

PORTUGAL
Erasmus+ Juventude em Ação
Fields Covered : Youth

To: European Commission
DG EAC

ERASMUS+ PROGRAMME
NATIONAL AGENCY WORK PROGRAMME
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Version : 1

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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 2016 General Call for Proposals for the 2016 Erasmus + and European Solidarity Corps ¹ (if applicable) Programme Guides, the 2016 Guide for NAs or other rules set out at EU level".
Name : Pedro Couto Soares
Function : Director

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".
Name :
Function :
Date :

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

Visa History Current Version

Visa Date	Status	Description	Visa By	On Behalf of
04/01/2016	Submitted	Submitted by NA	Couto Soares Pedro	
02/03/2016	NA Signature Requested	Approval letter sent by EAC	SAKELLARIDIS Jean-Francois	
16/03/2016	NAU Signature Requested	Signed by NA	Couto Soares Pedro	
18/03/2016	NA/NAU Signed	Signed by NAU	Couto Soares Pedro	

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 2016. 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. The National Agency shall provide such updates only if significant developments to these strategies and plans have occurred or will occur in 2016 or if specific changes were requested by the Commission (e.g. in the approval letter of the 2015 NA Work Programme or evaluation conclusions letter of the 2014 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 if necessary.

No update for WP 2016

PART I - STRATEGIC FRAMEWORK FOR PROGRAMME IMPLEMENTATION

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 if necessary.

Multiannual NA Strategy for the achievement of the specific objectives of the ERASMUS+ Programme / Strategic Framework Erasmus+ Youth in Action

Portugal

The Multiannual NA Strategy sets out the priorities that will be implemented by the NA over the period 2014-2020 for the achievement of the specific objectives of ERASMUS+ in the field of youth, taking into account national and European policy contexts and objectives. This will serve as a framework for the actions that will be undertaken by the NA as deemed to be most effective in achieving those goals.

Priorities

The 2014–2020 Multiannual NA Strategy comprises the following priorities:

- Promoting the programme and its values at national level.
- Linking the European Commission and participating organisations at local regional and national level.
- Providing appropriate information on the Erasmus+ Programme.

- Analysing the grant requests based on a fair and transparent selection process.
- 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, in collaboration with other National Agencies and the European Commission.
- Delivering a quality monitoring and evaluation of the implementation of the Programme in Portugal.
- Contributing to the inclusion of young people in society

Long-term Goals

Special focus will be given to the following long term Goals 2016 – 2020, taking into account the guidelines expressed in:

- Renewed Framework for European cooperation in the Youth field 2010-2018
- Adoption of the EU Work Plan for Youth for 2015-2016
- Strategic Framework for European Cooperation on Education and Training ("ET 2020")
- EU Work Plan for Sport (2014-2017)
- Culture Work Plan (2015-2018).

Goals	How	When	Notes
To achieve more young people	Disseminating of the programme	2016 - 2020	
Inclusion of young people with less opportunities	National Inclusion and Diversity Strategy	2016 - 2020	The Strategy will be formally set up in 2016. Particular attention should be given to young people with migrant background, including newly arrived immigrants and young refugees, as well as NEETs
To foster the quality of youth work and the international dimension of youth activities	National Strategy to define the professional profile of the youth worker Strategic Partnerships between NAs” to support the practice, quality and recognition of youth work	2016 2016-2018	
Recognition of non formal education	Youth Pass	2016 - 2020	

Based on these strategic priorities, the long term goals of Erasmus+ Youth in Action demand for the involvement of 100.000 youngsters in the Youth and Sport chapters throughout the 7 years. 40% of those participants should be youngsters with fewer opportunities. The regional balance should follow the youth population distribution, in the Portuguese case, 40% for urban centres, 40% for mid-size districts and 20% for rural areas. To reach out the underprivileged groups of young people as well as to equip young people and youth workers with the necessary competences to successfully manage and support diversity, it will be necessary to define formally a National Inclusion and Diversity Strategy, based on the Portuguese and European updated reality, which will help to develop the work that is already being done, through an Action Plan. Strategic partnerships at national level will be set up in order to reach out more easily young people in risk of exclusion based on ethnicity, disability, religion, colour, socio-economic background, educational level or unemployment/NEET

situations. Particular attention should be given to young people with migrant background, including newly arrived immigrants and young refugees, as well as NEETs.

Trainings should involve a strong international component based on international courses placed at Portugal (at least 25 training courses a year and 500 participants a year) with an integrated national perspective mixed with international cooperation (at least 10 international tours and 2.000 participants a year). To foster the quality of youth work and the international dimension of youth activities in Portugal is another long term goal of the PTNA in line with the objectives of the Erasmus + Programme.

PTNA is strongly involved in the national strategy to define the professional profile of the youth worker at national level and is also collaborating with other NAs, in the framework of “Strategic Partnerships between NAs” to support the practice, quality and recognition of youth work at municipal level.

The recognition of non formal education and Youthpass accreditation is a priority aiming to certificate at least 15% of the Programme’s participants. For this goal, it will be necessary, in short term, to invest in the communication of this tool through the translation of youthpass website to Portuguese and other materials that can help to disseminate the benefits of this recognition tool among different stakeholders.

In line with the priorities agreed in the joint EU Youth Report 2015, PTNA will contribute to the strengthened of youth work, to achieve the following aims:

- Increased social inclusion of all young people, taking into account the underlying European values;
- Stronger participation of all young people in democratic and civic life in Europe;
- Easier transition of young people from youth to adulthood, in particular the integration into the labour market;
- Support to young people’s health and well-being, including mental health;
- Contribution to addressing the challenges and opportunities of the digital era for youth policy, youth work and young people;
- Contribution to responding to the opportunities and challenges raised by the increasing numbers of young migrants and refugees in the European Union.

With the promotion of the Programme, the European values such as freedom, democracy, respect of human rights and dignity will continue to be spread, which contributes to non-discriminative and pluralist societies. The importance of the participation of young people in society will be also an important message that will be always present in the communication of the Programme.

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.

Strategic Pillars

PT NA defined 3 strategic pillars to deliver a sustainable outcome to Portuguese youngsters based on sustained processes in order to achieve a remarkable long-term performance:

- The first and most relevant pillar of Erasmus+ is the Youth Policy. Youth policy is detailed in the Key Actions: Mobility for Learning, Strategic Partnerships and Support to Political Reforms.
- Additionally, the second pillar encompasses the Erasmus+ support activities such as Training and Cooperation and the Sports chapter information, dissemination and communication, critical transversal activities within Erasmus+ framework.
- Finally, the last pillar involves the critical Resources to structure the Programme implementation such as: People (applicants, participants, staff and authorities), financial/economic guarantees and infrastructures.

PTNAU detailed a coordinated mechanism to follow Programme implementation based on a continuous improvement approach with a cyclical 4 step method: strategic planning, regular monitoring, critical evaluation and improvement remarks.

Erasmus+ represents a tremendous opportunity to Portuguese Youth that needs to be approached with a strategic vision based on a streamlined framework and coherent implementation. Therefore, PT Government decided to implement a strategic vision based on 5 critical external context elements: education to employment, NEET’s integration, youth work certification, emigration reverse process and birth rate increase.

As it was said before, in 2016, it will be formally defined a National Strategy on Inclusion and Diversity that will clearly define the situations that put young

people at risk of exclusion in Portugal. According to this the NA will take more measures to reach out this young people, contributing to their development and giving them opportunities that will help them achieve their autonomy.

National Policy Context – State of Play

No update for WP 2016

I.2. Needs analysis

Overall analysis of needs in the national context

Please update if necessary.

No update for WP 2016

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.

Please update if necessary.

No update for WP 2016

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 the end of the programme	Indicative annual targets <i>info</i> for 2016
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	5000	2400
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	2200	1000
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	102%	102%

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.

N/A

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

Indicator ID	Indicators	Current situation (indicative share)
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
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
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
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
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	85%
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	70%

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.

NA will continue to disseminate the use of Youthpass among different target groups – young people, employers, youth organizations, formal and non formal education sector – in order to raise its use and recognition. The communication of this tool and its benefits will be a priority and for this it will be necessary to invest in the communication of Youthpass (ex: production of flyer; site, etc)

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

Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative Annual targets <i>info</i> for 2016
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 participants' reports and 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 % share of applications in Strategic Partnerships involving more than one field of education, training and youth was changed. The number of applicants was down on cross 2015. It is recommended to start with more modest goals and rise more gradually.

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

Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative Annual targets for 2016
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	50%	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 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.

The % share of applications in Strategic Partnerships involving enterprises as participating organisations was similar. The number of granted applications is low and the number of enterprises involved in these projects has been below expected.

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 the end of the programme	Indicative annual targets for 2016
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	400	350
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: II.Youth:	25%	25%

In relation to the indicator I.3.5.1, for higher education student credit mobility and staff mobility between Programme and Partner Countries: if the NA decides to add secondary award criteria for the 2016 selection of projects regarding budget envelopes below 60 000 EUR, these additional criteria should be described in the section below.

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

Youth

Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative annual targets for 2016
I.3.6.2.	% share of young people with fewer opportunities participating in: a.Key Action 1 (mobility projects)	60%	50%
I.3.6.2.	% share of young people with fewer opportunities participating in: b.Key Action 3 (meetings with decision-makers)	35%	27%
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)	40%	30%
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)	50%	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)	30%	30%

Education and Training

Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative annual targets for 2016
I.3.6.1.	% share of learners with special needs participating in awarded Key Action 1 mobility projects in: 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: b.VET	N/A	N/A

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.

Participation of young people with special needs or fewer opportunities has to be enhanced, specially in the processes of structured dialogue - KA3, in order to be more inclusive. The National Inclusion and Diversity Strategy that is going to be formally defined in 2016 will address this need and its Action Plan will include general advice to beneficiaries on how to make their projects more inclusive. The evaluation of applications will have in consideration the need of the involvement of young people with fewer opportunities.

This National Strategy will be applied to all KA's and particular attention should be given to young people with migrant background, including newly arrived immigrants and young refugees, as well as NEETs and youth from rural areas.

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 the end of the programme	Indicative annual targets for 2016
I.3.7.1.	Number of young people directly participating in Key Action 3 awarded projects	1600	1000

I.3.8. Efficient, effective and compliant programme management

Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative annual targets for 2016
I.3.8.1.	% share of applications for KA1 (excluding Higher Education) reaching the minimum quality threshold for selection	90%	85%
I.3.8.2.	% share of applications for KA2 reaching the minimum quality threshold for selection	90%	85%
I.3.8.3.	% share of applications for KA3 reaching the minimum quality threshold for selection	95%	90%
I.3.8.4.	% share of final reports reaching the minimum quality threshold for acceptance without grant reduction based on quality grounds	85%	80%
I.3.8.5.	% share of timely received final reports	100%	69%
I.3.8.6.	% share of beneficiary reports with financial adjustments below 2%	100%	89%

I.3.9. Additional NA operational objectives

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

Additional NA operational objectives	Indicator ID	Indicators	Provisional targets by the end of the programme	Indicative annual targets for 2016

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

N/A

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?

Please update if necessary.

No update for WP 2016

I.5. Cooperation with the National Authority

Please update if necessary.

No update for WP 2016

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?

Please update if necessary.

No update for WP 2016

I.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
20 years of EVS	Involvement of the different administrations of the European program in Portugal	Further implementation of the program	Bilateral meetings with managements of other European funds

General description of the planned synergies:

PTNA Erasmus+ Youth in Action demands to create national partnerships with Youth Guarantee and European Social Fund. These partnerships aim to combat two structural issues: Youth unemployment through NEETs inclusion and the recognition of Non-Formal Education.

In concrete, PTNA will remain engaged in promoting the already initiated bilateral contacts with these fund managers/staff in order to study coordinated tools to outmost project integrated results. For instance, PTNA and PTNAU are official members of the Youth Guarantee Council of Advisors, with quarterly meetings, to monitor performance and adjust Programme implementation. A similar methodology is also still being explored with the European Social Fund. Ideally, quarterly meetings among directors of these funds and staff members cooperation are two critical aspects to foster quality checks, avoid double funding and promote integrated dissemination projects.

An example of cooperation among different Programmes is the European Youth Week and in 2016 will be "20 years of EVS" where a fair is prepared with multiple stands for multiple stakeholders and integrated staff teams.

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 if necessary.

No update for WP 2016

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

Please update if necessary.

To what regards PTNA communication activities, we intend to measure the use, acceptance, quality and relevance of each platform on a regular basis, each semester, in order 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.

PT NA intends to further evaluate the impact of national events and media outputs in order to build new strategies for more effective relationship between Media stakeholders and the NA.

PT NA will also share good practices – linked with the Annual selection of national best practices, in order to provide examples of good practices, communicate the Programme and his impact on society and inspire more organizations to apply.

The training on communication and exploitation of results will be provided by the NA to granted projects organizations in order to have bigger impact and exploitation of results.

The joint work between the 2 PT NA's for Erasmus+ and the permanent monitoring of impact of the common events is also an important topic for 2016.

II.1.2. Yearly planning of NA activities - update annually

Please list the concrete NA activities planned for the 2016 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 2016 (minimum required activities in 2016)	The relevant objective from Part I* including additional NA operational objectives	Target public	Methods/Tools	Indicative calendar 2016 (month or quarter of the year)
Maintenance of a functional website	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	On line platform	permanent
Annual selection of national best practices	Increase quality in Erasmus+ Projects and share best practices;	Beneficiaries	Quality assessment	4th quarter
Information/promotion activities on cross-sectoral cooperation opportunities offered by Erasmus+	Encourage applications to the program, especially in rural areas and the interior of Portugal;	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	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	Beneficiaries, 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 of the Erasmus+ dissemination platform	Increase quality in Erasmus+ Projects and share best practices;	Beneficiaries	Training and information events	Permanent
For the higher education field: Information/promotion activities including international mobility	N/A	N/A	N/A	N/A

of the staff and students to and from Partner Countries offered by Erasmus+				
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NA activities planned for 2016	The relevant objective from Part I* including additional NA operational objectives	Target public	Methods/Tools	Indicative calendar 2016 (month or quarter of the year)
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, young people, stakeholders, general population, Press & media	Events and training, on line strategy	May 9th
20th anniversary of EVS	Increase the awareness about the programme among young people, with a special focus on young people with fewer opportunities. Encourage applications to the program (...). Celebrate EVS.	Beneficiaries, volunteers, young people, stakeholders, general population, Press & media	Monthly events, dissemination events, training and information, on line strategy, publications	Permanent
On - line Erasmus+YiA info events on-line	Encourage applications to the programme.	Beneficiaries and potential beneficiaries.	On line events	2nd quarter 2016
Road Show presentations	Increase the awareness about the programme among young people, with a special focus on young people with fewer opportunities. Encourage applications to the programme.	Beneficiaries, young people, stakeholders, general population, Press & media	Local events and training	3rd and 4th quarters
International Youth Day	Increase the knowledge about Europe and celebrate Youth in Europe.	Beneficiaries, young people, stakeholders, general population, Press & media	Events	12th August
International Volunteer Day	Celebrate and inform about volunteering and EVS	Beneficiaries, young people, stakeholders, general population, Press & media	Events, publications	5th December
	Celebrate and inform			

EVS annual Event	about volunteering and EVS	EVS portuguese volunteers	Events, training	December
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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, 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 if necessary.

The new ERASMUS+ Programme introduced a wide range of new 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,
- d) The introduction of changes in action – KA2 – strategic partnership;

require and call for 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.

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.

II.2.1.2. Objectives and targets

Overall description of the objectives and targets.

Please update if necessary.

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 aims to visit 40% of the granted projects with a satisfaction level grade higher than 3.5 out of 5. PTNA also intends to visit every project from newcomers to the programme.

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.

II.2.1.3. Monitoring of objectives and targets

Please update if necessary.

No update for WP 2016

II.2.2 Yearly planning of NA activities - update annually

Please list the concrete NA activities planned for the 2016 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 2016 (minimum required activities in 2016)	The relevant objective from Part I* including additional NA operational objectives	Target public	Methods/Tools	Indicative calendar 2016 (month or quarter of the year)
Kick-off/project management meetings for all project beneficiaries for the Strategic Partnerships For the school field: Pre-departure training for long-term mobilities of pupils	N/A	N/A	N/A	N/A
On-arrival training for volunteers, mid-term evaluations of EVS (EVS lasting for more than 6 months), annual EVS 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, energisers, icebreaking games	3 expected on arrival trainings and 3 expected mid term in the 3rd and 4th quarter of 2016 ; 1 annual EVS event in December 2016

NA activities planned for 2016	The relevant objective from Part I* including additional NA operational objectives	Target public	Methods/Tools	Indicative calendar 2016 (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	Non Formal and informal education. Workshops, seminars, working groups, energisers , icebreaki ng games. This non formal approach will be complemen ted when suitable, with	1st quarter 2016

			more formal methods.	
Mandatory trainings for granted applications round 1	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, energisers , icebreaki ng games. This non formal approach will be complemen ted when suitable, with more formal methods.	April 2016
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, energisers , icebreaki ng games. This non formal approach will be complemen ted when suitable, with more formal methods.	Dec 2016
Visits and audits	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.	Beneficiaries	Visits, meetings, personal contact with organizati ons	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.	Social media, seminars and other events	1st quarter 2016
	Promoting the programme and its values at national level;	Youth organizations, informal		

Innovative Best Practices	Providing appropriate information on the Erasmus+ Programme; To achieve more young people	groups of young people, organizations that work in the youth sector and others with a strong social responsibility	Social media, seminars and other events	1st quarter 2016
Info sessions about the ERASMUS + programme	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, energisers , icebreaki ng games. This non formal approach will be complemen ted when suitable, with more formal methods.	During 2017
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, energisers , icebreaki ng games. This non formal approach will be complemen ted when suitable, with more formal methods.	3rd quarter 2016
Dissemination of the National Strategy on Inclusion and Diversity	Inclusion of young people with less 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	From 2nd trimester 2016 until the end of the year
Promotion of Youthpass	Recognition of non formal education	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.	Communicat ion materials , seminars, social media.	From 2nd trimester 2016 until the end of the year
			Non Formal	

Trainings for candidates who have their applications not approved	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	and informal education. Workshops, seminars, working groups. This non formal approach will be complemented when suitable, with more formal methods.	July 2016
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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 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.

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 if necessary.

No update for WP 2016

II.3.1.2. Objectives and targets

Please update if necessary.

No update for WP 2016

II.3.1.3. Monitoring of objectives and targets

Please update if necessary.

No update for WP 2016

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

Please list the concrete NA activities for the 2016 programme period to achieve the objectives and targets set under point II.3.1.2

NA activities planned for 2016	The relevant objective from point II.3.1.2.	Target	Methods/Tools	Indicative calendar 2016 (month or quarter of the year)
Seminars	Foster the cooperation, good practices and dialogue between research, policy and practice in the youth field as to contribute to the recognition of non formal education and learning in the youth field, in particular in the context of international youth work and learning mobility	Research, Partners, Youth, and Policy makers	exchange of good practices and results	3rd semester of 2016
Research Forums	Enhancing the quality and impact of the programme's results and strengthening our activities in support of Erasmus+ programme implementation by the beneficiaries	Research, Policy makers	exchange of good practices and results	2nd semester of 2016
Youth Policy events	Foster the cooperation and dialogue between research, policy and practice in the youth field as to contribute to the development of international youth work and learning mobility practice, in particular within E+/YÍA.	Research, Partners, Youth, and Policy makers	contact making, exchange of good practices and results, defining targets	Quarterly basis

II.4. Other activities

Please list any other concrete activity that will be carried out by the NA in 2016 to achieve the objectives and targets set under point I.3.

NA activities planned for 2016	The relevant objective from Part I * including additional NA operational objectives	Target Group	Methods/Tools	Indicative calendar 2016 (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.

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

a. proper planning and management of activities - the update only if necessary.

Please update if necessary.

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 a 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 coordinators of each Key Action, 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

PTNA is evaluating the possibility of implementing a Document Management Digital System, with the aim to become more organized and efficient, adopting a paperless office environment. We believe that this can help the work in the Agency, increasing productivity, saving time, allowing to operate in multiple locations, eventually supporting remote workers when necessary. With the adoption of a Document Management Digital System, PTNA can use specific functions such as:

- Storing various document types, including word-processing files, emails, PDFs and spreadsheets
- Creating new files directly within the system that can be edited and shared with others
- Searching an entire library of files by individual keyword

- Sharing documents with co-workers, departments and beneficiaries
- Restricting access to certain documents
- Monitoring who is viewing documents and when
- Tracking edits being made to documents
- Retrieving previous versions of edited documents
- Controlling and regulating when out-of-date documents can be deleted
- Accessing, editing and sharing documents via mobile devices

Thus, the adoption of a Document Management Digital System seems to be very proper to the kind of work we develop and at this moment we are analyzing the best possibility to be adopted and tested in our work context.

b.monitoring progress - the update only if necessary.

Please update if necessary.

No update for WP 2016

c.adequate supervisory arrangements - the update only if necessary.

Please update if necessary.

No update for WP 2016

d.risk management - the update only if necessary.

Please update if necessary.

No update for WP 2016

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.

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:

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
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.

The National Agency opted for carrying out distinct selection panels for the two types of Strategic Partnerships. The reason for our proposal to allocation policy indicated is based primarily on relevance that NA wished for transnational youth initiatives have to in the scenery of the KA2 projects. However, taking into account also the importance of cross-sectorial projects with intellectual outputs, the NA sets a percentage close to the maximum possible percentage, but with some caution due to the lack of a history that allows us to make decisions with minimal risk associated possible.

b) Youth

Please describe how the NA will distribute funds for Youth actions across the various selection rounds.

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%	35%	35%	35%	35%
Round 2	35%	35%	35%	35%	35%
Round 3	30%	30%	30%	30%	30%

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

The NA will distribute funds for Youth actions across the various selection rounds in the following way: R1 – 35%, R2 – 35% and R3 – 30%. The reasons for our proposal to allocation policy are the analyzing of the record number of submitted applications and number of applications rejected for lack of funding, the review of granted projects regarding to their number, budget awarded and execution, and last but not least, the management of expectations and motivation of candidates, our potential beneficiaries.

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

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.

Please update if necessary.

[No]

N/A

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	Board of Directors / Staff	December 2016 (in an annual basis)

Potential risks related to the programme management

Risk description	Cause	Potential consequences	Mitigating actions	Responsible for implementation	Deadline for implementation
Accountings Mismatch	Operational Risk in Informatics Systems Connection	Mismatch between accounting standards in Portugal and European obligations Enhance the role of Internal Auditor/ and improve the communication betew staff	During YiA, an accounting system was in place with Primavera software and a direct interface with Youthlink (through Outsystems software) in order to assure the uniqueness of information. Similar solution needs to be improved with EPLUSLINK system.	T Officer ; Board of Directors	March 2016
Internal Operational Risks	Some clerical errors may be performed in a wrong way by staff member	Non-compliance of the programme rules	Enhance the role of Internal Auditor/ and improve the communication between staff	Staff/Boar d of Directors	July 2016

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 2016.

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	0.50
On-the-spot checks of projects	1.00
Human resources	0.25
Finance, accounting	1.00
Archiving	0.25
Internal audit / quality verification	1.00
IT support	0.75
Total	17.00

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

Please update if necessary.

No update for WP 2016

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

a) needs analysis

Please update if necessary.

No update for WP 2016

b)objectives and targets

Please update if necessary.

No update for WP 2016

c)methodology

Please update if necessary.

No update for WP 2016

d)monitoring

Please update if necessary.

No update for WP 2016

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

Please update if necessary.

No update for WP 2016

b)objectives and targets

Please update if necessary.

No update for WP 2016

c)methodology for training of external experts

Please update if necessary.

No update for WP 2016

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

Please update if necessary.

No update for WP 2016

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
3. Evidence-based analysis of programme results

Please update if necessary.

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, 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 education, training and in the job market and to encourage young people to be active participants in society.

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 and increasing the visibility of youth and their organisations. The TCA aims strengthen of social economy and increase the recognition of outcomes and skills as result of the participation in the programme.

Portuguese National Agency of Erasmus+ Yia will promote in cooperation of other NA's, SALTO resource centers and other stakeholders, several activities, IN THE FRAME OF TCA 2016, linked with the general objectives of the Programme 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 Training and Cooperation activities PT NA wants change youngsters' lives, improve the development of new projects and entrepreneurship ideas and share international practices.

the overall objectives for TCA 2016 are:

- Social Inclusion, special of youngsters with fewer opportunities and integration;
- Foster the intercultural learning as a tool and a way to contribute to the social inclusion processes;
- Education to Employment and ENTREPRENEURSHIP;
- Promote opportunities for young people to train, work and develop skills and competences;
- Innovation and creativity to Entrepreneurship;
- 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 + potential applicants and target group in the youth field to use strategically the E+ YiA programme in reaching the european and national objectives;
- Emigration reverse process, through mobility and partnerships as an attractive to bring people to Portugal;
- Stimulate volunteering, participation and citizenship;
- Reinforce International Cooperation and Partnerships, through Networks (with focus on Ray and EUROMED Network for example) and exchange of good practices;
- Increase the number of Benchmarking Activities, promoting teamwork, intercultural learning and responsibility;
- Fosters the Programme awareness and incentive new-comers participation, to fosters new projects, entrepreneurship and innovation

Social exclusion and poverty among young people has grown due specially to the economic crisis And the actual social scenario in Europe with the refugees crisis, the radicalisation of youngsters thoughts and attitudes. PT NA wants to give special attention to the potential of youth work, youth centres and youth programmes as a means of inclusion and powerful mean of job market accesses and differentiation. The refugees crisis brings a new focus to the need of integration in society in order to prevent conflicts and fosters social cohesion.

To ensure a successful transition from education to employment 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 youth work certification and non-formal learning validation and recognition will be a priority to the Portuguese Government in order to promote employ.

Youth work and youth activities has a large impact in people's life, contributing to their personal and professional development, facilitation their participation in society and the self-discover of their own potential. TCA will promote exchange of experiences and best practices, increase the quality of projects and youthwork, both to increase the organizational and pedagogical skills to holder projects and facilitate the process of construction and animation of networks of partners and high quality partnerships.

The PT NA tried to develop a strong and innovative plan of activities with focus on supporting the development of projects designed for youth organisations or groups and improve the established objectives, integrating the national context with the international cooperation explored thought the hosting of international activities and the sending of several Portuguese participants to other activities in the other programme countries, networks and partnerships.

This cooperation will also involve in the activities and trainings, other sectors, in particular education institutions, social charities, employment, professional training, enterprises, NGO's and corpora/social responsibility.

Erasmus+ YiA PT NA will foster the quality of training activities also through the development and implementation of Bilateral Cooperation, International Network and STRATEGIC PARTNERSHIPS; Study Visits, Partnership Building Activities and Contact Making Seminars.

IN THE FRAME OF THIS COOPERATION BETWEEN NA'S PT NA TAKES PART IN 2 STATREGIC PARTNERSHIPS:

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

Some young people face obstacles or life situations that can be a barrier to effective access to Formal and Non-formal Education, to participating in mobility opportunities, and in active citizenship as well as to inclusion in their communities in particular and in the society in general.

Youth work clearly can help overcome these barriers, tackle social exclusion, and help young people understand and accept diversity. Social Cohesion and Inclusion have a vital role at creating more and better opportunities for youth.

The Erasmus + Programme and a Strategic Cooperation between National Agencies and SALTO's (on Inclusion and Diversity) represents a unique opportunity to strengthen Inclusion of young people with fewer opportunities through the work of key organizations, in a cross-sectorial approach.

The Strategic Partnership between National Agencies for inclusion of young people with fewer opportunities aims Engaging and capacity building of organizations working with young people with fewer opportunities in international activities/work through E+: Youth In Action and at Implementing the Erasmus + Inclusion and diversity strategy in the field of youth, fostering the inclusion of this target group through a new approach of engagement and capacity building of organizations working with young people with fewer opportunities in international activities/work through E+: YiA. This SP will implement, within this scope, several activities in the different countries of the partnership with the commitment of the NA's involved. The Erasmus + Programme and THE Strategic Cooperation between National Agencies represent an unique opportunity to strengthen Inclusion of young people with fewer opportunities through the work of key organizations, in a cross-sectorial approach. This partnerships includes as partners 13 na's and salto inclusion and aims to be a long term initiative.

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

This sp aims to develop a peer to peer learning process on youth work on the municipal level. Practitioners working on the municipal level will exchange best practices and concepts from different countries, regions and realities. The project not only focuses on youth work in the "classical" sense, but also on related areas such as work with children and social work with youth which also take place on a municipal level.

This project will be related to the aims and activities of the european cooperation in the youth field regard youth work. the strategic tea partnership project between na's has the following aims and objectives: support the practice, quality and recognition of youth work at municipal level; contribute to the development of youth work as a part of youth policy cooperation in europe; strengthen the european and european and international dimension of youth work as integral part of youth work at municipal level; develop strategies and mesures to support youth work as national agencies with erasmus + youth in action. the core process consists of a series of linked events over the next tea plans, with 21 na's involved.

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, 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.

III.2. Specific NA activity planning - update annually

NOTA BENE: The NA TCA activities funded under the 2016 Delegation Agreement should be carried out during the period 1/01/ 2016 ♦ 30/06/-2017. Please list the planned Transnational Cooperation Activities including the related grant request per field. Please note that although the TCA should be identified per field, the target groups involved can include stakeholders traditionally coming from other fields of education, training and youth, as necessary.

In order to include your TCA in the WP, please use the Excel templates. These should be filled and imported using the import section at the bottom of the cover page of this WP. Please use the correct template for each sector (KA215 for School education, KA216 for VET, KA217 for Adult education and KA 218 for Youth.

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 2016-2017 (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 2016-2017 (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 2016-2017 (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 2016-2017 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)
KA218	SOHO	SOHO international training course aims at enhancing quality of EVS projects through development of essential competences of support persons from Hosting,	TSS	EVS mentors/tu	30	SADE1	DE04,TR0	2nd semester	POR	Hos	20000.00

		Sending and Coordinating organizations. It also provides up-to-date information to its participants on the opportunities given by E+: YiA.		inators							
KA218	The Power of Non Formal Education 2017	The Power of Non Formal Education – with the objective of Improving the impact of Non Formal Education (NFE), principles and methods in empowering young people as real actors of the society (from local to Europe). Experiencing Portuguese culture through interactions and partnerships with a local community.	THO	Youth workers, youth leaders, multipliers	30	BE04,PT0 2	AT02,BE04,BG01,DE04,EE01,IT03,NL02,PL01,PT02,RO01	1st semester 2017	POR TUG AL	Hostin g	20000.00
KA218	SIILS: Social Inclusion and Intercultural Learning through Sports II	This TC aims to introduce the practice of sports has a tool to address social issues, promote intercultural learning, social development and inclusions. This activity also intends share of good practices and promote Erasmus + as a tool to development through sports.	THO	Youth workers, youth leaders, trainers, project managers, EVS mentors/tutors	30	PT02	BE04,BG01,ES02,FR02,IT03,LV02,MT01,PL01,RO01	TCA 2016 period	POR TUG AL	Hostin g	11000.00
KA218	PBA - "Put your Hands on Work"	This PBA aims to create a network of youth organizations in order to improve the competences of youth workers and institutions from	TSS	Youth workers, youth leaders, project	30	PT02	AT02,BG01,ES02,IE02,LV02,MK01,PL	1st semester 2017	POR TUG AL	Hostin g	18000.00

		organizations, to work on the topic of the youth employment opportunities and entrepreneurship.		managers, institutions leaders			01,RO01,TR01				
KA218	E+MPACT	This Study Visit aims to study the Impact of E+ in rural areas and explore the principles of a long term strategy and approach: step by step	THO	Youth workers, youth leaders, trainers, project managers, EVS mentors/tutors	30	PT02	BE04,DK01,F101,NL02,NO02	TCA 2016 period	POR TUG AL	Hostin g	3000.00
KA218	Partnerships in Erasmus +: establishing, managing and strengthening cross-sectorial partnerships in the youth field	This activity aims the quality improvement on forming, managing and strengthening cross-sectorial partnerships in the youth field	TSS	Youth workers, youth leaders, representatives of organizations working with Erasmus+ Programme, beginners in E+, public bodies and authorities, representatives of schools, trainers and entrepreneurs	25	PT02	BE04,BG01,CZ01,ES02,IT03,MT01,PL01,RO01,TR01	TCA 2016 period	POR TUG AL	Hostin g	17000.00
KA218	EVS as a tool for Social Inclusion	This activity intends to foster EVS as a tool for Social Inclusion.	THO	Youth workers, youth leaders, trainers, project managers, EVS mentors/tutors, young people, specially working in EVS	20	PT02	ES02	2nd semester 2016	POR TUG AL	Hostin g	17000.00

				organisations and/or working directly with young people with social problems							
KA218	Making the links: Quality and Innovation into K3 project (Youth Policy Reform)	The idea of this training course aims to increase the quality and impact of projects being developed under Key Action 3	TSS	Youth workers, people working directly with young people, youth leaders, leaders of youth groups or representatives of youth organisations (local, regional, national, European, international...), civil / public servants from authorities	30	PT02	AT02,BG01,CY02,DE04,ES02,IS02,IT03,LT02,PL01,TR01	2nd semester 2016	POR TUG AL	Hostin g	21000.00
KA218	My Favourite Mistake -Education & Learning	The TC My Favourite Mistake is a training course on developing and exploring a new approach towards learning from mistakes for youth workers, youth leaders, teachers and other professionals working with young people	THO	Youth Workers, Youth Trainers, Professionals related with youth field, Young Leaders	25	PT02	AT01,BG01,ES02,HU02,IT03,LV02,PL01,RO01	TCA 2016 period	POR TUG AL	Hostin g	21000.00
		N.I.C.E - New Intervention with Creative Education is a fresh training scheme to									

KA218	"NICE Method - New Intervention with Creative Education"	Empower youth Organizations and Erasmus+ Programme users. The all TC is a simulation process to develop a creative training process and address the training thematic on a very efficient and innovative way.	TSS	Youth workers, youth leaders, project managers, youth leaders	30	PT02	AT01,BG01,CY02,ES02,IS02,IT03,PL01,RO01	TCA 2016 period	POR TUG AL	Hos tin g	21000.00
KA218	EYW PT-ES	European Youth Week Event – the main goal of this event is develop the Iberian thematic objectives and concerns	THO	Youth workers, youth leaders, project managers, youth leaders	10	ES02	PT02	TCA 2016 period	SPA IN	Sen din g	4000.00
KA218	Training going on & on	The main aim of this activity is to improve the skills of the trainers of the EVS cycle through the exchange of best practices and the management of resources and tools.	THO	Coordinato rs, facilitat ors, trainers, of the EVS cycle, especiall y with experienc e in training on arrival and / or mid-term evaluatio n	10	ES02	PT02	TCA 2016 period	SPA IN	Sen din g	5000.00
KA218	Partnership building activity between Luxembourg and Portugal	This activity aims to getting to know the realities in both countries; exchanging about youth work in the two countries; setting up common goals and activities in the framework of the Erasmus+/Youth in action and promote partnerships and projects	TSS	Youth workers (éducateur s) from youth centers or youth houses	6	LU02	LU02,PT02	June 2016	LUX EMB OUR G	Sen din g	5000.00
		This TC is na exploration of									

KA218	Recognising Learning for You (th)	Recognising learning as a practical path to supporting the increase of employability of young people	THO	Youth Workers and Youth Leaders	2	LU02	LU02,PT02	2nd semester 2016	LUX EMB OUR G	Send ing	800.00
KA218	Youth work as a recognised and value added tool for cross-sectoral cooperation	Peer learning seminar related to Youth work as a recognised and value added tool for cross-sectoral cooperation in supporting young people's transition to adulthood and the world of work.	THO	Member States , Directors General and EU Commission - Youth workers and youth leaders	2	MT01	PT02,SK02	TCA 2016 period	MAL TA	Send ing	1000.00
KA218	Seminar - Inclusion of Youth Migrants in Youth Policies/Platforms	Migration is one of the hottest topics nowadays and is mostly carried by youth. Both governments and civil society are struggling to give right answers to include migrants, especially youth, who are double excluded.	THO	Youth workers, youth leaders, project managers	2	ES02	AT02,BG01,DE04,IT03,PL01,PT02,UK01	TCA 2016 period	SPA IN	Send ing	1000.00
KA218	Breaking Barriers for inclusion of young people with Disabilities in Erasmus +	The aim of this event is to encourage the involvement of young people with disabilities in E+.	THO	Organization representatives from disability related fields. Youth workers / youth leaders who	2	IE01	AT02,CY02,IT03,PL01,PT02,RO01,TR01	TCA 2016 period	IRE LAN D	Send ing	1000.00
		This course is for NEWCOMERS to Erasmus+ Youth who are directly working with young people from disadvantaged backgrounds.This Mobility Taster course gives you concrete examples of what is possible.		Youth workers, Youth leaders.							

KA218	TASTER	brings you in contact with other inclusion organisations, shows you what funding is available specifically for inclusion projects and walks you step-by-step through the process in case you would like to give it a try.	TSS	Project managers, Inclusion Workers, Social Workers	2	SABE2	PT02	1st semester 2016	DEN MAR K	Sen din g	5800.00
KA218	TASTER	This course is for NEWCOMERS to Erasmus+ Youth who are directly working with young people from disadvantaged backgrounds. This Mobility Taster course gives you concrete examples of what is possible, brings you in contact with other inclusion organisations, shows you what funding is available specifically for inclusion projects and walks you step-by-step through the process in case you would like to give it a try.	TSS	Youth workers, Youth leaders, Project managers, Inclusion Workers, Social Workers	2	SABE2	PT02	2nd semester 2016	FIN LAN D	Sen din g	1800.00
KA218	BTM	KA1, youth exchanges: 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	TSS	Youth workers	1	SADE1	DE04,PT0 2,TR01	TCA 2016 period	UNI TED KI NGD OM(GB)	Sen din g	600.00

		workers and youth leaders, to design and deliver an inclusive, quality youth exchange process, within the E+: YiA Programme. (www.salto-youth.net/BTM)									
KA218	Appetiser	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 worker who wish to start adding European projects to their work with and for young people	1	SADE1	PT02,TR01,UK01	TCA 2016 period	GERMAN Y	Send ing	600.00
KA218	Tic Tac	Use Erasmus + YiA to add European dimension to the work of youth organisations	TSS	Youth Wokers	1	SADE1	DE04,PT02,TR01,UK01	TCA 2016 period	ROM ANI A	Send ing	800.00
KA218	ETCT	The European Citizenship in Youth Work Training Courses support youth workers and youth leaders to develop their critical understanding of European Citizenship and encourage them to integrate the topic in their practical work, including through the Erasmus+: Youth in Action Programme (www.salto-youth.net)	THO		1	SADE1	CY02,FI01,PT02	TCA 2016 period	SPA IN	Send ing	400.00

		et/European Citizen ship)									
KA218	SOHO	Develop quality of EVS activities	TSS	EVS mentors/tutors/coordinators	1	SADE1	PT02,TR01,UK01	TCA 2016 period	ITA LY	Send ing	500.00
KA218	Training of Trainers	Train trainer in youth work to start international trainer career	TSS	Trainers	1	SADE1	DE04,ES02,HU02,IT03,PL01,PT02,TR01,UK01	TCA 2016 period	GER MAN Y	Send ing	4000.00
KA218	Practical Project – Training of Trainers	Support the development of Practical Project of Training of Trainers	THO	Trainers	2	SADE1	PT02	TCA 2016 period	GER MAN Y	Send ing	5800.00
KA218	Seminar 3 of Training of Trainers	Train trainer in youth work to start international trainer career	TSS	Trainers	1	SADE1	EE01,PT02,TR01	TCA 2016 period	GER MAN Y	Send ing	600.00
KA218	NA's Strategic Partnership (SP) for youth work on municipal level	The project aims to develop a peer to peer learning process on youth work on the municipal level. Practitioners working on the municipal level will exchange best practices and concepts from different countries, regions and realities. The project not only focuses on youth work in the "classical" sense, but also on related areas such as work with children and social work with youth which also take place on a municipal level.	THO	Youth Wokers, Youth leaders, project managers, newcomers, etc	4	DE04	AT02,EE01,ES02,FI01,FR02,IT03,PT02	TCA 2016 period	OTH ER	Send ing	12000.00
		The Strategic Partnership between NA's for inclusion of young people with fewer opportunities is		Newcomers							

KA218	NA's Strategic Partnership (SP) for inclusion of young people with fewer opportunities (YPFO) - INCLUSIVE YOUTH WORK	aimed at implementing the Erasmus+ Inclusion and Diversity Strategy in the field of Youth through a new approach fostering sustainable engagement and capacity building of organizations either already working with or to start working with young people with fewer opportunities in international activities through E+: YiA. This SP will implement, within this scope, a range of national and transnational engagement and capacity building activities in close partnership between NA's involved.	THO	in the field of inclusion but experienced in the international level/E+: YIA; Experienced organizations with regards to inclusion but not working on international level/E+: YIA; Stakeholders with regards to inclusion of YPFO	10	AT02,BE04,CZ01,DE04,EE01,FR02,HU02,IE01,IS02,IT03,LV02,NL02,PT02,RO01,SA BE2,SI02,SK02,UK 01	AT02,BE04,CZ01,DE04,EE01,FR02,HU02,IE01,IS02,IT03,LV02,NL02,PT02,RO01,SA BE2,SI02,SK02,UK 01	TCA 2016 period	OTHER	Sending	10000.00
KA218	"Preventing Youth Extremism"	BG NA in co-operation with SALTO CD seminar on the topic of preventing youth extremism and radicalization in Europe, and how intercultural dialogue in international youth work can be used to engage those who might otherwise turn to extremism.	THO	Youth workers, youth leaders, youth trainers, policy makers, etc	2	BG01	BG01,NL02,PT02,SK02	TCA 2016 period	BULGARIA	Sending	1500.00
		The aim of the ATOQ is to support youth workers/leaders in increasing the quality of the European youth									

KA218	ATOQ NL	<p>exchanges they set up within the Erasmus + Youth Programme. The ATOQ training course will provide the participants with opportunities to:</p> <ol style="list-style-type: none"> 1. Critically reflect upon their previous international youth exchange experience(s) and the impact on young people, organisations and wider community 2. Increase the understanding of different quality aspects of youth exchanges such as: active participation of young people, cooperation with partners, intercultural learning, impact and results; programme building 3. Experience a non-formal learning process and understand how to support young people's learning process in the project 4. Improve their project management competences (knowledge, skills and attitudes) in order to better organise the different phases of a youth exchange. ATOQ is a very international training and mixing nationalities always 	TSS	Group leaders in youth exchanges that have run at least one youth exchange earlier	1	FI01	AT01,BG01,ES02,IT03,LV02,PT02	1st semester 2017	NETHERLANDS	Sending	500.00
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		works the best.									
KA218	North Meets South: Making the Difference III	A Partnership Building Activity with the aim to create Youth Exchanges between North and South of Europe. We want to give the participants a chance to leave with partners and a concrete project idea with a time line to follow towards a certain deadline.	TSS	Youth workers and leaders of youth organisations. 18+	2	NO02	DK01,IT03,PT02	May 2016	POR TUG AL	Send ing	2200.00
KA218	Bridges for Trainers	The conference Bridges for Trainers 2016 offers the platform to debate trends and core issues related to training in the youth field – both national and international.	THO	Trainers, training course organisers with existing training strategy for their trainers, NA and SALTO staff working with trainers/trainer pools	2	AT02	BG01,CZ01,DE04,EE01,IT03,LT02,LV02,PL01,PT02,RO01,UK01	2nd semester 2016	AUS TRI A	Send ing	1200.00
		For 40/45 participants: Youth workers and leaders or young people who can represent their group/structure interest and are ready to be actively involved in working on concrete application for future Youth Exchanges. To create an opportunity to find good and reliable partners to make youth exchanges with To									

KA218	PBA MAKE THE MOVE III	understand what is needed to plan a youth exchange of good quality To create a solid networks of contacts and partnerships To equip the youth workers with insight in their role as coach and support To experience the possibilities of local involvement To understand the impact and social change a youth exchange can have within the local community, especially in the field of inclusion of young people Priority will be given to applicants willing to work in the field of the following priorities : fight against exclusion, prevention of radicalization and work with migrants and refugees.	TSS	Youth workers and leaders or young people from informal groups	2	BE04	PT02,RO01,TR01	TCA 2016 period	POR TUG AL	Sendin g	2200.00
KA218	Let's coordinate! - Training course for EVS coordinating organisations	Experienced organisations have capacities to support other in implementing EVS projects by taking the coordinating role. Empowering these organisations we could bring more receiving organisations to EVS program and offer more voluntary positions to young people.	TSS	Project managers, project leaders and coordinators, youth workers and youth leaders with experience in EVS and/or project management.	1	HR01	AT02,BG01,ES02,IT03,LT02,LV02,PL01,RO01,TR01	TCA 2016 period	CRO ATI A	Sendin g	600.00
		A newcomer's training to									

KA218	The Star of Europe	understand what youth exchanges mean. The training tackles every phase of a youth exchange project and takes a step by step journey through participation and partnership. Visual material will be provided for use at home.	TSS	Youth workers, group leaders, peer leaders, youth leaders	1	FI01	DK01,IS02,LT02,NO02,PT02	2nd semester 2016	FINLAND	Sending	900.00
KA218	Work together for inclusion	European seminar on YWFO support : how to facilitate the collaboration between public local bodies and all different local stakeholders aiming at the inclusion of YWFO through Erasmus + projects and EVS in particular	THO	NGOs; local public bodies, European partners, new actors in E+, private sector, researchers, trainers ... and youngsters with fewer opportunity	2	FR02	CZ01,ES02,IT03,PL01,PT02	1st semester 2017	FRANCE	Sending	800.00
KA218	A small step is a big step!	The training course is dedicated to the topic of discrimination in European societies. Dynamics of exclusion in European societies will be analyzed in order to explore potentials for implementing inclusive approaches in participant's work fields. Therefore we would provide Erasmus+ Youth in Action as an instrument.	THO	Disabled and able-bodied Youth Worker, Multiplier, NGO-Activists and all people interested in the topic of anti-discrimination and people who are interested in realizing projects in Erasmus+ in the topic.	1	HU02	AT02,ES02,FR02,IT03,NO02,PL01,PT02,RO01,TR01	2016	HUNGARY	Sending	700.00
		"SPEAK! LISTEN! A Training Course to strengthen Youth									

KA218	SPEAK! LISTEN!	Participation in Decision-Making is a 5 full days training course, where participants will experience an intense learning process that will develop their competences to better understand the concept of youth participation.	THO	YOUTH WORKERS, YOUTH LEADERS, TRAINERS, DECISION MAKERS	1	IT03	BG01,CZ01,ES02,HU02,MT01,PT02,RO01	TCA 2016 period	ITA LY	Sen ding	500.00
KA218	RE-INTEGRATE	TCA Proposal on how to empower the integration of young refugees with local communities and vice versa.	THO	youth workers, youth leaders	1	NL02	BE04,CY02,PL01,PT02	TCA 2016 period	NET HER LAN DS	Sen ding	500.00
KA218	EVS Volunteers Learning Effect	Theme focused on volunteer's competences during and after the EVS project. Working on the results, understanding outcomes for participants. Reflect how to develop the skills aquired during the EVS.	TSS	project managers	1	PL01	CY02,IT03,PL01,PT02	2nd semester 2016	POL AND	Sen ding	900.00
KA218	Facilitate inclusion!	A training course focused on inclusion addressed to mentors, leaders and learning facilitators in youth projects. The main aim is to develop competences in working with fewer opportunities volunteers/young people or disadvantaged groups that project activities involve.	THO	mentors, leaders, learning facilitators in youth (mobility) projects	2	RO01	BG01,CZ01,ES02,IT03,LV01,PL01,PT02	TCA 2016 period	ROM ANI A	Sen ding	1800.00
				Youth leaders/youth workers							

KA218	Open up	The Open up training is a well-established module that supports newcomers (organisations or groups) who would like to organise their first youth exchange within the Erasmus+ programme.	TSS	or members of organisations who are authorised by their organisations/groups to develop project ideas with potential partners. The training is aimed at newcomers, i.e. organisation/groups that have no experience with youth exch	1	SK02	BG01,CY02,CZ01,ES02,LT02,PT02	TCA 2016 period	SLO VAK IA	Sendin g	600.00
KA218	Youthpass Tools for Employability	The main aim of this TC is to offer tools linking the Youthpass process and the Human Resource Development (HRD) training and learning cycles to support youth employability within the framework of strength-based approaches to change.	THO	Youth workers, youth leaders, trainers, project managers, EVS mentors/tutors.	2	ES02	PT02	TCA 2016 period	SPA IN	Sendin g	1000.00
KA218	A Capacity Building Seminar for the Organizations Working	Overviewing the current refugee situation, it is obvious that organisations working with/on refugees and immigrants need more support. The main aim of this seminar is to help	THO	Organisations working with/on refugees; public, private, NGO, educational, vocational, research etc., policy makers, youth	2	TR01	PT02	TCA 2016 period	TUR KEY	Sendin g	1500.00

	with refugees	improvement of the institutional capacities of the organizations working with refugees with a focus on youth field.		workers, NA representatives, representatives of international/national organisations related with the topic							
KA218	Study Visit: Social Entrepreneurship in the UK	The United Kingdom has more than 60,000 social enterprises. This study visit will enable participants to visit several of these social enterprises to draw inspiration and expertise.	THO	Promoters, policy makers, researchers, social entrepreneurs, employment support organisations	2	UK01	AT02,ES02,IT03,PL01,PT02	TCA 2016 period	UNITED KINGDOM(GB)	Sending	1200.00
KA218	Project Factory 2016 - Training Course to Develop Cross-sectorial projects for Youth at Risk and in NEET Situation	Training course on cross-sectorial project development, involving and targeting youth at risk and in NEET situation. It will bring together 25 different stakeholders (formal, non-normal, social & business sector) to develop long-term partnerships and projects involving and targeting youth at risk and in NEET situation.	TSS	Professionals with experience working on the issue of vulnerable young people in NEET situations (face-to-face workers as well as managers/decision makers); Youth workers; Teachers, school support staff, alternative education staff, vocational programmes	2	SABE2	CZ01,IT03,MT01,PL01,PT02,RO01	TCA 2016 period	LATVIA	Sending	1500.00
		The course aims to allow youth									

KA218	"Building Together": A TC to develop instruments and structures for youth participation in decision making at local level	leaders, youth workers and local authorities officers to work together developing their competences to create spaces where youth can work with local municipalities authorities in the development of local youth policies and strategies for the development of their communities.	THO	The training course aims to involve youth leaders, youth workers and public servants from local and regional authorities.	1	HU02	DE04,IS02,IT03	TCA 2016 period	HUNGARY	Sending	600.00
KA218	RAY research - Research--based analysis and monitoring of Erasmus+:YiA	This project aims to continuously collect data from projects with respect to a broad scope of aspects in order to contribute to practice development and to improving the implementation of the programme. This project is a further development of the 'Standard Surveys' conducted in YiA (2007-2013)	EBAR	Youth workers and researchers	3	AT02	PT02	TCA 2016 period	AUSTRIA	Sending	20000.00
KA218	The Political Dimension of Erasmus + Youth in Action mobility activities	Main content on developing the ETS trainer competence model has been finalised and steps were made to implement it successfully! The ETS youth worker model will be published beginning of 2016! A relevant step need to be taken now to train trainers on how to develop curricula/processes of TCs based on	TSS	Trainer – active in Erasmus+ YiA and beyond in the youth field	1	DE04	AT01,IT03,PT02	TCA 2016 period	GERMANY	Sending	500.00

		competence models									
KA218	Youth Work and (young Refugees	A European conference exploring Erasmus+ YOUTH IN ACTION as an instrument for supporting youth work in the development of those values and attitudes underlying active European citizenship.	THO	Applicants in KA 1, experts, researchers, NAs	2	DE04	FI01,PT02	TCA 2016 period	GERMAN Y	Sending	1000.00
KA218	TOOL FAIR XI	Tool Fair XI will give the opportunity to participants to further shape their educational and experiential pathway. Participants will be given the opportunity to run a workshop to share tools for learning with their peers at international level whilst also participating in workshops being led by others. Tool Fair XI aims to provide a space to reflect on tools, give and receive feedback and pave the way for their transferability and further development. It also aims to contribute to the quality of tools for learning and learning process on European level, complementing SALTO-YOUTH Toolbox for	THO	Youth workers and trainers	2	MT01	DE04,ES02,PL01,PT02,TR01	TCA 2016 period	MALTA	Sending	1500.00

		Training and Youth Work (http://www.salto-youth.net/tools/toolbox) and various publications on educational tools, in coherence with the European Training Strategy. The Tool Fair XI will take place in Malta. The Tool Fair aims: <ul style="list-style-type: none"> • To share, experiment, discuss and further develop tools for learning; • To shape own educational and experiential pathways, by facilitating and attending workshops; • To celebrate and assess the process of the Tool Fairs and the Learning Strategy; 								
Total										273400.00

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

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.

Please update if necessary.

No update for WP 2016

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.
Please update if necessary.

No update for WP 2016

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.

IV.1.4 Activity planning - for 2016

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, etc)	Target group	Planned outputs (if applicable)	Indicative calendar (2016)	Place, country (if applicable)	Budget position
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Assist in policy making(national task)

Activity (Type, title, topic, etc)	Target group	Planned outputs (if applicable)	Indicative calendar (2016)	Place, country (if applicable)	Budget position
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Promotion and awareness raising(national task)

Activity (Type, title, topic, etc)	Target group	Planned outputs (if applicable)	Indicative calendar (2016)	Place, country (if applicable)	Budget position
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ECVET community of practice(national task)

Activity (Type, title, topic, etc)	Target group	Planned outputs (if applicable)	Indicative calendar (2016)	Place, country (if applicable)	Budget position
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Participation in European meetings and events (international tasks)

Activity (Type, title, topic, etc)	Target group	Planned outputs (if applicable)	Indicative calendar (2016)	Place, country (if applicable)	Budget position
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IV.1.5. Budget forecast - for 2016

Reference period: 01.01. 2016 - 31.12. 2016

Table 1 : Overview of expenditure

Budget headings	Costs (€)
1. National Agency staff costs (max 15% of total eligible costs)	
2. National Agency travel and subsistence costs	
3. ECVET Experts: daily rates, travel and subsistence for participating in national and international seminars	
4. Equipment and materials (max 10% of total eligible costs)	
5. Sub-contracting, consultancy and other external services (max 30% of total eligible costs)	
6. Conferences and seminars	
7. Other direct costs	
Total	0.00

EU contribution requested

Table 2 - Overview of sources of financing

Sources	Amounts (€)
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	0.00

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

Details for table heading 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

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			0.00

(* Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

Details for table heading 2: National Agency travel and subsistence costs for participating in conferences and seminars(*):

(* Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

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

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

3.A 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 (€) (c) (**)	Total cost (axbxc)
Total			

(* Daily rates are to be based on Staff category 2, ("Researcher, Teacher, Trainer") as indicated in ANNEX 4 of the Specifications

(**) Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

3.B 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 (€) (c)	Average travel costs by ECVET Expert (€) (d)	Total cost (€) (axbxc)+(axd)
Total					

(* Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

3.C 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 (€) (c)	Average travel costs (€) (d)	Total cost (€) (axbxc)+(axd)
Total						

(* Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

Details for table heading 4: 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 (€) (b)	Usage rate % (c)	Depreciation rate % (*) (d)	Total cost (axbxcxd)
Total					

(* depreciation rate corresponding to the duration of the project; for rented equipment, enter 100% as depreciation rate

Details for table heading 5: 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 (€) (b)	Other costs to be included in the Subcontract (€) (c)	Total cost (axb)+c
Total					

Details for table heading 6: Conferences and Seminars

6. A 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 (€) (b)	Total cost (axb)
Total			

6. B 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 (€) (c)	Average travel costs by participant (€) (d)	Total cost (€) (axbxc)+(axd)
Total						

(*) Please refer to the last sheet "Ceilings" (as presented in ANNEX 4 of the Specifications)

6. C For interpreters

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

Details for table heading 7: Other direct costs

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

IV.2 EURODESK

Update only where necessary
 [to be completed by NAs in charge of the area of youth]

IV.2.1. Eurodesk organisation

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:

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

Please update if necessary.

No update for WP 2016

IV.2.2. Framework and background

Please describe the general situation in the field of youth information in your national context and the identified needs.

Please update if necessary.

No update for WP 2016

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 2016 regarding Eurodesk, main objectives for Portugal are:

- Reorganize the Eurodesk Multipliers Network and reinforce the network with youth organizations, municipalities services and other relevant stakeholders.
- Improve quality and promotion of Eurodesk at national level in order to reach a greater number of people and local multipliers;
- Promote European Youth Portal: Promotion of the Portal, organisation of training sessions, participation in external events and training sessions;
- Participate consistently in the re-development of the EYP: keeping up with the pace of work of managing and providing national content as well as the necessary translations;
- Promote www.erasmusmais.eu and also www.juventude.pt portal, providing updated information.

IV.2.4. Activity planning - for 2016

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

Activity (Type, title, topic, etc)	Target group	Planned outputs/results	Indicative calendar 2016 (month/quarter of the year)	Place, country (if applicable)	Budget position
Eurodesk Roadshow	Universities, Schools, Youth organizations	Integrate roadshow visits with Eurodesk national promotion	1th quarter of 2015	Portugal	C+A+D
Participation in fairs, music festivals, academic weeks	Youth	Promote European information service for young people	3rd and 4th quarter of 2015	Portugal	C
Eurodesk Click for Call	Youth	Create a decentralized management solution to create an easy system to inform	3rd quarter of 2015	Portugal	A+C+D
Eurodesk Customer Service	Eurodesk Stakeholders	Monitor service quality in every platform through a continuous improvement	3rd quarter of 2015	Portugal	A+D+C
Eurodesk network Opportunities with Eures / Europass	Youth (Education and Employment)	Create structures frameworks to connect European mobility opportunities with qualified CV and European job market	3rd quarter of 2015	Portugal	B+A+C

IV.2.5. Budget forecast

Reference period: 1 January - 31 December 2016

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	2000.00	28000.00
A.2 Staff training			5000.00
A.3 Fees (experts, audits, ♦)			2500.00
Total			35500.00

I. EXPENDITURES

B. MISSIONS	Forecast
B.1 National missions	3000.00
B.2 International missions	1500.00
Total	4500.00

I. EXPENDITURES

C. INFORMATION	Forecast
C.1 Information activities (meetings, exhibitions...)	25000.00
C.2 Publications: production and dissemination costs	15000.00
Total	40000.00

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space	7200.00
D.2 Data processing (hardware, software, maintenance)	3020.00
Total	10220.00

I. EXPENDITURES

Total	Value
TOTAL DIRECT COSTS(sub-total A + sub-total B + sub-total C + sub-total D)	90220.00

II. *RESOURCES*

Resources	Forecast
1. Contribution from the Member State or its representative	40000.00
2. Other national resources (2)	0.00
3. EU contribution requested (3)	50220.00
Total	90220.00

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:

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

Please update if necessary.

No update for WP 2016

IV.3.2. Framework and background

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

Please update if necessary.

No update for WP 2016

IV.3.3. Overall objectives - update annually

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.

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IV.3.4 Activity planning - for 2016

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

Trainings

Activity (Type, title, topic, etc)	Target group	Planned outputs/results	Indicative calendar 2016 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Seminars and events

Activity (Type, title, topic, etc)	Target group	Planned outputs/results	Indicative calendar 2016 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Tools and publications

Activity (Type, title, topic, etc)	Target group	Planned outputs/results	Indicative calendar 2016 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Other support activities

Activity (Type, title, topic, etc)	Target group	Planned outputs/results	Indicative calendar 2016 (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.

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

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.

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IV.3.7. Budget forecast

Reference period: 1 January - 31 December 2016

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			0.00

I. EXPENDITURES

B. MISSIONS	Forecast
B.1 National missions	
B.2 International missions	
Total	0.00

I. EXPENDITURES

C. INFORMATION	Forecast
C.1 Information activities (meetings, exhibitions...)	
C.2 Publications: production and dissemination costs	
Total	0.00

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space	
D.2 Data processing (hardware, software, maintenance)	
Total	0.00

I. EXPENDITURES

Direct Cost/Overhead/Aleas	Forecast
TOTAL DIRECT COSTS(sub-total A + sub-total B + sub-total C + sub-total D)	

II. RESOURCES

II. RESOURCES	Forecast
1. Contribution from the Member State or its representative	
2. Other national resources (2)	
3. EU contribution requested (3)	
Total	0.00