



# Ključna aktivnost 1

## Projekti mobilnosti osoblja

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Odjel za obrazovanje odraslih

16. prosinca 2016., Zagreb



AGENCIJA ZA  
MOBILNOST I  
PROGRAME EU



Erasmus+



Obzor 2020.



EURAXESS



eTwinning



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CEEPUS



## **KA1 – mobilnost osoblja**

**Opis aktivnosti**

**Uvjeti formalne prihvatljivosti**

**Pravila financiranja**

**Prijavni obrazac**

**Kvaliteta prijave**

**POU Zagreb**

# KLJUČNA AKTIVNOST 1

## DEFINICIJA

**Mobilnost zaposlenika** u organizacijama općeg obrazovanja odraslih

u svrhu stjecanja/usavršavanja **znanja, vještina i kompetencija**

potrebnih za obavljanje posla u njihovim **matičnim ustanovama.**



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PROGRAME EU

# KLJUČNA AKTIVNOST 1

## MOBILNOST OSOBLJA

ORGANIZACIJA  
u RH

INOZEMSTVO





# PROJEKTI MOBILNOSTI

## CILJEVI (ZA SVE RAZINE OBRAZOVANJA)

Jačanje znanja i kompetencija  
(osobni razvoj sudionika  
mobilnosti; veća zapošljivost na  
europskom tržištu rada)

Inovacije i povećanje kvalitete u  
podučavanju

Poboljšanje jezičnih kompetencija

Promicanje svijesti o važnosti  
multikulturalizma

Povećanje kapaciteta i  
međunarodne dimenzije  
obrazovnih ustanova sa svrhom  
razvoja programa koji bolje  
odgovaraju potrebama pojedinaca

Jačanje sinergije između formalnog  
i neformalnog obrazovanja i  
zapošljavanja

Povećanje svijesti o važnosti  
cjeloživotnog učenja u europskom  
kontekstu koje nadopunjuje  
nacionalne obrazovne reforme i  
politike u svrhu modernizacije  
obrazovanja

Omogućavanje vrednovanja  
kompetencija stečenih tijekom  
mobilnosti u inozemstvu



# MOBILNOST OSOBLJA

## AKTIVNOSTI

### 1. PROVOĐENJE AKTIVNOSTI PODUČAVANJA/OSPOSOBLJAVANJA

- osoblje iz organizacije pošiljateljice **podučava** ili **vodi osposobljavanje** u partnerskoj organizaciji u inozemstvu

### 2. POHAĐANJE STRUKTURIRANIH TEČAJEVA ILI OSPOSOBLJAVANJA

- osoblje iz organizacije pošiljateljice **stručno se usavršava** u inozemstvu

### 3. PROMATRANJE NA RADNOM MJESTU (tzv. *JOB SHADOWING*)

- osoblje iz organizacije pošiljateljice promatra rad kolege na sličnom radnom mjestu u relevantnoj organizaciji u inozemstvu

## POSEBNA POZORNOST

- unaprijeđenje znanja i vještina potrebnih za rad s **odraslim polaznicima u nepovoljnijem položaju**, kao i s **migrantima, izbjeglicama, azilantima**
- **osposobljavanje osoblja za rad u navedenim područjima:**  
multikulturalni razredi, podučavanje odraslih na jeziku koji im nije materinji (hrvatski), razvijanje tolerancije i promicanje kulturalne različitosti

# FORMALNA PRIHVATLJIVOST

## KRITERIJI (1)

### Prihvatljivi sudionici?

- osoblje zaposleno u organizaciji za opće nestrukovno obrazovanje odraslih
- osoblje uključeno u strateški razvoj organizacije

### Prihvatljive aktivnosti

- **Aktivnosti podučavanja ili osposobljavanja (*teaching/training assignment*)**  
u nekoj od partnerskih organizacija u inozemstvu
- **Osposobljavanje osoblja (*staff training*)** – profesionalno osposobljavanje osoblja u obrazovanju odraslih kroz:
  - a) sudjelovanja u strukturiranim tečajevima ili osposobljavanju,
  - b) praćenje rada (tzv. *job shadowing*)  
u nekoj od relevantnih organizacija u inozemstvu.





# FORMALNA PRIHVATLJIVOST

## KRITERIJI (2)

### Tko se može prijaviti?

- javna ili privatna organizacija aktivna u području **općeg nestrukovnog obrazovanja odraslih**
- organizacija koordinatorica nacionalnog konzorcija

Organizacija ili isti konzorcij može podnijeti **samo jednu prijavu** po roku.

### Broj organizacija

- najmanje 2 (pošiljateljica i primateljica)
  - u fazi prijave treba biti poznata samo organizacija pošiljateljica
- konzorcij (najmanje 3 ustanove iz iste države)
  - u fazi prijave sve članice konzorcija trebaju biti poznate

### Mjesto održavanja aktivnosti

Programske zemlje:

- 28 članica EU
- EFTA (Island, Lihtenštajn, Norveška)
- Makedonija, Turska

# FORMALNA PRIHVATLJIVOST

KRITERIJI (3)

## Tko može sudjelovati? ORGANIZACIJE SUDIONICE

- bilo koja javna ili privatna organizacija aktivna u području obrazovanja odraslih (definirana kao organizacija za obrazovanje odraslih)
- bilo koja javna ili privatna organizacija koja je na tržištu rada aktivna u području obrazovanja, osposobljavanja ili mladih

Npr.: škole, instituti, centri koji se bave obrazovanjem odraslih, udruge, visoka učilišta, tijela javne uprave, poduzeća, kulturne organizacije, gospodarske komore, obrtničke/strukovne udruge i sindikati, centri za profesionalno usmjeravanje, itd.

Organizacije sudionice moraju biti osnovane u **programskim zemljama**.



# FORMALNA PRIHVATLJIVOST

## KRITERIJI

### Trajanje projekta

- 12-24 mjeseca

### Trajanje mobilnosti

- od 2 dana (zaredom) do 2 mjeseca  
(ne uključujući dane putovanja)

### Rok za prijavu

- 2. veljače 2017. u 12 sati  
za projekte koji započinju između 1. lipnja i 31. prosinca 2017.



# TROŠKOVI

## Prihvatljivi troškovi

## Mehanizam financiranja

## Iznosi, izračun

### Troškovi potpore za organizacije

PAUŠALNI  
JEDINIČNI TROŠAK

<100 sudionika: 350 EUR po sudioniku;  
>100 sudionika: 200 EUR za svakog dodatnog sudionika

### Pojedinačna potpora

PAUŠALNI  
JEDINIČNI  
TROŠAK

- ovisi o broju dana i destinaciji.
- prema tablici A4.1 (po danu i po sudioniku), str. 77
- kategorije: do 14 dana, između 15 i 60 dana.
- 90% najvišeg iznosa
- može se zatražiti i za 1 dan za odlazak, 1 dan za povratak

**TABLE 1 – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)**

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

Receiving country	Staff mobility
	Min-Max (per day)
	A4.1
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100



# TROŠKOVI

## Prihvatljivi troškovi

## Mehanizam financiranja

## Iznosi, izračun

### Troškovi puta

PAUŠALNI  
JEDINIČNI  
TROŠAK

- europski kalkulator za izračun udaljenosti  
0-99 km=20 EUR po sudioniku, 100-499 km=180 EUR,  
500-1999 km=275 EUR [...] >8000 km=1300 EUR

### Troškovi kotizacije

PAUŠALNI  
JEDINIČNI TROŠAK

- 70 EUR po sudioniku po danu  
- max. 700 EUR po sudioniku (\*ne za *job shadowing*)

### Potpora za posebne potrebe

STVARNI TROŠAK

- 100% zatraženih, prihvatljivih sredstava  
- ne smije se preklapati s drugim troškovima



AGENCIJA ZA  
MOBILNOST I  
PROGRAME EU

# EUROPSKI KALKULATOR UDALJENOSTI

## DISTANCE CALCULATOR

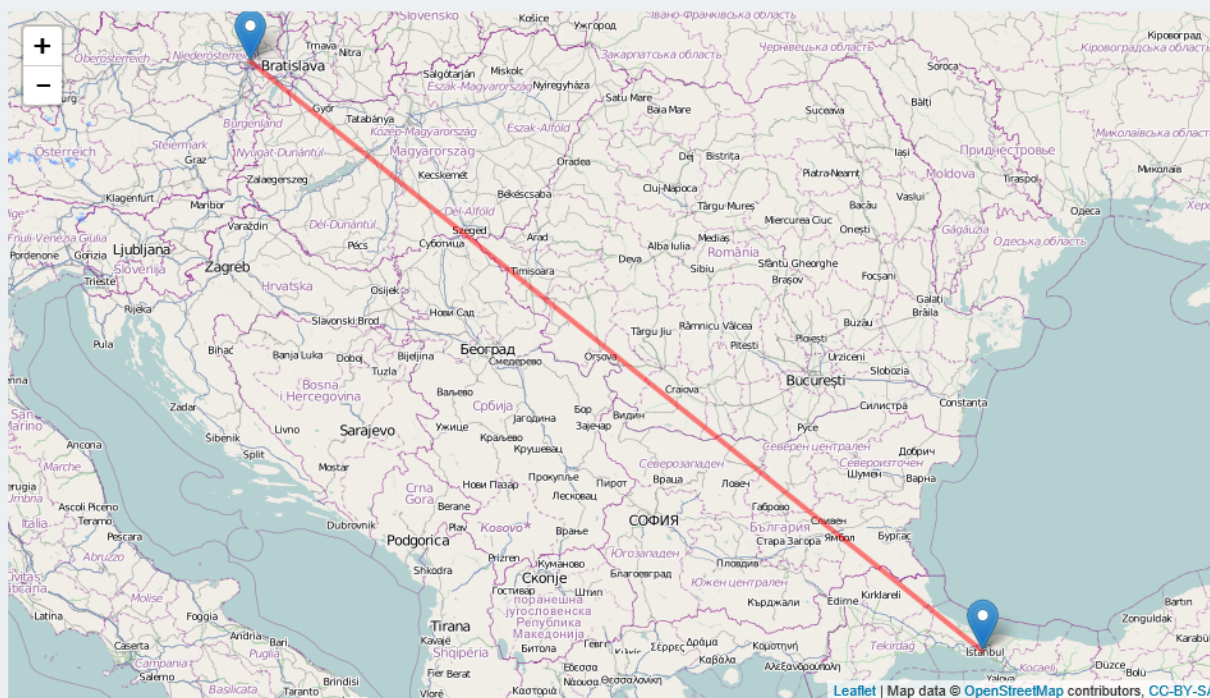
Home About Updates Individuals Organisations **Resources** Video Contact

From:

To:

[Calculate](#)

Distance: 1274.44 km.



Leaflet | Map data © OpenStreetMap contributors, CC-BY-SA





# PUTNI TROŠKOVI

## VODIČ 2017.

### C) GRANT SUPPORT FOR THE MOBILITY OF STAFF

Staff will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Contribution to unit costs	For travel distances between 10 and 99KM: 20 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission <sup>33</sup> . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip <sup>34</sup>
			For travel distances between 100 and 499 KM: 180 EUR per participant	
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1300 EUR per participant	
Top-up for expensive domestic travel costs [only for mobilities between Programme Countries]	Additional support: <ul style="list-style-type: none"> <li>for a return trip to reach a main HUB/airport and (or) a train/bus station within the country of origin</li> </ul> and/or <ul style="list-style-type: none"> <li>for a return trip to reach a remote final destination (from a</li> </ul>	Contribution to unit costs	For domestic travel costs exceeding 225 EUR: 180 EUR per participant (including accompanying persons) per return trip <sup>35</sup>	For Expensive domestic travel costs over 225 EUR (per return trip) and provided that these costs are motivated and well justified once participants have been selected.



A photograph of two women in a library setting. The woman on the left has blonde hair and is wearing a light-colored shirt. The woman on the right has dark hair and is wearing a striped shirt. They are both smiling and looking at a document on a table. The background shows bookshelves filled with books. A semi-transparent white box is overlaid on the image, containing the text.

# Ključna aktivnost 1

## Prijavni obrazac



# PRVI KORAK

## REGISTRACIJA

### 1. OTVORITI ECAS RAČUN (*European Commission Authentication System*)

- osim ako organizacija već ima račun

### 2. REGISTRIRATI SE NA PORTALU ZA SUDIONIKE

- **URF portal** (*Unique Registration Facility*)
- u ime organizacije

### 3. IDENTIFIKACIJSKA OZNAKA SUDIONIKA

- **PIC** (*Participant Identification Code*)
- dobiva se po završetku registracije
- jedinstven (1 za sve projekte) i nužan za podnošenje prijava
- s njim se elektronički obrazac za prijavu popunjuje na jednostavniji način (automatski)

# PRIJAVNI OBRAZAC

## DIJELOVI

Opće informacije o prijavi

Opis organizacija koje sudjeluju u projektu

Opis projekta (Europski razvojni plan, plan aktivnosti, diseminacija, učinak itd.)

Budžet

Sažetak projekta

Lista za provjeru / obavijest o zaštiti podataka / izjava o časti

Privitci

# PRIJAVNI OBRAZAC

## KA1 - LEARNING MOBILITY OF INDIVIDUALS KA104 - ADULT EDUCATION STAFF MOBILITY

K1\_KA104\_A\_4.05\_EN\_PROD\_2017.pdf - Adobe Reader

File Edit View Window Help

Open Save Print Mail Home Back Forward 1 / 23 100% Print Comment


Tools Fill & Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
- Send or Collect Signatures
- Work with Certificates



**Application Form**  
Call: 2017  
KA1 - Learning Mobility of Individuals  
KA104 - Adult education staff mobility  
Form Version: 4.05

### A. General Information

**WARNING!**  
FOR ALL APPLICANTS (EXCEPT APPLICANTS, APPLYING TO THE SERBIAN NATIONAL AGENCY)  
PLEASE BE AWARE THAT ALTHOUGH SERBIA APPEARS ON THE LIST OF POSSIBLE DESTINATION COUNTRIES, IT IS NOT AN ELIGIBLE DESTINATION UNDER THIS ACTION.

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, you can read the Technical Guidelines for e-Forms.  
For more information on the award criteria according to which the quality assessment of this application will be done please refer to the Programme Guide.

### B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Adult education staff mobility
Call	2017
Round	Round 1

## B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Adult education staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	

## B.1. Project Identification

Project Title	
Project Title in English	
Project Start Date (dd-mm-yyyy)	

Form hash code: 0000000000000000

EN Form has not been submitted yet

Validate

Page 1 of 23

ODABERITE KA1 PROJEKTE ZA  
OPĆE OBRAZOVANJE ODRASLIH

POTREBNO JE VALIDIRATI  
PRIJAVU



Application Form

Call: 2017

KA1 - Learning Mobility of Individuals  
KA104 - Adult education staff mobility

Form Version: 4.05

Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	
Applicant Organisation Full Legal Name (Latin characters)	



# PRIJAVNI OBRAZAC

## TRAJANJE PROJEKTA

Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	
<b>B.1. Project Identification</b>	
Project Title	
Project Title in English	
Project Start Date (dd-mm-yyyy)	01-06-2017

Form hash code: 0000000000000000

Form has not been submitted yet

Validate

EN

Page 1 of 23

PROJEKT MOŽE ZAPOČETI  
IZMEĐU  
1.6. i 31.12.2017.



Erasmus+

Application Form

Call: 2017

KA1 - Learning Mobility of Individuals

KA104 - Adult education staff mobility

Form Version: 4.05

Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	12 months
Applicant Organisation Full Legal Name (Latin characters)	13 months
	14 months
Form hash code	15 months
	16 months
	17 months
	18 months
	19 months
<b>B.2. National Agency of the Applicant Org</b>	
Identification	

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>



Erasmus+

Application Form

Call: 2017

KA1 - Learning Mobility of Individuals

KA104 - Adult education staff mobility

Form Version: 4.05

## C. Participating organisation(s)

### C.1. Applicant Organisation

PIC	<input type="text"/>	<input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>	
Full legal name (Latin characters)	<input type="text"/>	
Acronym	<input type="text"/>	
National ID (if applicable)	<input type="text"/>	
Department (if applicable)	<input type="text"/>	
Address	<input type="text"/>	
Country	<input type="text"/>	
P.O. Box	<input type="text"/>	
Post Code	<input type="text"/>	
CEDEX	<input type="text"/>	
City	<input type="text"/>	
Website	<input type="text"/>	
Email	<input type="text"/>	
Telephone 1	<input type="text"/>	
Fax	<input type="text"/>	

### C.1.1. Profile

Type of Organisation	<input type="text"/>
----------------------	----------------------

UPISATU PIC,  
KLIK NA "CHECK PIC"  
→ PODACI SE AUTOMATSKI  
PREBAČUJU U SIVA POLJA

AKO PRIMIJETITE DA NEKE INFORMACIJE NISU TOČNE, TREBA UNIJETI IZMJENE U URF PORTALU



AGENCIJA ZA  
MOBILNOST I  
PROGRAME EU

# PRIJAVNI OBRAZAC

## AKTIVNOSTI



Erasmus+

Application Form

Call: 2017

KA1 - Learning Mobility of Individuals

KA104 - Adult education staff mobility

Form Version: 4.05

### H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.										A1	
Activity Type		AE-SC-TE - Structured Courses/Training Events									
Flow No.	Country of Origin	Country of Destination	Distance Band	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)		
1	Croatia	Belgium	500 - 1999 km	5	2	7	1	0	0		
				Total		5	2	7	1	0	0

+ -

Add Activity

Remove Activity







# PRIJAVNI OBRAZAC

## BUDŽET



Erasmus+

Application Form

Call: 2017

KA1 - Learning Mobility of Individuals

KA104 - Adult education staff mobility

Form Version: 4.05

### J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

#### J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	AE-SC-TE - Structured Courses/Training Events	1	Croatia	Belgium	500 - 1999 km	275.00	1	180.00	0	275.00
Total										275.00

#### J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	AE-SC-TE - Structured Courses/Training Events	1	Belgium	7	1	882.00	0	0	0.00	882.00
Total										882.00

#### J.3. Organisational Support

Form hash code: 164272F205E71FEE

EN

Form has not been submitted yet

Validate



# PRIJAVNI OBRAZAC

## LISTA ZA PROVJERU

### L. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key-Action 1 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

PROVJERITI SVE  
NAVEDENO  
(I PRILOŽITI)



# PRIJAVNI OBRAZAC

## PREDAJA



Erasmus+

Application Form

Call: 2017

KA1 - Learning Mobility of Individuals  
KA104 - Adult education staff mobility

Form Version: 4.05

### P. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

#### P.1. Data Validation

Validation of compulsory fields and rules

Validate

#### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

#### P.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

#### P.4. Submission Summary

This form has not been submitted yet.

#### P.5. Form Printing

Print the entire form

Print Form

SUBMIT ONLINE

**PAZITI NA PREDAJU PRIJAVE U ROKU!!!**

A young woman with long brown hair, wearing a light blue blazer, is smiling warmly at the camera. She is holding a blue spiral-bound notebook. In the background, a diverse group of students is seated in a classroom, some looking towards the camera and others looking down at their papers. The scene is brightly lit and has a positive, educational atmosphere.

# Ključna aktivnost 1

## Kvaliteta prijave

# KVALITENA PRIJAVA

## GLAVNE ZNAČAJKE

Jasna, dugoročna strategija **integracije europskih aktivnosti u rad organizacije** (Europski razvojni plan)

Projektne **aktivnosti usklađene s ciljevima KA1**

**Sadržaj prijave usklađen s kriterijima za ocjenu kvalitete**

Jasni i transparentni **kriteriji odabira sudionika projekta**

Detaljno opisane **uloge partnera i sudionika**

Strategija **evaluacije, diseminacije i upotrebe projektnih rezultata**



# PLANIRANJE PROJEKTA

CJELOVIT PRISTUP

## KORACI

Identificirati  
**ključna područja**  
u kojima se želite  
unaprijediti  
  
i  
**ciljeve** koje želite  
postići.

Odabrati **vrstu  
mobilnosti i osoblje**  
koje će sudjelovati u  
projektu.

Dodjeliti **zadake** u  
skladu s  
pojedinačnim  
znanjima i  
vještinama.

Efikasna  
**komunikacija i  
dogovori s  
osobljem**  
  
(o aktivnostima i  
ishodima)

**Integrirati  
iskustva u rad  
organizacije**

+

potencijalno u  
novi projekt

↓

kontinuirani  
napredak



# PRIJAVNI OBRAZAC

## EUROPSKI RAZVOJNI PLAN

### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Will your organisation use one of the following tools in connection with your mobility project?

a) eTwinning

([www.etwinning.net](http://www.etwinning.net))

b) The School Education Gateway (SEG)

([www.schooleducationgateway.eu](http://www.schooleducationgateway.eu))

c) EPAL (e-Platform for Adult Learning in Europe)

(<http://ec.europa.eu/epale/>)



# EUROPSKI RAZVOJNI PLAN

DIJELOVI

Koje su **potrebe organizacije** po pitanju razvoja kvalitete i po pitanju internacionalizacije?

Identificirajte **glavna područja** koja je potrebno poboljšati (vještine upravljanja, metode podučavanja, novi alati, europska dimenzija, kurikulum, razvoj jezičnih kompetencija, itd.).

Objasnite **planove mobilnosti** i načine suradnje.

Objasnite **kako će navedene aktivnosti doprinijeti** zadovoljavanju navedenih potreba i razvoju ustanove.

Objasnite kako planirate **integrirati iskustva i kompetencije** koje će sudionici steći tijekom mobilnosti u strateški plan za razvoj organizacije.



- NOVO PITANJE:

Hoće li vaša organizacija koristiti koji od navedenih alata u provođenju projekata mobilnosti?

- eTwinning
- School Education Gateway
- **EPALE (e-Platform for Adult Learning in Europe)**



# EUROPSKI RAZVOJNI PLAN

## POZADINA

Zašto želite provesti projekt KA1?  
Zašto je takav projekt potreban organizaciji?

## CILJEVI

Jasni • mjerljivi • ostvarivi •  
vremenski određivi  
Kakve promjene unutar organizacije očekujete kao krajnji rezultat projekta?

## OČEKIVANI REZULTATI

Opipljivi i neopipljivi,  
kvalitativni ishodi

## AKTIVNOSTI

Uvjerljiv i realan plan aktivnosti koji odgovara na pitanja:  
Tko? Što? Kada? Gdje? Zašto? i Kako?



# PLANIRANJE PROJEKTA

## 6 KLJUČNIH PITANJA

---

Koji je cilj vašeg projekta i zašto?

---

Tko je zadužen za vođenje projekta?

---

Tko će sudjelovati u projektu i na koji način će se izvršiti selekcija?

---

Kako planirate realizirati aktivnosti?

---

Gdje će se mobilnosti odvijati?

---

Kako će mobilnosti doprinijeti ciljevima projekta?

---



## KVALITETA PRIJAVE

- Relevantnost projekta

30

- Kvaliteta projektnog prijedloga i provedba

40

- Učinak i diseminacija

30

min.

60



Polovica  
po  
kategoriji

VODIČ ZA VANJSKE STRUČNJAKE [www.mobilnost.hr](http://www.mobilnost.hr)

### RELEVANTNOST PROJEKTA (30 BODOVA):

- jasni ciljevi i prioritete aktivnosti u općem obrazovanju odraslih
- potrebe i ciljevi partnerskih organizacija i sudionika ≈ Vodič
- kvalitetni ishodi učenja za sudionike (u skladu s potrebama)
- internacionalizacija organizacija koje sudjeluju

### KVALITETA PROJEKTOG PRIJEDLOGA I PROVEDBA (40 BODOVA):

- jasne, potpune i kvalitetne faze projekta mobilnosti: priprema, provedba, praćenje
- konzistentnost između ciljeva i predloženih aktivnosti
- kvalitetan europski razvojni plan
- praktična priprema: upravljanje projektom (financije, administracija)
- priprema sudionika
- mehanizmi priznavanja i vrednovanja ishoda učenja (Europass mobilnost)
- transparentan odabir sudionika
- komunikacija s partnerskim ustanovama, distribucija odgovornosti



### UČINAK I DISEMINACIJA (30 BODOVA):

- mjere za evaluaciju rezultata projekta
- potencijalni učinak projekta na:
  - pojedine sudionike i partnerske organizacije tijekom i nakon završetka projekta
  - organizacije i pojedince izvan partnerstva (lokalna, regionalna, nacionalna, europska razina)
- kvaliteta diseminacije rezultata projekta , primjeri dobre prakse



AGENCIJA ZA  
MOBILNOST I  
PROGRAME EU

# PARTNERI I TEČAJEVI

KAKO IH PRONAĆI?

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PROGRAME EU

BAZA PARTNERA na <http://www.mobilnost.hr/en/>  
PARTNER REGISTRATION, PARTNER SEARCH

[www.linkedin.com](http://www.linkedin.com)



EPALE



Hrvatska

**Aktivnosti transnacionalne suradnje** → mogućnost odlaska na  
kontaktne seminare u Hrvatskoj i inozemstvu  
([www.mobilnost.hr](http://www.mobilnost.hr))





### Rokovi

2. veljače 2017. u 12:00

### Vodič kroz program Erasmus+ 2017.

- [http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf)
- Erasmus + opće informacije: str. 7.-25.
- E+ obrazovanje i osposobljavanje: str. 28.
- Ključna aktivnost 1: str. 71.-77.; 277.-278.
- Podnošenje prijave: str. 245.-261.
- Diseminacija i korištenje rezultata: str. 309.-314.

### Vodič za ocjenjivače

- [http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/2016-expert-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/2016-expert-guide_en.pdf)
- 2016. (2017. u izradi)

### Ostali priručnici

- ECAS priručnik i URF priručnik:  
[http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2017-/  
/](http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2017-/)

### Prijavni obrasci

- predlošci: [http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2017-/  
/](http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2017-/)



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Hvala na pažnji!

SRETNO!!!

[grundtvig@mobilnost.hr](mailto:grundtvig@mobilnost.hr)



Prednost pred navedenim informacijama ima Vodič kroz program Erasmus+ 2017.

