



# **ERASMUS+ Guide for Experts on Quality Assessment**

**Actions managed by  
National Agencies**

*Version 1: 26/02/2014*

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## 1. Introduction

A large part of the Erasmus+ Programme is implemented under the indirect management mode. This means that National Agencies in the Programme Countries are in charge of the selection of projects to be funded at decentralised level and of accreditation of organisations/consortia in certain decentralised actions. National Agencies assess proposals<sup>1</sup> with the assistance of independent experts to ensure that only those of the highest quality are selected for funding and that only organisations/consortia fulfilling specified criteria obtain an accreditation. Thus, the final decision on the selection or rejection of applications and on the granting of accreditations is taken by the National Agencies.

This Guide for Experts is a tool for experts when assessing applications submitted under the Erasmus+ Programme<sup>2</sup>. It provides instructions and guidance in order to ensure a standardised and high quality assessment of applications for the Programme actions managed by the National Agencies.

The Guide for Experts provides information on:

- the role and appointment of experts;
- the principles of the assessment;
- the assessment process in practice;
- information on how to assess the award criteria for each action and field.

## 2. Experts

### 2.1 Role of experts

The assessment and selection of grant applications is organised on the basis of a peer review system following a transparent process that guarantees impartiality and equal treatment of all applicants.

The role of experts is very important to provide a fair, impartial, consistent and accurate assessment of project applications according to the objectives of the action and the policy priorities for the concerned action and field of education, training or youth.

The assessment is an essential part in the selection procedure. Based on the experts' assessment, a list of grant applications per action and per field ranked in quality order is established, which serves as a basis for the National Agency to take the grant award decision, following the proposal of the Evaluation Committee.

The assessment of applications for accreditation results in the decision of awarding or refusing the accreditation.

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<sup>1</sup> Please note that the terms "proposal" and "application" are used interchangeably in this Guide.

<sup>2</sup> The Erasmus+ Programme was established by the Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC/

Based on the experts' comments, the National Agency provides feedback to the applicants on the quality of their application (cf. section 4).

## **2.2 Appointment of experts, code of conduct and conflict of interest**

Experts are appointed on the basis of their skills and knowledge in the areas and the specific field(s) of education, training and youth in which they are asked to assess applications.

To ensure their independence, the names of the experts are not made public. Experts are required to perform the assessment to the highest professional standards and within the deadline agreed with the National Agency.

Through the appointment by the National Agency experts are bound to a code of conduct as set out in the appointment letter or contract with the expert. All information related to the assessment process is strictly confidential. Therefore, experts are not allowed to disclose any information about the applications submitted and results of the assessment and selection to the public.<sup>3</sup>

Depending on the action and the level of grant requested, the assessment of applications will be undertaken by minimum one or two experts, which can be either internal or external to the National Agency. Experts can also be appointed from another Erasmus+ Programme country than the one of the National Agency.

Experts must not have a conflict of interest<sup>4</sup> in relation to the proposals on which they are requested to give their opinion. To this end, they sign a declaration provided by the National Agency that no such conflict of interest exists and that they undertake to inform the National Agency of both the existence and its nature should such conflict arise (cf. template in annex 7 to this Guide). The same declaration binds experts to confidentiality.

Persons involved in an application in the selection round for the action under assessment are considered as having a conflict of interest for that selection round and will not be appointed experts.

When a potential conflict of interest is reported by the expert or brought to the attention of the National Agency by any means, the National Agency will consider the circumstances and decide either to exclude the expert from the assessment of the given application or the whole selection round or allow the expert to take part in the assessment, depending on the objective elements of information at its disposal.

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<sup>3</sup> Please note that any personal data shall be processed in accordance with:

- Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data;
- where applicable, the national legislation on personal data protection of the country where the application has been submitted.

<sup>4</sup> Financial Regulation Art. 57(2): « ... a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, ..., is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.»

## 3. Assessment of applications

### 3.1 Preparation for assessment

Before the start of the assessment, the experts are briefed by the National Agency on the Programme and the action under assessment, as well as on the assessment process and procedures.

Experts are provided with the reference documents for the assessment and get access to the Online Expert Evaluation Tool (OEET), in which they perform the assessment using the standard quality assessment forms.

Before starting the assessment of applications, experts must:

- have a sound knowledge of the Erasmus+ Programme Guide which provides all necessary information to potential applicants on the Programme in general and on the actions for which they can apply for a grant;
- acquire an in-depth knowledge of the action concerned, its objectives, and the policy priorities that apply. For specific guidance on policy priorities, experts are referred also to the documents listed in Annex 5 to this Guide;
- have an in-depth understanding of the award criteria applicable to the applications under assessment (cf. section 3.3);
- know the content and structure of the application form;
- be familiar with all the reference documents and tools provided by the National Agency.

Experts have to read the whole application carefully before completing the quality assessment form. It is recommended to read several applications before assessing any one of them in full: this allows experts to benchmark answers in different sections of the applications.

Each expert works individually and independently, gives scores and comments for each criterion and summarises his/her assessment in the quality assessment form in the language specified by the National Agency.

### 3.2 Assessment forms

Experts carry out their assessment using the Online Expert Evaluation Tool (OEET). The applications to be assessed as well as the quality assessment forms are accessible through OEET. Experts are provided with technical instructions for the use of OEET by the National Agency as part of their briefing.

The standard quality assessment forms are established by the European Commission and used in all Programme Countries in order to ensure a coherent assessment of applications across Programme Countries. Experts examine the issues to be considered under each award criterion, enter their scores for each applicable criterion and provide comments on each criterion and on the application as a whole (cf. section 3.3).

On completion of the assessment, experts validate the individual assessment in the Online Expert Evaluation Tool, thereby confirming that they have no conflict of interest with respect to the assessment of that particular proposal.

As part of the quality assessment, experts may be required to provide information on data included in the applications that are collected for statistical purposes. Experts will have to register this information in OEET.

### 3.3 Assessment of award criteria and scoring

Experts assess applications only against the award criteria defined in the [Programme Guide](#). These award criteria are listed and further explained in Annexes 1-4 of this Guide, as follows:

- Annex 1. Key Action 1: Accreditation of higher education mobility consortia
- Annex 2. Key Action 1: Mobility projects<sup>5</sup> for:
  - school education staff
  - VET learners and staff
  - adult education staff
  - young people and youth workers
- Annex 3. Key Action 2: Strategic Partnerships in the field of Education, Training and Youth
- Annex 4. Key Action 3: Structured dialogue: meetings between young people and decision-makers in the field of youth

Each of the award criteria is defined through several elements which must be taken into account by experts when analysing an application. These elements form an exhaustive list of points to be considered before giving a score for the given criterion. They are intended to help experts arrive at the final assessment of the criterion in question; however they must **not** be scored separately.

In order to give clear guidance to experts as to how individual elements of analysis should be assessed, further information is provided in the above mentioned annexes. The tables in annexes 2 and 3 are provided separately per field of education, training and youth.

When assessing applications against award criteria experts make a judgement on the extent to which applications meet the defined criteria. This judgement must be based on the information provided in the application. Experts cannot assume information that is not explicitly provided. Information relevant for a specific award criterion may appear in different parts of the application and experts take all of it into account when scoring the award criterion.

Experts must duly consider the type of project, the scale of the activities and the grant request when analysing the grant applications. As projects may vary widely in terms of their size, complexity, experience and capacity of the participating organisations, whether they are more process or product oriented etc., experts have to integrate the proportionality principle into the assessment of all award criteria, as indicated in the relevant annexes.

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<sup>5</sup> Applications for mobility projects in the field of higher education are not subject to quality assessment, as this is undertaken beforehand at the level of the accreditation for Erasmus Charter for Higher Education (ECHE).

An application can receive a maximum of 100 points for all criteria relevant for the action. The table below shows the relative weight of each criterion in the different actions managed by the National Agencies.

Award criteria	Maximum scores of award criteria per Action			
	Key Action 1		Key Action 2	Key Action 3
	Accreditation of higher education mobility consortia	Mobility projects in the fields of school education, vocational education and training, adult education and youth	Strategic Partnerships in the field of Education, Training and Youth	Structured Dialogue: meetings between young people and decision makers in the field of youth
Relevance of the project <sup>6</sup>	30	30	30	30
Quality of the project design and implementation <sup>7</sup>	20	40	20	40
Quality of the project team and the cooperation arrangements <sup>8</sup>	20	N.A.	20	N.A.
Impact and dissemination	30	30	30	30
<b>TOTAL</b>	100	100	100	100

These maximum scores for award criteria apply as such for all applications submitted under a given action, irrespective of the education, training or youth field as well as of the country in which the application is submitted.

Experts assess the application on the basis of the given award criteria and score each criterion with maxima at 20, 30 or 40 points as set out in the table above. The total number of points out of a maximum of 100 for the application is calculated automatically by the OEET and is the sum of the scores given to each award criterion. Experts cannot use half points or decimals in their individual assessment.

Within the maximum number of points per award criterion, ranges of scores are defined that correspond to a fixed definition of the expected quality standard so that an as coherent approach as possible is implemented, across experts as well as across countries. The standards are as follows:

<sup>6</sup> Corresponding criterion for higher education mobility consortia: "relevance of the consortium"

<sup>7</sup> Corresponding criterion for higher education mobility consortia: "quality of the consortium activity design and implementation"

<sup>8</sup> Corresponding criterion for higher education mobility consortia: "quality of the consortium composition and the cooperation arrangements"

- Very good – the application addresses all relevant aspects of the criterion in question convincingly and successfully. The answer provides all the information and evidence needed and there are no concerns or areas of weakness.
- Good – the application addresses the criterion well, although some small improvements could be made. The answer gives clear information on all or nearly all of the evidence needed.
- Fair – the application broadly addresses the criterion, but there are some weaknesses. The answer gives some relevant information, but there are several areas where detail is lacking or the information is unclear.
- Weak – the application fails to address the criterion or cannot be judged due to missing or incomplete information. The answer does not address the question asked, or gives very little relevant information.

The table below shows the ranges of scores for the individual quality standards depending on the maximum score that can be awarded to the relevant award criterion.

Maximum score for a criterion	Range of scores			
	Very good	Good	Fair	Weak
40	34-40	28- 33	20- 27	0-19
30	26-30	21-25	15-20	0-14
20	17-20	14-16	10-13	0-9

Experts are expected to give comments on each award criterion and, in their comments, refer explicitly to the elements of analysis under the relevant criterion. The comments on each award criterion have to reflect and justify the score given for it.

At the end of the assessment, experts give overall comments on the application as a whole. In the comments, experts must provide a thorough analysis of the application highlighting its relative strengths and weaknesses and indicating what improvements could be made.

As their comments will be used by National Agencies to provide feedback to applicants, experts must pay particular attention to clarity, consistency and appropriate level of detail and draft their comments in the language requested by the National Agency.

As part of the quality assessment, experts check the grant application for accuracy and consistency. In particular, they analyse the coherence of the grant request in relation to the activities and outputs proposed. In case the application is of sufficient quality to receive a grant but such coherence is missing, experts can suggest a reduction of the grant amount requested, specifying clearly the grant items and the reasons why they are considered incoherent or excessive. However, it is the National Agency that ultimately decides on the grant amount that is awarded to successful applicants. N.B. Experts may not suggest a higher grant than the amount requested by the applicant.

The National Agency monitors the quality of expert assessments and can require the expert to revise the assessment should the necessary quality standard not be met.

Experts must assess all applications in full, regardless of the score given to any award criterion.

### 3.4 Thresholds

In order to be considered for funding under the Erasmus+ Programme, an application submitted to a National Agency has to:

- score at least 60 points in total **and**
- score at least 50% of the maximum points for each award criterion.

### 3.5 Possible problems with applications

Experts are in no case allowed to contact applicants directly. In case of any problems arising during the assessment, experts contact the National Agency. The National Agency decides whether the applicant will be asked to provide additional information or clarifications or if the application should be assessed in the form it was submitted.

Also, if experts notice during the assessment that the same or similar text appears in two or more applications submitted under a given selection round, as well as any other indications of possible double submissions and overlaps, they inform the National Agency about that immediately.

### 3.6 Consolidated assessment and final score

In case an application is assessed by only one expert, that assessment determines the final score and assessment comments.

In case of applications assessed by two experts, the two individual assessments will be consolidated in order to arrive at the final score and comments for the application. The final score may include decimals. The consolidation is an integral part of the tasks of the expert.

If the difference between the assessments of the two experts is less than 30 points of the total score for the application, one of both experts is requested to prepare a consolidated assessment in terms of scores and comments, based on the two already completed individual assessments and in agreement with the other expert. The consolidation includes giving a final recommendation to the NA on the grant amount to be awarded to the applicant, if the two experts agree that budget revision is required. In case the two experts fail to agree on the consolidation, the National Agency will decide on the need for an independent assessment by a third expert.

In case there is a difference of 30 points or more in the assessment results of both experts, the National Agency will always ask a third expert to undertake an additional independent assessment of the application<sup>9</sup>. The final score will then be determined by the two assessments that are closest in terms of their overall score and the most extreme assessment in terms of overall score is not taken into account for the consolidated assessment. Consolidation of the individual assessments follows the same rules as explained above.

The consolidated assessment is considered the final assessment of a given application. It means that in case of applications for a grant, the consolidated assessment forms

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<sup>9</sup> This requirement does not apply in case both experts have scored the application under the thresholds for acceptance for the action.

the basis for ranking the application on the list of eligible grant applications, while in case of applications for accreditation, it determines if the applicant will receive the accreditation or not.

#### **4. Feedback to applicants**

As explained in the [Programme Guide](#), the National Agency notifies the applicant in writing of the selection result once the grant award decision is taken, providing the relevant information on the quality assessment scores and comments.

In case of applications for accreditation the National Agency gives relevant information on the quality assessment scores and comments.

The applicant receives information only about the consolidated final score and comments.

In case of a request for further information or appeal by an applicant, the National Agency may request the expert involved in the assessment to provide additional elements of information on the assessment as necessary.

## Annex 2.D Mobility project for young people and youth workers

### Proportionality

**In order to ensure a fair assessment of all applications, experts shall take due account of the size of the project and the experience and capacity of the participating organisations. The quality of each application shall thus be assessed for all award criteria considering this proportionality principle.**

N.B. Please note that the first two columns list the award criteria and their elements of analysis as provided in the Erasmus+ Programme Guide, while the right column gives further explanation as to how these criteria and elements should be assessed and is provided only when relevant for specific elements of analysis.

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
<b>Relevance of the project (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:                             <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action</li> <li>- the needs and objectives of the participating organisations and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of:                             <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants</li> <li>- reinforcing the capacities and international scope</li> </ul> </li> </ul>	<p>The proposal corresponds to the objectives of the Action, which are defined in Part B "what are the aims of a mobility project" of the Programme Guide. In particular, Youth Exchanges and European Voluntary Service correspond to the objectives of learners' mobility, while mobility of youth workers correspond to the objectives of the mobility of staff.</p> <p>The proposal corresponds to the priorities in the field of youth, which are defined in Part B, introductory section "Youth" of the Programme Guide.</p> <p>If Youth Exchanges or European Voluntary Service activities are planned in the project, the proposal involves as participants young people with fewer opportunities, as described in Part A "Equity and Inclusion" of the Programme Guide.</p> <p>The learning outcomes for the participants are clearly explained and in line with the identified needs of young people or youth workers concerned. The learning outcomes are in line with the expected impact of the action on individuals, as described in Part B of the Programme Guide, "Key Action 1: Learning mobility of individuals", section "Which actions are supported?"</p>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
	<p>of the participating organisations</p> <ul style="list-style-type: none"> <li>▪ The extent to which the project involves young people with fewer opportunities</li> </ul>	
<p><b>Quality of the project design and implementation (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up)</li> <li>▪ The consistency between project objectives and activities proposed</li> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of the preparation provided to participants</li> <li>▪ The quality of the non-formal participative methods proposed and active involvement of young people at all levels of the project</li> <li>▪ The quality of</li> </ul>	<p>The proposal is compliant with the principles and provisions described in the Programme Guide, Annex I, section "Mobility project for young people and youth workers". In case of European Voluntary Service, the activities are compliant with the principles of the EVS Charter.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of the preparation phase</b></li> </ul> <p>The description of the preparation phase is clear and shows that the participating organisations and the participants have agreed on a division of tasks, programme of activities, working methods, practical arrangements (venue, transfers, accommodations, support material etc.).</p> <p>The preparation phase furthermore enhances the participants' involvement in the activities and shows that the participants will be prepared for intercultural encounters with other people with different backgrounds and cultures.</p> <p>In case of Youth Exchanges, the proposal shows that the young people have been planning the project. The young people have chosen the theme(s) of the planned activities, the working methods, and agreed on the profile of the participants.</p> <p>In case of European Voluntary Service, the proposal shows that volunteers will receive personal, learning/Youthpass process, task-related, linguistic and administrative support. The support will be reinforced by a mentor responsible for providing personal and learning/Youthpass process support to the volunteer(s) and for helping them to integrate into the local community.</p>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
	<p>arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools</p> <ul style="list-style-type: none"> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities</li> <li>▪ The quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</li> </ul>	<p>In the preparation phase, the participating organisations have addressed the issue of protection and safety of participants. The proposal demonstrates that participating organisations have put in place emergency procedures and have settled a common "code of behaviour" to help both group leaders/facilitators/trainers/mentors and participants, to respect commonly agreed standards of behaviour during the activity. For Youth Exchanges, a sufficient number of group leaders will be present in order to enable young people to share their learning experience in a reasonably safe and protected environment.</p> <p>In the preparation phase, the participating organisations have addressed the issue of recognition of participant's learning outcomes. The fact that - beyond making available the Youthpass certificate to participants - the participating organisations intend to use the Youthpass tool to stimulate participants' reflection on their learning process is considered as an element of quality of the project.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of the activity programme</b></li> </ul> <p>The activity programme is clearly defined, realistic, balanced and linked to the objectives of the project. It provides learning opportunities for the participants involved. The programme uses a variety of working methods and is adapted to the profile of participants in order to ensure the potentially best learning outcomes.</p> <p>In case of European Voluntary Service, effective matching between tasks and volunteer profiles is targeted. Their tasks reflect, as far as possible, their individual abilities, desires and learning expectations. The proposal shows that volunteers do not carry out tasks of professional staff, in order to avoid job substitution and/or excessive responsibility for the volunteers. Routine tasks are also limited to the maximum extent. The tasks of the volunteers include contact with the local community.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of the follow-up phase</b></li> </ul>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
		<p>The proposal shows that participating organisations intend to carry out a final evaluation of the activities and of the project. The final evaluation will make it possible to assess whether the objectives of the activities/project have been achieved and the expectations of the participating organisations and participants have been met. The evaluation will also highlight the learning outcomes of individuals and participating organisations involved.</p> <p>Besides the final evaluation, the proposal shows that participating organisations will monitor the implementation of the mobility activities to ensure the smooth running of the project and fine-tuning, if necessary.</p> <ul style="list-style-type: none"> <li>▪ <b>Non-formal learning methods applied</b></li> </ul> <p>The project leads to the acquisition/improvement of competences resulting in the personal, socio-educational and professional development of all participants and participating organisations involved. This will be achieved through non-formal and informal learning, in line with the principles described in Annex I to the Programme Guide, section "Mobility project for young people and youth workers".</p> <p>The project is based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). The proposal shows that such learning process will be planned and analysed throughout the project: participants will be provided with a place for reflection on learning experiences and outcomes, also with the support of the Youthpass tool.</p> <p>The proposal indicates that participants will play an active role in the implementation of the project to the maximum possible extent: participants will be actively involved in the preparation and follow-up phases of the project. Participants will be able to explore different topics on an equal basis, regardless of their language abilities or other skills.</p> <p>In case of Youth Exchanges and mobility of youth workers, the activity has a clear</p>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
		<p>thematic concept, which participants wish to explore together. The chosen theme is commonly agreed and reflects the interests and needs of participants.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</b></li> </ul> <p>The proposal shows that the participating organisations have established and will run a cohesive consortium with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration during the assessment:</p> <ul style="list-style-type: none"> <li>▪ the level of networking, cooperation and commitment of each participating organisation in the project;</li> <li>▪ the profile and background of participating organisations when the nature or target of the activity would necessitate the possession of certain qualifications;</li> <li>▪ a clear and commonly agreed definition of roles and tasks of each participating organisation involved in the project;</li> <li>▪ the capacity of the consortium to ensure effective implementation, follow-up and dissemination of the results achieved through the project.</li> </ul>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Impact</b></li> </ul> <p>The impact of the project is not limited to the participants in the activities. When appropriate and notably for European Voluntary Service, the proposal shows that participating organisations will involve other stakeholders from the local community as much as possible in the project activities.</p> <p>The project is framed within a longer-term perspective, and planned with a view to achieve a multiplier effect and sustainable impact. The proposal shows that the participating organisations have identified possible target groups that could act as</p>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
	<p>during and after the project lifetime</p> <ul style="list-style-type: none"> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul>	<p><i>multipliers</i> (young people, youth workers, media, political leaders, representatives of local or regional public bodies, opinion leaders, EU decision makers, etc.) in order to spread the project objectives and results. In this regard, the proposal shows that participating organisations will put in place effective measures to make the project learning outcomes visible.</p> <ul style="list-style-type: none"> <li>▪ <b>Visibility of the project/visibility of Erasmus+</b></li> </ul> <p>The proposal shows that participating organisations have reflected together on measures aimed at enhancing the visibility of their project and the visibility of the Erasmus+ Programme in general.</p> <ul style="list-style-type: none"> <li>- Visibility of the project:</li> </ul> <p>The proposal shows that participating organisations and participants will "publicise" the activities planned by the project as well as its aims and objectives. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items; invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.</p> <ul style="list-style-type: none"> <li>- Visibility of the Programme:</li> </ul> <p>Whenever appropriate, the proposal shows that participating organisations intend to include information about the Programme (for instance, information on the Programme Actions, or their objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project. The proposal could also include information sessions or workshops in the programme of the activities or as tasks of the EVS volunteers. The proposal could also envisage the participation in events (seminars, conferences, debates) organised at different levels (local, regional, national, international).</p>

AWARD CRITERIA	Elements of analysis	Interpretation of award criteria for youth
		<ul style="list-style-type: none"> <li>▪ <b>Dissemination and exploitation of results</b></li> </ul> <p>The proposal shows that each participating organisation will put in place measures to disseminate and exploit the results of the project, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than on the planned activities and intended project objectives. Disseminating project results could simply mean "spreading the word" about the project among friends, peers or other target groups. Other examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...), etc.</p>

## Annex 3.E Strategic Partnerships in the field of youth

### PROPORTIONALITY

**In order to ensure a fair assessment of all applications, experts shall take due account of the different nature and scope of projects proposed, considering the experience and capacity of the participating organisations. The quality of each application shall thus be assessed for all award criteria considering this proportionality principle.**

N.B. Please note that the two columns on the left list the award criteria and their elements of analysis as provided in the Erasmus+ Programme Guide. The two columns on the right give further explanation as to how these criteria and elements should be assessed and explanation is provided only when relevant for specific elements of analysis.

<b>AWARD CRITERIA</b>	<b>Elements of analysis</b>	<b>General interpretation of award criteria relevant for all projects</b>	<b>Complementary interpretation for youth</b>
<b>Relevance of the project (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:                             <ul style="list-style-type: none"> <li>- the objectives of European policies relevant to one or more fields of education, training and youth</li> </ul> </li> </ul>	The proposal demonstrates a strong link with policy objectives, i.e. the goals and types of cooperation closely correspond to European policies, which are referred to in Annex 5 of this Guide for Experts.	
	<ul style="list-style-type: none"> <li>- the objectives and the priorities of the Action</li> </ul>	The extent to which the project addresses one or more of the objectives and priorities of the Action, as specified in Annex 6 of this Guide for Experts.	
	<ul style="list-style-type: none"> <li>▪ The extent to which:                             <ul style="list-style-type: none"> <li>- the proposal is based on a genuine and adequate needs</li> </ul> </li> </ul>	The proposal proves that a solid analysis, drawing on existing knowledge, know-how and practice, has been carried out to identify needs of the target group(s), and organisations.	The needs identified are relevant in the context of the European policy cooperation framework in the youth field.

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	analysis	The needs identified are relevant for the field under which the proposal was submitted.	
	<ul style="list-style-type: none"> <li>- the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups</li> </ul>	<p>The objectives of the project are clearly stated and can be achieved taking into account the nature and experience of the partnership.</p> <p>The proposal identifies and adequately addresses clearly specified needs of the target group of the project.</p>	
	<ul style="list-style-type: none"> <li>- the proposal is suitable of realising synergies between different fields of education, training and youth</li> </ul>	<p>The project is likely to produce outcomes that may be relevant also for other fields of education, training and youth than the field that is expected to be most impacted by the project.</p>	<p>In the case the proposal addresses several fields of education, training and youth, there is a clear benefit for the youth field.</p>
	<ul style="list-style-type: none"> <li>- the proposal is innovative and/or complementary to other initiatives and projects already carried out by the participating organisations</li> </ul>	<p>The project is likely to produce outputs that will be innovative for its field/area or use innovative working methods, for example it will produce something significantly new in terms of learning opportunities, skills development, access to information, recognition of learning outcomes etc.</p> <p>AND/OR:</p> <p>If the application is based on a previous project, it demonstrates significant added value compared to the previous project results. In so far as the initial developer of these previous results is not participating in the project, the relationship between the</p>	

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
		participating organisations and the initial developer are transparent and respect pre-existing rights. The proposed innovation or complementarity is proportional to the scale of the project and the experience of the participating organisations.	
	- the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country	The transnational dimension clearly adds value in terms of project outcomes; the participating organisations will be able to achieve results that would not be reached by organisations from a single country.	
<b>Quality of the project design and implementation (maximum 20 points)</b>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination</li> </ul>	The proposal shows that all phases of the project have been properly designed in order for the project to realise its objectives. The work programme is clearly defined, comprehensive and realistic. The project contains a clear and well-planned timetable.	
	<ul style="list-style-type: none"> <li>▪ The consistency between project objectives and activities proposed</li> </ul>	The proposed activities are well suited to address the identified needs and reach the objectives that were set for the project.	Typically, activities undertaken in projects relevant for youth are the ones described in Annex I of the Programme Guide, section "Strategic Partnerships" and relevant to youth.
	<ul style="list-style-type: none"> <li>▪ The quality and feasibility of the</li> </ul>	The proposed methodology is realistic and appropriate for producing the expected	The project is based on non-formal and informal learning methods

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	methodology proposed	<p>results.</p> <p>The methodology builds on solid arguments/evidence basis and takes account of existing knowledge and practice.</p>	<p>stimulating creativity, active participation and initiative. A variety of non-formal learning methods and techniques may be applied in order to address the different needs of participants and desired outcomes.</p>
	<ul style="list-style-type: none"> <li>▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget</li> </ul>	<p>The proposal foresees appropriate evaluation activities at critical stages of the project, which will allow to measure the progress and quality of the project activities and outcomes, the appropriate use of funds. The quality control measures will allow the project to take any necessary corrective measures in time.</p>	
	<ul style="list-style-type: none"> <li>▪ The extent to which the project is cost-effective and allocates appropriate resources to each activity</li> </ul>	<p>The proposal provides value for money in terms of the results planned as compared to the grant requested. The grant request is realistic for a good quality implementation of the planned activities.</p>	
	<p>If the project plans training, teaching or learning activities:</p> <ul style="list-style-type: none"> <li>▪ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants</li> </ul>	<p>In case transnational teaching, training or learning activities are proposed, these contribute directly to the objectives of the project and are strongly embedded in the project logic as a whole. The teaching, training or learning activities proposed are of the appropriate volume, bring an added value and will have a direct impact on the achievement of the project results.</p> <p>The teaching, training or learning activities are well conceived, i.e. the proposal demonstrates good quality management,</p>	

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	<ul style="list-style-type: none"> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles</li> </ul>	<p>support and practical arrangements, selection and preparation of participants, training, teaching or learning agreements, monitoring of teaching, training or learning activities, ensuring the safety of participants.</p> <p>In case transnational teaching, training or learning activities are proposed, relevant transparency and recognition tools and/or policy approaches developed in the framework of policy cooperation at European level will be used for recognising and validating the learning outcomes of participants, such as: European / national qualifications frameworks; European framework of key competences and the European guidelines for the validation of non-formal and informal learning.</p>	<p>Learning outcomes are recognised following the same arrangements and criteria used in mobility activities under Key Action 1, and notably through the use of Youthpass.</p>
<p><b>Quality of the project team and the cooperation arrangements (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The extent to which: <ul style="list-style-type: none"> <li>- the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project</li> </ul> </li> </ul>	<p>Taking into account the nature of the project and its expected impact, the participating organisations have the skills and competences required to ensure that the work programme can be implemented efficiently, effectively and professionally. The proposal concretely identifies which skills, experiences, expertise and management support each of the participating organisations will make available to implement all aspects of the project proposed.</p>	<p>The proposal shows that the participating organisations have established and will run a cohesive consortium with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration during the assessment:</p> <ul style="list-style-type: none"> <li>▪ the level of networking, cooperation and commitment of each participating organisation in the project;</li> </ul>

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	<ul style="list-style-type: none"> <li>- the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations</li> </ul>	<p>There is an appropriate distribution of tasks and a balanced participation and input of the participating organisations in the implementation of the work programme, taking into account the complementary competencies, the nature of the activities and the know-how of the partners involved.</p>	<ul style="list-style-type: none"> <li>▪ the profile and background of participating organisations when the nature or target of the activity would necessitate the possession of certain qualifications;</li> <li>▪ a clear and commonly agreed definition of roles and tasks of each participating organisation involved in the project;</li> <li>▪ the capacity of the consortium to ensure effective implementation, follow-up and dissemination of the results achieved through the project.</li> </ul>
	<ul style="list-style-type: none"> <li>- if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors</li> </ul>	<p>If it is necessary for the project's success to use expertise of organisations from different fields, and/or the project intends to impact more than one field of education, training and youth, relevant organisations of all concerned fields participate in the project. The proposal demonstrates convincingly why the participation of the organisations from different fields of education, training, youth and/or other socio-economic sectors is best suited to produce the outputs that respond to the identified needs.</p>	
	<ul style="list-style-type: none"> <li>- the project involves newcomers to the Action</li> </ul>	<p>The proposal includes one or more participating organisations that are newcomers to this action and on which the impact expected from the participation in the project would be particularly high.</p>	

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	<ul style="list-style-type: none"> <li data-bbox="488 347 875 635">▪ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders</li> <li data-bbox="488 639 875 995">▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection)</li> </ul>	<p data-bbox="898 347 1507 539">The methods of project coordination and means of communication are clearly described in the proposal. They are appropriate for the project to ensure a good cooperation between the participating organisations.</p> <p data-bbox="898 639 1507 927">The participation of organisations from Partner Countries provides genuine added value to the project because of the specific skills, experiences or expertise that these organisations bring to the project and that prove to be essential for the achievement of the project's objectives and/or to ensure a significantly higher quality of the project outputs.</p> <p data-bbox="898 932 1507 1283"><b>NB: If the proposal does not provide convincing evidence of such added value of a Partner Country organisation's participation in the project, the proposal must be scored as "Weak" (score between 0-9 points) for the award criterion "Quality of the project team and the cooperation arrangements" as a whole, and rejected as a consequence.</b></p>	
<p data-bbox="221 1295 465 1377"><b>Impact and dissemination (maximum 30)</b></p>	<ul style="list-style-type: none"> <li data-bbox="488 1295 875 1358">▪ The quality of measures for evaluating the</li> </ul>	<p data-bbox="898 1295 1507 1377">The evaluation methods proposed will make it possible to assess effectively whether and to which extent the project is producing the</p>	

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
points)	outcomes of the project	intended outcomes.	
	<ul style="list-style-type: none"> <li>▪ The potential impact of the project:</li> <li>- on participants and participating organisations, during and after the project lifetime</li> </ul>	<p>The project is likely to have a substantial positive impact on the participating organisations and on their staff and/or learners.</p> <p>The impact of the project on the participants and organisations involved is likely to occur during and remain after the lifetime of the project.</p>	
	<ul style="list-style-type: none"> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> </ul>	<p>The project results have the potential to be transferred and exploited in other European countries.</p> <p>The proposal identifies relevant stakeholders, including policy-makers at the most appropriate level, whether local, regional, national and/or European.</p> <p>Taking due account of the scope and size of the project:</p> <ul style="list-style-type: none"> <li>▪ it is likely to have a positive impact at local, regional, national and/or European level;</li> <li>▪ it is likely to lead to innovative developments at system level and/or provide useful input to policy developments;</li> <li>▪ it shows potential for scalability and synergies with other Erasmus+ actions and/or other European Programmes.</li> </ul>	

AWARD CRITERIA	Elements of analysis	General interpretation of award criteria relevant for all projects	Complementary interpretation for youth
	<ul style="list-style-type: none"> <li>▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations</li> </ul>	<p>The proposal identifies the project results that can be transferred to the relevant target groups.</p> <p>An appropriate and effective set of measures and tools will be used to reach the target groups for dissemination.</p> <p>The planned dissemination and exploitation activities will ensure an optimal use of the results at local, regional, national and/or European level depending on the scope and size of the project.</p> <p>In each of the participating organisations specific and adequate resources are allocated to the dissemination activities.</p>	
	<ul style="list-style-type: none"> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations</li> </ul>	<p>If the project foresees tangible results and deliverables, participating organisations will allow open access to materials, documents and media produced within the project.</p> <p>If the proposal foresees limitations to open access, they are not disproportionate and will not significantly affect the dissemination and possible impact of the project.</p>	
	<ul style="list-style-type: none"> <li>▪ The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU</li> </ul>	<p>The project is placed in a perspective that goes beyond the project period. It plans to achieve a multiplier effect and sustainable impact that are within its reach considering the scope and size of the project.</p> <p>If relevant for the type of project, its results will be integrated in the management /</p>	

<b>AWARD CRITERIA</b>	<b>Elements of analysis</b>	<b>General interpretation of award criteria relevant for all projects</b>	<b>Complementary interpretation for youth</b>
	grant has been used up	pedagogical framework of the participating organisations. If relevant for the type of project, the participating organisations have the intention and are able to attract external co-funding or other support from diverse sources to ensure sustainability of the activities developed by the project and continued use of outputs and results.	

## Annex 4 Key Action 3: Structured Dialogue: meetings between young people and decision-makers in the field of youth

### PROPORTIONALITY

In order to ensure a fair assessment of all applications, experts shall take due account of the different nature and scope of projects proposed, considering the experience and capacity of the participating organisations. The quality of each application shall thus be assessed for all award criteria considering this proportionality principle.

N.B. Please note that the first two columns list the award criteria and their elements of analysis as provided in the Erasmus+ Programme Guide, while the right column gives further explanation as to how these criteria and elements should be assessed and is provided only when relevant for specific elements of analysis.

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
<b>Relevance of the project (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:               <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action</li> <li>- the needs and objectives of the participating organisations and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of:               <ul style="list-style-type: none"> <li>- producing high-quality outcomes for participants</li> <li>- reinforcing the capacities of the participating organisations</li> </ul> </li> <li>▪ The extent to which the project involves young people with fewer opportunities</li> </ul>	<p>The proposal corresponds to the objectives of the Action, which are defined in Part B "What are meetings between young people and decision-makers?" of the Programme Guide.</p> <p>The proposal corresponds to the priorities in the field of youth, which are defined in Part B, introductory section "Youth" of the Programme Guide.</p> <p>The proposal involves as participants young people with fewer opportunities, as described in Part A "Equity and Inclusion" of the Programme Guide.</p>

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
<p><b>Quality of the project design and implementation (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up)</li> <li>▪ The consistency between project objectives and activities proposed</li> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of the non-formal learning participative methods proposed and the active involvement of young people during all the stages of the project</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the activities</li> <li>▪ If appropriate, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Quality of the preparation phase</b></li> </ul> <p>The description of the preparation phase is clear and shows that the participating organisations and the participants:</p> <ul style="list-style-type: none"> <li>▪ have agreed on the theme(s) of the planned mobility activities.</li> <li>▪ have reflected on a division of tasks, programme of activities, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material etc.).</li> </ul> <p>The preparation phase furthermore enhances the participants' involvement in the activities and – for transnational or international meetings - ensures that the participants will be prepared for intercultural encounters with other people with different backgrounds and cultures.</p> <p>As part of the preparation phase of the project, the participating organisations have adequately addressed the issue of protection and safety of participants.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of the activity programme</b></li> </ul> <p>The activity programme is clearly defined, realistic, balanced and linked to the objectives of the project. It provides learning opportunities for the participants involved. The programme uses a variety of working methods and be adapted to the profile of participants in order to ensure the potentially best learning outcomes.</p> <ul style="list-style-type: none"> <li>▪ <b>Quality of the follow-up phase</b></li> </ul> <p>The proposal shows that participating organisations intend to</p>

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
		<p>carry out a final evaluation of the activities and of the project. The final evaluation makes it possible to assess whether the objectives of the activities/project have been achieved and the expectations of the participating organisations and participants have been met.</p> <p>The evaluation will also highlight the learning outcomes of individuals and participating organisations involved.</p> <p>Besides the final evaluation, the proposal shows that participating organisations will monitor the implementation of the activities so as to ensure the smooth running of the project and fine-tuning, if necessary.</p> <ul style="list-style-type: none"> <li>▪ <b>Non-formal learning methods applied</b></li> </ul> <p>The project is based on non-formal and informal learning methods stimulating creativity, active participation and initiative. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes.</p> <p>The proposal shows that such learning process will be planned and analysed throughout the project: participants will be provided with a place for reflection on learning experiences and outcomes, also with the support of the Youthpass tool.</p> <p>The proposal demonstrates that participants will play an active role in the implementation of the project. Participants will also be actively involved in the preparation and follow-up phases of the project. Participants will be able to explore different topics on an equal basis, regardless of their language abilities or other skills.</p>

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
		<ul style="list-style-type: none"> <li>▪ <b>Quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</b></li> </ul> <p>The proposal shows that the participating organisations have established and will run a cohesive consortium with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration during the assessment:</p> <ul style="list-style-type: none"> <li>▪ the level of networking, cooperation and commitment of each participating organisation in the project;</li> <li>▪ the profile and background of participating organisations when the nature or target of the activity would necessitate the possession of certain qualifications;</li> <li>▪ a clear and commonly agreed definition of roles and tasks of each participating organisation involved in the project;</li> <li>▪ the capacity of the consortium to ensure effective implementation, follow-up and dissemination of the results achieved through the project.</li> </ul> <p>Projects centred on the Structured Dialogue are intended for those youth organisations that are active players in debates on youth issues at local, regional, national or European level. This type of projects should however aim at developing innovative and efficient ways to address and involve other target groups, in particular young people who are not actively engaged in society or connected to an organisation.</p>
<b>Impact and dissemination (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:               <ul style="list-style-type: none"> <li>- on participants and participating</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Impact</b></li> </ul> <p>The impact of the project will not be limited to the participants in the activities. When appropriate, the proposal shows that participating organisations will involve, as much as possible, other stakeholders from the local community in the project</p>

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
	<p>organisations during and after the project lifetime</p> <ul style="list-style-type: none"> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> <li>• The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul>	<p>activities.</p> <p>The project is framed within a longer-term perspective, and planned with a view to achieve a multiplier effect and sustainable impact. In the proposal, the participating organisations have identified possible target groups that could act as <i>multipliers</i> (young people, youth workers, media, political leaders, representatives of local or regional public bodies, opinion leaders, EU decision makers, etc.) in order to spread the project objectives and results. In this regard, the proposal shows that participating organisations will put in place effective measures to make the project outcomes visible. For recognising and validating these learning outcomes, the fact that the participating organisations intend to use the Youthpass tool to stimulate participants' reflection on their learning process should be considered as an element of quality of the project.</p> <ul style="list-style-type: none"> <li>▪ <b>Visibility of the project/visibility of Erasmus+</b></li> </ul> <p>The proposal should show that participating organisations have reflected together on measures aimed at enhancing the visibility of their project and the visibility of the Erasmus+ Programme in general.</p> <p>- Visibility of the project:</p> <p>The proposal shows that participating organisations and participants will "publicise" the activities planned by the project as well as its aims and objectives. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items; invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.</p>

AWARD CRITERIA	Elements of analysis	Interpretation of the award criteria
		<p>- Visibility of the Programme: Whenever appropriate, the proposal shows that participating organisations intend to include information about the Programme (for instance, information on the Programme Actions, or their objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project. The proposal could also include information sessions or workshops in the programme of the activities.</p> <ul style="list-style-type: none"> <li>▪ <b>Dissemination and exploitation of results</b> The proposal shows that each participating organisation will put in place measures to disseminate and exploit the results of the project, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than on the planned activities and intended project objectives. Disseminating project's results could simply mean "spreading the word" about the project among friends, peers or other target groups. Other examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...), etc.</li> </ul>

## Annex 5 Reference documents on policy priorities

### 5.A Transversal policy priorities for education, training and youth

#### ▪ Overall policy priorities

- Europe 2020: [http://ec.europa.eu/europe2020/index\\_en.htm](http://ec.europa.eu/europe2020/index_en.htm)
- Europe 2020 targets: <http://ec.europa.eu/europe2020/targets/eu-targets/>
- Education and Training 2020 (ET2020):  
[http://ec.europa.eu/education/policy/strategic-framework/index\\_en.htm](http://ec.europa.eu/education/policy/strategic-framework/index_en.htm)
- Rethinking Education: Investing in skills for better socio-economic outcomes: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF>
- Council Resolution on a renewed framework for European cooperation in the youth field (2010-2018) - EU Youth Strategy.  
<http://new.eur-lex.europa.eu/legal-content/EN/TXT/?qid=1390996863108&uri=CELEX:32009G1219%2801%29>
- The EU Youth report:  
[http://ec.europa.eu/youth/policy/implementation/report\\_en.htm](http://ec.europa.eu/youth/policy/implementation/report_en.htm)

#### ▪ Recognition and transparency

- Europass: <http://europass.cedefop.europa.eu/en/home>
- European Qualifications Framework: [http://ec.europa.eu/eqf/home\\_en.htm](http://ec.europa.eu/eqf/home_en.htm)
- Youthpass: <https://www.youthpass.eu/en/youthpass/>

#### ▪ Entrepreneurship education:

- "Entrepreneurship 2020 Action Plan" -  
[http://ec.europa.eu/enterprise/policies/sme/entrepreneurship-2020/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/entrepreneurship-2020/index_en.htm)
- "Entrepreneurship education: A Guide for Educators":  
[http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/index_en.htm)
- "Towards Greater Cooperation and Coherence in Entrepreneurship Education" – Report of the High Level Reflection Panels on Entrepreneurship Education initiated by Directorate General Enterprise and Industry and Directorate General Education and Culture:  
[http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/reflection-panels/files/entr\\_education\\_panel\\_en.pdf](http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/reflection-panels/files/entr_education_panel_en.pdf)

- **Information and Communications Technology (ICT) and Open Education Resources (OER):**
  - The Future of Learning: New Ways to Learn New Skills for Future Jobs:  
<http://is.jrc.ec.europa.eu/pages/EAP/ForCiel.html>
  - Opening up Education: <http://ec.europa.eu/education/policy/strategic-framework/education-technology.htm>
  - Open Educational Resources and practices in Europe:  
<http://is.jrc.ec.europa.eu/pages/EAP/OEREU.html>
  - Up-scaling Creative Classrooms in Europe  
<http://is.jrc.ec.europa.eu/pages/EAP/SCALECCR.html>
  - Digital Competence: Identification and European-wide validation of its key components for all levels of learners:  
<http://is.jrc.ec.europa.eu/pages/EAP/DIGCOMP.html>
  
- **Multilingualism:**
  - Commission Staff Working Document: "Language Competences for employability, mobility and growth": <http://new.eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012SC0372&from=EN>
  - Report from the Thematic Working Group "Languages for Jobs – providing multilingual communication skills for the labour market":  
[http://ec.europa.eu/languages/policy/strategic-framework/documents/languages-for-jobs-report\\_en.pdf](http://ec.europa.eu/languages/policy/strategic-framework/documents/languages-for-jobs-report_en.pdf)

## 5.B Policy priorities for school education

- Improving the attainment of young people, particularly those at risk of **early school leaving**
  - Council recommendation on policies to reduce early school leaving:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:191:0001:0006:EN:PDF>
  - Commission communication "Tackling early school leaving: A key contribution to the Europe 2020 Agenda":  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0018:FIN:EN:PDF>
  - Final Report of the Thematic Working Group on Early School Leaving  
[http://ec.europa.eu/education/policy/strategic-framework/doc/esl-group-report\\_en.pdf](http://ec.europa.eu/education/policy/strategic-framework/doc/esl-group-report_en.pdf)
  - Further background reading on early school leaving can be found at:  
[http://ec.europa.eu/education/policy/school/early-school-leavers\\_en.htm](http://ec.europa.eu/education/policy/school/early-school-leavers_en.htm)

## 5.E Policy priorities for adult education

- European agenda for adult learning  
[http://ec.europa.eu/education/policy/adult-learning/adult\\_en.htm](http://ec.europa.eu/education/policy/adult-learning/adult_en.htm)
- The Survey of Adults Skills (PIAAC)  
[http://ec.europa.eu/education/policy/strategic-framework/indicators-benchmarks\\_en.htm](http://ec.europa.eu/education/policy/strategic-framework/indicators-benchmarks_en.htm)  
[http://europa.eu/rapid/press-release\\_IP-13-922\\_en.htm](http://europa.eu/rapid/press-release_IP-13-922_en.htm)
- Education and Training Monitor 2013  
[http://ec.europa.eu/education/library/publications/monitor13\\_en.pdf](http://ec.europa.eu/education/library/publications/monitor13_en.pdf)

See Agenda for more information:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:372:0001:0006:EN:PDF>

## 5.F Policy priorities for the field of youth

- Council Resolution on a renewed framework for European cooperation in the youth field (2010-2018) - EU Youth Strategy.  
<http://new.eur-lex.europa.eu/legal-content/EN/TXT/?qid=1390996863108&uri=CELEX:32009G1219%2801%29>
- Declaration of the 1st European youth work Convention.  
[http://www.coe.int/t/dg4/youth/Source/Resources/Documents/2010\\_Declaration\\_European\\_youth\\_work\\_convention\\_en.pdf](http://www.coe.int/t/dg4/youth/Source/Resources/Documents/2010_Declaration_European_youth_work_convention_en.pdf)
- Pathways 2.0 towards recognition of non-formal learning/education and of youth work in Europe.  
[http://youth-partnership-eu.coe.int/youth-partnership/documents/EKCYP/Youth\\_Policy/docs/Youth\\_Work/Policy/Pathways\\_II\\_towards\\_recognition\\_of\\_non-formal\\_learning\\_Jan\\_2011.pdf](http://youth-partnership-eu.coe.int/youth-partnership/documents/EKCYP/Youth_Policy/docs/Youth_Work/Policy/Pathways_II_towards_recognition_of_non-formal_learning_Jan_2011.pdf)

More information can be found at:

[http://ec.europa.eu/youth/index\\_en.htm](http://ec.europa.eu/youth/index_en.htm)

## Annex 6 Objectives and priorities of Strategic Partnerships

This annex presents the objectives and priorities of Strategic Partnerships specified in the Erasmus+ Programme Guide.

### What are the aims of a Strategic Partnership?

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national or European levels with the aim of:

- enhancing the quality and relevance of the learning offer in education, training and youth work by developing new and innovative approaches and supporting the dissemination of best practices;
- fostering the provision and the assessment of key-competences, including basic skills and transversal skills particularly entrepreneurship, languages and digital skills;
- increasing labour market relevance of learning provision and qualifications and reinforcing links between education, training or the youth fields with the world of work;
- promoting take-up of innovative practices in education, training and youth by supporting personalised learning approaches, collaborative learning and critical thinking, strategic use of Information and Communication Technologies (ICT), open educational resources (OER), open and flexible learning, virtual mobility and other innovative learning methods;
- promoting structured inter-regional and cross-border cooperation: enhancing the commitment of local and regional public authorities in the qualitative development of the education, training and youth fields;
- enhancing the professional development of those working or active in the education, training and youth fields by innovating and increasing the quality and range of initial and continuing training, including new pedagogies, ICT-based methodologies and use of OER;
- improving the capacities of organisations active in the fields of education, training and youth, notably in the areas of strategic development, organisational management, leadership, quality of learning provision, internationalisation, equity and inclusion, qualitative and targeted activities for specific groups;
- fostering equity and inclusion in education, training and youth, to enable quality learning for all as well as to prevent drop-out and promote participation of disadvantaged groups in society;
- promote entrepreneurship education to develop active citizenship, employability and new business creation (including social entrepreneurship), supporting future learning and career paths for individuals in line with their personal and professional development;
- increasing participation in learning and employability by developing quality career guidance, counselling and support services;
- facilitating the transition of learners through different levels and types of formal/non-formal education and training through the use of European reference tools for the recognition, validation and transparency of competences and qualifications.

These objectives will be achieved through projects that:

- address policy objectives, challenges and needs of a specific field (i.e. higher education, vocational education and training (VET), school education, adult education, youth); or
- address policy objectives, challenges and needs relevant to several fields of education, training and youth.

In addition, in line with the annual Work Programme adopted by the Commission, priority will be given to Strategic Partnerships that aim to:

- foster the assessment of transversal skills and promote the take-up of practical entrepreneurial experiences in education, training and youth work;
- promote the professional development of staff and youth workers in ICT methodologies and support the production and adoption of OER in diverse European languages;
- facilitate the validation of non-formal and informal learning and its permeability with formal education pathways.

Furthermore, the following field-specific priorities apply:

- as regards **school education**: priority will be given to projects contributing to improving the attainment of young people, particularly those at risk of early school leaving and with low basic skills, including through high quality and accessible Early Childhood Education and Care (ECEC) services. In addition, priority will be given to projects aimed at revising and strengthening the professional profile of the teaching professions;
- as regards **vocational education and training**: priority will be given to projects developing partnerships between education and employment (in particular companies and social partners), the development of short-cycle post-secondary or tertiary qualifications in accordance with the European Qualifications Framework (EQF) and focused on potential growth areas or areas with skills shortages, and by aligning VET policies with local, regional and national economic development strategies;
- as regards **higher education**: priority will be given to projects contributing to the modernisation of Europe's higher education systems as outlined in the 2011 EU Modernisation Agenda;
- as regards **adult education**: priority will be given to projects contributing to a reduction in the number of low-skilled adults (re-skilling and up-skilling of adults), including by increasing incentives for adult training, by providing information on access to lifelong learning services, such as information on the validation of non-formal and informal learning and career guidance, and by offering tailored learning opportunities to individual learners.
- as regards **youth**:
  - promoting young people's social inclusion and well-being, notably through projects tackling the issue of youth unemployment (as well as projects aimed at stimulating unemployed young people's participation in the Programme);
  - promoting healthy behaviours, in particular through the promotion of the practice of outdoor activities and grassroots sports, as means to promote healthy lifestyles as well as to foster social inclusion and the active participation of young people in society;
  - raising awareness about EU Citizenship and the rights that go with it or stimulating the active participation of young people in EU policy-making; a particular focus will be put on projects aimed at encouraging participation in the 2014 European elections, thus enabling young people to behave as active, informed citizens.

## Annex 7 Declaration on the prevention of conflicts of interest and disclosure of information

[Erasmus+], [Call for Proposals N° [XXX], [action], [selection round [final submission date]]

I, the undersigned, am informed of

(1) Art.57 of the Financial Regulation following which:

“1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union.

Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the [responsible person at the National Agency] who shall confirm in writing whether a conflict of interest exists. Where a conflict of interest is found to exist, the person in question shall cease all activities in the matter. The [responsible person at the National Agency] shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interest exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.”

(2) Art. 32 of the Rules of Application of the financial rules applicable to the general budget of the Union following which a conflict of interest may, inter alia, take one of the following forms:

“(a) granting oneself or others unjustified direct or indirect advantages;

(b) refusing to grant a beneficiary the rights or advantages to which that beneficiary is entitled;

(c) committing undue or wrongful acts or failing to carry out acts that are mandatory.”

I hereby declare<sup>10</sup> to the best of my knowledge that I have no conflict of interest with any of the persons or organisations/institutions having submitted an application in the framework of the above selection round, including with regard to persons or members of consortia or subcontractors or other partners proposed.

I confirm that if I discover the existence of any such potential conflict of interest while exercising my duties in relation to the above selection round, I will immediately notify the [responsible person at the National Agency] thereof and that I will refrain from any further activity in relation to the above selection round if required.

Furthermore, I confirm that I will respect the principle of professional secrecy. I will not communicate to any third party any confidential information that may be disclosed to me intentionally or unintentionally in the context of my work in relation to the above selection round. I will not make any unauthorised use of the information that may be disclosed to me.

Name:

Signature:

Date:

<sup>10</sup> In case of false, incomplete or incorrect statements or failure to provide information in an attempt to obtain the contract or any benefit resulting therefrom, or where this was the effect of the action, this constitutes a breach of the contract between the National Agency and the expert. The National Agency may decide to terminate the contract and to recover any sums paid to the expert under the order.