



# Erasmus+ project launch meeting (RLP)

Partnerships for Cooperation 2023: KA210 (1st Round)  
and KA220

**Adult Education**

Online meeting, December 4, 2023

Eugénia Inácio  
Adult Education Teams

**Points to address:**

- **Welcome and introduction (15min) | 14h30**
- **Contract and reporting, also with intervention from the AN Project Authoring Team (1h) | 14h45**
- **Questions/doubts (15min) | 15h45**
- **Testimony on Erasmus+ KA2 project management (15min) | 16h00**
- **Presentation of EPALE, by Dr. Dora Santos (15 min) | 16h15**
- **Presentation of Europass by the National Europass Center (30 min) | 16h30**
- **Clarification of doubts and other matters (15min) | 17h00**
- **Closing | 17h15**

**Welcome and introduction (15min) | 2:30 pm:**

- **Statistics of the 2023 selection process - KA210 (1st round) and KA220**
- **Mentioning the beneficiary entities**



## KA210 (1st Round) and KA220 ADU-2023 selection process

| LUMP SUM        | 30.000€    | 60.000€  | 120.000€ | 250.000€   | 400.000€ |
|-----------------|------------|----------|----------|------------|----------|
| Submitted       | 5          | 42       | 7        | 53         | 8        |
| Approved        | 2          | 9        | 1        | 4          | 1        |
| Allocated grant | 60.000€    | 540.000€ | 120.000€ | 1.000.000€ | 400.000€ |
| TOTAL           | 2.120.000€ |          |          |            |          |

\* 17 rejected applications  
72 in reserve list

# Beneficiary entities KA210-ADU (1st Round) 2023

## 11 projects (two still missing)

| Project nº                      | Title  | Institution   |
|---------------------------------|--|---|
| 2023-1-PT01-KA210-ADU-000154113 | ARTinU - Unify art and intellectual disability   | Cooperativa de Educação e Reabilitação para Cidadãos mais Incluídos |
| 2023-1-PT01-KA210-ADU-000160697 | DIVERURAL  | Casa d'Abóbora - Associação Juvenil                                 |
| 2023-1-PT01-KA210-ADU-000150668 | A utilização eficaz da literatura e da terapia artística para a recuperação emocional dos indivíduos polimedicados.              | Arte-Via Cooperativa Artística e Editorial, CRL                     |
| 2023-1-PT01-KA210-ADU-000151682 | Upskilling disadvantaged, immigrant, migrant and refugee women with vital skills required for integration and to gain employment | VogalHorizontal Unipessoal Lda                                      |
| 2023-1-PT01-KA210-ADU-000153545 | PLAY - Digital Stories for Seniors' Intercultural Learning   | Associação Animam Viventem  |

# Beneficiary entities **KA210-ADU (1st Round) 2023** 11 projects (two still missing)

| Project nº                             | Title  | Institution  |
|--|--|--|
| 2023-1-PT01-KA210-ADU-000156035        | Residências Artísticas - aprendizagem não formal individual e coletiva               | Casa de Vilar - Associação Cultural e Artística        |
| 2023-1-PT01-KA210-ADU-000158263        | SI, SONO IO: Female Personal Development Program for Equal Opportunities             | Ad Sumus - Associação de Imigrantes de Almada          |
| 2023-1-PT01-KA210-ADU-000159372        | Learning opportunities for youth action in the energy transition in Southern Europe. | Associação - Sustainable Energy Youth Network - (SEYN) |
| <b>2023-1-PT01-KA210-ADU-000160442</b> | <b>Embaixadores do Ambiente</b>  | <b>Associação Omnis Factum</b>                         |
| 2023-1-PT01-KA210-ADU-000160504        | A life learning, now it is digital   | Santa Casa da Misericórdia de Bragança                 |
| 2023-1-PT01-KA210-ADU-000164829        | Plus Photo   | EDU.IN - Associação para a Educação Integral           |

# Beneficiary entities **KA220-ADU 2023**

## 6 projects (two still missing)



| Project nº                      | Title   | Institution  |
|---------------------------------|---|--|
| 2023-1-PT01-KA220-ADU-000152422 | <b>Fresh Start - Reeducação e Reinserção de pessoas em Situação de Reclusão com Comportamentos Aditivos e Dependências</b>  | <b>Centro de Solidariedade de Braga - Projecto Homem</b>                 |
| 2023-1-PT01-KA220-ADU-000126237 | <b>ACTIVATOR: Activating Older Adults in Citizen Science</b>  | <b>Município de Torres Novas</b>   |
| 2023-1-PT01-KA220-ADU-000156250 | <b>Restoring emotional and psychological well-being in and beyond prisons</b>   | <b>Associação para a Ação Educativa Cultural e Desportiva - Form2you</b> |
| 2023-1-PT01-KA220-ADU-000165084 | <b>Self-determination &amp; Inclusion by Theater</b>  | <b>Iscte</b>   |
| 2023-1-PT01-KA220-ADU-000165370 | <b>Estruturas de Formação Artística Inclusiva</b>   | <b>GlocalM</b>   |
| 2023-1-PT01-KA220-ADU-000166402 | <b>SMARTageCARE - Toolkit for Caring and Empowering European Older Adults: Ecosystem, Handbook and Digital Platform in Digital Transition, e-Health and Citizenship</b> | <b>Universidade do Porto</b>   |



# Financial Contract and Annexes (In English)



# Financial Contract and Annexes

(In English)



## Contract consists of:

### - Terms and conditions

- **Annex 1** - Description of the action, list of other beneficiaries and estimated budget for the action
- **Annex 2** - Specific rules
- **Annex 3** - Accession form (e.g. mandate)

## DATA SHEET

### 1- General data

... project title; type of action, project start date; project end date, project duration, partnership agreement: Yes...

### 2- Participating entities

List of participating entities: see Annex 1

### 3- Subsidy

Grant Maximum amount of grant awarded: €

### 4.2- Reports, payments and recoveries

Reports and payment schedule

Bank account for payments

...

**Language to be used in the report:** All payment requests and reports must be submitted in the working language of the partnership.

## DATA SHEET

### 5- Consequences of non-compliance, applicable legislation and dispute resolution forum

#### Applicable law:

EU Beneficiaries: Applicable standard legal regime: EU law + national law of the Member State of the authority awarding the subvention/grant.

Beneficiaries from third countries: Special legal regime applicable: EU law + national law of the country of the authority granting the grant + general principles governing the law of international organizations and the general rules of international law.

## DATA SHEET

### Deadlines after the end of the project:

**Confidentiality:** 5 years after final payment

**Record keeping:** 5 years after final payment (or 3 for grants not exceeding EUR 60.000€)

## CHAPTER 3 GRANT ARTICLE 5 — GRANT

### 5.4 Estimated budget, budget categories and forms of financing

The estimated budget for the action (breakdown of the lump sum) is presented in Annex 1. It contains the estimated eligible contributions for the action (lump sum contributions), broken down by beneficiary and work package/activities.

### 5.5 Budget flexibility

Budgetary flexibility does not apply; changes to the estimated budget (fixed amount breakdown) always require a change...

Furthermore, changes regarding transfers between **work packages** are only possible if:

- the work packages in question are not yet completed (...) and
- transfers are justified by the technical execution of the action.

## CHAPTER 4 GRANT IMPLEMENTATION

### SECTION 1 PARTNERSHIP: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPATING ENTITIES

#### ARTICLE 7 — BENEFICIARIES

The beneficiaries, as signatories to the Agreement, are fully responsible to the authority awarding the grant for its implementation and for fulfilling all its obligations.

They must implement the Agreement to the best of their ability, in good faith and in accordance with all obligations and terms and conditions established therein.

(...)

They are co-responsible for the technical execution of the action. If one of the beneficiaries does not carry out its part of the action, the other beneficiaries must ensure that that part is carried out by another entity/person (without being entitled to an increase in the maximum grant amount) and subject to an addendum;

## ARTICLE 7 — BENEFICIARIES

The internal roles and responsibilities of beneficiaries are divided as follows:

(a) Each beneficiary must:

i- keep the information entered in the Erasmus+ management tool updated...

ii- immediately inform the AN (and other beneficiaries) of any events or circumstances that may significantly affect or delay the implementation of the action

iii- submit to the coordinator in a timely manner:

(...)

- contribution to technical results and reports

(...)

## ARTICLE 7 — BENEFICIARIES

(b) The coordinator must:

i- monitor whether the action is implemented properly...

ii- act as an intermediary for all communications between the partnership and AN/CE, ...

iii- distribute payments received from AN to other beneficiaries without undue delay.

The coordinator cannot delegate or subcontract the above-mentioned tasks to any other beneficiary or third party...



## ARTICLE 7 — BENEFICIARIES

Beneficiaries must have internal provisions regarding their operation and coordination, to ensure that the action is implemented correctly.

If required by AN/CE..., these agreements must be set out in a written **partnership agreement** between the beneficiaries, covering, for example:

- the internal organization of the consortium
- managing access to the Erasmus+ management tool
- different forms of distribution for payments...
- rules on rights and obligations related to background elements and results - internal dispute resolution
- liability, compensation and confidentiality agreements between beneficiaries.

Internal agreements must not contain any provision contrary to the Financial Contract

## **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

### **13.1 Confidential information**

The parties must keep confidential any data, documents or other materials (in any form) that are identified in writing as sensitive (“sensitive information”) — during the execution of the action and at least until the deadline set out in the data sheet ...

## **ARTICLE 15 — DATA PROTECTION**

### **15.1 Data processing by AN/CE**

Any personal data under the Contract will be processed under the responsibility of the person processing the data identified in the privacy statement, in accordance with applicable data protection legislation, in particular Regulation (EU) 2018/17259 and national data protection laws related data and for the defined purposes. Indicated in the Privacy Statement available at <https://ec.europa.eu/erasmus-esc-personal-data>.

## **15.2 Data processing by beneficiaries**

Beneficiaries must process personal data under the Contract in accordance with applicable EU, international and national data protection legislation (in particular Regulation (EU) 2018/1725).

... Beneficiaries must ensure that their personnel are subject to an obligation of confidentiality.

Beneficiaries must inform data subjects about the processing and provide them with the Privacy Statement available at: <https://ec.europa.eu/erasmus-esc-personal-data>.

## **15.3 Consequences of non-compliance**

If a beneficiary fails to comply with any of its obligations under this article, the grant may be reduced...

## ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND USE RIGHTS

### 16.1 Background and background access rights

Beneficiaries must grant each other, and other participating entities access to the “Background” identified as necessary for the execution of the action, subject to any specific rules set out in Annex 2.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights...

### 16.2 Ownership of results

AN/CE does not obtain ownership of the results produced within the scope of the action.

## **16.3 AN/CE's rights to use materials, documents and information received for policy, information, communication, dissemination and advertising purposes**

AN/CE has the right to use non-sensitive information related to the action and materials and documents received from beneficiaries (namely summaries for publication, results, as well as any other material, such as images or audiovisual material, in paper or electronic format) for political, information, communication, dissemination and advertising purposes — during or after the action.

## **ARTICLE 17 — COMMUNICATION, DISCLOSURE AND VISIBILITY**

### **17.1 Communication — Disclosure — Promotion of the action**

...beneficiaries must promote the action and its results, providing information aimed at different audiences...

## 17.2 Visibility — European flag and financing statement

Communication activities of beneficiaries related to the action (including media relations, conferences, seminars, information material such as brochures, leaflets, posters, presentations, etc., in electronic format, through traditional or social media , etc.), outreach activities and any infrastructure, equipment, key outputs funded by the grant must acknowledge EU support and display the European flag (emblem) and financing statement (translated into local languages where appropriate):



Co-funded by the  
European Union



Funded by the  
European Union

When displayed in association with other logos (e.g., those of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

### 17.3 Quality of information — Disclaimer

... must indicate the following legal notice (translated into the local languages where appropriate):

*“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”*

### SECTION 3 SUBSIDY ADMINISTRATION

#### 19.2 Data updates in the Erasmus+ management tool

Beneficiaries must keep — at all times, during the action — the information stored in the Erasmus+ management tool up to date, namely their name, address, legal representatives, legal form and type of organization.

## ARTICLE 20 — RECORD KEEPING

### 20.1 Maintaining records and supporting documents

Beneficiaries must — at least until the deadline set in the data sheet ... — keep records and other supporting documents that attest to the correct execution of the action ... beneficiaries do not need to keep specific records on the costs actually incurred.

Records and supporting documents must be made available upon request... or in the context of checks, reviews, audits or investigations...

Beneficiaries must keep the original documents. Digital and scanned documents are considered original if they are authorized by applicable national legislation. AN/CE may accept non-original documents if they offer a comparable level of assurance.



## ARTICLE 21 — REPORTS

### 21.1 Continuous reporting

When applicable, the coordinator must submit a progress report according to the schedule established in the data sheet

### 21.2 Periodic reports

...beneficiaries must submit reports to request payments, in accordance with the calendar and modalities established in the data sheet

- for additional pre-financing (if any): a **periodic report**
- for final payment: a **final report**.

Periodic reports include a technical and financial part.

The technical part includes an overview of the implementation of the action. The periodic report must be prepared using the model provided by the National Agency.

The financial part of the periodic report for additional pre-financing includes a statement on the use of the previous pre-financing payment.

## ARTICLE 21 — REPORTS

### 21.3 Currency of financial statements and conversion into euros

Financial statements must be prepared in euros.

## ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

### 22.1 Payments and payment methods

(...)

They will be made in euros to the bank account indicated by the coordinator

## ARTICLE 21 — REPORTS

The cost of bank transfers will be borne as follows:

- AN supports the transfer costs charged by your bank
- The beneficiary bears the transfer costs charged by their bank
- ...

AN payments will be considered made on the date they are debited from your account.

### 22.3 Amounts due

#### 22.3.1 Pre-financing payments

The objective of pre-financing is to provide a certain fluidity to beneficiaries.

It remains the property of the EU until the final balance is paid (RF approval).

## 22.3 Amounts due

### 22.3.1 Payment of pre-financing

If the statement on the use of the previous pre-financing payment indicates that less than 70% was used, the amount indicated in the data sheet will be reduced by the difference between the 70% limit and the amount used.

### 22.3.4 Final payment — Final grant amount — Revenue and profits — Recovery

(...)

The final payment will be made according to the calendar and modalities contained in the data sheet...

Final payment is subject to approval of the final report

**The final grant amount for the action** will be calculated based on the total accepted EU contribution.

## ARTICLE 39 — Amendment

### 39.1 Conditions

The Financial Contract may be amended, unless the amendment involves changes to the Contract that could call into question the decision to grant the grant or violate the principle of equal treatment of beneficiaries.

### 39.2 Procedure

The party requesting an addendum must file an amendment request.

The coordinator submits and receives change requests on behalf of beneficiaries.

The change request must include:

- The reasons why they intend to make the change;
- Supporting documents, if applicable

-...

An addendum is effective on the date of signature or such other date as is specified in the addendum.

AN provides  
the addendum  
request form

## ANNEX 2 - SPECIFIC RULES

### 1. SUBCONTRACTING...

Subcontracting services is permitted as long as it does not cover essential activities on which the achievement of the action's objectives directly depends.

#### 4.1 Erasmus+ Project Results Platform

The coordinator must make the project results available on the Erasmus+ Project Results Platform (<http://ec.europa.eu/programmes/erasmus-plus/projects>)

(...)

### 6. REPORTING

#### 6.1 Erasmus+ management tool

The coordinator must use the weblink-based management and reporting tool provided by the European Commission to record all information related to activities carried out under the project (including activities that were not directly supported with a grant from EU funds) and to complete and submit... final report.

## ANNEX 2 - SPECIFIC RULES

### 6. REPORTING

#### 6.4 Evaluation of the final report

The final report will be evaluated based on quality criteria and scored out of a maximum total of 100 points. The final report and project results will be evaluated by the National Agency, using a common set of quality criteria focusing on: ...

## NATIONAL AGENCY TEAMS INVOLVED

- **Administrative Management and Project Assessment Team (EGAAP)**  
Intervenes between the application evaluation phase and then the final report analysis phase.
- **Legal Support Team** - Interferes in the phase of concluding the Financial Contract
- **Technical Team** – Intervenes in the phase of receiving applications, checking eligibility, requesting the first payment and monitors the entire life cycle of the project, and monitoring visits may also be carried out.
- **Project Audit Team** - Carry out desk checks; On-the-spot checks, during and after the end of the project (if applicable).





## TYPES OF FOLLOW-UP BY AN

- Project Launch Meeting (RLP)
- Via telephone, TEAMS, e-mail, official letter
- Participation, if possible, of technicians in transactional partnership meetings (KOM), at the invitation of the Institution
- An AN technician will be introduced to the monitoring the project throughout its life cycle
- Audits; Financial controls, when applicable

## Beneficiary Module (BM)

Email sent automatically (previous year example)

**EC said: from December 7, 2023**

Beneficiary Module is the system for the management of projects that received an EU grant under the Erasmus+ programme. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Beneficiary Module you will be able to provide all the information on your projects, identify participants and mobility activities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.

- Go to Beneficiary Module website at <https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>
- If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in.

You can find the Beneficiary Module Guide here: <https://wikis.ec.europa.eu/x/KKT-AQ>

Please contact your National Agency if you need further information or support.

<https://erasmus-plus.ec.europa.eu/national-agencies>

This is a system generated message from Beneficiary Module. Please do not reply.

**Project  
management  
platform**

# Contract and Annexes



## Project Audit Team

(Águeda Semedo; Helena Mendes e Lurdes Monteiro)

# Contract and Annexes



- Questions/doubts

# Testimony about Erasmus+ KA2 project management



**Dr<sup>a</sup> Inês Calado**

**Associação Animam Viventem**  
(15min)



## Dr<sup>a</sup> Dora Santos

[EPALE | Plataforma Eletrónica para a Educação de Adultos na Europa](#)

(15min)

# EUROPASS



[www.europa.eu/europass/pt](http://www.europa.eu/europass/pt)

**Dr. Pedro Pires**

**Dr. Tiago Baião**

[europass@erasmusmais.pt](mailto:europass@erasmusmais.pt)

[National Europass Center](#)



# Clarification of doubts and/or another subjects





In any communication about the project with AN, identify  
always the respective code: 2023-1-PT01-KA2xx-ADU-000000000

**Thank you!**

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## Session Evaluation

Evaluation (in PT)



Your opinion is important for the evaluation of the session and for the Erasmus+ National Agency provide a better service.

We ask for your response, remembering that this questionnaire is anonymous and confidential.

ALTERNATIVE TO QR CODE

Evaluation ————— [https://pt.research.net/r/RLPKA210-220\\_4122023](https://pt.research.net/r/RLPKA210-220_4122023)