my life.”
 - 3.4.3. **Empowering Others:** “I am able to communicate ideas clearly, engage in meaningful conversations with others, and co-create spaces of collaboration that empower people to take action.”
 - 3.4.4. **Solution-Oriented:** “I come up with solutions to challenges. I am flexible and I am always ready to take the necessary risks .Every time I fall, I always stand back up.”
- 3.5. **Defining Elements:** As part of the Leadership Development Qualities (LDQs), each quality is defined by 3 elements that explain in specific the outcome expected from each quality delivered. The LDA questions are formulated based on these defining elements. The defining elements are as follows:
 - 3.5.1. **World Citizen:**

- 3.5.1.1. Believes in their ability to make a difference in the world.
- 3.5.1.2. Interested in world issues.
- 3.5.1.3. Enjoy taking responsibility for improving the world

3.5.2. Self-Aware:

- 3.5.2.1. Understands and lives personal values.
- 3.5.2.2. Focusing on strengths over weakness.
- 3.5.2.3. Explore one's passions.

3.5.3. Empowering Others:

- 3.5.3.1. Communicates effectively in diverse environments.
- 3.5.3.2. Develops and empowers other people.
- 3.5.3.3. Engage with others to achieve a bigger purpose.

3.5.4. Solution-Oriented:

- 3.5.4.1. Adapts and shows resilience in the face of challenges..
- 3.5.4.2. Transmits positivity to move forward throughout uncertainty.
- 3.5.4.3. Takes risks when it's needed.

3.6. Inner and Outer Journey (IOJ): As part of the Leadership Development Model (LDM), the Inner and Outer Journey (IOJ) describes the personal journey Exchange Participants go through when experiencing an AIESEC Exchange. In order to develop the Leadership Development Qualities, the EP needs to go through a complete inner and complete outer journey. The elements in each are the following:

3.6.1. Outer Journey: Refers to all the external conditions that need to be in place for the leadership development of the EP to happen. The Exchange Participant must have:

- 3.6.1.1. A challenging role and environment
- 3.6.1.2. Interact with multiple stakeholders
- 3.6.1.3. Defined individual goals and responsibilities
- 3.6.1.4. Access to a support system

3.6.2. Inner Journey: Refers to all the conditions that allow the EP to go through an internal journey needed for the leadership development of the EP to happen. The Exchange Participant must:

- 3.6.2.1. Set personal goals
- 3.6.2.2. Reflect on the experience
- 3.6.2.3. Understand their personal values
- 3.6.2.4. Reinvent themselves

- 3.7. Acceptance Note:** Refers to the confirmation from the Exchange Participant (EP) of its availability and willingness to accept the offer from the opportunity on the AIESEC platform.
- 3.8. Standards Survey:** Refers to the survey an Exchange Participant (EP) must complete to understand which of the AIESEC Exchange Standards were delivered. It serves as a measurement for AIESEC to audit and ensure all entities delivering exchanges are providing the right service and activities for the EP to develop his leadership qualities. The survey is available once the EP is Approved on the AIESEC platform.
- 3.9. Youth Opportunity Portal (YOP):** Refers to the AIESEC platform where a young person can register an account and start browsing for exchange opportunities. This is where they can monitor their application status and receive any updates about their applications. All the processes for an Exchange Participant (EP) with AIESEC happen through the Youth Opportunity Portal.
- 3.10. Partners Opportunity Portal (POP):** Refers to the AIESEC platform where an organization can register an account and post available opportunities in its organization for an international young person to apply to. This is where it can monitor applicants to its opportunities, and make decisions about the applicants.