

**PORTUGAL****Erasmus+ Juventude em Ação**

Fields Covered : Youth, European Solidarity Corps

**To: European Commission  
DG EAC****ERASMUS+ AND EUROPEAN SOLIDARITY CORPS PROGRAMMES****NATIONAL AGENCY WORK PROGRAMME****PERIOD: 1 JANUARY 2021 - 31 DECEMBER 2021****Version : 4****Name of contact person :** Luís Alves**Email of contact person :** luis.alves@juventude.pt**Phone number of contact person :** +351253144450**National Agency***"I hereby acknowledge that for the implementation of the present NA work programme the National Agency commits itself to applying the rules set out in the 2021 General Call for Proposals for the 2021 Erasmus+ and European Solidarity Corps (if applicable) Programme Guides, the 2021 Guide for NAs or other rules set out at EU level".*

<b>National Agency</b>	<b>Legal Representative</b>	<b>Signature</b>
Erasmus+ Juventude em Ação	Mendes Alves Luís André	

**National Authority(Erasmus & ESC)***"I hereby declare that I agree with the attached work programme and will ensure that the National Agency 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 Contribution Agreement between the Commission and the National Agency".*

<b>National Authority</b>	<b>Representative</b>	<b>Signature</b>	<b>Sign Date</b>
Instituto Português do Desporto e Juventude	Rebelo João Paulo		

**Visa History Current Version**

<b>Visa Date</b>	<b>Status</b>	<b>Description</b>	<b>Visa By</b>	<b>On Behalf of</b>
12/04/2021	Submitted	Submitted by NA	ALVES Luis	
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<b>Visa History Version 1</b>				
30/11/2020	Submitted	Submitted by NA	ALVES Luis	

## INTRODUCTION

*This document reflects the template of the National Agency's work programme to be completed and submitted by the National Agency in the IT tool Lifecard. For detailed explanations on how to complete this work programme, National Agencies are invited to consult the Specifications for the Erasmus+ and European Solidarity Corps NA work programme provided by the Commission.*

## PART I - STRATEGIC FRAMEWORK FOR ERASMUS+ AND EUROPEAN SOLIDARITY CORPS PROGRAMMES IMPLEMENTATION

### I.1. Structure and mission of the National Agency

The National Agency's structure and mission, including its responsibilities or mandate beyond its role as an Erasmus+ / European Solidarity Corps National Agency. If the National Agency is hosted in a larger organization, explain how the National Agency fits into the larger structure and how it enables and supports the functions of the National Agency. Relevant organisation chart(s) should be included in the attachment section

The structure and mission of the NA is exclusively dedicated to the management of Erasmus+ on the youth field and the European Solidarity Corps. Nevertheless, the NA is committed with the European youth policies and, together with other national and international bodies, intervenes in other events and actions, complementing this way its role related with the implementation of the programmes.

The NA is a Public Body appointed by the member of the Govern responsible by the youth sector and has the following structure: The National Erasmus + Youth in Action Agency is headed by a director, who is responsible for coordinating the mission and structure, which is assisted by a deputy director;

We project that, with the new legal settlement the NA' technical support structure can count with 21 workers made up of three multidisciplinary teams, led by heads of multidisciplinary teams appointed by the NA director;

The technical support structure will be involved on the different areas of the NA - life cycle of the projects, communication, accounting and quality management, cooperation, support and monitoring, training and administrative tasks. The NA team is constituted by public servants with the necessary profile and experience that allows a dynamic and multidisciplinary structure covering all the management needs to run the programmes in Portugal.

The NA's mission and mandate instituted by law is the following: ,ensuring sound management and implementation of European funds, namely concerning the Erasmus+ and ESC programmes; promote European policy guidelines, opportunities and priorities on the youth field; manage all phases of the E+ and ESC projects life cycle, ensuring proper communication, support, evaluation, training, monitoring and report towards the relevant stakeholders; guarantee qualitative technical, administrative, conventional and financial management of the actions included in the Erasmus + and European Solidarity Corps programs; prepare activity plans and reports for the EU under the program rules; prepare the annual management declaration, for submission to the EU; cooperate with the EU, with national agencies in other countries, with appropriate bodies associated with other European Union or national programmes of complementary nature, and with associative bodies, with a view to achieving the objectives of the programmes and improving their implementation and evaluation, creating synergies on the youth field.

## **I.2. National policy context**

Overall description of the national policy context and needs in view of the specific objectives of the Erasmus+ and the European Solidarity Corps programmes in the fields of education, training and youth (as applicable according to the National Agency's mandate). The analysis of needs should focus in particular on the transition from the 2014-2020 to the 2021-2027 programme period (new or changed needs).

The main objective of the National Youth Plan, political instrument for the intersectoral coordination of youth policy in Portugal, is the realization of the rights of young people, in economic, social and cultural terms.

The Government in functions made a commitment in a transversal perspective of public youth policies, when presenting sectoral measures, namely, in relation to education, employment and entrepreneurship, housing, transport, combating poverty, sport, culture, the environment, equality and migration. The Plan strikes a balance between comprehensive policies in the face of the challenges that are posed to the country - by demographic decline, depopulation of the interior and an aging population, as well as policies aimed at groups in the most vulnerable situation or with specific needs. Being a period in which young people contribute to social inclusion and cohesion, democracy, sustainability and development, the whole country benefits from this plan.

In this context, the national strategies linked to the National Plan and the objectives and priorities of the new European programmes on the youth field are completely aligned. Are particularly relevant the following priorities of the new programmes for the national policy needs:

- The priority Inclusion and Diversity is linked with the national policy need in striking a balance between comprehensive youth policies and policies targeting groups in the most vulnerable situation or with specific needs;
- The Participation in Democratic Life is central for both contexts, with a view to integrating young people into active life and exercising citizenship and civic participation, considering their specific conditions;
- Aligned with the priority Sustainability, environmental and climate goals, the Portuguese Plan aims at ensuring the involvement and participation of young people in the fulfilment of the Sustainable Development Goals and the 2030 Agenda.
- The Non Formal and Informal Learning, important feature of ESC, is also a key domain of the national plan that aims to ensure the realization of the right to teaching and education in a holistic and inclusive perspective, namely bringing the domains of non-formal and informal learning closer to the formal education system, focusing on the development and recognition of skills, with a view to integrating young people into life active participation and the exercise of citizenship and civic participation, considering their specific conditions.

## **I.3. Horizontal priorities**

**a) Inclusion and diversity:** having in mind the indicators and targets set for 2021, please describe the measures that the National Agency plans to implement at national level to make the Erasmus+ and European Solidarity Corps programmes more inclusive, in particular by covering all target groups and territories (e.g. organisations dealing with participants with fewer opportunities, balanced geographic spread of institutions and organisations including, where relevant, organisations from outermost regions, etc.). Where relevant, please, describe the different activities by programme and, in the case of Erasmus+, by sector:

We intend to contribute to a better knowledge of the area, the development of transnational partnerships of organizations that work with young people with fewer opportunities and more inclusion projects of better quality, facilitating the sharing of best practices, increasing awareness of needs and potential of the target .

In cooperation with other agencies in Europe, the NA will contribute to a better knowledge of the area, the development of transnational partnerships of organizations that work with young people with fewer opportunities and of more and better quality of inclusion projects.

In addition, the NA will develop strategies for a more balanced implementation of programs in geographical terms. In recent years, it has been possible to bring coastal areas closer to those of the interior in terms of funding, with the latter receiving support per capita higher than that of large urban centres, new approaches will be developed in the management of the next programmes, namely:

- Consider a positive increase to “problematic” / disadvantaged social neighborhoods
- Promote information and training actions, through the NA trainers' pool, for small organizations and organizations that, although they do meritorious work with young people with fewer opportunities, do not have a qualified administrative structure to access the programme opportunities
- Place the theme of inclusion as a central priority for the organization and structure of the NA, with the creation of a contact person for inclusion that, in addition to being a privileged contact for these target groups, will also play an important role in simplifying administrative processes, in eliminating bureaucratic barriers to accessing the programmes and detecting existing constraints in selection processes that hinder the access of these target groups to opportunities.
- Having in account the strategic priorities of involvement of participants with fewer opportunities, participants and organizations from rural areas and from outermost regions (Madeira and Azores), PT NA intends to support equality in terms of access to the Programme and the values of fairness and solidarity. Despite the challenges they face, the regions of Madeira and Azores have shown great interest in European mobility programmes.

In this context, PT NA boosted and will continue to be part, of the Steering group – Overseas & Outermost territories and regions, developing on this frame activities and connected outputs.

**b) Digital, Green and Synergies:** please describe in overall terms the measures that the National Agency plans to implement at national level in order to:

- Reinforce the "digital" dimension of the Erasmus+ and European Solidarity Corps programmes in 2021:

To support stakeholders properly, we need a strategy and measures in supporting and training both Nacional Agency staff and beneficiaries in digital youth work, as well as develop knowledge on Digital Change through the building of strategic partnerships on the youth area.

We also will put this thematic as a central issue of our Training and Cooperation plan enhancing the competences and skills of organisations and young people in this area. We are going to specially develop strategies to involve young people with fewer

opportunities

Although now and in the future, physical meetings and mobilities will remain the basis for most activities in the youth sector, we also acknowledge that virtual, blended or digital activities can complement projects, both during and after Covid-19 times. Therefore, we will take a proactive role in encouraging and supporting beneficiaries to implement virtual, blended or digital activities. The focus will be to provide the sector with tools for innovation

- Ensure that Erasmus+ and the European Solidarity Corps programmes support and promote sustainability through e.g. green mobilities and cooperation projects (by e.g.: supporting projects directly focused on environmental sustainability; supporting the sustainable dimension of projects that address other thematic areas). Please do not mention measures to be described in section III.3.3 "Greening the National Agency".

The following measures will be taken to promote this dimension on the projects' scope:

- we are going to organise awareness actions as an essential component of our trainings for potential applicants, beneficiaries, volunteers and youth workers;
- We are going to introduce a recognition system - a kind of "green project" label to generalize green practices;
- We are going to create a new category on the regulations of the Best Practices' Prizes, that we organise yearly;
- Through the National Agency's Trainers' Pool, it will be possible to develop specific environmental training and awareness actions, including online training, for the target group (s) and beneficiaries;
- Proper training and awareness will be provided to the pool of experts to properly valorisation of the "green projects";
- We are going to promote the good practices of sustainability through our communication strategic, sharing and creating news and events on our communication channels, websites and social media.

- Promote synergies between Erasmus+/European Solidarity Corps programmes and other European programmes as well as with national or regional programmes and initiatives:

During the year of 2021, the NA, within the scope of the management of Programmes Erasmus + Youth and European Solidarity Corps, will create several synergies with international, European and national programs, namely:

- United Nations Agenda 2030 initiatives, in order to enhance, complement and inspire projects related to the environmental sustainability priorities of the programmes;
- Initiatives organized under the Council of Europe's Youth Policy;
- Presence in the forums of the Ibero-American Pact for Youth and the Communities of Portuguese Speaking Countries;
- Synergies with the Creative Europe Programme, in order to find common ground between this programme and the youth area;
- creation of bridges with the Youth Guarantee Program in order to promote internship and employment projects within the scope of the European Solidarity Corps.
- Cooperation with the Portuguese Government and the Portuguese Youth and Sports Institute in the implementation of the National Youth Plan.

#### I.4. European Erasmus+ priorities in the national context (optional)

a) Where applicable, indicate the European horizontal and/or field-specific Key Action 2 priorities, as approved in the 2021 Erasmus+ Annual 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. If relevant, the National Agency may indicate different priorities for small-scale partnerships than for cooperation partnerships as particularly relevant in the national context.

In 2021, given all the uncertainties we will not establish the relevant priorities for our national context. As it is the first year of the programme we need simple and clear messages to the stakeholder and it is important to concentrate the communication on the core new priorities of the Programme.

b) Please also specify, where relevant, the thematic areas to be priorities in the frame of the Erasmus accreditation in the field of youth.

In order to frame the activities developed under KA1 in the field of youth we are going to prioritize the following thematic areas:

- Plans developed by youth organisations as a preferential target-group;
- Plans on the thematic of the Non Formal Education;
- Plans involving youth workers as the main target group and with the aim of enhancing the quality of the work with young people;
- Plans tackling the issues of climate changes, digital youth work and youth inclusion.

#### I.5. National Agency's indicators and targets

Please, provide annual targets per sector/strand (as applicable):

**Erasmus+:**

ID	Indicator	Annual targets per sector: Higher Education <i>info</i>	Annual targets per sector: School Education	Annual targets per sector: Adult Education	Annual targets per sector: VET	Annual targets per sector: Youth <i>info</i>	NA Comments Please describe, in particular, expected challenges and planned mitigating

						<b>actions</b>
E01	Number of participants in learning mobility activities under Key Action 1				4.800	On the last two years the realization was about 4800 each year. We maintain the same target concerning 2021. However, given the uncertainties of budget allocation for 2021, taking in account that there are new actions in KA1, namely participation projects and DiscoveryEU and its share or budget taken of other actions, this target can be unattainable.
E02	Number of organisations and institutions taking part in the Programme under Key Action 1 <i>info</i>				80	
E03	Share (%) of participants with fewer opportunities <i>info</i> taking				55%	



	part in activities under Key Action 1 <i>info</i>						
E04	Number of organisations and institutions taking part in the Programme under Key Action 2 (both coordinators and partners)					15	

**European Solidarity Corps:**

ID	Indicator	Annual targets per strand (as applicable): Volunteering	Annual targets per strand (as applicable): Traineeships	Annual targets per strand (as applicable): Jobs	Annual targets per strand (as applicable): Solidarity Projects	NA Comments Please describe, in particular, expected challenges and planned mitigating actions
						The targets were set based on analysis of the correlation between the available budget and the number of volunteers that this budget permits to achieve, taken into account the experience of the previous years. Challenges on the Volunteering strand Decrease of budget the new QL-based funding model the late launch of the Call for

ESC01	Number of participants	460	N/A	N/A	150	<p>applicants the short time between Call, deadline and the date of start of the projects late access to the official regulation documents and tools We have already developed at the possible maximum extension info sessions and as soon we have all the legal basis and tools, we are going to reinforce the communications and support of applicants Actions do bridge the difficulties: To Increase the promotion of the programme To Organise technical workshops to support potential applicants To involve the most experienced organisation on the first year of the</p>
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						implementation
ESC02	Share (%) of participants with fewer opportunities	70%	N/A	N/A	N/A	<p>The targets were set based on the average of the values we have been achieved during the last three years of the Programme. The share of participants with fewer opportunities on the volunteering strand has been very stable during the last years. Of course for the challengers we have already mentioned for the establishment of the targets of the number of the participants, there are some difficulties on this first year of the new programme. However we consider that we can maintain the levels of the last years in terms of involvement of</p>

						young people with fewer opportunities. It is in our plans reinforce our national strategy for inclusion and we expect that it can achieve good results in 2021
ESC03	Number of organisations who have received the European Solidarity Corps Quality Label	150	N/A	N/A	N/A	
ESC04	Number of organisations who have received the European Solidarity Corps Label - Applicant	120	N/A	N/A	N/A	

## PART II - ERASMUS+ AND EUROPEAN SOLIDARITY CORPS PROGRAMME IMPLEMENTATION

### II.1. Communication and dissemination

#### II.1.1. Communication, promotion and information

Please describe the National Agency's annual plan for communication, promotion and information in terms of objectives and targets for Erasmus+ and the European Solidarity Corps (if applicable). The plan should explain how the National Agency intends to:

- reach different target groups, including potential applicants and newcomer organisations, as well as the general public,
- promote and inform about the new actions and programme's opportunities , including the Erasmus accreditation in Youth, SE, VET and AE fields.

If the National Agency manages also the European Solidarity Corps, it should make sure that Corps' specificities are covered with sufficient clarity and level of detail.

PT NA defined different targets, accordingly to all the sectors, opportunities, and programmes under the NA responsibility: Erasmus+ - Youth & Sports - , national and centralized opportunities; European Solidarity Corps, Eurodesk Network (information in section V), Youth Wiki, as well as the major activities as European Youth Week among others.

As target publics we have defined:

Youngsters: to communicate and inform about opportunities as DiscoverEU, role models and inspiring good practices, trainings, events, and policy with relevance for their lives.

Youth workers and leaders of organizations (mainly working on Youth, Solidarity and volunteering, and sports floors), to promote grant opportunities, trainings, seminars and events to empower and built capacity and working closely in a B2B strategy to assure they are main actors in promoting the programmes among their youngsters, reaching potential newcomers and new applicants;

Networks, representative organizations, political partners and authorities, and stakeholders: Eurodesk, Europe Direct and Eures are the 3 main European networks, and in a national level, the decentralized structure of the Portuguese Institute for Youth and Sports, municipalities, National Youth Council and National Federation of Youth Associations are important stakeholders to communicate with targeted information;

National, Regional and Local Media are a main target to communicate and have a permanent partnership, promoting information, good practices, and relevant projects outputs, as well as the public in general.

One of the most important periods of the year will be the Portuguese Presidency of the Council of the European Union (jan – jun21) where several national and international events will take place and a major communications and dissemination plan will be settled and presentations of initiatives, opportunities, inspiring projects, results and good practices will take place in the political level, but also for the identified publics and using the relevance of the moment to maximize the results for Erasmus+ and European Solidarity Corps.

2021 will be a year focused, mainly, in online approaches and strategies to communicate but the PTNA will put in place an hybrid strategy making sure the health and safety of participants is assured, but also the democratic access to information is granted.

### **II.1.2. Dissemination and exploitation of programme results**

Please describe the National Agency's annual plan for dissemination and exploitation of programme results in terms of objectives and targets for Erasmus+ and the European Solidarity Corps (if applicable). In particular, the plan should explain how the National Agency intends to:

- ensure the dissemination of the project's results, good practices and project stories among citizens and relevant stakeholders, including excellence recognition tools such as the European Language Label,
- exploit project's results to maximise the impact of funded projects.

If the National Agency manages also the European Solidarity Corps, it should make sure that Corps' specificities are covered with sufficient clarity and level of detail.

Dissemination and exploitation of programme results in terms of objectives and targets for Erasmus+ and the European Solidarity Corps is a key part of the communication process, but also to ensure the dissemination of the project's results, good practices and project stories among citizens and relevant stakeholders, inspiring and creating awareness to project's results in order to maximise the impact of funded projects.

For that reason, both to Erasmus+ Projects and European Solidarity projects, the PT NA will in 2021:

- Select good practices and produce dissemination and exploitation materials, to use in the NA channels, to promote with the press and to showcase the best projects and results.
- Organize a Best Practices award ceremony to the Best Practices winners, but also as a relevant moment to disseminate and promote projects.
- Use the Portuguese Presidency of the Council of the European Union to showcase in a political high level the best practices and the impact of the programmes in the young people, the organizations, the communities and the European Project.
- Use the NA Podcast to promote the best practices, as well as all the others communication channels of the NA.
- Ensure the quality and completeness of the project and results information displayed on and promote the Erasmus+ Project Results Platform and the European Solidarity Corps Projects platform.

The Portuguese Presidency of the Council of the European Union (jan – jun 2021), the European Youth Week (may 21), the International Volunteer Day (dec, 5th 21) are the 3 main moments of the year to reach the results in terms of dissemination and exploitation of results.

All the strategy will be to Erasmus+ and European Solidarity Corps projects and the European networks operating in Portugal, the national Media (both because of the launch of the new programmes and the dissemination on inspirational examples and practices) and the online tools are, among all the presented in the previous part, the most relevant to the dissemination and exploitation of the programmes results.

### **II.1.3. Annual activity plan**

Please provide an overview of the activities planned in relation to 2021 Call year to achieve the objectives set under points II.1.1 and II.1.2 for Erasmus+ and the European Solidarity Corps (if applicable).

Beyond the minimum required activities, the PT NA will:

- Organize launch events of the new programmes. The event related with the launch of Erasmus + will organized in Cooperation with the Portuguese National Agency Education and Training. The Solidarity Corps' launch event will be organised in cooperation with the stakeholders of the programme.
- Promote several events during and under the Portuguese Presidency of the Council of the European Union, launching the Programmes (Erasmus+ & European Solidarity Corps, promoting the programmes with a decentralized and open to all policy.
- Celebrate the European Youth Week with events national wide.
- Celebrate Europe Day as an important moment to share the programmes opportunities, role models and inspiring projects national wide, both for Erasmus+ and European Solidarity Corps.
- Celebrate The international Volunteer Day as a moment to share good practices, focused n European Solidarity Corps
- Participate in several national fairs, events and festivals to young people or related to topics and priorities covered by the

programmes.

- Set up and launch the new Programmes website for the period 2021-2027;
- Maintain and reinforce Facebook page, Instagram, YouTube channel, podcast AgoraEU, monthly newsletter, by creating and implementing a new communication, media and social media plan;
- Reinforce the media strategy to improve the national, regional, and local media coverage.
- Deliver decentralized and online information and training events permanently, improving the chances of newcomers to access the programmes and the opportunities.
- Launch online and printed information material in an accessible way, allowing all the interested target groups to know the opportunities and the programmes.
- Launch a “new commers tool box” as a start point to the accreditations, the basic information to manage a project end-to-end and the needed resources and information in an “easy to read” approach to help new organizations to join the programmes.
- Provide content and updated information to the European Youth Portal, Erasmus+ Project Results Platform and the European Solidarity Corps Projects platform.
- Build and reinforce partnerships 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).

#### II.1.4. Minimum required activities

Please provide the following self-declaration by ticking the box here below:

**Reminder:** the activities covered in this section shall be financed with the contribution to management costs and shall not overlap with TCA/NET neither in content/ scope nor funding source.

In accordance with the mandate of my National Agency, I declare that I am committed to carry out the following minimum required activities:

1. Setting up the new Programme(s) website(s) for the period 2021-2027, in compliance with the Guide for NAs
2. Maintaining the 2014-2020 Programme(s) website(s), in compliance with the Guide for NAs
3. Organising a launch event of the new programme(s) at national level (covering all programme sectors managed by the National Agency)
4. Promoting programme(s) opportunities and results through press/media/social media at national, regional and local level
5. Promoting eTwinning, School Education Gateway (SEG), Epale, European Youth Portal (as applicable) and contributing to their content
6. Performing an annual selection of national good practices
7. Ensuring the quality and completeness of the project and results information displayed on and promoting the Erasmus+ Project Results Platform and the European Solidarity Corps Projects platform (as applicable).

Yes

## II.2. Support and guidance to programme's beneficiaries

### II.2.1 Needs analysis, objectives and targets

In view of ensuring a smooth and qualitative implementation of the granted projects and the Erasmus plan/Activity plan of accredited organisations in the Youth, SE, VET and AE fields, please describe how the National Agency plans to provide support and guidance to beneficiaries throughout the project lifecycle. In its plan, the National Agency should ensure the establishment of a structured and systemic approach by taking into account the needs of the various target groups of the programme(s), including small beneficiary organisations or informal groups of young people in the youth field, and covering both policy and project management issues. In case weaknesses are identified, the National Agency should establish remedial actions as well as clear objectives and targets in view of future improvement.

#### Erasmus+

The AN will provide support to the beneficiaries of the Programs throughout the project's life cycle, from the grant award procedure, through the implementation of the project to the final report and disclosure phase. Support will take the form of at least guidance, support and advice.

Following the practices of the past years, PT NA will implement a rigorous set of measures concerning support and guidance to programme's beneficiaries, necessary and indispensable guarantors of quality in the programme implementation and of a correct use of Community funds.

To ensure equal opportunities for all, AN will adjust its support activities to the needs of different groups of beneficiaries and will provide further assistance, whenever necessary, through systems of advice, support, training, monitoring and coaching, when necessary.

In order to foster the quality of youth work as well as the recognition of non-formal education, PTNA will give support with more information, training activities, dissemination of best practices and always cultivating a relation of proximity with the beneficiaries.

Especial attention will be paid to the following contexts:

- Projects run by informal groups of young people in order to assure that all the administrative aspects of the project life cycle is properly accomplished;
- projects awarded with an amount greater than 100000 euros, applying on these cases a risk analyses more rigorous in order to assure a proper use of the Community funds and implementing additional monitoring measures;
- KA2 Projects in order to avoid the risk of double funding and assuring that the predicted impacts are in fact results of the projects. Especially the projects that involve the development of intellectual outputs we will, when necessary, involve experts on the thematic area of the project to assess the relevancy of the such results.

The National Agency will also pay special attention to identifying potential candidates relevant to the program (e.g. youth small organisations) that, for reasons related to administrative barriers, practical skills and other constraints, do not have access to the



programme opportunities. After the identification of these target audiences, the National Agency, with the support of the pool of trainers, will organize awareness-raising and training actions, as well as activities for contact with peers that may constitute actions to enter the programme of these relevant actors.

### **European Solidarity Corps**

The AN will provide support to the beneficiaries of the Programs throughout the project's life cycle, from the grant award procedure, through the implementation of the project to the final report and disclosure phase. Support will take the form of at least guidance, support and advice.

Following the practices of the past years, PT NA will implement a rigorous set of measures concerning support and guidance to programme's beneficiaries, necessary and indispensable guarantors of quality in the programme implementation and of a correct use of Community funds.

To ensure equal opportunities for all, AN will adjust its support activities to the needs of different groups of beneficiaries and will provide further assistance, whenever necessary, through systems of advice, support, training, monitoring and coaching, when necessary.

In order to foster the quality of youth work as well as the recognition of non-formal education, PTNA will give support with more information, training activities, dissemination of best practices and always cultivating a relation of proximity with the beneficiaries.

Especial attention will be paid to the following contexts:

- Solidarity projects submitted directly by informal groups of young people. In these cases, the National Agency will monitor projects more closely, in order to ensure that execution dates are ensured, the achievement of objectives and adequate administrative mechanisms, as well as visibility and dissemination of results.
- Volunteer projects that involve young people with fewer opportunities or special needs. In these cases, the National Agency will reinforce monitoring to ensure that these young people are adequately monitored and that there are no risks to the well-being of these participants;
- Sending projects to partner countries, with special attention to the preparation of activities, ensuring that all legal procedures related to visas and authorizations are correctly handled and that support organizations have an adequate plan for regular monitoring of these participants.

### **II.2.2 Annual activity plan**

Please describe the activities the National Agency plans to carry out in 2021 in relation to the needs and objectives described under point II.2.1 by taking into account the requirements set in the Guide for NAs. In particular, the National Agency should ensure the implementation of the following activities/tasks and describe if the planned activities are relevant or not for potential beneficiaries and/or rejected applicants:

1. Kick-off/project management meetings for all Erasmus+ and European Solidarity Corp's project beneficiaries, aiming to raise awareness on contractual obligations and basic requirements (visibility of EU funding, data protection, etc.)
2. Thematic monitoring meeting(s) for Erasmus+ (all fields managed by the National Agency) and the European Solidarity Corps (all actions managed by the National Agency)
3. Inform and support programme's beneficiaries on how to effectively organise the exploitation and dissemination of results
4. For European Solidarity Corps: the training and evaluation cycle\*
5. For DiscoverEU participants: the DiscoverEU Learning Cycle\*

**Reminder:** the activities covered in this section shall be financed with the contribution to management costs (except the training and evaluation cycle\* and the DiscoverEU Learning Cycle\*) and shall not overlap with TCA/NET neither in content/scope nor funding source.

#### **Erasmus+**

Besides the reinforced activities above mentioned addressed to identified and especial target groups, the activities to support and guide the beneficiaries will include at least the following actions:

- The NA will provide the necessary resources to advise by phone, email, letter and online to beneficiaries seeking help. The contractual documents will provide the necessary contact details of the project owners, as well as how and when they can be contacted;
- Based on individual requests for advice, the AN will establish and maintain updated lists of frequently asked questions, which should be posted on the AN or on the Programme websites.
- AN will use various means and tools, including social media, to provide support to beneficiaries. It will take care in this process to duly respect the contractual rules on confidentiality and apply the necessary measures for the protection of personal data.
- AN will organize regular group meetings for beneficiaries of decentralized actions. These meetings are organized at least once a year for each decentralized action. At such monitoring meetings, the AN will provide advice both in relation to the implementation of the decentralized actions and the management of the grant and contractual reports.
- In order to maximize the impact of the Programmes, the beneficiaries' attention will be drawn to the need to effectively disseminate and exploit the results of the supported activities, including the use of means of communication, as well as the Erasmus + Project Results Platform and European Solidarity Corps. Practical advice on the matter will be provided at project management meetings. NA will use good practice projects with significant outreach activities as an example.
- AN is going to implement a programme of on-site visits to beneficiaries, with the aim of monitoring the implementation of individual projects.
- The agency will scrupulously follow all the steps specified in the NA Agencies' Guide, namely with regard to the organization of meetings Kick-off,, DiscoverEU Learning Cycle. Etc.
- We will organize an annual meeting for rejected candidates to provide tools for improving their projects.

## European Solidarity Corps

Besides the reinforced activities above mentioned addressed to indentified and especial target groups, the activities to support and guide the beneficiaries will include at least the following actions:

- The NA will provide the necessary resources to advise by phone, email, letter and online to beneficiaries seeking help. The contractual documents will provide the necessary contact details of the project owners, as well as how and when they can be contacted;
- Based on individual requests for advice, the AN will establish and maintain updated lists of frequently asked questions, which should be posted on the AN or on the Programme websites.
- AN will use various means and tools, including social media, to provide support to beneficiaries. It will take care in this process to duly respect the contractual rules on confidentiality and apply the necessary measures for the protection of personal data.
- AN will organize regular group meetings for beneficiaries of decentralized actions. These meetings are organized at least once a year for each decentralized action. At such monitoring meetings, the AN will provide advice both in relation to the implementation of the decentralized actions and the management of the grant and contractual reports.
- In order to maximize the impact of the Programmes, the beneficiaries' attention will be drawn to the need to effectively disseminate and exploit the results of the supported activities, including the use of means of communication, as well as the Erasmus + Project Results Platform and European Solidarity Corps. Practical advice on the matter will be provided at project management meetings. NA will use good practice projects with significant outreach activities as an example.
- AN is going to implement a programme of on-site visits to beneficiaries, with the aim of monitoring the implementation of individual projects.
- The agency will scrupulously follow all the steps specified in the NA Agencies' Guide, namely with regard to the organization of meetings Kick-off, ESC Training and Evaluation Cycle, Etc.
- We will organize an annual meeting for rejected candidates to provide tools for improving their projects.

## Part III - PROGRAMME MANAGEMENT

### III.1. Quality of the National Agency's management system

#### III.1.1. Does the National Agency hold external quality certification?

Choose as applicable:

Yes

### III.1.2. Quality assurance and compliance

The National Agency needs to ensure:

1. reliability of reporting and indicators for monitoring progress and achievement of results in terms of effective and efficient programme management,
2. respect of compliance with the EU requirements for the National Agency's organisation and the management of the Erasmus+ programme and the European Solidarity Corps (if applicable).

Describe how the NA's management system will ensure, in the light of the above: a) proper planning of activities, b) monitoring of progress, c) supervisory arrangements

In case the National Agency's has an external quality certification, indicate its name, date of last renewal and how it will support the National Agency's quality assurance system in the programme management.

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

Progress is monitored by milestones, quarterly meetings with team coordinators according de quality management system. Several online share tools such as google.docs, SharePoint, Office365 are commonly used to share state of play.

The PT NA has in place a quality management system 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 quality management system intends to improve the reliability of internal operations and processes for better performance. 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 National Agency's has an external quality certification, NP EN ISO 9001:2015, the quality management system of implemented in the selection, assessment, promotion, monitoring and management of projects and implementation of information and training activities within the framework of management of community funds and information services for young people, meets the requirements of the standard. This quality certification was issue by "APCER", done updated in 2020.

## III.2. Budget implementation

### III.2.1. National Agency's budget implementation performance

The National Agency's performance on key budget implementation indicators will be assessed at the yearly report stage: budget take-up (commitment rate) for Key Actions per sector (the target by default is 100%); realization rate at closure of the Contribution Agreement (as close to 100% as possible).

For Erasmus+ and the European Solidarity Corps: please identify challenges, where expected, and describe the planned mitigating measures to achieve a high performance on the above mentioned indicators.

In order to assure a proper grant allocation and availability of budget the National Agency are going to continue an accreted control system based in following:

1. Following the Delegation Agreement the financial officers divide the budget for round and settle the percentage for each activity type accomplishing the predicted percentages of the Delegation Agreement.
2. The NA propose to the Committee the approval of the projects that fit the order till the availability of the budget of the concerned round.
3. In regular terms the financial department reconcile the data between the predicted division of the budget by activity type and the approved activities in Epluslink.

In order to monitor internal quality, PTNA has the following tools: Primavera software for accountings and EPLUSLINK is used for projects' management. Sharepoint – Office 365 to sharing documents, monitoring the targets and deadlines within the framework of the quality management system.

Firstly, Primavera software is an accounting system, approved under Portuguese fiscal law that simultaneously report to PT National Authorities and European Commission. Primavera creates internal budget lines, allocates expenses, organizes receivables, aggregates fiscal information, produces balance sheets, develops income statements and details cash flow maps. Every platform is supervised by external auditors, external accountants and certified institutions to assure a reliable and trustworthy framework in place.

The PT NA also has a Manual of Procedures and a Quality Manual that describes the NAs procedures and includes the responsibilities, functions and procedures of all NA Areas, describing the tasks of authorizations and approvals. 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.

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

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.

### III.2.2. Allocation of funds

Where applicable, indicate how the National Agency plans to set up the grant allocation policy following the established rules. In that respect, while granting only quality projects, the National Agency has to allocate funds with a view to respect the initial budgetary allocation.

#### a) Erasmus+

**Table 1 - Key Action 1**

Sector	% of funds allocated to Accredited organisations	% of funds allocated to other projects <sup>info</sup>
School Education		
VET		
Adult Education		
Youth	50%	50%

**Table 2 - Key Action 2 - Small scale partnerships/Selection rounds<sup>info</sup> (%)**

Sector	Round 1	Round 2
School Education		
VET		
Adult Education		
Youth	50%	50%

**Table 3 - Key Action 2 - Cooperation partnerships/Selection rounds (%)**

Sector	Round 1	Round 2 (optional) <sup>info</sup>
Higher Education		
School Education		
VET		
Adult Education		
Youth	50%	50%

#### b) Erasmus+ - Youth

**Table 4 - Youth - Selection round/Key Action 1**

Selection round	Key Action 1 (%)
Round 1 <i>info</i>	50%
Round 2 (optional) <i>info</i>	N/A
Round 3	50%

**c) Erasmus+ - Education and Training**

**Table 5 - Education and Training**

**Key Action 1/Selection Round**

(% of total budget allocated for short-term projects in Table 1)

Selection Round	Round 1	Round 2 (Optional) <i>info</i>
School Education		
VET		
Adult Education		

With reference to tables in points a), b) and c) above, please clarify the reasons for proposing these allocation policies for the Erasmus+ programme. In the case of Accreditations (table 1), please explain the choices made by the National Agency when it comes to the weighting of the different budget allocation criteria (past performance, policy priorities and geographical balance) as well as how the maximum grant was established.

The reason why we allocate 50% to accredited organizations has to do with the fact that the National Agency has, in the field of youth, a set of very experienced organizations that meet the conditions to choose this financing option. The fact that in the last meetings and training sessions held with the beneficiaries we received great interest concerning this type of financing also influenced the decision.

Our option is to distribute the funds of KA2 evenly over the 2 rounds has to do with the policy that has been applied in recent years and a significant change in this distribution may run counter to the expectations and planning of organizations.

Regarding the KA1 selection rounds, the option of the National Agency is to carry out only the 1st and 3rd rounds and make an equitable distribution between the two. We think that this can better match the expectations of stakeholders. Being predictable that the first round will be later than usual and that the rounds will be closer, in this way, we will be able to better respond to the needs of the candidates.

**d) European Solidarity Corps**

Please indicate how the National Agency will distribute the Corps' funds related to 2021 Call year for the different actions across the various selection rounds.

**Table 6 - European Solidarity Corps - Selection Round *info***

<b>Selection Round</b>	<b>Volunteering, Traineeships and Jobs (%)</b>	<b>Solidarity Projects (%)</b>
Round 1	50	50
Round 2	50	50
Round 3	N/A	N/A

With reference to table 6 in point d) above, please clarify the reasons for proposing these allocation policies for the European Solidarity Corps. Please also explain the choices made by the National Agency when it comes to the weighting of the different budget allocation criteria for Volunteering, Traineeships and Jobs as well as how the maximum grant was established.

Our option is to distribute the funds evenly over the 2 rounds has to do with the policy that has been applied in recent years and a significant change in this distribution may run counter to the expectations and planning of organizations.

### **III.3. Compliance and performance**

#### **III.3.1. National Agency's project lifecycle management of Erasmus+ and European Solidarity Corps - compliance and performance assessment**

When assessing the National Agency's yearly report and performance, the Commission will analyse progress and results based on data included in the project monitoring dashboard. The Commission will evaluate the compliance of key selection and management procedures taking into account the respect of the deadlines established in the Calendar for the use of funds. In particular, the main indicators on which the National Agency will be requested to report on are:

- % of 1st pre-financing within 30 days of grant agreement signature (measured on the basis of payments processed during the Call year)
- % of final payments processed within 60 days after the final report receipt (measured on the basis of payments processed during the calendar year)
- % of final reports reaching the minimum quality threshold for acceptance without grant reduction (measured on the basis of reports processed during the calendar year)
- % of timely received final beneficiary reports (measured on the basis of reports received during the calendar year)

Please, describe:

- how the National Agency will ensure efficient and timely management of the project lifecycle during the relevant programme year in line with the Calendar for the use of funds,
- the planned measures to ensure compliance with contractual deadlines.



The NA has in place a management system that assures the compliance of all the deadlines of the life cycle of the projects are met and all the rules concerning to the relevant compulsory dates of the calendar of funds are respected. Payments have been made in due time, with few exceptions arising from failure of beneficiaries in sending needed documents that allow timely payment, such as proof of bank accounts or documents, required by national law, assuring that the beneficiary has no debt to the State.

The percentage of final reports reaching the minimum quality threshold for acceptance without grant reduction, both Erasmus + and European Solidarity Corps, was actually 100% in 2020.

The system involves coordinators responsible for controlling the different phases of the project life cycle, project owners responsible to accompany each project and control systems (both IT systems and internal audits) to assure the compliance of all the process.

In case of approval of the application, the AN will assign a project owner who will be responsible for ensuring that the coordinator will have the necessary monitoring and support to develop its project in the best possible way.

The project owner will be in charge for controlling deadlines, accompany the execution and monitoring the submission of the final report in due time. The final report must be evaluated in 45 days, allowing the final payment to be made up to 60 days after its submission.

The PT NA ensures that deadlines are supervised through internal control maps, reconciled with Epluslink. Under the Quality Management system, the deadlines set in the calendar of funds are also measured and monitored with quarterly meetings.

### III.3.2. Data protection

Personal data included in or relating to the Contribution Agreement and its implementation is processed in conformity with Regulation (EU) 2018/1725. This data is processed solely for the purposes of the implementation, management and monitoring of the Contribution Agreement by the data controller. Please describe the measures put in place by the National Agency to meet its obligations as data processor.

Any personal data included, in each phase of the project life cycle, as well as on the administrative procedures with the NA Stakeholders, will be processed by the National Agency in accordance with:

- Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance.)
- Portuguese Law 58/2019 of 8/8/2019, of the Republic Assembly, Ensures the implementation, in the national legal order, of Regulation (EU) 2016/679 of the Parliament and of the Council, of 27 April 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data

All the determinations of these laws are embedded on the Quality System adopted by the NA and are object of regular monitorizations, assessments and revisions by the NA officer assigned to this area.

The National Agency will promote with the staff, the constant concern to protect and use the personal data involved in the several

areas of action, correctly and in the appropriate proportion.

The Agency's facilities will be configured to protect all personal data on file, be they more or less sensitive.

The Agency's staff will continue to be trained / informed in the sense of using personal data for the purpose for which they are intended, avoiding any type of abuse.

All computerized access to personal data is safeguarded by appropriate cyber security measures, namely through a VPN, aiming to reduce the risk of unlawful access to personal information.

### **III.3.3. Greening the National Agency**

Describe how the National Agency applies or plans to introduce green measures in its operations.

In addition to the practices already mentioned related to the life cycle of projects, the National Agency will adopt a set of institutional measures to contribute effectively to the objective of making the programmes more environmentally sustainable.

The National Agency proposes to go further through green policies active in the day-to-day management of programmes. These practices will not only constitute an example for programme beneficiaries, but will also contribute to reducing the environmental impact of programs.

- some of the actions involve the more frequent use of virtual cooperation mechanisms with the program stakeholders, with more frequent use of training webinars with beneficiaries and participants, with monitoring meetings through virtual activities, with the holding of communication and dissemination events carried out online on the detriment of presential activities.

- adopting a process of dematerialization and “going paperless”. In all processes where national laws and European regulations permit, the National Agency will adopt the issuance, signatures and electronic storage of all official documents, safeguarding data redundancy and security.

- through the use of energy-efficient facilities and equipment. The National Agency is about to change facilities and in the planning we are doing we are taking into account the energy efficiency of the installations, such as insulation and efficient and environmentally friendly cooling systems, the use of natural light and the optimization of spaces for shared work;

- the adoption of mechanisms that compensate for carbon emissions resulting from the agency's activities through environmental promotion actions. The latter practice has already started to be designed by the National Agency, which is in contact with youth and environmental associations in order to develop protocols that support these organizations, as a way of compensating the Agency's environmental footprint, in reforestation actions, environmental awareness activities in youth area, among others.

### **III.3.4. Risk management**

Describe any potential risk that the National Agency has identified, which may jeopardise the achievement of the National Agency's operational objectives and targets. Please detail the corresponding mitigating actions.

#### **a) Potential risks related to the realisation of the National Agency's operational objectives and targets**

<b>Risk description, including cause</b>	<b>Potential consequences</b>	<b>Mitigating actions</b>	<b>Deadline for implementation</b>
Do not have the regulations with in advance related to the predicted deadline for applications - Delays on the stakeholders concerned	No implementation in usefull time of the programme in 2021	Focus in training of applicants, information's actions and communication campaigns	1st three months of the year
Lack of information about the changes of Erasmus +, Bureaucracy, complexity of the Programme, consecutive changes, adaptations and adjustments	Errors submitting the applications and decreased number of applications. Loss of quality and consequent ineligibility of projects.	Information for the beneficiaries and potential beneficiaries - Training sessions	During the year
Poor project execution / Differences between applications and implementation, Inexperience managing the applications and lack of knowledge of the rules given by the Programme Guide and in the Financial Agreement	Low or inadequate execution on a financial and/or qualitative level, may cause refunds at National/European level	Project Implementation - Accomplishment of primary controls	during the year
Big number of beneficiaries very experienced applying for the programme	Programme's access limited to usual users. Lack of capacity to promote the Programme to new beneficiaries.	Guarantee proportionality between budget distribution/beneficiary - Rapid payment of Final Reports - Training sessions for new users/new beneficiaries - Continuous actions of awareness and dissemination	during the year

**b) Potential risks related to the management of the programmes**

<b>Risk description, including cause</b>	<b>Potential consequences</b>	<b>Mitigating actions</b>	<b>Deadline for implementation</b>
Internal Operational Risks, Some clerical errors may be performed in a wrong way by staff members	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	in an annual basis
Do not have all the necessary tools properly Developed Delays on the stakeholders concerned	Delays of the implementation Lack of condition to set projects with the necessary conditions	Cooperation with the competent services Designing ad-hoc plans to smoothly resolve the different issues	1st quarter of the year
Lack of objectivity and standard criteria, Bureaucratic Process instead of Quality Implementation	Based on the current framework, these high level standards of bureaucracy deviate staff focus on implementation quality and concentrate staff on administrative issues	Internal Evaluation of Applications Improve the tables for objective criteria	in an annual basis
Internal Operational Risks - Internal Awareness (staff self-protection)	Some errors may be performed in a wrong way or hid to avoid personal responsibilities by staff member	External accreditation of PTNA accountings and external supervisory to IT systems	in an annual basis
Quality Internal Standards - Process Bureaucracy instead of Implementation Quality	Based on the current framework, these high level standards of bureaucracy deviate staff focus on implementation quality and concentrate staff on administrative issues	Automatic standards for emails, alerts, notifications, to-do work lists, share of responsibilities, administrative focus on secretary affairs and project owners end-to-end focused on implementation	in an annual basis

### **III.3.5. Negative interest avoidance strategy (if applicable)**

The NAs that are likely to pay negative interest on the EU's pre-financing payments can request that this cost is eligible for EU funding according to the same rules as other eligible costs, subject to the National Agencies having drawn up a strategy for minimising the amount of negative interest (see Guide for NAs).

The NAs who wish to claim negative interests as an eligible cost shall describe here below their strategy to avoid negative interest. Following its approval, by the Commission, within the National Agency's work programme, the National Agency's negative interest avoidance strategy will be an annex to the Contribution Agreement and form an integral part of it.

N/A

### III.4. National Agency staff and external experts

#### II.4.1. Overview of National Agency's staff

Please complete the table below by indicating the actual number of staff in place in the National Agency in full time equivalents (FTE) as per 1 January 2021.

The National Agency is also requested to include an updated organigram in the "Attachment" part (compulsory).

Activity	Number of staff /FTE per programme Erasmus+	Number of staff /FTE per programme European Solidarity Corps <sup>info</sup>
Management (to be completed ONLY for NAs where the Manager is not directly in charge of any of the below activities)	1,20 EUR	0,80 EUR
Administrative support	0,30 EUR	0,20 EUR
Communication information, dissemination and exploitation of results	1,20 EUR	0,80 EUR
Project evaluation and grant award, issuing of grant agreements	3,00 EUR	2,00 EUR
Support and guidance to beneficiaries	0,60 EUR	0,40 EUR
Monitoring (quality and impact of project implementation)	0,60 EUR	0,40 EUR
Analysis and checking of project reports	1,20 EUR	0,80 EUR
Execution of payments and recoveries	0,15 EUR	0,10 EUR
On-the-spot checks of projects	0,60 EUR	0,40 EUR
Analysis and evaluation of programme results	1,20 EUR	0,80 EUR
Human resources	0,30 EUR	0,20 EUR
Finance and accounting	1,20 EUR	0,60 EUR
Archiving	0,15 EUR	0,10 EUR
Internal audit and quality verification	0,51 EUR	0,34 EUR
IT support	0,51 EUR	0,34 EUR
<b>Total</b>	<b>12,72</b>	<b>8,28</b>

	<b>Total</b>
Grand Total (Erasmus+ and European Solidarity Corps NA's total staff)	21,00 EUR

### **III.4.2. Management of vacant posts and business continuity**

In case of vacant posts, the National Agency is requested to indicate:

1. the number of vacant posts (FTE) per programme (if there are no vacant posts, put "0")
2. the concerned areas of the National Agency's activities, per programme, and the impact of the vacancy on the programme(s) management
3. the measures that the National Agency is, or will be, taking to fill the vacancies and ensure business continuity while the post remains vacant

At this moment, according to the present Governmental mandate we have 5 vacant posts in process of hiring. Taking in account the predicted responsibilities related with the new programmes and the needs of the NA, we are projecting to open on the beginning of the year 3 more posts.

The affected areas by the vacant posts are, beyond the life cycle of projects, Communication and Accounting of the two programmes Erasmus+ and ESC. Even so we have been able to manage to perform the management of the programmes with quality, compensating the shortage of staff and its high workload with a greater involvement of external experts in the evaluation process and the pool of trainers in information and dissemination activities.

The agency will make all the efforts to finalize the current vacant posts and, as the legal settlement of the new National Agency is finished, we will fulfill the new posts.

### **III.4.3. Training of National Agency's staff**

Describe the learning needs and objectives in general (e.g. acquiring new skills and/or new competences, knowledge of certain programme areas) and the goals for the first year of the programme that the National Agency aims to achieve through its training activities.

For 2021, the plan for staff is based on two different strands. For one hand, 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 are going to participate in all the actions organized by the NAs network and the Commission.

The PTNA has always implemented intensive trainings to increase the transversal competencies of the PTNA staff. Our goals are to upskill and capacitate our Staff continuously to improve the overall performance of the PTNA and the quality of our work, focusing on the staff's needs.

The PTNA hires national certified training organisations to carry out staff trainings and sends staff to participate in relevant job-shadowing activities and study visits. Based on that improved skills, our objective is to improve PTNA performance from our critical asset: people. The main goal is to prepare people to achieve high level quality standards.

The PTNA carries out annually a needs analysis consulting every member of its staff to make sure that the staff trainings are tailor-made and meet the real needs. Following the needs analysis carried out annually the PTNA discusses with its staff which competences should be improved on their professional track and how.

The monitoring of staff trainings is carried out by NA Directors that assess the quality as well as the learning results. The quality management system monitoring the training plan and the effectiveness and efficiency of training.

#### **III.4.4. Management of the pool of experts**

Describe the National Agency's strategy and approach to working with external experts (e.g. use of external experts, pool size and composition, the National Agency's plan for pool renewal in 2021). Please also describe the learning needs (e.g. improving the knowledge of certain programme areas) and training goals planned by the National Agency for its team(s) of experts during the first year of the programme(s).

In what refers to the pool of experts, in 2021, in order to respond to the new cycle, PT NA decided to open a call, where 2 training sessions will be carried out, addressing the most relevant aspects of the Expert Guide as well as the new Erasmus + and ESC programme guides. These actions will be complemented by evaluation sessions, namely through webinars and through an application assessment, thus making the recruitment process more robust.

The pool will be composed of specialized evaluators for each Action of the Erasmus + and CES Programs, with the appropriate size to respond to the Agency needs.

The training methodology for experts will involve 2 methods: common specific trainings and/or peer-to-peer learning.

In the training sessions, the exchange of good practices between more experienced experts with possible newcomers will be promoted, ensuring a more effective learning process for the less experienced members of the pool.

The trainings may be on-site or in a webinar format, through the needs identified by the NA, and will focus on the evaluation rules and procedures of Erasmus+ and ESC programmes.

Experts will be regularly monitored by PTNA board of directors and the appointed coordinator of the evaluation process to whom they report for guidance in the assessment process. PTNA will evaluate experts' performance during 2021 and create a ranking to help the PTNA assess the quality of their work.

The evaluation carried out by external experts are an additional element to internal assessment; consequently, the PTNA will evaluate their standard deviation of opinions and feedback against internal assessments, time, quality, and feedback are the key drivers of external assessment.

PT NA have also a pool of trainers. PT NA pool of experts and pool of trainers are two relevant stakeholders to successfully implement PTNA strategy. PT NA also wants the number and the quality of the pool of trainers in order to implement the portuguese training strategies' successfully and with the best benchmark course models. For the pool of trainers, we intend 2 have at least 1 annual training with a 1st Module for newcomers and a 2nd Module to jointly train newcomers and experienced trainers, in order to promote also peer learning and exchange of practices. This 2 Pools will make possible to give qualitative feedback on assessments, follow implementation quality standards in terms of activities and trainings, collect and record evidence.

## **PART IV TCA and NET**

### **A.IV. Erasmus+ Programme - Training and Cooperation Activities between National Agencies (TCA)**

#### **A.IV.1. TCA strategy**

Please briefly describe the strategy for the Training and Cooperation Activities (TCAs) that the National Agency plans to undertake during the eligible period related to 2021 Call. The strategy should describe how the TCAs will be used to effectively support the quality implementation of the Erasmus+ programme and its impact at systemic level, and explain the rationale of the National Agency's intervention, the policy/programme objectives pursued, the target groups it aims to reach and the operational measures in place to monitor the effective implementation of TCA activities and their impact. When relevant, the strategy should also describe, the synergies between TCA and NET activities implemented under the European Solidarity Corps.

The main goal of TCA for 2021 is to foster the launch and implementation of the new Programme, with strong focus on Inclusion and Diversity, in call organizations working with young people with fewer opportunities and new applicants, support the Green and Digital dimensions, mobilize target groups and promote the development of their competences. This strategy will be implemented through online and residential activities, cooperation's, networks and SNACS and other long term projects/activities, with national and transnational scopes, creating a solid and strong basis for the next years, monitoring progress and results, in order to increase and maximise the impact of the Programme. The definition of strategic objectives was based on the previous programmes experience, on needs collection, having in account several strategic documents such as EU Youth Strategy, Digital Education Action Plan and is linked with the priorities defined for PT Presidency of the Council of the EU and topics of European Youth Work Agenda, towards high-level performance, intending to highlight the added value of the participation in the Programme. TCA will follow a strategic vision, framed in the overall objectives, priorities and target groups of the Programme aiming to foster youth work quality and support transnational cooperation, in the field of inclusion, participation and citizenship, democratization, creativity, employment, entrepreneurship and innovation, 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. This strategy also gives emphasis to sustainable development, environment, climate changes, healthy lifestyles, mental health and wellbeing. Intends also to explore: Sport as a method and a tool in the field of non-formal education, multilevel governance for smart specialization and participation, digital youth work, education and media literacy, intercultural dialogue,



and human rights. TCA target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers, youth leaders, decision makers, staff / representatives of organisations actives on the field, stakeholders, multipliers and researchers, with a particular focus on reaching out to newcomers. The monitor of effective implementation and impact of the Programme and TCA will be done through RAY projects, several cooperation's, needs collections, tools and activities.

#### **A.IV.2. TCA activities**

The TCA strategy can be implemented through different types of transnational and national activities (see NA work programme specifications) in the following areas:

1. Transnational training, support and contact seminars of potential programme participants;
2. Transnational thematic activities linked to the objectives, priority target groups and themes of the programme;
3. Transnational evaluation and analysis of programme results;
4. National activities, in accordance with the NA work programme specifications.

The National Agency can:

- take the lead in the planning, implementation and follow up of TCA activities (section A.IV.2.2 below)
- send participants to activities organised by other NAs (section A.IV.2.3 below)

Furthermore, the National Agency can opt for implementing a series of activities under a common thematic frame and with a long-term perspective (i.e. long-term activities) in order to maximise the achievement of certain objectives of the TCA strategy (section A.IV.2.1 below).

**NOTA BENE:** The TCA activities described in the sections below have to be carried out during the period 1/01/2021 – 30/06/2022.

##### **A.IV.2.1. Long-Term activities (if applicable)**

This section should be filled in only by NAs involved in Long-Term TCAs with a coordinating role.

Please indicate if you plan to start (or continue) any Long-term TCA by providing - for each Long-Term TCA coordinated by the National Agency - a short description of the overarching long-term activity, including in particular:

1. Subjects and themes of the Long-Term TCA(s);
2. Link with the objectives of the TCA strategy, including any applicable policy objective;
3. Specific target group(s) and stakeholders;
4. Type and estimated number of specific activities planned under the Long-Term TCA(s);
5. Monitoring and dissemination of results;
6. Organisational and practical functioning: your role as coordinator of the Long-Term TCA, number of NAs involved, planned duration, etc.

N/A

#### A.IV.2.2. Specific activities organised by the National Agency

##### a) Overview

Please provide an overview of the activities the National Agency plans to organise, including the specific activities planned by the National Agency under a Long-Term TCAs, by filling in the table below.

In particular, in the column "**short description of the activity**", the National Agency should specify:

- a) The specific **sectors concerned** by the activities (in case of cross-sectoral activities please refer to the NA work programme specifications),
- b) **For national activities:** what is the European added value of the activities and whether these are linked to transnational activities or they are self-standing activities.
- c) In case of activities in **synergy with NET**, how they link to the TCA strategy under A.IV.1 and contribute to both programmes.

Type	Estimated number of single activities: i) Education and training <i>info</i>	Estimated number of single activities: ii) Youth <i>info</i>	Short description of the activities	Specific target group(s)	Expected results
			The NA plans to organize activities linked with the overall strategy, topics and objectives mentioned in A.IV.1 and also with the overall strategy, objectives, priorities, topics and target groups of the programme in general and TCA in particular. Some of the activity may		

be implemented in synergy with NET, in the cases where common objectives and target groups are tackled. As a complement to the general strategy, these activities will support capacity and partnership building, training of potential applicants and beneficiaries, organizations working with young people with fewer opportunities and newcomers, in view of ensuring/increasing the projects and activities quality. PTNA will implement single activities in the frame of TCA strategy but will also be involved in different long-term activities, linked with that strategy, with focus on: digital youth work, sustainable development and environment, mental health and wellbeing, social innovation, employment and entrepreneurship, training of trainers

The general expected results are participants' competences development, increase the knowledge about the Programme in general (Actions,

<p>a. Transnational thematic activities, training, support and contact seminars</p>	<p>N/A</p>	<p>8</p>	<p>and other target groups of the Programme, network training, to explore the impact of Non-Formal Education in the empowerment of young people, promote inclusion and diversity, foster the sense of youth belonging to the European project, implementing the Youth Work Agenda topics, promoting European values, connecting EU with Youth, strengthen democracy through the development of democratic participation of young people in decision making, support youth work quality in general and youth work at municipal level, in particular. In these activities the NA will also focus their attention in the promotion of the 2 ETS competence models, for trainers and for youth workers, with the aim of improving</p>	<p>The planned activities will target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers in general, municipal youth workers, youth leaders, decision makers, staff / representatives of organisations actives on the field, stakeholders, multipliers and researchers, with a particular focus on reaching out to newcomers.</p>	<p>topics, priorities), increase the quality of projects and activities, and organizations capacity building, promote cooperation and enlarge the international scope of the organizations, promote exchange of experiences and best practices, improve the quality in youth work, foster the creation of networks, partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities and outputs and other results to be defined in agreement with the preparation, implementation and follow-up planning of the activities.</p>
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the quality of training and work done with and for youngsters. A particular focus will be done on capacity-building and training, through building synergies and cooperation with stakeholders from the field of Youthwork. TCA will promote exchange of experiences and best practices, increase the quality of projects, both to increase the organizational and pedagogical skills to holder projects and facilitate the process of construction and animation of networks of partners.

A)Conference on Sustainable Development and Environment B)The Power of Non-Formal Education 2020 C)The Start of Europe D)1 TOT – Training of Trainers Seminar E)Study Visit on Social

			Economy F)Erasmus + Speed Dating G) Democracy Reloading Module B H)Study Visit on Inclusion	
b. Transnational evaluation and analysis	N/A	1	<p>The National Agency plans to organize activities linked with the overall strategy, topics and objectives mentioned under A.IV.1 and also with the overall strategy, objectives, priorities, topics and target groups of the E+ programme in general and TCA in particular. Some of the activities may be implemented in synergy with NET, in the cases where common objectives and target groups are tackle. As complement to the general TCA strategy, in this topic PT NA is part of several cooperation's aiming to assess and monitor the effective implementation and impact of the</p> <p>This activity target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers in general, municipal youth workers, youth leaders, decision makers, staff / representatives of organisations actives on the field, stakeholders, multipliers and researchers, with a particular focus on reaching out</p>	<p>The expected results are a report with the main conclusions and other evidenced-based analysis of programme results, tools to measure the quality of trainings, enlarge strong partnerships and also create ROI, strengthen of social economy and increase the recognition of outcomes and skills as result of the participation in the programme. Other results to de defined in agreement with the preparation,</p>

		<p>programme (then projects and activities) in general and TCA in particular: RAY projects (connected studies, surveys activities and outcomes), needs collections, tools and activities for impact assessment. PT NA intends implement national activities and steps linked with RAY network and other partnerships, part of the overall transnational projects.</p>	<p>participants with experience in TCA / NET in terms of participation in previous activities.</p>	<p>implementation, and follow-up planning of the activities. With these activities will also have a clear vision of the implementation and impact of TCA and the Programme.</p>
		<p>The activities the National Agency plan to organize will be linked with the overall strategy, topics and objectives mentioned under A.IV.1 and also with the overall strategy, objectives, priorities, topics and target groups of the E+ programme in general and TCA in particular. The European added value of the national activities' PT NA intends to</p>		

<p>c. National activities</p>	<p>N/A</p>	<p>5</p>	<p>implement will be assure through the link with that strategy and connected objectives, but also through the link with SNACs and other Long Term projects and activities , the overall European priorities and topics for the Youth sector and Erasmus. This activities intends to support and improve the qualitative implementation of the programme, it's projects and activities and also to make it more strategic by building closer links with relevant elements of policy development at European and national level. The national activities and projects will be linked with the general objectives, specific themes and features of the new Programme youth sector, and the specific aim and</p>	<p>TCA target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers in general, municipal youth workers, youth leaders, decision makers, staff / representatives of</p>	<p>The expected results are: participants competences development, increase the knowledge about the Programme in general (Actions, topics, priorities), increase the number and quality of projects and activities and organizations capacity building, promote cooperation and enlarge the international scope of the organizations, promote exchange of experiences and best practices, improve the quality in youth work, foster the creation of networks,</p>
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objectives defined by PT NA taking into account the context of the country, his participants and potential applicants. Some of the activity may be implemented in synergy with NET, in the cases where common objectives and target groups are tackle. a) Erasmus + Flash Session b) Activities linked with the Youth Goals c) National process and national activities linked with SNACS and other Long Term Projects (namely 8 different SNACs / Projects - Europe Goes Local; Democracy Reloading; Inclusion; Sports; European Youth Work Agenda; European Academy on Youth Work; Digital Youth Work; Mental Health and Wellbeing) d) European Youth Week activities (also included in 2020 Workplan) e)

organisations actives on the field, stakeholders, multipliers and researchers, with a particular focus on reaching out to newcomers.

partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities and outputs and other results to be defined in agreement with the preparation, implementation and follow-up planning of the activities.

		Activities linked with 2 ETS competence models, for trainers and for youth workers Note: We counted the activities / national process linked with SNACs and Long-Term projects / activities as 1 activity and we didn't defined at this stage the concrete number.	
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**b) Estimated budget and outputs**

In relation to the activities described in section a) above, please provide the following additional information:

Type	Education and Training <sup>info</sup> Total estimated budget (max. 7 digits followed by EUR)	Education and Training <sup>info</sup> Indicative budget share per E&T sector (*) (max. 3 digits followed by %) Ex: 20% HE; 25% SE; 25% VET; 30% AE	Youth <sup>info</sup> Total estimated budget (max. 7 digits followed by EUR)	Outputs Total number of planned participants selected by your NA	Outputs Total number of planned participants selected by other NAs
a. Transnational thematic activities, training, support and contact seminars	0,00 EUR 0		230.000,00 EUR	39	225
b. Transnational evaluation and analysis	0,00 EUR 0		20.000,00 EUR	5	25
c. National activities	0,00 EUR 0		80.000,00 EUR	570	0
<b>Total</b>	<b>0,00</b>		<b>330.000,00</b>	<b>614</b>	<b>250</b>

*(\*) Depending on National Agency's mandate. The indication of budget % per E&T sector is not applicable if the National Agency manages only one E&T sector.*

**Reminder:** The funds allocated to TCAs cannot be used for the national activities and events organised by the National Agencies to support the implementation of the programme at national level (part II of the NA work programme), which shall be covered through the contribution to management costs.

#### **A.IV.2.3. Activities organised by other NAs/SALTOs**

##### **a) Overview**

If the National Agency plans to send its participants to - and/or provide a financial contribution to the organisational costs of - TCA activities organised by other National Agencies or SALTOs, please briefly outline:

1. the topic and the aim of the identified activities and explain how they fit into the TCA strategy defined under section A.IV.1;
2. the sectors concerned;
3. how the participants will be selected;
4. the expected impact on participants and on the increased quality implementation of the programme.

The approach of PTNA for activities organized by other NAs or SALTOs is in line with the overall strategy and objectives defined to TCA, to foster the qualitative implementation of the Programme, it's projects and activities and support transnational cooperation and capacity building.

In terms of themes and events, the focus will be in the same topics, objectives and priorities mentioned in the TCA strategy. The target group for sending TCA activities is the same of all the strategy designed to Portugal: practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers, municipal youth workers, youth leaders, decision makers, project managers, other target groups of the programme and professionals of organisations actives on the field, stakeholders and multipliers and researchers, with a particular focus on reaching out to newcomers and participants with fewer opportunities. 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 national and transnational activities and the sending of several Portuguese participants, promoting the added value of involvement and participation in this kind of activities. The selection will be made in agreement with the Call guidelines, activities and projects target groups, organizers instructions and concrete criteria's, using the available platforms or other tools provided.

This approach aims to have a clear impact on participants competences development, organizations capacity building, cooperation and international scope, improve the quality in youth work, foster the creation of network, partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities and outputs.

All the strategy regarding TCA, also in sending, partnerships, cooperation and financial contributions was planned in the direction of an high-level performance of TCA and the Programme.

The total estimated amount specified in part b) of this session includes sending costs and also financial contributions to Long-term TCA and to other activities organized by other NAs or SALTOs.

**b) Estimated budget and outputs**

In relation to the activities described in part a) of this section, please provide the following additional information:

**TCA's organised by other NAs/SALTOs**

<b>Budget and outputs</b>	<b>Education and Training<sup>info</sup></b>	<b>Youth<sup>info</sup></b>
1. Number of planned activities	0	70
2. Number of planned participants selected by your NA	0	180
3. Total estimated budget (*) (max. 7 digits followed by EUR)	0	233000

(\*) If the National Agency is financially contributing to i) the functioning of a Long-Term TCA or ii) the organisational cost of activities organized by another National Agency, please add the requested grant in line 1 (no information is required in lines 2 and 3) and provide a short comment in part a) of this section.

## **B.IV. European Solidarity Corps - Networking Activities (NET)**

### **B.IV.1. NET strategy**

Please describe the National Agency's strategy for the Networking Activities (NET) that the National Agency plans to undertake during the period of eligibility under the 2021 Call. The strategy should describe how the Networking Activities will be used to effectively support the quality implementation of the European Solidarity Corps and its impact at systemic level, and explain the rationale for the National Agency's intervention, the policy/programme objectives pursued, the target groups it aims to reach and the operational measures in place to monitor the effective implementation of the NET activities and their impact. When relevant, the strategy should also describe, the synergies between NET and TCA activities implemented under the Erasmus+ programme.

The main goal of NET is to foster the launch and high quality implementation of the new Programme, its objectives, priorities, themes, activities and target groups, with strong focus on Solidarity, Inclusion and Diversity (special of youngsters with fewer opportunities), call new applicants, promote employ and social entrepreneurship, support the Green and Digital dimensions, mobilize target groups and promote the development of their competences.

This will be implemented through online and residential activities, cooperation's, networks, SNACS and other long-term projects / activities, with national and transnational scopes, creating a solid basis for the next years, monitoring progress and results, in order to increase and maximise the impact of the Programme.

This strategy is framed in the overall objectives, priorities and target groups of ESC and will have a similar approach of TCA, but we highlight the following: mobilise organisations and individuals, promote intercultural dialogue, encourage participation, active citizenship and commitment to European values; stimulate exchange of practices and implementation of Youth Work Agenda topics; support community building; promote opportunities for ESC target groups, to train and develop skills and competences; explore the role of youth worker; support the learning process, its certification and recognition; promotion of ETS competence models; fosters Programme awareness and incentive organisation's participation and development of new projects, offering quality activities and experiences. NET also gives emphasis to sustainable development, environment, climate changes, healthy lifestyles, mental health, and wellbeing. Intends also to explore: Sport as a method and a tool in the field of non-formal education, multilevel governance and digital youth work. This strategy was based on the previous programmes experience, on needs collection, having in account several strategic documents at national and European level. NET target the practitioners, potential applicants and beneficiaries, trainers, youth workers, youth leaders, decision makers, representatives of organisations actives on the field, stakeholders, multipliers, researchers, other ESC actors, with a particular focus on reaching out to newcomers and participants with fewer opportunities. The monitor of the effective implementation and impact will be done through RAY projects, several corporations, needs collections, tools and activities.

### **B.IV.2. NETs Activities**

The National Agency's strategy for Networking Activities can be implemented through different types of transnational and national activities in the following areas:

1. Training, support, and contact seminars of potential organisations and participants;
2. Thematic activities to raise awareness and exchange of practices linked to objectives, priority target groups and themes of the programme;
3. Establishment and implementation of community building networks, alumni network and post-placement guidance and support;
4. Evaluation and analysis of results and impact of the programme.

The National Agency can:

- take the lead in the planning, implementation and follow up of Networking Activities (section B.IV.2.2 below),
- send participants to activities organised by other NAs (section B.IV.2.3 below).

Furthermore, the National Agency can opt for implementing a series of activities under a common thematic frame and with a long-term perspective (i.e. long-term activities) in order to maximise the achievement of certain objectives of the NET strategy (section B.IV.2.1 below).

**NOTA BENE:** The Networking Activities described in the sections below have to be carried out during the period 1/01/2021 - 30/06/2022.

#### **B.IV.2.1. Long-Term Networking Activities (if applicable)**

This section should be filled in only by National Agencies involved in Long-Term Networking Activities with a coordinating role. Please indicate if you plan to start (or continue) any Long-Term NET by providing - for each Long-Term NET coordinated by the National Agency - a short description of Long-Term activity, including in particular:

1. Subjects and themes of the Long-Term NET(s)
2. Link with the objectives of the NET strategy, including any applicable policy objective;
3. Specific target group(s) and stakeholders
4. Type and estimated number of single activities planned under the Long-Term NET(s);
5. Monitoring and dissemination of results;
6. Organisational and practical functioning: your role as Coordinator of the Long-Term NET, number of NAs involved, planned duration, etc.;

N/A
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**B.IV.2.2. Activities organised by the National Agency**

**a) Overview**

Please provide an overview of the Networking Activities the National Agency plans to organise, including the specific activities planned by the National Agency under a Long-Term NET, by filling in the table below.

In case of **activities in synergy with TCA**, please indicate in the column "Short description of the activities" how they link to the NET strategy under B.IV.1 and contribute to both programmes.

Type	Estimated number of single activities	Short description of the activities	Specific target group(s)	Expected results
		<p>The activities the National Agency plan to organize will be linked with the overall strategy, topics and objectives mentioned under B.IV.1 and also with the overall strategy, objectives, priorities, topics and target groups of the ESC programme in general and NET in particular. Some of the activity may be implemented in synergy with TCA, in the cases where common objectives and target groups are tackle. As complement to the general NET strategy, the NET activities will support capacity building, partnership building, and training of potential applicants and beneficiaries, organizations working with young people with fewer opportunities, bringing new commers</p>		

a. Transnational thematic activities, training, support and contact seminars, community building and alumni networks

2

to the programme in view of ensure / increase the projects and activities quality. PT NA will implement single activities in the frame of NET strategy but will also be involved in different SNACS and long-term activities, linked with that strategy, with focus on: train the organizations on the frame of the new programme, digital youth work, sustainable development and environment, mental health and wellbeing, social innovation, employ and social entrepreneurship, training of trainers, newcomers and other target groups of the Programme, network training and activities, to explore the impact of Non-Formal Education and Solidarity projects in the empowerment of organizations and young people, to promote inclusion and diversity, Solidarity and other ESC Values, implementing the Youth Work Agenda topics, promoting European values, to strengthen democracy, through the development of

NET target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers, youth leaders, decision makers, representatives of organisations actives on the field, stakeholders, multipliers, researchers, other ESC actors, with a particular focus on reaching out to newcomers.

The expected results are participants competences development, increase the knowledge about the Programme in general (Actions, topics, priorities), the quality of projects and activities and organizations capacity building, promote cooperation and enlarge the international scope of the organizations, promote exchange of experiences and best practices, improve the quality in youth work, foster the creation of networks, partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities, promoting involvement and impact of communities, and outputs and other results to be defined in agreement with the preparation, implementation and follow-up planning of



		<p>democratic participation of young people in decision making, support the youth work quality in general and the youth work at municipal level, in particular. The activities proposed for the TCA/NET will also focus their attention in the promotion of the ETS competence models, for trainers and for youth workers. NET will promote exchange of experiences and best practices, partnership building activity and the increase the quality of projects, both to increase the organizational and pedagogical skills to holder projects and facilitate the process of construction and animation of networks of partners. A) ESC Speed Dating B) Seminar on Employ and Entrepreneurship</p>		<p>the activities.</p>
		<p>The National Agency plans to organize activities linked with the overall strategy topics and objectives mentioned under A.IV.1 and also with the overall strategy, objectives, priorities, topics and</p>		

b. Transnational evaluation and analysis

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target groups of the E+ programme in general and TCA in particular. Some of the activity may be implemented in synergy with TCA, in the cases where common objectives and target groups are tackle. As complement to the general NET strategy, in this topic PT NA is part of several cooperation's aiming to assess and monitor the effective implementation and impact of the Programme (their projects and activities) in general and NET in particular: RAY projects (connected studies, surveys activities and outcomes), needs collections, tools and activities for impact assessment. PT NA intends to implement 1 activity with NET and ESC participants in order to assess the impact of their previous participation in NET and ESC activities. This activity may be implemented in synergy with TCA, as common objectives and target groups are tackle. The NET Plan was built on a solid foundation in the direction of a sustainable

This activity target the practitioners, beneficiaries of the programme, trainers, youth workers in general, municipal youth workers, youth leaders, decision makers, staff / representatives of organisations actives on the field, stakeholders, multipliers and researchers, with a particular focus on reaching out participants with experience in ESC / NET and E+ / TCA in terms of participation in previous activities.

The expected results are a report with the main conclusions and other evidenced-based analysis of programme results, tools to measure the quality of trainings, enlarge strong partnerships and also create ROI, strengthen of social economy and increase the recognition of outcomes and skills as result of the participation in the programme. Other results to de defined in agreement with the preparation, implementation, and follow-up planning of the activities. With these activities will also have a clear vision of the implementation and impact of NET and the Programme.

	<p>performance, toward to have a evidenced-based analysis of programme results, through measurable tools of follow up, impact, promotion and dissemination. PT NA wants to measure the quality of trainings and activities, enlarge strong partnerships and also create ROI (return on investment). The NET aims strengthen of social economy and increase the recognition of outcomes and skills as result of the participation in the programme.</p>		
	<p>The activities the National Agency plan to organize will be linked with the overall strategy, topics and objectives mentioned under B.IV.1. and also, with the overall strategy, objectives, priorities, topics and target groups of the ESC programme in general and NET in particular. The European added value of the national activities' PT NA intends to implement will be assure through the link with that strategy and connected objectives, but also through the link</p>		<p>The expected results are participants competences development, increase</p>

<p>c. National activities</p>	<p>3</p>	<p>with Long term projects and activities, the overall European priorities and topics for the Youth sector and ESC. This activities intends to support and improve the qualitative implementation of the programme and to make it more strategic by building closer links with relevant elements of policy development, with special focus on Inclusion and Diversity, Employ and Entrepreneurship, Solidarity, Volunteering, Youth Goals and ESC Values. Intends also to promote de development of competences of participants, partnership building, train for the new Programme, Call newcomers, involve organizations working with young people with fewer opportunities and exchange of practices. The national activities and projects will be linked with the general objectives, specific themes and features of the new Programme youth sector, and the specific aim and objectives defined by PT NA taking into account the context of the</p>	<p>NET target the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers, youth leaders, decision makers, representatives of organisations actives on the field, stakeholders, multipliers, researchers, other ESC actors, with a particular focus on reaching out to newcomers.</p>	<p>the knowledge about the Programme in general (Actions, topis, priorities), quality of projects and activities and organizations capacity building, promote cooperation and enlarge the international scope of the organizations, promote exchange of experiences and best practices, improve the quality in youth work, foster the creation of networks, partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities, promoting involvement and impact of communities, and outputs and other results to de defined in agreement with the preparation, implementation and follow-up planning of the activities.</p>
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	country, his participants and potential applicants. Some of the activity may be implemented in synergy with TCA, in the cases where common objectives and target groups are tackle. a) ESC Flash Session c) ETS Competence Models activity e) National Training on Employ and Entrepreneurship		
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### b) Estimated budget and outputs

In relation to the activities described in section a) above, please provide the following additional information:

Type	Total estimated budget (max. 7 digits followed by EUR)	Outputs Number of planned participants selected by your NA	Outputs Number of planned participants selected by other NAs
a. Transnational activities	48.000,00 EUR	25	40
b. Transnational evaluation and analysis	18.000,00 EUR	5	20
c. National activities	41.000,00 EUR	80	0
<b>Total</b>	<b>107.000,00</b>	<b>110</b>	<b>60</b>

**Reminder:** 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 (part II of the WP), which should be covered through the contribution to management costs.

### B.IV.2.3. Activities organized by other NAs

#### a) Overview

If the National Agency plans to send its participants to - and/or provide a financial contribution to the organisational costs of - Networking Activities organized by other National Agencies or SALTOs, please briefly outline:

1. the topic and the aim of the identified activities and explain how they fit into the NET strategy defined under section B.IV.1;
2. how the participants will be selected;
3. the expected impact on participants and on the increased quality implementation of the programme.

The approach of PT NA for sending activities is in line with the overall strategy and objectives defined to the NET 2021, to foster the qualitative implementation of the Programme and support transnational cooperation.

In terms of themes and events focus will be to the same topics, objectives and priorities mentioned in the NET strategy and for the activities organized by PT, sending participants to single activities or long term, organized by other NAs and SALTOS.

The target group for sending NET activities is the same of all the strategy designed to Portugal: the practitioners, potential applicants and beneficiaries of the programme, trainers, youth workers, youth leaders, decision makers, representatives of organisations actives on the field, stakeholders, multipliers, researchers, other ESC actors, with a particular focus on reaching out to newcomers.

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 Key Actions and activities, priorities, objectives and targets groups thought the hosting of national and transnational activities and the sending of several Portuguese participants, promoting the added value of involvement and participation in this kind of activities.

The selection will be made in agreement with the Call guidelines, activities and projects target groups, organizers instructions and concrete criteria's, using the available platforms or other tools provided.

This approach aims to have a clear impact on participants competences development, organizations capacity building, cooperation and international scope, improve the quality in youth work, foster the creation of network, partnership and tools to be used in the youth sector, promoting the equal involvement of participants and young people in the access to the programme, participation and decision-making, increasing the quality of projects, activities and outputs.

All the strategy regarding NET, also in sending, partnerships, cooperation and financial contributions was planned in the direction of an high-level performance of NET and the Programme.

The total estimated amount specified in part b) of this session includes sending costs and also financial contributions to Long-term NET and to other activities organized by other NAs or SALTOS.

#### **b) Estimated budget and outputs**

In relation to the activities described in part a) of this section, please provide the following additional information:

<b>NETs organised by other NAs/SALTOS</b>	<b>Value</b>
1. Number of planned activities	35
2. Number of planned participants selected by your NA	70
3. Total estimated budget (*) (max. 7 digits followed by EUR)	100.000,00 EUR

(\*) If the National Agency is financially contributing to i) the functioning of a Long-Term NET or ii) the organisational cost of activities organized by another National Agency, please add the requested grant under 'Total estimated budget' (no information is required under lines 1 and 2) and provide a short comment in part a) of this section

#### **PART V SUPPORT AND NETWORK FUNCTIONS**

## V.1. National VET Team

### V.1.1 National VET Teams to support the implementation of EU VET tools

Please briefly describe:

- a) the composition of the national VET national team;
- b) the way the National Agency will monitor and support its work, including number of National Agency's staff (full time equivalent) involved;
- c) the situation and challenges of implementing EU VET tools in EU funded projects;
- d) the overall aim of the national VET team and the objectives it intends to pursue in the contractual period, in particular to address the identified needs.

**NOTA BENE:** This section should be completed by **all National Agencies in charge of Vocational Education and Training**. If no national team is set up or no support is requested for it, please briefly explain the reason for this choice.

N/A

### V.1.2 Annual activity planning

Please list the activities planned by the national VET team in the calendar year 2021 for which the National Agency is requesting the budget specified in section V.1.3 (see NA work programme specifications)

#### 1. Training and advice (national task)

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Target group</b>	<b>Expected outputs/results</b>	<b>Indicative calendar (month or quarter of the year), place, country (if applicable)</b>
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#### 2. Participation in European meetings and events (international tasks)

<b>Activity</b> <b>Please include a short description of the planned activities specifying, in particular, type, title and topic</b>	<b>Target group</b>	<b>Expected outputs/results</b>	<b>Indicative calendar (month or quarter of the year), place, country (if applicable)</b>
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**V.1.3. Annual budget forecast**

The budget forecast below should be filled in by the National Agencies in charge of a **National VET Team**.

**Network name:** National VET Team

**Reference period:** 1 January 2021- 31 December 2021

**Based on the activities described in the relevant "Annual activity plan", please enter the grant requested both for the planned expenses and resources:**

I. EXPENDITURES

<b>A. STAFF</b>	<b>Forecast</b>
A.1 Staff costs (employees, or equivalent; experts, natural persons under direct contract; seconded persons)	
A.2 Staff training	
A.3 Fees (experts)	
A.4 Volunteers	
<b>Total</b>	0,00

I. EXPENDITURES

<b>B. MISSIONS</b>	<b>Forecast</b>
B.1 National missions	
B.2 International missions	
<b>Total</b>	0,00

I. EXPENDITURES



<b>C. ACTIVITIES AND PUBLICATIONS</b>	<b>Forecast</b>
C.1 Conferences, seminars, meetings, exhibitions	
C.2 Publications: production and dissemination costs	
<b>Total</b>	0,00

I. EXPENDITURES

<b>D. OTHER COSTS</b>	<b>Forecast</b>
D.1 Other goods, works or services (hardware, software, maintenance, etc.)	
D.2 Rental of office space (*)	
D.3 External services (**)	
<b>Total</b>	0,00

(\*) Not Applicable.

(\*\*) For National VET Teams: max 30% of total eligible costs.

<b>TOTAL DIRECT COSTS</b> (sub-total A + sub-total B + sub-total C + sub-total D)
0,00 EUR

II. RESOURCES

<b>II. RESOURCES</b>	<b>Forecast</b>
1. Contribution from the Member State or its representative	
2. Other national resources	
3. EU contribution requested <i>info</i>	
<b>Total</b>	0,00

<b>Control Box: TOTAL COSTS</b> (must be equal with TOTAL of II.RESOURCES)
0,00 EUR

Please be aware that **rental costs are ineligible** for National VET Teams and Salto Resource Centres (\*)

## **V.2 EURODESK**

*To be completed by the NAs in charge of the youth sector*

### **V.2.1. Eurodesk organisation**

Please describe:

1. The structure and organisation of the national Eurodesk centre with regard to the following points in particular:
  - a. Organisation hosting the Eurodesk and its legal status (separate from 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).
2. The current situation/needs in the country of the National Agency regarding the provision of information to young people at national, regional and local levels, in view of contributing to an informed discussion around the EU Youth Strategy.
3. The objectives and goals pursued by the Eurodesk Centre in the contractual period.

Internally, Eurodesk is hosted by Erasmus+ Youth in Action NA 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 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.

A reinforcement of multipliers has been done in September of 2018. With 70 Eurodesk Portuguese Multipliers at the moment, it is expected in 2021 a new call for multipliers in order to prepare the structure of the operational process to the new programmes, mainly in rural areas and the interior of the country.

The selected multipliers are from different geographic locations and organizational backgrounds. Eurodesk 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 ESC. Eurodesk Portugal main challenge will be to involve local multipliers 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](http://www.juventude.pt)), providing accurate and updated information to the European Youth Portal, newsletters, and throughout personal advising online and offline. Trainings and national meetings and events to the multipliers will be delivered to promote and prepare the network to be an active asset to promote the EU Youth Strategy.

Considering the overall priorities for 2021 regarding Eurodesk, main objectives for Portugal are:

- To reinforce and provide further specific training for the Eurodesk Multipliers Network.
- To improve quality and promotion of Eurodesk at national level,
- To promote European Youth Portal
- To participate consistently in the development of the EYP:
- To participate actively in the European network as part of specific working groups and in the network meetings.
- To promote existent and new portals, websites to inform about European programmes

## V.2.2. Annual Activity planning

Please list the activities planned by the national Eurodesk centre in the calendar year 2021, for which the National Agency is requesting the budget specified in section V.2.3. (see NA work programme specifications)

### 1. Seminars/conferences

Activity Please include a short description of the planned activities specifying, in particular, type, title and topic	Target group	Expected outputs/results	Indicative calendar (month or quarter of the year), place, country (if applicable)
Eurodesk RoadShow	Universities, Schools, Youth Organizations, Eurodesk Multipliers	Share information and promote Eurodesk mission and platform in all the country	Permanent
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
European Youth Week events	Young people and Youth workers	More than 100 events across all the country to promote Europe and European values and opportunities for young people	May

### 2. Social media/digital activities

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Target group</b>	<b>Expected outputs/results</b>	<b>Indicative calendar (month or quarter of the year), place, country (if applicable)</b>
EUreka! I found it!	Eurodesk Multipliers	Work on the youth information strategy for the country; prepare plans and evaluate activities; Training about specific topics	Each second month
Time to move online campaign	Public in general	Improve awareness to the Eurodesk network and the European opportunities	October
European Youth Week – Online	Young People	Massive online campaign promoting Europe and European opportunities	May

### 3. Meetings

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Target group</b>	<b>Expected outputs/results</b>	<b>Indicative calendar (month or quarter of the year), place, country (if applicable)</b>
Eurodesk Network Meetings (2) and Eurodesk Portugal Multipliers meetings (2)	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
Volta de Apoio ao Emprego – Europe Direct activities	Young people and Youth workers	Promote European Youth Portal, Eurodesk and European Programmes	Permanent

### 4. Publications

Activity (Type, title, topic)	Target group	Expected outputs/results	Indicative calendar (month or quarter of the year), place, country (if applicable)
GREENING YOUTH INFORMATION SERVICES – the Portuguese Version	Youth workers and organizations	Change the way youth workers and organization leaders work, promoting a more sustainable approach and new habits	1st quarter
Eurodesk Portugal: Your gateway to European opportunities	Youngsters	Informa about the network, the multipliers and the contacts of the whole network	2nd quarter

### 5. Other

Activity Please include a short description of the planned activities specifying, in particular, type, title and topic	Target group	Expected outputs/results	Indicative calendar (month or quarter of the year), place, country (if applicable)
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

### V.2.3. Annual budget forecast

The budget forecast below should be filled in by the National Agencies in charge of **Eurodesk centres**.

**Network name:** Eurodesk centres.

**Reference period:** 1 January 2021- 31 December 2021

Based on the activities described in the relevant "Annual activity plan", please enter the grant requested both for the planned expenses and resources:

I. EXPENDITURES

<b>A. STAFF</b>	<b>Forecast</b>
A.1 Staff costs (employees, or equivalent; experts, natural persons under direct contract; seconded persons)	32.162,65 EUR
A.2 Staff training	4.500,00 EUR
A.3 Fees (experts)	3.500,00 EUR
A.4 Volunteers	2.000,00 EUR
<b>Total</b>	<b>42.162,65</b>

I. EXPENDITURES

<b>B. MISSIONS</b>	<b>Forecast</b>
B.1 National missions	10.000,00 EUR
B.2 International missions	3.500,00 EUR
<b>Total</b>	<b>13.500,00</b>

I. EXPENDITURES

<b>C. ACTIVITIES AND PUBLICATIONS</b>	<b>Forecast</b>
C.1 Conferences, seminars, meetings, exhibitions	28.000,00 EUR
C.2 Publications: production and dissemination costs	30.352,35 EUR
<b>Total</b>	<b>58.352,35</b>

I. EXPENDITURES

<b>D. OTHER COSTS</b>	<b>Forecast</b>
D.1 Other goods, works or services (hardware, software, maintenance, etc.)	6.010,00 EUR
D.2 Rental of office space (*)	0,00 EUR
D.3 External services (**)	
<b>Total</b>	<b>6.010,00</b>

(\*) Eligible in the case of Eurodesk only, in duly justified cases and subject to derogation request.

(\*\*) Not applicable.

<b>TOTAL DIRECT COSTS</b> (sub-total A + sub-total B + sub-total C + sub-total D)
120.025,00 EUR

## II. RESOURCES

<b>II. RESOURCES</b>	<b>Forecast</b>
1. Contribution from the Member State or its representative	48.010,00 EUR
2. Other national resources	0,00 EUR
3. EU contribution requested <i>info</i>	72.015,00 EUR
<b>Total</b>	120.025,00

<b>Control Box: TOTAL COSTS</b> (must be equal with TOTAL of II.RESOURCES)
120.025,00 EUR

Please be aware that **rental costs are ineligible** for National VET Teams and Salto Resource Centres (\*).

In the case of **Eurodesk**, in duly justified cases, if the support network is located outside the National Agency's premises, the National Agency **may request a derogation** by filling in the section below, explaining:

- a) why this expenditure is connected with Eurodesk's tasks, and
- b) why the National Agency needs an additional contribution to cover the cost of Eurodesk office spaces.

Supporting documents, such as an ongoing rental contract, should also be annexed to Lifecard through the Attachment section.

N/A
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## V.3 SALTO

To be completed by the NAs designated as:

- SALTO Resource Centre for the Erasmus+ Programme, including the SALTO Resource Centres implementing European Solidarity Corps tasks (if applicable), or
- European Solidarity Corps resource centre.

### V.3.1. SALTO / European Solidarity Corps Resource Centre organisation

Please describe:

1. The structure and organisation of the SALTO / European Solidarity Corps Resource Centre with regard to the following points in particular:
  - a. Internal organisation chart (to be attached);
  - b. Number and profile of staff employed in the SALTO / European Solidarity Corps Resource Centre (full time equivalent);
  - c. Subcontracting arrangements, if applicable;
  - d. Regional/local structure, if applicable (formal contact points, structures, coordinators).
2. The objectives and goals pursued by the SALTO Resource Centre in the contractual period

In the case of SALTO Resource Centres implementing European Solidarity Corps tasks, the National Agency should provide a clear distinction between the staff, set up and other arrangements relevant for each programme.

N/A

### V.3.2. Annual activity planning

#### A) Erasmus+ Programme (as applicable)

Please list the activities planned by the SALTO Resource Centre in relation to the Erasmus+ programme, in the calendar year 2021, for which the NA is requesting the budget specified in section V.3.4(A) (see NA work programme specifications).

NB: The activities related to the European Solidarity Corps should be filled in the dedicated table (part B of this section).

#### A) SALTO resource centre for the Erasmus+ Programme

##### 1. Trainings

Activity Please include a short description of the planned activities specifying, in particular, type, title and topic	Main aim of the activity: Does it support the operational implementation of programme? (YES/NO)	Main aim of the activity: Does it support the evidence-base for and/or links to policy framework?	Target group	Planned outputs/results	Indicative calendar 2021 (month or quarter of the year) and place/country (if applicable)



## 2. Seminars/conferences

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place/country (if applicable)
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## 3. Social media/digital activities

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place/country (if applicable)
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## 4. Meetings

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place/country (if applicable)
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## 5. Publications

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place/country (if applicable)
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## 6. Other

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place/country (if applicable)
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### B) European Solidarity Corps (as applicable)

Please list the activities planned by the SALTO Resource Centre in relation to the European Solidarity Corps / European Solidarity Corps Resource Centre in the calendar year 2021, for which the National Agency is requesting the budget specified in V.3.4(B) (see NA work programme specifications)

### B) SALTO resource centres implementing Corp's tasks / European Solidarity Corps Resource Centre

#### 1. Trainings

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)
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#### 2. Seminars/conferences

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)
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#### 3. Social media/digital activities

<p><b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic</p>	<p><b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)</p>	<p><b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?</p>	<p><b>Target group</b></p>	<p><b>Planned outputs/results</b></p>	<p><b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)</p>
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#### 4. Meetings

<p><b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic</p>	<p><b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)</p>	<p><b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?</p>	<p><b>Target group</b></p>	<p><b>Planned outputs/results</b></p>	<p><b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)</p>
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#### 5. Publications

<p><b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic</p>	<p><b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)</p>	<p><b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?</p>	<p><b>Target group</b></p>	<p><b>Planned outputs/results</b></p>	<p><b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)</p>
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#### 6. Other

<b>Activity</b> Please include a short description of the planned activities specifying, in particular, type, title and topic	<b>Main aim of the activity:</b> Does it support the operational implementation of programme? (YES/NO)	<b>Main aim of the activity:</b> Does it support the evidence-base for and/or links to policy framework?	<b>Target group</b>	<b>Planned outputs/results</b>	<b>Indicative calendar 2021</b> (month or quarter of the year) and place, country (if applicable)
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### V.3.3 Horizontal issues

Please describe:

- a. the methodology to monitor the impact and multiplier effects of training courses, seminars and events mentioned above,
- b. the arrangements for the involvement of stakeholders and indicators that the SALTO / European Solidarity Corps Resource Centre plans to use in relation to Erasmus+ and/or European Solidarity Corps tasks (as applicable),
- c. if applicable, the horizontal activities and coordination with other SALTO Resource Centres (including those organised for the SALTO network) you will perform in the contractual period and describe their relevance for the programme(s) and its users. Please indicate the share of time and resources that these horizontal activities would make up in comparison with your specific thematic/geographical activities.

The presentation of the points above should, where appropriate, distinguish between the measures supporting the operational implementation of the programme and those supporting the evidence-base for and links with the relevant policy cooperation framework.

In addition, in the case of SALTO Resource Centre implementing European Solidarity Corps tasks, the National Agency should provide a clear distinction between the programmes.

N/A
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### V.3.4 (A) Annual budget forecast

The budget forecast below should be filled in by the National Agencies in charge of **SALTO for the Erasmus+ programme**.

The National Agencies managing SALTO resource centres dealing with both the Erasmus+ programme and the European Solidarity Corps should keep separated the budget related to each programme.

**Network name:** SALTO for the Erasmus+ programme.

**Reference period:** 1 January 2021- 31 December 2021

Based on the activities described in the relevant "Annual activity plan", please enter the grant requested both for the planned expenses and resources:

I. EXPENDITURES

<b>A. STAFF</b>	<b>Forecast</b>
A.1 Staff costs (employees, or equivalent; experts, natural persons under direct contract; seconded persons)	
A.2 Staff training	
A.3 Fees (experts)	
A.4 Volunteers	
<b>Total</b>	0,00

I. EXPENDITURES

<b>B. MISSIONS</b>	<b>Forecast</b>
B.1 National missions	
B.2 International missions	
<b>Total</b>	0,00

I. EXPENDITURES

<b>C. ACTIVITIES AND PUBLICATIONS</b>	<b>Forecast</b>
C.1 Conferences, seminars, meetings, exhibitions	
C.2 Publications: production and dissemination costs	
<b>Total</b>	0,00

I. EXPENDITURES

<b>D. OTHER COSTS</b>	<b>Forecast</b>
D.1 Other goods, works or services (hardware, software, maintenance, etc.)	
D.2 Rental of office space (*)	
D.3 External services (**)	
<b>Total</b>	0,00

(\*) Not applicable.  
 (\*\*) Not Applicable.

<b>TOTAL DIRECT COSTS</b> (sub-total A + sub-total B + sub-total C + sub-total D)
0,00 EUR

II. RESOURCES

II. RESOURCES	Forecast
1. Contribution from the Member State or its representative	
2. Other national resources	
3. EU contribution requested <i>info</i>	
<b>Total</b>	0,00

<b>Control Box: TOTAL COSTS</b> (must be equal with TOTAL of II.RESOURCES)
0,00 EUR

Please be aware that **rental costs are ineligible** for National VET Teams and Salto Resource Centres (\*).

**V.3.4. (B) Annual budget forecast**

The budget forecast below should be filled in by the National Agencies in charge of **SALTO resource centres implementing Corps' tasks / European Solidarity Corps Resource Centre.**

The National Agencies managing SALTO resource centres dealing with both the Erasmus+ programme and the European Solidarity Corps should keep separated the budget related to each programme.

**Network name:** SALTO resource centres implementing Corps' tasks / European Solidarity Corps Resource Centre

**Reference period:** 1 January 2021- 31 December 2021

Based on the activities described in the relevant "Annual activity plan", please enter the grant requested both for the planned expenses and resources:

I. EXPENDITURES

<b>A. STAFF</b>	<b>Forecast</b>
A.1 Staff costs (employees, or equivalent; experts, natural persons under direct contract; seconded persons)	
A.2 Staff training	
A.3 Fees (experts)	
A.4 Volunteers	
<b>Total</b>	0,00

I. EXPENDITURES

<b>B. MISSIONS</b>	<b>Forecast</b>
B.1 National missions	
B.2 International missions	
<b>Total</b>	0,00

I. EXPENDITURES

<b>C. ACTIVITIES AND PUBLICATIONS</b>	<b>Forecast</b>
C.1 Conferences, seminars, meetings, exhibitions	
C.2 Publications: production and dissemination costs	
<b>Total</b>	0,00

I. EXPENDITURES

<b>D. OTHER COSTS</b>	<b>Forecast</b>
D.1 Other goods, works or services (hardware, software, maintenance, etc.)	
D.2 Rental of office space (*)	
D.3 External services (**)	
<b>Total</b>	0,00

(\*) Not applicable.  
(\*\*) Not Applicable.

<b>TOTAL DIRECT COSTS</b> <b>(sub-total A + sub-total</b> <b>B + sub-total C +</b> <b>sub-total D)</b>
0,00 EUR

## II. RESOURCES

<b>II. RESOURCES</b>	<b>Forecast</b>
1. Contribution from the Member State or its representative	
2. Other national resources	
3. EU contribution requested <i>info</i>	
<b>Total</b>	0,00

<b>Control Box: TOTAL</b> <b>COSTS</b> <b>(must be equal with</b> <b>TOTAL of</b> <b>II.RESOURCES)</b>
0,00 EUR

Please be aware that **rental costs are ineligible** for National VET Teams and Salto Resource Centres (\*).