

PORTUGAL**Erasmus+ Juventude em Ação**

Fields Covered : Youth,European Solidarity Corps

**To: European Commission
DG EAC****ERASMUS + AND EUROPEAN SOLIDARITY CORPS PROGRAMMES¹****NATIONAL AGENCY WORK PROGRAMME****PERIOD: 1 JANUARY 2020 - 31 DECEMBER 2020****Version : 2****Name of contact person :** Luis Alves**Email of contact person :** luis.alves@juventude.pt**Phone number of contact person :** +351252204260**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 2020 General Call for Proposals for the 2020 Erasmus + and European Solidarity Corps¹ (if applicable) Programme Guides, the 2020 Guide for NAs or other rules set out at EU level".*

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

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

NAU	Representative	Signature	Sign Date
Instituto Português do Desporto e Juventude	dos Reis Alves Pereira Carlos Manuel		

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

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Visa History Current Version

Visa Date	Status	Description	Visa By	On Behalf of
24/01/2020	Submitted	Submitted by NA	ALVES Luis	
05/02/2020	NA Signature Requested	Approval letter sent by EAC	SAKELLARIDIS Jean-Francois	HALLER-BLOCK Ute
Visa History Version 1				
15/10/2019	Submitted	Submitted by NA	ALVES Luis	

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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 2020. Where relevant, National Agencies will also present the annual activities of the Erasmus+ Networks and to European Solidarity Corps (the ESC) run by or linked to them.

The sections of this Work Programme that relate to updates of the Multiannual Strategy and Plans are not always compulsory (for more details with specification on compulsory sections please check the ToR). However, the National Agency shall provide such updates as well if significant developments to these strategies and plans have occurred or will occur in 2020 or if specific changes were requested by the Commission (e.g. in the approval letter of the 2019 NA Work Programme or/and evaluation conclusions letter of the 2018 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+ and ESC 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.

Vision of the Programme Erasmus+ Youth in Action

It is a Programme for all, changing people's lives, enhancing youth projects, creating experiences, fostering mobility, boosting learning outcomes, connecting people through cultural ties supported by a common set of values, promoting social development and economic growth.

Mission of the Programme Erasmus+ Youth in Action

It is a free Programme, with universal access to every youngster, simple and easy to apply, transparent in criteria assessment, fair in project evaluation, rigorous in project implementation, present in the field with pedagogic visits and audits, mass communicative, targeted to the youth field, balanced to cover every region in Portugal, inclusive involving people with fewer opportunities, valuable through certified non-formal learning to promote the breakthrough to nurture youngsters' lives.

Values of Youth in Action

Universal Access

Simplicity with Innovation

Fairness on Assessment

Rigour in implementing

Communication above-the-line

Regional Coverage

Inclusive

Responsibilities of the National Agency [NA]

The responsibilities of NA envisage not only the Erasmus+ Youth In Action management but also the promotion and training on the Sport Chapter. Thus, the NA main goal is to support the Youth field and Sport stakeholders in this framework by promoting the cooperation with other sectors, in particular, with education institutions, social charities, employment, professional training, NGOs and corporate/social responsibility.

PT NA also has the responsibility to coordinate Eurodesk in Portugal, making information on learning mobility accessible to Portuguese young people and those who work with them.

Currently a multipliers network, coordinated by PT NA, is spread all over the country reaching youngsters from a large diversity of backgrounds.

The participation in RAY Network enables PTNA to contribute to a better understanding of youth work and youth learning mobility and thus to an evidence-based policy development in the youth field. Therefore PTNA is involved in this mission of production of reliable documentation and understanding of processes and outcomes of the programme.

Another responsibility that PT NA undertook, in close collaboration with its National Authority is to be the National Correspondent for Youth Wiki, the "Europe's online encyclopedia in the area of national youth policies". PT NA represents Portugal in the national correspondents' meetings and updates the information

PART A - ERASMUS +

PART A.I - STRATEGIC FRAMEWORK FOR PROGRAMME IMPLEMENTATION

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

NA Multiannual strategy for the implementation of Erasmus+

I.1. National policy context

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

A first mention should be made to the World Conference of Ministers Responsible for Youth 2019 and Youth Forum Lisboa +21, held in Lisbon from 21st to 23rd June, and 21 years after the adoption of the Lisbon Declaration on Youth Policies and Programmes.

The international Conference organised by the Portuguese government and the National Youth Council, in cooperation with the United Nation-system partners gathered about 100 delegations and aimed to call on States to scale up efforts and effectively mainstream youth in the implementation of the 2030 Agenda. Portugal was extremely involved in all the process, not only as hosting country but also with the results of the event, namely with the Lisbon +21 Declaration.

2019 was also marked in Portugal by the “Year of the Community of Portuguese Speaking Countries (CPLP) for Youth” which aims to strengthen the effective participation of young people of the community. Cooperation in youth field is in the basis of this project, and common objectives can be found in view of the objectives of Erasmus + Programme (despite the geographical differences of fields of action).

At national level, the National Youth Plan 2018-2022 (approved by Resolution no. 114-A/2018, published on September 4/2018), is being a guiding framework in this field and represents the commitment to invest in Youth in a structured, visible and concerted way, concentrating efforts and giving a guiding principle to existing, but sometimes fragmented measures and other new efforts of different policy fields. This way, the cross-sectoral approach to youth policy was strengthened with more inter-ministerial coordination and cooperation. The ultimate objective was to assure the youth mainstreaming at national level, designing a rights-based approach strategy that involved young people in its conception and will continue to engage them in all phases (implementation, evaluation). The Plan is also based in international references such as the 2030 Agenda for Sustainable Development and the EU Youth Strategy 2010-2018.

The promotion of the civic and political participation of young people has been a priority dimension in the context of national youth policy and it has been promoted through initiatives within the scope of formal, non-formal and informal education. The Government and the Portuguese Institute of Sport and Youth, (IPDJ, I.P.) have guided their action with measures that promote the participation of young people.

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

If relevant, please list those Erasmus+ horizontal and/or field-specific priorities - as approved in the 2020 Erasmus+ Annual Work Programme and reflected in the Terms of Reference of this Work Programme – which are particularly relevant to your national context **and** which will be emphasised within the framework of the selection of decentralised projects in your country.

By default: Not applicable

I.2. Needs analysis

Overall analysis of needs in the national context

In the national context there is a need to invest and empower young people to work towards the renewal of society and to contribute to national, EU and Sustainable Development values and goals. Based on the knowledge of the current situation of the Portuguese youth there is a need to create more opportunities for young people in education and employment and improve the access to full participation of all in society. There is a need to put more emphasis on the recognition and importance of informal and non-formal learning in a cross-sectoral approach and the potential impact it has economically and socially. Being Portugal in the top ten EU countries with the highest unemployment rate amongst young people there is the need to facilitate the youth transition from school, unemployment and inactivity to the labour market that can be done through the development of youth work as a support instrument to youth employment, the promotion of mobility opportunities as well as through the improvement of the level of social and professional competences and skills of young people in non-formal learning contexts. The alarming levels of youth unemployment, the high and very variable percentage of young people who are not working, not studying and not following training (NEET rate), as well as the challenges they face, poverty and social exclusion of young people; stresses that the causes of youth unemployment

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should be tackled- such as early school leavers - by promoting entrepreneurship among young people and investing in education, training and Youth. Youth unemployment is a major concern in the Portuguese society. PTNA will promote every project available to change youngsters' lives, through the acquisition of innovative skills, development of entrepreneurship ideas, share of best international practices, improvement of self-employment activities or expansion of social focused projects.

PTNA objective is to create a spill over effect on economic level through the investment in Youth.

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

In order to address particular idiosyncratic issues, PTNA and PTNAU will sustain an integrated strategy based on the 1st National Youth Plan, which provides measures in fields such as Education, Employment and Entrepreneurship, Housing, Health and Quality of Life, Culture, Environment, Inclusion, Migration and Participation (among others).

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 ONLY if necessary

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

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Indicator ID	Indicators	Provisional targets by 2020 (cumulative for 2014-2020)	Indicative annual targets <i>info</i> for 2020
I.3.1.1.a	Number of participants in awarded mobility projects for Key Action 1: I.Learners Higher education within Programme Countries	N/A	N/A
I.3.1.1.b	Number of participants in awarded mobility projects for Key Action 1: I.Learners VET	N/A	N/A
I.3.1.1.c	Number of participants in awarded mobility projects for Key Action 1: I.Learners Youth	20.800	3.280
I.3.1.1.d	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers Higher education within Programme Countries	N/A	N/A
I.3.1.1.e	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers VET	N/A	N/A
I.3.1.1.f	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers School education	N/A	N/A
I.3.1.1.g	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers Adult education	N/A	N/A
I.3.1.1.h	Number of participants in awarded mobility projects for Key Action 1: II.Staff/Youth workers hYouth	6.550	1.050
I.3.1.2.a	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: Higher education within Programme Countries	N/A	N/A
I.3.1.2.b	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: VET	N/A	N/A
I.3.1.2.c	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: School education	N/A	N/A
I.3.1.2.d	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: Adult education	N/A	N/A
I.3.1.2.e	% of NA budget take-up (commitment rate) <i>info</i> for Key Action 1 mobility projects in: Youth	105%	105%

In relation to the indicator I.3.1.2 above, please justify, if relevant, the reasons for a low NA budget take up and elaborate on the type of activities that you intend to carry out during the year in order to improve the situation. Please ensure coherence with Part A.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

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Indicator ID	Indicators	Indicative annual targets ^{info} for 2020 in %
I.3.2.1.	% share of HE students from Programme Countries who have received full recognition of their learning outcomes acquired through their participation in the programme, using ECTS for study periods	N/A
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

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. Please ensure coherence with Part A.II of this work programme and provide more details about these activities in the section below.

N/A

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

Indicator ID	Indicators	Indicative Annual targets for 2020
I.3.3.1.a	% share of cross-sectoral ^{info} projects awarded through in the relevant sectors: Higher education	N/A
I.3.3.1.b	% share of cross-sectoral ^{info} projects awarded through in the relevant sectors: VET	N/A
I.3.3.1.c	% share of cross-sectoral ^{info} projects awarded through in the relevant sectors: School education	N/A
I.3.3.1.d	% share of cross-sectoral ^{info} projects awarded through in the relevant sectors: Adult education	N/A
I.3.3.1.e	% share of cross-sectoral ^{info} projects awarded through in the relevant sectors: Youth	20%

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

Regarding the cross sectorial projects, it has always been difficult to measure this indicator, because in some cases, the projects address horizontal priorities, but they are not identified in the application. Taking on account ad-hoc surveys about the projects that, in fact, address horizontal priorities we predict that we can maintain the rate of such project or even improve this rate by raising awareness of the importance of strengthening cooperation and networking between organisations from different fields and fostering greater synergies that contribute to greater impact of the projects in different fields. We will, through our training and information sessions, emphasize the added value of these type of projects and motivate them to apply as well as inform them that they should identify the horizontal priorities correctly in the application form.

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

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

N/A

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.

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Indicator ID	Indicators	Provisional targets by 2020 (cumulative for 2014-2020)	Indicative annual targets for 2020
I.3.5.1.a	Number of participants in awarded mobility projects in Key Action 1: Higher education with Partner Countries	N/A	N/A
I.3.5.1.b	Number of participants in awarded mobility projects in Key Action 1: Youth with Neighbouring Partner Countries	4.460	670
I.3.5.2.a	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: IPA2	N/A	N/A
I.3.5.2.b	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: ENI	N/A	N/A
I.3.5.2.c	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: DCI	N/A	N/A
I.3.5.2.d	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: PI	N/A	N/A
I.3.5.2.e	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: EDF	N/A	N/A
I.3.5.2.f	% of NA budget take-up (commitment rate) <i>nfo</i> for Key Action 1 mobility projects with Partner Countries in: I.Higher education: Any applicable geographic window	N/A	N/A

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

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 how it could be improved under the next programme, including both activities that your NA could carry out and changes to the action. Please ensure coherence with Part A.II of this work programme and provide more details about these activities in the section below.

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

Education and Training/Youth

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Indicator ID	Indicators	Indicative annual targets for 2020 in %
I.3.6.1.a	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): Higher education within Programme Countries	N/A
I.3.6.1.b	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): VET	N/A
I.3.6.1.c	% share of learners with special needs participating in awarded Key Action 1 mobility projects in (no matter whether they receive the special needs support or not): Youth	6%

Youth

Indicator ID	Indicators	Indicative annual targets for 2020 in %
I.3.6.2.a	% share of young people with fewer opportunities participating in: Key Action 1 (mobility projects)	65%
I.3.6.2.b	% share of young people with fewer opportunities participating in: Key Action 3 (meetings with decision-makers)	50%
I.3.6.3.a	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: Key Action 1 (mobility projects)	75%
I.3.6.3.b	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: Key Action 2 (strategic partnerships)	67%
I.3.6.3.c	% share of awarded projects with topics related to inclusion of people with fewer opportunities in: Key Action 3 (meetings with decision-makers)	50%

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

Note on indicator I.3.6.1.c: Data shows us that there are very few organisations in Portugal that are willing to involve this target group or have the capacity to do so despite our effort to engage organisations that work with or want to work with young people with special needs, through tailor designed trainings within e.g. the Strategic Partnership On Inclusion (SPI) and other TCA activities. To improve the low number of awarded KA1 projects that involve young people with special needs PT02NA will continue to work in cooperation with other NAs within the Strategic Partnership On Inclusion and other TCA activities that prioritize this target group.

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

Indicator ID	Indicators	Provisional targets by 2020 (cumulative for 2014-2020)	Indicative annual targets for 2020
I.3.7.1.	Number of young people directly participating in Key Action 3 awarded projects	12.150	2000

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

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The historic of this indicator shows us that the numbers concerning this action can be very volatile. In 2014 we have reached 1.462 participants, 2015 - 738, 2016 - 2.956, 2017 - 778, 2018 - 2.492, 2019 - 1.417. Given that we approve few projects of this action in each call, only one project can change radically the scenario of a given year. This is the justification why we have lowered the indicator for 2020, for what, in our opinion, is a more realistic number.

I.3.8. Efficient, effective and compliant programme management

Indicator ID	Indicators	Indicative annual targets for 2020
I.3.8.1.	% share of applications for KA1 (excluding Higher Education) reaching the minimum quality threshold for selection	97%
I.3.8.2.	% share of applications for KA2 reaching the minimum quality threshold for selection	95%
I.3.8.3.	% share of applications for KA3 reaching the minimum quality threshold for selection	95%
I.3.8.4.	% share of final reports reaching the minimum quality threshold for acceptance without grant reduction based on quality grounds	95%
I.3.8.5.	% share of timely received final beneficiary reports	100%
I.3.8.6.	% share of final beneficiary reports with financial adjustments below 2%	100%

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

N/A

I.3.9. Additional NA operational objectives

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

If the NA had defined additional NA operational objectives in previous Work Programme, please follow them up in 2020 Work Programme as well. If the NA has decided to discontinue monitoring any of these objectives from previous Work Programme, please provide the explanation.

Additional NA operational objectives	Indicator ID	Indicators	Indicative annual targets for 2020
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Please add below any comments if necessary, concerning your additional objectives.

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 achieving the defined targets and raising the policy relevance of the programme results in the country?

PTNA has a Balance Scorecard to adjust performance measures to its long-term objectives. Thus, a monitoring system is implemented on a quarterly basis to evaluate strategic objectives with an additional time frame on a round basis to measure short term goals. The Balance Scorecard dimensions are compared with a European framework in order to evaluate peer-to-peer performance and regional idiosyncrasies. Our objective is to define the best performers in each dimension, detailing a clear network priority and boosting our outcomes. In brief, the balance scorecard gives the PTNA, PTNAU and European Commission an accountable, reliable and timely picture of Programme implementation. Quarterly balance scorecards make it possible to redefine policies, fine tune implementation methods and foster innovative practices to assure a transformational impact.

I.5. Cooperation with the National Authority

The Portuguese National Agency works in close cooperation with the Portuguese National Authority for an effective and sound management of the E+ Programme. Additionally, a control/audit methodology needs a close contact and interaction to fine tune procedures and improve performance.

Concretely, PTNA will continue to cooperate on 3 different levels:

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

Furthermore, the PTNA will continue to use the National Authority's "PONTO JÁ" Youth stores to spread the Erasmus + opportunities as much as possible. This network of 52 stores around the country has the mission to collect, promote and disseminate national and international information to young people and youth organisations. The PTNA will continue to prepare and deliver moments of training and information to the network's staff, preparing the professionals as multipliers of the E+ information and opportunities.

I.6. Cooperation with other NAs in the country

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

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

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

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
	In particular with the Spanish NA in		

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Name of the Programme/Initiative Bilateral Cooperation	regard to trans-border activities, euro-regions development, Iberian youth networks, as well as training and cooperation courses;	To foster the transnational projects between the involved countries	All the rules to prevent double funding will be applied
Job-shadowing	PTNA aims to send staff members to participate in job-shadowing with other NAs in order to not only improve the quality of our internal procedures but also to better support our applicants/beneficiaries;	Development of the staff skills and competences	All the rules to prevent double funding will be applied
Strategic partnerships	The PTNA will continue to collaborate with other NAs in the strategic partnerships established within TCA, namely SPI (Strategic Partnership on Inclusion) and Strategic partnership for Youth Work on Municipal Level	Improve the concerned areas of the programme	All the rules to prevent double funding will be applied
RAY Network	RAY Network - Portugal is a member of RAY network and aims to foster research in the Youth field in order to create accountable and reliable indicators to evaluate the impact of the Programme and project outcomes	Contribute to a proper evaluation of the Programme results	All the rules to prevent double funding will be applied
Becoming a Part of Europe	BPE – “Becoming a Part of Europe” – The PTNA together with 8 more national agencies is developing, since the beginning of 2017, the project “Becoming a part of Europe”(BPE) financed under the Key Action 3 that intends to develop and share non-formal education methodologies and new inclusion practices through youth work, to promote the integration and social inclusion of refugees, asylum seekers and migrants and to foster understanding, tolerance and respect amongst people.	Positively influence the youth work toward the inclusion of migrants, refugees and asylum seekers	All the rules to prevent double funding will be applied
INFORMAL NETWORK OF SOUTH EUROPE	The Network of South Agencies (hereinafter referred to as " Youth South Network" or its acronym YSN) was conceived in 2007, in the framework of the activities to promote youth national policies under the Youth in Action Programme, with the main objective of promoting the European cooperation in the field of Youth, and the support in the decision-making processes, in an effort to join the various common interests of National Agencies located in the Mediterranean fringe of Europe.	The main objective of the Network of South Agencies is to promote European cooperation in the field of Youth, and the support to take common decisions, as well as to promote the information exchange from time to time between National Agencies located in the Euromediterranean area, for the purpose of collaborating in the Erasmus+ Programme management, and implementing joint youth projects.	All the rules to prevent double funding will be applied
	The PTNA will continue to collaborate with CAIS in the implementation of national sessions with the participants of their street football project, throughout our national territory where besides presenting the	Participation of young people from	All the rules to prevent double

	opportunities of the E+ Programme e also informed them of the ESC Programme opportunities. The participants of this project are young people from migrant backgrounds and vulnerable groups.	vulnerable groups in E+ programme and in society	funding will be applied
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General description of the planned synergies in 2020:

N/A

PART A.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 according to the points below. In the remaining years of Erasmus+, the NAs are requested to focus on dissemination and exploitation of programme results.

II.1.1.1. Objectives and targets

Overall description of the objectives and targets

Please update ONLY if necessary

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

Please update ONLY if necessary

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

Please list the concrete NA activities planned for the 2020 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.

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NA activities planned for 2020 (minimum required activities in 2020)	Target public	Methods/Tools/Theme of the event	Indicative calendar 2020 (month or quarter of the year)
Maintenance of the Erasmus+ website compliant with the requirements of the Guide for NAs <i>info</i>	Beneficiaries and youth organizations, young people, stakeholders, general population, press & media	Online Platform	Permanent
One national Erasmus+ event for the dissemination and exploitation of programme results (all E+ fields managed by NA)	Beneficiaries with projects considered good practices under Erasmus+ in Portugal	Celebration and Public presentation of the best practices in a common public ceremony co-organized with NA Erasmus+ Educação e Formação	3rd quarter
Annual selection of national good practices	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Stakeholders network events and meetings;	May
Use/reinforcement of a structured framework for dissemination and exploitation of programme results and impact to policy makers in education, training and youth; promotion of the Erasmus+ Project Results platform, good practices and success stories	Beneficiaries and youth organizations, young people, stakeholders, general population, press & media	Stakeholders network events and meetings	Permanent
Use/reinforcement of a structured framework for dissemination of programme results through press/media/social media at national, regional and local level	Beneficiaries and youth organizations, young people, stakeholders, general population, press & media	Training and information events	Permanent
Provision of good practice examples and training to beneficiaries on how to organise dissemination and exploitation of results effectively and on the use of the Erasmus+ Project Results platform	Beneficiaries	Training and information events; Share of good practices on social media (videos) and exploitation of the results	Permanent
For the higher education field: Information/promotion activities including international mobility of HE staff and students to and from Partner Countries offered by Erasmus+	N/A	N/A	N/A

Additional NA activities planned for 2020	Target public	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
Information/promotion activities on the online platforms offered by Erasmus+ for school education (eTwinning, School Education Gateway (SEG)), addressed to all relevant stakeholders at national, regional and local level. (in cooperation with the eTwinning National Support Service (NSS)).	N/A	N/A	N/A
Contribution to the content of the online platforms (eTwinning, SEG), in the form of good practice examples; information on major news; facilitating contact with national thematic experts that would be willing to author articles/blog posts; and suggesting online materials for use in the Teacher Academy of the SEG (in cooperation with the Ministry of Education and the eTwinning NSS).	N/A	N/A	N/A

Additional NA activities planned for 2020	Target public	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
Promotion of EPALE, including of the specific features which are particularly relevant for Erasmus+ (potential) applicants and beneficiaries (e.g. partners search tool, collaborative spaces) in cooperation with relevant EPALE NSS.	N/A	N/A	N/A
Contribution of content to EPALE with NA material and information to beneficiaries on possibilities offered by the platform to upload content and promote their work and results (e.g. through the calendar, the blog, the resource centre) in cooperation with relevant EPALE NSS.	N/A	N/A	N/A

Additional NA activities planned for 2020	Target public	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
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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, in particular small organisations and potential applicants, covering both policy relevant and project management issues.

II.2.1 Multiannual NA plan

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

II.2.1.1. Needs analysis

Please update ONLY if necessary

II.2.1.2. Objectives and targets

Overall description of the objectives and targets.

Please update ONLY if necessary

II.2.1.3. Monitoring of objectives and targets

Please update ONLY if necessary

II.2.2 Yearly planning of NA activities – update annually



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Please list the concrete NA activities planned for the 2020 programme period to achieve the objectives set under point II.2.1.2 including the minimum required activities.

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

NA activities planned for 2020 (minimum required activities in 2020)	Target group	Methods/Tools/Theme of the event	Indicative calendar 2020 (month or quarter of the year)
Kick-off/project management meetings for all project beneficiaries for the Strategic Partnerships	Project beneficiaries for the Strategic Partnerships	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	2nd semester 2020
For the school field: Pre-departure training for long-term mobilities of pupils	N/A	N/A	N/A
For the school education field: Pre-departure training for long-term mobilities of pupils	N/A	N/A	N/A
Thematic monitoring meeting/s (all fields managed by NA)	N/A	N/A	N/A

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NA activities planned for 2020	Target public	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
Mandatory trainings for granted applications round 1	Beneficiaries	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers,	May 2020
Mandatory trainings for granted applications round 2	Beneficiaries	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	July 2020
Mandatory trainings for granted applications round 3	Beneficiaries	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods	December 2020
Primary Checks (Visits and audits)	Beneficiaries	Visits, meetings, personal contact with organizations.	Monthly basis
Benchmark Best Projects	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.	2nd semester 2020
Innovative Best Practices	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.	2nd semester 2020
Info sessions about the ERASMUS+ Programme	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	During 2020
Dissemination of the Inclusion and Diversity Strategy	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility.	Seminars, meetings and other events; social media	During 2020
Promotion of Youthpass	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility; organizations that work in the education and employment sectors.	Communication materials, webinars, seminars, social media.	During 2020

II.3. Evidence-based analysis of programme results

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

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

II.3.1. Multiannual NA plan

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

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II.3.1.1. Needs analysis

PTNA is part of RAY Net Work and being part of this network is a way to contribute to a better understanding of international youth work and youth learning mobility and thus to an evidence-based policy development in the youth field in Europe as well as to the development of international youth work and learning mobility practice.

In the framework of the RAY Network, PTNA is involved in several studies, , such as:

- RAY MON: Research-based Analysis and Monitoring of Erasmus+: Youth in Action
- RAY SOC MON: Research-based Analysis and Monitoring of the European Solidarity Corps
- RAY PART: Research Project on Approaches to Participation and Citizenship Education and Learning in Erasmus+ Youth in Action and in the European Solidarity Corps

These research activities will contribute to know and understand better important dimensions that can enhance the quality of the programmes results, such as:

- the effects and the impact of projects funded through European Youth Programmes on the actors involved
- the educational and learning approaches, methods and processes applied in projects funded through European Youth Programmes;
- the implementation of projects funded through European Youth Programmes, in particular in view of the profile of project participants, project leaders and organisations involved as well as with respect to project methodologies and project management;
- to explore how international youth work, solidarity activities and learning mobility practice develops in the framework of European Youth Programmes;
- to explore policy development at national and European levels.

Strategically PTNA intends to contribute to:

- the development of international youth work and learning mobility practice;
- monitoring E+/YiA with respect to the objectives and priorities of the programme;
- quality assurance and quality development in the implementation of European Youth Programmes at the project level as well as at the programme level;
- the recognition of non-formal education and learning in the youth field;
- evidence-based and research-informed youth policy development at all levels and with respect to relevant policy processes such as the implementation of the EU Youth Strategy (2019-2027);
- the visibility and promotion of European Youth Programmes.

Generally, PTNA aims to contribute and be involved in the production of reliable and valid documentation and understanding of processes and outcomes of the programme and its activities.

II.3.1.2. Objectives and targets

The aim of RAY PART research project is to explore which approaches applied in projects funded through Erasmus+ Youth in Action or in the European Solidarity Corps are particularly effective in developing participation and citizenship competences and practices.

RAY SOC MON project aims to explore a broad scope of aspects of the European Solidarity Corps (SOC) and to share the research findings with the different actors and stakeholders of the programme, seeking to contribute to the development of projects funded within the programme, the improvement of the programme's implementation, and the development of the programme at large.

RAY MON aims to contribute to monitoring and developing Erasmus+: Youth in Action and the quality of projects supported by it.

The targets of the research projects are the actors involved – at the individual level (young people, youth workers/project leaders, support persons), at the systemic level (groups/organisations/bodies involved in funded projects, local project environments/communities, youth structures, youth work, youth policy).

II.3.1.3. Monitoring of objectives and targets

RAY Coordination establishes the monitoring tools that assure the quality of research in terms of methodologies to be applied, data collection, selection of participants, schedules to be met, indicators to evaluate results.

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

Please list the concrete NA activities for the 2020 programme period to achieve the objectives and targets set under point II.3.1.2.

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NA activities planned for 2020	Target	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
In framework of the partnership with Minho University NA will support the research of case studies (projects in the field of youth participation and citizenship)	Beneficiaries	-interviews with project leaders/team members - group discussion during the core activity -observation during the core activity - analysis of documents used for the project promotion, preparation, implementation, evaluation and follow-up	March – august 2020

II.4. Other activities

II.4.1. Yearly planning of NA activities

Please list any other concrete activity that will be carried out by the NA in 2020 to achieve the objectives and targets set under point I.3.

NA activities planned for 2020	Target Group	Methods/Tools	Indicative calendar 2020 (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.

Please update ONLY if necessary

b. monitoring progress.

Please update ONLY if necessary

c. adequate supervisory arrangements

Please update ONLY if necessary

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d.risk management.

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

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

The PT NA has in place a plan that integrates the organizational model and its procedures, described in processes, activities and tasks, in order to improve practices, safeguard assets, prevent/detect fraud and errors, and ensure the correct accounting record of the transactions carried out.

The Code of Ethics and Conduct is also a fundamental element that is taken into account in the internal control of the NA.

In view of the segregation of duties, the verification and checking of operations is carried out by staff who have not intervened in their realization or registration.

The PT NA also has a Manual of Procedures that describes the NAs procedures and includes the responsibilities, functions and procedures of all NA Areas, describing the tasks of authorizations and approvals. The NA has also in place an accountable/financial structure appropriate to its management model, allowing the preparation and presentation of the financial statements, taking into account the accounting principles in force;

Staff from the financial department control the life-cycle phases of the projects in order to validate that they are being carried out, in accordance with the Manual of Procedures and guidelines of the Commission.

The PT NA implemented a quality certification management system to improve the reliability of internal operations and processes for better performance.

The PT NA staff has access to the manual of procedures and to the manual of quality management system, on a shared file, and any update or change is notified by e-mail.

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.

No updates for 2020.

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 (please note that for VET, AE, and Youth, the allocation to SPs for good practices exchange is limited to 35%)
Higher education	Not Applicable	Not Applicable
VET	N/A	N/A
School education	[For SE please fill-in the sub-point d)_below]	[For SE please fill-in the sub-point d)_below]
Adult education	N/A	N/A
Youth	70	30

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

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

b)Youth

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

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

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

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

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

c) Education and Training

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

d) KA2 - Strategic Partnerships in the field of school education

Please choose one of the two available options for allocation of funds between different selection panels for Strategic Partnerships in school education under the 2020 Erasmus+ Call for proposals.

Please note that at least 50% of available funds will be reserved for School Exchange Partnerships. The National Agencies may propose a higher percentage based on their needs analysis at country level.

Exceptionally, if allocating 50% of the total available funds under Strategic Partnerships for school education to the School Exchange Partnerships results in less than 450000 EUR remaining at disposal for selection in the other selection panel(s), the NA concerned may propose a lower allocation for School Exchange Partnerships.

Option 1: two selection panels

Share of KA2 funds allocated to School Exchange Partnerships (%)	Share of KA2 funds allocated to joint selection panel of other Strategic Partnerships in school education (%)
0	0

Option 2: three selection panels

Share of KA2 funds allocated to School Exchange Partnerships (%)	Share of KA2 funds allocated to other Strategic Partnerships for exchange of Good practices (%)	Share of KA2 funds allocated to Strategic Partnerships for Innovation (%)

Please briefly explain the reasons for proposing the above indicated allocation policy.

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.

[Yes]

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The PT NA implemented a certified Quality Management System in 2018, and in 2019 we made the enlargement of the scope in order to cover all areas of action of the National Agency

This strategic NA Management decision intends not only to create quality awareness in all organizational processes, but also to obtain recognition by an external and independent entity that the National Agency satisfies its beneficiaries and the legal and regulatory requirements, in an effective way.

The National Agency considers that the quality management system implemented in accordance with NP EN ISO 9001 leads to the provision of a service of excellence and contributes to the sustainable development of the Organization, both economically and commitment to continuous improvement of their performance.

The services provided are carried out in order to ensure compliance with the applicable requirements, such as requirements of the beneficiaries, normative, legal, of competent bodies applicable to the activity, among others.

In order to achieve the objectives effectively and efficiently, the processes implemented are continually improved, based on the analysis of the data generated by the quality management system.

The PT NA promotes the active involvement of NA Staff in optimizing the results of the quality and agency management system, through the implementation of a culture of demand and commitment and providing them with Appropriate skills, resources and environments that lead to greater personal and professional satisfaction.

The National Agency focuses on the mutually beneficial relationships it establishes with the parties involved in its activity, such as collaborators, suppliers and partners, and in order to share with them its ambitions established and Disseminates its vision, mission and values.

II.5.4. Risk management – updated annually

- Please describe any potential risks which may jeopardise the realization of the NA operational objectives and targets.
- What current and potential risks does the NA anticipate if any in terms of compliance with EU requirements for the NA organisation and the management of the Erasmus+ programme? Please detail the corresponding mitigating actions.

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

Risk description	Cause	Potential consequences	Mitigating actions	Responsible for implementation	Deadline for implementation
% share of beneficiary reports with financial adjustments above 2%	Lack of knowledge regarding the grounding rules of the programme	recovery procedures and mismanagement of the project's results	on spot visits, training sessions for beneficiaries	Beneficiaries / Board of Directors / NA Staff	December 2020 (in an annual basis)

Potential risks related to the programme management

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

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

II.6.1. Overview of NA staffing – update annually

Please complete the table below by indicating the actual number of staff in place in the NA in full time equivalents (FTE) as per 1 January 2020.

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Activity	Number of staff /FTE
Management (to be completed ONLY for NAs where the Manager is not directly in charge of any of the below activities)	2.0
Administrative support	0.2
Communication information, dissemination and exploitation of results	1.0
Project evaluation and grant award, issuing of grant agreements	5.0
Monitoring and support to beneficiaries	1.0
Evidence-based analysis of programme results	1.0
Analysis and checking of project reports	2.0
Execution of payments, recoveries	0.2
On-the-spot checks of projects	1.0
Human resources	0.5
Finance, accounting	1.0
Archiving	0.2
Internal audit / quality verification	1.0
IT support	0.7
Total	17.0

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

0

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 ONLY if necessary

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

a) needs analysis

Please update ONLY if necessary

b) objectives and targets

Please update ONLY if necessary

c) methodology

Please update ONLY if necessary

d) monitoring

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Please update ONLY if necessary

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 ONLY if necessary

b)objectives and targets

Please update ONLY if necessary

c)methodology for training of external experts

Please update ONLY if necessary

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

Please update ONLY if necessary

PART A.III-TRANSNATIONAL COOPERATION ACTIVITIES BETWEEN NATIONAL AGENCIES

III.1. Overall objectives

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

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

TCA 2020 will follow the strategic vision, overall aim and objectives of last years, aiming to foster de implementation of the Programme and support transnational cooperation, in the field of social Inclusion, participation and citizenship, democratization, innovation and creativity, employment and entrepreneurship, in order to provide more and equal opportunities for young people in integration, education, training and job market, to foster the European Union values and Youth Goals.

PT NA wants to give emphasis to sustainable development, environment, climate changes, healthy lifestyles, intercultural dialogue, education for human rights, digital youth work, digital and media literacy, development of competences and tools management for trainers, youth leaders, youth workers and project managers to increase participation of young people in decision-making and European citizenship and to highlight the paper of youth worker at municipal level. The Plan have in account strategic documents such as EU Youth Strategy and will be linked with the priorities that will be defined for Portuguese Presidency of the Council of the EU.

We would like to add the following for TCA 2020 in addition to the objectives of previous years: foster the sense of youth belonging to the European project, promoting European values, connecting EU with Youth; explore the impact of Non-Formal Education in the empowerment of young people; empower young people for Sustainable Development, environmental issues, climate changes and healthy lifestyles; promote the Youth Goals.

PT NA will promote in cooperation with other NA's, Strategic Partnerships and Network members, SALTO Resource Centres and other stakeholders, several activities and projects, linked with the general objectives, specific themes and features of Erasmus + Youth in Action, and the specific aim and objectives defined by PT NA taking into account the context of the country, his participants and potential applicants.

As in previous years, PT NA will keep the partnerships and long-term projects, such as: 2 Strategic Partnerships (on Inclusion and Europe Goes Local), Informal Partnership with Spanish National Agency, the Network of South European Erasmus + Youth NAs and Democracy Reloading project. In this frame Pt NA plan to implement a coherent set of national and transnational activities and events.

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III.2. Specific NA activity planning – update annually

NOTA BENE: The NA TCA activities funded under the 2019 Delegation Agreement should be carried out during the period 1/01/ 2020 – 30/06/2021.

Concerning your planned sending TCA, outline briefly your NA's approach towards sending activities, including the themes and events your NA focuses on, and how this links to the NA's overall objectives for TCA.

The approach of PT NA for sending activities is the same from previous years and is in line with the overall strategy and objectives defined to the TCA 2020, in order to foster de implementation of the Programme and support transnational cooperation.

In terms of themes and events focus will be given to activities linked with social inclusion, participation, democratization, innovation and creativity, sustainable development, environment, climate changes, healthy life styles, sports, project management, smart and digital youth work, employment and entrepreneurship, in order to provide more and equal opportunities for young people in integration, education, training and job market, to foster European Union values and Youth Goals, to inspire cooperation and partnerships. TCA Plar will also have special emphasis in Intercultural Dialogue, prevention of exclusion and radicalisation, projects quality development, development of competences of youth leaders, yout workers and project managers, participation of young people in decision-making, European citizenship and in the role of youth worker at municipal level. PT NA is part of RAY Research Based Analysis and monitoring of Erasmus+ project and will send participants to his activities. PT NA is part of the Democracy Reloading Long Term project intending to contribute to strengthen democracy on local and regional level through the development of democratic participation of young people in decision making. The Strategic Partnerships, the Iberian Cooperation with Spanish NA, the Network of South European Erasmus + Youth NA's, the European Youth Week and other European Events will also have impact in PT sending activities.

The target group for sending TCA activities is the same of all the strategy designed to Portugal: actual beneficiaries, newcomers, youngsters with fewer opportunities, trainers, youth workers, youth leaders, multipliers and researchers.

This links to the NA's overall objectives for TCA in the way PT NA tried to develop a strong, strategic and innovative plan of activities with focus on supporting the quantitative and qualitative implementation of Erasmus + YiA, it's different Key Actions and activities, priorities, objectives and targets groups thought the hosting of international activities and the sending of several Portuguese participants, promoting the added value of involvement and participation in this kind of activities.

Please indicate an estimation of the budget in EUR per sector, earmarked for planned sending activities.

Programmes	Budget Estimate (Euro)
SE	
VET	
AE	
HE	
Youth	150000

Concerning your planned hosting TCA, please use the Excel templates provided to include your TCA planning in the WP. The Excel templates should be filled in and imported using the import section at the bottom of the cover page of this WP. Please use the correct template for each sector (KA220 for Higher Education, KA215 for School education, KA216 for VET, KA217 for Adult education and KA 21 for Youth). If a cross-sectoral TCA is funded from the TCA budgets of several sectors, please include the TCA in the planning of each of the contributing sectors with the appropriate share of the budget.

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

KA220-Higher Education

Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scop
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KA215-School education



Field	Title	Aim of the activity	TCA area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scope
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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 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scope
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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 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scope
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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 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scope
KA218	Creative & Tech Learning Mix	The Aim of the training is to provide creative and digital tools to empower Youth Work and Erasmus+ project management and to understand how, creative learning and technology learning, digital gaming and other creative and digital youth work practices can be integrated into youth work practice.	TSS	Youth workers, Youth leaders, Project managers, Erasmus+ Beneficiaries, Municipalities Youth Workers	30	PT02	CY02, DK01, ES02, HU02, PT02, SK02	TCA 2020 PERIOD	PORTUGAL	Hosting	21000.00	Transnational
KA218	European Launch: Toolkit Democracy Reloading!	The online toolkit Democracy Reloading is now ready! With this conference, we aim at disseminating the product at European and local or national level in order to reach as much as possible practitioners who might have also contributed during the different activities to the content development of the toolkit.	THO	municipality workers, organisations supporting municipalities in engaging young people in decision making processes, European and national institutions, trainers supporting youth participation processes at	100	BE04	BE04, BE05, CY02, ES02, HU02, LT02, PT02	TCA 2020 PERIOD	PORTUGAL	Hosting	20000.00	Transnational



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				local/regional level								
KA218	Study Visit on Inclusion, in Portugal	The aim of the study visit is to visit / present good practices from inclusion organizations and projects, with focus on work with roma communities and social neighbourhoods.	THO	youth workers, youth leaders, trainers, project managers, EVS mentors/tutors.	30	PT02	AT02, BE04, BG01, DE04, DK01, ES02, LT02, NO02, PT02	TCA 2020 PERIOD	PORTUGAL	Hosting	21000.00	Transnationa
KA218	THE POWER OF NON FORMAL EDUCATION 2021	A POWERFUL TC FOR A POWERFUL TCA Improving the impact of Non Formal Education (NFE), principles and methods in the empowerment of young people as real actors of the society (from local to Europe).	THO	Youth workers, Trainers, Youth leaders, Project managers, Youth Policy Makers	30	PT02	AT02, BE04, BE05, BG01, CY02, DK01, ES02, FI01, LT02, LV02, PT02	1st half 2021	PORTUGAL	Hosting	20000.00	Transnationa
KA218	Think visual!	To develop graphic facilitation competences in order to better support young people learning processes.	TSS	Trainers and facilitators, Youth workers	30	PT02	AT02, BE04, CY02, ES02, FR02, LT02, PT02, SK02	TCA 2020 PERIOD	PORTUGAL	Hosting	17000.00	Transnationa
KA218	TOOL FAIR XV	Tool Fair is an international event that brings together youth work experts all over Europe and beyond to discuss and learn from each other about innovative methods and best practices from the field of youth work. The 15th edition of the International Tool Fair, will take place in 2nd Semester of 2020 in Portugal.	THO	Youth workers on various levels of the field	100	PT02	AT02, BE04, BE05, BG01, CY02, FI01, HU02, LV02, LT02, NO02, PT02, ES02, FR02, RO01, HR01	TCA 2020 PERIOD	PORTUGAL	Hosting	100000.00	Transnationa
KA218	Youth Leadership for Sustainable Development	To foster Youth Leadership for Sustainable Development, deepening the knowledge about Climate Change and the UN Sustainable Development Goals and developing Youth projects of international cooperation.	THO	Entes and Youthworkers particularly interested in the themes of Climate Change and Sustainable Development, project managers...	30	PT02	BE04, CY02, DK01, PT02, SK02, ES02	TCA 2020 PERIOD	PORTUGAL	Hosting	17000.00	Transnationa
		The Strategic Partnership between NA's aims to include more young people with fewer opportunities										



KA218	NA's STRATEGIC PARTNERSHIP ON INCLUSION (SPI)	and special needs in the Erasmus+ Youth programme and European Solidarity Corps, in line with the Erasmus+ Inclusion and Diversity Strategy in the field of Youth. The partners will set up new approaches to foster sustainable engagement and capacity building of organisations that are either already working with or who want to start to work with young people with fewer opportunities and special needs in international activities. The SPI partners will, through 3 different strands, implement a coherent set of national and transnational capacity building activities. The SPI CYCLE is focusing on 3 strands: I. Young people with diverse abilities & health issues; II. Young people from disadvantaged areas and III. Young people in NEET situation. Our NA acts as hosting and sending partner within SPI".	THO	Organisations that work actively in the inclusion field and with/for young people with fewer opportunities	40	SABE2	AT02, CZ01, DE04, EE01, FR02, HU02, IE02, IS02, IT02, LV02, PL01, PT02, RO01, SASI1, SI02	TCA 2020 PERIOD	PORTUGAL	Hosting	30000.00	Transnationa
KA218	EUROPE GOES LOCAL - Supporting Youth Work at the Municipal Level	The SP "EUROPE GOES LOCAL – supporting the youth work on Municipal Level" is a strategic partnership of several NAs and external partners. The core aim is to raise the quality of local youth work in particular through enhanced cooperation between various stakeholders that are active at the municipal level. EGL is a platform for multi-level initiatives. Large-scale events, mapping exercises and network-wide actions are coordinated at the European level while National Agencies develop national plans to respond to the needs of their partners and create different types of learning opportunities with a transnational dimension. In the framework of this SP, PT NA plan to implement a	THO	youth workers, project managers, stakeholders of municipal level youth work	30	BE05	AT02, BE05, CZ01, DE04, DK01, EE01, FI01, FR02, HR01, HU02, IE02, IS02, LI02, LT02, LV02,	TCA 2020 PERIOD	PORTUGAL	Hosting	30000.00	Transnationa



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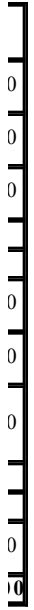
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				target group and should participate in the initiative on a voluntary basis.)								
KA218	Training of Trainers 2020/2021 - 1st seminar	The main goal is to train trainers who wish to start an international career and are motivated to take part in continually improving the quality of projects under the Erasmus+: Youth in Action Programme.	THO	Trainers of Youth Workers	24	SADE1	BE04, BE05, BG01, DE04, ES02, LT02, LV02, PT02, SK02	TCA 2020 eligible period	PORTUGAL	Hosting	1200.00	Transnationa
KA218	PBA "Make the Move VII"	A contact making seminar co-organized by NA BEFR and PT, in order to promote partnerships and develop quality Youth Exchanges, with a strong focus on Inclusion. Programme countries + EECA + Russian Federatio,and SEE.	TSS	Youth workers, youth leaders, project managers	50	BE04	AT02, BE04, BG01, ES02, FI01, HU02, LT02, NO02, PT02	1st half 2021	PORTUGAL	Hosting	300.00	Transnationa
KA218	Becoming a Part of Europe - National training courses on youth work supporting the integration of young migrants, refugees and asylum seekers (follow-up of BpE-ToT)	As a follow-up to the KA3 project Becoming a part of Europe on the role of youth work in the integration of young migrants, refugees and asylum seekers, several national TCs for youth workers will be implemented in 2020. This activity is the Portuguese National Training Course aiming to follow the project objectives and the development of of youth work in the integration of young migrants, refugees and asylum seekers.	THO	youth workers, project managers, stakeholders, trainers	25	PT02	PT02	TCA 2020 eligible period	PORTUGAL	Hosting	15000.00	National
KA218	Erasmus Regionalis	To bring Erasmus+ to regions in Norway that have few organisations/municipalities that apply for Erasmus+ projects by bringing them to regions that use Erasmus+ strategically in their youth work.	TSS	Youth workers from regions where E+ is not much used	50	NO02	PT02	TCA 2020 PERIOD	PORTUGAL	Hosting	500.00	Transnationa
Total											343000.00	

PART A.IV - SUPPORT AND NETWORK FUNCTIONS



IV.1. ECVET

Update only where necessary

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

IV.1.1 ECVET national team organisation and composition

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

Please update ONLY if necessary

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 ONLY if necessary

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

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

N/A

IV.1.4 Activity planning – for 2020

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

Training and advice (national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2020)	Place, country (if applicable)	Budget position
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Assist in policy making(national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2020)	Place, country (if applicable)	Budget position
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Promotion and awareness raising(national task)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2020)	Place, country (if applicable)	Budget position
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ECVET community of practice(national task)

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Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2020)	Place, country (if applicable)	Budget position
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Participation in European meetings and events (international tasks)

Activity (Type, title, topic)	Target group	Planned outputs (if applicable)	Indicative calendar (2020)	Place, country (if applicable)	Budget position
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IV.1.5. Budget forecast – for 2020

Reference period:01.01.2020 - 31.12.2020

Table 1 : Overview of expenditure

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

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

Table 2 – Overview of sources of financing

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

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

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

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

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

Total of heading 1
0.00

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

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

Total of heading 2
0.00

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

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

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

3.2 Participation in NATIONAL conferences and seminars:

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

3.3 Participation in INTERNATIONAL conferences and seminars:

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

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Total of heading 3
0.00

Details for table heading 4.1: Equipment and materials

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

Description (specify also Purchased/Rented)	Number of items (a)	Cost of purchase or rent (EUR) (b)	Usage rate % (c)	Depreciation rate % <i>(info)</i> (d)	Total cost (axbxcxd)
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Total of heading 4
0.00

Details for table heading 5.1: Sub-contracting, consultancy and other external services

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

Subcontract	Task description	Number of person days (a)	Cost per day (EUR) (b)	Other costs to be included in the Subcontract (EUR) (c)	Total cost (axb)+c
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Total of heading 5
0.00

Details for table heading 6: Conferences and Seminars

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

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

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

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

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Details for table heading 7.1: Other direct costs

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

IV.2 EURODESK

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

IV.2.1. Eurodesk organisation (please provide the updates for 2020)

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).

Eurodesk Portugal is an enquiry and advisory service for young people and those working with them. It relies on information about programmes available throughout the EU which are relevant to the youth, training and education fields. It also includes additional information relevant to young people related to mobility issues (working, living and studying abroad) plus other relevant topics. The information and advisory services are available free of charge to the main target groups, specifically young people, youth workers, non-governmental organizations and others. Eurodesk Portugal aims at improving access to European information for young people and those working directly with them. National information will also be made available, regularly, to all parts involved. Regarding Eurodesk's internal organization. Eurodesk National authority is the Secretary of State of Sports and Youth, Mr. João Paulo Rebelo. Mr. Luis Alves, Director of Erasmus + Youth in Action National Agency, is its legal representative. Internally, Eurodesk Portugal is hosted by Erasmus+ Youth in Action National Agency department for the transversal department [TCE] training, communication and Eurodesk. The team is made of 2 full time officers, representing 1 PTE exclusively dedicated for Eurodesk.

Eurodesk has no subcontracting arrangements at the current moment but it is an open option in order to reorganize the working flow to provide the needed support. PTNA will make use of traineeships, internships and volunteering activities cooperating in Eurodesk through long term partnerships with universities, youth organizations and research centres. Additionally, PTNA will foster new partnerships with civil society and enterprises (CSR departments) to foster innovative solutions at Eurodesk platform. Finally, PTNA will maintain the local presence of Eurodesk with the multipliers network, fostering and empowering the existent network and focusing on training and innovative approaches to improve the results and efficiency.

The overall national organization of Eurodesk Portugal is the same of previous years. Major developments have been done in the multipliers network. The selection process started in July 2016 and in September 2016 a national training for multipliers has been delivered for 58 potential multipliers selected. A reinforcement of multipliers has been done in September of 2018. Eurodesk Portuguese Multipliers network is not expected to grow in 2020.

IV.2.2. Framework and background (please provide the updates for 2020)

Current situation regarding the provision of information to young people:

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

In the field of youth information, in the national context, there is the need to make relevant information more and easily available to all targets. In order to address that issue and promote quality information to all targets, throughout all channels available and following the common aims and objectives proposed regarding access to quality information, as well as the necessary overall coherence of the Eurodesk and the use of the Quality Catalogue elaborated by the Eurodesk network. Eurodesk Portugal shall ensure that citizens are provided with relevant information, advice and support concerning the EU activities., throughout cooperation with other EU information networks - such as Euroguidance, Europass, ENIC/NARIC and EURES. Eurodesk Portugal will also maintain a close cooperation with the National Agency designated for the field of youth under Erasmus+ and establish the relevant contacts with Erasmus+ National Agencies responsible for other fields of the programme in the country. Eurodesk Portugal main challenge will be to involve local multipliers (youth

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organizations, youth workers, youth policymakers, or events where the number of young people is high enough to have a collective impact) in order to disseminate European Eurodesk information at local level. Eurodesk Portugal will focus its resources in providing high quality information throughout the Erasmus + Youth in Action website (www.juventude.pt), the European Youth Portal, newsletters, and throughout personal advising online and offline. Eurodesk Portugal will reinforce the use of innovative platforms in order to inform more people about more opportunities. The overall framework and background of Eurodesk Portugal are the same of previous years.

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 2020 regarding Eurodesk, main objectives for Portugal are:
 Reinforce and provide further specific training for the Eurodesk Multipliers Network.
 Improve quality and promotion of Eurodesk at national level, building multi-sector partnerships and projects in order to reach a greater number of young people;
 Promote European Youth Portal: Promotion of the Portal, organisation of training sessions, participation in external events and training sessions;
 Participate consistently in the development of the EYP: keeping up with the pace of work of managing and providing national content as well as the necessary translations;
 Participate actively in the European network as part of specific working groups and in the network meetings.
 Promote www.erasmusmais.eu, www.juventude.pt and www.europasolidaria.pt portals, providing updated information, as well as our social media channels.

IV.2.4. Activity planning – for 2020

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

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
Eurodesk RoadShow	Universities, Schools, Youth Organizations, Eurodesk Multipliers	Share information and promote Eurodesk mission and platform in all the country	Permanent	Portugal	A+C+D
Participation in regional and national events (fairs, music festivals, universities and municipalities events)	Young people and organizations	Share information and promote Eurodesk mission and platform in all the country	2nd and 3rd quarter	Portugal	C
Partnership with other support and information networks around the world and in Portugal, such as EURES and Europe Direct, as well as with the National Europass Center (PTNA Education and Training).	Young people and organizations	Share information and promote Eurodesk mission and platform in all the country	Permanent	Portugal and Partner Countries	N/A
Multipliers Network Meetings	Eurodesk Multipliers	Work on the youth information strategy for the country; prepare plans and evaluate activities	1st meeting: Quarter 1 or 2; 2nd meeting Quarter 3 or 4	Portugal	B+E
Time to Move campaign	Young people and organizations	Promote Time to move Campaign, activate Eurodesk Brand, promote sessions on youth information	4th quarter	Portugal	B

IV.2.5. Budget forecast - for 2020

Reference period: 1 January 2020- 31 December 2020

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

I. EXPENDITURES

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A. STAFF	Number of person/month	Gross Salary per month	Forecast
A.1 Staff salaries (including salary related charges)	12.00	2063.20	24758.40
A.2 Staff training	1.00	2500.00	2500.00
A.3 Fees (experts, audits)	1.00	2500.00	2500.00
Total			29758.40

I. EXPENDITURES

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

I. EXPENDITURES

C. INFORMATION	Forecast
C.1 Information activities (meetings, exhibitions...)	26000.00
C.2 Publications: production and dissemination costs	25513.00
Total	51513.00

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space - by definition ineligible unless the NA receives the derogation from EC (see text underneath the table)	
D.2 Data processing (hardware, software, maintenance)	5000.00
Total	5000.00

TOTAL DIRECT COSTS(sub-total A + sub-total B + sub-total C + sub-total D)
97771.40

II.RESOURCES

Resources	Forecast
1. Contribution from the Member State or its representative	40000.00
2. Other national resources (<i>info</i>)	0.00
3. EU contribution requested (<i>info</i>)	57771.40
Total	97771.40

Control Box: TOTAL COSTS (must be equal with TOTAL of II.RESOURCES)
97771.40

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Please be aware that the **rental costs are ineligible** (as per annex 2 to the ToR), but the NA can have **the possibility for a derogation**, which will be a subject to justification. If this is a case of your NA, please explain below why this expenditure is covering a cost in connection with the performance of the additional tasks (the networks) and the NA doesn't cover the rental of its own office space from this amount.

IV.3 SALTO

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

IV.3.1. SALTO organisation

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

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

Please update

IV.3.2. Framework and background

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

Please update ONLY if necessary

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.

IV.3.4 Activity planning – for 2020

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

Trainings

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Seminars and events

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Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Tools and publications

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Other support activities

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (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.

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.

IV.3.7. Budget forecast - for 2020

Reference period: 1 January 2020- 31 December 2020

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

I. EXPENDITURES

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

I. EXPENDITURES

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

I. EXPENDITURES

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

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space - by definition ineligible unless the NA receives the derogation from EC (see text underneath the table)	
D.2 Data processing (hardware, software, maintenance)	
Total	0.0

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

II. RESOURCES

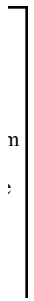
II. RESOURCES	Forecast
1. Contribution from the Member State or its representative	
2. Other national resources (<i>info</i>)	
3. EU contribution requested (<i>info</i>)	
Total	0.0

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

Please be aware that the rental cost are ineligible (as per annex 2 to the ToR), but the NA can have the possibility for a derogation, which will be a subject to justification. If this is a case of your NA, please explain below why this expenditure is covering a cost in connection with the performance of the additional tasks (the networks) and the NA doesn't cover the rental of its own office space from this amount.

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PART B - European Solidarity Corps - to be filled-in only by NAs implementing the programme



PART B.I - PROGRAMME IMPLEMENTATION STRATEGY

The aim of the strategy is to reflect on how to achieve the objectives of the European Solidarity Corps taking into account the national context in the fields of youth and solidarity (specifically volunteering, traineeships and employment). It should therefore be developed in close cooperation with the National Authority.

NA strategy for the implementation of the European Solidarity Corps in 2020

I.1. National policy context for the objectives of the European Solidarity Corps

[Optional]

Overall description of the state of play of national policy context in view of the specific objectives of the European Solidarity Corps the field of youth, volunteering, traineeships and jobs.

I.2. NA Operational objectives, indicators and targets linked to the implementation of the European Solidarity Corps

Overall description of the NA strategy in reaching the indicators and targets.

In what concerns volunteering placements, Portugal has a strong and consistent community of stakeholders, both organisations and young people, motivated to seize this strand. Portugal continue to have a big number of young people enrolled on the ESC Portal with more than 7000 registrations, the 5th country with more registrations. In the same way, we have a big number of accredited organisations and some of them with large experience on volunteering projects. Most of the accredited organization under Erasmus+ Programme still are active on ESC and we count on new organisations already with Quality Label. We have 38 organisations with Quality Label and the number is still increasing each round. Furthermore, with the new configuration of ESC we could attract new organisations from the social sector to work with the programme.

The occupational strand of the ESC Programme has been put on the centre of our Communication Strategy. From the beginning of the programme (meaning, from the pilot phase), we have been spreading the Traineeships and Jobs as a great opportunity for our main stakeholders (youth organisations, solidary and social/ no profit organisations), through which the can frame already established aims concerning professionalisation of the organisations, can enlarge the opportunities to volunteering participants, providing them job and/ or traineeships opportunities (practices already put in place by some organisations without support).

Even so, we will develop promotional activities and establish direct contacts with organization of the youth sector in order to frame this action on the needs of the organisations. We will also continue synergies, that we have already started, with the VET and social sector in order to spread as much as possible the opportunities of this strand. In the same way we will continue the cooperation with the national stakeholder of the sector and national authorities involved with youth employment and VET.

The strategy to solidarity projects is to reach target groups from rural regions, as a way to bring new commers to the Programme, once these projects can be an entry point through the capacitation of young people.

I.2.1. Outputs indicators and targets

Note that these targets concern the number of participants that will be selected in each type of action by the NA in 2020

I.2.1.1. Foster participation in European Solidarity Corps Actions

Indicator ID	Indicators	Indicative annual targets for 2020
I.2.1.1.a	Number of participants Volunteering Activities (individual + team) in awarded Volunteering projects	330
I.2.1.1.b	Number of participants in Traineeships in awarded Traineeships and Jobs projects	70
I.2.1.1.c	Number of participants in Jobs in awarded Traineeships and Jobs projects	60
I.2.1.1.d	Number of participants in awarded Solidarity Projects	200

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I.2.1.2. Number of organisations who have received the European Solidarity Corps Quality Label

Indicator ID	Indicators	Indicative annual targets for 2020
I.2.1.2.a	Number of organisations who have received the European Solidarity Corps Quality Label - Volunteering	50
I.2.1.2.b	Number of organisations who have received the European Solidarity Corps Quality Label - Traineeships	30
I.2.1.2.c	Number of organisations who have received the European Solidarity Corps Quality Label - Jobs	30

I.2.1.3. Foster participation of young people with special needs or with fewer opportunities in the European Solidarity Corps

Indicator ID	Indicators	Indicative annual targets for 2020
I.2.1.3.a	% of participants with fewer opportunities participating in Volunteering Activities	70
I.2.1.3.b	% of participants with fewer opportunities participating in Traineeships	65
I.2.1.3.c	% participants with fewer opportunities participating in Jobs	65
I.2.1.3.d	% share of young people with fewer opportunities participating in Solidarity Projects	N/A

I.2.1.4. Effective programme management

Indicator ID	Indicators	Indicative annual targets for 2020
I.2.1.4.a	% share of applications for Volunteering reaching the minimum quality threshold for selection	92
I.2.1.4.b	% share of applications for Traineeships and Jobs reaching the minimum quality threshold for selection	75
I.2.1.4.c	% share of applications for Solidarity Projects reaching the minimum quality threshold for selection	70
I.2.1.4.d	% share of final reports reaching the minimum quality threshold for acceptance without grant reduction based on quality grounds	95
I.2.1.4.e	% share of timely received final beneficiary reports	85
I.2.1.4.f	% share of final beneficiary reports with financial adjustments below 2%	65

In the section below, please comment on all the defined targets and describe the activities that will be organised to ensure that the targets are reached. Please ensure coherence with Part B.II of this work programme.

I.2.1.1.a: In 2019 there was an clerical error on the definition of this indicator due the estimation of participants in the Volunteering Partnerships. We have adjusted this indicator this year accordingly.

I.2.1.4.a: During 2019 we could reach a percentage of 92% of application with the minimum quality threshold for selection.

Considering that we have a consistent group of accredited organizations already with large experience, we do not count with substantial differences concerning this indicator.

I.2.1.4.b: We could approve 100% of the projects submitted during 2018 for Traineeships and Jobs. Given the nature of these applications and the profile of the organisations ready to embrace these actions, we count on big quality of the applications. The strategy of the NA for this strand is to contact directly potential applicants from an early stage supporting them also in the quality issues of the applications.

I.2.1.4.c: The big share of application of this action is proposed by informal groups of young people and newcomers without the same level of experience of the organization and some of them can be incomplete or not well developed. We have been organizing several actions for selected target-groups to increase the quality of the applications and we count that the quality level of the applications can increase.

Reports: The experience of the last 10 years concerning youth in action and Erasmus + programmes showed us that are not big oscillations concerning the share of final reports reaching the minimum quality threshold for acceptance without grant reductions based on quality grounds.

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Concerning the share of timely received final beneficiary reports we are going to adopt the same scheme we have to Erasmus + projects setting NA project contact persons and managers that should monitor the main phases of the projects and using the available tools to these tasks, namely the Epluslink and its functionalities. To improve the % share of timely received final beneficiary reports PTNA will develop awareness-raising actions specifically to address this need and it will be a subject to be more recalled in other scheduled information and training sessions, through close contact between project owners and beneficiaries.

1.2.1.3.d: There is no any information in the Solidarity Projects that permits us to take acknowledgement of the percentage of young people with fewer opportunities.

1.2.2. Additional NA operational objectives

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

Additional NA operational objectives	Indicator ID	Indicators	Indicative annual targets for 2020
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Please add below any comments if necessary, concerning your additional objectives

1.3. Monitoring and evaluation of progress and realisation of objectives

Please describe, if different from the system established under Erasmus+, how the NA will, 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?

1.4. Synergy with other programmes and initiatives (including Erasmus+)

[Optional]

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 the European Solidarity Corps	Actions taken for the prevention of double funding
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PART B.II - PROGRAMME IMPLEMENTATION ACTIVITIES AND PROGRAMME MANAGEMENT

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

Please describe the NA's plan for communication, information, and dissemination and exploitation of results in terms of objectives and targets:

European Solidarity Corps is a new programme, a new brand and a new approach to volunteering and volunteer projects in Europe but also traineeships and jobs. Besides the large number of young people and organizations for whom volunteering and European volunteer service is known and familiar, a huge effort on communication, information, and dissemination and exploitation of results needs to be done. in terms of objectives, the national agency fosters to:

- Communicate European Solidarity Corps and its opportunities all around the country;
- Engage and empower young people from 16 to 30 years, with special attention to youngsters with few opportunities, from rural areas, and taken in account the established priorities

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to participate in European Solidarity Corps;

- Build up a network and empower organizations and stakeholders of the European Solidarity Corps in order to maximize the potential of the programme in a decentralized strategy of action;

In terms of specific targets:

- The central target are youngsters from 18 up to 30 years as potential beneficiaries of the programme;

- Youth organizations, municipalities, schools, social organizations and all the potential hosting, coordinating and sending organizations of volunteers;

- Stakeholders from the government, existent networks of information;

- National Youth Council (CNJ) and the National Federation of Youth Associations (FNAJ), as well as IPDJ – Portuguese Institute for Youth and Sports.

Each beneficiary will be given the responsibility of becoming an ambassador of the Programme and spread over project outputs. We will also be inspiring young people and organizations to be an active part of the change and improvements in Europe, especially in the youth floor.

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

Strategically, we'll have online strategies (website, Facebook, Instagram, e-news, (...)) as well as offline (participation in events, promoting events (..), media coverage (sending permanently press releases and promoting the contact with inspiring projects), and having a “partners and stakeholders strategy” (Pool of trainers, Eurodesk, Europe Direct, among others.)

II.1.1. Yearly planning of NA communication, information and dissemination activities

Please list the concrete NA activities planned for the 2020 programme period 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 B.I as Additional NA Operational Objectives.

NA activities planned for 2020 (minimum required activities in 2020)	Target public	Methods/Tools/Channels	Indicative calendar 2020 (month or quarter of the year)
Maintain the European Solidarity Corps website	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	We will set up a dedicated website with all the information about ESC	permanent
European Solidarity Corps information and promotion activities	Provide communication and information tools in order to empower the access and knowledge of this new programme	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	permanent
Annual selection of national good practices.	Beneficiaries	We will include one new category in our yearly Best Practices public ceremonies with an award to the best ESC projects	Third quarter of the year
Establishment/use of a structured framework for Dissemination and Exploitation of programme results through press/media at national, regional and local levels.	Press & media	Local and regional events; Partnerships	From March till the end of the year

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 target group of the programme, covering both policy relevant and project management issues. Please detail the NA's plan for monitoring and support to programme beneficiaries in terms of:

II.2.1 Needs, objectives and targets

The focus in 2020 will be put on:

Objective: to have a smooth and effective process in what concerns the number of submitted applications at ESC.

Needs: PT NA will continue the dissemination of the ESC programme; proper tools to applicants (website with all the technical information, webforms, participant's portal); a help desk dedicated to clarifying all the doubts of the applicants and help them on the different processes; a Quality Label process effective.

Actions: keep the Communication Plan, organise a meeting/webinar/training/workshop for the beneficiaries in order to explore all the rules, procedures and resources of the programme.

Objective: maintain the correct implementation of the Program and close monitoring of the Entities.

Needs: verification that all the technical and financial conditions are gathered in what concerns the objectives of the Programme

Actions: direct communication with the beneficiaries, through helpdesk and primary checks, assuring that there is common understanding on the necessary steps to comply with the project; put in place all the procedures related to verifications of the formal e legal conditions, especially in what concerns traineeships and jobs. In that regard, a good cooperation with other government agencies that promote employment is foreseen, namely through the exchange of information and common trainings.

Objective: to have a proper preparation concerning the projects implementation

Needs: accomplishment of the quality requirements of the projects' implementation and efficient support to beneficiaries concerning the projects' preparation.

Actions: to organise a training for the beneficiaries, covering all the relevant aspects of the project implementation (especially the support to the participants, the quality aspects of th projects, the financial rules and the visibility and dissemination); defining together with the beneficiaries the terms of monitorization and the report needs.

To end, in the following years the NA will developed a detailed monitoring plan, by 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.

In terms of additional indicators to measure the quality of applications and of finalized projects the NA shall: promotion of good practices fairs, an event dedicated to the best project of the year, visibility events with new players.

II.2.2 Yearly planning of NA activities

Please list the concrete NA activities for the 2020 programme period to achieve the objectives and targets set under point B.II.2.1.1, 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 2020 (minimum required activities in 2020)	Target group	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
Kick-off/project management meetings for the European Solidarity Corps project beneficiaries.	Beneficiaries	Training sessions through non formal educational methodologies and webinars	After of selection round of projects
On-arrival training and mid-term evaluation of European Solidarity Corps participants.	participants in ESC activities with more than 2 and 6 month respectively	Non Formal Educations These trainings are implemented by the Nacional Agency Pool of Trainers	During 2020
Inform and support beneficiaries on how to effectively organise the exploitation and dissemination of results.	Beneficiaries	Non Formal Education Webinars	After each selection round, during trainings adressed to beneficiaries

II.3. Other activities - Yearly planning of NA activities

[Optional]

Please list any other concrete activity on top of the minimum required activities under tables B.II.1.1. and B.II.2.2. that will be carried out by the NA in 2020 to achieve the objectives an targets set under point B.I.2.

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NA activities planned for 2020	Target Group	Methods/Tools	Indicative calendar 2020 (month or quarter of the year)
ESC new contents with practical information and curiosities about the programme	Beneficiaries, youth organizations and young people	Flyers, Social Media	During 2020
Celebrate 5th of December, International Day of Volunteering	Beneficiaries and youth organizations, young people, stakeholders, general population, Press & media	Stakeholders network events and meetings;	December
On-arrival training, mid-term evaluation and Annual event of European Solidarity participants and training and annual event for organizations with quality label.	Volunteers and organizations with quality label.	Non formal Education	During 2020
Regarding people with less opportunities raise ESC participation using good practises projects as an example to follow	All ESC beneficiaries / news organizations / young people	Non formal Education	During 2020
Mandatory trainings for granted applications round 1	Beneficiaries	Work closely with beneficiaries with these kinds of projects / invitation to organizations and participants.	Eligible period to be defined.
Mandatory trainings for granted applications round 2	Beneficiaries	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	May 2020
Mandatory trainings for granted applications round 3	Beneficiaries	Non Formal and informal education. Workshops, webinars, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	December 2020
Primary Checks (Visits and audits)	Beneficiaries	Visits, meetings, personal contact with organizations.	December 2020
Benchmark Best Projects	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	2nd semester 2020
Innovative Best Practices	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	2nd semester 2020
Info sessions about the CES Programme	Youth organizations, informal groups of young people, organizations that work in the youth sector and others with a strong social responsibility	Non Formal and informal education. Workshops, seminars, working groups, energizers, icebreaking games. This non formal approach will be complemented when suitable, with more formal methods.	During 2020

II.4. European Solidarity Corps management

II.4.1. Allocation of funds

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

Round	Volunteering Projects(%)	Traineeships and Jobs(%)	Solidarity Projects(%)
Round 1	35	35	35
Round 2	35	35	35
Round 3	30	30	30

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

Our proposal allocation policy is based on the existing record number of submitted applications and number of applications rejected due to lack of funding all year round but special in the first semester. The PTNA also intends to allocate the respective funds in equal percentage in all three Key Actions to facilitate the management of the funds, meet the expectations of the potential candidates and provide equal opportunities in each round of the year.
PT NA will distribute funds in the following way: R1 – 35%, R2 – 35% and R3 – 30%. Our allocation proposal is based on the existing Erasmus + Programme which has proven to be the most appropriate in recent years.

Please describe how the NA will distribute the Volunteering funds between 'Volunteering projects' and 'Volunteering partnerships'.

% of funds allocated to Volunteering Projects (%)	% of funds allocated to Volunteering Partnerships(%)
50%	50%

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

Our option is to fulfill two main objectives:
- create a stable framework for experienced organizations, allowing them to have a predictable degree of financial support, consistent with the impact already demonstrated in the community;
- leave a reasonable funding margin for small organizations, newcomers and one-off projects

II.4.2. Risk management

- 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 European Solidarity Corps programme? Please detail the corresponding adequate mitigating actions.

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

Risk description	Cause	Potential consequence(s)	Mitigating actions	Responsible for implementation	Deadline for implementation
Do not reach the objectives concerning traineeships and jobs	Misperceptions how these actions are to be implemented by stakeholders, motivated by a lack of correspondence between the programme and national rulings	No implementation of the activity throughout the year	Focus in training of applicants, information's actions and communication campaigns as well as joint committees involving NA's and other authorities	National Agency	2nd semester

Potential risks related to the programme management

Risk description	Cause	Potential consequence(s)	Mitigating actions	Responsible for implementation	Deadline for implementation
Do not reach target groups outside the youth sector	Do not have the right communication channels with other stakeholders	Do not accomplish with all amplitude the objectives in terms of implementation	To create a support committee with the participation of the representative bodies of social organizations, the public bodies of employment and social affairs, beside the youth organizations and the public youth bodies	National Agency	1st quarter of the year

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II.5. NA staff development and training, training of external evaluators

II.5.1. Overview of NA staffing working on the implementation of the European Solidarity Corps ONLY

Please complete the table below by indicating the actual number of staff in place in the NA in full time equivalents (FTE) to be dedicated to the Corps programme management in 2020.

Activity	Number of staff /FTE for the Corps implementation
Management (to be completed ONLY for NAs where the Manager is not directly in charge of any of the below activities)	1.00
Administrative support	0.20
Communication information, dissemination and exploitation of results	0.30
Project evaluation and grant award, issuing of grant agreements	0.20
Monitoring and support to beneficiaries	0.20
Evidence-based analysis of programme results	0.10
Analysis and checking of project reports	0.00
Execution of payments, recoveries	0.20
On-the-spot checks of projects	0.10
Human resources	0.10
Finance, accounting	0.10
Archiving	0.10
Internal audit / quality verification	0.20
IT support	0.20
Total	3.00

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

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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?

Until now we could make the necessary adjustments in terms of staff distribution through the different areas. The areas affected by the vacant posts are Communication and Programme management.

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

The vacant post exists on the NA were dependent of the national legal basis that was published in last March and that needs yet some regulation. Yet, with these limitations the NA have already started the necessary procedures in order to have the new members during the end of 2019/ beginning of 2020.

II.5.2. NA plan for 2020 for NA staff and expert training with regard to the European Solidarity Corps.

Please detail the NA's plan for NA staff and expert training in terms of the needs and planning:

For 2020, the plan for staff and expert training with the regards of ESC is based on two different strands. For one hand we will capacitate the staff and experts on the framework of the national strategy for Public Servants. After the need's analyses of each person of the staff, each member will participate in actions offered by the national network in many different areas.

In other hand, the staff related with ESC are going to participate in all the actions organized by the NAs network, the Commission and the ESC Resource Center.

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II.5.3. NA plan for 2020 for external evaluators with regard to the European Solidarity Corps

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

The NA will use partially external evaluators in 2020. The idea is to combine internal and external evaluators taking in account the number of applications. In 2020, the training methodology, should be, mostly, in a webinar format, enabling more thematic sessions and a more effective participation of the external evaluators. We should underline that the pool of evaluators has been gained experience on the different actions of the programme and we can verify, through regular assessments, that the expertise of these member is increasing and the evaluation results of the projects is very similar to the internal staff of the NA.

PART B.III-NET ACTIVITIES

III.1. Overall objectives

Please describe the NA's overall objectives and strategy for the Networking Activities, in the following areas:

1. Transnational networking activities between National Agencies.
2. National activities and events organised by the National Agencies.

The strategy should describe how the networking activities will be used to effectively support overall quality implementation of the European Solidarity Corps Programme and impact at systemic level. The strategy can be multi-annual and updated when major changes occur.

NB. The funds allocated to the Networking Activities cannot be used for the national activities and events organised by the National Agencies supporting the implementation of the programme at national level, which should be covered from the EU contribution to the management fee.

The main goal for NET 2020 it's the same defined for the last year, aiming to support high quality implementation of the Programme, it's objectives, priorities, themes, activities and target groups. The PT NA tried to develop a strategic and innovative plan with the hosting of international and national activities and the sending of participants, promoting the added value of their involvement and participation. PT NA aims also support the cooperation between NAs and organisations, increase the projects and activities quality, call applicants to the programme, increase the number participants, improve and develop competences, support the capacity building of the associations, the exchange of practices and development of networks, increase the visibility of volunteering and solidarity activities and promote the recognition of outcomes and skills as result of the participation in the programme. PT NA wants to give a strong focus on the strategic use and qualitative implementation of ESC, with special emphasis in Solidarity, Inclusion and Integration (special of youngsters with fewer opportunities, refugees and migrants), promote employ and entrepreneurship, volunteering activities quality implementation and development of competences of ESC target groups. In addition PT NA have also the following objectives: to mobilise organisations and individuals; to promote intercultural dialogue, encourage participation, active citizenship and commitment to European values; to stimulate the development of high-quality projects and exchange practices; to support community building; to promote opportunities for young people, youth workers, trainers, volunteers, and ESC organisations representatives, to train and develop skills and competences; to explore the role of youth worker in ESC; to engage and support the learning process of ESC participants, its certification, validation and recognition; to fosters the Programme awareness and incentive organisation's participation and development of new projects, offering quality activities and experiences. The target group is the same of all the strategy designed to Portugal: beneficiaries and potential applicants, newcomers, youth organisations representatives, young people in general and youngsters with fewer opportunities, volunteers, youth workers, trainers, mentors, project managers, youth leaders, other ESC actors, multipliers and researchers.

III.2. Specific NA activity planning

The NA's strategy for the Networking Activities can be implemented through different transnational and national activities and events, in particular: training, support and contact seminars of potential organisations and participants, thematic awareness-raising and exchange of practices linked to the priorities and target groups of the programme, dissemination and evidence-based analysis of programme results and impact, and support for alumni networks and post-placement guidance.

Target groups involved can include organisations (public and private, social enterprises, NGOs and other) active in the fields of the European Solidarity Corps as well as stakeholders acting as multipliers in these areas, young people (in particular those registered in the European Solidarity Corps database, participants carrying out/having carried out a placement, participants awaiting placement), pupils, students, volunteers, trainees, educators, trainers, youth workers.

Please list the planned Networking Activities including the related grant request per type of activity (transnational networking activities between NAs; national activities and events organised by the NA).



NOTA BENE: The NA Networking Activities funded under the 2020 Delegation Agreement should be carried out during the period 1/01/2020 - 30/06/2021

Concerning your planned sending NET, outline briefly your NA's approach towards sending activities, including the themes and events your NA focuses on, and how this links to the NA's overall objectives for NET.

The approach of PT NA towards NET sending activities is in line with the overall strategy and objectives defined to the ESC and NET implementation, in order to foster de implementation of the Programme and support transnational cooperation. In this context the overall objectives for sending activities are the same listed above (III.1. Overall objectives) and sending events will be in line with this objective and intend to contribute to their achievement.

In terms of themes and events our NA focus will be given to activities linked with in Solidarity, Inclusion, Prevention of exclusion and radicalisation, Intercultural Dialogue, promotion of employ and entrepreneurship, volunteering activities quality implementation and development of competences of applicants and potential applicants of ESC, youth organisations, young people (in particular those registered in the ESC database and participants carrying out/having carried out solidarity activities), volunteers, trainers, mentors, youth workers and other organisations active in the fields, as well as stakeholders acting as multipliers.

NET Plan wants to promote the equal access of opportunities to young people and volunteers, developing the opportunities of volunteer and youth work in the frame of ESC and certified non-formal learning, providing links between formal and non-formal learning through ESC.

The target group for Networking Activities is the same of all the strategy designed to Portugal: activities focus on beneficiaries of the programme and potential applicants, newcomers in the field of volunteer, youth organisations representatives, young people in general and youngsters with fewer opportunities or coming from rural areas or those who are economically or socially less supported in particular, volunteers, youth workers, trainers, mentors, project managers, youth leaders, other ESC actors, multipliers, researchers who works with this target groups.

This links to the NA's overall objectives for NET in the way PT NA tried to develop a strong strategic and innovative plan of activities with focus on supporting the quantitative and qualitative implementation of ESC, it's different objectives, priorities, themes, activities, and target groups thought the hosting of international and national activities and the sending of several Portuguese participants to activities in other countries, networks and partnerships, promoting the added value of involvement and participation in this kind of activities.

Please indicate an estimation of the total budget earmarked for planned sending activities.

75000.00

Concerning your planned hosting NET, please use the Excel templates provided to include your NET planning in the WP. The Excel templates should be filled in and imported using the import section at the bottom of the cover page of this WP.

ESC61-ESC

Field	Title	Aim of the activity	Area supported	Target group	No of participants	Coordinating NA or SALTO	Partner NA(s)	Indicative calendar 2020-2021 (month/quarter of the year)	Hosting country	Role of NA	Grant request (EUR)	Scope
ESC61	Volunteering Market	The main aim of this Training Course is to share Volunteering Activities Tools and methodologies, share best-practices and ideias, but mainly to train the Volunteering actors to the use of that tools. competences related with the projects.	TRA	Participants (organisations, institutions, companies), Trainers, Coaches, Mentors, Youth Workers	30	PT02	AT02, BE04, CY02, CZ01, ES02, HR01, PT02, SE02, SK02	NET 2020 eligible period	PORTUGAL	Hosting	18000.00	Transnational
		Discover and development the										

ESC61	“Youth worker on ESC ” – Increase the quality of projects International Activity	competences of youth worker at the ESC through the ETS competence model for youth workers to increasing the quality of ESC projects.	TRA	Participants (organisations, institutions, companies), Trainers, Coaches, Mentors, Youth Workers	30	PT02	A102, BG01, CY02, ES02, HR01, LT02, PT02, SK02	NET 2020 eligible period	PORTUGAL	Hosting	19000.00	Transnationa
ESC61	ESC (engage, support, competences) Engage and support the learning towards the competence’s development	To provide knowledge, attitudes and skills about how to engage and support the learning process of participants in long and short-term activities of the ESC, connecting this learning process with the Youthpass competences.	THE	youth workers, leaders, activevolunteers, organization board members dealing with ESC project’s and wanting toimprove their competences.	20	PT02	PT02	NET 2020 eligible period	PORTUGAL	Hosting	20000.00	National
ESC61	PLAYGROUND	National Training Course to support the high quality implementation of the ESC programme and mobilise organisations and individuals. This activity is planned to be a national training on ESC opportunities, objectives, themes and priority target groups, in order to support organisations interested in applying with ESC for good quality projects.	TRA	Applicants and potential applicants of ESC and other NNA target groups	30	PT02	PT02	NET 2020 eligible period	PORTUGAL	Hosting	25000.00	National
		The Strategic Partnership										

ESC61	NA's STRATEGIC PARTNERSHIP ON INCLUSION (SPI)	<p>aims to include more young people with fewer opportunities and special needs in the Erasmus+ Youth programme and European Solidarity Corps, in line with the Erasmus+ Inclusion and Diversity Strategy in the field of Youth. The partners will set up new approaches to foster sustainable engagement and capacity building of organisations that are either already working with or who want to start to work with young people with fewer opportunities and special needs in international activities. The SPI partners will, through 3 different strands, implement a coherent set of national and transnational capacity building activities. The SPI CYCLE is focusing on 3 strands: I. Young people with diverse abilities & health issues;</p>	THE	Organisations that work actively in the inclusion field and with/for young people with fewer opportunities	8	SABE2	AT02, CZ01, DE04, EE01, FR02, HU02, IE02, IS02, IT02, LV02, PL01, PT02, RO01, SASI1, SI02	NET 2020 PERIOD	PORTUGAL	Hosting	2000.00	Transnationa
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		... young people from disadvantaged areas and III. Young people in NEET situation. Our NA acts as hosting and sending partner within SPI".										
ESC61	EYE - European Youth Event	To gather young people in order to share and shape their ideas for the future of Europe among themselves and with decision makers.	THE	young people, volunteers, trainers, mentors, youth workers, leaders, project managers, ESC organizations, stakeholders acting as multipliers, decision makers	15	PT02	PT02	NET 2020 eligible period	PORTUGAL	Hosting	10000.00	National
ESC61	Community Building activities	To support community building among European Solidarity Corps participants and among organisations, in order to enhance the impact and benefits of the experience on the individual and to offer good quality activities and experiences to an increasing number of ESC participants.	THE	young people, volunteers, trainers, mentors, youth workers, leaders, project managers, ESC organizations, stakeholders acting as multipliers	25	PT02	PT02	NET 2020 eligible period	PORTUGAL	Hosting	20000.00	National
Total											114000.00	

PART B.IV SUPPORT AND NETWORK FUNCTIONS

IV.1 SALTO/European Solidarity Corps Resource Centre

(* This part refers also to the SALTO activities within the European Solidarity Coprs Programme budget, which should be distinguish from Erasmus + Programme activities) [to be completed by NA that is designated as resource centre].



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IV.1.1. Resource Centre organisation

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

- a.Resource centres internal organisation chart; (to be attached)
- b.Number and profile of staff employed(full time equivalent);
- c.Subcontracting arrangements, if applicable;

Please update ONLY if necessary

IV.1.2. Framework and background

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

Please update ONLY if necessary

IV.1.3. 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.

IV.1.4 Activity planning – for 2020

Please list the activities of the resource centre including the planned grant request

Trainings

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Seminars and events

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Tools and publications

Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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Other support activities



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Activity (Type, title, topic)	Target group	Planned outputs/results	Indicative calendar 2020 (month/quarter of the year)	Place, country (if applicable)	Budget position
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IV.1.5. 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.

IV.1.6. Horizontal activities and coordination with other 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.

IV.1.7. Budget forecast - for 2020

Reference period: 1 January 2020- 31 December 2020

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

I. EXPENDITURES

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

I. EXPENDITURES

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

I. EXPENDITURES

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

I. EXPENDITURES

D. OPERATING COSTS	Forecast
D.1 Rental of office space - by definition ineligible unless the NA receives the derogation from EC (see text underneath the table)	
D.2 Data processing (hardware, software, maintenance)	
Total	0.0

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

II. RESOURCES

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

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

Please be aware that the rental cost are ineligible (as per annex 2 to the ToR), but the NA can have the possibility for a derogation, which will be a subject to justification. If this is a case of your NA, please explain below why this expenditure is covering a cost in connection with the performance of the additional tasks (the networks) and the NA doesn't cover the rental of its own office space from this amount.

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