

ERASMUS + AND EUROPEAN SOLIDARITY CORPS PROGRAMMES¹
NATIONAL AGENCY WORK PROGRAMME
PERIOD: 1 JANUARY 2018 - 31 DECEMBER 2018
Version : 2

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National Agency

"I hereby acknowledge that for the implementation of the present NA work programme the NA commits itself to applying the rules set out in the 2018 General Call for Proposals for the 2018 Erasmus + and European Solidarity Corps¹ (if applicable) Programme Guides, the 2018 Guide for NAs or other rules set out at EU level".

NA	Legal Representative	Signature
Erasmus+ Juventude em Ação	Mendes Alves Luís André	

National Authority(E+)

"I hereby declare that I agree with the attached work programme and will ensure that the NA receives the necessary national matching resources to realise the proposed work programme successfully as well as to comply with the requirements incumbent on it upon signature of the corresponding Delegation Agreement between the Commission and the NA".

NAU	Representative	Signature	Sign Date
Instituto Português do Desporto e Juventude	Pereira Carlos Manuel		24/01/2018

¹ Only for the NAs implementing European Solidarity Corps (ESC)

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Visa Date	Status	Description	Visa By	On Behalf of
11/01/2018	Submitted	Submitted by NA	ALVES Luis	
22/01/2018	NA Signature Requested	Approval letter sent by EAC	SAKELLARIDIS Jean-Francois	NOLAN Barbara
26/01/2018	NAU Signature Requested	Signed by NA	ALVES Luis	
26/01/2018	NA/NAU Signed	Signed by NAU	ALVES Luis	
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14/11/2017	Submitted	Submitted by NA	ALVES Luis	

INTRODUCTION

This document reflects the template of the NA Work Programme that will be developed in the IT tool Lifecard. Lifecard shall be used by National Agencies to draft their programme of activities. They will be asked to present updates on their multiannual strategy and plans as well as information about operational objectives to be pursued and activities to be carried out in the year 2018. Where relevant, National Agencies will also present the annual activities of the Erasmus+ Networks run by or linked to them.

The sections of this Work Programme that relate to updates of the Multiannual Strategy and Plans are not always compulsory (for more details with specification on compulsory section please check the ToR). However, the National Agency shall provide such updates as well if significant developments to these strategies and plans have occurred or will occur in 2018 or if specific changes were requested by the Commission (e.g. in the approval letter of the 2017 NA Work Programme or evaluation conclusions letter of the 2016 Yearly NA Report).

For more explanations on how to fill in this Work Programme, National Agencies are invited to consult the Specifications for the E+ NA Work Programme provided by the Commission.

VISION AND MISSION OF THE NATIONAL AGENCY

The NA's vision and mission of its organisation, including its responsibilities or mandate beyond its role as a National Agency, together with its long-term goals and their impact on/contribution to the management of the programme by the NA and how these goals are reflected concretely in the objectives of the NA staff.
Please update for the period 2018-2020

Vision of the Programme Erasmus+ Youth in Action

Erasmus+ is the EU Programme in the field of education, training, youth and sports, that provides several possibilities for young people, youth workers and youth policy makers to cooperate, gain competences and be proactive in building a sustainable and democratic European society.

Since 2014, [Erasmus+](#), the EU Programme for education, training, youth and sport, continues to offer similar opportunities in the areas of youth and non-formal learning, aiming to improve skills and employability, as well as modernize education, training and youth systems, introducing changes in people's lives, enhancing youth projects, creating experiences, fostering mobility, boosting learning outcomes, connecting people through cultural ties. Activities targeting the youth field are referred as "Erasmus +: Youth in Action, and its functions have an important role to put into practice the European Union 2020 Strategy.

Mission of the Programme Erasmus+ Youth in Action

Through Erasmus +, more than 4 million young Europeans will be able to study, train, gain work experience and participate in voluntary activities abroad. With universal access to every youngster, simple and easy to apply, debureaucratized through innovative tools, transparent in criteria assessment, fair in project evaluation, rigorous in project implementation, Erasmus + is seen as a diversified program that offers more opportunities for cooperation in the fields of education, training, youth and sport.

In the field of youth, in particular, Erasmus + enables youngsters and new informal groups, individuals and organizations working in this area to travel abroad and participate in Youth Exchange programs, implement European Voluntary Work, participate in European seminars and transnational meetings. The aim of these programs is for young people to get to know Europe, its institutions, to participate in the democratic life of their country, helping to improve the quality of work in the youth field, through a massive communication focus on the general public, targeted to the youth field, balanced to cover every district/region in Portugal, giving special attention to people with fewer opportunities, valuable through certified non-formal learning to promote the breakthrough to nurture youngsters' lives.

Values of Youth in Action

1. Universal Access
2. Simplicity with Innovation

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3. Fairness on Assessment
4. Rigorous on Implementation
5. Communication above-the-line
6. Regional Coverage
7. Inclusive
8. Social Actors Empowerment
9. Social Impact Assessment
10. Mutual Cooperation
11. Participation and active involvement of youth
12. Progress and development
13. Recognition

Responsibilities of the National Agency [NA]

The youngest generation is the most lively and dynamic part of every society. At the same time, their active involvement in the democratic life of the country is limited. Based on this, the PT NA aims to promote the development of young people in Portugal, independently of their religious, ethnic or racial origin, promoting their effective participation in the social, economic and cultural growing of our country.

Thus, the NA main goal is to boost the progress and development of all young people in Portugal, providing opportunities for all youngsters and organizations, encouraging them to participate and take responsibility for social, economic, cultural growing and progress of their community, providing them with the necessary tools to deal directly and effectively with the problems of modern youth, helping to build a more inclusive society, supporting vulnerable young people and responding to society challenges. Through the European Solidarity Corps, we also pretend to offer an inspiring and empowering experience for young people that wants to help, learn and develop solidarity action within the frame of actual social challenges.

Beyond these roles, the NA is also responsible for Eurodesk in Portugal and is also the National Correspondent for Youth Wiki project which will be a web-based instrument providing a coherent and comprehensive information framework on the situation of young people in Europe and the national youth policies.

Long-term Goals

In Portugal, several different policies have been implemented for youth, in order to seek more effectiveness and efficiency. The PT NA is available inside this context to cooperate with the Portuguese government to help create a national strategy for youth, ensuring the intersectoral cooperation, helping to reduce the political moat between young people and decision makers, which in most of the cases prevents a good networking.

Beside this, promoting youth engagement, enabling group efforts to achieve a common goal and strengthening the important role that young people can play in national and European decision-making is the principal mission of Erasmus + Youth in Action. On the basis of the European Youth Strategy which is in force, the PT NA intends to continue to emphasize that young people are a priority of the EU social vision. The current crisis increases the need to cultivate the human potential of young people so that more equality of opportunity can be created for all in the field of education and the labor market, promoting active citizenship, social inclusion and solidarity between all young people.

The long-term goals of Erasmus+ Youth in Action demand for the involvement of more than 100.000 youngsters in the Youth and Sport chapters throughout the last years and during the next 3 years of the Programme, including indirect participants of KA2. In case we consider just the direct participants we aim 35 000 participants in total. 50% of those participants should be youngsters with fewer opportunities. In the Portuguese case the regional balance shall follow the youth population distribution, 42% for urban centers, 42% for mid-districts and 16% for rural areas. Trainings should involve a strong international component based on international courses placed at Portugal (at least 35 training courses and 1500 participants until the end of the Programme) with an integrated national perspective mixed with international cooperation. Youthpass accreditation aims to certificate 100% of the Programme's participants until its ending. Crowd funding, co-sponsoring, national promotion, international dissemination, media platforms, communication above-the-line and a further strengthening of social actors empowerment are elements of a long-term strategy to foster Programme awareness and incentive new-comers participation.

On an internal basis, PTNA is being managed to follow every compliance requirement in order to assure an administrative long-term efficiency without any open observation. To assure the long-term perspective, informatics internal tools are being developed with alerts and notifications in order to assure the regular track record of every project. Moreover, each staff member is project owner of several projects in order to promote a close monitoring to the implementation.

PART I - STRATEGIC FRAMEWORK FOR PROGRAMME IMPLEMENTATION

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N.B. National Agencies are invited to complete or revise Part I of the Work Programme only if significant changes have been introduced in their multiannual strategies, compared to previous years.

NA Multiannual strategy for the implementation of Erasmus+

I.1. National policy context

Overall description of the state of play of national policy context in view of the specific objectives of the Erasmus+ Programme in the fields of education, training and youth (as applicable)

Please update for the period 2018-2020

Fostering participatory policy-making practices in the field of youth policies is one of the current government's priorities. Far from only listening and taking into account youngsters' needs and expectations, the government is committed to deepen multilevel governance in youth policy.

The promotion of the civic and political participation of young people has been a priority dimension in the context of national youth policy and it has been promoted through initiatives within the scope of formal, non-formal and informal education, in an inter-sectoral and cooperation perspective in the fields of Education, Citizenship and Equality, Youth and Sports. The Government and the Portuguese Institute of Sport and Youth, (IPDJ, I.P.) have guided their action with measures that promote the participation of young people, such as: support programmes to youth organisations (ex: PAJ, PAE, PAI and Training Programme - Programa Formar), the Volunteering Programme "Now Us", the recent Volunteering Programme for Nature and Forests, the Youth Parliament, the current 70 Now! Campaign about the rights of young people, the Youth Participatory Budget, the Schools Participatory Budget or even the ongoing process of consultation for the shared preparation of the 1st National Youth Plan. This National Plan for Youth will be a political tool to assure youth mainstreaming at national level, designing a strategy for youth policy that is sustainable, has a rights-based approach and involves young people in all phases of policy-making (planning, implementation and evaluation). It will be coordinated by the IPDJ (Portuguese Institute for Sports and Youth), involving other Public Administration bodies as well as the civil society. It will be concluded in 2018.

Currently, the IPDJ, I.P. is also working on a recognition process of the learnings developed in a non-formal education context in IPDJ, I.P. programmes – it is the Youth Pass project. The Youth Pass will be a certificate that will work as complement (optional) to the diploma of the basic and secondary education, where it will be listed the learnings achieved in activities and projects developed in the field of non-formal education within the school context. The young person sets learning objectives, with the support of the Institute or the partner organization that is responsible for the implementation of the project. In the end of the project, learning outcomes are identified, having as reference the European framework of key competences, as it happens in the Youthpass from Erasmus + YA.

It should also be noted that in 2016, the professional profile of the Youth Worker ("Técnico de Juventude) was created in Portugal. The creation of the Youth Worker's professional profile has been developed - following the successful experience of the Youthpass implemented by the PTNA in Portugal - by a Work Group in the field of Youth, under the coordination of the State Secretariat for Youth and Sports and developed by the Portuguese Institute of Sport and Youth, I.P. (IPDJ, I.P.) with the collaboration of the National Agency for Qualification and Professional Education - Education and Employment and Qualification ANQEP, I.P. It counted with the collaboration of associations and representative youth platforms - National Youth Council (CNJ) and the National Federation of Youth Associations (FNAJ).

In the light of the high rates of unemployment, prevalence of NEETs, risk of poverty or school failure, an inter-ministerial coordination and cross-cutting policy measures are essential, corresponding to the need of cross -sectoral approach to Youth Policies. For example, within the scope of action of the Youth Guarantee Programme, and according to the type of measures, the coordination between sectors is crucial and happens among Education, Economy, Youth, the Ministry of Foreign Affairs (for international mobility) and the Presidency of Council of Ministries, which integrates the Directorate General for Local Authorities. Also, the involvement of the representatives of workers, employers and young people in the creation of policies and search for solutions through a social dialogue must be highlighted.

In recent years the policies for youth social inclusion have been targeted to sectors of the youth population living in more vulnerable socio-economic contexts which makes them more susceptible to structural conditions of poverty, unemployment and education, with effects on their safety, health, training, education or development. Among these groups, we can find children of immigrants, young people from Roma communities, children and young people who live in households of single-parent families or large families. Another particularly vulnerable group is children and young people who live in households where there is low intensity of work or where unemployment is present. These situations increase the reproduction of intergenerational poverty, making school and professional paths of youth more complex, so particular attention should be given.

Also in the field of Inclusion and promotion of cultural diversity, the campaign "And if it was with me?" ("E se fosse eu? Fazer a Mochila e partir") has been taking

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place in 2016 and 2017 with the goal of raise awareness on the situation of the refugees. It was targeted to schools and general public and it was an initiative of the Support Platform to Refugees, High Commissariat for Migrations, National Youth Council and the Directorate General for Education.

Considering the need of cross-sectoral approach to youth policies, in 2007 the Inter-Ministerial Commission for Youth Policies (CIJ) was established. This Commission was created by the Resolution of the Council of Ministers no. 77/2007, of 4th June, with the purpose of ensuring the integrated operational coordination of youth policy in an inter-ministerial and intergovernmental structure that allows to promote the creation of integrated networks of information and services for young people, attract financial means for the implementation of programmes, as well as promoting a concerted and supplemental action of the respective structures. Although its operation period has been intermittent, not gathering in recent years, there is the intention of reactivating this Commission, framed in the National Youth Plan.

To close, for the National Youth Policy it is essential to invest in the integral training and development of young people, which will allow them to create condition for their autonomy, enabling them to make their choices, actively participating in the strengthening of democracy. The exercise of a full citizenship demands knowledge and awareness of the rights and duties of citizens, as well as the conditions to exercise them. In this context, the Erasmus + YA is an essential support that contributes to the national and European aims of strengthening democracy and its values, such as citizenship, tolerance, diversity and respect for human rights, giving opportunities to all young people to develop skills and competences of big value.

I.1.1. European Erasmus+ priorities in the national context (optional)

If relevant, please list those Erasmus+ horizontal and/or field-specific priorities - as approved in the 2018 Erasmus+ Annual Work Programme and reflected in the Terms of Reference of this Work Programme - which are particularly relevant to your national context and which will be emphasised within the framework of the selection of decentralised projects in your country.

Considering the 2018 Erasmus + Annual Work Programme, in the national context special attention will be given to specific priorities such as:

Foster the inclusion and employability of young people with fewer opportunities (including NEETs), with particular emphasis in young people at risk of marginalisation and those with a migrant background, including newly arrived immigrants and youngrefugees;

Foster stronger participation of all young people in democratic and civic life in Europe, including in connection with the 2019 European elections;

Support youth workers in developing and sharing effective methods in reaching out to marginalised young people, in preventing racism and intolerance among youth, and in addressing the risks, opportunities, and implications of digitalisation;

Promoting entrepreneurship education and social entrepreneurship among young people. Priority will be placed on projects in the form of transnational youth initiative that allow groups of young people to put ideas into practice, including through social enterprises, tackling challenges and identified problems in their daily lives.

Social and educational value of European cultural heritage, its contribution to job creation, economic growth and social cohesion. In the context of the European Year of Cultural Heritage 2018, priority will be given to actions contributing to raising awareness of the importance of Europe's cultural heritage through education, life-long learning, informal and non-formal learning, youth as well as sport, including actions to support skills development, social inclusion, critical thinking and youth engagement. New participatory and intercultural approaches to heritage, as well as educational initiatives aimed at fostering intercultural dialogue involving teachers and pupils from an early age will be promoted.

I.2. Needs analysis

Overall analysis of needs in the national context

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In the national context there is a need to invest and empower young people to work towards the renewal of society and to contribute to national and EU values and goals. Based on the knowledge of the current situation of the Portuguese youth there is a need to create more opportunities for young people in education and employment, and improve the access to full participation of all in society. There is a need to put more emphasis on the recognition and importance of informal and non-formal learning in a cross-sectorial approach and the potential impact it has economically and socially.

Being Portugal in the top ten EU countries with the highest unemployment rate amongst young people there is the need to facilitate the youth transition from school, unemployment and inactivity to the labour market that can be done through the development of youth work as a support instrument to youth employment, the promotion of mobility opportunities as well as through the improvement of the level of social and professional competences and skills of young people in non-formal learning contexts. The alarming levels of youth unemployment, the high and very variable percentage of young people who are not working, not studying and not following training (NEET rate), as well as the challenges they face, poverty and social exclusion of young people; stresses that the causes of youth unemployment should be tackled- such as early school leavers - by promoting entrepreneurship among young people and investing in education, training and Youth. Youth unemployment is a major concern in the Portuguese society. PTNA will promote every project available to change youngsters' lives, through the acquisition of innovative skills, development of entrepreneurship ideas, share of best international practices, improvement of self-employment activities or expansion of social focused projects.

The recognition of the outcomes and skills obtained through Non-Formal Education, integrates the national Youth Policy strategic pillar. Namely, to foster a better recognition from society and enterprises, it seems clear to leverage the 3 key actions: Mobility for Learning, Strategic Partnerships and Support to Political Reforms.

The strengthening of the Social Economy on societal development, needs to be achieved through transversal cooperation. In particular, trainings and cooperation activities are critical tools to enlarge the scope through a cross-sector framework with NGOs, social enterprises or municipalities giving an international label to this learning process. In concrete, PTNA wants to foster international trainings, mix stakeholders and build sustainable strategies at local, regional or international levels.

PTNA objective is to create a spill over effect on economic level through the investment in Youth, social sector, national authorities or education institutions. Resources pillar is critical to sustain the overall strategy through a sustainable performance. It is essential to choose the most trained and experienced staff in order to prepare applicants to develop step-change projects and serve thousands of young people with focus on those with fewer opportunities. Regarding the financial dimension, it is critical to correctly allocate financial resources to the best projects, through objective and measurable criteria, eliminating any financing bottleneck.

Adequate infrastructures - on a global perspective, beyond premises, include websites, communication tools, social networks and/or IT tools. These infrastructures are critical elements to allow more organisations to apply and to deliver better outcomes for young people.

In Portugal, PTNA will bring Young People to the center of our decision to ensure policies reflect and address their needs.

In order to address particular idiosyncratic issues, PTNA and PTNAU will sustain an integrated strategy based on 5 critical policies, based on the Portuguese White Paper on Youth with Inclusion as a major framework. These 5 policies involve (i) Citizenship and Participation, (ii) Non-Formal Learning, (iii) Volunteering and leisure, (iv) Employment and Entrepreneurship and (v) Healthy lifestyles.

PTNAU aims at encouraging citizenship and participation of young people by promoting structured dialogue, reflection and debate and by implementing programs that encourage the interaction between different decision makers and young people, providing them with knowledge of these organizations and different forms of decision and opinion building. PTNAU implements programs and supports a nationwide network of institutions which develop volunteer projects promoting the empowerment of young people. Furthermore, PTNAU will reinforce its action in the employment and entrepreneurship fields, contributing not only to stimulate the creativity and the development of an entrepreneurial culture, but also to the enhancement of young people's skills and the support to entrepreneurial projects in different areas such as culture, social and economics. PTNAU will also continue promoting healthy lifestyles, contributing to the sexual education of young people, fighting obesity and harmful consumption, preventing risk behaviours and contributing to the training and information of young people.

The recognition of non-formal education by supporting Youth organizations is a priority for PTNAU. New programs will be implemented to encourage volunteering, mobility opportunities and youth entrepreneurship. The work with inclusion and diversity under Erasmus+ also fits into the wider framework of the Europe 2020 Strategy that aims to generate smart, sustainable and inclusive growth in the EU. The EU 2020 Strategy has a clear social dimension expressed in its headline target to lift 20 million people out of risk of poverty and social exclusion by 2020. One of the EU 2020 flagship initiatives in support of this target is the European Platform against Poverty and Social Exclusion, which outlines actions to be taken at both European and national levels.

The PTNA will give particular importance to the social inclusion of young people in society and the promotion of respect and understanding towards cultural



diversity.

I.3. NA Operational objectives, indicators and targets

Overall description of the NA operational objectives, indicators and targets expected in the short and long term.

No update for WP 2018.

I.3.1. Foster participation in Key Action 1 mobility projects in order to improve the level of key competences and skills of participants



Indicator ID	Indicators	Provisional targets by 2020 (noncumulative)	Indicative annual targets <i>info</i> for 2018
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: I.Learners a.Higher education within Programme Countries	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: I.Learners b.VET	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: I.Learners c.Youth	3500	3400
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers a.Higher education within Programme Countries	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers b.VET	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers c.School education	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers d.Adult education	N/A	N/A
I.3.1.1.	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers e.Youth	1500	1200
I.3.1.2.	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: a.Higher education within Programme Countries	N/A	N/A
I.3.1.2.	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: b.VET	N/A	N/A
I.3.1.2.	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: c.School education	N/A	N/A
I.3.1.2.	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: d.Adult education	N/A	N/A
I.3.1.2.	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: e.Youth	105	105

In relation to the indicator I.3.1.2 above, please justify, if relevant, the reasons for a low NA budget take up and elaborate on the type of activities that you intend to carry out during the year in order to improve the situation in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

Concerning de indicator I.3.1.1: The official budget we have till now and at the moment we were elaborating the WP represents a reduction related to the last years. However, considering that an amendment is expected during the next days, we have changed the indicators accordingly. Please be aware that the change of the budget will affect mainly the volunteering projects and the numbers of these projects are not so big.

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I.3.2. Raise the level of recognition of learning outcomes in mobility activities

Indicator ID	Indicators	Provisional targets by 2020 (noncumulative) in %	Indicative annual targets ^{info} for 2018 in %
I.3.2.1.	% share of HE students from Programme Countries who have received full recognition of their learning outcomes acquired through their participation in the programme, using ECTS for study periods	N/A	N/A
I.3.2.2.	% share of HE students from Programme Countries who have received full recognition of their learning outcomes acquired through participation in the programme in a Partner Country, using ECTS for study periods	N/A	N/A
I.3.2.3.	% share of HE students from Partner Countries (out of the total number of students in your Programme Country) who have received full recognition of their learning outcomes acquired through their participation in the programme, after studying in your Programme Country for study periods	N/A	N/A
I.3.2.4.	% share of VET learners from Programme Countries who have received a certificate, diploma or other type of recognition/validation of their learning outcomes acquired through their participation in the programme, using tools such as Europass, ECVET, etc.	N/A	N/A
I.3.2.5.	% share of volunteers in the youth field from Programme Countries who have received a validation for the learning outcomes acquired through participating in the programme, using Youthpass	100	90
I.3.2.6.	% share of volunteers in projects involving Partner Countries in the field of youth who have received Youthpass validation of their learning outcomes	100	80

In relation to the indicators above, please describe (on the basis of the information gathered in participants' reports and final beneficiary reports from previous years, as well as other sources) the general level of recognition of learning outcomes of participants in mobility projects selected by your National Agency (give information about any type of mobility managed by your NA). If relevant, please elaborate on the type of activities that you intend to carry out during the year in order to improve the situation in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

The numbers above show us that youthpass is, now, a well known tool for the recognition of non formal learning in the framework of Erasmus + Youth in Action Programme.

Through this tool, who contribute for the self-assessment, participants in Erasmus + Youth in Action Programme increased their level of knowledge in the majority of the 8 key-competences for the Long Life Learning recognized by European Commission. Famous, in the beginning, most of all in the European Voluntary Service, the youthpass and its importance is now transversal to other activities supported by this European Programme.

For this stat of arts contribute the policy adopted by PT NA concerning this topic in the last years, that we intend to continue and increase during 2018 through the implementation of activities that improve, not only the visibility but also and most of all, the quality of the youthpass.

I – Visibility:

- a) Information sessions about youthpass;
- b) To spread knowledge about youthpass and non-formal learning through publications of competences developed in Erasmus + Youth in Action Programme;
- d) Distribution of information about youthpass;
- e) Promotional materials, such as leaflets, booklets, video on this thematic.

II – Quality:

- a) Trainings for NA's staff in the topic of Youthpass
- b) Realize national trainings/ meetings with the support of our pool of trainers to increase the quality of youthpass with the focus on the Key Competences;
- c) Participation in international trainings about this topic;



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d) Increase the recognition of the youthpass certificates and non-formal learning among employers and other stakeholders such as: individual participants, youth workers, leaders and trainers, organizations involved, youth services, Local authorities, Municipalities, National governments, European Commission, potential employers, educational institutions and others, by involving them in the discussion and definition of a real strategy to increase the use of this tool;
 f) Involvement of the Portuguese National Agency in initiatives developed by European Commission on this topic as is example the participation of one staff member of PT NA in the Youthpass Advisory Group.

I.3.3. Foster the cross-sectoral dimension of Strategic Partnerships

Indicator ID	Indicators	Provisional targets by 2020 (noncumulative)	Indicative Annual targets for 2018
I.3.3.1.	% share of cross-sectoral <i>info</i> projects awarded through in the relevant sectors: a.Higher education	N/A	N/A
I.3.3.1.	% share of cross-sectoral <i>info</i> projects awarded through in the relevant sectors: b.VET	N/A	N/A
I.3.3.1.	% share of cross-sectoral <i>info</i> projects awarded through in the relevant sectors: c.School education	N/A	N/A
I.3.3.1.	% share of cross-sectoral <i>info</i> projects awarded through in the relevant sectors: d.Adult education	N/A	N/A
I.3.3.1.	% share of cross-sectoral <i>info</i> projects awarded through in the relevant sectors: e.Youth	20	10

In relation to the indicator above please describe (on the basis of the information gathered in final beneficiary reports from previous years, as well as other sources) the extent to which Strategic Partnerships are an instrument to promote cooperation between different profiles of organisations and institutions as well as an instrument to "open" the fields of education, training and youth to synergies and cooperation with other fields. If relevant, please elaborate on the type of activities that you intend to carry out during the year in order to improve the situation in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

The Strategic Partnerships on the youth sector come from contexts of non-formal education not always opened to other sectors. That is way most of the projects submitted by the main actors of the youth field normally do not include partners and activities in other fields. Even so, in order to fulfil this particular objective of the programme, considering that the cross-sectoral dimension of the Strategic Partnerships is a win-win process and can benefit the youth sector, the National Agency has been carried out activities, that will continue in 2018, in order to promote these type or project, such as information activities outside the traditional contexts of the youth sector, valorization of the applications with this component, participation in activities with the other NA in Portugal on the fields of training and education.

I.3.4. Through Strategic Partnerships, foster synergies and cooperation between the fields of education, training and youth and the world of work



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Indicator ID	Indicators	Provisional targets by 2020 (noncumulative) in %	Indicative Annual targets for 2018 in %
I.3.4.1.	% share of awarded projects in Strategic Partnerships involving enterprises or other socio-economic players active in the world of work as participating organisations: a.Higher education	N/A	N/A
I.3.4.1.	% share of awarded projects in Strategic Partnerships involving enterprises or other socio-economic players active in the world of work as participating organisations: b.VET	N/A	N/A
I.3.4.1.	% share of awarded projects in Strategic Partnerships involving enterprises or other socio-economic players active in the world of work as participating organisations: c.School education	N/A	N/A
I.3.4.1.	% share of awarded projects in Strategic Partnerships involving enterprises or other socio-economic players active in the world of work as participating organisations: d.Adult education	N/A	N/A
I.3.4.1.	% share of awarded projects in Strategic Partnerships involving enterprises or other socio-economic players active in the world of work as participating organisations: e.Youth	60	60

If any of the above share is not satisfactory, please elaborate on the type of activities that you intend to carry out during the year in order to increase the participation of these actors in the action in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

We consider that the target for this indicator is quite ambitious. On the last three years only once we have realised this indicator above 60%. The number of awarded projects in Strategic Partnerships by the PT NA is very low and this indicator can suffer big variations according with the nature of the approved projects. Considering these facts, It is very difficult to perform activities that with a big deal of certainty can change the indicator.

I.3.5. Enhance the international dimension of education, training and youth activities and the role of youth workers and organisations as support structures for young people by encouraging mobility projects with Partner Countries.



Indicator ID	Indicators	Provisional targets by 2020 (noncumulative)	Indicative annual targets for 2018
I.3.5.1.	Number of participants in awarded mobility projects in Key Action 1: a.Higher education with Partner Countries	N/A	N/A
I.3.5.1.	Number of participants in awarded mobility projects in Key Action 1: b.Youth with Neighbouring Partner Countries	600	600
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: a.IPA2	N/A	N/A
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: b.ENI	N/A	N/A
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: c.DCI	N/A	N/A
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: d.PI	N/A	N/A
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: e.EDF	N/A	N/A
I.3.5.2.	% of NA budget take-up (commitment rate) ^{info} for Key Action 1 mobility projects with Partner Countries in: I.Higher education: f.Any applicable geographic window	N/A	N/A

In case the NA wish to provide additional information, please inserted it in the below text box

N/A

In relation to the indicator I.3.5.2, please justify, if relevant, the reasons for a low NA budget take up and please elaborate on the type of activities that you intend to carry out during the year in order to improve the situation in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

N/A

I.3.6. Foster participation of people with special needs or fewer opportunities in the programme

Education and Training/Youth

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Indicator ID	Indicators	Provisional targets by 2020 (noncumulative) in %	Indicative annual targets for 2018 in %
I.3.6.1.	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): a.Higher education within Programme Countries	N/A	N/A
I.3.6.1.	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): b.VET	N/A	N/A
I.3.6.1.	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): c.Youth	8	7

Youth

Indicator ID	Indicators	Provisional targets by 2020 (noncumulative) in %	Indicative annual targets for 2018 in %
I.3.6.2.	% share of young people with fewer opportunities participating in: a.Key Action 1 (mobility projects)	70	60
I.3.6.2.	% share of young people with fewer opportunities participating in: b.Key Action 3 (meetings with decision-makers)	50	45
I.3.6.3.	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: a.Key Action 1 (mobility projects)	75	70
I.3.6.3.	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: b.Key Action 2 (strategic partnerships)	60	50
I.3.6.3.	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: c.Key Action 3 (meetings with decision-makers)	60	50

If any of the above share is not satisfactory, please elaborate on the type of activities that you intend to carry out during the year in order to improve the participation of people with special needs/fewer opportunities in the action in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

N/A

I.3.7. Foster active participation of young people in democratic life of their communities, through participation in Key Action 3 meetings between young people and decision-makers

Indicator ID	Indicators	Provisional targets by 2020 (noncumulative)	Indicative annual targets for 2018
I.3.7.1.	Number of young people directly participating in Key Action 3 awarded projects	2500	1800

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If the above share is not satisfactory, please elaborate on the type of activities that you intend to carry out during the year in order to improve the participation of young people in this key action in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

The historic of the last years tell us that this indicator is very volatile. As we have few awarded projects on this action, one singular project can have a big influence. There was only one year that we achieve more than 1500 participants. Nevertheless, we change the indicator to 1800.

I.3.8. Efficient, effective and compliant programme management

Indicator ID	Indicators	Provisional targets by 2020 (noncumulative) in %	Indicative annual targets for 2018
I.3.8.1.	% share of applications for KA1 (excluding Higher Education) reaching the minimum quality threshold for selection	95	90
I.3.8.2.	% share of applications for KA2 reaching the minimum quality threshold for selection	95	90
I.3.8.3.	% share of applications for KA3 reaching the minimum quality threshold for selection	95	95
I.3.8.4.	% share of final reports reaching the minimum quality threshold for acceptance without grant reduction based on quality grounds	95	95
I.3.8.5.	% share of timely received final beneficiary reports	100	80
I.3.8.6.	% share of final beneficiary reports with financial adjustments below 2%	100	90

In relation to the indicator I.3.8, please justify, if relevant, the reasons why any of the above shares is not satisfactory. Please elaborate on the type of activities that you intend to carry out during the year in order to improve the situation in the following years. Please ensure coherence with Part II of this work programme and provide more details about these activities in the section below.

To improve the % share of timely received final beneficiary reports PTNA will develop awareness-raising actions specifically to address this need and it will be a subject to be more recalled in other scheduled information and training sessions. The close contact between project owners and beneficiaries will continue and will also have a strong focus on this propose.

I.3.9. Additional NA operational objectives

The NA may develop any additional operational objectives, which should be outlined below.

If the NA had defined additional NA operational objectives in 2017 Work Programme, please follow them up in 2018 Work Programme as well. If the NA has decided to discontinue monitoring any of these objectives from 2017 Work Programme, please provide the explanation.

Additional NA operational objectives	Indicator ID	Indicators	Provisional targets by the 2020	Indicative annual targets for 2018

Please add below any comments if necessary, concerning your additional objectives.

N/A

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I.4. Monitoring and evaluation of progress and realisation of objectives

How will the NA in close cooperation with the NAU monitor and evaluate its progress towards reaching the defined targets and raising the policy relevance of the programme results in the country?

PTNA has a Balance Scorecard to adjust performance measures to its long term objectives. Thus, a monitoring system is implemented on a quarterly basis to evaluate strategic objectives with an additional time frame on a round basis to measure short term goals. In 2018 the Balance Scorecard encompasses 10 objective dimensions:

1. Participation and Democratization - measuring the dimension of the participation and the quality of democratization procedures in order to create an accessible and easy Programme specially through trainings and dissemination activities;
2. Social Inclusion - evaluating the impact of the inclusion of youngsters with fewer opportunities and the number/quality of projects fostering inclusion of minorities, handicapped people, economic/cultural/educational disadvantaged youngsters;
3. Regional Balance -analyzing the regional distribution of applications, granted applications, granted amounts, number of participants, number of participants with fewer opportunities, investment per participant and several objective measures in the 3 areas previously defined: urban centers, non-urban areas and rural areas;
4. Trainings and Dissemination - checking the scope of trainings, the quality of partnership activities developed with youth/social fields, the satisfaction of participants and the regional balance of distribution in terms of hours and participation;
5. Efficiency on Procedures and Exigency on Financials — examining the number and relevance on non-compliance observations, studying alternative approaches to efficiently deal with each issue, implementing internal innovative tools and procedures to diminish the lead-time on process management, accounting for reduce the financial risk, diminishing past recoveries, moralizing granting applicants responsibilities, eliminating future recoveries, and promoting efficiency investments to what regards project implementation;
6. Project Typology - scoring project typologies in face of national/European priorities, defending Programme grassroots such as mobility and non-formal learning and enhancing outcomes with concrete outcomes on youngsters lives;
7. Simplicity and Innovation - counting the number of applications submitted through online innovative tools, measuring the number of e-learning tutorials logins, evaluating the quality of the follow-up procedures;
8. Service Level - defining high quality service level agreements and evaluating their rate of implementation, treating homogeneously complaints, implementing a service model centering the applicants/youngsters in the core of our attitudes;
9. Visits/Audits and On-field assessment - implementing a pedagogic framework to train granted applicants, improving quality performance during implementation, strengthening visits and audits, eliminating long lasting wrong practices, avoiding monopolies in these fields and finishing with permanent grant used as organizational subsidies;
10. Intellectual outcomes and knowledge transference - measuring the quantity, quality and relevance of intellectual outcomes, assessing the quality of partnerships and creating concrete and objective key figures to judge knowledge transference.

Most of these Balance Scorecard dimensions are compared with a European framework in order to evaluate peer-to-peer performance and regional idiosyncrasies. Our objective is to define the best performers in each dimension, detailing a clear network priority and boosting our outcomes.

In brief, those 10 dimensions give to PTNA, PTNAU and European Commission an accountable, reliable and timely picture of Programme implementation. Just with quarterly balance scorecards is possible to redefine policies, fine tune implementation methods and foster innovative practices to assure a transformational impact.

Data will be collected from E+ Link. A staff member, in conjunction with the IT officer, will collect the information after each round of applications. The data will then be used to monitor progress in the achievement of the stated goals and to adopt additional strategic measures in case not enough progress is being made towards the intended results.

I.5. Cooperation with the National Authority

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Portuguese National Agency has a close partnership with Portuguese National Authority which we intend to maintain for an effective and sound management of the E+ Programme. Additionally, a control/audit methodology needs a close contact and interaction to fine tune procedures and improve performance. Concretely, PTNA will cooperate on 3 different levels:

1. Promotion and Dissemination - Portuguese National Agency wants to make use of regional delegations of Portuguese Institute for Sport and Youth in order to promote the Erasmus+ using their premises as a 'point of dissemination' / 'point of information' of the E+ Programme.
2. Controls and Audits - PTNAU will perform secondary checks to PTNA. Additionally, at central level, PTNAU nominated a team to follow procedures assurance and quality standards. This team has regular meetings with PTNA directors and staff to oversee management and follow critical strategic areas.
3. The PTNAU is working in close collaboration with PTNA regarding the collection and updating of information on the PT national policies in the Youth field to be upload and made available online on the European encyclopedia platform– Youth Wiki.
4. The Sport Chapter of the E+ Programme is also another field where there is a close collaboration with the PTNAU as its mission is directly linked to the promotion of sports amongst young people and there is a will to develop an integrated network to support applications from Portuguese entities. Both entities will assume the promotion, communication, dissemination and monitoring of activities carried out within the Sport chapter.

Furthermore, the PTNA is going to seize the structures on the dependence of the National Authority in order to spread as much as possible the Erasmus + opportunities, namely the “PONTO JÁ” Youth stores network is a network of 52 stores around the country with the mission of providing information, counselling and support to the youngsters, youth workers and leaders in all the matters concerned to the life of organizations and participants.

These stores network is part of the Portuguese Institute for Youth and Sports strategy and E+ Youth in action NA will, in 2018, prepare and deliver moments of training and information for this network, preparing the professionals to be multipliers of the E+ information and opportunities.

I.6. Cooperation with other NAs in the country

If the Erasmus+ programme is implemented by more than one NA in the country, what will be the NA's strategy for a coordinated management of the programme at national level and for co-operation with the other NAs in order to reach its operational objectives and targets?

PTNA is developing a coordination mechanism at two layers: national level with **Erasmus+ Education and Training** stated at Portuguese legal basis and at international level with other national agencies following complementary network platforms. The coordination mechanism between National Agencies, Erasmus+ Education and Training and Erasmus+ Youth in Action, is stated in the Council of Ministers Presidency Resolution nr. 15/2014, article 12, line m), "Commit to Erasmus + Education and Training and the National Agency Erasmus National Agency Youth in Action + the following competencies in the respective areas: m) Articulate their activity in cooperation with the departments and agencies involved in the program, with a view to full coordination and synergy in the development of sectorial policies". Additionally, the coordination mechanism for National Agencies is detailed on articles 16 and 17, respectively, stating the concrete areas of cooperation. Portuguese representatives defined 6 critical areas to share efforts in order to achieve best quality implementation; namely:

- Communication and Dissemination Tools: a single portal entrance, promotion of activities and information, selection of best practices and dissemination activities;
- Trainings and TCA activities: integration of the previous TCA methods to education, employment and training sectors through an integrated and complementary plan;
- Financial and Accounting: risk assessment to avoid possible double funding will be carried out between both NAs
- Audits and Visits: the national plan for audits and visits will be shared to assure a crosssectorial approach to beneficiaries that apply to more than one sub-programme;
- Work Plan implementation: both Agencies are sharing work plan priorities, complementing activities and structuring programmes involving several common stakeholders;
- Strategic Events and Initiatives: promote collaborative activities to co-organize the 2019 European Youth Week and the Portuguese annual Erasmus+ Best Practice Awards Ceremony.

1.7. Synergy with other programmes and initiatives

The list of programmes and initiatives in synergy with Erasmus+ was provided in the NA Work Programmes of previous years. If there are any changes or update to this section, please introduce them in the below table.

Name of the Programme/Initiative	Description of actions ensuring synergy	Expected impact on Erasmus+	Actions taken for the prevention of double funding
European Youth Capital 2018(Cascais – Portugal)	Based on the fact that this city was awarded with the title of European Youth Capital for 2018 and following the collaboration established with the local municipality of Cascais the PTNA decided to host a couple of TCA activities to enhance the visibility of both Programmes	Increase Programme awareness in general, involve different relevant stakeholders and significantly increase the visibility of the programme	No risk of double funding as there will be no monetary contribution from outside of E+ Programme.
European Year of Cultural Heritage	Implementation of activities and initiatives throughout Portugal to get people involved and interested in Europe’s cultural heritage linking the thematic with the objectives of E+ Programme	Increase Programme awareness and involve beneficiaries of different fields and point out the important role that Europe’s cultural heritage can play in the achievement of the objectives of the E+Programme	No risk – N/A
Bilateral Cooperation	In particular with the Spanish NA in regards to trans-border activities, euro-regions development, Iberian youth networks, as well as training and cooperation courses;	To foster the transnational projects between the involved countries	All the rules to prevent the double funding will be applied
Job-shadowing	PTNA aims to send staff members to participate in job-shadowing with other NAs in order to not only to improve the quality of our internal procedures but also to better support our applicants/beneficiaries;	Development of the staff skills and competences	All the rules to prevent the double funding will be applied
Strategic partnerships	The PTNA will continue to collaborate with other NAs in the strategic partnerships established within TCA, namely SPI (Strategic Partnership on Inclusion) and Strategic partnership for Youth Work on Municipal Level.	Improve the concerned areas of the programme	All the rules to prevent the double funding will be applied
RAY Network	RAY Network - Portugal is a member of RAY network and aims to foster research in the Youth field in order to create accountable and reliable indicators to evaluate the impact of the Programme and project outcomes.	Contribute to a proper evaluation of the Programme results	All the rules to prevent the double funding will be applied
	BPE – “Becoming a Part of Europe” – The PTNA together with 8 more national agencies is developing, since the beginning of 2017, the project “Becoming a part of Europe”(BPE)		

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Becoming a Part of Europe	financed under the Key Action 3 that intends to develop and share non-formal education methodologies and new inclusion practices through youth work, to promote the integration and social inclusion of refugees, asylum seekers and migrants and to foster understanding, tolerance and respect amongst people.	Positively influence the youth work toward the inclusion of migrants, refugees and asylum seekers	All the rules to prevent the double funding will be applied
INFORMAL NETWORK OF SOUTH EUROPEAN ERASMUS+ YOUTH NAs - Hosting the Annual meeting	The Network of South Agencies (hereinafter referred to as " Youth South Network" or its acronym YSN) was conceived in 2007, in the framework of the activities to promote youth national policies under the Youth in Action Programme, with the main objective of promoting the European cooperation in the field of Youth, and the support in the decision-making processes, in an effort to join the various common interests of National Agencies located in the Mediterranean fringe of Europe.	The main objective of the Network of South Agencies is to promote European cooperation in the field of Youth, and the support to take common decisions, as well as to promote the information exchange from time to time between National Agencies located in the Euromediterranean area, for the purpose of collaborating in the Erasmus+ Programme management, and implementing joint youth projects.	All the rules to prevent the double funding will be applied

General description of the planned synergies in 2018:

European Youth Capital 2018(Cascais – Portugal)

The synergy established is related more to the dissemination and visibility that both Programmes (EYC and E+) will benefit from, bearing in mind the dimension of the EYC, that puts Cascais in the spotlight by a variety of media which inevitably creates a heightened sense of popularity for the city as well as increases its visibility and on the other hand enhances the visibility of the TCA transnational activities that the PTNA will carry out in this city as well as the visibility of the E+ Programme. As leader in youth empowerment the European Youth Capital is also the logical place to host activities related to youth with the possibility of inviting local policy makers to be part and increase the awareness of the work carried out in the Youth field under E+.

European Year of Cultural Heritage

Regarding the European Year of Cultural Heritage the PTNA will establish synergies with national relevant stakeholders in this field to carry out promotional events throughout Portugal during the month of September linking them with the E+ Programme, fostering the intergenerational and intercultural dialogue, highlighting the social and economic benefits of Cultural Heritage policies and their role as a strategic resource for a sustainable Europe.

Partnership with Spanish National Agency in the Iberian Context

Erasmus+ YiA PT NA will foster the quality of training activities also through the development and implementation of projects in cooperation with Spanish National Agency. Some projects are also open for cooperation of other NA's of the Programme. This 2 NA's agreed to establish a working strategy at the Iberian Peninsula level, working together in the development and organisation of activities according to the following objectives: to promote partnerships and youth initiatives between Portugal and Spain, through a reliable, cooperative and supportive partnership between NA's; to empower Portuguese and Spanish Organisations to the main priorities of both countries (such as Inclusion; Sports; Employment and Entrepreneurship and Development of Competences of Youth Workers, Institutions and Trainers); to foster the development of common Erasmus + Youth in Action projects between organisations from Portugal and Spain.

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This synergy between the 2 NA's aims to bring an added value to both TCA Plans, creating partnerships to implement common priorities, increasing the impact of the activities.

Job-shadowing

In order of sharing experience, exchange of good practices and improvement of capacity building between NAs we have particular interest in develop some job shadowing with NAs that have some common characteristics with us.

The short-term activities for the NA direction and staff have some specific objectives related with our needs, namely:

- National policy links with the Erasmus+ programme;
- Strategies to include newcomers on the programme;
- ICT issues like IT infrastructure; security and software solutions;
- KA205 – assessment, intellectual outputs management, checks, strategic approach in order to improve the number of young people directly participating on the awarded projects.
- National strategies for inclusion.

Strategic partnerships

- Strategic Partnership (SP) for inclusion of young people with fewer opportunities (YPFO)

The Strategic Partnership on Inclusion (SPI) was launched in 2015 and after a first cycle with activities implemented in 2017 and the fruitful results that were produced, the NAs involved decided to continue the cooperation and repeat the cycle, extending its duration until June 2019, and also propose other NA's to join in order to give the opportunity to have more variety of partners and even better results.

The Strategic Partnership between NA's aims to include more young people with fewer opportunities and special needs in the Erasmus+ youth Programme, in line with the Erasmus+ Inclusion and Diversity Strategy in the field of Youth. The partners will set up new approaches to foster sustainable engagement and capacity building of organizations that are either already working with or who want to start to work with young people with fewer opportunities and special needs in international activities through E+: YIA. The SPI partners will through 3 different strands implement a coherent set of national and transnational capacity building activities. The SPI is focusing on 3 areas/strands: I. Young people with health problems and disability; II. Young people from disadvantaged rural areas and III. Young people in NEET situation/facing educational difficulties. Within the II. Strand, two national capacity building activities will be carried out in all partner countries, including Portugal, in order to prepare participants for the two transnational activities – Project LAB E+ - that will be implemented in 2018. Similarly, other transnational activities of strand I. and III. will be hosted in different countries of this SP.

Also, and within the SPI, the Portuguese YIA National Agency will host, in June 2018, a Harvesting Conference to take stock of the achievements and set out new activities for the future. This event intends to bring together youth workers and young people who were involved in the SPI activities and those who would like to become involved. It will be a space for reflection, exchange of practice, presentation of results and future strategic planning for inclusion of more young people with fewer opportunities in the Erasmus+ Programme.

- NA's STRATEGIC PARTNERSHIP ON YOUTH WORK ON MUNICIPAL LEVEL

This Strategic Partnership gathers 20 National Agencies, the SALTO-YOUTH Participation Resource Centre, the Partnership between the European Commission and the Council of Europe in the field of youth, the European Youth Forum and two networks: POYWE and InterCity Youth. The project runs from July 2016 till May 2019. This Strategic Partnership will implement, within this scope, a range of national and transnational activities in close partnership between NA's involved.

The overall aims of the this Strategic Partnership are: support the recognition, practice and quality development of youth work as part of municipal youth policy; strengthen the European and international dimension of youth work at the municipal level; develop strategies and measures for National Agencies of the

Erasmus+ youth programme to support youth work; contribute to the development of youth work as part of European cooperation in the youth field.). in line with the recommendations of the 2nd Youth Work Convention and the newly adopted CoE recommendation on youth work, the project sets the target of creating a European Charter on Local Youth Work through a series of actions and activities at the European, national and local levels.

RAY Network

Portugal participates in the program research-based analysis and monitoring of Erasmus+/ Youth in Action (RAY MON). it has been established that this project has been able to contribute to:

1. Quality assurance and quality development in the implementation of E+/YiA,
2. Evidence-based and research-informed youth policy development;
3. A better understanding of learning mobility in the youth field.

Existing research instruments are not able to analyze differences of outcomes of RAY surveys by countries. Therefore, there's a need to do a study on country-specific characteristics which might affect the responses to the RAY questionnaires. Such differences could be caused by country-specific socioeconomic, demographic, cultural or political characteristics as well as by differences in youth work policies, structures and practices. In this context we observe as necessary a better understanding of the systemic impact of training and support activities within Erasmus +: Youth in Action in terms of capacity building.

Becoming a Part of Europe

The Portuguese National Agency, together with 8 more national agencies is developing, since the beginning of 2017 the project "Becoming a part of Europe"(BPE).

Social inclusion of all young people, including those from a migrant background, is a key aim of the EU Youth Strategy (2010-2018). Youth work and non-formal learning can contribute to encouraging intercultural dialogue and building mutual understanding between new arrivals and the receiving communities. The Erasmus+ programme in the field of youth promotes fairness and inclusion for participants from disadvantaged backgrounds and with fewer opportunities (such as migrants or refugees) through specific support, priority setting and targeted use of funds. The BPE project financed under the Key Action 3 intends to develop and share non-formal education methodologies and new inclusion practices through the youth work, with a view to promoting the integration and social inclusion of refugees, asylum seekers and migrants and to foster understanding, tolerance and respect among people.

INFORMAL NETWORK OF SOUTH EUROPEAN ERASMUS+ YOUTH NAs - Hosting the Annual meeting

The PTNA is committed with this network and already contacted the relevant NA in order to set up a meeting in Portugal in order to relaunch this important tool for our countries.

OBJECTIVES & PRIORITIES

The main objective of the Network of South Agencies is to promote European cooperation in the field of Youth, and the support to take common decisions, as well as to promote the information exchange from time to time between National Agencies located in the Euromediterranean area, for the purpose of collaborating in the Erasmus+ Programme management, and implementing joint youth projects.

Other objective is to contribute in the implementation and evaluation of the current programme and in the development of the future programme. The network can define specific priorities each year.

MEMBERS

The YSN consists of the Erasmus+ Programme – Youth National Agencies of Southern countries in the Euromediterranean area. At the present moment, the YSN comprises the following countries: Spain, France, Italy, Malta, Cyprus, Portugal, Turkey, Croatia and Greece. The network is open to other NAs from southern countries.

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ACTIVITIES

For the achievement of its objectives, the YSN will carry out the activities in the following fields:

- (a) Setting a common tool to share information, experiences or teaching resources between the Member Agencies of the YSN.
- (b) Providing mutual feedback about the results of the Working Groups, surveys, meetings, informal meetings...
- (c) Exchanging information regularly between National Agencies, good practices and know-how on the operation of the corresponding NAs, and disseminating joint activities.
- (d) Sharing the NAs' priorities to the purpose of collaborating in the management and implementation of common youth projects.
- (e) Elaborating and implementing specific joint development projects in terms of non formal education in member countries, as well as collaborating with other countries beyond the YSN, networks, organisations and institutions in the field of Youth.
- (f) Collaborating in matters related to staff training, training and capacity-building of evaluation experts, officers and technical experts of NAs working with young people.
- (g) Carrying out surveys through the cooperation and exchange of experiences and knowledge between the countries comprising the YSN.
- (h) Conducting analyses on the situation of young people in every Member country, based on similar tools enabling the data comparison.
- (i) Implementing any other activity focused on the achievement of the YSN objectives.
- (j) Share information regarding the preparation of the national working programmes.

PART II - PROGRAMME IMPLEMENTATION ACTIVITIES AND PROGRAMME MANAGEMENT

II.1. Communication, information and dissemination and exploitation of results

II.1.1. Multiannual NA Plan

Please detail the NA's multiannual plan for communication, information and dissemination and exploitation of results in terms of:

II.1.1.1. Objectives and targets

Overall description of the objectives and targets

Please update for the period 2018-2020

PTNA fosters a long term objective to create a top of mind awareness of 20% in the Youth field to the positive recognition of Erasmus+ Programme. To measure that objective, PTNA will resort to many tools to provide the best information about the Programme to young people and organizations. We will organize between online and offline tools – online such as Facebook and Google Analytics and Mailchimp reports; offline as surveys and public inquiries.

Actors, partners and multipliers PTNA will also promote strategic partnerships with the National Youth Council (CNJ) and the National Federation of Youth Associations (FNAJ) in order to develop roadshows to stimulate youth policy projects. Moreover, PTNA will organise annual roadshows with stakeholders type focus to improve the number and quality of applications, disseminate good benchmarks and highlight awarded projects. As a global perspective, PTNA is going to consider each beneficiary as a dissemination actor. To make it concrete, PTNA will create sessions to present project outcomes at community, local, regional or national level.

Each beneficiary will be given the responsibility of becoming an ambassador of the Programme and spread over project outputs. We will also continue to promote the two Portuguese change makers, inspiring young people and organizations to be an active part of the change and improvements in Europe, specially in the youth context.

Specific partners such as decision-makers at European and national level will be invited to take part of the Programme dissemination giving concrete information to citizens. Moreover, PTNA pool of trainers will be a workforce to communicate the Programme, support newcomers and disseminate critical outcomes. Its relevance, international experience and knowledge are 3 critical elements that need to be taken into account to enhance Programme quality. PTNAU Secretary of

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State for Sport and Youth and Portuguese Institute for Sport and Youth are key actors with a role on communication and dissemination. Due to their media coverage and the relevance of their public speeches, it is possible to amplify the Programme's awareness and top-of-mind recognition.

Being 2018 the European Year of Cultural Heritage we will be focusing on this theme in particular not only during our road shows or presentations but also on our social media, such as posts on Facebook/Instagram, newsletters or special information (such as flyers, booklets) dedicated to this theme. Always focusing that, by doing that, we will be helping to build stronger societies. We want young people to get to know not only their only cultural heritage but also others.

II.1.1.2. Monitoring and impact measuring of the activities on communication/dissemination and exploitation of results

Please update for the period 2018-2020

To what regards PTNA communication activities, we intend to measure the use, acceptance, quality and relevance of each platform on a regular basis. Each month we will collect the main information / results of our actions in order to produce a complete and certain report every semester. The idea is to understand where PTNA needs to invest more time/resources and which are the concrete outcomes of these investments. Concerning dissemination activities, PTNA will continue to use surveys and paper inquiries to evaluate effectiveness and satisfaction of training participants. In what has to do with online tools, we will use the statistics provided in the systems to know what we must improve.

PTNA will use different communication tools to achieve concrete objectives. Each tool needs to be used as relevant support to project implementation, to record project outputs, enhance quality and assure knowledge transference to multiple stakeholders.

1. Website (www.juventude.pt) PTNA Erasmus+ Youth in Action website is up to date with all news and useful documents related with Erasmus+ Youth in Action. Namely:
 - a. Youth in Action Key Figures - PTNA will remain its legacy and foster the dissemination of projects previously approved and granted in order to diminish disruption and maintain a relevant heritage.
 - b. Erasmus+ 2014-2020 - Step by Step application model with easy tips and examples to promote new applications and diminish entry barriers.
 - c. Key Actions Sectorial Approaches - detailed information about each Key Action with definitions, procedures, objectives and concrete outcomes. Not only were the 3 Key Actions encompassed but also were Sport Chapter area and Training and Cooperation Activities space included.
 - d. How to Apply? - An 8 step based framework teaching candidates how to develop new applications.
 - e. Staff Curricula and Expertise - more than organizations, people are critical to successful implementation. Thus, PTNA shares its team and expertise field with direct contacts and profiles.
 - f. Pool of Trainers - similarly to PTNA staff, each member of the Pool of Trainers has a personal area. PTNA goal is that each trainer can describe his/her interests and areas of expertise. Additionally, it is also possible to publish some intellectual outputs or demand for knowledge transference or a benchmark research.
 - g. Beneficiaries' area - PTNA will disclose each beneficiary track record in Youth in Action Programme to what regards applications, granted amount, number of participants and inclusion key figures, creating a public scorecard model for each beneficiary. Moreover, in this area, it will also be possible to consult project summaries, look for activities schedule and foster communication among different stakeholders.There is also the common Erasmus+ website, co-managed with the PTNA for Education and Training, where everybody can learn more about the Programme and how both NAs work. The website also automatically contains the news published in each AN's website.
2. Facebook (www.facebook.com/erasmusmaisjuventudeemacao) - PTNA will continue to invest in its Facebook page in order to use this platform to easily reach new people. Besides the site, this is our main tool to communicate with both young people and organizations. There we communicate events we are taking part / organizing, photos of our and/or our beneficiaries activities and share the national and international opportunities for young people and youth workers. Every Monday we share on project that stands out and every Friday we share one Eurodesk opportunity. From now on, we will be trying to reach more people scheduling the posts to the better time / day. The idea is to produce constant content in a solid and logic basis. Furthermore, we plan on joining Erasmus+ Youth in Action page with the Eurodesk Portugal until the beginning of 2018. This way we can conciliate two facebook pages that have the same target audience in order to join and share the information.
3. Instagram - PTNA uses Instagram to create photo galleries of the best moments of PTNA events. We also share short videos with testimonies of young people who participate in the Programme. From now on, we want to take it some steps further. In order to increase the followers and the outcome of the tool, we will start to use insta stories and insta directs to captivate young people, the main target of this social media.

4. Youtube – Until now, PTNA uses Youtube as an archive of the videos of the programme and activities developed by the NA. We intend that everyone who wants to know more about the programme can go there and watch the videos very easily. We hope to go a little further until the 3rd quarter 2018, filming and sharing more customized contents such as online trainings/tutorials to applicants or some “inside” views to non formal ways to teach.
 5. Blog – PTNA will produce and share contents in a regular way. In the blog, we will share the testimonies of young people and organizations that benefited from the programme. The idea is to create awareness and also discussion of the impact of the Erasmus+ in people’s lives. Each quarter of the year we will also have a post about some specificities of the program in order to help people applying / getting to know it. Those texts will be written by PTNA’s experts or trainers. The current idea is to start producing the new contents here: <https://erasmusmaisja.wordpress.com/>
 6. Erasmus+ YiA e-new – We will keep with the monthly newsletter we are producing since the 2nd quarter of 2017. In there you explain shortly the main news / opportunities and try to engage people to visit our site / social media. In 2018 we plan to start two different newsletters for a more customized service: one for the organizations and other for young people.
 7. Press - The relationship between PT NA and the press will be even deeper. There is a space on the website for the press where press releases, announcements and other relevant information are included. We will start to use our e-new tool (Mailchimp) to send specific information to the press that we think would be interesting in sharing the news. We will still carry out press releases to national, regional and local press of all the National Agency responsible for events or when it participates as a partner.
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II.1.2. Yearly planning of NA activities - update annually

Please list the concrete NA activities planned for the 2018 programme period to achieve the objectives set under point II.1.1.1 and II.1.1.2, including the minimum required activities.

*If the NA wishes to set objectives additional to those set at European level, they should also be defined in Part I as Additional NA Operational Objectives.

NA activities planned for 2018 (minimum required activities in 2018)	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Maintenance of the Erasmus+ website compliant with the requirements of the Guide for NAs <i>info</i>	Provide communication and information tools in order to empower democratic access to the programme - I.3.6.2. & I.3.6.3	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Online Platform	Permanent
Display the Erasmus+ Project Results banner with tracking codes on the NA website	Provide communication and information tools in order to empower democratic access to the programme - I.3.6.2. & I.3.6.3.	Beneficiaries	Online Platform; Ask beneficiaries to include a link to their project card in the Erasmus+ projects results platform in all their communication and dissemination materials	Permanent
Annual selection of national good practices	Increase quality in Erasmus+ Projects and share best practices; Promote further conditions to multisectorial work within Erasmus+ in Portugal	Beneficiaries with projects considered good practices under Erasmus+ in Portugal	Celebration and public presentation of the best practices in a common public ceremony co-organized with NA Erasmus+ Educação e Formação	3rd quarter
Information/promotion activities on cross-sectoral cooperation opportunities offered by Erasmus+	Encourage applications to the program, mainly in rural areas of Portugal - I.3.6.2. & I.3.6.3.	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Local & regional events, partnerships	Permanent
Establishment/use/reinforcement of a structured framework for dissemination and exploitation of programme results and impact to policy makers in education, training and youth; promotion of the Erasmus+ Dissemination platform, good practices and success stories	Provide information and training for youngsters, youth workers and organizations about Erasmus+; Increase quality in Erasmus+ Projects and share best practices; Provide communication and information tools in order to empower democratic access to the programme	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Stakeholders network events and meetings	Permanent
Establishment/use/reinforcement of a structured framework for dissemination of programme results through press/media at national, regional and local level	Provide information and training for youngsters, youth workers and organizations about Erasmus+; Provide communication and information tools in order to empower democratic access to the programme - - I.3.6.2. & I.3.6.3.	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Training and information events	Permanent
Provision of good practice examples and training to beneficiaries on how to organise dissemination and exploitation of results effectively and on the use	Increase quality in Erasmus+ Projects and share best practices and inspiring projects	Beneficiaries	Training and information events; Share of good practices on social media (videos) and exploitation of the results	Permanent

of the Erasmus+ dissemination platform				
For the higher education field: Information/promotion activities including international mobility of HE staff and students to and from Partner Countries offered by Erasmus+	N/A	N/A	N/A	N/A

For School Education

Additional NA activities planned for 2018	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Information/promotion activities on the online platforms offered by Erasmus+ for school education (eTwinning, School Education Gateway (SEG)), addressed to all relevant stakeholders at national, regional and local level. (in cooperation with the eTwinning National Support Service (NSS)).	N/A	N/A	N/A	N/A
Contribution to the content of the online platforms (eTwinning, SEG), in the form of good practice examples; information on major news; facilitating contact with national thematic experts that would be willing to author articles/blog posts; and suggesting online materials for use in the Teacher Academy of the SEG (in cooperation with the Ministry of Education and the eTwinning NSS).	N/A	N/A	N/A	N/A

For Adult Education



Additional NA activities planned for 2018	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Promotion of EPALE, including of the specific features which are particularly relevant for Erasmus+ (potential) applicants and beneficiaries (e.g. partners search tool, collaborative spaces) in cooperation with relevant EPALE NSS.	N/A	N/A	N/A	N/A
Contribution of content to EPALE with NA material and information to beneficiaries on possibilities offered by the platform to upload content and promote their work and results (e.g. through the calendar, the blog, the resource centre) in cooperation with relevant EPALE NSS.	N/A	N/A	N/A	N/A

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Additional NA activities planned for 2018	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Road Show Presentations	Increase the awareness about the programme among young people with fewer opportunities. Encourage applications to the programme.	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Local events and trainings	Permanent
Refugees – what can we do to support young migrants, refugees and asylum seekers?	Increase the awareness about the problem and presentation of concrete solutions.	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Presentation of the status quo of “Becoming Part of Europe” project in an event with workshops connecting the organization of these project with PTNA beneficiaries’ in order to practice the theory gotten from the project.	1st quarter
European Solidarity Corps – where do I start?	Increase the awareness about the ESC among the organizations.	Benefeciaries	Meeting with the beneficiaries to let them know more about ESC and its benefits, encouraging them to use this way to connect with the participants.	1st quarter
Europe Day	Increase the awareness about the programme among young people, with a special focus on young people with fewer opportunities; Encourage applications to the program, especially in rural areas and the interior of Portugal; Increase the knowledge about Europe and European opportunities;	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Event connecting youth people, youth leaders and political decision makers to discuss youth politics / Online Strategy	9th May
International Youth Day	Increase knowledge about Europe and celebrate Youth in Europe	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Event	12th August
New Comer Organization’s Tour	Get to know the new comer organizations, motivating and guaranteeing the quality of their projects; Increase the knowledge of the programme around young people and Encourage applications to the programme.	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Traveling around the country; Five days visiting five organizations filming and interviewing five new comers to the program; Online and media strategy disseminating the final video	2nd quarter
European Youth Capital - Cascais	Increase the awareness about the programme among young people.	Youth organizations, young people, general population, Press & media	Event in Cascais as the European Youth Capital with workshops Erasmus+ during the day and a concert	2nd quarter

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			organized with Portuguese emergent bands	
International Volunteer Day	Celebrate and inform about volunteering activities	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Event with testimonies of the first participants with projects completed in European Solidarity Corps.	5th December

II.2. Monitoring and support to programme beneficiaries

In view of monitoring the implementation of the granted programme activities and providing support to the beneficiaries, please describe the NA monitoring and guidance plan, ensuring a structured and systemic approach, and taking into account the needs of the various target groups of the programme, in particular small organisations and potential applicants, covering both policy relevant and project management issues.

II.2.1 Multiannual NA plan

Please detail the NA's multiannual plan for monitoring and support to programme beneficiaries in terms of:

II.2.1.1. Needs analysis

Please update for the period 2018-2020

The ERASMUS+ Programme had to several and strict contractual and financial rules that deserve extra attention either by the beneficiaries of the program, either by the National Agency as managing, supervising and monitoring entity of the program. Following the strategy of the past years, PT NA is implementing a rigorous framework on monitoring projects and assessing implementation, necessary and indispensable guarantors of quality in design and the correct use of Community funds.

Reasons such as:

- a) Proposals by informal groups of young people;
- b) Submission of applications by new beneficiaries,
- c) The KA2 – strategic partnership continues to require a permanent monitoring and control by the National Agency to ensure that approved projects are, effectively, the best projects.

It is also needed to contribute to a correct understanding of the ERASMUS+ Youth in Action and of the actions that make part of them, from who benefits from it. A correct understanding and knowledge of all the phases of the life cycle of a project is crucial for a good implementation. On this basis, the work of the National Agency will be also monitor the implementation of activities by the beneficiaries and their conformity with what are the rules of the programme.

On the other hand, there is also another target group that we consider it will be fruitful to give our attention and support: the candidates who see their applications not approved and sometimes don't understand why or how they can improve it. Many times, this target group is already motivated to develop a project and can even have good ideas, but they lack some information or skills to prepare the application in a proper way. Thus, AN considers important to address specifically this target group, to harness its potential.

In addition to this and according to the multiannual plan concerning the National Strategy for Inclusion and Diversity that is going to be defined and implemented, there is the need of monitoring and supporting programme beneficiaries to be more aware of the inclusion of young people with fewer opportunities in their projects. NA intends in order to foster the quality of youth work as well as the recognition of non formal education, PTNA will give support with more information, training activities, dissemination of best practices and always cultivating a relation of proximity with the beneficiaries.

This way, PTNA will be also in the field, visiting projects and making all type of primary controls not only to monitor but also to help, support and advice the beneficiaries in order to achieve the best implementation of projects.

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II.2.1.2. Objectives and targets

Overall description of the objectives and targets.

Please update for the period 2018-2020

The overall aim of PT NA in monitoring the implementation of the granted activities and providing support to the beneficiaries is to increase the quality in the preparation, implementation, monitoring and follow up of the projects carried out in the country.

Specifically, we intend to support, assist, advise and assess the beneficiaries' performance, by providing information on the rules and procedures, helping to solve issues arising, making further recommendations as regards the objectives, priorities, methodology and activities planned and providing general advice as regards the reporting.

It is also our purpose to check the results and impact of the project, on the basis of which we assess its sustainability and provide advice on the exploitation of results. Additionally, we analyze the financial management in terms of the use of the grant. With this work, we expect to maximize the impact of the programme and ensure the proper use of its funds.

To ensure we are able to meet these objectives, the PTNA will undertake visits and audits with compulsory report frameworks. PTNA goal is to visit more than 25% of the granted projects. Among these projects, PTNA also intends to privilege the visit to project from new comers of the programme with a pedagogic approach to assure long term quality. Another group of beneficiaries that will be visited regularly are the repetitive/continuous beneficiaries to avoid repetition of projects, long lasting solutions instead of innovation, permanent work instead of volunteering and so on.

With these actions we aim to achieve the improvement of the quality youth work, to give opportunities to young people in risk of exclusion and to contribute to the recognition of non formal education. Concerning the targets, NA will be particular attentive to new beneficiaries as well as youth workers, organisations active in the youth field, informal groups of young people, municipalities and organisations with a strong social responsibility.

- Training sessions for granted applications: PTNA will perform in all the rounds to explain to granted applicants which are the core drivers of the implementation assessment phase.
 - Online support to the beneficiaries.
 - Mid-term evaluation of project implementation: PTNA will perform on spot visits and produce mid-term reports to give feedback to beneficiaries. Our objective is to give practical guidance and improve the quality of implementation avoiding poor performance. Compliance with financial rules shall outstand.
 - Agreement Implementation Annex with concrete recommendations to implementation phase - PTNA will attach to the agreements a list of recommendations with legal force to explain to beneficiaries which are the risks and the consequences of wrong use of European funds. PTNA will hedge risks of poor implementation and cover the persecutory actions as critical elements of project implementation.
- Online based evidences to virtual monitoring: PTNA intends to develop a calendar online with events of the projects in order that in the future we can count on a social monitoring system in the youth field, cooperation events and mutual sharing.

II.2.1.3. Monitoring of objectives and targets

Please update for the period 2018-2020

Monitoring and measurement is fundamental to PTNA. It ensures that our monitoring and support to programme beneficiaries' plan and actions are effective, while enabling to track progress towards achieving our objectives and targets and continually improve our performance.

PTNA will regularly monitor performance and general conformance with the objectives and targets set for the monitoring and support to programme beneficiaries. Regarding our approach, PTNA staff responsible for monitoring the projects granted and supporting its beneficiaries will create records of the various activities, such as trainings sessions, visits on the spot and midterm evaluations, and the corresponding results. The team is also responsible for



monitoring the progress in the attainment of those objectives as targets, including that information in the periodical updates provided to the Directors. The already existing data control system and tools will be used to this end.

The information collected from measurement and monitoring will then be subject to a periodic review by the Board of Directors. On that basis the Board of Directors will determine whether corrective actions are needed.

In order to monitor the objectives and targets stated above, PT NA will take some actions:

- Mandatory trainings for granted applications to explain which are the core drivers of the implementation assessment phase;
- Mid-term evaluation of project implementation - PTNA will perform on spot visits and produce mid-term reports to give feedback to beneficiaries. Our objective is to give practical guidance and improve the quality of implementation avoiding poor performance;
- Visits and Audits with compulsory report frameworks - PTNA aims to create as a compulsory measure the visit some projects creating the youth awareness the projects are under surveillance.

II.2.2 Yearly planning of NA activities - update annually

Please list the concrete NA activities planned for the 2018 programme period to achieve the objectives set under point II.2.1.2 including the minimum required activities.

*If the NA wishes to set objectives additional to those set at European level, they should also be defined in Part I as Additional NA Operational Objectives.

NA activities planned for 2018 (minimum required activities in 2018)	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Kick-off/project management meetings for all project beneficiaries for the Strategic Partnerships	Foster the cross-sectoral dimension of Strategic Partnerships Foster synergies and cooperation between the fields of education, training and youth and the world of work	Project beneficiaries for the Strategic Partnerships	on Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	2nd quarter 2018
For the school field: Pre-departure training for long-term mobilities of pupils	N/A	N/A	N/A	N/A
For the school education field: Pre-departure training for long-term mobilities of pupils	N/A	N/A	N/A	N/A
For the youth field: On-arrival training for volunteers, mid-term evaluations (activities lasting for more than 6 months), annual volunteering event	Foster the inclusion and participation of people with fewer opportunities and special needs; - To improve the level of key competences and skills of participants; - Raise the level of recognition of learning outcomes - Efficient, effective and compliant programme management.	Participants of SVE: youth volunteers; youth organizations, municipalities, other organizations that work with SVE	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games	10 expected on arrival trainings and 8 expected mid term all over the year of 2018; 1 annual EVS event in December 2018.



NA activities planned for 2018	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives (if applicable)	Target public	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Mandatory trainings for granted applications round 1	Efficient, effective and compliant programme management; Providing an effective support to project applicants and participating organizations throughout the project life cycle, in particular to newcomers and less advantaged target groups. Bringing the Erasmus+ as close as possible to its beneficiaries; Delivering a quality monitoring and evaluation of the implementation of the Programme in Portugal.	Beneficiaries	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	April 2018
Mandatory trainings for granted applications round 2	Efficient, effective and compliant programme management; Providing an effective support to project applicants and participating organisations throughout the project life cycle, in particular to newcomers and less advantaged target groups. Bringing the Erasmus+ as close as possible to its beneficiaries. Delivering a quality monitoring and evaluation of the implementation of the Programme in Portugal	Beneficiaries	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	July 2018
Mandatory trainings for granted applications round 3	Efficient, effective and compliant programme management; Providing an effective support to project applicants and participating organisations throughout the project life cycle, in particular to newcomers and less advantaged target groups. Bringing the Erasmus+ as close as possible to its beneficiaries. Delivering a quality monitoring and evaluation of the implementation of the Programme in Portugal	Beneficiaries	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	December 2018
	Efficient, effective and compliant programme management; Providing an			

Visits and audits	effective support to project applicants and participating organisations throughout the project life cycle, in particular to newcomers and less advantaged target groups. Promoting the programme and its values at national level; Providing appropriate information on the Erasmus+ Programme.; To achieve more young people	Beneficiaries	Visits, meetings, personal contact with organizations	Monthly basis
Benchmark Best Projects	Promoting the programme and its values at national level; Providing appropriate information on the Erasmus+ Programme.; To achieve more young people	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility.	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	During 2018
Training for new EVS accredited organizations	Foster participation in Key Action 1 mobility projects in order to improve the level of key competences and skills of participants; Raise the level of recognition of learning outcomes in mobility activities	New EVS accredited organizations	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	2nd semester 2018
Dissemination of the Inclusion and Diversity Strategy	Inclusion of young people with fewer opportunities	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility	Seminars, meetings and other events; social media	During 2018
Promotion of Youthpass	Recognition of non formal learning	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility; organizations that work in the education and employment sectors.	Communication materials, seminars, social media.	1st semester 2018
			Non Formal and informal education. Workshops, seminars, working	

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Trainings for candidates with unsuccessful/rejected applications	to capacitate these candidates with skills and competences to improve their applications and understand why they weren't approved.	youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility	groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods	July 2018
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II.3. Evidence-based analysis of programme results

In order to enhance the quality and impact of the programmes results (including LLP and YiA programmes) and to provide a foundation for the NA activities in support of Erasmus+ programme implementation by the beneficiaries, the NA is encouraged to carry out analyses (studies, polls, etc.) of the programmes results, complementing the formal programme evaluations at European and national level. If the NA decides to carry out such activities at transnational level jointly with Erasmus+ NAs from other countries as part of its Transnational Co-operation Activities with other NAs, they should be described in more detail in part III.2.3.

The NA is requested to specify any changes, which have been introduced compared to the previous year, and if relevant to take into account results of the programme mid-term review.

II.3.1. Multiannual NA plan

Please detail the NA's multiannual plan for evidence-based analysis of the programmes results in terms of:

II.3.1.1. Needs analysis

Please update for the period 2018-2020

<p>The growing volume of international youth activities has resulted in an increased interest in the (learning) processes and effects of international youth activities and youth learning mobility.</p> <p>Portugal participates in the program research-based analysis and monitoring of Erasmus+/ Youth in Action (RAY MON). it has been established that this project has been able to contribute to:</p> <ol style="list-style-type: none"> 1. Quality assurance and quality development in the implementation of E+/YiA, 2. Evidence-based and research-informed youth policy development; 3. A better understanding of learning mobility in the youth field. <p>Existing research instruments are not able to analyze differences of outcomes of RAY surveys by countries. Therefore, there's a need to do a study on country-specific characteristics which might affect the responses to the RAY questionnaires. Such differences could be caused by country-specific socioeconomic, demographic, cultural or political characteristics as well as by differences in youth work policies, structures and practices. In this context we observe as necessary a better understanding of the systemic impact of training and support activities within Erasmus +: Youth in Action in terms of capacity building.</p>

II.3.1.2. Objectives and targets

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Please update for the period 2018-2020

With this new chapter, in which it enters "COMPETENCE DEVELOPMENT AND CAPACITY BUILDING in ERASMUS +: YOUTH in ACTION", the following aims and targets are proposed:

- to explore competence development of youth workers and youth leaders through their participation in training and support activities in the youth field, in the framework of Erasmus+: Youth in Action (including TCA);
- to explore how learning outcomes from such activities are transferred into practice;
- to explore long-term systemic effects of training and support activities on the organizations involved in Erasmus+: Youth in Action.
- explore potential synergies between training/support activities in different sectors of Erasmus+, with a view to a potential added value of cross-sectorial training activities.
- To raise impacts concerning the following presumptions:
 - a) "Which key competences and (international) youth work competences are developed through training/support activities within Erasmus+: Youth in Action? To which extent are they developed?"
 - b) How does the development of key competences and (international) youth work competences focused on quality standards and professionalism take place in training/support activities within Erasmus+: Youth in Action?
 - c) Which training approaches, methodologies and other factors are successful in developing these competences? What stimulates the development of these competences?
 - d) What are the differences of training processes and outcomes depending on different types of training providers, training formats and types of training and support activities?
 - e) How does participation in Erasmus+: Youth in Action contribute to inclusion of young people with fewer opportunities?
 - f) What triggers the participation of youth workers and youth leaders in training and support activities?

II.3.1.3. Monitoring of objectives and targets

Please update for the period 2018-2020

Concerning "COMPETENCE DEVELOPMENT AND CAPACITY BUILDING in ERASMUS +: YOUTH in ACTION" the mindset of this project is based in three modules, as follows:

- a module on the competence development of participants in training/support activities within Erasmus+: Youth in Action;
- a module on the transfer into practice of what has been learned in training/support activities (use of competences developed);
- a module on the systemic effects (including long-term effects) of training/support activities, in particular on the organizations involved (youth organizations, training providers, National Agencies).

Module on the competence development

The research design of the main study is based on a self-assessment of competence development by participants in training/support activities through interview: before and after the training/support activity. The sample of participants should include participants with different levels of experience with training/support activities ('newcomers' as well as 'repeaters').

Module on the transfer into practice

The research design would include interviews with participants in training/support activities around 6 to 12 months after the activity (same sample as for the module on competence development). These interviews would also refer to effects on the organizations of the interviewed participants (see also next module on systemic effects). In this respect, the sample of participants should reflect a broad scope of organizations, including from organizations with no prior involvement in Youth in Action or Erasmus+: Youth in Action.

Module on the systemic effects

The research design of the main study would include interviews with staff members of organizations involved in training/support activities and in other activities

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funded through Erasmus+: Youth in Action. Staff members interviewed would be directors of organizations and staff members working on Erasmus+: Youth in Action activities (focus on organizations involved in the modules on competence development and on the transfer into practice through youth workers and youth leaders interviewed for this study).

II.3.2. Yearly planning of NA activities - update annually

Please list the concrete NA activities for the 2018 programme period to achieve the objectives and targets set under point II.3.1.2.

NA activities planned for 2018	Please provide the ref. nr of the relevant objective from point II.3.1.2.	Target	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
Research Forums “transfer into practice”	Enhancing the quality and impact of the programme's results and strengthening our activities in support of Erasmus+ programme implementation by the beneficiaries	Research, practitioners	exchange of results	2nd semester of 2018

II.4. Other activities

II.4.1. Yearly planning of NA activities

Please list any other concrete activity that will be carried out by the NA in 2018 to achieve the objectives and targets set under point I.3.

NA activities planned for 2018	Please provide the ref. nr of the relevant objective from Part I* including additional NA operational objectives	Target Group	Methods/Tools	Indicative calendar 2018 (month or quarter of the year)
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II.5. Quality of the NA management system

II.5.1. Quality assurance and compliance

Please describe the system that ensures:

- .reliability of reporting and indicators for monitoring progress and achievement of results in terms of effective and efficient programme management,
- .respect of compliance with the EU requirements for the NA organisation and the management of the Erasmus+ programme.

In case the NA has an external quality certification and will build its assurance on relevant elements of this certification, it can refer to these elements in II.4.1 and describe them in II.4.2.

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Please describe how the NA will ensure the quality of the NA management system, taking into account

a. proper planning and management of activities.

Erasmus+ Youth in Action will continue the internal innovation path started with Youth in Action. The biggest factor to assure Quality is skilled people and perfect processes. PTNA will continue implementing an objective and multi-tasking assessment system due to the fact that applicants must be in the center of our decision.

A clear customer service policy will be implemented with step by step communication, multi assessment model, executive summaries report, SWOT analysis feedback and close cooperation. Thus, the first step will consist in the definition of an objective score system based on detailed criteria per each action. Secondly, instead of just one assessment, PTNA will implement mandatory 2 assessments performed by 2 different staff members. Thirdly, for grade differences bigger than 20 points, PTNA will add a third assessment considering for the final grade the least two standard deviation grades. Fourthly, PTNA will perform executive summaries per project with SWOT analysis and direct feedback to applicants' improvement. Finally, PTNA will share detailed support by phone / email and received project promoters from applications rejected in order to improve their quality in future rounds. In brief, the assessment phase is on track to what PTNA directors expected as a detailed, fair and trustworthy model. Similar opinions are shared by Selection Committee.

With multitasking skills and diverse backgrounds, PTNA staff is organized by teams and by projects/activities. Most of the PTNA activities demand a coordinated approach among several staff members / teams. To manage those multi-staff tasks and objectives, PTNA is used to implement detailed Microsoft Office project maps, Gant charts, milestones and ownerships. Therefore, the usual organizational chart is several times converted in Eisenhower matrixes with mixed teams to achieve common goals. The common goal of management is always in place and each team, each project or each activity has just one head to create responsibility and personal liability.

In order to assure a proper grant allocation and availability of budget for all three selection rounds for all three Key Actions the National Agency are going to continue an accreted control system based in following:

1. Following the Delegation Agreement and taking in account the budget for each Key Action the financial officers divide the budget of each key action (where applicable) for round and settle the percentage for each activity type accomplishing the predicted percentages of the Delegation Agreement.
2. The coordinator of the evaluation process, before the selection round, sort the projects by its assessment classification and divided by type of activity;
3. The NA propose to the Committee the approval of the projects that fit the order till the availability of the budget of the concerned round.
4. In regular terms the financial department reconcile the data between the predicted division of the budget by activity type and the approved activities in Epluslink.
5. The last selection round the financial officers check the actual amount spent in each activity type in order to determine the available budget for each activity.

b. monitoring progress.

Progress is monitored by milestones, weekly meetings with financial team, monthly meetings with the coordinators, quarterly meetings with all staff and 2 off sites with complete staff. Several online share tools such as google.docs, internal clouds, dropboxes or other free services are commonly used to share state of play. Due to physical distance between both placements, every staff member as a laptop with skype communication tools in network in order to create a shared spirit and a common ground. Most of the meetings are based on skype calls and track record is instantaneous. New tools are going to be tested in the coming months such as Microsoft 365, LINK or AZURE platforms. Connecting staff to share common values.

During Youth in Action Programme, PTNA developed a quarterly Balance Scorecard for 10 dimensions with Erasmus+. This balance scorecard is based on accountable measures, reliable sources and published data such as Youthlink for internal data and OECD or WorldBank for external data. There is no automatic system to collect data. This process is centred on the Information Officer. Notwithstanding, there are 2 staff member checking data and reporting final values.

c. adequate supervisory arrangements



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In order to monitor internal quality, PTNA has the following tools: Primavera software for accountings and EPLUSLINK for projects' management.

Primavera software is an accounting system, approved under Portuguese fiscal law that simultaneously report to PT National Authorities and European Commission. Primavera creates internal budget lines, allocates expenses, organizes receivables, aggregates fiscal information, produces balance sheets, develops income statements and details cash flow maps.

Every platform is supervised by external auditors, external accountants and certified institutions to assure a reliable and trustworthy framework in place.

d.risk management.

PTNA risk management is made by external entities. Namely, risk is monitored by an external accountant, external supervisors for informatics systems and external auditors. Notwithstanding, several internal risks are being addressed such as elimination of physical servers and use of cloud servers, roll-out of laptops and substitution of previous old CPU towers.

The major risk regarding NA staff training is concerned with funding availability. If so, PTNA will foster for Public Administration training solutions or internal trainings. Peer-to-peer learning and learning on job are also solutions as remedy actions.

II.5.2. Allocation of Funds

If relevant, please explain how the NA plans to set up the grant allocation policy following the established rules. In that respect the NA attention is drawn to the fact that while granting only quality projects, the NA has to allocate funds with a view to respect the initial budgetary allocation.

The National Agency continues to opt to divide the KA2 funds allocated to Strategic Partnerships in two distinct selection panels for the two types of Strategic Partnerships for the same reasons as mentioned in the previous workplan and that we mention below.

Our proposal for the funds allocation policy indicated is to contribute to the increase of the implementation of transnational youth initiatives projects in KA2 and enhancement of the importance of these type of projects. Nevertheless, taking into account also the relevance of cross-sectorial projects with intellectual outputs the NA sets a percentage close to the maximum possible, but with some caution due to the lack of a track record that would allow us to make low risk decisions.

a)KA2 - Strategic Partnership

If the NA opts for carrying out distinct selection panels for the two types of Strategic Partnerships, the indicative grant allocation policy shall be indicated in the table below:

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Strategic Partnership in the field of:	% of KA2 funds allocated to the Strategic Partnerships for innovation	% of KA2 funds allocated to Strategic Partnerships for exchanges of good practices (please note that for VET, AE, and Youth, the allocation to SPs for good practices exchange is limited to 35%)
Higher education	Not Applicable	Not Applicable
VET	N/A	N/A
School education	N/A	N/A
Adult education	N/A	N/A
Youth	70	30

Please stress the reasons for proposing the allocation policy indicated above.

Our proposal for the funds allocation policy indicated is to contribute to the increase of the implementation of transnational youth initiatives projects in KA2 and enhancement of the importance of these type of projects. Nevertheless, taking into account also the relevance of cross-sectorial projects with intellectual outputs the NA sets a percentage close to the maximum possible, but with some caution due to the lack of a track record that would allow us to make low risk decisions.

b) Youth

Please describe how the NA will distribute funds for Youth actions across the various selection rounds. If in section "a) KA2 - Strategic Partnership" above, the NA opted for a single panel, it should select option 1 in this section. If the NA opted for a split panel, it should opt for option 2 in this section

Round	KA1(%)	KA2(%) option 1: one selection panel	KA2(%) option 2: two selection panels SPs for innovation	KA2(%) option 2: two selection panels SPs for exchanges of good practices	KA3(%)
Round 1	35	N/A	35	35	35
Round 2	35	N/A	35	35	35
Round 3	30	N/A	30	30	30

Please stress the reasons for proposing the allocation policy indicated above.

The strategy about allocation policy continues the same. PT NA will distribute funds for Youth actions across the various selection rounds in the following way: R1 – 35%, R2 – 35% and R3 – 30%.

Our proposal allocation policy is based on the existing record number of submitted applications and number of applications rejected due to lack of funding all year round but specially in the first semester. The PTNA also intends to allocate the respective funds in equal percentage in all three Key Actions to facilitate the management of the funds, meet the expectations of the potential candidates and provide equal opportunities in each round of the year.

c) Education and Training

Are you planning to carry out the additional (optional) selection round, as described in the E+ Programme Guide? If so, please list below which actions will benefit from this optional deadline.

N/A

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II.5.3 External quality certification - the update only if necessary.

Does the NA have an external quality certification? YES/NO (please choose as applicable)

If YES: Please describe which areas are covered, and how it will support the NA quality assurance system in the programme management.

[Yes]

The NA does not have an external quality certification. However, during 2018 the Portuguese National Agency intends to implement a duly certified Quality Management System. This strategic NA Management decision intends not only to create quality awareness in all organizational processes, but also to obtain recognition by an external and independent entity that the National Agency satisfies its beneficiaries and the legal and regulatory requirements, in an effective way. The implementation of Quality Certification of the Management System is an opportunity for the AN to ensure the satisfaction of the Beneficiaries and potential candidates proving our dedication and commitment to satisfy their needs and requirements; improve the reliability of internal operations and processes for better performance; improve employees' motivation, involvement and awareness of their responsibilities. The objectives to be achieved with the implementation of a Quality System, according to ISO 9001, are among others: 1. Penetration into new audiences (new users), or maintenance of existing ones; 2. Increased confidence, both internal and external, in working methods; 3. Reorganization of the NA; 4. Increased NA Staff motivation; 5. Prestige; 6. Increased control of non-quality costs and their reduction; 7. Increased beneficiary satisfaction; 8. Recognition.

II.5.4. Risk management - updated annually

.Please describe any potential risks which may jeopardise the realization of the NA operational objectives and targets.

.What current and potential risks does the NA anticipate if any in terms of compliance with EU requirements for the NA organisation and the management of the Erasmus+ programme? Please detail the corresponding mitigating actions.

Potential risks related to the realisation of the NA operational objectives and targets

Risk description	Cause	Potential consequences	Mitigating actions	Responsible for implementation	Deadline for implementation
% share of beneficiary reports with financial adjustments above 2%	Lack of knowledge regarding the grounding rules of the programme	recovery procedures and mismanagement of the project's results	on spot visits, training sessions for beneficiaries	Beneficiaries/ Board of Directors / NA Staff	December 2018 (in an annual basis)

Potential risks related to the programme management

Risk description	Cause	Potential consequences	Mitigating actions	Responsible for implementation	Deadline for implementation
Internal Operational Risks	Some clerical errors may be performed in a wrong way by staff member	Non-compliance with the programme rules	Enhance the role of Internal Auditor/ and improve the communication between staff	Staff/Board of Directors	in an annual basis

II.6. NA staff development and training, training of external evaluators

II.6.1. Overview of NA staffing - update annually

Please complete the table below by indicating the actual number of staff in place in the NA in full time equivalents (FTE) as per 1 January 2018.

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Activity	Number of staff /FTE
Management (to be completed ONLY for NAs where the Manager is not directly in charge of any of the below activities)	2.00
Administrative support	0.25
Communication information, dissemination and exploitation of results	1.00
Project evaluation and grant award, issuing of grant agreements	5.00
Monitoring and support to beneficiaries	1.00
Evidence-based analysis of programme results	1.00
Analysis and checking of project reports	2.00
Execution of payments, recoveries	0.25
On-the-spot checks of projects	1.00
Human resources	0.50
Finance, accounting	1.00
Archiving	0.25
Internal audit / quality verification	1.00
IT support	0.75
Total	17.0

a) Are there any vacant posts? Please indicate the number of vacant posts (FTE) (if there are no vacant posts, put 0)

No

b) If there are vacant posts, which areas of NA activity are concerned and what is the impact of the vacancy on the programme management?

N/A

c) If there are vacant posts, which measures are/will be taken to fill the vacancy?

N/A

II.6.2. Multiannual NA plan for NA staff and expert training

No update for WP 2018

Please detail the NA's multiannual plan for NA staff training in terms of:

a)needs analysis

PTNA identified 5 critical areas to develop staff competencies: linguistic proficiency, accountability – new approach for SNC AP, administrative procedures, business oriented objects/solutions and soft skills. Those areas of knowledge are being trained on a continuous basis and through external certificated entities.

b)objectives and targets

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The PTNA has always implemented intensive trainings to increase the transversal competencies of the PTNA staff. Our goals are to upskill and capacitate our Staff continuously to improve the overall performance of the PTNA and the quality of our work, focusing on the staffs needs, namely: English language (written/oral); soft skills mainly related to time and conflict management, communications skills, team work and dissemination; administrative procedures and accounting system. In 2018 we expect our staff to be prepared to implement the new Accounting Normalization System for Public Administration, the revised Portuguese Public Procurement Code, attain higher proficiency in the English language, and improve the soft skills abovementioned.

c)methodology

The PTNA hires national certified training organisations to carry out staff trainings and sends staff to participate in relevant job-shadowing activities and study visits. The main goal is to prepare people to achieve high level quality standards.

The PTNA carries out annually a needs analysis consulting every member of its staff to make sure that the staff trainings are tailor-made and meet the real needs

d)monitoring

The monitoring of staff trainings is carried out by external evaluators that assess the quality as well as the learning results and the personal presence of PT directors. Following the needs analysis carried out annually the PTNA will discuss with PTNA staff which competences should be improved and how.

II.6.3. Multiannual NA plan for external evaluators

Given the importance of adequately trained external evaluators in relation to the assessment of both, grant applications and final reports, please outline briefly:

a)needs analysis

During 2017 the PTNA decided to start the recruiting process of external evaluators to give qualitative feedback on assessments, follow implementation quality standards, collect and record evidences and collect intellectual outputs from different projects for research purposes. For that purpose, an open call was launched and a pool of circa 15 external evaluators was created. Training was given to the external evaluators by PTNA Staff addressing relevant aspects and principles of the Expert Guide as well as the Programme Guide.

For 2018 the PTNA will have to carry out an external expert training to update them on the revised 2018 Programme Guide and to assess the quality of their work identify eventual needs or possibly increase or change the respective pool.

Due to the broad scope of Erasmus+, specific specialists on the new topics and qualified youth / social researchers may help on the monitoring and collection of the results/intellectual outputs and processing relevant related

b)objectives and targets

With the involvement of external experts, the PTNA wants to achieve a higher quality and transparent assessment procedure, continue to comply with the requirements set out by the Commission in regards to KA205 and continue to strictly comply with the calendar for management of decentralised actions and use of funds for grant support by National Agencies. Due to the on-going increase of the Erasmus+ budget and the application growth trend from round to round, added to the fact that the PTNA submits each application, including KA105 e KA347 applications, to two different evaluators, the PTNA was also forced to involve external evaluators in the assessment of KA105 e KA347 applications to meet the demand and give feed-back in due time to beneficiaries. Also, they provide relevant feedback and conclusions of the evaluation and contribute to the reasoning assessment decision on evidence collection and research analysis to produce intellectual outputs from complementary projects; and finally, from research publications to enhance Non Formal Learning.

c) methodology for training of external experts

The training methodology for experts will involve 2 methods: common specific trainings and peer-to-peer learning. The common specific trainings will be in-house trainings delivered by PTNA staff, during 1 day twice a year and will focus on assessment rules and procedures, and new features and updates of the Erasmus+ Programme Guide. The peer-to-peer learning will be based on working groups facilitated by PTNA Staff regarding the same topics and will contribute to share knowledge and experience between experts.

d) monitoring and evaluation of quality of assessment by external experts

Experts will be regularly monitored by PTNA board of directors and the appointed coordinator of the evaluation process to whom they report for guidance in the assessment process. PTNA will evaluate experts' performance during 2017 - 2018 and create a ranking to help the PTNA assess the quality of their work. The evaluation carried out by external experts are an additional element to internal assessment; consequently, the PTNA will evaluate their standard deviation their opinions and feedbacks against internal assessments. Time, quality and feedback are the key drivers of external assessment.

PART III-TRANSNATIONAL COOPERATION ACTIVITIES BETWEEN NATIONAL AGENCIES

III.1. Overall objectives

Please describe the NA's overall aim and the related objectives for the Transnational Cooperation Activities which it intends to undertake jointly with Erasmus+ NAs from other programme countries, in the following areas:

1. Transnational training, support and contact seminars of potential programme participants
2. Transnational thematic activities linked to the objectives, priority target groups and themes of the programme, including the role model initiative.
3. Evidence-based analysis of programme results

The main goal of TCA in the last years and for this year is to foster the implementation of the Programme and support transnational cooperation between NAs, institutions, associations, groups of young people and other cross-sectorial actors and stakeholders, in the field of Social Inclusion, participation, democratization, innovation and creativity, employment and entrepreneurship, in order to provide more and equal opportunities for young people in integration, education, training and in the job market, to foster the European Union values and to encourage young people to be active participants in society.

In TCA 2018 Plan PT NA wants to give a strong focus on the strategic use and qualitative implementation of the TCA in Erasmus + Youth in Action, with special emphasis in Intercultural Dialogue, Inclusion of young migrants and refugees, prevention of exclusion and radicalisation, European Voluntary Service quality implementation and development of competences of youth leaders, youth workers and project managers to increase participation of young people in decision-making and European citizenship and to highlight the paper of youth worker at municipal level.

TCA aims also support the specific objectives of Erasmus + and support the cooperation between NAs and between organisations active in the field, calling newcomers to the Programme, improving and developing trainers, youth leaders and youth workers skills and competences, and helping associations in the exchange of best practices, development of networks, increasing the visibility of youth and their organisations and recognition of outcomes and skills as result of the participation in the programme, achieving the aimed impact.

Portuguese National Agency of Erasmus+ Yia will promote in cooperation of other NA's, Strategic Partnerships and Network members, SALTO Resource Centres and other stakeholders, several activities, in the frame of TCA 2018, linked with the general objectives, specific themes and features of Erasmus + Youth in Action, and the specific aim and objectives defined by PT NA taking into account the social and economic context of the country, his participants and potential applicants. Through the Transnational Cooperation activities PT NA wants change youngsters' lives, improve the development of new projects and entrepreneurship ideas, share international practices and assure the quality of youth work.

Social exclusion, unemployment and poverty among young people has grown due specially to the economic crisis and the actual social scenario in Europe with the refugees crisis, migration processes, the radicalisation of youngsters thoughts and attitudes. PT NA wants to give special attention to the potential of youth work,

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youth organisations, youth centres and youth programmes as a means of inclusion of young people with fewer opportunities, prevention of radicalization and conflicts, fostering social cohesion through the involvement of this target group in the activities carried out by the Programmes, meeting their needs.

TCA Plan wants to promote the equal access of opportunities to young people, developing the opportunities of youth work and certified non-formal learning, providing links between formal and non-formal learning, reducing early school leaving and the transition between training, education and job market.

The overall objectives for TCA 2018 are:

- Promote Social Inclusion and Integration, special of youngsters with fewer opportunities, refugees and migrants, foster intercultural learning, promote intercultural dialogue, prevent exclusion and radicalisation as well as encourage participation, active citizenship and commitment to European values;
- Encourage European Cooperation and partnerships to foster quality youth work in Europe and its recognition through strategies for capacity building;
- Develop youth work quality and highlight the paper of youth worker at municipal level;
- Support the exchange best practices and concepts from different countries, regions and realities;
- Education to Employment and ENTREPRENEURSHIP, contributing to Emigration reverse process;
- Promote opportunities for young people to train, work and develop skills and competences, giving focus to the added value that is the participation of young people in sending TCA activities;
- Encouraging young people to live healthy life styles, promoting mental and physical health, through sports and outdoor activities;
- Youth work certification, validation and recognition of non-formal learning, intellectual outcomes and knowledge transferences – YouthPass;
- Develop the capacity of Erasmus + YiA potential applicants and target group in the youth field to use strategically the E+ YiA programme in reaching the European and national objectives;
- To foster the quality implementation of EVS projects and activities and stimulate volunteering;
- To foster the quality implementation of European Solidarity Corps;
- Contribute to the development, maintenance and reinforcement of democratic youth participation structures for dialogue, co-decision and co-management as well as the mutual integration of the European Structured Dialogue cycle;
- Increase the number of Benchmarking Activities, promoting teamwork and responsibility;
- Fosters the Programme awareness and incentive newcomer's participation, to fosters new projects, entrepreneurship and innovation
- Promoting the Digital youth work /integration of digital tools on youth work

The PT NA tried to develop a strong and innovative plan of activities with focus on supporting the quantitative and qualitative implementation of Erasmus + YiA, it's different Key Actions and activities thought the hosting of international activities and the sending of several Portuguese participants to activities in other countries, networks and partnerships, promoting the added value of involvement and participation in this kind of activities.

The target group for TCA is the same of all the strategy designed to Portugal: activities focus on new applicants, newcomers, youngsters with fewer opportunities or coming from rural areas or those who are economically or socially less supported or youth workers, trainers, youth workers, youth leaders, EVS actors, multipliers, researchers who works with this target groups. PT NA intends to implement activities that could contribute to the development of competences of potential applicants, beneficiaries of the programme, youth organizations, and other eligible institutions. We want also upgrade the quality of PT NA Pool of Trainers in order to implement the Portuguese Training strategies' successfully and with the best benchmark course models. This plan is trying also to improve the quality of projects submitted by applicants to the KA's of the Programme and help the applicants with non granted to projects in the improvement of their skills, competences and proposals.

Through the implementation of TCA Plan 2018 and development of good quality TCA projects PT NA would like to achieve a real impact on participants, their organisations, structures and projects, contributing to the development of competences, producing high-quality learning results and capability for co-operation between organisations, supporting also the internationalisation and development of youth work and reinforcing the capacities and international scope of the organisations.

IN THE FRAME OF THIS COOPERATION BETWEEN NA'S PT NA TAKES PART IN 2 STRATEGIC PARTNERSHIPS, 1 BILATERAL PARTNERSHIP AND THE INFORMAL NETWORK OF SOUTH EUROPEAN ERASMUS + YOUTH NAs:

- Strategic Partnership (SP) for inclusion of young people with fewer opportunities (YPFO)

The Strategic Partnership on Inclusion (SPI) was launched in 2015 and after a first cycle with activities implemented in 2017 and the fruitful results that were produced, the NAs involved decided to continue the cooperation and repeat the cycle, extending its duration until June 2019, and also propose other NA's to join in order to give the opportunity to have more variety of partners and even better results.

The Strategic Partnership between NA's aims to include more young people with fewer opportunities and special needs in the Erasmus+ youth Programme, in line with the Erasmus+ Inclusion and Diversity Strategy in the field of Youth. The partners will set up new approaches to foster sustainable engagement and capacity

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building of organizations that are either already working with or who want to start to work with young people with fewer opportunities and special needs in international activities through E+: YiA. The SPI partners will through 3 different strands implement a coherent set of national and transnational capacity building activities. The SPI is focusing on 3 areas/strands: I. Young people with health problems and disability; II. Young people from disadvantaged rural areas and III. Young people in NEET situation/facing educational difficulties. Within the II. Strand, two national capacity building activities will be carried out in all partner countries, including Portugal, in order to prepare participants for the two transnational activities – Project LAB E+ - that will be implemented in 2018. Similarly, other transnational activities of strand I. and III. will be hosted in different countries of this SP.

Also, and within the SPI, the Portuguese YIA National Agency will host, in June 2018, a Harvesting Conference to take stock of the achievements and set out new activities for the future. This event intends to bring together youth workers and young people who were involved in the SPI activities and those who would like to become involved. It will be a space for reflection, exchange of practice, presentation of results and future strategic planning for inclusion of more young people with fewer opportunities in the Erasmus+ Programme.

- NA'S STRATEGIC PARTNERSHIP ON YOUTH WORK ON MUNICIPAL LEVEL

This Strategic Partnership gathers 20 National Agencies, the SALTO-YOUTH Participation Resource Centre, the Partnership between the European Commission and the Council of Europe in the field of youth, the European Youth Forum and two networks: POYWE and InterCity Youth. The project runs from July 2016 till May 2019. This Strategic Partnership will implement, within this scope, a range of national and transnational activities in close partnership between NA's involved.

The overall aims of the this Strategic Partnership are: support the recognition, practice and quality development of youth work as part of municipal youth policy; strengthen the European and international dimension of youth work at the municipal level; develop strategies and measures for National Agencies of the Erasmus+ youth programme to support youth work; contribute to the development of youth work as part of European cooperation in the youth field. in line with the recommendations of the 2nd Youth Work Convention and the newly adopted CoE recommendation on youth work, the project sets the target of creating a European Charter on Local Youth Work through a series of actions and activities at the European, national and local levels.

- Partnership with Spanish National Agency in the Iberian Context

Erasmus+ YiA PT NA will foster the quality of training activities also through the development and implementation of projects in cooperation with Spanish National Agency. Some projects are also open for cooperation of other NA's of the Programme. This 2 NA's agreed to establish a working strategy at the Iberian Peninsula level, working together in the development and organisation of activities according to the following objectives: to promote partnerships and youth initiatives between Portugal and Spain, through a reliable, cooperative and supportive partnership between NA's; to empower Portuguese and Spanish Organisations to the main priorities of both countries (such as Inclusion; Sports; Employment and Entrepreneurship and Development of Competences of Youth Workers, Institutions and Trainers); to foster the development of common Erasmus + Youth in Action projects between organisations from Portugal and Spain. This synergy between the 2 NA's aims to bring an added value to both TCA Plans, creating partnerships to implement common priorities, increasing the impact of the activities.

III.2. Specific NA activity planning - update annually

NOTA BENE: The NA TCA activities funded under the 2017 Delegation Agreement should be carried out during the period 1/01/ 2018 - 30/06/-2019.

Please use the Excel templates provided to include your TCA planning in the WP. The Excel templates should be filled in and imported using the import section at the bottom of the cover page of this WP. Please use the correct template for each sector (KA220 for Higher Education, KA215 for School education, KA216 for VET, KA217 for Adult education and KA 218 for Youth). If a cross-sectoral TCA is funded from the TCA budgets of several sectors, please include the TCA in the planning of each of the contributing sectors with the appropriate share of the budget.

ATTENTION!

THE EXCEL FILE TO BE DOWNLOADED INTO LIFECARD (1 FILE PER FIELD: HE, SE, AE, VET, and YOUTH)

KA220-Higher Education



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Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2018-2019 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
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KA215-School education

Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2018-2019 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
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KA216-Vocational education and training

Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2018-2019 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
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KA217-Adult education

Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2018-2019 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
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KA218-Youth

Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2018-2019 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
KA218	100% Youth City – Cross sectorial Reforms on Local Level Youth Policy Methodology from 100% Youth City – Quality label for Youth Friendly Cities	100% Youth City is an Integrated Action Plan on Youth Local Policies with cross-sectorial approach and focused on youth needs analysis through Youth participatory processes. It tackles the challenge of inactive youth	THO	Elected Representatives, Youth Policy Makers, Municipality Workers, Youth Workers, Youth Leaders	25	PT02	AT02,BE04,BE05 ,BG01,CZ01,DE04,IT03,LV02,LT02,NL02,NO02,PL01,PT02,SK02, ES02,HR01,MK01	TCA 2018 period	POR TUG AL	Hostin g	20000.00

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		that many EU cities face nowadays.									
KA218	EVS Market	The main aim of this Training Course is to share EVS Tools and methodologies, share best-practices and ideas, but mainly to train the EVS actors to the use of that tools.	TSS	EVS Actores, EVS mentors/tutors, and youth workers, youth leaders, project managers from EVS organisations and EVS trainers	40	PT02	AT02,BE05,BG01,CY02,CZ01,EE01,DE04,LV02,NO02,PT02,SK02,ES02,SE02,TR01,MK01	TCA 2018 period	POR TUG AL	Hostin g	26000.00
KA218	PBA "Make the Move V"	A contact making seminar co-organized by NA BEFR and PT, and co-funded by other NA's in order to promote partnerships and develop quality Youth Exchanges, with a strong focus on Inclusion. Programme countries + EECA and SEE.40 participants.	TSS	Youth workers, youth leaders, projects managers	40	BE04	AT02,BE05,BG01,DK01,ES02,FI01,HR01,HU02,IT03,LT02,NL02,NO02,PL01,PT02,SK02,TR01	25-30/09/2018	POR TUG AL	Hostin g	500.00
		The Strategic Partnership between NA's aims to include more young people with fewer opportunities and special needs in the Erasmus+ youth programme, in line with the Erasmus+ Inclusion and Diversity Strategy in the field of Youth. The partners will set up new approaches to									



KA218	NA's STRATEGIC PARTNERSHIP ON INCLUSION (SPI)	<p>foster sustainable engagement and capacity building of organizations that are either already working with or who want to start to work with young people with fewer opportunities and special needs in international activities through E+: YiA. The SPI partners will through 3 different strands implement a coherent set of national and transnational capacity building activities. The SPI is focusing on 3 areas/strands: I. Young people with health problems and disability; II. Young people from disadvantaged rural areas and III. Young people in NEET situation/facing educational difficulties. Within the II. Strand, two national capacity building activities will be carried out in all partner countries, including Portugal, in order to prepare participants for the two transnational activities – Project LAB E+ - that will</p>	THO	<p>1) Newcomers in the field of inclusion but experienced in the international level/E+: YIA2) Experienced organisations with regards to inclusion but not working on international level/E+: YIA3) Stakeholders with regards to inclusion of YPFO</p>	70	BE05	<p>AT02,BE04,BE05,CZ01,DE04,EE01,FR02,HU02,IS02,IT03,LT02,LV02,PT02,RO01,SI02,UK01</p>	TCA 2018 period	POR TUG AL	Hostin g	30000.00
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		be implemented in 2018. Similarly, other transnational activities of strand I. and III. will be hosted in different countries of this SP to which the PT NA is willing to send participants .									
KA218	SPI Harvesting Conference	This conference is part of the Strategic Partnership on Inclusion between NA's. It takes stock of the achievements and sets out new activities for the future. It brings together youth workers and young people who were involved in the SPI activities and those who would like to become involved. It is a space for reflection, exchange of practice, presentation of results and future strategic planning for inclusion of more young people with fewer opportunities in the Erasmus+ programme.	THO	1) young people and youth workers from organisations involved in the SPI2) new organisations 3) Policymakers	5	PT02	AT02,BE04,BE05,CZ01,DE04,EE01,FR02,HU02,IS02,IT03,LT02,LV02,PT02,RO01,SI02,UK01	TCA 2018 Period	POR TUG AL	Hostin g	9000.00
KA218	THE POWER OF NON FORMAL	A POWERFUL TC FOR A POWERFUL TCAImproving the impact of Non Formal Education (NFE), principles and	THO	Youth workers, Trainers, Youth leaders,	30	PT02	AT02,BE04,BE05,BG01,CY02,DK01,ES02,HR01,HU02,IE01,IT03,L	TCA 2018 period	POR TUG AL	Hostin g	20000.00



	EDUCATION 2019	methods in the empowerment of young people as real actors of the society (from local to Europe).		Project managers, Youth Policy Makers			102,MR01,NO02,PL01,SK02,TR01,UK01				
KA218	THE VALUE FAIR "How NFE can contribute to a better living together"	VALUE FAIR aims to support different stakeholders in the youth field to share, understand and identify clear social changes NFE work intends to reach, analyse it and plan how NFE can contribute in an efficient and effective manner against the current trend of general radicalisation, with a clear focus on young people.	THO	This Value Fair aims to reach practitioners of Non Formal Education (professional and volunteer), youth leaders and decision makers in the field of youth, youth workers	170	PT02	AT02,BE04,BE05,BG01,DK01,EE01,EL02,ES02,FI01,IT03,NL02,NO02,PL01,PT02,SK02	1st semester 2018	POR TUG AL	Hostin g	63000.00
KA218	ToF – TRAINING OF FACILITATORS IN ERASMUS+ YOUTH III edition	The main objective is to improve the methodology used in the facilitation of different activities in the frame of Erasmus+ Youth.	TSS	The course is primarily aimed at youth leaders, youth workers, multiplier s... that stimulate groups, activities, formation s ... under the Erasmus + Youth program and are motivated to learn on the facilitation of activities in the program frame.	24	PT02	AT02,BE04,BG01,EE01,EL02,HU02,IE01,IT03,LT02,NL02,NO02,PL01,PT02,SK02,ES02,TR01	TCA 2018 period	POR TUG AL	Hostin g	16000.00
		The Strategic Partnership									

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KA218	Europe Goes Local - Supporting Youth Work at the Municipal Level	gathers 20 National Agencies, the SALTO-YOUTH Participation Resource Centre, the Partnership between the European Commission and the Council of Europe in the field of youth, the European Youth Forum and two networks: POYWE and InterCity Youth. The project runs from July 2016 till May 2019. This SP will implement, within this scope, a range of national and transnational activities in close partnership between NA's involved.	THO	all people involved in youth work on municipal level (political decision makers on municipal level, administrative persons / representatives, practitioners, representatives of youth work organisations & youth councils, ...), institutions that contri	60	BE05	AT02,BG01,DE04,DK01,EE01,EL02,FI01,FR02,HR01,HU02,IE01,IS02,IT03,LI02,LT02,LV02,NL02,NO02,PT02,SI02,SK02	July 2016 - May 2019	POR TUG AL	Hos tin g	40000.00
KA218	SEJ 2019 PT-ES	Aims to develop activities under the European Youth Week framework linked with the objectives and priorities of the Programme.	THO	Youth Workers, Youth Trainers, Youth Leaders, Educators, project managers, young people, trainers	20	PT02	ES02	TCA 2018 period	POR TUG AL	Hos tin g	20000.00
KA218	PBA Portugal - Luxembourg	This activity aims to promote partnerships and develop quality Youth Exchanges between organisations from Portugal and Luxembourg	TSS	Youth Workers, Youth Trainers, Youth Leaders, Educators, project managers, young people, trainers	18	PT02	LU02	TCA 2018 period	POR TUG AL	Hos tin g	15000.00



KA218	Role Models Initiaves	This activities aims to promote social inclusion, prevent exclusion and radicalization as well as encourage active citizenship and commitment to the European values. This Initiative/activities will be implemented at national level.	THO	Young people and adults at risk of poverty, exclusion and/or violent radicalisation, which could include inter alia early school leavers, NEETs (those not in education, employment, or training), students and pupils from low socio-economic backgrounds or in disadvantaged neighbourhoods, young people with criminal records, prisoners etc. and Role Models (member of the society that is willing to share his/her story, experience or skills with the target group and should participate in the initiative on	50	PT02	PT02	TCA 2018 period	POR TUG AL	Hos tin g	35000.00
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KA218	RAY MON /CAP/RAY research - Research--based analysis and monitoring of Erasmus+:YiA	Research- based analysis and Monitoring of Erasmus + YIA	EBAR	Research and Youth Workers	6	AT02	AT02,BE03,BE04,BE05,BG01,CZ01,DE02,DK01,EE01,EL02,ES02,FI01,FR02,HR01,HU02,IE01,IS02,IT03,LI02,LT02,LU02,LV02,MK01,MT01,NL02,NO02,PL01,PT02,RO01,SE02,SI02,SK02,TR01	TCA 2018 period	AUS TRI A	Sen ding	15000.00
KA218	PBA Building Bridges for Inclusion	This activity intends to implement a Partnership Building Activity on Inclusion, with participants from Portugal and Spain	TSS	Youth workers, youth leaders, project managers and potential applicants	15	ES02	PT02	TCA 2018 period	SPA IN	Sen ding	12000.00
KA218	A society for all, still a dream? Youth participation, E-participation , Intercultural dialogue and youth work	The seminar aims at bringing together youth workers and youth leaders that are involved in projects of youth participation. The expected learning outcomes include the necessary competencies and tools in order to work effectively with youth, empowering them to take initiative and hence, participate in the commons.	THO	YOUTH LEADERS, YOUTH WORKERS	2	IT03,SAS I1	AT02,CY02,EL02,ES02,HU02,IT03,PT02,UK01	end of 2018	ITA LY	Sen ding	1000.00
	Appetiser in	The Appetiser training seminar aims at bringing together practitioners who work locally with young people around Europe, in order to give them a first		youth			AT02,BE04,BE05,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,		BUL	Sen	



KA218	Bulgaria, TCA 2018	strong positive experience of international youth work and to introduce them to the possibility of working in an international setting, making use of E+: YiA Programme	TSS	workers	1	SADE1	IS02,IT03,LI02,LT02,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	1st semester 2019	GAR IA	g	350.00
KA218	Appetiser in Latvia, TCA 2018	The Appetiser training seminar aims at bringing together practitioners who work locally with young people around Europe, in order to give them a first strong positive experience of international youth work and to introduce them to the possibility of working in an international setting, making use of E+: YiA Programme	TSS	youth workers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LT02,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	end of 2018	LAT VIA	Send ing	350.00
KA218	Appetiser in the Netherlands, TCA 2018	The Appetiser training seminar aims at bringing together practitioners who work locally with young people around Europe, in order to give them a first strong positive experience of international youth work and to introduce them to the possibility of working in an international setting, making use of E+: YiA Programme	TSS	youth workers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	2nd semester 2018	NET HER LAN DS	Send ing	350.00
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KA218	Art of Dialogue 3	aims to bring together SD facilitators from all over Europe to develop a common SD approach using a variety of participatory methods	TSS	Structured Dialogue Facilitators	1	AT02	AT02,BG01,CY02,CZ01,DE04,EL02,ES02,HR01,HU02,IT03,LI02,LT02,LV02,NL02,PL01,PT02,SI01,SK02	q1 2019	AUSTRIA	Sending	500.00
KA218	ATOQ Bulgaria - Advanced Training on Quality	ATOQ training course aim at increasing quality within youth exchanges. Based on previous exchanges, an international group of youth workers will focus on quality aspects and improve management competences in order to raise quality of future exchanges.	TSS	Youth workers, Youth leaders, People who have been part of the organizing team or worked as a group leader or youth leader in at least one youth exchange	1	FR02	AT02,BE04,BE05,BG01,DE04,EL02,ES02,FI01,FR02,HU02,IS02,NL02,PT02,TR01	TCA 2018 period	BULGARIA	Sending	600.00
KA218	BiTriMulti (BTM) in Belgium-FR, TCA 2018	BTM is a training course based on a simulation exercise, inputs and group work. The training course aims to develop the competences (knowledge, skills and attitudes), needed by youth workers and youth leaders, to design and deliver an inclusive, quality youth exchange process, within the E+ YIA Programme.	TSS	youth workers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LT02,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	May 2019	BELGIUM	Sending	250.00
		BTM is a training course based on a simulation exercise, inputs									



KA218	BiTriMulti (BTM) in Hungary, TCA 2018	and group work. The training course aims to develop the competences (knowledge, skills and attitudes), needed by youth workers and youth leaders, to design and deliver an inclusive, quality youth exchange process, within the E+: YiA Programme.	TSS	youth workers	1	SADE1	AT02,BE04,BE05 ,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LT02 ,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	2nd semester 2018	HUNGARY	Sending	250.00
KA218	BiTriMulti (BTM) in Poland, TCA 2018	BTM is a training course based on a simulation exercise, inputs and group work. The training course aims to develop the competences (knowledge, skills and attitudes), needed by youth workers and youth leaders, to design and deliver an inclusive, quality youth exchange process, within the E+: YiA Programme.	TSS	youth workers	1	SADE1	AT02,BE04,BE05 ,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LT02 ,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	1st semester 2019	POLAND	Sending	250.00
KA218	BiTriMulti (BTM) in Turkey, TCA 2018	BTM is a training course based on a simulation exercise, inputs and group work. The training course aims to develop the competences (knowledge, skills and attitudes), needed by youth workers and youth leaders, to design and deliver an	TSS	youth workers	1	SADE1	AT02,BE04,BE05 ,BG01,CY02,CZ01,DE04,DK01,EE01,EL02,ES02,HR01,HU02,IE01,IS02,IT03,LT02 ,LU02,LV02,MT01,NO02,PL01,PT02,SE02,SK02,TR01,UK01	October 2018	TURKEY	Sending	250.00

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		inclusive, quality youth exchange process, within the E+: YiA Programme.									
KA218	BPF - before project fails	The seminar with TC elements for KA1-2-3 project coordinators on how to deal with crucial PM moments, how to avoid main problems and be ready to react on the spot when trouble occurs.	THO	youth workers, project's coordinators	2	PL01	AT02,BG01,CY02,EE01,EL02,HR01,HU02,LT02,LV02,MK01,NO02,PT02,SK02,TR01	late spring 2018	POLAND	Sending	1200.00
KA218	Bridges for Trainers 2018	Bridges for Trainers 2018 invites key actors to reflect on trends and core issues in the youth field and their effects on the work of trainers in the field of youth.	THO	experience d trainers, training providers .	1	SADE1	AT02,BE04,BG01,CY02,CZ01,DE04,EL02,ES02,HU02,IE01,IT03,LT02,LV02,NL02,NO02,PT02,SI02,SK02,TR01	Nov/Dec 2018	CZE CH REPUBLIC	Sending	600.00
KA218	Capacity Building of Organisations Working with Minorities/Migrant Communities	This project is to capacity build organisations to promote partnerships that lead to potential future projects. The idea is to ease the pressure off National Agencies through engaging trainers to offer the additional support/the coaching element until a funding deadline. The activity will contain a PBA.	TSS	Youth workers and organisations working with minorities/migrant communities	2	UK01	AT02,BE05,BG01,CY02,DK01,EL02,HU02,IE01,IT03,LT02,NO02,PT02,SK02,ES02,UK01	January 2018 - June 2019	UNITED KINGDOM(GB)	Sending	1000.00
		How can we support the learning process of the volunteers that we host? Are		Youth workers,			AT02,BE04,BE05				



KA218	Coaching the Learning process for volunteers (EVS & European Solidarity Corps)	we creating learning and reflecting spaces? What can we do as sending organizations? Can the volunteer experience help to find a job?	THO	Youth leaders, EVS mentors, Project managers, Trainers	1	ES02	,BG01,CZ01,EL02,HU02,IE01,IT03,LT02,NO02,PL01,PT02,SK02,ES02,TR01,HR01	TCA 2018 period	SPA IN	Sendin g	400.00
KA218	Colloquium „Young people’s lives in a contemporary Europe“	This is a format dedicated to support and develop further youth policy in a European context.	THO	decision-makers in youth policy, youth leaders, youth researche rs	2	DE04	AT02,BE05,BG01,EE01,FI01,DE04,PT02,S101	1/2018	GER MAN Y	Sendin g	1000.00
KA218	COMETS	COMETS (COMpetence development European Training Strategy in the field of youth) is a one week course offered ones a year to supports advanced trainers exploring a certain competence area defined by the ETS Competence Model for Trainers.	THO	trainers advanced working at internatio nal level	1	SADE1	AT02,BG01,CZ01,DE04,EL02,ES02,HR01,HU02,IT03,LV02,NL02,NO02,PL01,PT02,SI02,SK02	spring 2019	GRE ECE (GR)	Sendin g	600.00
KA218	Competent for the ESC training cycle (former EVS training cycle)	The training cycle has always played an important role in terms of quality implementation of EVS activities. The implementation of the ESC will require adjustments in the training cycle. This needs trainers who are competent in designing quality seminars & able to facilitate	THO	EVS/ESC trainers	2	DE04	AT02,BE05,BG01,CZ01,DE04,EE01,HR01,HU02,IT03,LT02,NO02,PL01,PT02,RO01,SE02,SK02	TCA 2018 period	GER MAN Y	Sendin g	1000.00



		learning processes of individuals & groups.									
KA218	Contact Making Seminar on volunteering activities	This contact making seminar on volunteering activities wishes to provide a space for EVS organizations to know each other as partners for future EVS projects as well as to offer useful tips for the implementation of an EVS project.	TSS	EVS project manager/mentor/ tutor	1	IT03	AT02,CY02,ES02,HU02,IT03,LIO2,PT02,SAPL1,ASII	end of 2018	ITALY	Sending	500.00
KA218	Creative Entrepreneurship	Entrepreneurship contains a sense of social responsibility , making a difference in people's lives, creating a sustainable world and designing a better environment. The training is planned to develop the creative thinking abilities of young people and to give them the opinion on initiating their own creative enterprises.	THO	Young people and youth workers who are interested in creative industries , innovation and planned to prepare a KA2 strategic partnerships project	1	TR01	AT02,BG01,CY02,ES02,HU02,IT03,MK01,PL01,PT02,TR01	Spring 2019	TURKEY	Sending	700.00
KA218	DEMOCRACY RELOADED: A study visit in Belgium FR to share and reflect on practices of youth participation in decision making at local level	A 4-day study visit in Belgium FR for 25 youth municipality officers, youth leaders, youth workers and to explore practices of youth participation.	THO	youth leaders, youth workers, local and regional public authority officers dealing with youth	2	BE04	AT02,EE01,ES02,HR01,HU02,IT03,NL02,PL01,PT02,TR01	second semester 2018	BELGIUM	Sending	2000.00



KA218	Detached Youth Work in Rural Areas (part of Europe goes local project)	Finnish cooperation project about the development of detached youth work in rural areas.	TSS	Youth workers from rural areas	2	LT02	AT02,BE04,BG01,EE01,EL02,HR01,HU02,LT02,LV02,NO02,PL01,PT02,SK02	May 2018	FIN LAND	Sending	1600.00
KA218	DIG-IT up! Training course on including digital tools in Youth work	The aim of this training course is to experience & explore easily applicable activities in digital youth work, raise a positive and open attitude towards new technologies and bring people of different backgrounds together to share experiences with digitalised youth & to develop creative digital methods for youth work.	THO	youth leaders, youth workers, trainers...	2	CY02	AT02,CY02,EE01,EL02,ES02,HU02,IT03,PL01,PT02,UK01	2nd half 2018/1st half 2019	CYP RUS	Sending	1200.00
KA218	Employability Ambassadors IV	Employability Ambassadors aims to equip participants with a broad set of information resources and work, educational and volunteer opportunities. In addition, it will improve their social and pedagogical skills to advise the youth of their communities on employability, becoming, actors of change in that sector.	TSS	Youthworkers; youth leaders, trainers, project managers, trainers	1	ES02	AT02,BG01,CY02,ES02,HU02,IT03,MK01,PL01,PT02,SK02,TR01,UK01	2nd Semestre 2018	SPA IN	Sending	400.00
		The focus of this TCA is to		youth workers, youth leaders,							



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KA218	EuroMed Youth Forum "Sustainable participation and active citizenship"	promote sustainable participation and active citizenship between participants from MEDA and EU countries.	THO	NGO representatives, representatives from public bodies and private sector	2	CY02	AT02,BG01,CY02,EL02,ES02,IT03,LV02,PL01,PT02	May 2018	CYP RUS	Send ing	3200.00
KA218	European Solidarity Corps for ALL	This TC focuses on promotion to support participation of disadvantaged participants on EVS projects, encouraging and empowering youth workers, social workers to start inclusive EVS projects of Erasmus+ projects. Our aim is to make the E+ more inclusive, accessible for young people with fewer opportunities.	THO	youth workers, social workers, project managers	2	SK02	AT02,BE04,BG01,CY02,EL02,ES02,HR01,HU02,LU02,PL01,PT02,UK01	autumn 2018	SLO VAK IA	Send ing	2200.00
KA218	Focus on entrepreneurship! (working title)	„Focus on entrepreneurship! is a 3-day training course aiming at empowering young people to work on their personal development with main focus on entrepreneurship competence.	TSS	Youth	1	CZ01	AT02,CY02,CZ01,EE01,HU02,IE01,MK01,PL01,PT02,SK02	June 2018	CZE CH RE PUB LIC	Send ing	600.00
KA218	FROM IDEA TO ACTION 5	“From Idea to Action 5” is a training course which aims to empower youth workers in the field of support and accompaniment of youth entrepreneurial	THO	Youth workers, youth leaders	2	ES02	AT02,BG01,CY02,DE04,ES02,HU02,IT03,LT02,PL01,PT02,SK02,TR01,UK01	TCA 2018 period	SPA IN	Send ing	800.00



KA218	From online hate speech to the extremism perspectives & solutions	projects. Training course for youth practitioners, working directly with young people who are vulnerable to religious or political radicalisation.	THO	youth workers, youth leaders, trainers, youth policy makers	1	SK02	AT02,BE04,BG01,EL02,ES02,HU02,IT03,NO02,PT02	spring 2018	SLO VAK IA	Send ing	600.00
KA218	Improving your quality & assessment in KA2-II Seminar	After its successfull implementation in Spain this activity will be hosted in Turkey. The main objective of this seminar is to improve the quality of assessment by sharing common understanding in KA2 assessment, evaluation indicators, good practices. Activity is open for all the SYN countries" NA staff and evaluators.	THO	Youth workers, The activity is aimed at evaluators with previous experience in the Erasmus+ Programme: Youth in Action. Participan ts should have general knowledge of KA1, KA2, KA3 and should have evaluated at least two draft projects and be part of the project	2	TR01	AT02,BE04,EL02,ES02,HR01,HU02,PT02,TR01	November 2018	TUR KEY	Send ing	1400.00
KA218	Is Europe really lost? The role of the youth sector - A european conference	The aim of the conference is to stimulate a European wide debate on elements that strengthen European cooperation and identity and share ideas and expectations on how a common European future beyond nationalistic	THO	representi ng civil society, stakeholders, beneficia ries, policy makers, researche rs	2	DE04	AT02,BG01,EL02,IT03,LT02,LV02,NL02,NO02,PL01,PT02,SI02,SK02	28.10.-31.10.2018	GER MAN Y	Send ing	500.00



		thinking could look like.									
KA218	KA2 Unveiled: an in-depth view of Erasmus+ Key Action 2	KA2 Unveiled provides a detailed overview of Key Action 2 of the E+ by exploring in depth and with a theoretical-practical approach, its main characteristics and equipping the participants with the knowledge and resources to present quality projects within the framework of this action.	TSS	youth workers, youth leaders, trainers, project managers	2	ES02	AT02,BG01,CZ01,DE04,EE01,EL02,ES01,ES02,HR01,HU02,PL01,PT02,SK02,TR01	TCA 2018 period	SPA IN	Sendin g	800.00
KA218	Keep it REAL!_to support youth exchange organizers	This training course is aimed at those who have no or only some experience in preparing an Youth Exchange. The main aim is to support YE applicants to increase main quality aspects in various phases of the project and prepare eligible Youth Exchange.	TSS	youth exchange organizers (preferably tandem: youth leader and a young person) with at least 1 previous experience as a participant or organiser of YE	4	LT02	AT02,FI01,HU02,LT02,PL01,PT02	II half of 2018	LIT HUA NIA	Sendin g	2000.00
KA218	KICK-START YOUR CAREER (previous THE JOB AFFAIR)	The main aim is to support youth workers in enabling young people to better assess and express their competences for employment purposes.	THO	Youth workers, Youth leaders, Project managers	1	SK02	AT02,BE05,BG01,CY02,CZ01,EL02,ES02,HU02,LT02,PT02,TR01	First half of 2019	SLO VAK IA	Sendin g	600.00
		Inspired by the		organisations involved in projects funded either							



KA218	Learning Networks Transnational	highly successful series of cross-sectoral events organised twice-yearly by the UK National Agency, Learning Networks Transnational will bring together organisations from all sectors of the Erasmus+ programme to meet, network, and discuss topics of interest.	THO	through the Erasmus+ programme or through its predecessor programmes – the Lifelong Learning Programme (including Erasmus, Comenius, Leonardo, Grundtvig and Transversal programmes) and Youth in Action.	1	UK01	AT02,BG01,CY02,DK01,HU02,IS02,IT03,LI02,LT02,NO02,PL01,PT02,SK02,UK01	Q4 2018 or Q1 2019	UNITED KINGDOM(GB)	Sending	500.00
KA218	Linguistic Workout! English communication competences for transnational youth projects	This TC aims to improve participants' communication competences in English with a functional methodology focused on international youth work within the ERASMUS+ Programme. It targets project managers, youth workers and leaders seeking to build partnerships and develop or run international youth projects with E+.	TSS	Youth workers, Youth leaders, EVS mentors, Project managers, Trainers, Hosting and Sending organisations representatives	2	ES02	AT02,BE03,BE04,BG01,CZ01,EE01,ES02,HU02,LI02,LT02,LV02,PL01,PT02,SK02	TCA 2018 period	SPA IN	Sending	800.00
		We plan to host a DEOR training with the aim of giving organisers of Youth Exchanges better tools in order to:- increase the		Youth workers/or			AT02,BE04,BE05		NOR	Sen	



		level- make better use of local resources-get the local communities more involved in the international project		youth exchanges			2,NO02,PT02		WAY	g	
KA218	Master the Network. Efficient partner search and management	To improve the quality of projects carried out in the field of youth through the search, selection and Management of European project partners with quality criteria and standards recognized at European level.	TSS	Youth workers, youth leaders, trainers, project managers	1	ES02	AT02,BE05,BG01,CY02,ES02,LT02,NO02,PL01,PT02,TR01	2nd semester 2018	SPA IN	Sendin g	400.00
KA218	MENTOR plus - Improving mentorship in EVS	The main aim of the training is to increase the quality of mentoring in EVS and to support active mentors working with their volunteer(s).	TSS	EVS mentors/tutors	2	ES02	AT02,BG01,CY02,CZ01,EL02,ES02,HU02,LT02,LV02,MK01,NO02,PL01,PT02,SK02,TR01	TCA 2018 period	SPA IN	Sendin g	800.00
KA218	One 2 One - supporting learning face-to-face	The aim of the training is to empower and equip youth workers with the competences needed to work individually with young people in order to support their learning processes.	TSS	youth workers, youth leaders, youth trainers, EVS mentors, educators etc., who see a need for developing their competences in working individually with young people.	2	SADE1	AT02,BG01,DE04,DK01,EE01,EL02,ES02,HR01,IT03,LT02,LV02,PL01,PT02,SK02,UK01	TCA 2018 period	HUN GARY	Sendin g	3200.00
		This seminar is organised to bring together the world of									



KA218	Partnership-building Activity on Creativity and Innovation in KA2 projects	work, NGOs dealing with Youth, creativity and innovation from the Programme Countries who wish to explore the use of Non Formal Learning in their practice, and also look at suitable opportunities for validation and recognition of that learning for employability.	TSS	Project managers, youth workers, professionals from the world of work	1	TR01	AT02,BG01,CY02,DK01,EE01,ES02,HR01,HU02,IT03,PT02,TR01	October 2018	TURKEY	Sending	700.00
KA218	Power to You(th)	Power to You(th) provides youth workers and youth leaders with creative, adaptable tools and inspiration to facilitate youth empowerment and to promote employability of young people. It explores the Erasmus+ Youth programme to inspire and empower young people to actively participate in society.	THO	youth worker, youth leaders, ...	2	LU02	AT02,BG01,CY02,EL02,HU02,IE01,LT02,LU02,NL02,NO02,PL01,PT02,SK02,TR01	second half of 2018	LUXEMBOURG	Sending	4000.00
KA218	Radicalization of youth - causes and prevention	Main goal of the conference is to examine and discuss the key factors which trigger and fuel violent radicalisation and extremism of youth. The outputs of the international conference will be recommendations for the youth	THO	youth workers, youth leaders, trainers, researchers, policy makers	1	SK02	AT02,BE04,CZ01,EL02,ES02,HU02,PT02,SK02,UK01	TCA 2018 period	SLOVAKIA	Sending	600.00



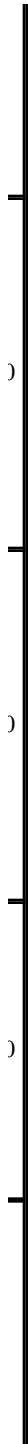
		policy makers in the field of prevention of extremism.									
KA218	Results Plus: The sound of projects	Some of the most important aspects we encourage our beneficiaries are to promote, disseminate and exploit the results of their projects. Thus, this seminar aim is to help them to make the difference between all the terminology (communication, DEOR, promotion, etc) and to create&implement the proper DEOR plan.	TSS	Youth workers, Trainers, Youth leaders, Adult education practitioners, teachers, educators , learning facilitators, representatives from school and higher education , project managers	1	RO01	AT02,BG01,EL02 ,HU02,LV02,PL01,PT02,RO01,SK02	1st half of 2018	ROMANIA	Sending	700.00
KA218	Revised Cherry on the Cake TC	To encourage using high quality youth exchanges as an effective tool within long term youth work with young people.	TSS	Youth workers with some experience in youth exchanges, who would like to upgrade the quality of their future youth exchange projects	2	SI02	AT02,BE05,BG01 ,CZ01,EE01,EL02,ES02,HR01,HU02,LT02,LV02,NO02,PT02,SAS11 ,SI02,SK02,TR01	Autumn 2018	SLOVENIA	Sending	1400.00
KA218	SOCIAL ENTREPRENEURSHIP – READY?	This training course will gather young people who have an interest, or who are about to get involved in social entrepreneurship & would like to learn more in	TSS	young people that would like to start their social business or youth workers and youth trainers that would like to act as multipliers and support young	1	CY02	AT02,CY02,EL02 ,ES02,HU02,PT02,UK01	TCA 2018 budget year	CYP RUS	Sending	600.00

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		order to put their idea into practice.		people in their communities to start a social business							
KA218	SOHO in Luxembourg, TCA 2018	SOHO international training course aims at enhancing quality of EVS projects through development of essential competences of support persons from Hosting, Sending and Coordinating organizations. It also provides up-to-date information to its participants on the opportunities given by E+: YiA.	TSS	mentors/tutors/coordinators	1	SADE1	AT02,BE03,BE04, BE05,BG01,CZ01,DE04,DK01,EE01,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LU02, LV02,MT01,NL02,NO02,PL01,PT02,RO01,SE02,SK02,TR01,UK01	21.11. - 25.11.2018	LUX EMB OUR G	Send ing	250.00
KA218	SOHO in Malta, TCA 2018	SOHO international training course aims at enhancing quality of EVS projects through development of essential competences of support persons from Hosting, Sending and Coordinating organizations. It also provides up-to-date information to its participants on the opportunities given by E+: YiA.	TSS	mentors/tutors/coordinators	1	SADE1	AT02,BE03,BE04, BE05,BG01,CZ01,DE04,DK01,EE01,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LU02, LV02,MT01,NL02,NO02,PL01,PT02,RO01,SE02,SK02,TR01,UK01	end of Feb 19	MAL TA	Send ing	250.00
		SOHO international training course aims at enhancing quality of EVS projects through development of					AT02,BE03,BE04, BE05,BG01,CZ0				

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KA218	SOHO in Romania, TCA 2018	essential competences of support persons from Hosting, Sending and Coordinating organizations. It also provides up-to-date information to its participants on the opportunities given by E+: YiA.	TSS	mentors/tutors/coordinators	1	SADE1	1,DE04,DK01,EE01,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LU02,LV02,MT01,NL02,NO02,PL01,PT02,RO01,SE02,SK02,TR01,UK01	autumn 18	ROMANIA	Sending	250.00
KA218	SOHO in Turkey, TCA 2018	SOHO international training course aims at enhancing quality of EVS projects through development of essential competences of support persons from Hosting, Sending and Coordinating organizations. It also provides up-to-date information to its participants on the opportunities given by E+: YiA.	TSS	mentors/tutors/coordinators	1	SADE1	AT02,BE03,BE04,BE05,BG01,CZ01,DE04,DK01,EE01,ES02,HR01,HU02,IE01,IS02,IT03,LI02,LU02,LV02,MT01,NL02,NO02,PL01,PT02,RO01,SE02,SK02,TR01,UK01	April 2019	TURKEY	Sending	250.00
KA218	Sports as a tool for education and inclusion	This training will be about motivation, about personal development, about conflict management, about empowerment of youth and all about sports.	THO	youth workers, youth leaders, trainers, project managers, EVS mentors/tutors.	2	ES02	AT02,BE04,BE05,BG01,DK01,EL02,HU02,IE01,IT03,LT02,NO02,PL01,PT02,SK02,ES02,SE02,HR01	TCA 2018 period	SPAIN	Sending	800.00
KA218	stART-up your	Partnership Building Activity with trainings which aims to support newcomers in Erasmus+ Youth in Action in	TSS	Youth workers, youth	2	NL02	AT02,EE01,EL02,HU02,NL02,PT0	September 2018	NETHER	Sending	800.00



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	creative exchange	forming project partners and developing quality youth exchanges with dance, art, music, theatre or other creative forms as a tool.		leaders and youth coaches			2,ES02		LAN DS	g	
KA218	Starter Kit ESC	Getting ESC started!	TSS	Youth workers, project managers	2	DE04	AT02,BE04,BE05, BE03,CZ01,EE01,DE04,HU02,IT03,LT02,NL02,PL01,PT02,SK02,UK01,HR01	first half of 2018	GER MAN Y	Sen ding	500.00
KA218	Step into Strategic Partnerships	To support the first steps of potential applicants into medium and large-scale Strategic Partnerships aiming at innovation in the youth field.	TSS	youth workers, project managers	1	DE04	AT02,BE05,BG01, CY02,EE01,DE04,EL02,HU02,IE01,IT03,LT02,NL02,NO02,PL01,PT02,SK02,SE02,MT01,TR01,HR01	2nd half 2018	GER MAN Y	Sen ding	500.00
KA218	Storytelling as a key to unlock the interest of a younger audience	Experiencing Internet SafetySeminar for youth workers and safer internet trainers on using theatre performances to raise awareness on internet safety/security and media literacy. The seminar will be organized by the Portuguese and the Luxembourgish Safer Internet Centre.	THO	youth worker, youth leaders, ...	2	LU02	AT02,BE04,LU02,NO02,PT02	Spring 2018	LUX EMB OUR G	Sen ding	1000.00
KA218	The Democracy Reloaded LTTC for	The long-term process includes 1 TC and 1 seminar and national actions with monitoring and support	THO	national trainers, youth workers working with or within municipali	2	IT03	AT02,BE04,EE01,FI01,HU02,IT0	second semester	ITA LY	Sen din	3000.00

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	national trio"s	elements. The first TC will take place in Italy and we are looking for an hosting NA for the second TC!		ties , experts used to work in the field of youth, mentors, coaches			3,PT02,ES02	2018		g	
KA218	The Power of Non Formal Education 2018	A POWERFUL TC FOR A POWERFUL TCA Improving the impact of Non Formal Education (NFE), principles and methods in the empowerment of young people as real actors of the society (from local to Europe).	THO	youth workers, youth leaders, trainers, project managers	2	BE05	AT02,BE04,BE05 ,BG01,EE01,HU02,IS02,IT03,LV02,LT02,NL02,N002,PL01,PT02, ES02	End of November 2018	BEL GIUM	Send ing	2000.00
KA218	THE POWER OF NON FORMAL EDUCATION 2019	A POWERFUL TC FOR A POWERFUL TCA Improving the impact of Non Formal Education (NFE), principles and methods in the empowerment of young people as real actors of the society (from local to Europe).	THO	youth workers, youth leaders, trainers, project managers,	2	DK01	AT02,BE04,BE05 ,BG01,DK01,EE01,EL02,HU02,IS02,IT03,NL02,PL01,PT02,ES02	march 2019	DEN MAR K	Send ing	1400.00
KA218	The Power of Non Formal Education in Estonia_winter 2019	Improving the impact of Non Formal Education (NFE), principles and methods in creating empowerment opportunities for young people as real actors of the society.	THO	youth workers, youth leaders	2	EE01	AT02,BE04,BE05 ,EE01,IT03,PT02	Ist half of 2019	EST ONIA	Send ing	1200.00
		European Training course for youth workers to explore the power of music in		Youth workers, youth leaders, project managers, EVS mentors/tutors, People							



KA218	THE SOUND OF MUSIC IV	non-formal education activities with young people with different aims (to relax, to activate, to cooperate, to reflect, etc)	TSS	doing activities with youngsters and interested in improving their competences in music as a working tool.	1	IS02	AT02,BE04,HU02,IS02,LI02,PT02,ES02	First half of 2018	ICE LAND	Sending	2700.00
KA218	The Star of Europe	The training aims to develop the quality of youth exchanges by looking at the active participation of young people and equal partnership on each and every step of the project's life cycle.	TSS	youth workers working directly with a group of young people	2	FI01	AT02,BE04,BG01,CZ01,DK01,HR01,HU02,LT02,NL02,NO02,PL01,PT02,SE02,SK02,TR01	second semester 2018	FIN LAND	Sending	3600.00
KA218	TicTac in Bulgaria, TCA 2018	TicTac is a multilateral training course targeted at voluntary and professional youth workers as well as youth leaders who are interested in using international cooperation to enhance their local development strategies in line with the goals of their organizations.	TSS	youth workers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,EE01,EL02,ES02,HR01,HU02,IS02,IT03,LT02,LV02,MT01,NL02,NO02,PT02,RO01,SK02,TR01	end of 2018	BULGARIA	Sending	600.00
		The 13th edition of the Tool Fair will take place in Croatia. The		Educational practitioners in European youth field: trainers, youth workers and youth			AT02,BE04,BE05				

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KA218	Tool Fair XIII	concept which is well-known in youth field, offers an exciting combination of “laboratory” and “market” to experience tools for learning.	THO	leaders, youth project managers, youth policy makers etc active in the youth field in general and more specifically within the Youth in Action Program	2	HR01	,BG01,CY02,EE01,EL02,HU02,IE01,IT03,LV02,LT02,NO02,PL01,PT02,SK02,ES02,UK01,TR01,HR01	Autumn 2018	CRO ATI A	Send ing	4400.00
KA218	Trainer’s Skills Workshop - spring 2019 in the Netherlands	The series of “Trainer’s Skills Workshops” (TSW) is part of the long term cooperation project “Trainer Competence Development” which aims at supporting quality development of international training courses for youth workers by supporting competence of trainers	TSS	trainers	2	NL02	AT02,BE04,BG01,CY02,CZ01,DE04,EL02,HU02,LV02,LT02,NL02,PL01,PT02,ES02	1st semester 2019	NET HER LAN DS	Send ing	800.00
KA218	Training of Trainers 2018/2019, seminar 1	The main goal is to train trainers who wish to start an international career and are motivated to take part in continually improving the quality of projects under the Erasmus+: Youth in Action Programme.	TSS	trainers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,DE04,EL02,HU02,IE01,IT03,LV02,PL01,PT02,SK02,ES02	Seminar 1: 21-30 September 2018	GER MAN Y	Send ing	1300.00
	Training of	The main goal is to train trainers who wish to start an international career and are motivated to take					AT02,BE04,BE05,BG01,CY02,CZ0				



KA218	Trainers 2018/2019, seminar 2	part in continually improving the quality of projects under the Erasmus+ Youth in Action Programme.	TSS	trainers	1	SADE1	1,DE04,EL02,HU02,IE01,IT03,LV02,PL01,PT02,SK02,ES02	Seminar 2: 18 - 27 January 2019	GERMAN Y	Sendin g	7000.00
KA218	Training of Trainers 2018/2019, seminar 3	The main goal is to train trainers who wish to start an international career and are motivated to take part in continually improving the quality of projects under the Erasmus+ Youth in Action Programme.	TSS	trainers	1	SADE1	AT02,BE04,BE05,BG01,CY02,CZ01,DE04,EL02,HU02,IE01,IT03,LV02,PL01,PT02,SK02,ES02	Seminar 3: 22 - 29 June 2019	ITA LY	Sendin g	1300.00
KA218	TYE - Tools for Youth Exchanges	The training course focuses on developing competences necessary to apply variety of appropriate tools, methods and methodologies when working with youth exchanges groups as a group leader.	TSS	Youth leaders, Youth workers and others who are responsible for Youth Exchanges . Participants have to have organised at least 1 youth exchange.	2	IS02	AT02,BE04,BE05,BG01,CY02,DK01,FI01,HU02,IS02,IE01,IT03,LT02,NL02,NO02,PL01,PT02,SK02,ES02,HR01	Second half of 2018	ICE LAN D	Sendin g	3400.00
KA218	Urban Art & Co	In some countries urban art is successfully accepted as a tool for developing competences of young people, other countries are still looking their way towards it. Half of the participants should have some expertise and the other half should bring along curiosity to learn	THO	youth workers, youth leader, art teachers, ...	1	LU02	AT02,BE04,BE05,BG01,FI01,HU02,IE01,IT03,LT02,LU02,NO02,PL01,PT02,SK02,ES02,UK01,RO01	May 2019	LUX EMB OUR G	Sendin g	500.00

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		new methodologies.									
KA218	What Could Go Wrong? - How to Deal With Mistakes in Erasmus+ projects (work title)	The training aims to help Erasmus+ beneficiaries to identify the most common mistakes when organizing E+ Youth projects, look at ways to prevent these mistakes and find alternative solutions when they occur.	THO	Youth workers and youth leaders who are active in organizing or facilitating youth projects under the Erasmus+ program	1	HU02	AT02,BG01,EL02,HU02,PT02,HR01,MK01	TCA 2018	HUNGARY	Sending	600.00
KA218	Youth Arts Workshop	Youth Arts Workshop is designed to promote innovative partnerships between youth groups, artists and where relevant arts organizations. It is a networking and training event. Within the workshop, it's aimed for youth workers to explore the power of arts in training activities with young people with different aims.	THO	voluntary and professional youth workers, working directly with young people and plan to organize a strategic partnerships in the field of youth within the frame of the Erasmus+ YIA Program	1	TR01	AT02,BE04,BG01,HU02,IE01,PL01,PT02,ES02,TR01	May 2019	TURKEY	Sending	700.00
KA218	Youth Organizations and Project Management	This activity aims to improve the quality of Erasmus+ projects in the field of youth, increase the strength and confidence in working with partners from youth organizations and informal youth	TSS	Youth workers, youth leaders, trainers, project managers, EVS mentors/tutors	2	ES02	AT02,BG01,CY02,HU02,LT02,NO02,PL01,PT02,SK02,ES02,HR01	TCA 2018 period	SPAIN	Sending	800.00

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Total																					405550.0
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PART IV - SUPPORT AND NETWORK FUNCTIONS

IV.1. ECVET

Update only where necessary

[to be completed by NAs in charge of the area of Vocational education and training. Sections IV.1.1 and IV.1.2 should be completed by all VET NAs, even if no ECVET Team is active or no support is requested for it.]

IV.1.1 ECVET national team organisation and composition

Please briefly describe the composition of the ECVET national team of experts in VET credit and qualifications and the way in which the NA will monitor and support its work, including number of NA staff (full time equivalent) involved. If no ECVET team (national team of experts in VET credit and qualifications) is set up or no support is requested for it, please use this field to briefly explain why.

N/A

IV.1.2. Framework and background

Please describe the situation of ECVET implementation in your national context - with reference to cooperation with Europass, EQF/NQF, EQAVET, validation arrangements and other instruments or initiatives related with learning outcomes and qualifications - and explain the identified needs for further action.

N/A

IV.1.3. Overall objectives - update annually [Sections IV.1.3 and IV.1.4 to be completed by all NAs implementing ECVET with an ECVET Team]:

Please describe the overall aim of the ECVET national team and the related objectives it intends to pursue in the contractual period, in particular to address the needs identified in section IV.1.2.

N/A

IV.1.4 Activity planning - for 2018

Please list the activities of the ECVET national team including the grant request (see Specifications on ECVET)

Training and advice (national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2018)	Place, country (if applicable)	Budget position
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Assist in policy making(national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2018)	Place, country (if applicable)	Budget position
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Promotion and awareness raising(national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2018)	Place, country (if applicable)	Budget position
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ECVET community of practice(national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2018)	Place, country (if applicable)	Budget position
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Participation in European meetings and events (international tasks)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2018)	Place, country (if applicable)	Budget position
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IV.1.5. Budget forecast - for 2018

Reference period:01.01. 2018 - 31.12. 2018

Table 1 : Overview of expenditure

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Budget headings	Costs per Subheading (EUR) <i>info</i>	Costs per heading (EUR) <i>info</i>
1. National Agency staff costs		
1.1 National Agency staff costs (max 15% of total eligible costs)	0.00	0.00
2. National Agency travel and subsistence costs		
2.1 National Agency travel and subsistence costs	0.00	0.00
3. ECVET Experts: daily rates, travel and subsistence for participating in national and international seminars		
3.1 Daily rates for the members of the ECVET Experts team	0.00	0.00
3.2 Participation in NATIONAL conferences and seminars	0.00	
3.3 Participation in INTERNATIONAL conferences and seminars	0.00	
4. Equipment and materials (max 10% of total eligible costs)		
4.1 Equipment and materials (max 10% of total eligible costs)	0.00	0.00
5. Sub-contracting, consultancy and other external services (max 30% of total eligible costs)		
5.1 Sub-contracting, consultancy and other external services (max 30% of total eligible costs)	0.00	0.00
6. Conferences and seminars		
6.1 For direct organisation costs such as rent of rooms, rent or purchase of materials, interpretation booths, local transport	0.00	0.00
6.2 For travel and subsistence costs of participants and speakers who are NOT National Agency staff or ECVET Experts	0.00	
6.3 For interpreters	0.00	
7. Other direct costs		
7.1 Other direct costs	0.00	0.00
Total		0.0

NB: at least 75 % of the project budget is expected to concern tasks at national level

Table 2 - Overview of sources of financing

Sources	Amounts (EUR)
1) Grant requested from the Erasmus+ programme (max 90% of total eligible cost)	
2) Contribution from the regular budget of the National Agency	
3) Support expected from other European Union programmes provided specifically for this project	
4) Support from public (national, regional, etc) sources, provided specifically for this project	
5) Support from the private sector or foundations, provided specifically for this project	
6) Other sources	
Total	0.0

Control box: TOTAL COSTS (must be equal with TOTAL of sources of financing-Table 2)
0.00

Details for table heading 1.1: National Agency (NA) staff costs

National Agencies (NA) can budget their staff costs up to a maximum of 15% of the total eligible costs

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Staff by category	Total number of days (a)	Average cost per day (b)	Total staff cost (axb)
Staff Category 1 Manager			
Staff Category 2 Researcher, Teacher, Trainer			
Staff Category 3 Technical			
Staff Category 4 Administrative			
Total			0.0

Total of heading 1
0.00

Details for table heading 2.1: National Agency travel and subsistence costs for participating in conferences and seminars:

Purpose of journey	Number of NA Staff (a)	Number of days by person (b)	Daily subsistence costs by person (EUR) (c)	Average travel costs by person (EUR) (d)	Total cost (EUR) (axbxc)+(axd)

Total of heading 2
0.00

Details for table heading 3: ECVET Experts - daily rates, travel and subsistence for participating in national and international seminars

3.1 Daily rates for the members of the ECVET Experts team:

Number of ECVET Experts (a)	Number of days by ECVET Expert (b)	Average costs per day (EUR) (c)	Total cost (axbxc)

3.2 Participation in NATIONAL conferences and seminars:

Purpose of journey	Number of ECVET Experts (a)	Number of days by ECVET Expert (b)	Daily subsistence costs by ECVET Expert (EUR) (c)	Average travel costs by ECVET Expert (EUR) (d)	Total cost (EUR) (axbxc)+(axd)

3.3 Participation in INTERNATIONAL conferences and seminars:

Purpose of journey (please indicate the country of destination if known)	Country of destination	Number of ECVET Experts (a)	Number of days by ECVET Expert (b)	Daily subsistence costs by ECVET Expert (EUR) (c)	Average travel costs (EUR) (d)	Total cost (EUR) (axbxc)+(axd)

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Total of heading 3
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Details for table heading 4.1: Equipment and materials

Equipment and materials costs up to a maximum of 10% of the total eligible costs

Description (specify also Purchased/Rented)	Number of items (a)	Cost of purchase or rent (EUR) (b)	Usage rate % (c)	Depreciation rate % (info) (d)	Total cost (axbxcxd)
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Total of heading 4
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Details for table heading 5.1: Sub-contracting, consultancy and other external services

Sub-contracting, consultancy and other external services up to a maximum of 30% of the total eligible costs

Subcontract	Task description	Number of person days (a)	Cost per day (EUR) (b)	Other costs to be included in the Subcontract (EUR) (c)	Total cost (axb)+c
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Total of heading 5
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Details for table heading 6: Conferences and Seminars

6.1 For direct organisation costs such as rent of rooms, rent or purchase of materials, interpretation booths, local transport

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (axb)
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6.2 For travel and subsistence costs of participants and speakers who are NOT National Agency staff or ECVET Experts:

Purpose of journey	Country of destination	Number of participants/speakers (a)	Number of days by participant (b)	Daily subsistence costs by participant (EUR) (c)	Average travel costs by participant (EUR) (d)	Total cost (EUR) (axbxc)+(axd)
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6.3 For interpreters

Description of languages (Interpretation from)	Description of languages (Interpretation to)	Number of interpreters (a)	Number of days (b)	Average costs per day (EUR) (c)	Total cost (axbxc)
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Total of heading 6
0.00

Details for table heading 7.1: Other direct costs

Description (please try to be as specific as possible)	Number of items (a)	Cost per item (EUR) (b)	Total cost (axb)
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Total of heading 7
0.00

IV.2 EURODESK

To be completed by NAs in charge of the area of youth

IV.2.1. Eurodesk organisation (please provide the updates for 2018)

The NA is invited to provide a brief description of the structure and organisation of the national Eurodesk centre with regard to the following points in particular:

- Organisation in which the Eurodesk is hosted and legal status (separate or common with the National Agency);
- Eurodesk's internal organisation chart; (to be attached)
- Number of staff employed in the Eurodesk (full time equivalent);
- Subcontracting arrangements, if applicable;
- Regional/local structure, if applicable (formal contact points, structures, coordinators).

Eurodesk Portugal is an enquiry and advisory service for young people and those working with them. It relies on information about programmes available throughout the EU which are relevant to the youth, training and education fields. It also includes additional information relevant to young people related to mobility issues (working, living and studying abroad) plus other relevant topics.

The information and advisory services are available free of charge to the main target groups, specifically young people, youth workers, non-governmental organizations and others.

Eurodesk Portugal aims at improving access to European information for young people and those working directly with them. National information will also be made available, regularly, to all parts involved.

Regarding Eurodesk's internal organization. Eurodesk National authority is the Secretary of State of Sports and Youth, Mr. João Paulo Rebelo. Mr. Luís Alves, Director of Erasmus + Youth in Action National Agency, is its legal representative.

Internally, Eurodesk Portugal is hosted by Erasmus+ Youth in Action National Agency department for the transversal department [TCE] training, communication and Eurodesk. The team is made of 3 full time officers, representing 1 PTE exclusively dedicated for Eurodesk.

Eurodesk has no subcontracting arrangements at the current moment or expected in the near future. PTNA will make use of traineeships, internships and

volunteering activities cooperating in Eurodesk through long term partnerships with universities, youth organizations and research centres. Additionally, PTNA will foster new partnerships with civil society and enterprises (CSR departments) to foster innovative solutions at Eurodesk platform. Finally, PTNA will reinforce the local presence of Eurodesk with new hotspots near Youth centres of interest.

The overall national organization of Eurodesk Portugal is the same of previous years.

Major developments have been done in the multipliers network.

The selection process started in July 2016 and in September 2016 a national training for multipliers as been delivered for 58 potential multipliers selected. Eurodesk Portuguese Multipliers network is expected to grow in 2018.

The selected multipliers are from different geographic locations and organizational backgrounds. From youth associations to schools, from municipalities to social organizations, we assured multiplicity of actors in the field.

An agreement contract was signed by Eurodesk Portugal and each one of the multipliers in order to formalize the partnership and the expected results.

NOTE: In terms of a protocol negotiated with our National Authority for the rental of space for both the NA and Eurodesk, the NA is obliged to pay rent in the monthly amount of 600 euros for one working space dedicated exclusively to Eurodesk where the dedicated officer works and storage for material related to the latter.

IV.2.2. Framework and background (please provide the updates for 2018)

Current situation regarding the provision of information to young people:

To help inform discussions around the successor to the present EU Youth Strategy, the NA shall describe the current situation regarding the general provision of youth information at national, regional and local levels, including the relevant policy context(s), and the role of the Eurodesk centre within this situation.

In the field of youth information, in the national context, there is the need to make the updated, relevant information more and easily available to all targets.

In order to address that issue and promote quality information to all targets, throughout all channels available and following the common aims and objectives proposed regarding access to quality information, as well as the necessary overall coherence of the Eurodesk and the use of the Quality Catalogue elaborated by the Eurodesk network. Eurodesk Portugal shall ensure that citizens are provided with relevant information, advice and support concerning the EU activities., in particular through cooperation with other EU information networks - such as Euroguidance, Europass, ENIC/NARIC and EURES.

Eurodesk Portugal will also maintain a close cooperation with the National Agency designated for the field of youth under Erasmus+ and establish the relevant contacts with Erasmus+ National Agencies responsible for other fields of the programme in the country.

Eurodesk Portugal main challenge will be to involve local multipliers (youth organizations, youth workers, youth policy-makers, or events where the number of young people is high enough to have a collective impact) in order to disseminate European Eurodesk information at local level.

Eurodesk Portugal will focus its resources in providing high quality information throughout the Erasmus + Youth in Action website (www.juventude.pt), the European Youth Portal, newsletters, and also through personal advising.

The overall framework and background of Eurodesk Portugal are the same of previous years.

Also, the NA is the Portuguese correspondent for the Youth WIKI project enhancing information and legal data for young people thru Eurodesk platforms and multipliers on youth policy.

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IV.2.3. Overall objectives - update annually

Please describe the overall aim of the national Eurodesk centre and the related objectives it intends to pursue in the contractual period, in particular to address the needs identified in section IV.2.2.

Considering the overall priorities for 2018 regarding Eurodesk, main objectives for Portugal are:

- Reinforce and provide further specific training for the Eurodesk Multipliers Network and reinforce the network with other relevant stakeholders;
- Improve quality and promotion of Eurodesk at national level, building multi-sector partnerships and projects in order to reach a greater number of young people;
- Promote European Youth Portal: Promotion of the Portal, organisation of training sessions, participation in external events and training sessions;
- Participate consistently in the development of the EYP: keeping up with the pace of work of managing and providing national content as well as the necessary translations;
- Participate actively in the European network as part of specific working groups and in the network meetings;
- Promote www.erasmusmais.eu and also www.juventude.pt portal, providing updated information.

IV.2.4. Activity planning - for 2018

Please list the activities of the national Eurodesk centre including the grant request (Specifications on Eurodesk)

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2018 (month/quarter of the year)	Place, country (if applicable)	Budget position
Eurodesk RoadShow	Universities, Schools, Youth Organizations, Eurodesk Multipliers	Share information and promote Eurodesk mission and platform in all the country	Permanent	Portugal	A+C+D
Participation in regional and national events (fairs, music festivals, universities and municipalities events)	Young people and organizations	Share information and promote Eurodesk mission and platform in all the country	2nd and 3rd quarter	Portugal	C
Partnership with other support and information networks around the world and in Portugal, such as EURES and Europa Direct, as well as with the National Europass Center (PTNA Education and Training).	Young people and organizations	Share information and promote Eurodesk mission and platform in all the country	Permanent	Portugal and Partner Countries	
Multipliers Network Meeting	Eurodesk Multipliers	Work on the youth information strategy for the country; prepare plans and evaluate activities	1st meeting: Quarter 1 or 2 2nd meeting Quarter 3 or 4	Portugal	B+E
Time to Move campaign	Young people and organizations	Promote Time to move Campaign, activate Eurodesk Brand, promote sessions on youth information	4th quarter	Portugal	B

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IV.2.5. Budget forecast - for 2018

In case if the NA is requesting in the budget the rental costs, please explain below why this expenditure is covering a cost in connection with the performance of the additional tasks (the networks) and the NA doesn't cover the rental of its own office space from this amount

In terms of a protocol negotiated with our National Authority for the rental of space for both the NA and Eurodesk, the NA is obliged to pay rent in the monthly amount of 600 euros for one working space dedicated exclusively to Eurodesk where the dedicated officer works and storage for material related to the latter.

600€ * 12 meses = 7.200€

Reference period: 1 January 2018- 31 December 2018

Please enter in the "Forecast" column the figures appearing in the budget attached to the agreement both for the expenses and resources.

I. EXPENDITURES

A. STAFF	Number of person/month	Gross Salary per month	Forecast
A.1 Staff salaries (including salary related charges)	1.00	1816.83	21802.00
A.2 Staff training	1.00		2500.00
A.3 Fees (experts, audits)			2500.00
Total			26802.00

I. EXPENDITURES

B. MISSIONS	Forecast
B.1 National missions	8000.00
B.2 International missions	3500.00
Total	11500.00

I. EXPENDITURES

C. INFORMATION	Forecast
C.1 Information activities (meetings, exhibitions...)	24500.00
C.2 Publications: production and dissemination costs	20029.00
Total	44529.00

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space	7200.00
D.2 Data processing (hardware, software, maintenance)	3000.00
Total	10200.00

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TOTAL DIRECT COSTS(sub-total A + sub-total B + sub-total C + sub-total D)
93031.00

II.RESOURCES

Resources	Forecast
1. Contribution from the Member State or its representative	40000.00
2. Other national resources (<i>info</i>)	53031.00
3. EU contribution requested (<i>info</i>)	
Total	93031.00

Control Box: TOTAL COSTS (must be equal with TOTAL of II.RESOURCES)
93031.00

IV.3 SALTO

Update only where necessary.

[to be completed by NAs that are designated as SALTO resource centre for the Erasmus+ Programme].

IV.3.1. SALTO organisation

Please provide a brief description of the structure and organisation of the SALTO with regard to the following points in particular:

- a.SALTO's internal organisation chart; (to be attached)
- b.Number and profile of staff employed in the SALTO (full time equivalent);
- c.Subcontracting arrangements, if applicable;
- d.Regional/local structure, if applicable (formal contact points, structures, coordinators).

N/A

IV.3.2. Framework and background

Please describe the general situation in your field of work and the identified needs.

N/A

IV.3.3. Overall objectives - update annually

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Please describe the overall aim of the resource centre and the related objectives you intend to pursue in the contractual period, in particular to address the needs identified in section IV.3.2.

N/A

IV.3.4 Activity planning - for 2018

Please list the activities of the SALTO resource centre including the planned grant request (see Specifications on SALTO)

Trainings

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2018 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Seminars and events

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2018 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Tools and publications

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2018 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Other support activities

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2018 (month/quarter of the year)	Place, country (if applicable)	Budget position
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IV.3.5. Monitoring the impact and multiplier effects of training courses, seminars and events mentioned above - update annually

Please outline the methodology and indicators to be used.

N/A

IV.3.6. Horizontal activities and coordination with other SALTO Resource Centres - update annually

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Please describe, if applicable, the horizontal tasks (organised for the SALTO network) you will perform in the contractual period and describe their relevance for the programme and its users. Please refer also to networking/coordination activities with other SALTO RC in this section. Please indicate the share of time and resources that these horizontal activities would make up in comparison with your specific thematic/geographical activities.

N/A

IV.3.7. Budget forecast - for 2018

In case if the NA is requesting in the budget the rental costs, please explain below why this expenditure is covering a cost in connection with the performance of the additional tasks (the networks) and the NA doesn't cover the rental of its own office space from this amount

N/A

Reference period: 1 January 2018- 31 December 2018

Please enter in the "Forecast" column the figures appearing in the budget attached to the agreement both for the expenses and resources.

I. EXPENDITURES

A. STAFF	Number of person/month	Gross Salary per month	Forecast
A.1 Staff salaries (including salary related charges)			
A.2 Staff training			
A.3 Fees (experts, audits)			
Total			0.0

I. EXPENDITURES

B. MISSIONS	Forecast
B.1 National missions	
B.2 International missions	
Total	0.0

I. EXPENDITURES

C. INFORMATION	Forecast
C.1 Information activities (meetings, exhibitions)	
C.2 Publications: production and dissemination costs	
Total	0.0

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space	
D.2 Data processing (hardware, software, maintenance)	
Total	0.0

TOTAL DIRECT COSTS(sub-total A + sub-total B + sub-total C + sub-total D)
0.00

II. RESOURCES

II. RESOURCES	Forecast
1. Contribution from the Member State or its representative	
2. Other national resources (<i>info</i>)	
3. EU contribution requested (<i>info</i>)	
Total	0.0

Control Box: TOTAL COSTS (must be equal with TOTAL of II.RESOURCES)
0.00