



PROGRAMME	ERASMUS + KEY ACTION 1: LEARNING MOBILITY OF INDIVIDUALS MOBILITY PROJECT FOR ADULT EDUCATION STAFF
CALL	Call for proposals 2017 — EAC/A03/2016
PROGRAMME	'Erasmus+': the Union programme for education, training, youth and sport
OBJECTIVES OF A MOBILITY PROJECT	<p>§ support learners in the acquisition of learning outcomes (knowledge, skills and competences) with a view to improving their personal development, their involvement as considerate and active citizens in society and their employability in the European labour market and beyond;</p> <p>§ support the professional development of those who work in education, training and youth with a view to innovating and improving the quality of teaching, training and youth work across Europe;</p> <p>§ enhance notably the participants' foreign languages competence;</p> <p>§ raise participants' awareness and understanding of other cultures and countries, offering them the opportunity to build networks of international contacts, to actively participate in society and develop a sense of European citizenship and identity;</p> <p>§ increase the capacities, attractiveness and international dimension of organisations active in the education, training and youth fields so that they are able to offer activities and programmes that better respond to the needs of individuals, within and outside Europe;</p> <p>§ reinforce synergies and transitions between formal, non-formal education, vocational training, employment and entrepreneurship;</p> <p>§ ensure a better recognition of competences gained through the learning periods abroad.</p>
WHAT IS A MOBILITY PROJECT	<p>A Mobility project is made up of the following phases that will have to be described in the application:</p> <ul style="list-style-type: none"> • Preparation Includes practical arrangements, selection of participation, agreements among partners and participants, linguistic/intercultural preparation before departure • Implementation of the mobility activities • Follow up evaluation, recognition of learning outcomes, dissemination and use of project results
ELIGIBLE ACTIVITIES	<p>In this case the Staff Mobility project is:</p> <ul style="list-style-type: none"> • structured courses or training events abroad: support the professional development of adult education staff. <p>These activities are also an opportunity for staff of adult education organisations to gain competences in addressing the needs of adult learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, particular attention will be also given to support projects that train staff of adult education organisations in such areas as training refugee adult learners, intercultural classrooms, teaching adult learners in their second language, classroom tolerance and diversity.</p>
ROLE OF YOUR	If you are interested in sending your staff to a structured course or



<p>ORGANIZATION IN THE MOBILITY PROJECT</p>	<p>training event abroad, your organization will act as Applicant. You are therefore responsible for submitting the project to your National Agency, sign and manage the grant agreement with the National Agency and manage related procedures and relations. The Applicant may also be the coordinator of national mobility consortium (made up of at least three organizations) willing to send abroad its staff involved in adult education. The coordinator of the consortium may act as Sending organization.</p> <p>Being a Sending organization means being in charge for the selection of the adult education staff to be sent abroad. Such role can be covered by the Applicant or by a member of the national mobility consortium.</p>
<p>WHO CAN APPLY</p>	<ul style="list-style-type: none"> • A non-vocational adult education organisation sending its staff abroad; • A non-vocational adult education organisation, acting as coordinator of a national mobility consortium of non-vocational adult education organisations. <p>Individuals cannot apply directly for a grant.</p>
<p>REQUIREMENTS</p>	<p>Adult Education indicates non vocational training addressing adults in a wider sense (formal, non formal, informal). It entails adult learning that is not directly related to the job marked, that is out of the normal school curricular path, vocational training and higher education. Adult education therefore focuses on a long life learning that is made up of knowledge and competences for personal development, for example for social inclusion.</p> <p>Erasmus+ funds Mobility Projects for Adult Education staff that satisfy the following requirements:</p> <ul style="list-style-type: none"> • are part of a wider European Development Plan of the Sending organizations (aimed at the modernization and internationalization of their missions, for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning); • answers clearly identified needs of staff; • entails suitable selection, preparation and follow-up arrangements; • ensure that the learning outcomes of the participating staff will be adequately recognized and that will be disseminated and used within the same organization <p>The aim is that of ensuring that planned activities are adequate for individual participants and for the whole organization, since the Mobility Project will have a high impact on the quality of teaching and learning only if they are wisely integrated in the strategical development of the organization.</p>
<p>ELIGIBLE COUNTRIES</p>	<p>Programme countries:</p> <ul style="list-style-type: none"> ➤ UE Member States ➤ Non EU Members: Former Yugoslavian Republic of Macedonia, Iceland, Liechtenstein, Norway and Turkey.
<p>ELIGIBLE</p>	<p>A participating organisation can be: § any public or private organisation active in the field of non-vocational</p>



PARTICIPATING ORGANIZATIONS	<p>adult education (defined as adult education organisation) or § any public or private organisation active in the labour market or in the fields of education, training and youth.</p> <p>For example, such organisations can be:</p> <ul style="list-style-type: none"> - an adult education school/institute/centre; - an establishment for adult learners with special needs; - a higher education institution (including those providing educational opportunities for adults); - a public or private, a small, medium or large enterprise (including social enterprises); - a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; - a public body at local, regional or national level; - a research institute; - a foundation; - a school/institute/educational centre; - a non-profit organisation, association, NGO; - a cultural organisation, library, museum; - a body providing career guidance, professional counselling and information services. <p>Each organisation must be established in a Programme Country.</p>
NUMBER OF PARTICIPATING ORGANIZATIONS	<p>Only the sending organisation needs to be identified at the time of applying for a grant.</p> <p>However, in the case of projects presented by a <u>national mobility consortium</u>, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least three adult education Organisations.</p>
DURATION OF THE PROJECT	<p>1 to 2 years.</p> <p>The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.</p>
DURATION OF THE ACTIVITY	<p>The course is scheduled for 24-28 July (5 days) and/or 9-13th October 2017</p>
VENUE OF THE ACTIVITY	<p>Modena – EmiliaRomagna region (ITALY) and/or Pescia – Pistoia – Tuscany region (ITALY)</p>
ELIGIBLE PARTICIPANTS	<p>Staff in charge of adult education, in a working relation with the sending adult education organisation(s), as well as their staff involved in the strategical development of the organisation.</p>
WHERE TO APPLY?	<p>To the National Agency in charge for Adult Education of the country in which your organisation (Applicant) is established, check here the list of National Agencies</p>
WHEN TO APPLY?	<p>Applicants have to submit their grant application by 2 February at 12:00 (midday Brussels time) for projects starting between 1 June and 31 December of the same year.</p>
OTHER CRITERIA	<p>An adult education organisation or national mobility consortium of adult education organisations can apply only once per selection round. However an adult education organisation may be part of or coordinate several different consortia applying at the same time.</p>



<p>FUNDING RULES</p>	<p>The funding consists out of the following elements.</p> <ul style="list-style-type: none"> • Travel: amount depends on the distance (varies between € 20 – 1300) • Subsistence: (training days + travel days) x daily allowance (daily allowance varies according to country, for ITALY € 98) • Organizational costs: € 350 per participant (costs directly linked to the implementation of mobility activities including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities) • Cost of the course fee: max between 70 per day per person up to 10 days for a max of 700 € per person • Special needs support: depends on individual situation
<p>HOW TO APPLY?</p>	<p>(1) Register your organization for a PIC code (Participant Identification Code) Create a ECAS / EU Login account https://webgate.ec.europa.eu/cas/eim/external/register.cgi Register your organization with such account into the Participant Portal http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html If the organization is already registered, the same PIC code can be used for multiple applications</p> <p>(2) Make sure that all required documents are uploaded into your organization profile into the Participant Portal: (a) Legal Entity Form (b) Financial Identification Form (c) The applicant's profit and loss account and the balance sheet for the last financial year for which accounts were closed (for grants exceeding 60000 euros)</p> <p>(3) Download the e-form and its attachments for KA1 Mobility of Adult Education Staff from your National Agency website, check here the website of the National Agency in charge for Adult Education in your country</p> <p>(4) Fill the e-form and upload needed attachments (a) <u>DECLARATION OF HONOUR</u> signed by the legal representative mentioned in the application form (b) <u>MANDATES</u> of each member of the national mobility consortium (if applicable) signed by both parties <u>In the case of a national mobility consortium</u> – A consortium comprises at least three adult education organizations and doesn't need to have a defined juridical structure. The coordinator of the consortium is chosen by the single members of the consortium. The coordinator submits the project to the National Agency on behalf of the whole consortium. Each organization that is member to a consortium must have a PIC code to participate. It also has to sign a Mandate to authorize the coordinator to act on behalf of them. Such Mandate must be attached to the application.</p>



	(5) Send the eform online before the set deadline to your National Agency
EVALUATION CRITERIA	RELEVANCE OF THE PROJECT (30 points) QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION (40 points) IMPACT AND DISSEMINATION (30 points) To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above.
USEFUL LINKS	TO GET A PIC CODE, PLEASE CONSUL THE URF AND PARTICIPANT PORTAL GUIDE TO DOWNLOAD THE KA1 MOBILITY OF ADULT EDUCATION STAFF E-FORM AND ATTACHEMENTS (MANDATES IN CASE OF A NATIONAL MOBILITY CONSORTIUM), PLEASE CHECK HERE YOUR ADULT EDUCATION NATIONAL AGENCY WEBSITE TO GET TO KNOW HOW TO FILL THE E-FORM, PLEASE SEE THE TECHNICAL GUIDE TO THE E-FORM TO CALCULATE UNIT COSTS FOR TRAVEL, PLEASE USE THE DISTANCE CALCULATOR FOR MORE INFO ON KA1, PLEASE READ THE PROGRAMME GUIDE ONLINE VERSION FOR MORE INFO ON THIS ERASMUS PLUS CALL, PLEASE SEE THE CALL FOR PROPOSALS 2017