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GRANT AGREEMENT for a:

Project with multiple beneficiaries under the ERASMUS+ Programme[1]

AGREEMENT NUMBER – 2016-1-NL01-KA201-022904

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,
Nationaal Agentschap Erasmus+ Onderwijs & Training
Kortenaerkade 11, Postbus 29777,
2505 LT Den Haag
KvK: 41150085,

the **National Agency** (hereinafter referred to as "the NA"), represented for the purposes of signature of this Agreement by Ms Lem van Eupen, Director, and acting under delegation by the European Commission, hereinafter referred to as "the Commission",

and

on the other part,
'the coordinator'
Stichting Surplus
Lasondersingel 133
7514 BP Enschede
KvK: 08097641
BTW (VAT): NL811809195B01
PIC code: 942568304

represented for the purposes of signature of this Agreement by Director, Jack ten Haaf and the other beneficiaries as set out in Annex II, duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex V.

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

[1] 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

The parties referred to above

HAVE AGREED

to the Special Conditions ('the Special Conditions') and the following Annexes:

Annex I	General conditions (published on www.erasmusplus.nl > Strategische Partnerschappen (KA2) > primair en voortgezet onderwijs > sectoroverstijgend > projectuitvoering)
Annex II	Description of the Project (copy of application form - already in the beneficiary's possession); Estimated budget of the project; List of other beneficiaries
Annex III	Financial and contractual rules (published on on www.erasmusplus.nl > Strategische Partnerschappen (KA2) > primair en voortgezet onderwijs > sectoroverstijgend > projectuitvoering)
Annex IV	Applicable rates (published on on www.erasmusplus.nl > Strategische Partnerschappen (KA2) > primair en voortgezet onderwijs > sectoroverstijgend > projectuitvoering)
Annex V	Mandates provided to the coordinator by the other beneficiaries (part of the application – already in the beneficiary's possession)

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I 'General Conditions' take precedence over those in other Annexes. The provisions in Annex III take precedence over those in the other Annexes, except Annex I.

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project.

SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT

I.1.1 The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project **Development of an integrated innovative approach - consisting of a right mixture of prevention, intervention and compensation measures - to fill the gap between low-level secondary or vocational education and the labour market.** ("the Project") under the Erasmus+ Programme, Key Action 2: Strategic Partnerships, as described in Annex II.

I.1.2 By signing the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

I.1.3 In case of Strategic Partnerships involving HEI (Higher Education Institutions) beneficiaries: the HEI beneficiaries will comply with the Erasmus Charter for Higher Education.

ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

I.2.1 The Agreement enters into force on the date on which the last party signs it.

I.2.2 The Project runs for **36 months** starting on 1/9/2016 and finishing on 31/8/2019.

ARTICLE I.3 – MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1 The **maximum amount of the grant is EUR 254.490,00.**

I.3.2 The grant takes the form of unit contributions and reimbursement of eligible costs actually incurred, in accordance with the following provisions:

(a) eligible costs as specified in Annex III;

(b) estimated budget as specified in Annex II;

(c) financial rules as specified in Annex III.

I.3.3 Budget transfers without amendment

Without prejudice to Article II.13, and provided that the Project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex II, by transfers between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.13 provided that the following rules are respected:

(a) The beneficiaries are allowed to transfer up to 20% of the funds allocated for each of the following budget categories: Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.

(b) Any budget transfer must result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II.

(c) The beneficiaries are allowed to transfer funds allocated for any budget category to the budget category Special needs support, even if no funds are allocated for Special needs support as specified in Annex II. In such case the maximum increase of 20% of the budget category Special needs support does not apply.

(d) By derogation to point (a) of the present Article, the beneficiaries are allowed to transfer funds allocated for any budget category except Special needs support to the budget category Exceptional costs in order to contribute to the costs of a financial guarantee in so far as required by the NA in Article I.4.2 and even if no funds are allocated for Exceptional costs as specified in Annex II. In such case the maximum increase of 20% of the budget category Exceptional costs does not apply.

ARTICLE I.4 – REPORTING AND PAYMENT ARRANGEMENTS

The following reporting and payment provisions apply:

I.4.1 Payments to be made

The NA must make the following payments to the coordinator:

- a first pre-financing payment;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

I.4.2 First pre-financing payment

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the NA until the payment of the balance.

The first pre-financing payment is done when the NA receives financial guarantee that fulfils the following conditions:

(a) it is provided by a bank or an approved financial institution or, if requested by the coordinator and accepted by the NA, by a third party;

(b) the guarantor stands as first-call guarantor and does not require the NA to first have recourse against the principal debtor (i.e. the beneficiary concerned); and

(c) it explicitly remains in force until the pre-financing is cleared against payment of the balance by the NA. If the payment of the balance takes the form of a recovery, the financial guarantee must remain in force until three months after the debit note is notified to the beneficiary.

The NA must release the guarantee within the following month.

The NA must pay to the coordinator within 30 days following the receipt of a financial guarantee of EUR 101.796 corresponding to 40% of the maximum grant amount specified in Article I.3.1.

I.4.3 Interim reports and further pre-financing payments

By 1/6/2017, the coordinator must complete a progress report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 30 days prior to the deadline of the progress report.

By 1/3/2018 or once at least 70% of the first pre-financing payment has been used to cover costs of the Project, the coordinator must complete an interim report on the implementation of the Project, covering the reporting period from the reporting deadline of the progress report to 30 days prior to the deadline of the interim report.

In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR 101.796,00 corresponding to 40% of the total maximum amount specified in Article I.3.1.

Where the interim report shows that less than 70% of the first pre-financing payment paid has been used to cover costs of the Project, the coordinator must submit a further interim report once at least 70 % of the amount of first pre-financing payment has been used, which must be considered as a request for a further pre-financing payment and must specify the amount requested EUR 101.796,00 corresponding to 40% of the maximum amount specified in Article I.3.1.

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the coordinator the further pre-financing payment within 60 calendar days on receipt of the interim report..

I.4.4 Final report and request for payment of the balance

Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in article I.9.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

I.4.5 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the NA, up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex II.

I.4.6 Notification of amounts due

The NA must send a *formal notification* to the coordinator:

(a) informing it of the amount due; and

(b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

I.4.7 Payments from the NA to the coordinator

The NA must make payments to the coordinator.

Payments to the coordinator discharge the NA from its payment obligation.

I.4.8 Payments from the coordinator to the other beneficiaries

The coordinator must make all payments to the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.27.

I.4.9 Language of requests for payments and reports

All requests for payments and reports must be submitted in English or in Dutch.

I.4.10 Currency for requests for payments and conversion into euro

Request for payment must be drafted in EURO.

Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period (available at http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

I.4.11 Currency for payments

The NA must make payments in EURO.

I.4.12 Date of payment

Payments by the NA are considered to have been carried out on the date when they are debited to its account unless the national law provides otherwise.

I.4.13 Costs of payment transfers

Costs of the payment transfers are borne as follows:

(a) the NA bears the costs of transfer charged by its bank;

(b) the beneficiary bears the costs of transfer charged by its bank;

(c) the party causing a repetition of a transfer bears all costs of repeated transfers.

I.4.14 Interest on late payment

If the NA does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest. The interest payable is determined according to the provisions laid down in the national law applicable to the Agreement or in the rules of the NA. In the absence of such provisions, the interest payable is determined according with the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payments as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.4.12. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

All payments must be made to the beneficiary's bank account as indicated below:

Name of bank: ABN Amro Bank

Precise denomination of the account holder: Stichting Surplus

IBAN code: NL 58 ABNA 0609922033

ARTICLE I.6 – DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES

I.6.1 Data controller

The entity acting as a data controller according to Article II.7 is the National Agency Erasmus+ Education & Training in the Netherlands.

I.6.2 Communication details of the NA

Any communication addressed to the NA must be sent to the following address:

Nationaal Agentschap Erasmus+ Onderwijs & Training | Sector PO/VO
Postbus 29777
2502 LT DEN HAAG
E-mail address: erasmusplus@epnuffic.nl

I.6.3 Communication details of the beneficiaries

Any communication from the NA to the beneficiary must be sent to the following address:

Kelly Walraven
Projectcoordinator

SR

Stichting Surplus
Lasondersingel 133
7514 BP Enschede
E-mail address: k.walraven@st-surplus.nl

Without prejudice to Article II.13, a change of the coordinator cannot be made.

ARTICLE I.7 – PROTECTION AND SAFETY OF PARTICIPANTS

The beneficiaries must have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries must ensure that insurance coverage is provided to participants involved in mobility activities abroad.

ARTICLE I.8 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provision of Article II.9.3, if the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses[2].

ARTICLE I.9 – USE OF IT TOOLS

I.9.1 Mobility Tool+

The coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project and to complete and submit the Progress Report, Interim report (if available in Mobility Tool+ and for the cases specified in article I.4.3) and Final reports.

I.9.2 Erasmus+ Project Results Platform

The coordinator must input the deliverables of the Project in the Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects/), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in the Erasmus+ Project Results Platform by the time of its submission

ARTICLE I.10 – ADDITIONAL PROVISIONS ON SUBCONTRACTING

By way of derogation to the provisions set out in Article II.11, the beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

By way of derogation, the provisions set out in points (c) and (d) of Article II.11.1 are not applicable to any of the budget categories except Exceptional costs.

ARTICLE I.11 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES

The financial responsibility of each beneficiary other than the coordinator is limited to the amount received by the beneficiary concerned.

ARTICLE I.12 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING

Without prejudice to Article II.8, the beneficiaries must acknowledge the support received under the Erasmus + programme in all communication and promotional material. The guidelines for the beneficiaries and other third parties are available at http://eacea.ec.europa.eu/about-eacea/visual-identity_en

ARTICLE I.13 - SUPPORT TO PARTICIPANTS

Only in case transnational learning/teaching/training activities are awarded

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[2]Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work. An open licence must be associated to each resource produced. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR).

If, while implementing the Project, the beneficiaries have to give support to participants, the beneficiaries must give such support in accordance with the conditions specified in Annex I. Under those conditions, the following information must be stated at least:

(a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each participant;

(b) the criteria for determining the exact amount of the support;

(c) the activities for which the participant may receive support, on the basis of a fixed list;

(d) the definition of the persons or categories of persons which may receive support;

(e) the criteria for giving the support.]

The beneficiaries must:

- Either transfer the financial support the budget categories travel and/or individual support and/or linguistic support in full to the participants of Transnational learning/teaching/training activities, applying the rates for unit contributions as specified in Annex IV;
- Or provide the support for the budget categories travel and/or individual support and/or linguistic support to participants of Transnational learning/teaching/training activities in the form of provision of the required travel, subsistence and linguistic support services. In such case, the beneficiaries must ensure that the provision of travel, subsistence and linguistic support services will meet the necessary quality and safety standards.

The beneficiaries may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case the conditions applicable to each option must be applied for the budget categories to which the respective option is applied.

ARTICLE I.14 – PARENTAL/GUARDIAN CONSENT

Only in case the grant covers pupil mobility:

The beneficiaries must obtain the Parental/Guardian consent for participants of minor age prior to their participation in any mobility activity.

ARTICLE I.15 – ADDITIONAL PROVISION ON MONITORING AND EVALUATION

For projects involving HEIs only:

The NA and the Commission monitor the correct implementation of the Erasmus Charter for Higher Education.

In case the monitoring reveals weaknesses, the beneficiary concerned must establish and implement an action plan within the timeframe specified by the NA or the Commission. In the absence of adequate and timely remedial actions by the beneficiary concerned, the NA may withdraw the consortium accreditation or recommend to the Commission to suspend or withdraw the Erasmus Charter for Higher Education in accordance with the provisions set in the consortium accreditation or Erasmus Charter for Higher Education respectively.

ARTICLE I.16 – SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS

1. For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project" and the term "unit cost" must be read as "unit contribution", except where otherwise provided.

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the report", except where otherwise provided.

In Article II.4.1, Article II.8.2, Article II.20.3, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8. and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

2. For the purposes of this Agreement, the following clauses of Annex II General Conditions are not applicable: Article II.2.2 (b) (ii), Article II.12.2, Article II.17.3.1 (j), Article II.18.3, Article II.19.2, Article II.19.3, Article II.21, Article II.27.7.

For the purpose of this Agreement, the terms "*affiliated entities*", "*interim payment*", "*lump sum*", *"flat rate"* do not apply when mentioned in the General Conditions.

3. Article II.7.1 must be read as follows:

"II.7.1 Processing of personal data by the NA and the Commission

Any personal data included in the Agreement shall be processed by the NA according to the provisions laid down in the national law.

Any personal data stored on the IT Tools provided by the European Commission shall be processed by the NA pursuant to Regulation (EC) No 45/2001[3].

Such data must be processed by the data controller identified in Article I.6.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27, without prejudice to possible transmission to the bodies charged with the monitoring or inspection tasks in application of national law applicable to the Agreement.

The beneficiaries have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.6.1.

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EC) No 45/2001.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor."

4. In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

"**II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiaries grant the NA and the Union the following rights to use the results of the *project*:

(a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

5. The second paragraph of Article II.10.1 must be read as follows:

"The beneficiaries must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors."

6. A new letter (j) is added to Article II.17.3.1 which reads:

"(j) if there is a complaint made by all other beneficiaries that the coordinator does not implement the Project as specified in Annex II or fails to comply with another substantial obligation incumbent on it under the terms of the Agreement."

7. Article II.18 must be read as follows:

"**II.18.1** The Agreement is governed by the Dutch General Administrative Law Act (Algemene wet bestuursrecht – Awb).

II.18.2 The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

8. Article II.19.1 must be read as follows:

"The conditions for the eligibility of costs are defined in section I.1 and II.1 of Annex III."

9. Article II.20.1 must be read as follows:

"The conditions for declaring costs and contributions are defined in section I.2 and II.2 of Annex III."

10. Article II.20.2 must be read as follows:

"The conditions for records and other documentation to support the costs and contributions declared are defined in section I.2 and II.2 of Annex III."

11. The first paragraph of Article II.22 must be read as follows:

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[3] Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

"Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between the different budget categories, if the *project* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13, if the conditions provided for in Article I.3.3 are met."

12. Article II.23(b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

13. The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the coordinator is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4".

14. Article II.25.1 must be read as follows:

"II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the unit contributions

This step is applied as follows:

(a) If, as provided for in Article I.3.2(a), the grant takes the form of the reimbursement of eligible costs, the reimbursement rate specified in section II.2 of Annex III is applied to the eligible costs of the *project* approved by the NA for the corresponding categories of costs and beneficiaries,;

(b) If, as provided for in Article I.3.2(b), the grant takes the form of a unit contribution, the unit contribution specified in Annex IV is multiplied by the actual number of units approved by the NA for the corresponding beneficiaries.

If Article I.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together."

15. The second paragraph of Article II.25.4 must be read as follows:

"The amount of the reduction will be proportionate to the degree to which the *project* has been implemented improperly or to the seriousness of the breach, as provided for in section IV of Annex III."

16. The third paragraph of Article II.26.3 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

(a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the NA ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the NA may offset before the due date.

An action may be brought against such offsetting before the competent court determined in Article II.18.2;

(b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');

(c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex II as last amended);

(d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions."

17. The third paragraph of Article II.27.2 must be read as follows:

The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

18. Article II.27.3 must be read as follows:

"Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the NA or by the Commission or by any other outside body authorised by the NA. Where appropriate, the NA or the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the NA may consider:

(a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;

(b) any unit contribution insufficiently substantiated by information provided by the beneficiary as undue."

SIGNATURES

For the coordinator

Jack ten Haaf, Director

[signature]

Done at Enschede, date 14-9-2016

For the NA

Lem van Eupen, Director

Done at Den Haag, date 22-9-2016

ANNEX I — GENERAL CONDITIONS

TABLE OF CONTENT

PART A — LEGAL AND ADMINISTRATIVE PROVISIONS

ARTICLE II.1 — DEFINITIONS

The following definitions apply for the purpose of the Agreement:

'Action': the set of activities or the project for which the grant is awarded, to be implemented by the beneficiaries as described in Annex II.

'Confidential information or document': any information or document (in any format) received by either party from the other or accessed by either party in the context of the implementation of the Agreement that any of the parties has identified in writing as confidential. It does not include information that is publicly available.

'Conflict of interests': a situation where the impartial and objective implementation of the Agreement by a beneficiary is compromised for reasons involving family, emotional life, political or national affinity, economic interest, or any other shared interest with the Commission or any third party related to the subject matter of the Agreement.

'Direct costs': those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs;

'*Force majeure*': any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as *force majeure*: labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of *force majeure*;

'Formal notification': form of communication between the parties made in writing by mail or electronic mail;

'Fraud': any intentional act or omission affecting the Union's financial interests relating to the use or presentation of false, incorrect or incomplete statements or documents, to non-disclosure of information in violation of a specific obligation;

'Implementation period': the period of implementation of the activities forming part of the action, as specified in Article I.2.2;

'Indirect costs': those costs which are not specific costs directly linked to the implementation of the action and which therefore cannot be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs;

'Irregularity': any infringement of a provision of Union law resulting from an act or omission by a beneficiary, which has or would have the effect of prejudicing the Union's budget;

‘Maximum amount of the grant’: the maximum EU contribution to the action, as defined in Article I.3.1;

‘Pre-existing material’: any materials, document, technology or know-how which exists prior to the beneficiary using it for the production of a result in the implementation of the action;

‘Pre-existing right’: any industrial and intellectual property right on pre-existing material; it may consist in a right of ownership, a licence right and/or a right of use belonging to the beneficiary or any other third parties;

‘Related person’: any person who has the power to represent the beneficiary or to take decisions on its behalf;

‘Starting date’: the date on which the implementation of the action starts as provided for in Article I.2.2;

‘Subcontract’: a procurement contract within the meaning of Article II.10, which covers the implementation by a third party of tasks forming part of the action as described in Annex II;

‘Substantial error’: any infringement of a provision of an agreement resulting from an act or omission, which causes or might cause a loss to the Union’s budget.

ARTICLE II.2 — GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES

II.2.1 General obligations and role of the beneficiaries

The beneficiaries:

(a) are jointly and severally liable for carrying out the *action* in accordance with the Agreement. If a beneficiary fails to implement its part of the *action*, the other beneficiaries become responsible for implementing this part (but without increasing the *maximum amount of the grant*);

(b) must comply jointly or individually with any legal obligations they are bound by under applicable EU, international and national law;

(c) must make appropriate internal arrangements to implement the *action* properly. The arrangements must be consistent with the terms of the Agreement. If provided for in the Special Conditions, those arrangements must take the form of an internal cooperation agreement between the beneficiaries.

II.2.2 General obligations and role of each beneficiary

Each beneficiary must:

(a) inform the coordinator immediately of any events or circumstances of which the beneficiary is aware, that are likely to affect or delay the implementation of the *action*;

(b) inform the coordinator immediately:

(i) of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
(ii) of any change in the legal, financial, technical, organisational or ownership situation of its affiliated entities and of any change in their name, address or legal representative;

(c) submit in due time to the coordinator:

(i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;

(ii) all the necessary documents required for audits, checks or evaluations as provided for in Article II.27.

(iii) any other information to be provided to the Commission under the Agreement, except if the Agreement requires such information to be submitted directly by the beneficiary.

II.2.3 General obligations and role of the coordinator

The coordinator:

(a) must monitor the implementation of the *action* in order to make sure that the *action* is implemented in accordance with the terms of the Agreement;

(b) is the intermediary for all communications between the beneficiaries and the Commission, except if provided otherwise in the Agreement. In particular, the coordinator:

(i) must immediately inform the Commission:

- of any change in the name, address, legal representative of any of the beneficiaries or of their affiliated entities;

- of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of their affiliated entities;

- of any events or circumstances of which the coordinator is aware, that are likely to affect or delay the implementation of the *action*.

(ii) is responsible for supplying the Commission with all documents and information required under the Agreement, except if provided otherwise in the Agreement itself. If information is required from the other beneficiaries, the coordinator is responsible for obtaining and verifying this information before passing it on to the Commission;

(c) must make the appropriate arrangements for providing any financial guarantees required under the Agreement;

(d) must draw up the requests for payment in accordance with the Agreement;

(e) if it is designated as the sole recipient of payments on behalf of all of the beneficiaries, it must ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;

(f) is responsible for providing all the necessary documents required for checks and audits initiated before the payment of the balance or documents required for evaluation as provided for in Article II.27.

The coordinator may not subcontract any part of its tasks to the other beneficiaries or to any other party.

ARTICLE II.3 — COMMUNICATION BETWEEN THE PARTIES

II.3.1 Form and means of communication

Any communication relating to the Agreement or to its implementation must:

(a) be made in writing (in paper or electronic form);
(b) bear the number of the Agreement; and
(c) be made using the communication details identified in Article I.6.

If a party requests written confirmation of an electronic communication within a reasonable time, the sender must provide an original signed paper version of the communication as soon as possible.

II.3.2 Date of communications

Any communication is considered to have been made when the receiving party receives it, unless the Agreement states that communication is considered to have been made on the date when the communication was sent.

Email is considered to have been received by the receiving party on the day of dispatch of that email, provided that it is sent to the email address indicated in Article I.6. The sending party must be able to prove the date of dispatch. If the sending party receives a non-delivery report, it must make every effort to ensure that the other party actually receives the communication by email or mail. In such a case, the sending party is not held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the Commission using the postal or courier services is considered to have been received by the Commission on the date on which it is registered by the department identified in Article I.6.2.

Formal notifications are considered to have been received by the receiving party on the date of receipt indicated in the proof received by the sending party that the message was delivered to the specified recipient.

ARTICLE II.4 — LIABILITY FOR DAMAGES

II.4.1 The Commission may not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the *action*.

II.4.2 Except in cases of *force majeure*, the beneficiaries must compensate the Commission for any damage it sustains as a result of the implementation of the *action* or because the *action* was not implemented in full compliance with the Agreement.

ARTICLE II.5 — CONFLICT OF INTERESTS

II.5.1 The beneficiaries must take all necessary measures to prevent any situation of *conflict of interests.*

II.5.2 The beneficiaries must inform the Commission without delay of any situation constituting or likely to lead to a *conflict of interests*. They must take immediately all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

ARTICLE II.6 — CONFIDENTIALITY

II.6.1 During implementation of the *action* and for five years after the payment of the balance, the parties must treat with confidentiality any *confidential information and documents.*

II.6.2 The parties may only use *confidential information and documents* for a reason other than to fulfil their obligations under the Agreement if they have first obtained the prior written agreement of the other party.

II.6.3 The confidentiality obligations do not apply if:

(a) the disclosing party agrees to release the other party from those obligations;
(b) the *confidential information or documents* become public through other means than a breach of the confidentiality obligations;
(c) the disclosure of the *confidential information or documents* is required by law.

ARTICLE II.7 — PROCESSING OF PERSONAL DATA

II.7.1 Processing of personal data by the Commission

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EC) No 45/2001.[1]

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[1] Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data must be processed by the data controller identified in Article I.6.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

The beneficiaries have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.6.1.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

II.7.2 Processing of personal data by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned. This is in order to:

(a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:

  (i) unauthorised reading, copying, alteration or removal of storage media;
  (ii) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
  (iii) unauthorised use of data processing systems by means of data transmission facilities;

(b) ensure that authorised users of a data processing system can access only the personal data to which their access right refers;
(c) record which personal data have been communicated, when and to whom;
(d) ensure that personal data processed on behalf of third parties can be processed only in the manner prescribed by the Commission;
(e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
(f) design their organisational structure in such a way that it meets data protection requirements.

ARTICLE II.8 — VISIBILITY OF UNION FUNDING

II.8.1 Information on Union funding and use of the European Union emblem

Unless the Commission requests or agrees otherwise, any communication or publication made by the beneficiaries jointly or individually that relates to the *action*, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.), must:

(a) indicate that the *action* has received funding from the Union; and
(b) display the European Union emblem.

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

The obligation to display the European Union emblem does not confer on the beneficiaries a right of exclusive use. The beneficiaries may not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries may use the European Union emblem without first obtaining permission from the Commission.

II.8.2 Disclaimers excluding Commission responsibility

Any communication or publication that relates to the *action*, made by the beneficiaries jointly or individually in any form and using any means, must indicate:

(a) that it reflects only the author's view; and
(b) that the Commission is not responsible for any use that may be made of the information it contains.

ARTICLE II.9 — PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

II.9.1 Ownership of the results by the beneficiaries

The beneficiaries retain ownership of the results of the *action*, including industrial and intellectual property rights, and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement.

II.9.2 Pre-existing rights

If the Commission sends the beneficiaries a written request specifying which of the results it intends to use, the beneficiaries must:

(a) establish a list specifying all *pre-existing rights* included in those results; and
(b) provide this list to the Commission at the latest with the request for payment of the balance.

The beneficiaries must ensure that they or their affiliated entities have all the rights to use any *pre-existing rights* during the implementation of the Agreement.

II.9.3 Rights of use of the results and of pre-existing rights by the Union

The beneficiaries grant the Union the following rights to use the results of the *action*:

(a) for its own purposes and in particular to make available to persons working for the Commission, other Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies;

(b) reproduction: the right to authorise direct or indirect, temporary or permanent reproduction of the results by any means (mechanical, digital or other) and in any form, in whole or in part;

(c) communication to the public: the right to authorise any display performance or communication to the public, by wire or wireless means, including making the results available to the public in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also includes communication and broadcasting by cable or by satellite;

(d) distribution: the right to authorise any form of distribution of results or copies of the results to the public;

(e) adaptation: the right to modify the results;

(f) translation;

(g) the right to store and archive the results in line with the document management rules applicable to the Commission, including digitisation or converting the format for preservation or new use purposes;

(h) where the results are documents, the right to authorise the reuse of the documents in conformity with Commission Decision 2011/833/EU of 12 December 2011 on the reuse of Commission documents if that Decision is applicable and if the documents fall within its scope and are not excluded by any of its provisions. For the sake of this provision, the terms 'reuse' and 'document' have the meanings given to them by Decision 2011/833/EU.

The above rights of use may be further specified in the Special Conditions.

Additional rights of use for the Union may be provided for in the Special Conditions.

The beneficiaries must ensure that the Union has the right to use any *pre-existing rights* included in the results of the *action*. The *pre-existing rights* must be used for the same purposes and under the same conditions as applicable to the rights of use of the results of the *action*, unless specified otherwise in the Special Conditions.

Information about the copyright owner must be inserted in cases where the result is divulged by the Union. The copyright information must read: '© — year — name of the copyright owner. All rights reserved. Licenced to the European Union under conditions.'.

If the beneficiaries grant rights of use to the Commission, this does not affect its confidentiality obligations under Article II.6 or the beneficiaries' obligation under Article II.3.1.

ARTICLE II.10 — AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION

II.10.1 If the implementation of the *action* requires the beneficiaries to procure goods, works or services, they must award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they must avoid any *conflict of interests*.

The beneficiaries must ensure that the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors.

II.10.2 Beneficiaries that are 'contracting authorities' within the meaning of Directive 2014/24/EU[2] or 'contracting entities' within the meaning of Directive 2014/25/EU[3] must comply with the applicable national public procurement rules.

The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6 and II.9 are also applicable to the contractors.

II.10.3 The beneficiaries remain solely responsible for carrying out the *action* and for compliance with the Agreement.

II.10.4. If the beneficiaries breach their obligations under Article II.10.1 the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (c), (d) and (e).

If the beneficiaries breach their obligations under Article II.10.2 the grant may be reduced in accordance with Article II.25.4.

ARTICLE II.11 — SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION

II.11.1 Beneficiaries may subcontract tasks forming part of the *action*. If they do so, they must ensure that, in addition to the conditions specified in Article II.10, the following conditions are also complied with:

(a) subcontracting does not cover core tasks of the *action*;
(b) recourse to subcontracting is justified because of the nature of the *action* and what is necessary for its implementation;
(c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex II;

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[2] Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

[3] Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

(d) any recourse to subcontracting, if not provided for in Annex II, is communicated by the coordinator and approved by the Commission. The Commission may grant approval:

(i) before any recourse to subcontracting, if the beneficiaries request an amendment as provided for in Article II.13; or

(ii) after recourse to subcontracting if the subcontracting:

- is specifically justified in the interim or final technical report referred to in Articles I.4.3 and I.4.4; and

- does not entail changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

(e) the beneficiaries ensure that the conditions applicable to them under Article II.8 are also applicable to the subcontractors.

II.11.2 If the beneficiaries breach their obligations under Article II.11.1 (a), (b), (c) or (d), the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (f).

If the beneficiaries breach their obligation under Article II.11.1 (e) the grant may be reduced in accordance with Article II.25.4.

ARTICLE II.12 — FINANCIAL SUPPORT TO THIRD PARTIES

II.12.1 If, while implementing the *action*, the beneficiaries have to give financial support to third parties, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must be stated at least:

(a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each third party except if the financial support is the primary aim of the *action* as specified in Annex II;
(b) the criteria for determining the exact amount of the financial support;
(c) the different types of activity that may receive financial support, on the basis of a fixed list;
(d) the persons or categories of persons which may receive financial support;
(e) the criteria for giving the financial support.

II.12.2 As an exception to Article II.12.1, if the financial support takes the form of a prize, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must at least be stated:

(a) the conditions for participation;

(b) the award criteria;

(c) the amount of the prize;

(d) the payment arrangements.

II.12.3 The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6, II.8, II.9 and II.27 are also applicable to the third parties receiving financial support.

ARTICLE II.13 — AMENDMENTS TO THE AGREEMENT

II.13.1 Any amendment to the Agreement must be made in writing.

II.13.2 An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.

II.13.3 Any request for amendment must:

(a) be duly justified;
(b) be accompanied by appropriate supporting documents; and
(c) be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the *implementation period*.

Point (c) does not apply in cases duly substantiated by the party requesting the amendment if the other party agrees.

II.13.4 A request for amendment on behalf of the beneficiaries must be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request must be submitted by all other beneficiaries and must be accompanied by the opinion of the coordinator or proof that this opinion has been requested in writing.

II.13.5 Amendments enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

ARTICLE II.14 — ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES

II.14.1 The beneficiaries may not assign any of their claims for payment against the Commission to any third party, except if approved by the Commission on the basis of a reasoned, written request by the coordinator made on behalf of the beneficiaries.

If the Commission does not accept the assignment or the terms of it are not complied with, the assignment has no effect on it.

II.14.2 In no circumstances may an assignment release the beneficiaries from their obligations towards the Commission.

ARTICLE II.15 — *FORCE MAJEURE*

II.15.1 A party faced with *force majeure* must send a *formal notification* to the other party without delay, stating the nature of the situation or of the event, its likely duration and foreseeable effects.

II.15.2 The parties must take the necessary measures to limit any damage due to *force majeure*. They must do their best to resume the implementation of the *action* as soon as possible.

II.15.3 The party faced with *force majeure* may not be considered in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

ARTICLE II.16 — SUSPENSION OF THE IMPLEMENTATION OF THE ACTION

II.16.1 Suspension of implementation by the beneficiaries

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the *action* or any part of it, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*.

The coordinator must immediately inform the Commission, stating:

(a) the reasons for suspension, including details about the date or period when the exceptional circumstances occurred; and
(b) the expected date of resumption.

Once the circumstances allow the beneficiaries to resume implementing the *action*, the coordinator must inform the Commission immediately and present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c) or (d) of Article II.17.3.1.

II.16.2 Suspension of implementation by the Commission

II.16.2.1 Grounds for suspension

The Commission may suspend the implementation of the *action* or any part thereof:

(a) if the Commission has evidence that a beneficiary has committed *substantial errors*, *irregularities* or *fraud* in the award procedure or while implementing the Agreement or if a beneficiary fails to comply with its obligations under the Agreement;
(b) if the Commission has evidence that a beneficiary has committed systemic or recurrent errors, *irregularities*, *fraud* or serious breach of obligations in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and the errors, *irregularities*, *fraud* or breach have a material impact on this grant; or
(c) if the Commission suspects *substantial errors*, *irregularities*, *fraud* or breach of obligations committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

II.16.2.2 Procedure for suspension

Step 1 — Before suspending implementation of the *action*, the Commission must send a *formal notification* to the coordinator:

(a) informing it of:

(i) its intention to suspend the implementation;
(ii) the reasons for suspension;
(iii) the necessary conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1; and

(b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

Step 2 — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

(a) the suspension of the implementation;
(b) the reasons for suspension; and
(c) the final conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1,; or
(d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.16.2.1,.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect five calendar days after the *formal notification* is received by the coordinator or on a later date specified in the *formal notification*.

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing the suspension procedure.

II.16.2.3 Resuming implementation

In order to resume the implementation, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming the implementation are met or the necessary verifications are carried out, the Commission must send a *formal notification* to the coordinator:

(a) informing it that the conditions for lifting the suspension are met; and
(b) requiring it to present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c), (g) or (h) of Article II.17.3.1.

II.16.3 Effects of the suspension

If the implementation of the *action* can be resumed and the Agreement has not been terminated, an amendment to the Agreement must be made in accordance with Article II.13 in order to:

(a) set the date on which the *action* is to be resumed;
(b) extend the duration of the *action*; and
(c) make other changes necessary to adapt the *action* to the new situation.

The suspension is lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during the period of suspension that relate to the implementation of the suspended *action* or the suspended part of it may not be reimbursed or covered by the grant.

Suspending implementation of the *action* does not affect the Commission's right to terminate the Agreement or to terminate the participation of a beneficiary in accordance with Article II.17.3, reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party may claim damages due to suspension by the other party.

ARTICLE II.17 — TERMINATION OF THE AGEEMENT

II.17.1 Termination of the Agreement by the coordinator

The beneficiaries may terminate the Agreement.

The coordinator must send a *formal notification* of termination to the Commission, stating:

(a) the reasons for termination; and
(b) the date on which the termination takes effect. This date must be set after the *formal notification.*

If the coordinator does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the Agreement is considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

II.17.2 Termination of the participation of one or more beneficiaries by the coordinator

The participation of one or more beneficiaries may be terminated by the coordinator at the request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must send a *formal notification* of termination to the Commission and inform the beneficiary concerned by termination.

If the coordinator's participation is terminated without its agreement, the *formal notification* must be submitted by another beneficiary (acting on behalf of the other beneficiaries).

The *formal notification* must include:

(a) the reasons for termination;
(b) the opinion of the beneficiary concerned by termination (or proof that this opinion has been requested in writing);
(c) the date on which the termination takes effect. This date must be set after the *formal notification*; and
(d) a request for amendment as provided for in Article II.17.4.2(a).

If the coordinator or beneficiary does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the participation will be considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification.*

II.17.3 Termination of the Agreement or the participation of one or more beneficiaries by the Commission

II.17.3.1 Grounds for termination

The Commission may terminate the Agreement or the participation of any one or several beneficiaries, if:

(a) a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant;
(b) following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
(c) the beneficiaries do not implement the *action* as described in Annex II or a beneficiary fails to comply with another substantial obligation incumbent on it under the Agreement;
(d) the implementation of the *action* is prevented or suspended due to *force majeure* or exceptional circumstances and either:

    (i) resumption is impossible; or
    (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

(e) a beneficiary or any person that assumes unlimited liability for the debts of that beneficiary comes under any of the situations provided for in points (a) or (b) of Article 106 (1) of the Financial Regulation;[4]
(f) a beneficiary or any *related person* comes under any of the situations provided for in points (c), (d), (e) or (f) of Article 106 (1) or comes under Article 106 (2) of the Financial Regulation;

[4] Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union.

(g) the Commission has evidence that a beneficiary or any *related person* has committed *substantial errors*, *irregularities* or *fraud* in the award procedure or while implementing the Agreement, including if that beneficiary or *related person* has submitted false information or failed to provide required information;
(h) the Commission has evidence that a beneficiary has committed systemic or recurrent errors, *irregularities*, *fraud* or serious breach of obligations in other Union or Euratom grants awarded to it under similar conditions and such errors, *irregularities*, *fraud* or breach have a material impact on this grant; or
(i) the Commission has sent a beneficiary, through the coordinator, a *formal notification* asking it to end the participation of its affiliated entity because that entity is in a situation provided for in points (f), (g) or (h) and that beneficiary has failed to request an amendment ending the participation of the entity and reallocating its tasks.

II.17.3.2 Procedure for termination

Step 1- Before terminating the Agreement or participation of one or more beneficiaries, the Commission must send a *formal notification* to the coordinator:

(a) informing it of:

(i) its intention to terminate;
(ii) the reasons for termination; and

(b) requiring it, within 45 calendar days of receiving the formal notification,:

(i) to submit observations on behalf of all beneficiaries; and
(ii) in the case of point (c) of Article II.17.3.1, to inform the Commission of the measures to ensure compliance with the obligations under the Agreement.

Step 2 — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will send a *formal notification* to the coordinator informing it of the termination and the date on which it takes effect. The coordinator must immediately inform the other beneficiaries of the termination.

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that the termination procedure is not continued.

The termination takes effect:

(a) for terminations under points (a), (b), (c) and (e) of Article II.17.3.1: on the day specified in the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above);
(b) for terminations under points (d), (f), (g), (h) and (i) of Article II.17.3.1: on the day after the coordinator receives the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above).

II.17.4 Effects of termination

II.17.4.1 Effects of terminating the Agreement:

Within 60 calendar days from the day on which the termination takes effect, the coordinator must submit a request for payment of the balance as provided for in Article I.4.4.

If the Commission does not receive the request for payment of the balance by the above deadline, only costs which are included in an approved technical report and, where relevant, in an approved financial statement, are reimbursed or covered by the grant.

If the Agreement is terminated by the Commission because the coordinator has breached its obligation to submit the request for payment, the coordinator may not submit any request for payment after termination. In that case the second subparagraph applies

The Commission calculates the final grant amount as referred to in Article II.25 and the balance as referred to in Article I.4.5 on the basis of the reports submitted. Only costs incurred before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not taken into account are not reimbursed or covered by the grant.

The Commission may reduce the grant in accordance with Article II.25.4 in case of:

(a) improper termination of the Agreement by the coordinator within the meaning of Article II.17.1; or
(b) termination of the Agreement by the Commission on any of the grounds set out in points (c), (f), (g), (h) and (i) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the Agreement.

After termination, the beneficiaries' obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

II.17.4.2 Effects of terminating the participation of one or more beneficiaries:

a) The coordinator must submit a request for amendment including:

(i) a proposal to reallocate the tasks of the beneficiary or beneficiaries concerned by the termination; and
(ii) if necessary, the addition of one or more new beneficiaries to succeed the beneficiary or beneficiaries concerned in all their rights and obligations under the Agreement.

If the Commission terminates the participation of a beneficiary, the coordinator must submit the request for amendment within 60 calendar days from the day on which the termination takes effect.

If the coordinator terminates the participation of a beneficiary, the request for amendment must be included in the *formal notification* of termination referred to in Article II.17.2.

If termination takes effect after the end of the *implementation period*, no request for amendment must be provided unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If the request for amendment is rejected by the Commission, the Agreement may be terminated in accordance with Article II.17.3.1 (b). The request for amendment may be rejected if it calls into question the decision awarding the grant or is contrary to the equal treatment of applicants.

b) The beneficiary concerned by termination must submit to the coordinator:

(i) a technical report; and
(ii) a financial statement covering the period from the end of the last reporting period to the date when termination takes effect.

The coordinator must include this information in the payment request for the next reporting period.

Only costs incurred by the beneficiary concerned before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not reimbursed or covered by the grant.

The Commission may reduce the grant in accordance with Article II.25.4. in case of:

(a) improper termination of the participation of a beneficiary by the coordinator within the meaning of Article II.17.2 or
(b) termination of the participation of a beneficiary by the Commission on any of the grounds set out in points (c), (f), (g), (h) or (i) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the participation of a beneficiary.

After termination, the concerned beneficiary's obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

ARTICLE II.18 — APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISIONS

II.18.1 The Agreement is governed by the applicable Union law, complemented, where necessary, by the law of Belgium.

II.18.2 In accordance with Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, has sole jurisdiction to hear any dispute between the Union and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

II.18.3 In accordance with Article 299 TFEU, for the purposes of recovery within the meaning of Article II.26, the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States.

An *action* may be brought against such decision before the General Court of the European Union in accordance with Article 263 TFEU.

PART B — FINANCIAL PROVISIONS

ARTICLE II.19 — ELIGIBLE COSTS

II.19.1 Conditions for the eligibility of costs

Eligible costs of the *action* are costs actually incurred by the beneficiary and which meet the following criteria:

(a) they are incurred within the *implementation period*, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article I.4.4;
(b) they are indicated in the estimated budget of the *action*. The estimated budget is set out in Annex II;
(c) they are incurred in connection with the *action* as described in Annex II and are necessary for its implementation;
(d) they are identifiable and verifiable, in particular they are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the beneficiary's usual cost accounting practices;
(e) they comply with the requirements of applicable tax and social legislation; and
(f) they are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

II.19.2 Eligible direct costs

To be eligible, the *direct cost* of the *action* must comply with the eligibility conditions set out in Article II.19.1.

In particular, the following categories of costs are eligible *direct costs*, provided that they satisfy the eligibility conditions set out in Article II.19.1 as well as the following conditions:

(a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the *action*, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

(i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the beneficiary's premises;

(ii) the result of the work belongs to the beneficiary; and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

(b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;

(c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:

(i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and

(ii) has been purchased in accordance with Article II.10.1 if the purchase occurred within the *implementation period*;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the *implementation period* and the rate of actual use for the purposes of the *action* may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the *action* and the context of the use of the equipment or assets;

(d) costs of consumables and supplies, provided that they:

(i) are purchased in accordance with Article II.10.1; and

(ii) are directly assigned to the *action*;

(e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the *action*, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.1;

(f) costs entailed by *subcontracts* within the meaning of Article II.11, provided that the conditions laid down in Article II.11.1 (a), (b), (c) and (d) are met;

(g) costs of financial support to third parties within the meaning of Article II.12, provided that the conditions laid down in that Article are met;

(h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible *direct costs*, and unless specified otherwise in the Agreement.

II.19.3 Eligible indirect costs

To be eligible, *indirect costs* of the *action* must represent a fair apportionment of the overall overheads of the beneficiary and must comply with the conditions of eligibility set out in Article II.19.1.

Eligible *indirect costs* must be declared on the basis of a flat rate of 7 % of the total eligible *direct costs* unless otherwise specified in Article I.3.2.

II.19.4 Ineligible costs

In addition to any other costs which do not fulfil the conditions set out in Article II.19.1, the following costs may not be considered eligible:

(a) return on capital and dividends paid by a beneficiary;
(b) debt and debt service charges;
(c) provisions for losses or debts;
(d) interest owed;
(e) doubtful debts;
(f) exchange losses;
(g) costs of transfers from the Commission charged by the bank of a beneficiary;
(h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, *indirect costs* may not be eligible under a grant for an action awarded to a beneficiary that is already receiving an operating grant financed from the Union budget during the period in question;
(i) contributions in kind from third parties;
(j) excessive or reckless expenditure;
(k) deductible VAT.

ARTICLE II.20 — IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

II.20.1 Declaring costs and contributions

Each beneficiary must declare as eligible costs or as a requested contribution:

(a) for actual costs**:** the costs it actually incurred for the *action*;
(b) for unit costs or unit contributions**:** the amount obtained by multiplying the amount per unit specified in Annex IV by the actual number of units used or produced;
(c) for lump sum costs or lump sum contributions: the global amount specified in Article I.3.2(a)(iii) or (c), if the corresponding tasks or part of the *action* as described in Annex I have been implemented properly;
(d) for flat-rate costs or flat-rate contributions: the amount obtained by applying the flat rate specified in Article I.3.2(a)(iv) or (d);
(e) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by multiplying the amount per unit calculated in accordance with the beneficiary's usual cost accounting practices by the actual number of units used or produced;
(f) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: the global amount calculated in accordance with its usual cost accounting

practices, if the corresponding tasks or part of the *action* have been implemented properly;

(g) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by applying the flat rate calculated in accordance with the beneficiary's usual cost accounting practices.

II.20.2 Records and other documentation to support the costs and contributions declared

Each beneficiary must provide the following if requested to do so in the context of the checks or audits described in Article II.27:

(a) for actual costs: adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records.

In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements and with the amounts indicated in the supporting documents;

(b) for unit costs or unit contributions: adequate supporting documents to prove the number of units declared.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared per unit;

(c) for lump sum costs or lump sum contributions: adequate supporting documents to prove that the *action* has been properly implemented.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a lump sum;

(d) for flat-rate costs or flat-rate contributions: adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, for the flat rate applied;

(e) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the number of units declared;

(f) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove that the *action* has been properly implemented;

(g) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the eligible costs to which the flat rate applies.

II.20.3 Conditions to determine the compliance of cost accounting practices

II.20.3.1 In the case of points (e), (f) and (g) of Article II.20.2, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

(a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
(b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
(c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant as provided for in Article I.3.2.

II.20.3.2 If the Special Conditions so provide, the beneficiary may submit to the Commission a request asking it to assess the compliance of its usual cost accounting practices. If required by the Special Conditions, the request must be accompanied by a certificate on the compliance of the cost accounting practices ('certificate on the compliance of the cost accounting practices').

The certificate on the compliance of the cost accounting practices must be:

(a) produced by an approved auditor or, if the beneficiary is a public body, by a competent and independent public officer; and
(b) drawn up in accordance with Annex VIII.

The certificate must certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in Article II.20.3.1 and with the additional conditions that may be laid down in the Special Conditions.

II.20.3.3 If the Commission has confirmed that the beneficiary's usual cost accounting practices are in compliance, costs declared in application of these practices may not be challenged *ex post*, if:

(a) the practices actually used comply with those approved by the Commission; and
(b) the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

ARTICLE II.21 — ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES

If the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, if:

(a) they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary; and
(b) the beneficiary to which the entity is affiliated ensures that the conditions applicable to the beneficiary under Articles II.4, II.5, II.6, II.8, II.10, II.11 and II.27 are also applicable to the entity.

ARTICLE II.22 — BUDGET TRANSFERS

Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13.

However, the beneficiaries may not add costs relating to *subcontracts* not provided for in Annex II, unless such additional *subcontracts* are approved by the Commission in accordance with Article II.11.1(d).

As an exception to the first subparagraph, if beneficiaries want to change the value of the contribution to which each of them is entitled, as referred to in point (c) of the third subparagraph of Article II.26.3, the coordinator must request an amendment as provided for in Article II.13.

The first three subparagraphs do not apply to amounts which, as provided for in Article I.3.2(a)(iii) or (c), take the form of lump sums.

ARTICLE II.23 — NON-COMPLIANCE WITH REPORTING OBLIGATIONS

The Commission may terminate the Agreement as provided for in Article II.17.3.1(c) and may reduce the grant as provided for in Article II.25.4 if the coordinator:

(a) did not submit a request for interim payment or payment of the balance accompanied by the documents referred to in Articles I.4.3 or I.4.4 within 60 calendar days following the end of the corresponding reporting period; and
(b) still fails to submit such a request within further 60 calendar days following a written reminder sent by the Commission.

ARTICLE II.24 — SUSPENSION OF PAYMENTS AND TIME LIMIT FOR PAYMENT

II.24.1 Suspension of payments

<u>II.24.1.1 Grounds for suspension</u>

The Commission may at any moment suspend, in whole or in part, the pre-financing payment and interim payments for one or more beneficiaries or the payment of the balance for all beneficiaries:

(a) if the Commission has evidence that a beneficiary has committed *substantial errors, irregularities* or *fraud* in the award procedure or while implementing the Agreement or if a beneficiary fails to comply with its obligations under the Agreement;
(b) if the Commission has evidence that a beneficiary has committed systemic or recurrent errors, *irregularities, fraud* or serious breach of obligations in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and such errors, *irregularities, fraud* or breach have a material impact on this grant; or

(c) if the Commission suspects *substantial errors, irregularities, fraud* or breach of obligations committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

II.24.1.2 Procedure for suspension

Step 1 — Before suspending payments, the Commission must send a *formal notification* to the coordinator:

(a) informing it of:

(i) its intention to suspend payments;
(ii) the reasons for suspension;
(iii) in the cases referred to in points (a) and (b) of Article II.24.1.1, the conditions that need to be met for payments to resume; and

(b) inviting it to submit observations within 30 calendar days of receiving the *formal notification*.

Step 2 — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

(a) the suspension of payments;
(b) the reasons for suspension;
(c) the final conditions under which payments may resume in the cases referred to in points (a) and (b) of Article II.24.1.1;
(d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.24.1.1.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect on the day the Commission sends *formal notification* of suspension (Step 2).

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing with the suspension procedure.

II.24.1.3 Effects of suspension

During the period of suspension of payments the coordinator is not entitled to submit:

(a) any requests for payments and supporting documents referred to in Articles, I.4.3 and I.4.4; or
(b) where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the *action*.

The corresponding requests for payments and supporting documents may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1.

The suspension of payments does not affect the right of the coordinator to suspend the implementation of the *action* as provided for in Article II.16.1 or to terminate the Agreement or the participation of a beneficiary as provided for in Articles II.17.1 and II.17.2.

II.24.1.4 Resuming payments

In order for the Commission to resume payments, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming payments are met, the suspension will be lifted. The Commission will send a *formal notification* to the coordinator informing it of this.

II.24.2 Suspension of the time limit for payments

II.24.2.1 The Commission may at any moment suspend the time limit for payment specified in Articles I.4.2, I.4.3 and I.4.5 if a request for payment cannot be approved because:

(a) it does not comply with the Agreement;
(b) the appropriate supporting documents have not been produced; or
(c) there is a doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

II.24.2.2 The Commission must send a *formal notification* to the coordinator informing it of:

(a) the suspension; and
(b) the reasons for the suspension.

The suspension takes effect on the day the Commission sends the *formal notification*.

II.24.2.3 If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Commission if the suspension will continue.

If the payment deadline has been suspended because the technical reports or financial statements do not comply with the Agreement and the revised report or statement is not submitted or was submitted but is also rejected, the Commission may terminate the Agreement or the participation of the beneficiary as provided for in Article II.17.3.1(c) and reduce the grant as provided for in Article II.25.4.

ARTICLE II.25 — CALCULATION OF THE FINAL AMOUNT OF THE GRANT

The final amount of the grant depends on the extent to which the *action* has been implemented in accordance with the terms of the Agreement.

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs and addition of the unit, flat-rate and lump sum contributions

Step 2 — Limit to the *maximum amount of the grant*

Step 3 — Reduction due to the no-profit rule

Step 4 — Reduction due to improper implementation or breach of other obligations.

II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the unit, flat-rate and lump sum contributions

This step is applied as follows:

(a) If, as provided for in Article I.3.2, the grant takes the form of the reimbursement of eligible costs, the reimbursement rate specified in Annex III is applied to the eligible costs of the *action* approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities;
(b) If, as provided for in Article I.3.2, the grant takes the form of a unit contribution, the unit contribution specified in Annex IV is multiplied by the actual number of units approved by the Commission for the corresponding beneficiaries and affiliated entities;
(c) If, as provided for in Article I.3.2, the grant takes the form of a lump sum contribution, the Commission applies the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that the corresponding tasks or part of the *action* were implemented properly in accordance with Annex I;
(d) If, as provided for in Article I.3.2, the grant takes the form of a flat-rate contribution, the flat rate referred to in that Article is applied to the eligible costs or to the contribution approved by the Commission for the corresponding beneficiaries and affiliated entities.

If Article I.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together.

II.25.2 Step 2 — Limit to *maximum amount of the grant*

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the *maximum amount of the grant*.

If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

II.25.3 Step 3 — Reduction due to the no-profit rule

The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions.

'Profit' means the surplus of the amount obtained following Steps 1 and 2 plus the total receipts of the *action*, over the total eligible costs of the *action*.

The total eligible costs of the *action* are the consolidated total eligible costs approved by the Commission for the categories of costs reimbursed in accordance with Article I.3.2.

The total receipts of the *action* are the consolidated total receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the coordinator.

The following are considered receipts:

(a) income generated by the *action*;
(b) financial contributions given by third parties to a beneficiary or to an affiliated entity, if they are specifically assigned by the third parties to the financing of the eligible costs of the *action* reimbursed by the Commission in accordance with Article I.3.2.

The following are not considered receipts:

(a) financial contributions by third parties, if they may be used to cover costs other than the eligible costs under the Agreement;
(b) financial contributions by third parties with no obligation to repay any amount unused at the end of the *implementation period*.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the *action* approved by the Commission for the categories of costs referred to in Article I.3.2 (as compared to the amount calculated following Steps 1 and 2).

II.25.4 Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the *maximum amount of the grant* if the *action* has not been implemented properly as described in Annex II (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the *action* has been implemented improperly or to the seriousness of the breach.

Before the Commission reduces the grant, it must send a *formal notification* to the coordinator:

(a) informing it of:

(i) its intention to reduce the *maximum amount of the grant*;
(ii) the amount by which it intends to reduce the grant;
(iii) the reasons for reduction;

(b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

If the Commission does not receive any observations or decides to pursue reduction despite the observations it has received, it will send a *formal notification* informing the coordinator of its decision.

If the grant is reduced, the Commission must calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the *action* or to the seriousness of the breach of obligations) from the *maximum amount of the grant*.

The final amount of the grant will be the lower of the following two:

(a) the amount obtained following Steps 1 to 3; or
(b) the reduced grant amount following Step 4.

ARTICLE II.26 — RECOVERY

II.26.1 Recovery at the time of payment of the balance

Where the payment of the balance takes the form of a recovery, the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

II.26.2 Recovery after payment of the balance

Where an amount is to be recovered as provided for in Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLAF findings must repay the Commission the amount in question. Where the audit findings do not concern a specific beneficiary (or its affiliated entities), the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

Each beneficiary is responsible for the repayment of any amount unduly paid by the Commission as a contribution towards the costs incurred by its affiliated entities.

II.26.3 Recovery procedure

Before recovery, the Commission must send a *formal notification* to the beneficiary concerned:

(a) informing it of its intention to recover the amount unduly paid;
(b) specifying the amount due and the reasons for recovery; and
(c) inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Commission decides to pursue the recovery procedure, the Commission may confirm recovery by sending a *formal notification* to the beneficiary consisting of a debit note, specifying the terms and the date for payment.

If payment has not been made by the date specified in the debit note, the Commission will recover the amount due:

(a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the Commission or an executive agency (from the Union or the European Atomic Energy Community (Euratom) budget) ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the Commission may offset before the due date.

An action may be brought against such offsetting before the General Court of the European Union in accordance with Article 263 TFEU;

(b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');
(c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex II as last amended);
(d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions or by adopting an enforceable decision as provided for in Article II.18.3.

II.26.4 Interest on late payment

If payment is not made by the date in the debit note, the amount to be recovered will be increased by late-payment interest at the rate set out in Article I.4.14 from the day following the date for payment in the debit note up to and including the date the Commission receives full payment of the amount.

Partial payments must first be credited against charges and late-payment interest and then against the principal.

II.26.5 Bank charges

Bank charges incurred in the recovery process must be borne by the beneficiary concerned, unless Directive 2007/64/EC[5] applies.

ARTICLE II.27 — CHECKS, AUDITS AND EVALUATIONS

II.27.1 Technical and financial checks, audits, interim and final evaluations

The Commission may, during the implementation of the *action* or afterwards, carry out technical and financial checks and audits to determine that the beneficiaries are implementing the *action* properly and are complying with the obligations under the Agreement. It may also check the beneficiaries' statutory records for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

[5] Directive 2007/64/EC[5] of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC.

Information and documents provided as part of checks or audits must be treated on a confidential basis.

In addition, the Commission may carry out an interim or final evaluation of the impact of the *action*, measured against the objective of the Union programme concerned.

Commission checks, audits or evaluations may be carried out either directly by the Commission's own staff or by any other outside body authorised to do so on its behalf.

The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance. This period is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The check, audit or evaluation procedures are considered to be initiated on the date of receipt of the letter of the Commission announcing it.

If the audit is carried out on an affiliated entity, the beneficiary concerned must inform that affiliated entity.

II.27.2 Duty to keep documents

The beneficiaries must keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, during a period of five years starting from the date of payment of the balance.

The period during which documents must be kept is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The periods set out in the first and second subparagraphs are longer if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In such cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

II.27.3 Obligation to provide information

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the Commission or by any other outside body authorised by the Commission. Where appropriate, the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Commission may consider:

(a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
(b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.4 On-the-spot visits

During an on-the-spot visit, the beneficiaries must allow Commission staff and outside personnel authorised by the Commission to have access to the sites and premises where the *action* is or was carried out, and to all the necessary information, including information in electronic format.

They must ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.

If the beneficiary concerned refuses to provide access to the sites, premises and information as required in the first and second subparagraphs, the Commission may consider:

(a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
(b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.5 Contradictory audit procedure

On the basis of the findings made during the audit, a provisional report ('draft audit report') must be drawn up. It must be sent by the Commission or its authorised representative to the beneficiary concerned, which must have 30 calendar days from the date of receipt to submit observations. The final report ('final audit report') must be sent to the beneficiary concerned within 60 calendar days of expiry of the time limit for submission of observations.

II.27.6 Effects of audit findings

On the basis of the final audit findings, the Commission may take the measures it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, as provided for in Article II.26.

In the case of final audit findings after the payment of the balance, the amount to be recovered corresponds to the difference between the revised final amount of the grant, determined in accordance with Article II.25, and the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

II.27.7 Correction of systemic or recurrent errors, irregularities, fraud or breach of obligations

II.27.7.1 The Commission may extend audit findings from other grants to this grant if:

(a) the beneficiary concerned is found to have committed systemic or recurrent errors, *irregularities, fraud* or breach of obligations in other EU or Euratom grants awarded

under similar conditions and such errors, *irregularities, fraud* or breach have a material impact on this grant; and

(b) the final audit findings are sent to the beneficiary concerned through a *formal notification*, together with the list of grants affected by the findings within the period referred to in Article II.27.1

The extension of findings may lead to:

(a) the rejection of costs as ineligible;
(b) reduction of the grant as provided for in Article II.25.4;
(c) recovery of undue amounts as provided for in Article II.26;
(d) suspension of payments as provided for in Article II.24.1;
(e) suspension of the *action* implementation as provided for in Article II.16.2;
(f) termination as provided for in Article II.17.3.

II.27.7.2 The Commission must send a *formal notification* to the beneficiary concerned informing it of the systemic or recurrent errors and of its intention to extend the audit findings, together with the list of grants affected.

(a) If the findings concern eligibility of costs the procedure is as follows:

Step 1 — The *formal notification* must include:

(i) an invitation to submit observations on the list of grants affected by the findings;
(ii) a request to submit revised financial statements for all grants affected;
(iii) where possible, the correction rate for extrapolation established by the Commission to calculate the amounts to be rejected on the basis of the systemic or recurrent errors, *irregularities, fraud* or breach of obligations, if the beneficiary concerned:

- considers that the submission of revised financial statements is not possible or practicable; or

- will not submit revised financial statements.

Step 2 — The beneficiary concerned has 60 calendar days from when it receives the *formal notification* to submit observations and revised financial statements or to propose a duly substantiated alternative correction method. This period may be extended by the Commission in justified cases.

Step 3 — If the beneficiary concerned submits revised financial statements that take account of the findings the Commission will determine the amount to be corrected on the basis of those revised statements.

If the beneficiary proposes an alternative correction method and the Commission accepts it, the Commission must send a *formal notification* to the beneficiary concerned informing it:

(i) that it accepts the alternative method;
(ii) of the revised eligible costs determined by applying this method.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

(i) that it does not accept the observations or the alternative method proposed;
(ii) of the revised eligible costs determined by applying the extrapolation method initially notified to the beneficiary.

If the systemic or recurrent errors, *irregularities, fraud* or breach of obligations are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

(i) the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Commission or on the basis of the revised eligible costs after extrapolation; and
(ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*;

(b) If the findings concern improper implementation or a breach of another obligation the procedure is as follows:

Step 1 — The *formal notification* must include:

(i) an invitation to the beneficiary to submit observations on the list of grants affected by the findings and
(ii) the correction flat rate the Commission intends to apply to the *maximum amount of the grant* or to part of it, according to the principle of proportionality.

Step 2 — The beneficiary concerned has 60 calendar days from receiving the *formal notification* to submit observations or to propose a duly substantiated alternative flat-rate.

Step 3 — If the Commission accepts the alternative flat rate proposed by the beneficiary, it must send a *formal notification* to the beneficiary concerned informing it:

(i) that it accepts the alternative flat-rate;
(ii) of the corrected grant amount by applying this flat rate.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

(i) that it does not accept the observations or the alternative flat rate proposed;
(ii) of the corrected grant amount by applying the flat rate initially notified to the beneficiary.

If the systemic or recurrent errors, *irregularities, fraud* or breach of obligations are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

(i) the revised final amount of the grant after flat-rate correction; and
(ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

II.27.8 Checks and inspections by OLAF

The European Anti-Fraud Office (OLAF) has the same rights as the Commission, particularly the right of access, for the purpose of checks and investigations.

Under Council Regulation (Euratom, EC) No 2185/96[6] and Regulation (EU, Euratom) No 883/2013[7] OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against *fraud* and other *irregularities*.

Where appropriate, OLAF findings may lead to the Commission recovering amounts from beneficiaries.

Moreover, findings arising from an OLAF investigation may lead to criminal prosecutions under national law.

II.27.9 Checks and audits by the European Court of Auditors

The European Court of Auditors has the same rights as the Commission, particularly the right of access, for the purpose of checks and audits.

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[6] Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

[7] Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF).

A. General Information

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;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rational, objectives and how you intend to achieve these.
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation 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 electronically.

By using this electronic form you are applying for a Strategic Partnership in school education that will be contracted through a multi-beneficiary Grant Agreement if selected for funding.

For information about the alternative contracting model for partnerships between schools only (through a mono-beneficiary Grant Agreement), please consult Part C of the Programme Guide or contact your National Agency.

You can also find information on how to fill in this application form by reading the e-Forms Guidelines.

B. Context

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Partnership between regions	No
Main objective of the project	Development of Innovation
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	English

B.1. Project Identification

Project Title	Development of an integrated innovative approach - consisting of a right mixture of prevention, intervention and compensation measures - to fill the gap between low-level secondary or vocational education and the labour market.
Project Acronym	HanDS (Holland, Duitsland & Sicilië)

Project Start Date (dd-mm-yyyy)	01-09-2016
Project Total Duration (Months)	36 months
Project End Date (dd-mm-yyyy)	31-08-2019
Applicant Organisation Full Legal Name (Latin characters)	Stichting Surplus
Form hash code	CFFD8708C28777DB

B.2. National Agency of the Applicant Organisation

Identification	NL01 (NEDERLAND)

For further details about the available Erasmus+ National Agencies, please consult the following page:
http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm

C. Priorities

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

SCHOOL EDUCATION: Supporting schools to tackle early school leaving (ESL) and disadvantage as well as to address all students from

Please select other relevant horizontal or sectoral priorities according to the objectives of your project.

VET: Promoting work-based learning in all its forms, with special attention to apprenticeship-type training

Please comment on your choice of priorities.

The current economic climate in Europe contributes that youth unemployment in recent years has increased. In Sicily the rate of youth unemployment is over 50% and for pupils out of the practical education the numbers are even higher. Also a change is taking place in the labour market where unskilled work in particular (east) Netherlands and Sicily decreases and is being replaced by automation, which reduces the chance of a match between school and (low grated) jobs. Teachers have the impression that they are now educating their pupils for long-term unemployment. This is for the pupils and for the teachers very frustrating.

Mismatches between education curricula and labour market needs can increase the risk of educational failure as pupils lack prospects within their chosen educational pathway. Linked to this, another phenomenon that is a risk factor for unemployment is early school leaving. High early school leaving rates not only have long-term effects on the societal developments and on economic growth; at individual level early school leavers also have an increased individual risk of unemployment, poverty and social exclusion.

The aim of the HanDS project partners is to develop an integrated innovative approach to prevent current pupils to be unemployed and get stuck at home, and to reengage people in education and training who have had their education interrupted due to various reasons. Therefore the results of this project are a right mixture of prevention, intervention and compensation measures:

• The development of an integrated innovative approach will be achieved through comparing and exchanging the teaching and trainings methods (experiences and know-how) used in Italy, Germany and the Netherlands. Comparing the Northern European approach with the Southern European approach is expected to be an eye opener for all parties. Best practises will be analysed and compared with each other in order to be able to learn from the differences. Based on the analysis and the experiences, a joint product in which the strengths of the different approaches/methods are exploited from one another and applied, will be developed: a suitable employment/internship programme as well as a connection between the (warm) school and the (cold) labour market through the development of two new (school) environments (a labour-based training centre and a labour-based evening school). Through the exchanges of pupils and teachers the approaches/methods developed will be proved and adjusted. Focus on strengths, not just weaknesses is the keyfactor for success. Linking organisations in the field of employment to schools will lead to a good synergy.
• To realize a connection between education and the labour market, a new and innovative measurement system will be developed based on Social (employee perspective), Technical, Economic and Social (employer perspective) fields. In order to be able to realize a better connection between the pupils/job seekers and the labour market, web based guidelines to strip the jobs in tasks which are suitable for the practical education will be developed.

D. Participating organisation(s)

D.1. Applicant Organisation

PIC	942568304
Full legal name (National Language)	Stichting Surplus
Full legal name (Latin characters)	Stichting Surplus
Acronym	SURPLUS
National ID (if applicable)	08097641
Department (if applicable)	
Address	Lasondersingel 133
Country	Netherlands
Region	NL21 - Overijssel
P.O. Box	
Post Code	7514 BP
CEDEX	
City	Enschede
Website	www.st-surplus.nl
Email	
Telephone 1	+31532068200
Telephone 2	
Fax	

D.1.1. Profile

Type of Organisation	Non-governmental organisation/association/social enterprise
Is your organisation a public body?	No
Is your organisation a non-profit?	Yes

D.1.2. Background and Experience

Please briefly present your organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

Stichting Surplus (hereafter: SURPLUS) is a regional oriented, innovative and solution focused organisation that offers and develops

work opportunities for (long-term) unemployed individuals. Our mission goes to the heart of matching the supply of (long-term) unemployed individuals with the demand for labour, skills and capacity amongst employers. Businesses need employees and (long-term) unemployed individuals need a fresh start at the labour market. SURPLUS is convinced that there is a job match for everyone because we have the positive vision that everyone is able to contribute to labour and/or society with their own specific skills, personalities and experience. We believe that every individual counts and has something to offer! Therefore SURPLUS is focusing on the individual. Success is achieved when we´ve placed an individual in the best suitable workplace. We give highly qualitative and positive support to unemployed individuals in every step on their way to reach their full potential.

SURPLUS is not just another classic reintegration organisation; we also manage our own work-projects. We combine unemployment with social entrepreneurship and offer a variety of work placements. This means that we are always able to offer a trajectory that suits the skills, personality and experience of the to be placed individual. We are constantly safeguarding the quality of our projects and shaving our methods in order to create perfect work opportunities.

SURPLUS developed a variety of work programs and methods in which personal coaching and support is advocated. We offer the possibility to combine different trajectories in order to meet the individual needs.

Some facts:
• SURPLUS is a not for profit organization that was founded in 1996.
• Our foundation has 29 professional employees: administrative and financial staff, trajectory counsellors, work supervisors and project developers.
• Currently we have 358 clients (trajectories) in Twente (620.000 inhabitants).
• Our foundation is unique because we combine social entrepreneurship and our own work-projects connected/adapted to the target group.
• We have 7 businesses (work-projects) where clients (participants) can work in.
• We are continuous working on new projects and innovations for our target group.
• We are developing our own methodologies to improve and to measure the skills of our clients.
• We are (inter)national recognized and are often asked for know-how and sharing information.

What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Within the HanDS project, SURPLUS not only has an important role in the development of the connection between education and the labour market through its involvement in the different Work Packages, SURPLUS is also the Project Coordinator.

SURPLUS has a lot of experience in matching the supply of (long-term) unemployed individuals with the demand for labour, skills and capacity amongst employers. We offer a variety of work placements which means that we are always able to offer a trajectory that suits the skills, personality and experience of the to be placed individual. In order to be able to determine, guide and improve the skills of our participants, we have been developing our own methodology “Mikken Op Werk”. The aim of this methodology is to, in the shortest amount of time, "upright“ the position of (long-term) unemployed people and make them suitable for transfer to either a different trajectory (wage dispensation, temporally regular job, regular job), voluntary work or work in our own work-projects. By measuring every three months we are able to see and fine-tune the improvements made by the participant. We also want to measure work: how can we make a match between people and work?

The key persons involved in the HanDS project are:
• Jack ten Haaf, Director at SURPLUS. Mr. ten Haaf is involved because of this broad knowledge, especially from a strategic point of view. He also has an extensive business network and many contacts at local and regional governmental agencies.
• Theo Verkuijlen, Developer at SURPLUS. Mr. Verkuijlen is responsible for the development of all new methods and principles used within SURPLUS. He has developed the "Kettingreactie-method" (financed through a LEADER subsidy) as well as the basics of the "STEM-principle" and the "Mikken Op Werk-method".

As mentioned, SURPLUS is also the Project Coordinator within the HanDS project. Since its founding, SURPLUS has been involved in several international programs such as ESF, ESF/Equal, Leonardo, Grundtvig, Life Long Learning, Erasmus+, Leader and INTERREG. Because of our involvement in these programs we have worked and are still working with several international partners in Germany, Sweden, Belgium, United Kingdom, France, Spain, Italy, Portugal, Romania, Greece and Poland.

The key persons responsible for the activities related to the coordination of the project are:

• Manouk Hondeborg, Senior Projectcoordinator at SURPLUS. Mrs. Hondeborg has as a lot of experience in the monitoring and execution of the work-projects SURPLUS owns as well as all the development projects that SURPLUS is involved in.
• Kelly Walraven, Projectcoordinator at SURPLUS. Mrs. Walraven has a lot of experience regarding the coordination and monitoring of innovative projects, financed by means of public funding. Besides, she has knowledge on the use of quality systems since she worked as a quality officer at a research company.
• Bern Bomers, Financially responsible at SURPLUS (boekhouder). Mr. Bomers will be, as a result of his financial expertise, responsible for the financial coordination of the HanDS project and the set up of cost statements.

Have you participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
ESF / Germany State of Brandenburg	2016	Mac Me 85004004	EEPL
ESF / Germany State of Brandenburg	2014	Move-Jugendolympiade 1316261	WEQUA
ESF / Germany State of Brandenburg	2013	WEGE / Ways 1152498	EEPL
ERASMUS/Education for all	2012	2012-1-DE2-GRU06-11409-2	Diakonie Munster

D.1.3. Legal Representative

Title	
Gender	Male
First Name	Jack
Family Name	ten Haaf
Department	
Position	Director
Email	j.tenhaaf@st-surplus.nl
Telephone 1	0031532068200

☐ If the address is different from the one of the organisation, please tick this box

D.1.4. Contact Person

Title	MSc
Gender	Female
First Name	Kelly

Family Name	Walraven
Department	
Position	Projectcoordinator
Email	k.walraven@st-surplus.nl
Telephone 1	0031532068200

☐ If the address is different from the one of the organisation, please tick this box

D.1.5. Contact Person

Title	
Gender	Female
First Name	Manouk
Family Name	Hondeborg
Department	
Position	Senior projectcoordinator
Email	m.hondeborg@st-surplus.nl
Telephone 1	0031532068200

☐ If the address is different from the one of the organisation, please tick this box

D.2. Partner Organisation

PIC	939214141
Full legal name (National Language)	Het Stedelijk Lyceum
Full legal name (Latin characters)	Het Stedelijk Lyceum locatie De Wissel
Acronym	DE WISSEL
National ID (if applicable)	08102946
Department (if applicable)	
Address	Wethouder Nijhuisstraat 70
Country	Netherlands
Region	NL21 - Overijssel
P.O. Box	
Post Code	7545NK
CEDEX	
City	Enschede
Website	www.hetstedelijk.nl
Email	
Telephone 1	+31534821501
Telephone 2	+31534821523
Fax	

D.2.1. Profile

Type of Organisation	School/Institute/Educational centre – General education (secondary level)
Is the partner organisation a public body?	Yes
Is the partner organisation a non-profit?	Yes

D.2.2. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

The urban school "Het Stedelijk Lyceum" is a public school community with 3,500 students for high school, grammar school, secondary school, vocational school and practical ISK ('Internationale Schakelklassen'). Public education means to us not only that everyone is welcome, but also that everyone gets as many opportunities and is treated in a similar manner. The core values of Het

Stedelijk Lyceum are:
1. Create opportunities and develop talents.
2. Be responsible to society and to each other.
3. Communicate transparent and be accountable.
4. Interact positively.

One of the locations of Het Stedelijk Lyceum is De Wissel (hereafter: DE WISSEL). DE WISSEL is a practical school for secondary education with 150 pupils. The pupils join school when they are 12 years old and leave school when they are 18 years old. What these pupils have in common is the fact that they have general learning disabilities compared to their regular peers; pupils in "practical training" are placed at DE WISSEL. The purpose of DE WISSEL, and the type of education it offers, is participation and direct focus on the labour market.

To prepare these pupils for the labour market, DE WISSEL offers them an individual program through practical classes, internships and theory that is supportive. The pupils are trained for a supporting function or activities that are repetitive from nature. Supervision is required for the pupils/future employees who need this within their function and duties. The degree of supervision is determined by capacity, learning capacity and independence of the pupil. When the pupils leave DE WISSEL, the school commits at least two years after-care.

At DE WISSEL, working on quality is part of everyday practice. We want to get the best out of students, both in and out of school, now and in the future. This concerns in our view above all the quality of teaching, professional staff and the organization of education. Every year we create a site plan in which we describe what we want to improve.
Since not everyone has the same definition of quality, we also ask students and parents each year what they think of the teachers, the atmosphere in the school and the way we communicate. This way, we can continue to improve the education we offer. Besides, quality is ensured through our annual report, examination results, the website www.scholenopdekaart.nl (to gain insight in our educational achievements), school inspections and our complaint system.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Within the HanDS project, DE WISSEL has - as a result of its expertise and experience - an important role in the development of an integrated innovative approach consisting of the development of a suitable employment/internship programme as well as a connection beween the (warm) school and the (cold) labour market through the development of two new labour-based (school) environments (a training centre and an evening school). This will be achieved through comparing and exchanging the teaching and trainings methods (experiences and know-how) used in Italy, Germany and the Netherlands. Best practises will be analysed and compared with each other in order to be able to learn from the differences. Based on the analysis and the experiences, a joint product in which the strengths of the different approaches/methods are exploited, will be developed. Through the exchange of pupils and teachers, the approaches/methods developed will be proved and adjusted.

Learning by doing!
A unique feature of DE WISSEL is that the teaching staff knows the pupils and their social environment very well. They are aware of the job opportunities and know what is needed guide the student to participate in the labour market.
DE WISSEL provides industry-related courses and different kinds of internships such as BES (begeleid externe stages) and MAS (maatschappelijke stages). Pupils from DE WISSEL are being prepared for the labour market by different internships. They start in 3rd grade with an internship in a group with a teacher. At different companies they experience labour in several skills. After that pupils go alone to a company for an internship, 2 days a week. Aim is to develop the fundamental skills for work. The last phase is a 3 till 5 days per week internship which induces a contract at the company where the internship is followed. Aim is a job for the pupils at the age of 18. With the certificates and personal learning goals, the students get the opportunity to prepare themselves optimally for a place on the job market.

The key persons involved in the HanDS project are:
• Sander Blokhuis. Mr. Blokhuis is a mentor, AVO (algemeen vormend onderwijs) teacher and a specialist teacher construction - wood at DE WISSEL. His is involved because of this broad knowledge on the practical eduction system (also from an operational point of view), different kinds internships and involvement in the development of the pilot training centre.
• Mabel Lengton. Mrs. Lengton is working as a mentor, AVO teacher and supervisor at DE WISSEL. She is involved because of her substantive knowledge on the education system (also from a more strategic point of view).
• Besides, the staff department of Het Stedelijk Lyceum will provide the support needed for the management of the project.

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
ESF/Jongerenoffensief Twente	2014	2014ESFN19	HSL
ESF/Stedelijk in de Praktijk	2012	2014ESFN119	HSL

D.2.3. Legal Representative

Title	
Gender	Male
First Name	Eildert
Family Name	Vuurboom
Department	
Position	Headmaster
Email	evuurboom@hetstedelijk.nl
Telephone 1	0031534821501

☐ If the address is different from the one of the organisation, please tick this box

D.2.4. Contact Person

Title	
Gender	Male
First Name	Sander
Family Name	Blokhuis
Department	
Position	Teacher
Email	sblokhuis@hetstedelijk.nl
Telephone 1	0031534821501

☐ If the address is different from the one of the organisation, please tick this box

D.3. Partner Organisation

PIC	944727427
Full legal name (National Language)	Istituto Superiore Majorana
Full legal name (Latin characters)	Istituto d'Istruzione Superiore Majorana
Acronym	MAJORANA
National ID (if applicable)	9785
Department (if applicable)	
Address	Via Labriola 1
Country	Italy
Region	ITG1 - Sicilia
P.O. Box	
Post Code	96012
CEDEX	
City	Avola
Website	www.istitutomajoranaavola.it
Email	sris02300a@istruzione.it
Telephone 1	+393333161247
Telephone 2	
Fax	+390931831970

D.3.1. Profile

Type of Organisation	School/Institute/Educational centre – General education (secondary level)
Is the partner organisation a public body?	Yes
Is the partner organisation a non-profit?	Yes

D.3.2. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

The Secondary High School “Majorana” (hereafter: MAJORANA) is located in Avola, a lovely town in the South East coast of Sicily near Syracuse and Noto, the famous Human Heritage Sites of UNESCO. MAJORANA has about 1.500 students, aged 14-20. It is formed by different types of schools: Lyceum (Gymnasium and Scientific Studies), Technical on Tourism and Business Administration,

Vocational School in the fields of Food and Enogastronomy, Agriculture and Rural Development. It has also got evening courses for adults in the field of business administration and professional courses in the field of preparation of food for school/hospital canteen and the transformation of agricultural products. The school is very well inserted in the territory of which represents the only educational system provided, and offers different opportunities for the young to study and develop their skills. The school promotes lifelong learning with the training of and education to those (adults and NEET- Not in Education, Employment or Training) who are outside the school circuit.

However MAJORANA still suffers from problems linked to early leaving and drop out of students; above all in the first three years of Secondary school when students are about 14-17 years old. There are many causes the school has analysed in the years: difficult family relationships, demotivation towards any kind of study, economic problems and difficult relations between peers. But the main reason of early school leaving is that the students are disillusioned about finding a job after the learning period because in Sicily. Unfortunately, there is a very high rate of unemployment: 50% of the 15-29 year olds is unemployed. This is not only due to the world wide crisis but, above all, to a lack of entrepreneur way of thinking of the young.

MAJORANA's doesn't have its own quality system. The quality system used at MAJORANA is based on the national one approved by the Italian government.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

The students at risk of early school leaving are involved in laboratories about the importance of legality and the respect of rules in civil society. Indeed, they are involved in school job-alternation activities both in Sicily and in North Italy; in that way, the students learn how to cope with work experiences and how to face the everyday problems of work. There are afternoon courses on food and enogastronomy to involve the students at risk of drop out. In our curricula, we give great importance to laboratorial method of teaching, based on the Learning by doing method, because we think they are more interesting for students and also because we prepare them for the world outside. The Learning by doing method is based on handmade activities linked to lessons about different topics - such as the preparation of particular dishes or the growing of particular plants - in which the students are involved in Laboratory activities instead of traditional lessons. Last year, the students of the Agricultural and Rural Development Course realized in the school laboratory papyrus papers with the plant taken during a school trip in the Nature Reserve “Ciane and Saline” in Syracuse: this activity was inserted in a curricular project intended to make them know the reality of our territory and the opportunities it gives for work. Another teaching method used by MAJORANA to involve the pupils is Flipped classroom. In this method, the pupils are given at home some tasks and they have to develop them according to their own learning competence. Our school will give to the project the long experience of learning by doing and the will of finding a possible solution to the problem of unemployment among the young learners.

Within the HanDS project MAJORANA has - as a result of the expertise and experience mentioned above - an important role in the development of an integrated innovative approach consisting of the development of a suitable employment/internship programme as well as a connection between the (warm) school and the (cold) labour market through the development of two new labour-based (school) environments: a training centre and an evening school. This will be achieved through comparing and exchanging the teaching and trainings methods (experiences and know-how) used in Italy, Germany and the Netherlands. Best practises will be analysed and compared with each other in order to be able to learn from the differences. Based on the analysis and the experiences, a joint product in which the strengths of the different approaches/methods are exploited, will be developed. Through the exchange of pupils and teachers the approaches/methods developed will be proved and adjusted.

The teachers of MAJORANA are groups of motivated persons who like to explore different issues to make students motivate their learning. They also love to improve their personal skills to achieve the need of a school system that is continuously changing. They teach various subjects: languages (English, French), History, Civil Citizenship, Maths, Science and Biology, vocational subjects such as food and enogastronomy science, agriculture and botany, rural development, Chemistry. They also do teaching courses to develop their teaching competences and methods.

The key staff involved in the HanDS project:
• Teachers of the Enogastronomy section involved in the Cooking Laboratories and in the Hospitality Laboratory.
• Teachers of English who are very well prepared to involve students with problems.
• Teachers of the Rural and Agriculture section who do practical lessons on transformation of products.

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
ERASMUS+	2015	2015-1-ES01-KA219-015852	IES Alonso Sánchez (Huelva, Spain)

D.3.3. Legal Representative

Title	
Gender	Male
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☐ If the address is different from the one of the organisation, please tick this box

D.3.4. Contact Person

Title	
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D.4. Partner Organisation

PIC	941181689
Full legal name (National Language)	EEPL GmbH
Full legal name (Latin characters)	Entwicklungsgesellschaft Energiepark Lausitz GmbH
Acronym	EEPL
National ID (if applicable)	HRB 4851
Department (if applicable)	
Address	Grenzstraße 62
Country	Germany
Region	DE4 - BRANDENBURG
P.O. Box	
Post Code	03238
CEDEX	
City	Finsterwalde
Website	www.eepl.de
Email	
Telephone 1	+493531717980
Telephone 2	
Fax	

D.4.1. Profile

Type of Organisation	Civil Society Organisation
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No

D.4.2. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

Entwicklungsgesellschaft Energiepark Lausitz GmbH (hereafter: EEPL) is a project development company with an emphasis in the metal and electrical industries of southern Brandenburg, Germany. With over 90 companies and more than 5,500 employees, the metal and electrical industry in South Brandenburg is an important economic pillar, dominated by medium-sized businesses and

diverse value chains. Since 1999, EEPL aims to link these business to create more cooperation, jobs and economic power in the region. EEPL supports customers in growth and improving their business processes and in their personnel management. Here we are a competent partner and service provider for companies, institutions, municipalities, schools, associations and citizens in the fields of economy, labor and social indicators and education & environment.

In the field of employment promotion, EEPL completed numerous European projects as well as federal, state and regional development tasks. These include complex, local and regional development projects that affect economic growth and employment as well as on the skills development of people. Together with municipalities and companies from different regions of Europe – such as Sweden, Turkey, Kosovo - EEPL controls the exchanges of experience and know-how. The objective is the development and realization of projects for the integration of the regions with their human and economic actors.
EEPL also has his own training centres. In these training centres job seekers have the opportunity to complete special qualifications, training and internships. The aim is to enable participants to improve the integration prospects in the training or job market. From a number of topics, an individual training plan is drawn up after an analysis of the skills of a participant. In the training centers these technical skills are being improved. Thus, the participants will receive a high-quality basic knowledge both in theory and in practice, and are also actively advised in their application process and supports.

The EEPL GmbH has worked since 2007 with a Quality Management System according to DIN ISO 9001: 2008. The quality of products and services is the result of compliance with clear rules regarding planning, development and implementation. The certification gives EEPL and our customers the appropriate security. In addition, EEPL is certificated according to the right of working support and motivation in Germany (AZAV). This is a basis and supports the conversion appropriate for quality of the services for the development of skills in the direction of job market.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

EEPL works with the target group of the pupils on the crossing school in apprenticeship or in the job market. For enterprises EEPL is the service provider for education in the group in the metal occupations. For achievement-weak and social-weak pupils EEPL has developed a modular apprenticeship in the entrance in the branch which can lead step by step to an approved occupational end. In the early-professional orientation, narrow cooperations take place between schools and the competence centre within EEPL. Pupils from class 7 until 10 can orientate themselves in different crafts. The competence statement oriented to strength is integrated into the orientation phase. This is a part of the comprehensive care at schools.

Within the HanDS project EEPL has - as a result of the expertise and experience mentioned above - an important role in the development of the labour-based training centre/evening school concept as well as the guideliness for job carving. Knowledge on the organisation of early-professional orientation of pupils in class 7-10 in practical trainings close to regional companies, the development of integration chains for disadvantaged people from school about internship till work as well as competence balance oriented to strength (My future), will be used in the development of the labour-based training centre/evening school concept. The knowledge gained in the project Industrial Worker 2.0 (the development of a modular vocational training concept) on 'decomposing' will be used in the development of the guideliness for job carving. Instead of decomposing a training into a certain amount of modules, aim within HanDS is to develop guideliness to decompose a function into a set of tasks.
Next to the specific knowledge EEPL has, EEPL will also use her warm relationship with the ministry of state Brandenburg, the network in the metall processing industrie in Southbrandenburg and her cooperation partner the Oscar-Kjellberg-Oberschule in Finsterwalde.

The key persons involved in the HanDS project are:
• Gabriele Witschorke: mrs. Witschorke supports the development of modular apprenticeship in the competence centre to the entrance of people with a support need. She cooperates closely together with the chamber of commerce in the German dual education system for apprenticeship.
• Katrin Jäser: mrs. Jäser works in projects with our regional enterprises in case of personal development. She is also very active in networking.

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
ESF / Germany State of Brandenburg	2016	Mac Me 85004004	EEPL
ESF / Germany State of Brandenburg	2016	Nachwuchsführungskräfte Training 85004075	EEPL
ESF / Germany State of Brandenburg	2014	EDUCATED 1403544 (Transnationale Guideline)	EEPL
ESF / Germany State of Brandenburg	2014	Integrationsbegleiter 13661742013	EEPL
ESF / Germany State of Brandenburg	2014	Move- Jugendolympiade 13116261	WEQUA
ESF / Germany State of Brandenburg	2014	Initiative Oberschule / Kompetenzwerkstatt IOS-CB-4046	EEPL
ESF / Germany State of Brandenburg	2014	BIWAQ IIB1-E013-BB-001	EEPL
ESF / Germany State of Brandenburg	2014	Ausbildungslotse 1305784	EEPL
ESF / Germany State of Brandenburg	2013	Beteiligungsorientierte Personalentwicklung (BOP) 1438296	EEPL
ESF / Germany State of Brandenburg	2013	WEGE / Ways 1152498	EEPL

D.4.3. Legal Representative

Title	
Gender	Male
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☐ If the address is different from the one of the organisation, please tick this box

D.4.4. Contact Person

Title	

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Department	
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☐ If the address is different from the one of the organisation, please tick this box

E. Description of the Project

What is the rationale of this project, in terms of objectives pursued and needs and target groups to be addressed? Why should this project be carried out transnationally?

Background of the project:
The current economic climate in Europe contributes that youth unemployment in recent years has increased. In Sicily the rate of youth unemployment is over 50% and for pupils out of the practical education the numbers are even higher. Also a change is taking place in the labour market where unskilled work in particular (east) Netherlands and Sicily decreases and is being replaced by automation, which reduces the chance of a match between school and (low grated) jobs. Teachers have the impression that they are now educating their pupils for long-term unemployment. This is for the pupils and for the teachers very frustrating.

Mismatches between education curricula and labour market needs can increase the risk of educational failure as pupils lack prospects within their chosen educational pathway. Linked to this, another phenomenon that is a risk factor for unemployment is early school leaving. High early school leaving rates not only have long-term effects on the societal developments and on economic growth; at individual level early school leavers also have an increased individual risk of unemployment, poverty and social exclusion.

Objectives and target groups:
The aim of the HanDS project partners is to develop an integrated innovative approach to prevent current pupils to be unemployed and get stuck at home, and to reengage people in education and training who have had their education interrupted due to various reasons. Therefore the results of this project are a right mixture of prevention, intervention and compensation measures:

• The development of an integrated innovative approach will be achieved through comparing and exchanging the teaching and trainings methods used in Italy, Germany and the Netherlands. Based on the analysis and the experiences, a joint product in which the strengths of the different approaches are exploited from one another and applied, will be developed: a suitable employment/ internship programme and a connection between the (warm) school and the (cold) labour market through the development of two new labour-based school environments. Through the exchange of pupils and teachers the concepts developed will be proved and adjusted. Focus on strengths, not just weaknesses is the keyfactor for success. Linking organisations in the field of employment to schools will lead to a good synergy.
• To realize a connection between education and the labour market, a new and innovative measurement system will be developed based on Social (employee perspective), Technical, Economic and Social (employer perspective) fields. In order to be able to realize a better connection between the (qualities of the) pupils and the labour market, web based guidelines to strip the jobs in tasks which are suitable for the practical education will be developed.

Transnational cooperation:
Long-term unemployment and early school leaving are multi-faceted and complex problems with a European dimension that need comprehensive approaches. For both the school in the Netherlands and in Italy, comparing the Northern European with the Southern European approach is expected to be an eye opener. The most important difference is the curricula of the National Education Systems of the two countries involved. The Italian one is more concerned in the didactic aspect of education than the practical one. More specific, the differences are:
• DE WISSEL is a school that only offers practical training/education. MAJORANA on the other hand is formed by different types of schools such as Lyceum (Gymnasium and Scientific studies), Technical on Tourism and Business Administration, Vocational School in the fields of Food and Enogastronomy.
• The students attending the vocational school MAJORANA obtain a degree evaluated in the 3 or 4 Level of the European Qualification Framework (EQF). The pupils at DE WISSEL can only obtain certificates instead of a degree; the aim is to enlarge the opportunities at the labour market. As a result of both, MAJORANA is more professionalized.

Although schools play an important role in addressing these problems they cannot and should not work in isolation. These problems need an integrated approach that should consist of a right mixture of prevention, intervention and compensation measures. Therefore two organisations with a direct link to the labour market were added to the consortium: SURPLUS, an innovative and solution focused organisation that offers and develops work opportunities for unemployed individuals, and EEPL, a project development company that aims to link the business to create more cooperation, jobs and economic power.

All project partners are convinced that the transnational cooperation between them will enhance the quality of the partners' activities, develop an innovative way of thinking and build new networks. More concrete: will lead to improved work methodologies, transfer of good practices and a new perspective on problems, solutions and methods.

In what way is the project innovative and/or complementary to other projects already carried out?

The HanDS project is innovative and complementary because it focuses on the shift from implementing individual measures to developing and introducing a comprehensive, integrated approach. Research has shown that "old-school", single approaches don't work to avoid early school leaving and long term unemployment of pupils in the practical education anymore. A new, integrated way of thinking will be essential for approaching this problem (EC Thematic Working Group (2013), Reducing early school leaving: Key messages and policy support).

The HanDS project partners aim at improving the transition from education to employment through the development of a new integrated "transition-concept" that suites the current economic system. The labour market needs are the starting point of all developments foreseen; a sustainable labour market match the aim. The new concept will consist of a measuring system (to map the qualities of pupils and job seekers at all stages), an internship carousel (to gain a lot of work experience in a short amount of time), two new labour-based school environments (to realize connections between the warm school and labour market) as well as web based guidelines for job carving (to realize more job possibilities for the low-skilled). The connection between these developments is visualized in the figure attached to this application.

Transition means building bridges; integration of "labour market specialists" in the school concept is therefore essential. Within HanDS, a bridge will be developed between school and the labour market, where specific low-skilled jobs are integrated and brought outwards as a new concept to fill in the gap between the (warm) school and the (cold) labour market; a gap created by the loss of several (incentive- earmarked) funds not only at a local but also at European level.

Partners are aware that lesser resources request new, creative and inventive solutions. Main goal is to prevent unemployment in a much earlier stadium than usual. Their experience is that pupils who get unemployed often stay this for a long time; as a consequence - after a while (many years) - several tools must be put in place to get them (back) to work. Partners are convinced that if the intervention is already done at school than a lot of frustration and cost will be avoided. Another aspect is that in current society the aim is to educate children higher and higher. For our target group that is impossible because of the disadvantage they have. Recognition of disadvantaged learners is in our opinion essential. Also given the fact that simple labour (by hands) will always exist. Our mission is to see and embrace this!

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners?

As described, long-term unemployment and early school leaving are multi-faceted and complex problems with an European dimension that need comprehensive approaches. Although schools, such as MAJORANA and DE WISSEL, play an important role in addressing these problems they cannot and should not work in isolation. These problems need an integrated approach that should consist of a right mixture of prevention, intervention and compensation measures. Therefore two organisations with a direct link to the labour market were added to the consortium: SURPLUS and EEPL.

Partners are carefully chosen from the point of view of the problem area and the planned project objectives. They complement each other and benefit from each other as project partners through the unique experiences and competences they bring to the project. These are a.o. as follows:
• SURPLUS and DE WISSEL will contribute to the development of a measuring system through their knowledge and experience on the STEM principle and 'Mikken Op Werk' method (SURPLUS) and Presentis-method (DE WISSEL). Aim is to develop a new system, based on a combination of these methods, that can be applied on pupils as well as job seekers to make the connection with the working environment not only more easily, but also at an early stage.
• DE WISSEL, MAJORANA and EEPL have experience with and knowledge on different kind of internships: from Begeleid Externe Stages and Maatschappelijke Stages used at DE WISSEL, a wide range of internships at MAJORANA to 'Early professional orientation and the Strength-oriented competence balance method' developed and used by EEPL.
• With regard to the development of the new labour-based school environments, DE WISSEL will bring in experience with the concept of a training centre through the execution of a small scale project. MAJORANA has experience with the evening school concept through the evening courses they offer as well as the laborational method of teaching. Additional knowledge on the training centre concept, from an employment point of view, and integration chains for disadvantaged people from school about internship till work will be brought in by EEPL.
• EEPL has gained extensive knowledge on 'decomposing' in the European project EDUCATED/Industrial Worker 2.0. Based on its experience with the development of a modular vocational training concept (by decomposing a training into a certain amount of modules) EEPL will take the lead in the development of the web based guidelines for job carving to decompose a function into a set

of tasks.

The HanDS project partners all have experience in similar (EU-)projects as described in Part D of the application form. They have also worked together in the past through different types of collaborations. SURPLUS and DE WISSEL know each other through the involvement of pupils in SURPLUS' work-projects (internship). A few years ago the director of SURPLUS came in contact with the mayor and alderman of Avola (Sicily) and he shared his experiences with the practical school DE WISSEL and his ideas to set up a collaboration project to reduce the gap between education and the labour market. This contact not only led to an extensive contact between the director of SURPLUS and the director of MAJORANA, a similar kind of practical school in Avola. SURPLUS also served as a linking pin between DE WISSEL and MAJORANA resulting in a meeting between the pupils of DE WISSEL and the pupils of MAJORANA in Sicily, to share experiences and learn about the cultural differences. There is also a strong connection between EEPL and SURPLUS: EEPL and SURPLUS have been working successfully together in the WAYS project, funded by the Ministry of Labour, Social Affair, Women and Family from the European Social Fund and Brandenburg region. In 2016 a new project starts in which these partners collaborate: Mac Me.

Within HanDS the project partners share equal parts with regard to tasks and responsibilities. HandS is structured into a number of Work Packages. Every individual WP contains essential steps involved in completion of the WP along with a deadline by which each of the steps must be completed in order for project management to stay on track. WP's allow for simultaneous work on many different components of the project at the same time by the project partners involved. Completion of a WP is overseen by a Work Package Leader (WPL); within the HandS project every project partner will be responsible for the coordination and successful execution of one of more WP's.

The HandS Work Packages are:
• WP1 Aim at Work (WPL: SURPLUS)
• WP2 Hands at Work (WPL: DE WISSEL)
• WP3 Get Linked (WPL: MAJORANA)
• WP4 Carf the Carving (WPL: EEPL)
• WP5 Project management (WPL: SURPLUS)
• WP6 Dissemination and exploitation (WPL: EEPL). Although EEPL will take the responsibility for dissemination and exploitation coordination for the whole project, the responsibility for implementation will be shared among all partners.

How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them?

Cooperation and communication:
A cooperation based on mutual trust as well as open and honest communication is crucial according to all HanDS project partners. It is therefore very important that from the very initial meetings the partners decide more in detail on the way they would like to communicate with each other and with relevant stakeholders (detailed specification of rules of communication).

The system of communication for HanDS will at least include the following:
• The official working language used amongst all project partners is English; this language will be used both in the project documentation as well as in direct communication (meetings, visits etc).
• At the start of the project, the project partners will compile a glossary of terms to reduce the risk of misunderstandings.
• Electronic mail will be the preferred form of everyday communication.
• Important verbal agreements will be recorded in project documentation or confirmed in emails.
• A HanDS project website will be set up that can be used for the purposes of information exchanges and uploading of documents and materials. This website/online platform will also be used as a system for archiving all documents developed.
• Partners will inform one another about external events, projects, documents, publications and studies relevant for the scope of the HanDS project.
• The project partners will organise project meetings in which the staff responsible for transnational cooperation will participate.

A detailed communication and dissemination plan will be set up in the first six months of the project. This plan will also describe in detail the communication with the different stakeholders; the communication strategy will be dependent on the kind of stakeholder and its requirements and expectations from the project outcomes.

Transnational project meetings:
The HanDS project partners are of opinion that the transnational project meetings (TPM) that will be organised, in addition to virtual

cooperation, are the fundament of a good and effective cooperation. Within the project period four times a Transnational Project Meeting will be organised, where the project partners can discuss the strategy, tasks and organisational details, have discussions on results and analysis and can have a common decision on important questions. Since this kind of intensive direct communication takes time and effort, a good preparation will be essential; it requires that a date should be found that suits everyone as well as a venue for the meeting that is not too difficult to access.

The HanDS project partners foresee the organisation of four Transnational Project Meetings in which all Work Package Leaders participate:
• TPM 1 (Kick-off meeting) - Hosting partner: SURPLUS - Venue for the meeting: Enschede, the Netherlands (M1)
• TPM 2 - Hosting partner: EEPL - Venue for the meeting: Finsterwalde, Germany (M12)
• TPM 3 - Hosting partner: MAJORANA - Venue for the meeting: Avola, Sicily (M24)
• TPM 4 (Final meeting) - Hosting partner: DE WISSEL - Venue for the meeting: Enschede, the Netherlands (M35)

The Transnational Project Meetings will be used for coordination and implementation purposes. The main topics to be discussed are a.o.:
• The dissemination and exploitation plan
• The progress, interim and final report
• The progress of the Work Packages including details of all activities completed and spend against the project budget
• The results so far and possible bottlenecks
• The intellectual outputs
• Sustainability plan and dissemination activities
• Final evaluation

The hosting partner:
• shares relevant information about travel and accommodation;
• prepares a draft agenda (together with the Project Coordinator) which circulates among the Work Package Leaders in advance of the meeting for comments and suggestions;
• evaluates the meeting and;
• writes, after the meeting, the minutes (meeting report) and a news item to be placed on the project website. Draft minutes will be circulated shortly after the meeting for comments and modifications by all.

What are the most relevant topics addressed by your project?

New innovative curricula/educational methods/development of training courses

Early School Leaving / combating failure in education

Labour market issues incl. career guidance / youth unemployment

What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities).

The HanDS project will result in various types of results. These results consist of both concrete (tangible) results as well as of skills and personal experiences (intangible results) that project partners and participants to the activities have acquired.

As described, HandS is structured into a number of Work Packages, units of work with clearly defined goals and deliverables. Every individual Work Package contains essential steps involved in completion of the Work Package along with a deadline by which each of the steps must be completed. The expected results during the project and on its completion are:

WP1 Aim at Work:
• Tangible results:
o A research report on 'Mikken op Werk' and 'Presentis' measurement methods as well as 'STEM principle'
o Technical and functional specifications
o Concept measurement method
o Concept measuring system, according to the STEM principle, to categorize pupils and job seekers in order to offer them the

rightful attention and guidance
o Test results
o Final measuring system
• Intangible results:
o Detailed knowledge on 'Mikken op Werk' and 'Presentis' measurement method as well as the 'STEM principle'
o Knowledge and experience gained by participants and learners on how to use the measuring system and interpret the results

WP2 Hands at Work:
• Tangible results:
o Needs assessment on what businesses can offer and need regarding internships
o Research (literature study) and analysis of current internships (or similar programs) as well as supporting methods used by the project partners
o Specifications and requirements
o Concept internship programme
o Test results
o Final internship carousel: internship programme for pupils to gain practical work experience, as much as possible within a short time period.
• Intangible results:
o Detailed knowledge on different types of internships and their impact/effect.
o Knowledge and experience gained by participants and learners on the internship carousel

WP3 Get Linked:
• Tangible results:
o Needs assessment on target group and labour market
o Inventory and analysis of existing knowledge on different kinds of training centres and evening schools concepts
o Specifications and requirements
o Training centre pilot (training programme including facilities) and evening school pilot, both on demonstration scale
o Test results
o Final training centre and evening school concept
• Intangible results:
o Detailed knowledge on different types of training centre and evening school concepts
o Knowledge and experience gained by participants and learners on the training centre and evening school

WP4 Carf the Carving:
• Tangible results:
o Market research to gain insight in market demand and analysis of needs as well as the capacities of the target group
o Research on the job carving method and analysis of good practices
o Requirements and functional and technical specifications
o Concept web based guidelines based on the job carving principle
o Test results
o Web based guidelines based on the job carving principle
• Intangible results:
o Detailed knowledge on the job carving method and similar principles (such as 'Industrial Worker 2.0) and good practices
o Knowledge and experience gained by participants and learners on the use of the web based guidelines

WP5 Project management:
• Minutes of project meetings
• Quality assurance plan
• Risk mitigation plan
• Progress report(s), interim report and final report (including cost statements)
• Final evaluation report

WP6 Dissemination and exploitation:
• Project logo
• Dissemination and exploitation plan

• Sustainability plan
• Newsletters/Flyers/Presentations
• Project website/Social media

E.1. Participants

Approximately, how many persons will benefit indirectly from or will be target of the activities organised by the project? (i.e. participants for whom a specific grant is not foreseen, such as local participants in multiplier events, or other types of events, etc.)

1000

Please describe briefly how and in which activities these persons will be involved

The targets and participants directly involved The HanDS project are:
• Teaching staff active in education
• School pupils (learners)
• Early school leavers
• Professionals working is (project development) organisations that offer and develop work opportunities for (long-term) unemployed individuals
• NEETs (people Not in Employment, Education or Training)

Next to the targets and participants directly involved in the HanDS project, there are also participants that will benefit indirectly from the project. Within this project, the following participants are foreseen:
• Pupils' parents: the parents will be involved through the project website, social media, newsletters and presentations.
• Entire school staff: the entire school staff at both schools will be informed through internal meetings and presentations about the (progress and results) of the HanDS project.
• School inspection: the school inspection will be informed about the results through an update in the outflow (uitstroom) monitor and the monitor that follows former pupils for two years.
• Educational community: similar regional schools will be informed (and benefit) through the exchange of good practices (presentations, visits).
• Local (education) authorities (Enschede, Avola and Finsterwalde): local authorities, such as the Work & Income and the Education department of the municipality of Enschede, will be involved closely. Partners have the intention to invite decision makers of these departments to important meetings (e.g. the kick-off meeting) or an on-site visit to EEPL and/or MAJORANA.
• (Local) network partners (businesses): all project partners participate in one or more (local) network meetings. These meetings are a perfect opportunity to share project results and distribute knowledge (presentations). Partners with a direct link to the project will be informed directly through e.g. an on-site visit.
• Participants in the multiplier event: project partners will organise a final multiplier event (a convention in the Netherlands) to share and disseminate all the intellectual outputs realised by the HanDS project.
• Erasmus+ agency: the Erasmus+ agency will receive progress reports, an interim report and a final report in which the progress of the project and the results will be described. Besides they will receive the final project results and an update of the project on the Erasmus+ Project Results Platform.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

Yes

How many participants (out of the total number) would fall into this category?

250

Which types of situations are these participants facing?

Cultural differences

Disability

Economic obstacles

Educational difficulties

How will you support these participants so that they will fully engage in the planned activities?

Project partners have experienced that most of the participants with fewer opportunities face more types of situations (as mentioned above); the disadvantages are cumulative. For example: participants with lower socio-economic status and level of education often deal with higher incidences of mental and physical health problems.

In order to be able to fully engage these participants in the planned activities, project partners will a.o.:
• organise blended mobility activities in which a short period of physical mobility will be combined with virtual mobility;
• focus on building up a close relationship with them (partnership through dialogue);
• involve these participants in the entire (execution of the) project and provide them with understandable information about what they can expect from their participation;
• assign skilled mentors to these participants who can help (and guide) them to acquire the necessary skills;
• develop modular concepts that can be adjusted to the individual needs (strengths).

F. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, etc.

What has been done so far?
The HanDS project partners have known each other for a couple of years. They have met several times and frequently communicated by using email and telephone. These different contacts (and analysis of existing knowledge, know-how and practice) showed that they have communal needs: realize an integrated approach regarding the common target groups that are missing a connection with the labour market. This was the starting point of this transnational collaboration project.

During the application process, the partners have been in close contact with each other to exactly define the common objectives, Work Packages and underlying activities and to make further arrangements. The contact consisted of amongst others:
• weekly contact through email and by phone;
• online conference call;
• the realization of a pre-application (project idea);
• various meetings between SURPLUS and DE WISSEL and on-site visits.

What will be done before the actual start of the project?
A solid foundation is necessary to ensure a proper execution of the project. This means a good preparation starting by organising a kick-off meeting with all project partners. The kick-off meeting will be used by the partners to amongst others:
• make practical arrangements such as a detailed specification of rules of communication in which partners decide more in detail on the way they would like to communicate with each other and with relevant stakeholders;
• set up a glossary of terms, an unique definition of concepts pertaining to the project in order to avoid confusion and miscommunication;
• prepare a detailed project schedule based on a list of main tasks including starting time and duration. These tasks will be divided into stages (short-term objectives);
• further discuss the outline of the dissemination and exploitation plan;
• make a selection of participants (pupils and teachers);
• make detailed arrangements about the preparation of the participants before departure. This means that the sending school will ensure good preparation of the project implementation in cooperation with the receiving organisation and with the participants (e.g. guarantee the safety and protection of these participants and obtain prior authorisation of participation from the parents of the pupils involved);
• discuss all necessary agreements that need to be made.

F.1. Project Management

How will you ensure proper budget control and time management in your project?

The organisational structure of the HanDS project specifies the mutual relationships between the partners as well as the responsibilities for the activities pursued by the project. Within HanDS the following project management structure is foreseen:

• National Agency (NA): during the HanDS project the partners will keep up to date records regarding the project and its implementation, including details of all activities completed and spend against the project budget. This information will be send to and assessed by the NA. The NA will be in contact with the Project Coordinator of the HanDS project, SURPLUS.

• Project Coordinator: the Project Coordinator SURPLUS will be responsible for the overall project management and will report on the project activities and results to the NA. Besides, SURPLUS will be the intermediary for all communications between the beneficiaries and the NA.

• Project Coordination Committee: the Project Coordination Committee is composed of the Work Package Leaders and is chaired by the Project Coordinator. Its main activities are the overall management, coordination and exchange between Work Packages, progress reviews and proposing and approving major changes on project plans in response to unexpected problems or conflicting situations.

• Work Package Leaders (WPL): each Work Package will be managed by a Work Package Leader who will be responsible for the follow-up of work. The WPL is in charge of the management of the tasks associated to that work package. Each WPL will be

responsible for submitting the progress reports to the Project Coordinator.

Within SURPLUS, as being the Project Coordinator, a project manager together with the administrative and financial control department will oversee the project as a whole. This project manager will monitor that work is progressing according to the project plan and the detailed project schedule that will be prepared at the start of the project and will be based on a list of main tasks (and stages) including starting time and duration. The project manager will also be responsible for the management and the reports: progress report(s), interim report and final report. The basis of these reports are regular reports and cost statements (reports on expenditure) made by the partners individually based on templates agreed amongst the partners.

More specific, SURPLUS will be responsible for the time-management and process monitoring. The administration and all related administrative work within SURPLUS is currently done by using the program of EXACT (software). Within this system it is convenient and easy to determine the cost and budget systems for this specific project. Mutual agreements regarding invoices are the underlying foundation of this budget control system. Within HanDS the exact timescales for payments and conditions to be met by all partners, before payments are released, will be decided upon before the project starts.
The establishment of EXACT in the foundation SURPLUS is a good budget control for all projects. SURPLUS has plenty of experience related to these responsibilities to guarantee the success, not only through her involvement in various (trans)national collaboration projects but also as a result of her day-to-day activities like for instance her work-projects. Experiences from other European projects such as LEADER and Equal have taught SURPLUS that their administrative system is very effective and convenient regarding these projects.

Within SURPLUS there is enough knowledge and know-how present. At all times the project administration is up to date. A yearly audit regarding the financial statements is required and obliged by law in their organization. Since the founding of the organisation there has been an every year approval (unqualified opinion on the financial statements) by a leading accountants office.

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

The monitoring of the HanDS project will be one of the main tasks of the Project Coordinator. The Project Coordinator examines whether the project is implemented according to the original plan and detailed schedule. In opinion of the HanDS project partners, a rational and well prepared schedule is of great importance for effective project management.

Quality checks will be based on frequent, effective and quality monitoring of the process and progress. The execution of these checks will be a periodic activity (once a month) and will consist of checking if the project is being executed as per the adopted schedule (tasks and stages). This will allow the project to take any necessary corrective measures in time. The Project Coordinator will set up and use a tool that shows what tasks must be completed within what time-frame/week (according to the initial plan) as well as the effective realisation. This way the Project Coordinator can immediately see clearly which tasks are proceeding according to the schedule and which are not.
The monitoring of the project’s financial progress will consist of checking if the amounts paid for the execution of the tasks are in line with the initial project budget. This check will be executed by the Project Coordinator in close cooperation with the financial department. The Project Coordinator will set up and use a tool that will show all the tasks as well as the planned value of each task (according to the initial budget) per month consisting of the expenses planned for in a given month and the actual expenses incurred in this month.

In order to be able to ensure that an integrated quality approach is built into all project elements and activities, a quality assurance plan will be created at the start of the project. This quality plan will describe the evaluation requirements which will cover both the evaluation of the project itself as well as the evaluation of the results and the processes of the HanDS project. The aim of the quality plan is to set out the quality criteria and requirements for the activities under each Work Package. This will make clear indications about which activities are considered important to the success and quality of the project outcomes. The quality plan will be made available for every partner on the project website.

Within the HanDS project the continuous monitoring and evaluation of the project and its deliverables will be the responsibility of the Project Coordinator SURPLUS. Within SURPLUS an accountant will be responsible for the financial settlements. The managing director and the senior projectcoordinator will manage the input from the other partners and be responsible for the quality checks. These checks will be executed by the projectcoordinator within SURPLUS since she has a lot of experience with ISO 9001:2008, gained working as a quality officer for a research organisation. Within this organisation she was responsible for a.o. devising and establishing the company's quality procedures, standards and specifications, setting up and maintaining controls and

documentation procedures and making suggestions for changes and improvements and how to implement them.

Overall: working on quality is part of everyday practice for all the HanDS partners. The schools want to get the best out of pupils, both in and out of school, now and in the future. This concerns above all the quality of teaching, professional staff and the organization of education. Quality is ensured through an annual report, examination results, school inspections, complaint system. Also EEPL has worked since 2007 with a Quality Management System according to DIN ISO 9001: 2008. The quality of products and services is the result of compliance with clear rules regarding planning, development and implementation. The certification gives EEPL and their customers the appropriate security. In addition, EEPL is certificated according to the right of working support and motivation in Germany (AZAV). This is a basis and supports the conversion appropriate for quality of the services for the development of skills in the direction of job market.

What are your plans for handling project risks (e.g. conflict resolution processes)?

"The chain is as strong as the weakest shackle". In preparation of the application, the enthusiasm and the supply of material showed that there is a huge passion and commitment. Partners have agreed upon the fact that they are all responsible for risk handling and they all need to be involved within the assessment of risk, both early in the project during planning and continuing during execution to detect new risks as more becomes known.

Managing risks will include risk assessment (risk identification and evaluation) and a mitigation strategy for those risks. Each Work Package Leader will develop a mitigation plan for the identified risks within their WP. For other risks that are more general in nature (such as schedule, scope or cost) the Project Coordinator will be responsible for defining the mitigation plan. The overall management of the risks is a task that belongs to the Project Coordinator since he also has the responsibility for monitoring project progress.

Regarding the risk identification phase partners have already identified some risk factors that could undermine the correct implementation of the HanDS project. Risks can occur as a result of cultural differences between the different countries, but also regarding the functioning of the transnational partnership, the implementation of the project as well as the budget.

Possible risks foreseen by the partners and methods of mitigating those risks are:
• Withdrawal of a project partner during the implementation of the project.
In order to minimise this risk factor, first of all partners are invited to the HanDS project that are already familiar with each other. Besides, all partners have clearly articulated their expectations of the project at the very outset of the cooperation. In case first signs of difficulties become apparent, good conversation among the partners will be of great importance. One way to be able to identify possible difficulties at an early stage is by frequently discussing (e.g. by means of a conference call, project meeting) the partners' satisfaction with the cooperation so far and to what extent its expectations have been met by the project.
• Lack of partner's commitment to the project.
In case a partner shows lack of commitment, it is the responsibility of the Project Coordination Committee to signalize that, point it out and make the subject transparent. Partners have agreed upon the project, its objectives and the activities that need to be carried out and are as a result obliged to fulfil their part. If the Project Coordination Committee doesn't have any success, the Project Coordinator will settle a personal conversation with the relevant partner to set things straight and, if necessary, make further arrangements. In case the Project Coordinator is not successful and there is unreasonable persistence there will be no further payment. All organizations boast a long history and have a lot of experience with European cooperation agreements. Projects and contacts from the past provide a solid foundation for this partnership. Partners share the same vision; this will be the key factor to make this project a success.

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?

Overall aim is to reduce the amount of ESL's from 15% to 5% and increase the amount of sustainable labour market matches with 15% (from 18% to 33%). Partners have defined the activities and indicators they will put in place in order to assess whether and to what extent the project reaches its objectives and results.

WP 1 AIM AT WORK
• Internal "staff" pilot: in the first step of the pilot, the measurement system will be tested by a selection of staff members in the organisation. They will assess themselves and evaluate to what extent the questions are clear and the outcomes are realistic (in line with their own expectations). Based on the initial test results, the system will be fine-tuned.
• Internal "pupil/job seeker" pilot: in the second test phase the measurement system will be tested by the involved teachers and counsellors. They will use the system on a select group of pupils and job seekers to assess their strengths and weaknesses according

to the STEM principle. The test group will consist of 5 pupils and 5 job seekers on which background information is available (such as a diagnostic research report) so the test results can be compared to existing information.
• External "pupil/job seeker" pilot: after the internal "pupil/job seeker" pilot, the same members of the test group will be tested externally. The company that provides the internship/job will execute the measurement and the external results will be compared to the results achieved in the internal pilot. A comparison will be made for each question (and corresponding answer) in the test. Partners will decide on the accepted margin between the measured test results (internally, externally) in advance and will analyse the way the executors of test have interpreted the questions.

WP2 HANDS AT WORK
• A demonstration pilot will be set up with a duration of 6 months in which two full-scale tests will be executed. One internship carousel programme consists of 4 internships in 3 months (3 weeks within the same company).
• The demonstration period consists of 2 phases:
o Within the first (internally oriented) phase, 10 pupils will be placed in 4 different work-projects at SURPLUS for a period of 3 months. The pupils will be guided by a teacher at the school and a counsellor at SURPLUS.
o The second phase is externally oriented: 10 pupils will be placed in 4 different companies for a period of 3 months. The selection of companies will be based upon the preferences and competences of the pupil combined with the company needs.
• After the first phase, the carousel will be evaluated by the teachers, counsellors and pupils involved by means of an evaluation survey. Indicators of achievement are a.o. the satisfaction rate of the professionals and positive feedback from pupils. Based on the outcomes, the carousel will be fine-tuned and adjusted, and the second demonstration phase can start. This second phase will be evaluated by teachers, pupils and companies involved.

WP3 GET LINKED
• The demonstration of the labour-based training centre and evening school will start with a baseline measurement; the baseline will be the standard against which partners will measure all subsequent changes implemented.
• Training centre: a first measurement will take place after 6 months to gain insight in the results achieved on the level of the training centre and on an individual level (aim is to include 10 pupils). A second measurement will take place after one year. Indicators of achievement: competences, labour-technical skills, outlfow of pupils.
• Evening school: a first measurement will take place after 6 months (the second after one year). Partners will make use of the labour-related information gathered in the after-care monitor, that follows a student for two years (aim is to include 10 pupils). The social component, that is also a very important part of the evening school, will be evaluated by means of a satisfaction survey.

WP4 CARF THE CARVING
• Companies in the network of the project partners will be asked to test the web based guidelines developed.
• The participating companies will be asked to register the functions available within their company, in the online environment (website). Aim is to register 25 functions. The web based guidelines will decompose the function in such a way that different profiles at various 'levels' (consisting of one or more tasks) become available. These profiles will be matched with the database in which the job seekers (and their specific competences based upon STEM) are included. The matches found will be discussed with the companies involved and the trial period will start. Every trial executed will be evaluated by means of an evaluation interview.
• Indicators are a.o. the satisfaction rate of the companies (the ease of use, accessibility, quality of match made), the amount of successful matches (min. of 9 matches), the period between registration and trial (max. of 3 months) and positive feedback from the job seekers.

G. Implementation

Please elaborate on the methodology you intend to apply in your project. Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

What methodology is proposed within HanDS?
For the development activities that will be executed within the HanDS project, the partners intend to apply an iterative (cyclic) development methodology. This is a methodology based on an process of research, (functional/technical) design, prototyping, testing, analysing and refining, and is well suited to the objectives and outputs. This methodology enables user feedback and continuous, iterative testing enables an objective assessment of the project's status. The methodology proposed, in order to be able to produce the expected results, takes into account existing knowledge and practice available at the project partners. The activities that will be executed within each WP, will be described in more detail in the next paragraph.

How will the project management and implementation be organised?
The organisational structure of the HanDS project specifies the mutual relationships between the partners as well as the responsibilities for the activities pursued by the project. A description of the structure is given in Part F of the application form. In general the following project management structure is foreseen:
• National Agency (NA)
• Project Coordinator
• Project Coordination Committee
• Work Package Leaders (WPL)

Regarding the project management: within SURPLUS, as being the Project Coordinator, a project manager together with the administrative and financial control department will oversee the project as a whole. This project manager will monitor that work is progressing according to the project plan and the detailed project schedule that will be prepared at the start of the project and will be based on a list of main tasks (and stages) including starting time and duration. The project manager will also be responsible for the management and the reports: progress report(s), interim report and final report. The basis of these reports are regular reports and cost statements (reports on expenditure) made by the partners individually based on templates agreed amongst the partners.

Regarding the implementation: The HanDS project is structured into a number of Work Packages, units of work with clearly defined goals and deliverables. Every individual Work Package contains essential steps involved in completion of the Work Package along with a deadline by which each of the steps must be completed in order for project management to stay on track. Work Packages allow for simultaneous work on many different components of the project at the same time by the project partners involved. Completion of a Work Package is overseen by a Work Package Leader; within the HandS project every project partner will, taking into account their individual strengths, be responsible for the coordination and successful execution of one of more Work Packages.

The HanDS Work Packages, Work Package Leaders and WP objectives are:
• WP1 Aim at Work (WPL: SURPLUS): Development of a measuring system, according to the STEM principle, to categorize pupils and job seekers in order to offer them the rightful attention and guidance.

• WP2 Hands at Work (WPL: DE WISSEL): Development of a suitable employment/internship programme for pupils to gain as much as possible practice work experience in a short period as possible (internship carousel).

• WP3 Get Linked (WPL: MAJORANA): Creation of a connection between the (warm) school and the (cold) labour market through the development of two (new) school environments: a labour-based training centre and a labour-based evening school.

• WP4 Carf the Carving (WPL: EEPL): Development of web based “guidelines” based on the job carving principle.

• WP5 Project management (WPL: SURPLUS): SURPLUS will monitor that work is progressing according to the project plan and the detailed project schedule that will be prepared at the start of the project and will be based on a list of main tasks (and stages) including starting time and duration.

• WP6 Dissemination and exploitation (WPL: EEPL): Although EEPL will take the responsibility for dissemination and exploitation coordination for the whole project, the responsibility for implementation will be shared among all partners.

Please provide detailed information about the activities that your project will organise and elaborate on the methods you intend to use.

The activities that will be organised within the HanDS project in general consist of the development, testing and implementation of innovative practices, the exchange of experience and knowledge and the carrying out of joint analysis and research. These activities will be focused on a.o. peer learning, the development of competences, the support of pupils with special needs and the mobility of staff and pupils.

The different Work Packages within HanDS and the activities that will be executed within these Work Packages are all connected to each other. The connection is shown in the figure attached to this application. The starting point of all activities are the labour market needs. These needs will be the fundament on which the methods, tools and environments will be developed. From an education point of view (the left side of the figure), the labour market needs will be translated into the Internship carousel (WP2). In case pupils are not successful in this carousel they have the opportunity to gain additional competences in the Labour-based training centre (WP3). From a labour point of view (the right side of the figure), the labour market needs will be translated into the Web-based guidelines (WP4). In case former pupils/job seekers are missing essential competences, they can be trained in the Labour-based evening school (WP3). The Measurement system (WP1) that will be developed, can be used in all phases of the HanDS project to assess the strengths and weaknesses of pupils and job seekers and monitor the progress made. Ultimate goal is to realize a sustainable labour market match!

Below the foreseen activities within each Work Package are described as well as the method the partners intend to use:

WP1 AIM AT WORK
• Partners will start with the execution of research on 'Mikken op Werk' and 'Presentis' measurement methods and My Future (soft skills) as well as the 'STEM principle'. This research will give insight in all existing knowledge available at the partners.
• In the next phase they will set up the technical and functional specifications. Dependent on the desirable specifications and the knowledge available, the know-how that needs to be developed/gained will become clear.
• The specifications will provide the basis on which a concept measurement method and a prototype measuring system will be developed.
• The developed prototype will be tested, the test results will be analyzed and the prototype will be fine-tuned based on the outcome of the test results (iterative testing).
• The last phase consists of the development of a final measuring system.

WP2 HANDS AT WORK
• The labour market needs are (in)directly the starting point of all the Work-Packages. Partners will start with the execution of a needs assessment on what businesses can offer and need regarding internships.
• The next step is the execution of a literature study and analysis of current internships (or similar programs) as well as supporting methods (such as strength-oriented competence balance) used by the project partners.
• Set up of specifications and requirements.
• Development of a concept internship programme.
• Testing of concept, analysis of test results and fine-tuning of programme. Partners will set up a demonstration pilot with a duration of 6 months. During this phase partners aim to execute two full-scale tests: demonstrate two internship carousel programmes, each with a duration of 2,5-3 months.
• Development of final internship carousel.

WP3 GET LINKED
• Since the new school environments will be labour-based, the execution of a needs assessment on target group and the labour market is essential. What is needed regarding training modules and competences? What is missing at this moment?
• Analyse existing knowledge on different kinds of training centres, evening school concepts, early professional orientation and integration chains.
• Set up of specifications and requirements.
• Development of a labour-based training centre pilot (training programme including facilities) and a labour-based evening school pilot, both on demonstration scale.
• Testing of concept, analysis of test results and fine-tuning of pilot. Partners will execute a demonstration pilot on both concepts with a total duration of 12 months (starting in February so it includes two different school years).
• Development of final labour-based training programme/centre and labour-based evening school pilot.

WP4: CARF THE CARVING
• Market research to gain insight in market demand and analysis of needs as well as the capacities of the target group.
• Execution of research on job carving method and similar principles (such as 'Industrial Worker 2.0') and analysis of good practices.
• Set up requirements and functional and technical specifications.
• Development of web based guidelines based on the job carving principle.
• Testing of concept, analysis of test results and fine-tuning guidelines.
• Development of final web based guidelines.

G.1. Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

When filling in the Intellectual outputs section, please specify the leading and the participating organisations under each output that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.). This will allow for specifying the corresponding costs in the specific section of the budget.

Output Identification	O1
Output Title	AIM AT WORK
Output Description	A measuring system, according to the STEM principle, to categorize pupils and job seekers in order to offer them the rightful attention and guidance.
Please describe the tasks leading to the production of the intellectual output and the applied methodology	SURPLUS (WPL): • Current expertise/know-how: SURPLUS has developed the 'STEM principle'. This principle consists of four different sections namely Social (from the perspective of an employee), Technical, Economic and Social (from the perspective of an employer/company). Based on this principle, SURPLUS has developed the first basics of the 'Mikken op Werk' measurement method. This method is focused on the job seeker and the employment process (a.o. employee skills). • Involvement/role within WP: SURPLUS will take the lead in this Work Package. The aim of this WP is the development of an innovative, integrated measuring system based on the STEM principle. Idea is to develop a measuring system that can be applied on both pupils and job seekers individually. The goal of this measuring system is to map the qualities of pupils and job seekers and to find areas that can still be developed. SURPLUS will bring knowledge on the STEM principle as well as the 'Mikken op Werk' method. DE WISSEL: • Current expertise/know-how: At this moment, DE WISSEL uses the Presentis-method. Where the 'Mikken op Werk' method is strongly focused on the job seeker and the employment process, the Presentis method has an approach focused on the development of the individual pupil in the school environment. Presentis is a digital pupil guidance system of the pupil and for the pupil. A digital database in which the complete development of the pupil can be followed. • Involvement/role within WP: DE WISSEL will bring knowledge on the 'Presentis' method that is currently being used at the school. Aim is the development of an innovative, integrated measuring system based on the STEM principle as well as the methods that are being used: 'Mikken op Werk' and 'Presentis'. The new measuring system will allow the partners to make a connection with the working environment not only more easily, but also at an early stage. MAJORANA: • Current expertise/know-how: MAJORANA uses and therefore has knowledge on the EQF System which is based on 8 different Levels, and the degree the students obtain in the school is the Level 4. The system allows students to be evaluated on a scale recognised in all the European countries, based on learning outcomes whose learning objectives are divided into knowledge, skills and competences, approved by the European Union since 2005, and that Italian Ministry for Education has joined in 2007. The students who attend the Qualification

courses obtain the 3 EQF Level.
• Involvement/role within WP: MAJORANA wants to use this method in order to integrate it in its students' evaluation system. Regarding the development, MAJORANA will bring in knowledge on the EQF system and the evaluation component within this system (also with regard to the set up of the specifications).

EEPL:
• Current expertise/know-how: In the training centres that EEPL has, an individual training plan is drawn up after an analysis of the skills of a participant. For specialized skills EEPL uses a system for measuring the skills in context to the tests in their dual vocational apprenticeship system which depends to the chamber of commerce. The chamber of commerce recognizes the apprenticeship (vocational training) in Germany. EEPL developed from this "recognized" system a modular training system. In their modular system EEPL has measurement methods exactly in the fields it teaches. The students can use this test as a first step in direction to the "recognized" apprenticeship. For social skills (soft skills) EEPL uses parts from "My future" to find out strengths. The measuring system for soft skills is based on individual appraisals at the start and at the end. In opinion of the EEPL individual support and accompaniment is the most important thing to be successful and this needs individual time. The measurement system depends on the subjective appraisal of the coach.
• Involvement/role within WP: EEPL is interested and will be involved in the development of a measurement system for soft skills that is able to compare these skills on different levels. How can objective appraisals be reached and how can these be shown understandably for employers? It is important that it has to be useful for the coaches.

Start Date (dd-mm-yyyy)	01-10-2016
End Date (dd-mm-yyyy)	30-06-2019
Languages	Dutch
	English
	German
	Italian
Media(s)	Software
	Database
	Workspace
Activity Leading Organisation	Stichting Surplus
Participating Organisations	Het Stedelijk Lyceum locatie De Wissel
	Entwicklungsgesellschaft Energiepark Lausitz GmbH
	Istituto d'Istruzione Superiore Majorana

Output Identification	O2
Output Title	HANDS AT WORK

Output Description	A suitable employment/internship programme for pupils to gain as much as possible practical work experience in a short period as possible (internship carousel).
Please describe the tasks leading to the production of the intellectual output and the applied methodology	SURPLUS: • Current expertise/know-how: SURPLUS has a broad business network in the region, not only through her own work-projects but also through the placement of participants at other projects and businesses. SURPLUS therefore has extensive knowledge on what businesses can offer (regarding internships) and what they need. • Involvement/role within WP: All partners within the HanDS project have experienced that most of the commercial businesses are not looking for short term internships, since this is very time-consuming. Social enterprises could be a solution for this since they are familiar with people with fewer opportunities. The work-projects that SURPLUS offers and the connections that SURPLUS has, will be of great value in the development of the internship carousel. These will be used to gain work experience, e.g. in hospitality, wood, greening. DE WISSEL (WPL): • Current expertise/know-how: DE WISSEL has a lot of experience with different types of internships. At this moment DE WISSEL offers a.o. 'Begeleid Externe Stages (BES)' and 'Maatschappelijke stages (MAS)". Within the current BES, groups of pupils (6) gain practical work experience in internships (5) at different companies. Each internship period lasts 6 weeks. A BES teaches the pupils what an internship is about. They find out what they are good at and what they are less good at. It is a very good preparation for the fourth grade. • Involvement/role within WP: DE WISSEL will take the lead in this WP. The aim of this WP is the development of an internship carousel consisting of different internships that will be completed subsequently by the pupils. This carousel should ensure to gain work experience, as much as possible in as short time as possible. For example: four internships in three months (a period of three weeks within the same company). DE WISSEL brings expertise in the field of (several types of) internships. MAJORANA: • Current expertise/know-how: MAJORANA currently offers a wide range of internships, based on the Italian National System for the School Job Alternation activities. MAJORANA offers to the students stage on national tourism network of different types of companies, according to the specific expertise of the courses, Sale and Service, Enogastronomy, Tourism, Agriculture and Rural Development. MAJORANA is also partner in a project concerning the working market in order to give students better job chance after school. Also this experience and knowledge will be brought in. • Involvement/role within WP: MAJORANA and DE WISSEL will in close cooperation develop the internship carousel together with input from SURPLUS and EEPL, in order to give students more knowledge of the market and also to provide more competences related to the students' abilities. Within this WP the different specialisations of the partners will be combined so partners can benefit from each other's experience. EEPL: • Current expertise/know-how: EEPL organises early-professional orientation of pupils in class 7-10 (14-16 or 17 years old) in practical trainings close to regional companies through workshops in its own Competence Centre. The regional companies pay for these workshops since the pupils are their future employees. These companies cannot offer these workshops in-house because they simply don't have the time and facilities. Every workshop (duration 1,5 hrs) has room for 5 pupils and they can change the field of interest after 10 weeks. This is part of early professional orientation. Besides, EEPL has developed a method to find 'step by step' an appropriate job: strength-oriented competence balance. This method analyses a pupil's motivation, its strengths and interests, and – based on this analysis – set up and execute a personalised plan (and evaluate it afterwards). • Involvement/role within WP: EEPL will bring in knowledge on practical workshops from a business kind of view. The internship carousel is another way to give meaning to early

professional orientation.	
Start Date (dd-mm-yyyy)	01-10-2016
End Date (dd-mm-yyyy)	30-06-2019
Languages	Dutch
	English
	German
	Italian
Media(s)	Database
	Internet
	Network
	Website
Activity Leading Organisation	Het Stedelijk Lyceum locatie De Wissel
Participating Organisations	Stichting Surplus
	Istituto d'Istruzione Superiore Majorana
	Entwicklungsgesellschaft Energiepark Lausitz GmbH

Output Identification	O3
Output Title	GET LINKED
Output Description	A connection between the (warm) school and the (cold) labour market through the development of two (new) school environments: a labour-based training centre and a labour-based evening school.
Please describe the tasks leading to the production of the intellectual output and the applied methodology	SURPLUS: • Current expertise/know-how: SURPLUS has a lot of knowledge on the target group (a.o. early school leavers, NEETs, people with fewer opportunities). SURPLUS understands their background, has knowledge on their needs but also knows their weaknesses and their specific problems. • Involvement/role within WP: The evening school as well as the training centre will not only be interesting for pupils and former pupils, but also for SURPLUS' target group (that is quite similar). SURPLUS' participants will use the labour-based evening school to gain knowledge on specific subjects, needed in the labour market (shared facility). The labour-based evening school will also be an helpful environment for the participants working in for instance a work-project and can only participate in the evening. SURPLUS has extensive knowledge on the need of the labour market through its broad network; DE WISSEL will provide the training needed and realise a connection. Besides SURPLUS will bring in practical assignments, derived from its network partners. In short: aim is to jointly set up a labour-based training centre that offers training modules adjusted to (dependent on) the needs of the labour market (demand-driven).

DE WISSEL:
• Current expertise/know-how: DE WISSEL has experience with the concept of a training centre through the execution of a small scale pilot. Through this pilot, DE WISSEL gained knowledge on the target group as well as the competences and work-skills required by the labour market. Within this pilot the school used assignments derived from the clothing industry as a tool to train pupils in their employee skills, such as the proper execution of tasks, access and collaboration with "colleagues" and learning to be on time. The know-how gained in this pilot will be brought in and further developed in the HanDS project.
• Involvement/role within WP: The aim of this WP is the development of two new labour-based school environments, that will contribute to reducing the gap between school and the labour market. The goal is to develop a labour-based training centre where pupils will be trained three days a week. This training environment is meant for pupils that are 15 years and older and experience difficulties at school. For example pupils that are not ready for an internship yet or pupils whose internships seem to fail every time. Next to the training centre, partners will develop a new labour-based evening school concept for former pupils that are 18 years and older. This evening school will offer additional courses through which former pupils can further broaden/extend their knowledge (e.g. at the request of the employer). Besides, the evening school will also be a place where former pupils can stay in touch with each other, get to know new people, share experiences and ask practical questions. DE WISSEL will bring her expertise in the field of the training centre.

MAJORANA (WPL):
• Current expertise/know-how: MAJORANA has knowledge on and experience with the evening school concept; they offer evening courses on Business and Administration. Besides, MAJORANA will bring into this project its know-how and long time experience as being a training centre in the field of Food and Beverage industry, Agriculture and Business Administration.
• Involvement/role within WP: MAJORANA will take the lead in this WP and will execute this WP in close cooperation with DE WISSEL, SUPRLUS and EEPL. MAJORANA will bring expertise in the field of the evening school concept (evening courses) and combine this knowledge with the labour-market knowledge SUPRLUS and EEPL possess, as well as her experience in the field of the training centre.

EEPL:
• Current expertise/know-how: EEPL also has his own training centres where jobseekers have the opportunity to complete special qualifications, training and internships. EEPL has experience with the training centre concept and can exchange knowledge on this concept with both schools, also from a business point of view. Besides, EEPL has experience with: the organisation of early-professional orientation of pupils in class 7-10 in practical trainings close to regional companies through workshops in Competence Centre. Main idea behind these trainings is to avoid drop outs in the apprenticeship. EEPL also has experience with the development of integration chains (activation modules, modular apprenticeships etc.) for disadvantaged people from school about internship till work.
• Involvement/role within WP: EEPL will bring expertise in the field of the training centre concept, since it has its own Competence Centre. Through the organisation of early-professional orientation of pupils in class 7-10 in practical trainings, knowledge on the supervision/guidance of pupils in their early professional orientation will be brought in (to avoid drop outs).

Start Date (dd-mm-yyyy)	01-10-2016
End Date (dd-mm-yyyy)	30-06-2019

Languages	Dutch
	Italian
	English
Media(s)	Workspace
	Paper Brochures
	Website
Activity Leading Organisation	Istituto d'Istruzione Superiore Majorana
Participating Organisations	Stichting Surplus
	Het Stedelijk Lyceum locatie De Wissel
	Entwicklungsgesellschaft Energiepark Lausitz GmbH

Output Identification	O4
Output Title	CARF THE CARVING
Output Description	Web based “guidelines” based on the job carving principle.
Please describe the tasks leading to the production of the intellectual output and the applied methodology	SURPLUS: • Current expertise/know-how: SURPLUS as well as EEPL have a lot of knowledge on the business markets and their specific needs (market demand): the competences and skills needed for the execution of a function within a company. On the other hand, they exactly know the needs as well as the capacities of the target group, as being a linking-pin. Both partners have experienced that for a lot of the participants they guide, the execution of a complete function (all the tasks) is too much and not feasible. However these participants are capable to execute some of the tasks. • Involvement/role within WP: Partners are of opinion that the strengths of a participant should be taken into account instead of his/her restrictions. Aim is to decompose a function in such a way that a match can be made between the market demand and the strengths of a job seeker. SURPLUS will bring in its knowledge on the needs of the businesses as well as the possibilities of a participant. DE WISSEL: • Current expertise/know-how: DE WISSEL has knowledge on the modular training concept since pupils can obtain certificates on various subjects (such as a forklift license). • Involvement/role within WP: Based on the market demand, the functions available and the tasks within these functions, DE WISSEL can bring in knowledge on the possibilities/chances from an education point of view. In other words, is it possible to make a match between the individual tasks and training modules, taking the labour market as a startingpoint? Aim is to develop a solid but also flexible (since the business market is a dynamic environment) connection between the market demand and training modules. MAJORANA: • Current expertise/know-how: MAJORANA has knowledge on the modular training concept

since pupils can obtain degrees and qualification certificates on various subjects such as expert in Enogastronomy, in Sale and Service Industry, in Hospitality Industry, in Agriculture and in Catering Services. • Involved/role within this WP: Based on the market demand, the functions available and the tasks within these functions, MAJORANA and DE WISSEL will bring in knowledge on the possibilities/chances from an educational and practical point of view. EEPL: • Current expertise/know-how: EEPL has knowledge on the development of modular concepts for recognized apprenticeship in context from the EQF. Within the European EDUCATED project, EEPL has developed a modular vocational training concept: Industrial Worker 2.0 (modular education). In this multi-stage modular system, comprehensive skills and knowledge (based on individual needs/strengths) can be acquired. Besides EEPL and SURPLUS have a lot of knowledge on the business markets and their needs (market demand): the competences and skills needed for the execution of a function within a company. On the other hand, they exactly know the needs as well as the capacities of the target group. • Involvement/role within WP: EEPL will take the lead in this WP. The vision behind the work package 'Carf the carving' is that low-skilled work is disappearing from the labour market. Employees must perform the low-skilled work alongside their normal activities. In economic terms it therefore is expensive work. The idea behind job carving is that a function is decomposed in such a way that simple labour is no longer being performed by an expensive employee. Job carving therefore realises more job opportunities for the low-skilled. In this work package, web based guidelines for job carving will be developed. In the EDUCATED project (Industrial Worker 2.0) EEPL has gained knowledge and experience on 'decomposing' a training into a certain amount of modules. This know-how will be used in the development of the web based guidelines on how to decompose a function into a set of tasks. The extensive market knowledge that EEPL has (especially on the metal and electrical industry) will be used to determine the competences and skills needed. In addition EEPL has a lot of knowledge on the capacities of the target group. Aim is to match the market demand (starting point) and these capacities by decomposing a function into tasks.	

Start Date (dd-mm-yyyy)	01-10-2016
End Date (dd-mm-yyyy)	30-06-2019
Languages	Dutch
	English
	German
Media(s)	Database
	Network
	Website
	Internet
Activity Leading Organisation	Entwicklungsgesellschaft Energiepark Lausitz GmbH
Participating Organisations	Stichting Surplus
	Het Stedelijk Lyceum locatie De Wissel

	Istituto d'Istruzione Superiore Majorana

G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

Event Identification	E1
Event Title	HanDS Launch
Country of Venue	Netherlands
Event Description	Partners will organise a convention on the development of an integrated innovative approach - consisting of a right mixture of prevention, intervention and compensation measures - to fill the gap between low-level secondary or vocational education and the labour market. In this convention all project partners would like to present all the Intellectual Outputs produced within the HanDS project. The main goal of the HanDS convention is to spread the output not only to the targets and participants directly involved in the project, but also to a wider audience such as the pupils' parents, the entire school staff, the school inspection, the educational community, the local (education) authorities as well as the local network partners (businesses). The convention will take place at De Forelderij, a unique location owned by SURPLUS where tourism and work-projects are combined. This location allows in total for 120 participants. Idea is to develop a "HanDS innovation lane" that the participants will pass when entering the location. All the products developed within the WP's as well as all the products/assignements made by hands by the pupils and job seekers will be exhibited along the lane, in chronological order. The foreseen content and agenda for the convention: • Registration of participants • Keynote: Jack ten Haaf (SURPLUS) • Introduction on background of HanDS project and partners involved: Gabi Witschorke (EEPL), Sander Blokhuis (DE WISSEL) and Dorotea Caldarella (MAJORANA) • Break • Plenary session: Aim at Work – Jack ten Haaf/Theo Verkuijlen (SURPLUS) • Plenary session: Hands at Work – Sander Blokhuis/Mabel Lengton (DE WISSEL) • Lunch • Plenary session: Get Linked – Dorotea Caldarella (MAJORANA)/Sander Blokhuis (DE WISSEL) • Plenary session: Carf the Carving – Gabi Witschorke (EEPL) • Networking/Reception/Closing
Start Date (dd-mm-yyyy)	01-08-2019
End Date (dd-mm-yyyy)	31-08-2019

Intellectual Outputs Covered	AIM AT WORK
	HANDS AT WORK
	GET LINKED
	CARF THE CARVING
Activity Leading Organisation	Stichting Surplus
Participating Organisations	Het Stedelijk Lyceum locatie De Wissel
	Istituto d'Istruzione Superiore Majorana
	Entwicklungsgesellschaft Energiepark Lausitz GmbH

G.3. Learning/Teaching/Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

The activities that will be organised within the HanDS project in general consist of the development, testing and implementation of innovative practices, the exchange of experience and knowledge and the carrying out of joint analysis and research. These activities will be focused on a.o. peer learning, the development of competences, the support of pupils with special needs and the mobility of staff and pupils.

Within HanDS, all partners plan to include transnational learning/teaching/teaching activities since these will bring added value in the achievement of the project objectives. The types of transnational learning/teaching/teaching activities and the added value foreseen are:

PUPILS:
• Blended mobility of school pupils (7 days): the schools in the HanDS partnership, DE WISSEL and MAJORANA, will organise four blended mobility activities in order to address to the pupils with special needs and fewer opportunities that are involved within the HanDS project, since these activities combine a short period of physical mobility with virtual mobility. The partners foresee four blended mobility activities so pupils are involved in all of the development stages: two in the Netherlands (in M15 and M29) and two in Sicily (M7 and M21). Taking into account the possibilities of the pupils and the mobility experiences of both schools with these pupils, partners have decided that the duration of the physical mobility must be limited to one week (7 days).

STAFF IN EDUCATION:
• Joint staff training events (7 days): within the HanDS project, short training events for education staff linked to the project will be organised. Partners foresee four training events in which small groups of staff from the schools in the The Netherlands and Italy will participate. These joint training events will be linked to and combined with the blended mobility activities organised; the education staff that will join these events will also be accompanying the pupils.

The added value of these activities are:
• Specific added value of the blended mobility possibility is that a short visit can be combined with the use of virtual mobility. This will offer the pupils with special needs and fewer opportunities the chance to take part in the joint project work within the HanDS project.
• By means of the visits of the pupils and teachers, the project activities executed so far within the different Work Packages can be discussed, tested and adjusted if necessary. During the exchanges the pupils and teachers will serve as a framework to see if the chosen path is the right one.
• The exchange activities aim to change the mind-set of the pupils and the education staff. Because of the situations most of the pupils are facing – such as cultural differences, disability, economic obstacles and/or educational difficulties – these pupils have not looked further than their own environment and experiences.
• Another added value is that during the visit, the pupils (but also the education staff) get acquainted with other cultures, another environment and another language. It will broaden their scope.

Please describe each of the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Fields	School Education
Activity Type	Blended mobility of school learners
Activity Description	The schools in the HanDS partnership, DE WISSEL and MAJORANA, will organise four blended mobility activities in order to address to the pupils with special needs and fewer opportunities that are involved within the HanDS project, since these activities combine a short period of physical mobility with virtual mobility. The partners foresee four blended mobility activities: two in the Netherlands (in M15 and M29) and two in Sicily (M7 and M21).

Taking into account the possibilities of the pupils and their mobility experiences with these pupils, partners have decided that the duration of the physical mobility must be limited to one week (7 days).

During the blended mobility activities in M7 and M21, 17 pupils of DE WISSEL accompanied by four teachers, to ensure their protection and safety, will visit the MAJORANA school in Sicily for one week. These pupils will be hosted at a location that SURPLUS owns in Sicily. In M15 and M29, 17 pupils of MAJORANA, accompanied by four teachers, will visit DE WISSEL in Enschede for one week. These pupils will be hosted in a hostel/summercamp location at for instance the University of Twente. In total this means:
- 4 visits * 17 pupils = 68 pupils
- 4 visits * 4 teachers = 16 teachers
- 4 visits * 7 days = 28 days

The physical mobility will be combined with virtual mobility. Idea is to use social media (e.g. Facebook) and videoconferencing to prepare and follow-up the physical mobility activities. Regarding the preparation: pupils will use ICT tools such as the before mentioned to already meet with the pupils abroad and exchange ideas and expectations on the joint project work and assignments that will be executed during the visit. Besides, they will be asked to gain (and share in a creative way) information about the country, island and school before they go, such as the language, weather or perhaps specific, local habits. Regarding the follow-up: pupils will share the learning outcomes with each other and the way they continue (monitoring) the activities back at their own school.

The pupils and teachers will execute together with the local pupils and teachers joint project work directly linked to the aims of the HanDS project. For example: during the visits in M7 and M15, gain practical knowledge and experience on the evening school concept as well as the laborational method of teaching. The gained know-how will be incorporated in the development of the pilot (WP3). Also pupils will share knowledge on the types of internships they are familiar with and even join each other and/or visit a company that offers internships. The experiences will be used as input for the development of the internship carousel. Besides, the pupils and teachers can acquire and improve their skills on intercultural learning, social relations and even practice foreign language.

Since the HanDS project will be, regarding the visits organised in M21 and M29, in another development stage (compared to the visits in M7 and M15), the focus of the joint project work will then be of a different kind. During these visits, all pupils and teachers will be involved in the actual development and demonstration phases of the concepts. By means of assignments related to these phases, such as small scale experiments and practical workshops, experience and feedback will be gained. Feedback will be used to fine-tune the concepts developed. Besides, the pupils and teachers can acquire and further improve their skills on intercultural learning, social relations and even practice foreign language.

The first visit (M7) will be planned and organised during the first Transnational Project Meeting (M1, Kick-off) by the WPL's. The concept program/agenda set up during this meeting will be discussed with the pupils and teachers involved in this exchange and will be adjusted if necessary. Afterwards, the pupils and teachers involved will evaluate the exchange. Any bottlenecks can be used as input (lessons learnt) for the visits in M15 and M21, that will be planned during the second Transnational Project Meeting in M12. The visit in M29 will be planned and organised during the third Transnational Project Meeting in M24. The pupils and teachers will use eTwinning to support the implementation of the project: to work together before (e.g. in setting up the program) and after the exchange (regarding the evaluation and follow-up).

No. of Participants	84

Participants with Special Needs (out of total number of Participants)	68
Accompanying Persons (out of total number of Participants)	16
Duration (days)	28
Duration (months)	
Participating Organisations	Het Stedelijk Lyceum locatie De Wissel
	Istituto d'Istruzione Superiore Majorana

Activity No.	C2
Fields	School Education
Activity Type	Short-term joint staff training events
Activity Description	Within the HanDS project, short training events for education staff linked to the project will be organised. Partners foresee four training events in which small groups of staff from The Netherlands and Italy will participate. These joint training events will be linked to and combined with the blended mobility activities organised; the education staff that will join these events will also be accompanying the pupils. This means that the 16 teachers mentioned under C1 will be the same staff members that will be participating in the short-term training events (C2), so in total 84 mobilities are foreseen. The first visit is foreseen in M7. During this visit 4 education staff members of DE WISSEL will visit the education staff at MAJORANA for one week. The aim of this visit is to discuss the needs assessment, literature study and research executed in the Work Packages (through presentations and brainstorm-sessions) and to determine the outline regarding the specifications. During this visit, the staff members of DE WISSEL will work together with the staff at MAJORANA to experience what their day-to-day work looks like. Special attention goes to the evening courses (and the teachers involved) as well as the different kinds of internships and the staff responsible. If possible, the group will carry out on-site visits to relevant organisations (such as the local government and the companies offering internships to the pupils). Besides, the staff will exchange knowledge on the more professionalized way of teaching at MAJORANA and the different types of degrees/qualifications in the level of European Qualification Framework MAJORANA awards; this could be of great value for DE WISSEL. The second visit is foreseen in M15. During this visit 4 education staff members of MAJORANA will visit the education staff at DE WISSEL for one week. The aim of this visit is to discuss the progress made so far and to share the first outcomes arriving from the development of the concepts. The MAJORANA staff will gain knowledge on and experience the practical training and individual approach DE WISSEL offers. Besides, all staff involved in this event (from MAJORANA and DE WISSEL) will visit the involved employees from SURPLUS and the different Work Projects SURPLUS offers. One of the Work Projects of SURPLUS (De Forelderij) will serve as a location where the education staff can share knowledge through presentations and workshops. The third visit is foreseen in M21. During this visit 4 education staff members of DE WISSEL will visit MAJORANA for one week. Aim of this visit is to discuss the first outcomes of the demonstration phase and the bottlenecks that came across. Teachers will together search for possible solutions and ways to implement them. During the last visit in M29, 4 education staff

members of MAJORANA will visit DE WISSEL for one week. During the final stage of the project, focus will be on the demonstration and development of the final concepts. Learning outcomes will be gathered and shared. Also the dissemination activities that will be executed in the final stage of the project will be discussed.

No. of Participants	16
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Duration (days)	7
Duration (months)	
Participating Organisations	Het Stedelijk Lyceum locatie De Wissel
	Istituto d'Istruzione Superiore Majorana

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

The schools DE WISSEL and MAJORANA will contact with their Regional/National Academic authorities so that the activities can be recognized and validated professionally. The HanDS project will make use of Europass, a new way of clearly stating people's skills so they are listed whatever experience abroad.

Europass consists of five documents. Two of them, the Curriculum Vitae and the Language Passport, are freely accesible and can be completed by European citizens. In each of the transnational meetings and pupils exchange meetings, partners will dedicate a session to the completion of both documents by teachers and pupils taking part.

The other three documents of Europass are issued by the education and training authorities. These three documents are:
• the Europass Mobility;
• the Certificate Supplement (vocational and training) and;
• the Diploma Supplement (for higher education degrees).

Of these three, the Europass Mobility and the Certificate Supplement are those suitable for the purposes of the HanDS project. Europass Mobility records the knowledge and skills acquired in another European country by the pupils. It is issued by the sending institution and is signed/stamped by both the sending and the receiving institution. At the end of the mobilities partners will issue and stamp/sign all the Europass Mobility certificates for each participant.
In the case of a vocational and training award, the Europass Certificate Supplement provides foreign employers and institutions with unofficial information, such as the skills developed, the level of certificate and the entry requirements to other education opportunities.

All the documents, information and support about it are easily accessible in https://europass.cedefop.europa.eu/en/about.
In the information about the Work Package activities that we have added to the timeline, we have included the Europass recognition sessions.

To sum up, apart from the local certificates, the HanDS project partners will use Europass Curriculum Vitae, Europass Language Passport, Europass Mobility certificates and the Certificate Supplement as evaluaton tools of the project.

H. Follow-up

H.1. Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

In order to prevent current pupils to be unemployed and get stuck at home and reengage people in education who have had their education interrupted due to various reasons, the HanDS project partners will develop a(n) measuring system, internship carousel, labour-based training centre and evening school, and web based guidelines based on the job carving principle. The expected impact of the project (outputs) on individuals and organisations involved is described below.

IMPACT ON DIRECTLY INVOLVED INDIVIDUALS AND ORGANISATIONS:
• Participating organisations
HanDS enables the project partners to extend their experience in international cooperation, professionalize their organisation, strengthen their capacities, broaden their network and influence the organisations within this network, and develop and implement innovative deliverables that will reduce the current gap between education and the labour market.
• Teaching staff active in education
The HanDS project will broaden the existing knowledge of the teaching staff involved and enhance their competences (personal and professional development). The teaching staff will be able to monitor the development of a pupil at an early stage and adjust its educational path if necessary to ensure a good connection to the labour market. This will also have a positive effect on their motivation.
• School pupils
By means of the output developed the pupils will be educated in such a way that their skills and competences meet the labour market needs. Also pupils who experience difficulties in the internship phase will receive the necessary support at an early stage. Through the exchange, pupils are able to improve their skills on intercultural learning, social relations and even practice foreign language.
• Professionals working in organisations that offer and develop work opportunities for unemployed individuals
The development of the web based guidelines and the measurement method will enable these professionals to match (and monitor) more unemployed individuals to the labour market, since the strengths of the unemployed will be seen as an opportunity and their weaknesses no longer as an obstacle.
• Early school leavers (ESL's)
Former pupils who had their education interrupted can be reengaged in education through the use of the measuring system (to gain insight in strengths and weaknesses) and the labour-based evening school (to train in case of missing competences). If a complete function is not feasible, one can make use of the web based guidelines to create a match between the ESL and the tasks available at the labour market.

IMPACT ON INDIRECTLY INVOLVED INDIVIDUALS AND ORGANISATIONS:
• Pupils' parents
HanDS will create a learning environment that focuses on the needs of the individual pupils. The involvement of the pupils' parents plays an important role in determining the needs (taking into account possible difficulties) and discuss the progress made. They will be closely involved in all educational activities.
• Entire school staff
The entire school staff at both schools will benefit through the dissemination of the project results and the presentations/training/ workshops that will be organised to secure that the outcomes will be incorporated in the entire school. Aim is to enthuse the entire organisation. As a result HanDS will broaden the existing knowledge of the entire school staff and enhance their competences.
• School inspection
The school inspection assesses the quality of education and stimulates schools to maintain and improve the quality of education they offer. Aim of HanDS is to match education to the labour market by taking the labour market needs as a startingpoint for the educational environment offered and tools used. This will lead to a great improvement of the current school system; this will be assessed by the inspection.
• Educational community and local network partners
The partners in HanDS are part of an extensive educational and business network. Through the active dissemination of the project results (events, open access to materials, virtual collaboration etc.) both networks will be informed about the outputs and results in order to stimulate them to make use of (and/or adjust) the tools and concepts developed.
• Employers/businesses
HanDS will realize a better connection between education and labour market. The needs of the employers will be the startingpoint

of all developments which will result in employees that are better suited for the functions/tasks within these businesses.
• Local authorities
The local authorities are a linking-pin between education and the labour market and responsible for the development and implementation of policies related to these sectors. The strong (existing) collaboration between the local authorities and the partners will not only be used to spread the knowledge gained, but will also support the authorities in achieving the objectives set such as the reduction of unemployment rates and ESL's.

What is the desired impact of the project at the local, regional, national, European and/or international levels?

The HanDS project supports schools to develop a learning environment that focuses on the needs of the individual pupils. Through the individual approach pupils will feel ownership of their education and they will be made aware of different study/training options as well as the related employment prospects available to them. From a business point of view HanDS will encourage companies to recognize the opportunities unemployed people (often disadvantaged learners) can offer, also given the fact that simple labour (done by hands) will always exist. The development of the job carving guidelines and labour-based evening school concept will support this.
Partners are convinced that an integrated approach, that covers the spectrum between education and the labour market, will serve as an example for many more similar organisations and the impact will be strong. The integrated approach will keep young people in school, offer maximum support where the dropout risk is acute and offer new labour market (and learning) opportunities for job seekers!

The overall objective of the measures that will be developed within the HanDS project is a reduction of the unemployment rate and number of ESL's by realising a sustainable labour-market match. The development of the internship carousel and the labour-based training centre will make pupils more business wise and more aware of their own opportunities within the labour market. By means of the development of the job carving guidelines and the labour-based evening school, job seekers will be able to find a job that "fits". As a direct result of a reduction of the unemployment rate and number of ESL's, public and social costs – such as costs related to healthcare, criminal justice and social benefit payments – will also be reduced.

The impact of the HanDS project is expected to be the strongest at the local and regional levels. HanDS supports the cooperation between local authorities, local businesses, work development organisations, schools, parents and pupils through organizing and conducting a dialogue regarding the development of measures to reduce the current gap between education and the labour market. Through the involvement of the stakeholders and decision makers at an early stage, partners aim to obtain strong commitment on a local and regional level. The stakeholders are carefully chosen to ensure that the entire chain is covered in order to maximize the impact.

The foreseen reduction will, as a result of the project, initially be the strongest on a local level. As mentioned all partners have a strong local and regional network and many important stakeholders are part of this network. The network partners already meet frequently to discuss the impact of new policies developed or to set up joint initiatives to improve cross sectoral cooperation. These meetings will be the perfect opportunity to inform the network about the progress made within HanDS and results/outcomes obtained. By means of all the dissemination activities foreseen and the broad network involved in the project, partners aim to enlarge the impact-scope to a regional/national level. Also on a European scale, partners have an extensive network (with similar but also adjoining organisations) through their involvement in several EU financed projects. These EU collaborations will also be used to widen the impact.

The desired (long-term) impact on a local, regional, national or even European level is to provide individuals with improved lifetime opportunities, by obtaining a starting qualification or finding a job that fits. Research has shown that the (financial) poverty rate of (households of) unqualified school leavers in the EU is twice as large as the corresponding rates among qualified school leavers. Besides, there is abundant empirical evidence about the non-financial and social benefits of education, such as better health, active citizenship, an improved social and democratic climate, better quality of education for the next generation etc. All these effects in turn generate feedback effects on the reduction of poverty in the longer run (KU Leuven, Towards a basic qualification for all in the EU; a social, educational and economic agenda).

How will you measure the previously mentioned impacts?

In order to determine if the expected impacts are achieved, partners will use the following means:

On an individual and institutional level:
- the capacities, existing knowledge and motivation of the staff will improve and the organisations will be more professionalized. Partners will measure this impact by executing for example a satisfaction survey amongst staff and network partners during and

after the project period.
- for more pupils and job seekers a sustainable labour market match will be reached. By frequently measuring the unemployment rate and the amount of ESL's at an institutional level, partners can determine whether they have achieved the expected impact.
- the educational partners foresee to improve the quality of education they offer by incorporating the labour market needs into the current school system. The school inspection will periodically (dependent on the status of the school) assess the quality offered and will determine if an enhancement is reached.
- the work development organisations as well as the schools will be able to make more and better matches with the labour market. This will result in employees that are better suited for the functions/tasks within the businesses. By executing evaluation surveys (interviewing the businesses) during and after the project period, partners will be able to determine if the expected impact has been reached.
- partners expect to support the local and regional authorities in achieving the (educational and work related) objectives set such as the reduction of unemployment rates and ESL's. Partners will monitor the numbers in their own organisations; overall these numbers will be monitored by the governmental organisations responsible.

The expected impact on a local level will be measured as follows:
- The reduction of the unemployment rate and number of ESL's will be monitored by the partners as well as the local authorities (on a higher level). As a result public and social costs will also be reduced. These costs will be measured by the authorities since they are their responsibility.
- Partners foresee an improved collaboration between the organisations and individuals that are part of the local network, an extension of the current network as well as a strong commitment of all stakeholders on the topic. These aspects will be measured in direct dialogue with the network (individual members).
- Another impact is to create local awareness around the topic in order to stimulate the adaptation and implementation of the integrated approach by similar organisations.

On a regional/national (or even European) level:
- The reduction of the unemployment rate and number of ESL's as well as the related public and social costs will be monitored by the regional/national authorities since it is their responsibility.
- A demand for the integrated approach developed: to spread the results of the project (e.g. by authorities) and/or implement (a part of) the approach by schools or work development organisations, regionally or nationally active.

H.2. Dissemination and Use of Projects' Results

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

At the start of the HanDS project, partners create a dissemination plan in which the goals and objectives of the dissemination effort, the target audiences, the channels and formats as well as the execution (when and who) will be described. The main objectives of the dissemination activities foreseen are to inform, raise awareness and encourage others to use the project results. In order to reach these objectives, partners are of opinion that it is crucial to orient towards the needs of the audience (appropriate language), include various dissemination methods (written text, infographic, electronic/online tools, oral presentations) and leverage existing relationships and networks. Below the target audiences are described.

The HanDS project results will be disseminated inside and outside the organisations involved. The target audiences include:
• (Teaching) staff active in education: not only the teachers but the entire school staff inside the involved school organisations will be informed through internal meetings and presentations about the (progress and results) of the HanDS project. For embedding the results, commitment of the entire organisation is of interest; also for the transfer of knowledge to new colleagues and others.
• Educational community/educational multipliers: similar regional schools will be informed through the exchange of good practices (presentations and on-site visits). By sharing the project results, partners want to raise awareness and encourage others to make use of the deliverables developed. An example are the schools that are working with 'Presentis', a semi open source programme. As a result, the knowledge developed within HanDS will also be available to them. Another group consists of the supervisors that are joining the 'supervisor-meetings', organised three times a year.
• Pupils and pupils' parents: pupils and their parents will be involved through the project website, newsletters, presentations and open days. Objective is to inform and enthuse them (existing and future pupils) about the new labour-based school concept and its benefits.
• School inspection: each pupil has the right to a good education. It forms one of the foundations of our society. Pupils and parents

should therefore be able to rely on the quality and continuity of education. The school board and staff are responsible for this. In addition to the school, the school leaders and teachers, the inspection as independent external supervisor performs a major role in maintaining the public trust. Therefore they will be closely involved.
• Local/regional (education) authorities: local/regional authorities, such as the Work & Income and Education department of the municipality of Enschede, will be involved closely. A close involvement of decision makers within these departments will be used to influence policy makers and enthuse them to inform other authorities and sectors about the benefits and impact of the project results. At this moment meetings take place every six weeks.
• Professionals working is (project development) organisations that offer and develop work opportunities for (long-term) unemployed individuals: all the staff members working at the involved organisations will be informed through internal meetings and presentations about the (progress and results) of the HanDS project. For embedding the results, commitment of the entire organisation is of interest; also for the transfer of knowledge to new colleagues and others.
• Network partners (businesses): all project partners participate in one or more (local) network meetings. These meetings are a perfect opportunity to inform, raise awareness, share project results and distribute knowledge, and to encourage network partners to use the results and spread the word.
• Erasmus+ agency: the Erasmus+ agency will be informed about the progress and results achieved through a.o. the Erasmus+ Project Results Platform. By means of this platform, partners will provide information on the project to the general public and become a source of inspiration for other organisations. The platform gives access to learning outcomes and showcases good practices ; besides it can serve as an instrument to source and attract new project partners.
• The press: the press (local newspapers, sector-related magazines) will be informed about the project and the activities executed. Press releases offer one of the most efficient and effective ways to disseminate information. They will inform the general public and relevant stakeholders about the results and impact. By means of press releases, partners also aim to reach new sectors.

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

The dissemination and exploitation activities are included in the sixth WP. The main objective of this Work Package is to spread and embed the project's results: communicate and share outcomes and deliverables. Partners have appointed EEPL to be the Dissemination and exploitation coordinator within the HanDS project. Although EEPL will take the responsibility for dissemination and exploitation coordination for the whole project, the responsibility for implementation will be shared among all partners.

Within WP6 EEPL will be responsible for the overall coordination of the Work Package. EEPL has a lot of experience in European collaboration projects, not only as being the coordinator/applicant, but also in the dissemination activities related to these projects. As a result they have a broad network across Europe. Also in the direct region, EEPL has different collaboration partners. An example is a cooperation partner named the Oscar-Kjellberg-Oberschule in Finsterwalde, a school with whom EEPL has a good partnership. In order to avoid drop-outs these partners have developed a comprehensive, intensive training (early orientation). This knowledge will be brought in the HanDS project. Besides, EEPL will use its connections to the ministry of state Brandenburg and to the network from the metal processing industry in South Brandenburg in order to broadly disseminate the project results.

SURPLUS will be responsible for the development and technical management of the website and social media and for the development of the project logo. The more complex activities will be executed by the PR officer within SUPRLUS; the more simple activities related to this task will be executed within the work-project 'Presentus' that SURPLUS owns. Within this work-project, people with disabilities (such as autism) work on ICT related projects (and do a very good job!). Regarding the online dissemination activities, SURPLUS will monitor feedback and downloads as well as usage of all materials provided to participants, stakeholders and general public. The PR officer within SURPLUS will be mainly responsible and will be assisted by the Project Coordinator. SURPLUS will also be responsible for the organisation of the multiplier event in M35 as well as the development of the audio visual for commercial use.

DE WISSEL and MAJORANA will take the lead with regard to the interim, progress and final reports that need to be set up. The teachers/educational staff directly involved will be responsible. They will also set up the content of the brochures, flyers as well as the newsletter. The lay-out will be the responsibility of SURPLUS. In addition EEPL and SURPLUS together will take care of the infographic, 100 second videos and press releases.

Although each partner has a certain amount of responsibilities regarding the dissemination and exploitation activities, it must be noticed that all partners will contribute to all of the dissemination and exploitation activities and participate in the multiplier event. A detailed communication and dissemination plan will be set up in the first six months of the project. This plan will also describe in detail the communication with the different stakeholders; the communication strategy will be dependent on the kind of stakeholder

and its requirements and expectations from the project outcomes.

What kind of dissemination activities do you intend to carry out and through which channels?

The HanDS project results will be disseminated inside and outside the organisations involved. The dissemination activities partners intend to carry out and the channels that will be used, are as follows:
• Partners will organise internal meetings and presentations about the progress and results of the HanDS project so the entire organisation is aware of the content, status and impact of the project.
• In the first few months of the project, a project website (including an .eu extension) will be developed on which the project can be showcased, an update of the project activities can be given and results can be shown. The website will consist of a public and private part: the public part will be viewable for everyone visiting the URL, the private part will only be viewable for the partner organisations involved.
• Next to the project website, partners intend to make use of social media channels (such as Facebook and Twitter); these channels will be used to provide a regular update on project activities (such as the arrival of pupils and teachers during mobility) and project highlights.
• The project website as well as the social media channels will be used to inform a wide audience. In order to be attractive for the visitors, partners will not only use written text and photographs, but also make use of Infographic and "100 second videos". In order to ease the spread of the Infographic, partners will ensure that the embed-code is visible and social media buttons will be added. Regarding the "100 second videos", partners will ask individuals/organisations that are directly involved to share their experiences (or for instance make a compilation of the companies visited during the internship carousel) within a short time frame.
• The eTwinning platform will be used to reach the large European network of teachers. This virtual cooperation platform will be used to share experiences, start discussions, involve other teachers/schools and enrich one's professional development.
• By means of presentations and workshops at conferences and network meetings (such as the yearly national meetings organised by 'Presentis'), relevant stakeholders at different levels will be informed through the exchange of good practices and demonstration of tools developed. For demonstration purposes, partners will also create audio visuals for commercial use.
• Brochures, flyers and newsletters will be created by all partners to inform the stakeholders mentioned. In the first instance, these documents will be spread digitally; if desirable, they will be printed and distributed. The brochures and flyers will be set up at the beginning of the project (to summarize the aims, activities foreseen and desired impact) as well as at the end of the project (to inform about the end results, dissemination activities and adaptation/implementation possibilities). The newsletters (once a quarter) will summarize the progress of the project and project highlights.
• Through the organisation of on-site visits (for interested parties) and open days (also available for the general public), the (intermediate) results will be demonstrated. Aim is to involve not only teachers and professionals in these activities, but also pupils and job seekers to share their experiences with a wider audience.
• The school inspection will be informed about the results through an update in the outflow monitor and the monitor that follows former pupils for two years.
• Partners have the intention to invite decision makers of these local and regional government departments to important meetings (e.g. the kick-off meeting) or an on-site visit to EEPL and/or MAJORANA.
• Erasmus+ agency: The Erasmus+ agency will receive progress reports, an interim report and a final report in which the progress of the project and the results will be described. Besides they will receive the final project results and an update of the project on the Erasmus+ Project Results Platform.
• The press: the press - local newspapers, sector-related (on-line) magazines such as plaformpraktijkonderwijs.nl - will be informed about the project and the activities executed by means of press releases (such as an infographic or an article).

The main dissemination deliverables foreseen are included in the Gantt chart attached to the application (a rough timetable). Foreseen deliverables are a.o.:
• Project logo
• Project website and social media accounts/pages
• Dissemination and exploitation plan
• Progress, interim and final report
• Newsletter, Infographic, 100 second video
• Brochures and flyers
• Press releases
• Audio visual for commercial use

In order to be able to monitor the dissemination activities throughout the project, partners will set up a detailed dissemination and exploitation plan in which the why, what, how, when, to whom and where will be described. The dissemination and exploitation

plan will be a dynamic document, which means that it will be updated periodically (yearly).

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/ tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

The outputs developed within the different Work Packages (measurement system, internship carousel, labour-based training centre and evening school, and carf-the-carving guidelines) can be obtained by the various participating organizations. All products are public and accessible to everyone. Through the organization's own websites as well as the project website that will be developed, this matter will be made known. This also guarantees after termination of the project that the information remains available and accessible. We plan no restrictions of open licenses.

An example: the measurement system that will be developed within WP1 Aim At Work, will be made available at the Presentis website (semi open source product). This website is accessible for all schools in The Netherlands. This way partners ensure open access for all the participating schools to a digital form of the system. During the yearly national meetings organised by Presentis, partners will also have the possibility to demonstrate the system developed to a wide audience; besides, the forum at the Presentis website allows for questions and discussions.

How will you ensure that the project's results will remain available and will be used by others?

The project's results will remain publicly available by embedding them in the websites of the participating organisations. In addition, the methods and developments will actually be used by the organizations involved and therefore remain available and up-to-date.

The HanDS partnership is based on long-standing contacts. This is also the case for the (business) networks the partners participate in. Partners are frequently in contact with relevant stakeholders to discuss for example their experiences with internships (during the regional supervisor meetings) and the progress made within the work-projects (when reporting to the local government). By means of these contacts and meetings, relevant stakeholders will stay informed about the benefits of the products developed and any improvements made. The benefits and results achieved as well as any improvement made will be actively brought to the attention of the stakeholders involved, through newsletters and direct mailing. This way, partners will not only use the results for their daily work in practice (after the project period) but also in distribution.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

The new integrated labour-based educational approach is an essential element for both the schools and the project development organisations as for the (local) governments to avoid that pupils get educated for being unemployed.

Partners will spread the outcomes of the project by means of all the dissemination formats and channels mentioned in this application. Every partner has a specific role in the dissemination of the results as well as their own network(meetings). Responsibilities regarding their specific roles will be defined beforehand in the dissemination plan, since partners are of opinion that high commitment requires a sense of shared responsibilities.

The different Work Packages within HanDS and the activities that will be executed within these Work Packages are all connected to each other. The connection is shown in the figure attached to this application. The starting point of all activities are the labour market needs. These needs will be the fundament on which the methods, tools and environments will be developed. All results are of equally importance regarding the dissemination. Nevertheless partners do acknowledge that some of the results are of greater importance from an educational point of view, and others are more important from a labour market point of view:
• From an educational point of view (the left side of the figure), the labour market needs will be translated into the Internship carousel (WP2). In case pupils are not successful in this carousel they have the opportunity to gain additional competences in the Labour-based training centre (WP3). These outputs will be mainly disseminated to the educational stakeholders/community.
• From a labour point of view (the right side of the figure), the labour market needs will be translated into the Web-based guidelines (WP4). In case former pupils/job seekers are missing essential competences, they can be trained in the Labour-based evening school (WP3). These outputs will be mainly disseminated to the companies and labour-related (governmental) organisations involved in this project.
• The Measurement System (WP1) that will be developed, can be used in all phases of the HanDS project to assess the strengths and weaknesses of pupils and job seekers and monitor the progress made. This system can be used by all stakeholders involved and should be seen as the linking-pin in this project. Ultimate goal is to realize a sustainable labour market match by means of the

educational route and/or the labour route.

H.3. Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

The parties involved are “no mayflies” but have earned their existence in their area of experience. In several economical cyclical changes parties have anticipated, developed, and thus became more professional and experienced. The outcomes of this project will be implemented in existing methodologies and practical work processes. This is the best guarantee that the outputs will be used in the longer-term.

The results are both important for the participating organizations and the target audiences to keep on developing and follow-up. The business management of both work development organizations are requesting to continue to achieve “the connection” to the changing market. Not handling the results will mean that the longer-term problems for this target group will increase which is not desirable for the target group and the participating organizations as well as the government. There is a huge social importance and therefore the pressure for each individual to make the continuance/sequel a success. This project is a solid path and process which is essential to build a foundation for future innovation. For measurement, schools can use their outflow data which are already available.

Partners will set up a sustainability plan to ensure that the project’s activities, outcomes and impact will be continued and used after the Erasmus+ funding has finished. Factors that will be taken into account when setting up this plan are the quality of the project design (assure that the project keeps meeting educational and business needs), involvement of the project partners (create sense of ownership and motivation), effective coordination, active involvement of the target audiences during the entire project and securing adequate resources for continuation (e.g. seeking alternative sources of finance and, if possible, making parts of the project self-sufficient).

I. 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.

I.1. Project Management and Implementation

PIC of Organisation	Role of Organisation	Name of the Organisation
942568304	Applicant Organisation	Stichting Surplus
939214141	Partner Organisation	Het Stedelijk Lyceum locatie De Wissel
944727427	Partner Organisation	Istituto d'Istruzione Superiore Majorana
941181689	Partner Organisation	Entwicklungsgesellschaft Energiepark Lausitz GmbH
		Total Grant Requested 45000.00

I.2. Transnational Project Meetings

PIC of Sending Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
944727427: Istituto d'Istruzione Superiore Majorana	3	12	100 - 1999 km	575.00	6900.00
941181689: Entwicklungsgesellschaft Energiepark Lausitz GmbH	3	12	100 - 1999 km	575.00	6900.00
942568304: Stichting Surplus	1	4	0 - 99 km	0.00	0.00
942568304: Stichting Surplus	2	8	100 - 1999 km	575.00	4600.00
939214141: Het Stedelijk Lyceum locatie De Wissel	1	4	0 - 99 km	0.00	0.00
939214141: Het Stedelijk Lyceum locatie De Wissel	2	8	100 - 1999 km	575.00	4600.00
				Total	23000.00

I.3. Intellectual Outputs

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
942568304: Stichting Surplus	O1	Technicians	Netherlands	40	190.00	7600.00
942568304: Stichting Surplus	O1	Administrative support staff	Netherlands	20	157.00	3140.00
942568304: Stichting Surplus	O1	Managers	Netherlands	10	294.00	2940.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O1	Teachers/Trainers/Researchers	Netherlands	40	241.00	9640.00
944727427: Istituto d'Istruzione Superiore Majorana	O1	Teachers/Trainers/Researchers	Italy	10	214.00	2140.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O1	Teachers/Trainers/Researchers	Germany	10	214.00	2140.00
942568304: Stichting Surplus	O1	Teachers/Trainers/Researchers	Netherlands	40	241.00	9640.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O2	Teachers/Trainers/Researchers	Netherlands	60	241.00	14460.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O2	Administrative support staff	Netherlands	15	157.00	2355.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O2	Managers	Netherlands	8	294.00	2352.00
942568304: Stichting Surplus	O2	Teachers/Trainers/Researchers	Netherlands	10	241.00	2410.00
944727427: Istituto d'Istruzione Superiore Majorana	O2	Teachers/Trainers/Researchers	Italy	30	214.00	6420.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O2	Teachers/Trainers/Researchers	Germany	10	214.00	2140.00
944727427: Istituto d'Istruzione Superiore Majorana	O3	Administrative support staff	Italy	20	131.00	2620.00
944727427: Istituto d'Istruzione Superiore Majorana	O3	Managers	Italy	10	280.00	2800.00
			Total	606	Total	132932.00

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
944727427: Istituto d'Istruzione Superiore Majorana	O3	Teachers/Trainers/Researchers	Italy	80	214.00	17120.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O3	Teachers/Trainers/Researchers	Netherlands	40	241.00	9640.00
942568304: Stichting Surplus	O3	Teachers/Trainers/Researchers	Netherlands	10	241.00	2410.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O3	Teachers/Trainers/Researchers	Germany	10	214.00	2140.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O4	Teachers/Trainers/Researchers	Germany	60	214.00	12840.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O4	Administrative support staff	Germany	15	131.00	1965.00
941181689: Entwicklungsgesellschaft Energiepark Lau	O4	Managers	Germany	8	280.00	2240.00
942568304: Stichting Surplus	O4	Teachers/Trainers/Researchers	Netherlands	30	241.00	7230.00
939214141: Het Stedelijk Lyceum locatie De Wissel	O4	Teachers/Trainers/Researchers	Netherlands	10	241.00	2410.00
944727427: Istituto d'Istruzione Superiore Majorana	O4	Teachers/Trainers/Researchers	Italy	10	214.00	2140.00
			Total	606	Total	132932.00

I.4. Multiplier Events

PIC of Organisation	Event Identification	Country of Venue	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
942568304: Stichting Surplus	E1	Netherlands	20	100.00	0	200.00	2000.00
939214141: Het Stedelijk Lyceum locatie De	E1	Netherlands	20	100.00	0	200.00	2000.00
		Total	40	Total	15	Total	7000.00

PIC of Organisation	Event Identification	Country of Venue	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
944727427: Istituto d'Istruzione Superiore M	E1	Netherlands	0	100.00	5	200.00	1000.00
941181689: Entwicklungsgesellschaft Energ	E1	Netherlands	0	100.00	10	200.00	2000.00
		Total	40	Total	15	Total	7000.00

I.5. Learning/Teaching/Training Activities

I.5.1. Travel

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Distance Band	Travel Grant per Participant	Grant Requested
939214141: Het Stedelijk Lyceum locatie De Wissel	C1	Blended mobility of school learners	42	100 - 1999 km	275.00	11550.00
944727427: Istituto d'Istruzione Superiore Majorana	C1	Blended mobility of school learners	42	100 - 1999 km	275.00	11550.00
		Total	84		Total	23100.00

I.5.2. Individual Support

Short-term Learning/Teaching/Training Activities

Total	14	68	Total	14	16	Total	37380.00

PIC of Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
939214141: Het Ste	C1	Blended mobility of school learners	7	34	385.00	7	8	700.00	18690.00
944727427: Istituto	C1	Blended mobility of school learners	7	34	385.00	7	8	700.00	18690.00
		Total	14	68	Total	14	16	Total	37380.00

I.5.3. Exceptional Costs (Overseas Countries and Territories Travel Costs)

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Purpose and description of Costs	Grant requested (up to 80% of eligible costs)
		Total		Total	

I.6. Special Needs

PIC of Organisation	No. of Participants With Special Needs	Description	Grant Requested
		Total	

I.7. Exceptional Costs

PIC of Organisation	Description of Cost Item	Grant Requested (75% of Total)
942568304: Stichting Surplus	Translations costs (website, brochures, press releases etc)	7500.00
	Total	7500.00

Please provide any further comments you may have concerning the above entered budget.

Within the HanDS project, short training events for education staff linked to the project will be organised. Partners foresee four training events in which small groups of staff from The Netherlands and Italy will participate. These joint training events will be linked to and combined with the blended mobility activities organised; the education staff that will join these events will also be accompanying the pupils. This means that the 16 teachers mentioned under C1 will be the same staff members that will be participating in the short-term training events (C2), so in total 84 mobilities are foreseen and no additional costs will be made under C2.

Our goal is to reach as much as possible European institutions who can benefit from our results. So it is important to translate the outcomes in a language that is understandable for a wide audience.

J. Project Summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

In view of further publication on the Erasmus+ dissemination platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

The current economic climate in Europe contributes that youth unemployment in recent years has increased. In Sicily the rate of youth unemployment is over 50% and for pupils out of the practical education the numbers are even higher. Mismatches between education curricula and labour market needs increase the risk of educational failure and early school leaving as pupils lack prospects within their chosen educational pathway.

Aim of the HanDS project is to develop an integrated innovative approach to prevent current pupils to be unemployed and get stuck at home, and to reengage people in education and training who have had their education interrupted due to various reasons. Objectives are the development of:
- a measuring system to categorize pupils and job seekers in order to offer them the rightful attention and guidance.
- a suitable employment/internship programme for pupils to gain as much as possible practice work experience in a short period as possible (internship carousel).
- a connection between the (warm) school and the (cold) labour market through the development of two new school environments: a labour-based training centre and a labour-based evening school.
- web based “guidelines” based on the job carving principle.

In order to reach this aim secondary schools from The Netherlands (DE WISSEL) and Sicily (MAJORANA) decided to join forces. Although schools play an important role in addressing these problems they cannot and should not work in isolation. These problems need an integrated approach consisting of a right mixture of prevention, intervention and compensation measures. Therefore two work development organisations with a direct link to the labour market were added to the consortium: SURPLUS (The Netherlands) and EEPL (Germany).

The HanDS partners have structured the project into a number of Work Packages that are all connected to each other. The starting point of all activities are the labour market needs. From an education point of view, these needs will be translated into the Internship carousel (WP2). In case pupils are not successful in this carousel they have the opportunity to gain additional competences in the Labour-based training centre (WP3). From a labour point of view, the labour market needs will be translated into the Web-based guidelines (WP4). In case former pupils/job seekers are missing essential competences, they can be trained in the Labour-based evening school (WP3). The Measurement system (WP1) that will be developed, can be used in all phases of the HanDS project to assess the strengths and weaknesses of pupils and job seekers and monitor the progress made.

For the development activities that will be executed, the partners intend to apply an iterative (cyclic) development methodology. This is a methodology based on an process of research, design, prototyping, testing, analysing and refining, and is well suited to the objectives and outputs. This methodology enables user feedback and continuous, iterative testing enables an objective assessment of the project's status. The methodology proposed takes into account existing knowledge and practice available at the project partners.

Within HanDS, four blended mobility activities and four short training events for education staff will be organised since these will bring added value in the achievement of the project objectives. Specific added value of the blended mobility possibility is that a short visit will be combined with the use of virtual mobility. This will offer the pupils with special needs and fewer opportunities the chance to take part in the joint project work within HanDS. By means of the visits of the pupils and teachers, the project activities executed so far can be discussed, tested and adjusted if necessary. During the exchanges the pupils and teachers will serve as a framework to see if the chosen path is the right one.

The overall impact envisaged is a reduction of the unemployment rate and number of ESL’s by realising a sustainable labour-market match. As a direct result of a reduction of the unemployment rate and number of ESL’s, public and social costs – such as costs related

to healthcare, criminal justice and social benefit payments – will also be reduced. The desired (long-term) impact on a local, regional, national or even European level is to provide individuals with improved lifetime opportunities (such as better health, active citizenship, an improved social and democratic climate, better quality of education for the next generation) by obtaining a starting qualification or finding a job that fits.

Partners are convinced that an integrated approach that covers the spectrum between education and the labour market will serve as an example for many more similar organisations and the impact will be strong. The integrated approach will keep young people in school, offer maximum support where the dropout risk is acute and offer new labour market (and learning) opportunities for job seekers!

J.1. Summary of participating organisations

PIC of Organisation	Name of the Organisation	Country of the Organisation
942568304	Stichting Surplus	Netherlands
939214141	Het Stedelijk Lyceum locatie De Wissel	Netherlands
944727427	Istituto d'Istruzione Superiore Majorana	Italy
941181689	Entwicklungsgesellschaft Energiepark Lausitz GmbH	Germany

Total number of participating organisations	4

J.2. Budget Summary

PIC of Organisation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs	Exceptional Costs	Total
				Travel	Individual Support	Linguistic Support	Exceptional Costs (Overseas Countries and Territories Travel Costs)			
942568304	4600.00	35370.00	2000.00						7500.00	49470.00
939214141	4600.00	40857.00	2000.00	11550.00	18690.00					77697.00
944727427	6900.00	33240.00	1000.00	11550.00	18690.00					71380.00
941181689	6900.00	23465.00	2000.00							32365.00
Total	23000.00	132932.00	7000.00	23100.00	37380.00				7500.00	230912.00
Project Management and Implementation										45000.00

J.2.1. Project Total Grant

Grant Calculated	275912.00

K. 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 2 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 partner to the applicant signed by both parties (recommended).
  - ☐ the timeline for the project activities and outputs using the template provided.
- ☐ 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.

L. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if selected and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,

- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

M. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

N. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
HanDS_2016 - Declaration of Honour.pdf	1434
HanDS_2016 - Mandates.pdf	4445
HanDS_2016 - Gantt-chart.pdf	357
HanDS_2016 - Overview WPs.pdf	499
Total Size	6735

O. Submission

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

O.1. Data Validation

Validation of compulsory fields and rules

O.2. Standard Submission Procedure

Online submission (requires internet connection)

Submitted	YES
Submission ID	1347323
Submission date (Brussels, Belgium Time)	2016-03-29 12:32:26
Hash code	CFFD8708C28777DB

O.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.

O.4. Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2016-03-29 12:32:26 (Brussels, Belgium Time)	CFFD8708C28777DB	YES	Your submission was successful. Submission ID: 1347323

O.5. Form Printing

Print the entire form

Project: 2016-1-NL01-KA201-022904

Project details

Project Code	2016-1-NL01-KA201-022904
Project National ID	
Submission ID	1347323

The beneficiary will implement the Project as described in the grant application with the aforementioned submission code.

Budget Summary: Budget approved/grant awarded by NA

Budget items	Total Grant
Project Management and Implementation	45.000,00
Transnational Project Meetings	13.800,00
Intellectual Outputs	120.710,00
Multiplier Events	7.000,00
Learning/Teaching/Training Travel	23.100,00
Learning/Teaching/Training Individual Support	37.380,00
Learning/Teaching/Training Linguistic Support	0,00
Exceptional Costs - OCT Travel	0,00
Special Needs Support	0,00
Exceptional Costs	7.500,00
Exceptional Costs Guarantee	0,00
Total Grant	254.490,00

Budget details

Intellectual Outputs

Output	Category of Staff	No. of Working Days	Total Grant
O1: AIM AT WORK	Teachers/Trainers/Researchers	10	2.140,00
O1: AIM AT WORK	Technicians	40	7.600,00
O1: AIM AT WORK	Teachers/Trainers/Researchers	40	9.640,00
O1: AIM AT WORK	Teachers/Trainers/Researchers	40	9.640,00
O1: AIM AT WORK	Teachers/Trainers/Researchers	10	2.410,00
O1: AIM AT WORK	Teachers/Trainers/Researchers	10	2.140,00
O2: HANDS AT WORK	Teachers/Trainers/Researchers	60	14.460,00
O2: HANDS AT WORK	Teachers/Trainers/Researchers	8	1.928,00
O2: HANDS AT WORK	Teachers/Trainers/Researchers	30	6.420,00
O2: HANDS AT WORK	Teachers/Trainers/Researchers	10	2.410,00
O2: HANDS AT WORK	Teachers/Trainers/Researchers	10	2.140,00
O3: GET LINKED	Teachers/Trainers/Researchers	10	2.140,00
O3: GET LINKED	Teachers/Trainers/Researchers	10	2.140,00
O3: GET LINKED	Teachers/Trainers/Researchers	80	17.120,00
O3: GET LINKED	Teachers/Trainers/Researchers	10	2.410,00
O3: GET LINKED	Teachers/Trainers/Researchers	40	9.640,00
O4: CARF THE CARVING	Teachers/Trainers/Researchers	8	1.712,00
O4: CARF THE CARVING	Teachers/Trainers/Researchers	60	12.840,00
O4: CARF THE CARVING	Teachers/Trainers/Researchers	10	2.140,00
O4: CARF THE CARVING	Teachers/Trainers/Researchers	30	7.230,00
O4: CARF THE CARVING	Teachers/Trainers/Researchers	10	2.410,00
Total		536	120.710,00

Multiplier Events

Event	No. of Local Participants	No. of Foreign Participants	Total Grant
E1: HanDS Launch	20	0	2.000,00
E1: HanDS Launch	0	10	2.000,00
E1: HanDS Launch	20	0	2.000,00
E1: HanDS Launch	0	5	1.000,00
Total	40	15	7.000,00

Learning/Teaching/Training

Activity		Travel		Exceptional Costs - OCT Travel		Individual Support					Linguistic Support	
		No. of Participants	Total Grant	No. of Participants	Total Grant	Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total Grant	No. of Participants	Total Grant
Blended mobility of school learners	C1	84	23.100,00	0	0	476	68	112	16	37380,00	0	0,00
Short-term joint staff training events	C2	0	0,00	0	0	0	0	0	0	0	0	0,00
Total		84	23.100,00	0	0,00	476	68	112	16	37.380,00	0	0,00

Participating Organisations

Stichting Surplus

Latin Legal Name	Stichting Surplus
Organisation Name	
Organisation Role	Applicant Organisation
Registration Number	08097641
Legal Form	STICHTING
Address	Lasondersingel 133, 7514 BP, Enschede, Netherlands
VAT	NL811809195B01
PIC	942568304
Erasmus Code (if applicable)	
VET Mobility accreditation number	
Youth EVS accreditation number	
HE Consortium accreditation number (if applicable)	

Entwicklungsgesellschaft Energiepark Lausitz GmbH

Latin Legal Name	Entwicklungsgesellschaft Energiepark Lausitz GmbH
Organisation Name	
Organisation Role	Partner Organisation
Registration Number	HRB 4851
Legal Form	GESELLSHAFT MIT BESCHRAENKTER HAFTUNG
Address	Grenzstraße 62, 03238, Finsterwalde, Germany
VAT	DE180 651 871
PIC	941181689
Erasmus Code (if applicable)	
VET Mobility accreditation number	
Youth EVS accreditation number	
HE Consortium accreditation number (if applicable)	

Het Stedelijk Lyceum locatie De Wissel

Latin Legal Name	Het Stedelijk Lyceum locatie De Wissel
Organisation Name	
Organisation Role	Partner Organisation
Registration Number	08102946
Legal Form	STICHTING
Address	Wethouder Nijhuisstraat 70, 7545NK, Enschede, Netherlands
PIC	939214141
Erasmus Code (if applicable)	
VET Mobility accreditation number	
Youth EVS accreditation number	
HE Consortium accreditation number (if applicable)	

Istituto d'Istruzione Superiore Majorana

Latin Legal Name	Istituto d'Istruzione Superiore Majorana
Organisation Name	
Organisation Role	Partner Organisation
Registration Number	9785
Legal Form	UNKNOWN
Address	Via Labriola 1, 96012, Avola, Italy
VAT	92021320897
PIC	944727427
Erasmus Code (if applicable)	
VET Mobility accreditation number	
Youth EVS accreditation number	
HE Consortium accreditation number (if applicable)	

ANNEX III – FINANCIAL AND CONTRACTUAL RULES

I. RULES APPLICABLE TO BUDGET CATEGORIES BASED ON UNIT CONTRIBUTIONS

I.1 Conditions for eligibility of unit contributions

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

(a) the units must be actually used or produced in the period set out in Article I.2.2 of the Special Conditions;

(b) the units must be necessary for implementing the Project or produced by it;

(c) the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this Annex.

I.2 Calculation and supporting documents for unit contributions

A. <u>Project management and implementation</u>

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of months of the project duration by the unit contribution applicable to the beneficiary, as specified in Annex IV of the Agreement. The beneficiaries shall agree on the distribution of the amount between them depending on their respective workload and contribution to the project activities and results.

(b) Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency.

(c) Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform and, depending on their nature, available for checks and audits at the premises of the beneficiaries.

(d) Reporting: on behalf of the Project as a whole, the coordinator shall report on the final distribution of funds and on undertaken activities and results.

B. <u>Transnational project meetings</u>

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations by the unit contribution applicable, as specified in Annex IV of the Agreement.

By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary shall provide the reason for this difference.

(b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually participated in the transnational project meeting and undertaken the reported travel.

(c) Supporting documents:

- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date;

- In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

- Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name, e-mail address and signature of the person, name and address of the sending organisation of the person;

- Detailed agenda and any documents used or distributed at the transnational project meeting.

(d) Reporting:

- The coordinator shall report on the venue of the meeting, the date and the number of participants.

- In all cases, the beneficiaries shall be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

C. <u>Intellectual outputs</u>

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established, as specified in Annex IV of the Agreement. The category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output.

- Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Intellectual Outputs" budget item only if applied for and approved by the NA, as specified in Annex II.

(b) Triggering event: the event that conditions the entitlement to the grant is that the intellectual output has been produced and that it is of an acceptable quality level, as determined by the evaluation of the NA.

(c) Supporting documents:

- proof of the intellectual output produced, which will be uploaded in the Erasmus+ Project Results Platform and/or, depending on its nature, available for checks and audits at the premises of the beneficiaries;

- proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the intellectual output.

- proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the staff member concerned, whether the person is involved in the Project on a professional or voluntary basis. Staff working for a beneficiary on the basis

of service contract (e.g. translators, web designer etc.) is not considered as staff of the organisation concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below.

(d) Reporting:

- On behalf of the Project as a whole, the coordinator shall report on the activities undertaken and results produced. The coordinator shall include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.

D. <u>Multiplier events</u>

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants from organisations other than the beneficiary and other project partner organisations as specified in the Agreement by the unit contribution applicable per participant, as specified in Annex IV of the Agreement.

(b) Triggering event: the event that conditions the entitlement to the grant is that the multiplier event has taken place and that it is of an acceptable quality level, as determined by the evaluation of the NA.

(c) Supporting documents:

- Proof of attendance of the multiplier event in the form of a participants list signed by the participants specifying the name, date and place of the multiplier event, and for each participant: name, e-mail address and signature of the person, name and address of the sending organisation of the person;

- Detailed agenda and any documents used or distributed at the multiplier event.

(d) Reporting:

- On behalf of the Project as a whole, the coordinator shall report on the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants

- In the case that the beneficiaries do not develop the intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several intellectual outputs but only some of them are ultimately realised, the NA shall determine to which extent each of the related Multiplier events is eligible for grant support.

E. Learning, teaching and training activities

(a) Calculation of the grant amount: the grant amount takes the form of a unit contribution towards the travel, individual support and linguistic support. It is calculated as follows:

- Travel: the grant amount is calculated by multiplying the number of participants by the unit contribution applicable to the distance band for the travel, as specified in Annex IV of the Agreement; for the establishment of the distance band applicable, the coordinator shall use the on-line distance calculator available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

- Individual support: the grant amount is calculated by multiplying the number of days/months per participant, including accompanying persons staying up to 60 days, by the unit contribution applicable per day/month for the type of participant and for the host country concerned, as specified in Annex IV of the Agreement. In the case of incomplete months for activities exceeding 2 months, the grant amount is calculated by multiplying the number of days of the incomplete month by 1/30 of the unit contribution per month. If necessary, the beneficiary may add one day for travel directly before the first day of the activity abroad and one day for travel directly following the last day of the activity abroad; these extra days for travel will be considered for the calculation of the individual support.

- Linguistic support: the grant amount is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution applicable, as specified in Annex IV of the Agreement.

- Support to participants in Learning, teaching and training activities taking place in their own country is eligible, provided that the activities involve participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.

- In all cases, the beneficiaries must be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or a voluntary basis) or as learners.

(b) Triggering event:

- Travel: the triggering event for the entitlement to the grant is that the participant has actually undertaken the reported travel.

- Individual support: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.

- Linguistic support: the triggering event for the entitlement to the grant is that the participant has undertaken an activity exceeding 2 months and that the person has actually undertaken language preparation in the language of instruction or of work.

(c) Supporting documents:

(i) Travel

- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name, the e-mail address of the participant, the purpose of the activity, as well as its starting and end date;

- In exceptional cases of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival In duly justified exceptional cases when the third party evidence cannot be provided, the beneficiary and the receiving organisation can sign a declaration specifying the place of departure and the place of arrival].

(ii) Individual support

- Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

(iii) Linguistic support

- Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the linguistic support provided, or

- Invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or

- In case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the participant, specifying the name of the participant, the language taught, the format and duration of the linguistic support received.

(d) Reporting:

- The coordinator shall report on the venue of all Transnational learning, teaching and training activities, the date and the number of participants.

II. RULES APPLICABLE FOR THE BUDGET CATEGORIES BASED ON REIMBURSEMENT OF ACTUAL INCURRED COSTS

II.1. Conditions for the reimbursement of actual costs

Where the grant takes the form of a reimbursement of actual costs, the following conditions shall apply:

(a) they are incurred by the beneficiary;

(b) they are incurred in the period set out in Article I.2.2.;

(c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.3.3;

(d) they are incurred in connection with the Project as described in Annex II and are necessary for its implementation;

(e) they are identifiable and verifiable, in particular are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;

(f) they comply with the requirements of applicable tax and social legislation;

(g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;

(h) they are not covered by a unit contribution as specified in Section I of this Annex.

II.2. Calculation of actual cost

A. <u>Special needs support</u>

(a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.

(b) Eligible costs: costs directly related to participants with disabilities and accompanying persons beyond the 60th day of stay and that are additional to costs supported by a unit contribution as specified in Section I of this Annex.

(c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

B. Exceptional costs

(a) Calculation of the grant amount: the grant equals the reimbursement of 75% of the eligible costs actually incurred with a maximum of € 50.000 per project excluding the costs of a financial guarantee if required by the Agreement; and of 80% of the eligible costs for expensive travel costs of participants from outermost regions and OCTs.

(b) Eligible costs:

- Sub-contracting: sub-contracting and purchase of goods and services in so far as applied for by the beneficiary and in so far as approved by the NA as specified in Annex II;

- Financial guarantee: costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2 of the Agreement.

- Costs of travel for participants of outermost regions and OCTs for which the standard funding rule does not cover at least 70% of the eligible costs;

- Cost related to the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.10 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary. The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee. In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed.

(c) Supporting documents:

- Sub-contracting: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

- Financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

- Depreciations costs: proof of the purchase, rental or lease of the equipment, as recorded in the beneficiary's accounting statements, justifying that these costs correspond to the period set out in Article I.2.2 and the rate of actual use for the purposes of the Project may be taken into account;

- In the case of the costs for travel for participants from outermost regions and OCTs, proof of payment of the related costs on the basis of invoices specifying the name and

address of the body issuing the invoice, the amount and currency, and the date of the invoice.

III. CONDITIONS OF ELIGIBILITY OF PROJECT ACTIVITIES

a) The beneficiaries shall ensure that the activities of the project for which grant support was awarded are eligible in accordance with the rules set out in the Erasmus+ Programme Guide for each Key Action and each field.

b) Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex shall be declared ineligible by the NA and the grant amounts corresponding to the activities concerned shall be reimbursed in full. The reimbursement shall cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.

c) The eligible minimum duration of mobility activities specified in the Programme Guide is the minimum duration of the activity excluding time for travel.

IV. RULES AND CONDITIONS FOR GRANT REDUCTION FOR POOR, PARTIAL OR LATE IMPLEMENTATION

- Poor, partial or late implementation of the Project may be established by the NA on the basis of:
    - The final report submitted by the coordinator;
    - The products and outputs produced by the project;
- The NA may consider also information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, desk checks or on the spot checks undertaken by the NA.
- The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores below 50 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.

- The final report, products and outputs will be assessed by the NA, using a common set of quality criteria focusing on:
    - The extent to which the project was implemented in line with the approved grant application
    - The quality of activities undertaken and their consistency with the project objectives
    - The quality of the products and outputs produced
    - The learning outcomes and impact on participants
    - The extent to which the project proved to be innovative/complementary to other initiatives
    - The extent to which the project proved to add value at EU level
    - The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes
    - The impact on the participating organisations
    - In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants
    - The quality and scope of the dissemination activities undertaken
    - The potential wider impact of the project on individuals and organisations beyond the beneficiaries
- A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and may be of:
    - 25% if the final report scores at least 40 points and below 50 points;
    - 50% if the final report scores at least 25 points and below 40 points;
    - 75% if the final report scores below 25 points.

V. CHECKS OF GRANT BENEFICIARIES AND PROVISION OF SUPPORTING DOCUMENTS

In accordance with Article II.27, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled.

A final report check shall be performed for all projects. In addition, the project may be subject to a further desk check or on-the-spot check if the project Agreement is included in the NA sample required by the European Commission or if the NA selected the Agreement for a targeted check based on its risk assessment.

For final report check and desk check, the coordinator shall supply copies of supporting documents to the NA (including supporting documents from the other beneficiaries), unless the NA makes a request for originals to be delivered. The NA shall return original supporting documents to the beneficiary upon its analysis thereof. If the beneficiary is legally not authorised to send original documents for final report or desk checks, the beneficiary concerned may send a copy of the supporting documents instead.

The beneficiaries shall note that for any type of check the NA may additionally request supporting documents or evidence that are typically specified for another type of check.

The different checks shall include the following:

a) Final report check

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled.

The beneficiary shall submit to the National Agency a final report through Mobility Tool+ which will include the following information on grant expenditure:

- Unit contributions consumed for budget categories:
  - Project management and implementation
  - Transnational project meetings
  - Intellectual outputs *(for Strategic Partnerships for Development of Innovation only)*
  - Multiplier events *(for Strategic Partnerships for Development of Innovation only)*
  - Travel
  - Individual support
  - Linguistic support
- Actual costs incurred for budget category:
  - Special needs support

- Actual contributions incurred and supporting documents specified in Section II of this Annex for budget category:
  - Exceptional costs
- Project results, by uploading them in the Erasmus+ Project Results Platform as provided in Article I.9.2.

b) Desk check

The desk check is an in-depth check of supporting documents at the NA premises that may be conducted at or after the final report stage.

Upon request, the beneficiary shall submit to the National Agency the supporting documents for all budget categories.

c) On-the-spot checks

On-the-spot checks are performed by the NA at the premises of the beneficiaries or at any other relevant premise for the execution of the Project. During on-the-spot checks, the beneficiary shall make available for review by the National Agency original supporting documentation as specified for final report and desk checks.

There are two types of possible on-the-spot checks:

On-the-spot check during project implementation

This check is undertaken during the implementation of the Project in order for the National Agency to verify directly the reality and eligibility of all project activities and participants.

On-the-spot check after completion of the project

This check is undertaken after the end of the Project and usually after the final report check.

In addition to providing all supporting documentation, the beneficiary shall enable the National Agency access to the recording of project expenses in the beneficiary accounts.

RATES APPLICABLE FOR UNIT CONTRIBUTIONS

KEY ACTION 2 – STRATEGIC PARTNERSHIPS

1. Project management and implementation

Contribution to the activities of the coordinating organisation: **500 EUR** per month
Contribution to the activities of the other participating organisations: **250 EUR** per participating organisation per month
Maximum amount in the case of 10 Beneficiaries or more: **2750 EUR** per month for the Project as a whole

2. Transnational project meetings

For travel distances between 100 and 1.999 KM: **575 EUR** per participant per meeting
For travel distances of 2.000 KM or more: **760 EUR** per participant per meeting

Nota bene: The "travel distance" represents the distance between the place of origin and the venue

3. Intellectual outputs

Programme Countries	Manager	Teacher/Trainer/ Researcher/ Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

Partner Countries	Manager	Teacher/Trainer/ Researcher/ Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Australia, Canada, Kuwait, Macao, Monaco, Qatar, San Marino, Switzerland, United States of America	294	241	190	157
Andorra, Brunei, Japan, New Zealand, Singapore, United Arab Emirates, Vatican City State	280	214	162	131
Bahamas, Bahrain, Equatorial Guinea, Hong Kong, Israel, Korea (Republic of), Oman, Saudi Arabia, Taiwan	164	137	102	78
Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bangladesh, Barbados, Chile, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comoros, Congo (Brazzaville), Congo (Kinshasa), Cook Islands, Costa Rica, Cuba, Djibouti, Dominica, Dominican Republic, East Timor, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea (Republic of), Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Ivory Coast, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea (DPR), Kosovo, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Niue, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Russian Federation, Rwanda, Samoa, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, St. Lucia, St. Vincent and the Grenadines, St. Kitts and Nevis, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe	88	74	55	39

4. Multiplier events

100 EUR per local participant (i.e. participants from the country where the event is taking place)
200 EUR per international participant (i.e. participants from other countries)
Maximum **30.000 EUR** for the project as a whole

5. Transnational training, teaching and learning activities

5.a. Travel

For travel distances between 100 and 1.999 KM: **275 EUR** per participant
For travel distances of 2.000 KM or more: **360 EUR** per participant

Nota bene: The "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to <u>and</u> from the venue.

5.b. Individual support

Short-term activities

Short term joint staff training events, teaching in Intensive Study Programmes and accompanying persons	up to the 14th day of activity: **100 EUR** per day per participant + between the 15 th and 60 th day of activity: **70 EUR** per day per participant
Short term activities for learners (blended mobility, short term pupils' mobility, intensive programmes)	up to the 14th day of activity: **55 EUR** per day per participant + between the 15 th and 60 th day of activity: **40 EUR** per day per participant

Long-term activities

Long term teaching or training assignments Long term mobility of youth workers	up to the 14th day of activity: **B1.5** per day per participant + between the 15 th and 60 th day of activity: **B1.6** per day per participant + between the 61th day of activity and up to 12 months: **B1.7** per day per participant
Long term mobility of pupils	**B1.8** per month per participant

Receiving country	Long-term teaching or training assignments - mobility of youth workers			Long-term activities of pupils
	in EUR per day			in EUR per month
	B1.5	**B1.6**	**B1.7**	**B1.8**
Belgium	105	74	53	110
Bulgaria	105	74	53	70
Czech Republic	105	74	53	90
Denmark	120	84	60	145
Germany	90	63	45	110
Estonia	75	53	38	85
Ireland	120	84	60	125
Greece	105	74	53	100
Spain	90	63	45	105
France	105	74	53	115
Croatia	75	53	38	90
Italy	105	74	53	115
Cyprus	105	74	53	110
Latvia	90	63	45	80
Lithuania	75	53	38	80
Luxembourg	105	74	53	110
Hungary	105	74	53	90
Malta	90	63	45	110
Netherlands	120	84	60	110
Austria	105	74	53	115
Poland	105	74	53	85
Portugal	90	63	45	100
Romania	105	74	53	60

Receiving country	Long-term teaching or training assignments - mobility of youth workers			Long-term activities of pupils
	in EUR per day			in EUR per month
Slovenia	75	53	38	85
Slovakia	90	63	45	95
Finland	105	74	53	125
Sweden	120	84	60	115
United Kingdom	120	84	60	140
former Yugoslav Republic of Macedonia	90	63	45	60
Iceland	105	74	53	135
Liechtenstein	105	74	53	120
Norway	105	74	53	135
Turkey	105	74	53	80

5.c. Linguistic support

Only for long-term activities as specified in 5.b. above: **150 EUR** per participant

Het Stedelijk Lyceum

geeft ruimte aan jouw talent

MANDATE[1]

I, the undersigned,

E. (Eildert) Vuurboom,

representing,

Het Stedelijk Lyceum, praktijkschool De Wissel (DE WISSEL)

School for practical education

National ID: 08102946 / PIC: 939214141

Wethouder Nijhuisstraat 70
7545 NK Enschede

BTW-nummer: 8194.20.104.B.01,

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project HanDS under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

1. Mandate

Stichting Surplus (SURPLUS)

Stichting (foundation)

KvK-nummer: 08097641

Lasondersingel 133
7514 BP Enschede

8A1809195 B01,

represented by W.A.M.J. ten Haaf, Director

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Nationaal Agentschap Erasmus+ Onderwijs & Training in The Netherlands

1 One original version of this Annex to be included for each partner organisation except for the coordinator.

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

Het Stedelijk Lyceum

geeft ruimte aan jouw talent

SIGNATURE

E. (Eildert) Vuurboom
Headmaster Het Stedelijk Lyceum, Praktijkschool De Wissel

[signature]

Done at Enschede,

W.A.M.J. ten Haaf

Stichting Surplus (SURPLUS)

WERKELIJK BETROKKEN
SURPLUS

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LASONDERSINGEL 133
7514 BP, ENSCHEDE
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E INFO@ST-SURPLUS.NL
T +31 (0)53 - 2068200

[signature]

Done at Enschede, 29/03/16

In duplicate in English

MANDATE[1]

I, the undersigned,

F. (Fabio) Navanteri,

representing,

Istituto d'Istruzione Superiore Majorana (MAJORANA)

School/Institute/Educational centre – General education (secondary level)

National ID: 9785 / PIC: 944727427

Via Labriola, 1 – 96012 Avola (Italy)

VAT: 92021320897

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project HanDS under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

1. Mandate

Stichting Surplus (SURPLUS)

Stichting (foundation)

KvK: 08097641

Lasondersingel 133
7514 BP Enschede

VAT: 8A1809195 B01,

represented by W.A.M.J. ten Haaf, Director

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Nationaal Agentschap Erasmus+ Onderwijs & Training in The Netherlands

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I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

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This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURE

F. (Fabio) Navanteri
Headmaster

[signature]

Done at Avola, 02/03/2016

W.A.M.J. ten Haaf

Stichting Surplus (SURPLUS)

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T +31 (0)53 - 2068200

[signature]

Done at Enschede, 29/03/2016

In duplicate in English

MANDATE[1]

I, the undersigned,

M. (Mirko) Freigang,

representing,

Entwicklungsgesellschaft Energiepark Lausitz GmbH (EEPL)

Civil Society Organisation

Official registration No: HRB Cottbus 4851

Grenzstraße 62
03238 Finsterwalde

VAT number: 057/108/01365

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project HanDS under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

1. Mandate

Stichting Surplus (SURPLUS)

Stichting (foundation)

KvK: 08097641

Lasondersingel 133
7514 BP Enschede

VAT: 8A1809195 B01,

represented by W.A.M.J. ten Haaf, Director

(hereinafter referred to as "the coordinator")

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To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Nationaal Agentschap Erasmus+ Onderwijs & Training in The Netherlands

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SIGNATURE

M. (Mirko) Freigang
Director

Entwicklungsgesellschaft
Energiepark-Lausitz GmbH
Grenzstraße 62
03238 Finsterwalde
Tel.: 03531/71798-0, Fax: 71798-20
info@eepl.de

[signature]

Done at Finsterwalde, 15.03.2015

W.A.M.J. ten Haaf

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[signature]

Done at Enschede, 29/03/2016

In duplicate in English