

## Application

Programme	Erasmus+
Action Type	KA210-ADU - Small-scale partnerships in adult education
Call	2021
Round	Round 2

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## Context

Field Adult Education

Project Title Improvement of Digital Skills of People with Intellectual Disabilities

Project Acronym IDEAL

Project Start Date (dd/mm/yyyy)	Project total Duration (Months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01-03-2022	12	01-03-2023	HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)	English

Project Lump sum 60000

For further details about the available Erasmus+ National Agencies, please consult the following page: [We are here to help](#)

## Priorities and Topics

All project proposals under the Erasmus+ Programme should contribute to one or more of the programme's policy priorities.

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

HORIZONTAL: Inclusion and diversity in all fields of education, training, youth and sport

If relevant, please select up to two additional priorities according to the objectives of your project.

HORIZONTAL: Addressing digital transformation through development of digital readiness, resilience and capacity

Please select up to three topics addressed by your project.

Bridging intercultural, intergenerational and social divide

Community development

## Project description

### Description

What are the concrete objectives you would like to achieve and outcomes or results you would like to realise? How are these objectives linked to the priorities you have selected?

The main purpose of the project is to train associates of non-governmental organizations working with people with intellectual disabilities to train these people with disability how to use digital technologies in everyday life improving their social inclusion, independence and quality of life. In order to achieve this goal, it is necessary to determine the needs of the target group, analyse similar projects in the world, prepare curricula and materials, and complete the selection of pilot educations. Outcomes of the project are curriculum, educational materials, a web platform supporting education and training, which offers online learning. The quality and usability of developed products will be used, tested and evaluated in process of pilot education, which will be realized by each partner. After the pilot education necessary improvements of educational materials and web platform will be made to increase the quality and usability and accessibility of developed products.

Project is linked to the horizontal priority Inclusion and diversity in all fields of education because member of target groups will teach people with disabilities and include them in the education and training.

One of main priorities of EU is 'A Europe fit for the digital age' so the digital skills are becoming of whole population is very important for realization of this priority. So the project is also linked to horizontal priority Addressing digital transformation through development of digital readiness resilience and capacity because target group will get digital knowledge and skills and transfer it to people with disabilities improving their quality of life.

Acquiring of digital skills will improve the integration of people with intellectual disabilities in local community what is in the accordance with priorities Bridging intercultural, inter-generational and social divide and community.

Please outline the target groups of your project

The target group of the project are employees and volunteers, who work in non-governmental organizations that support people with intellectual disabilities. In proposed project the educational programme and materials will be developed, which we be used to educate members of target group to teach people with intellectual disabilities to how to use digital technologies in the everyday life by improvement of their digital skills. However analysis made in preparation of project proposal showed that member of target groups have no pedagogic knowledge and skills how to teach people with different intellectual disabilities. At same time they need to improve their digital skills so that they will be able to help people with intellectual disability to improve their digital skills and become able to use efficiently digital technologies in their everyday life. However to achieve that goals we need to know very well which digital skills need to have to final user of project results people with intellectual disabilities. Analyzing the people with intellectual disabilities we found out that they have very different level of digital skills and level how much of these skills they could acquired in the organized training. We have persons, which almost no digital skills, with some basics like operating smart phone, switch on computer, open websites, other can use browsers, participate in social networks, sending messages, using emails. Most of them can not critically process the information acquired on web and social networks, and almost nobody is aware of dangers they can be faced using web services. So there is very wide spectrum of digital skills which need people with intellectual disabilities from basic one how to use computers and smart devices like phones, to sophisticated efficient use of social networks, web services and be prepared not to be misused by negative web services. So the members of target group need to learn how to teach efficiently people with intellectual disabilities, they have to estimate the individual level of digital skills they can teach every individual and to have profound knowledge of of how to use digital technologies from simple one like using computers, smart phones, how to make photos, how to send messages, using emails, how to participate and communicate in the social networks and with which dangers we are used using web services. To realize these tasks they have to be very confident in their knowledge and have to improve their existing digital skills.

Please describe the motivation for your project and explain why it should be funded

Supporting people with intellectual disabilities during the Covid crisis we found out that people with intellectual disabilities have very poor digital knowledge and skills, so they were not able to use the digital technologies efficiently to improve their quality of life. At same time analysing persons with intellectual disability who use the world wide web we concluded that they are very vulnerable groups that can be easily deceived what can generate significant damage for them, because they are not aware of the dangers they may experience on the web. We have found that they do not know what the false news and information. At the same time, we came to the conclusion that people caring for people with disabilities have modest digital knowledge and skills and can not help them efficiently. Looking for possible education and training of people with intellectual disabilities we found out that there are only courses for regular population there are not courses dedicated and customized for people with intellectual disabilities. At same time there is no teachers who have necessary competences to teach and train use of digital technologies people with intellectual disabilities, or who have experience teaching topic digital skills people with intellectual disabilities. At same time the process of digitalization is becoming one of main priorities of EU in next perspective and people with disabilities could not stay isolated. Therefore, we decided to prepare and implement an educational and training program that will enable people caring for people with disabilities to educate people with disabilities in the field of digital skills and thus prepare them for the use of digital technologies in everyday life. We have estimated that this approach will be the most efficient way to improve and increase digital skills of

people with intellectual disabilities because training of these people required a lot of patience, working in one to one mode and strong experience in communication with disabled people. We believe that the proposed project is very useful, because it will help the inclusion of people with disabilities, improve their quality of life and prepare them to live in emerging digital society.

How does the project address the needs and goals of the participating organisations and the identified needs of their target groups?

The participating organizations Centar za inkluziju i podršku u zajednici and The Croatian Association of Associations of Persons with Intellectual Disabilities ( is directly supporting non-governmental organizations working with people with intellectual disabilities and partially is directly supporting people with intellectual disabilities with dissemination of developed materials to other organizations in Association) are directly supporting people with intellectual disabilities. improved digital skills of people with intellectual disabilities will not only provide their better quality of life but will improve the operation of participating organizations because use of digital technologies could make their support of people with intellectual disabilities more efficient. IPAK institute is not supporting disabled people directly but is developing different training courses and educational tools for supporting people with disabilities and their caretakers. Participation in proposed project will increase the competences of IPAK staff in this field which could be used efficiently in similar projects of IPAK in the future. The experience which will participation organization collect during the realization of project will be useful for all partners in performing further education and training of professional and voluntary staff supporting people with disabilities as well as training of people with disabilities themselves. At same time the tools developed in framework of proposed project could be use for other training and education, which will partners organize in the future.

The needs of target groups - adults supporting people with disabilities in non-governmental organizations are as follows:

- improvement of their digital skills and knowledge and more efficient use of digital technologies in their work;
- acquirement of pedagogical skills and knowledge necessary to teach people with intellectual disabilities how to use digital technologies in everyday activities,
- and understanding of the the basic needs of people with intellectual disabilities in the use of digital technologies and how to transfer that knowledge to them.

What will be the benefits of cooperating with transnational partners to achieve the project objectives ?

Centar za inkluziju i podršku u zajednici (CIP), The Croatian Association of Associations of Persons with Intellectual Disabilities and IPAK have complementary knowledge and experience, CIP has been supporting people with intellectual disabilities in their inclusion in the local community for fifteen years. CIP have strong experience in working with people with disabilities (approximately 100 persons yearly) and which support then need to improve their digital skills. The IPAK Institute has been researching and developing the field of digital technology use in education and training for twenty years. The Croatian Association of Associations of Persons with Intellectual Disabilities is the largest network of associations for persons with intellectual disabilities and their families in Croatia. It is supporting development of inclusive society on local regional and national level. Association is organizing education and training for their members and people with intellectual disabilities. The IPAK Institute has been researching and developing the field of digital technology use in education and training for twenty years. For several years IPAK has supported development of NGOs in the Savinjska region and come in contact and collaborate with several organizations supporting people with disabilities. At same time IPAK was supporting inclusion of people with disability in local community. Therefore, partners can exchange their experience and develop useful and good educational materials and conduct educational courses. They will exchange their human resources during the pilot education and in the training organized after the project will be finished. CIP and IPAK have collaborated in the field inclusion of people with disabilities in local community using sport and supporting their employment. However partners did not collaborate in field of inclusion of people with disabilities using digital technologies. Because digitalization is one of priority of EU in next period it is important to prepare people with disabilities to use digital technologies in everyday life. IPAK is very active in the process of digitalization in Slovenia, actively participating in the Slovenian Digital Coalition, and Network of NGOs for development of information society in which it is responsible for education. For example Slovenia is going to offer digital "coupon" to different target groups to improve their digital competences. The experience of IPAK in above described activities could be transferred to Croatian partners bringing collaboration between partners to new higher level. Transnational participation will enable the wider use of developed educational programs and materials in the countries participating in the programs. The feedback of learners who participate in education have uses of developed materials in two different countries will be used to generate improvements, that will enable efficient use in of project results other environments as well.

## Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

**If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again.** Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

### Centar za inkluziju i podršku u zajednici (E10160203)

Applicant organisation OID	Legal name	Country
E10160203	Centar za inkluziju i podršku u zajednici	Croatia

#### Applicant details

Legal name	Centar za inkluziju i podršku u zajednici
Country	Croatia
Region	Istarska županija
City	Pula
Website	www.centar-podrske.hr

#### Profile

Is the organisation a public body?	No
Is the organisation a non-profit?	Yes
Type of Organisation	Non-governmental organisation/association
Main sector of activity	Other (specify)
Please specify the main sector	Supporting people with disabilities

#### Background and experience

Please briefly present your organisation.

##### What are the organisation's main activities?

Centar za inkluziju i podršku u zajednici (CIP) is non-governmental organization, which is from 2006 supporting groups of people with intellectual disabilities in the city of Pula and 4 other locations in Istria. The main activity of CIP is inclusion of people with intellectual disabilities in local community. The staff of CIP has strong experience and expertise in this field. Institution has strong experience in realization of different projects as well as in project management. CIP has participated in several projects covering the problem of inclusion people with intellectual disabilities in the local community, There are different types of support offering by CIP including daycare centres in different location in Istria, organizing living facilities, preparing people with intellectual disabilities for employment. CIP is recognised as example of good practice in Croatia and is organizing different events on which transfer of good practice is realized.

##### What are the organisation's activities in the field of this application?

Organization has strong experience in education of members of non-governmental organization and volunteers in different areas. It has realized several project so its staff have necessary knowledge and experience in the project management and realization of project on national and transnational level. Because of excellence results achieved by CIP it has organized several education and training for members of NGOs supporting people with intellectual disabilities from whole Croatia. CIP has strong insight in the need of digital skills of people with intellectual disabilities, and people who are supporting them. Because of recognizing the needs of target groups is crucial for success of proposed project. Although CIP has not previous experience in training of digital skills it can very well define the needs of target group, and methods, which have to be used in the training process. Collaboration of CIP with partners will produce high quality training programme and educational materials.

What profiles and age groups of learners are concerned by the organisation's work?

Centar za inkluziju i podršku u zajednici is educating the persons working in non-governmental organization supporting people with disabilities. The profile of this group are personal assistants, and caregivers of people with disabilities. The participants of education and training organized by CIP are coming from different part of whole Croatia to become acquainted with good practice of inclusion of people with intellectual disabilities in the local community and to acquire knowledge and skills necessary for successful support of disabled people they are taking care in their organizations. Because of successful work CIP has signed agreement with the University at Osijek in accordance with which, the students from this university are coming to realize their apprenticeship in facilities of the Centar za inkluziju i podršku u zajednici in Pula and other location in Istria. The age group of learners is from 18 to 60 years.

How many years of experience does the organisation have working in the field of this application?

15

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
Strategic Partnerships for adult education (KA204)	2	0	2	0
Strategic Partnerships for youth (KA205)	0	0	1	0
Small-scale partnerships in adult education	1	0	0	0
Small-scale partnerships in youth	0	0	1	0

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application.

## Partner Organisations

Partner organisation OID	Legal name	Country
E10211973	IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD	Slovenia
E10084849	CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES	Croatia

### IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD (E10211973)

#### Partner organisation details

Legal name	IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD
Country	Slovenia
Region	20004717
City	VELENJE
Website	www.ipak.si

#### Profile

Is the organisation a public body?	No
Is the organisation a non-profit?	Yes
Type of Organisation	Research Institute/Centre

#### Background and experience

Please briefly present your organisation.

##### What are the organisation's main activities?

IPAK Institute for symbolic analysis and development of information technologies started its activities in the year 2000. Core activity of IPAK is development of educational programs and materials using modern information and communication technologies and organization of online training of different target groups. IPAK is supporting development of NGOs in Savinjska region and had realized project Hub of NGO.s in which has collaborated with several NGO-s supporting people with different kind of disabilities. Together with other partners IPAK realized several project supporting the inclusion of people with disabilities in the local community. Main contribution of IPAK in those projects were development of websites and digital educational materials using in the training of target groups. Staff of IPAK is volunteering supporting people with disabilities. The main research of IPAK in last five years was in the field of using the results of brain science in education.

##### What are the organisation's activities in the field of this application?

IPAK has strong experience in development educational and training courses using ICT. IPAK has organized in collaboration with West Valley College from Silicon Valley first online education in Slovenia twenty years ago. IPAK has developed several websites in accordance with accessibility and usability standards. eLearning is one of the core areas of research at the IPAK Institute. IPAK Institute employees have been helping people with disabilities for years as volunteers, so we have gained the necessary knowledge and experience for the preparation of educational materials for people with disabilities. The researchers of IPAK have published research results in several journal and presented their result on professional meetings. In last years researchers at IPAK are intensively working on development of new methods of training and education based on the scientific data how our brain is working. IPAK is holder of 8 patents of educational tools for people with disabilities

##### What profiles and age groups of learners are concerned by the organisation's work?

IPAK institute is active in field of adult education. It has strong experience in organization different forms of adult education in different areas. The learners IPAK is concerned with are in the age group of 20 to 65. The profiles of learners are members of non-governmental organizations, jobseekers who want to get knowledge and skills making them more employable. persons who want to acquire digital knowledge and skills to become more competent All education and training organized by IPAK are in the form of open and blended learning.

How many years of experience does the organisation have working in the field of this application?

20

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
Adult education staff mobility (KA104)	1	0	0	0
Strategic Partnerships addressing more than one field (KA200)	0	0	1	0
Strategic Partnerships for school education (KA201)	0	0	3	1
Strategic Partnerships for vocational education and training (KA202)	0	0	1	0
Strategic Partnerships for adult education (KA204)	0	0	6	0
Strategic Partnerships for youth (KA205)	1	0	1	0
Small-scale partnerships in adult education	0	0	1	0
Small-scale partnerships in youth	1	0	0	0

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application.

**CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES  
(E10084849)****Partner organisation details**

Legal name	CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES
Country	Croatia
Region	Grad Zagreb
City	Zagreb
Website	www.savezosit.hr

**Profile**

Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes
Type of Organisation	Non-governmental organisation/association
Main sector of activity	Other (specify)
Please specify the main sector	Supporting people with intellectual disabilities

**Background and experience**

Please briefly present your organisation.

**What are the organisation's main activities?**

The Croatian Association of Associations of Persons with Intellectual Disabilities is the largest network of associations for persons with intellectual disabilities and their families in Croatia, which acts by influencing the process of passing new laws and creating a socially inclusive society in which each member is equally valuable and deserves dignity. There are 33 associations from different part of Croatia, which are full member of Croatian Association. Mission of the Croatian Association is to contribute to the protection of the rights of persons with intellectual disabilities and the quality of life of their families and to the development of a sustainable network of accessible social services and programs in Croatia. Main activities of organization are creation of inclusive society, juridical and psychological consultation of members and people with disabilities and organization of education and training for members of association and people with intellectual disabilities.

**What are the organisation's activities in the field of this application?**

The Croatian Association of Associations of Persons with Intellectual Disabilities has strong experience in the field of application. It is supporting organization taking care of people with intellectual disabilities, parents and caretaker of people with intellectual disabilities over 60 years. Main activities are: organizing conferences, round table and other events supporting people with intellectual disabilities and their inclusion in the community. At same Croatian Association is organizing different types of education and training for associations member and people with different topics like workshop for development of creativity of people with intellectual disabilities, motivation for employment of people with disabilities, development of basic information skills for people with intellectual disabilities. Croatian Association has organized campus High quality education of associations – the path to new challenges with 140 participants from 33 associations members of network.

**What profiles and age groups of learners are concerned by the organisation's work?**

The learners concerned by the organizations are people with intellectual disabilities, their parents and caretakers, volunteers working in NGOs supporting people with intellectual disabilities, members of Croatian Association of Associations of Persons with Intellectual Disabilities, persons active in local communities. The needs of learners are different: people with intellectual disabilities need support in acquiring different skills, in searching a job; parents and caretakers need consultation how to support people with disabilities in everyday life; members and volunteers of NGOs how to include disable people in local community, members of association how to build inclusive society. In the

educational process Croatian Associations is using experience acquired as member of Inclusion Europe, the largest European network of national organizations for people with intellectual disabilities, which has 78 members in 39 European countries. The learners are in the age group 18 to 65

How many years of experience does the organisation have working in the field of this application?

64

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
Strategic Partnerships for vocational education and training (KA202)	0	0	2	0
Strategic Partnerships for adult education (KA204)	0	0	1	0
Cooperation partnerships in adult education	0	0	1	0

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application.



## Cooperation arrangements

How was the partnership formed? What are the strengths that each partner will bring to the project?

Centar za inkluziju i podršku u zajednici (CIP) and the IPAK Institute have been cooperating for ten years, working on various projects that support people with disabilities. Croatian Association of Societies of Person with intellectual disabilities did not collaborate earlier with other partners and is did not participate in the Erasmus+ projects. CIP has deep experience in working with people with disabilities, knows their problems and needs. It is also well acquainted with the knowledge and skills of people caring for people with disabilities. CIP is very well acquainted with the level of digital skills of needs of people with intellectual disabilities because it is working with them on everyday basis. CIP is i also well acquainted with the knowledge and digital skills of people caring for people with disabilities. By realizing education and training for workers who support people with disabilities, the CIP has gained rich experience that it will use in the proposed project. IPAK has extensive experience in the use of modern technologies in education, and organization of open and distance learning. IPAK institute have strong competencies for the development of online courses for the needs of various target groups. Staff of IPAK has strong experience in working with disable people in several project of their inclusion in local community and developing digital products in accordance with requirements for accessibility of websites and mobile application for people with disabilities. Croatian Association of Societies of Person with intellectual disabilities has profound experience knowledge and skills in development and realization of different kind of education and training for different target groups (people with intellectual disabilities, their parents and caretakers, members and volunteers working in different NGOs supporting people with intellectual disabilities and building the inclusive society. Croatian Association of Societies of Person with intellectual disabilities is supporting people with intellectual disabilities in different areas for 65 years. Croatian Association is a biggest network of organizations supporting persons with intellectual disabilities in whole Croatia and will strongly support the dissemination of project results, organization of testing of products developed during the project, and organization and evaluation of pilot education.

How will you ensure sound management of the project and good cooperation and communication between partners during project implementation?

Centar za inkluziju i podršku zajednici will delegate project manager, who will coordinate whole project, IPAK inštitut za simbolno analizo in razvoj informaciskih tehnologij and Croatian Association of Societies of Person with intellectual disabilities will delegate persons who will be responsible for project management in their organizations. Project coordinator and persons delegated by participating partners will present the project management team, which will be responsible for sound management of the project. They will have regular meetings on which the project progress will be monitored.

There will be three face to face meetings namely at start of the project in Pula, in the middle of project at Velenje and at the end of project final meeting in the continental Croatia. When necessary additional meetings will be organized.

Depending on topics covered on meeting other project tram member could be invited to participate in the meeting.

On kick of meeting in Pula the methodology of monitoring the project progress and measures to improve it's realization will be discussed and accepted. The detailed plan of project activities will be discussed and accepted. On the partner meeting organized in the middle of project at Velenje the project realization will be discussed and necessary measures for improvement will be discussed and accepted. Special attention will be on evaluation of achieving project results and dissemination of project results on local, regional and national level.

On final meeting at continental Croatia, which will be hold in last month of the project the evaluation of project will be done, the final report will be discussed. Special attention will be done on dissemination of project results and preparation of exploitation plan in which activities for using of project results after the project end will be discussed and accepted.

Partners will monitor the progress of project on regular monthly meeting, which will be realized online. After each meeting of project management team, the lead partner project manager will prepare the minutes representing a point of reference for the project implementation. In the case conflicts partners will try to resolve problems by the consensus.

The lead partner will oversee budgetary control and time management as part of wider project management activities.

Each partner will be responsible for their own budgets and time management and feed into the overall management of the project. Every 3 months each partner will be asked to submit a finance claim and corresponding evidence.

Time management: A number of tools; Gantt chart, actions table and management plan will be implemented and these will enable progress and delivery of milestones to be monitored closely. These documents will be updated on a monthly basis to monitor progress so any deviations or time management issues will be identified within 4 weeks at the very most. Once identified, mitigating action will be taken.

Have you used or do you plan to use Erasmus+ platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

We will use the following services of EPALE platform: Communities of practice to meet EPALE members from across Europe and exchange ideas, resources and good practices relevant for succesful realization of project. Dissemination and promotion of our project, through the following resources: Events: We will publish events in EPALE's online calendar to promote it and encourage more people to register Resource Centre: We will publish our intellectual outputs here News: We will share news about your project successes, the impact of intellectual outp Blogs: We will share your project findings and best practice.

Please describe the tasks and responsibilities of each partner organisation in the project.

The Centar za inkluziju i podršku u zajednici will lead the activity manage project activities so that project will be finished on time, on budget with planned results. This will include, monitor project progress in accordance with accepted plans, control the financial issues of the project, organizing the face to face and online meetings, resolving the possible conflict and communicating with national agency. Croatian Association of Societies of Person with Intellectual Disabilities will lead the activity development of educational program materials and will responsible for successful realization of planned tasks, which are: analysis of user needs, state of the art review, conceptualization of educational materials and program, preparation of materials, evaluation of developed materials and localization, CIP will participate in realization of all above described tasks main contribution will be preparation of handbook and its localization. IPAK institute will participate in all above described tasks, its main contribution will be development of handbook, its localization and preparation of all educational materials in the digital form and development and maintenance of project website, and profiles on social networks. IPAK institute will be responsible for successful realization of the activity development of web platform which will include following tasks; user need analysis, software requirements, development of platform providing usability and accessibility, and localization of platform. CIP will participate in performing all above described tasks. Croatian Association of Societies of Person with intellectual disabilities and Centar za inkluziju i podršku u zajednici will participate in all tasks, their main contribution will be in user need analysis, software requirements development and testing the web platform and Centar za inkluziju i podršku u zajednici will lead the activity Pilot education in which partners will together realize following tasks: selection of participants of pilot education, realization of education and training in both countries, analysis and evaluation of pilot education, improvements of educational program and material, and web platform, preparation of the documentation. IPAK institute will organize pilot education in dissemination activities in Slovenia. Croatian Association of Societies of Person with Intellectual Disabilities will realize the promotion, dissemination and visibility of project results in Croatia and will lead the evaluation of pilot education in both countries.

## Activities

All the activities of a Small-scale Partnership must take place in the countries of the organisations participating in the project. In addition, if duly justified in relation to the objectives or implementation of the project, activities can also take place at the seat of an Institution of the European Union, even if in the project there are no participating organisations from the country that hosts the Institution.

In the following sections, you are asked to provide details about each project activity.

You are asked to provide information about each planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and optionally to list the other participating organisations. The lead organisation is typically the one organising the activity. The other participating organisations are all other project partners who will also take part in the particular activity. The estimated activity start and end dates can be changed during implementation.

Please include in the section below all planned activities and indicate the grant amount allocated to each one. Keep in mind that the total amount should be equal to the project lump sum requested.

Activity Title	Activity duration (in days)	Grant amount allocated to the activity (EUR)
Development of educational program and materials	92	20 000
Development of Web Platform	122	20 000
Pilot education	152	20 000
	366	60 000

## Activity Details (Development of educational program and materials)

Please complete the following table

Activity Title	Development of educational program and materials	
Venue	Pula Velenje Zagreb	
Estimated start date,	01/03/2022	
Estimated end date,	31/05/2022	
Leading Organisation,	CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES	
Participating Organisations	Centar za inkluziju i podršku u zajednici	IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD
Estimated cost of the activity <u>Grant amount allocated to the activity (EUR)</u>	20 000	

Describe the content of the proposed activity.

First detailed analysis of target group needs will be done using questionnaire and interview of people, who are supporting people with intellectual disabilities. Partners will select the sample of persons members of target group (persons supporting people with intellectual disabilities in non-governmental organizations), who will participate in the survey filling the questionnaire. There will be at least twenty persons in each country. At same time both partners will interview at least five persons supporting people with intellectual disabilities in each country.

The art of state in the field covered with proposed project will be done. Using the available sources the literature review will be realized and report on this activity will be generated.

On the basis of user needs analysis and report of the state of art in the education of people with intellectual disabilities the training program for persons supporting people with intellectual disabilities. It will consist from two parts, because preliminary analysis made during the preparation of project showed that persons who are taking care of people with intellectual disabilities do not have necessary digital knowledge, so first part of training program will describe the subject which has to be learn by member of target groups to be competent to teach digital skills to people with intellectual disabilities. The second part of training program will cover the topics which will "teachers" (people who cares for the people with intellectual disabilities) teach the people with intellectual disabilities. The educational and training materials which will cover subject defined in both part of the program. Main output will be handbook which will cover following topics: How to teach and train people with intellectual disabilities, Empathy as basic condition for successful education and inclusion of people with intellectual disabilities, Digital skills necessary for inclusion of people with intellectual disabilities.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results?

All partners will take part in this activities. The lead partner will be Croatian Association of Societies of Person with intellectual disabilities, which has profound experience in development and organization of different type of education for target group. The Croatian Association of Societies of Person with intellectual disabilities will provide that activity will be realized on time on budget and will generate planned outputs. It's main contribution will be in user need analysis, conceptualization and development of educational programme and materials, IPAK institute will participate in all tasks with main contribution in development of digital form of products and localization, Centar za inkluziju i podršku u zajednici will participate in all tasks its main contribution will be in the development of handbook and localization of developed materials The target group of this activities are staff supporting people with intellectual disabilities in non-governmental organizations. They will benefit because they will get possibility to participate in training, which will be organized on basis of curricula and materials developed in this activity. A sample of representatives of target group will be selected, interviewed to define their needs as well to test and evaluate the educational materials developed in this activity. All partners will benefit because they will get basic educational programme and materials, which will be used for organization of different forms of education and training of target group. The target group of project: person supporting people with intellectual disability in non-governmental organizations will have strong benefit because they will get opportunity to be educated in acquire skills for teaching people with intellectual disabilities. On long term main group, which will benefit from these activity will be people with intellectual activities, because persons supporting them will be better prepared for doing their job.

Explain how is this activity going to help to reach the project objectives.

The training and educational program together with educational materials is basis on which further activities can be done. It will be used in the pilot education and training, where the products of this activity will be tested and improved. After pilot training of target groups will be done, analyzed and improved in accordance with evaluation, which will be made the materials and web platform will be ready for use in the Croatia and Slovenia what is main objective of the project.

Describe the expected results of the activity.

The expected results of the activity are as follows:

- User need analysis in which the needs of target group will be defined analyzing the results acquired from questionnaires and interviews of selected users. This product will be made during the first month of the project
- Literature review on state of the art, which will cover the update state in the field of development of digital skills for people with intellectual disability. The review will be the compilation of results acquiring by the searching of available resources of topics of interest. The review will be made during the first month of the project.
- Educational and training program for members of target groups. It will be developed using results generated by the user need analysis and literature review. The program will cover the subjects which will be taught the learning objectives, methodology which will be used in educational process and indicators for monitoring the progress off educational process. Educational programme will be defined and developed in the second month of the project realization. Educational materials, which will be used in training process of target group. The materials will be developed in accordance with on previously developed educational and training program taking in account the results of user need analysis and literature review. The main output will be handbook for persons supporting people with intellectual disabilities, which will be developed in the digital (as html and pdf document) and classical forms. It will be developed using the new scientific facts how we learn. The handbook will be illustrated to make learning process more efficient. As additional materials we will develop hands-on providing direct practical experience in teaching, tests for monitoring progress of learners and several short videos illustrating how to educate people with intellectual disabilities. The educational materials will be realized during month 2 to 4.

Please provide a breakdown of the estimated costs for the activity.

The grant amount was determined by estimation of cost of tasks. The work costs were defined estimating time necessary for realization of tasks using the experience of partners in previous projects they have realized.

The breakdown of estimated costs is as follows:

- Project management 3.000 €
- Meeting in Pula with 8 participants 2.000 €
- Graphical design of educational materials 1.000 €
- Annual cost of server used for hosting of web platfo 1.000 €
- Work cost in Croatia 7.500 €
- Work cost in Slovenia 5.500 €

Total 20.000 €

Grant amount allocated to the activity (EUR)

20 000

## Activity Details (Development of Web Platform)

Please complete the following table

Activity Title	Development of Web Platform	
Venue	Pula, Velenje, Zagreb	
Estimated start date,	01/06/2022	
Estimated end date,	30/09/2022	
Leading Organisation,	IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD	
Participating Organisations	Centar za inkluziju i podršku u zajednici	CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES
Estimated cost of the activity <u>Grant amount allocated to the activity (EUR)</u>	20 000	

Describe the content of the proposed activity.

Web platform will be used for organization of online learning of target groups. It will include educational materials, video lectures and testing tools. IPAK institute will be responsible for development of Web platform. All partners will participate in conceptualization of platform, preparation of documents which will be offered, testing and evaluation of platform. The partners will make localization of platform for their countries.

The following tasks will be realized:

- Usability and accessibility of platform. This task will include the following activities: user need analysis, conceptualization and structure of platforms. Because the user will train the people with intellectual disability there will be strong focus on development of web platform in accordance with »The Web Accessibility Directive (Directive (EU) 2016/2102)» and Web Content Accessibility Guidelines (WCAG) 2.1

Software requirements. This task will develop the description off features and functionalities of the target system. Requirements convey the expectations of users from the product. In this task also will include process activities as feasibility study, requirement gathering, software requirement specification and validation.

Development of prototype and testing. The platform will be developed using the software requirements specifications in strong collaboration of all partners.

Localization of platform which will consist form translation to native languages of partners and necessary improvements to give optimal results using in the local environment.

After the platform is developed, partners will use it and test it. To get optimal results each partner will select small group of users (up to five persons) members of organization supporting people with intellectual disabilities which will test the platform. The comments, remarks and suggestion of persons, who will test platform will be recorded and analyzed. The feedback of testing will be proceed to lead partner for improvements.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results?

The web platform will be developed by all partners. Using the results acquired in the process of development of educational programs and materials partners will conceptualize the platform. IPAK institute will be responsible for development of the accessibility requirements using The Web Accessibility Directive (Directive (EU) 2016/2102), which provides people with disabilities with better access to websites and mobile apps of public services. » and Web Content Accessibility Guidelines (WCAG) 2.1, which covers a wide range of recommendations for making Web content more accessible. Centar za inkluziju i podršku u zajednici will be responsible for development of software requirements which will be used by IPAK for development of prototype of the platform. Croatian Association will be responsible for testing of web platform and evaluation of whole activity. After the prototype will be developed all partners will test it and suggest the improvements of platform, which will be realized by IPAK. The target group of this activities are staff supporting people with intellectual disabilities in non-governmental organizations. In the process of testing the platform small group of project target group will be involved. They will benefit because they will get possibility to participate in training, which will be organized on basis of curricula and materials developed in this activity. Partners will benefit too because they will used in realization online and face to face education and training.

Explain how is this activity going to help to reach the project objectives.

Web platform is basic tools for online training of target groups. So it is crucial element for successful realization of project. The platform will be used first in pilot education and will be improved using the suggestion acquired by interviewing the participants of pilot education and training. After the project end it will open for all members of target groups. who wanted

to improve their digital knowledge and skills, and get competences necessary to teach people with disabilities how to use digital technologies in their activities. This will generate important impact on the improvement of quality of life people with intellectual disabilities.

Describe the expected results of the activity.

The expected results of the activity are as follows:

- Document accessibility requirements, which will be developed during the month 5 of project and will be used in the development of web platform.
- Document software requirements which will be developed during the month 5 of project. This document will be the basis on which web platform will be developed by IPAK institute.
- The web platform will be developed in period from month 6 till month 8 of the project. It will contain all necessary educational and training materials, video lectures and will enable the testing of learners. Web platform will be tested and localized for use in Croatia and Slovenia. The platform will be used in pilot education of target groups in both countries. After the pilot education and training the operation of web platform will be evaluated by participants of pilot education and training and necessary improvements and corrections will be made. So the platform will be ready for online education and training of target groups.
- Evaluation report of this activity will be made by Centar za inkluziju i podršku u zajednici during the month 8 of project.

Please provide a breakdown of the estimated costs for the activity.

The grant amount was determined by estimation of cost of tasks. The work costs were defined estimating time necessary for realization of tasks using the experience of partners in previous projects they have realized.

The breakdown of estimated costs is as follows:

Project management 3.000 €  
Meeting at Velenje with 8 participants 2.000 €  
Recording and Editing of video materials 1.500 €  
Dissemination costs (brochure, media) 1.500 €  
Work cost in Croatia 5.500 €  
Work cost in Slovenia 6.500 €

Total 20.000 €

Grant amount allocated to the activity (EUR)

20 000

## Activity Details (Pilot education)

Please complete the following table

Activity Title	Pilot education	
Venue	Pula Velenje Zagreb	
Estimated start date,	01/10/2022	
Estimated end date,	01/03/2023	
Leading Organisation,	Centar za inkluziju i podršku u zajednici	
Participating Organisations	IPAK INSTITUT ZA SIMBOLNO ANALIZO IN RAZVOJ INFORMACIJSKIH TEHNOLOGIJ VELENJE ZAVOD	CROATIAN ASSOCIATION OF SOCIETIES OF PERSONS WITH INTELLECTUAL DISABILITIES
Estimated cost of the activity <u>Grant amount allocated to the activity (EUR)</u>	20 000	

Describe the content of the proposed activity.

The following tasks will be performed in this activity: prepare conditions for conducting pilot education and training face to face and online, select representatives of target groups in Croatia and Slovenia, who will participate in pilot education, implement training and education as blended education, partly online partly face to face, evaluate pilot education. Each partner will select 10 persons, who will participate in the pilot training. The pilot education will be realized in accordance with plan and programme developed in previous activity of project. The educational project will be organized partly in face to face mode and partly as online training so whole course will be realized as blended learning. The previous developed web platform will be intensively used during the pilot training. Each partner will delegate one member of project team to evaluate educational project in their country. The evaluation will start with questionnaire filled by participants on start of pilot training, following by short questionnaire made after segment of education will be realized. At the end of pilot education the final survey will be made. During the pilot course several interviews with selected participants will be made. The lecturers will be interviewed too. After analyzing so collected data the final evaluation report will be prepared. Based on the evaluation and research conducted among the participants of the education, we will make the necessary changes to the approach, to the curriculum, educational materials, web platform, and the implementation of education itself. We will prepare the necessary documentation for the use of the developed tools. As part of this activity, the promotion and dissemination of project results will be done. We will promote the enrollment for courses will be done, which will be done after the end of the project.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results?

The target group of this activity are the participants of pilot training, which will be organized by the all partners at Pula (Jadranska Hrvatska), Zagreb (kontinentalna Hrvatska) and Velenje. The target group will be made by participants from non-governmental organizations supporting people with intellectual disabilities from both countries Slovenia and Croatia. Centar za inkluziju i podršku u zajednici will lead this activity and organized pilot education in Istria. Croatian Association of Societies of Person with intellectual disabilities will organize pilot course in Zagreb (kontinentalna Hrvatska), disseminate the project results in Croatia and evaluate the pilot education. IPAK will organize pilot training and dissemination activities in Slovenia. They will select the participants, teachers, and sample of members of target group participating in pilot education, which will evaluate pilot education and training. Partners will exchange teachers, who will realize pilot education and training. This will increase quality of educational process and improve the collaboration of partners. The selection of teachers will be made on the basis of their competences to teach particular topics. The participants of pilot training will get several benefits. They will improve their digital skills and competence, they will acquire necessary pedagogical knowledge and skills how to teach people with disabilities. After education and training they will be ready to transfer their knowledge in the field of use of digital technologies in everyday life to people with intellectual disabilities. The mentors and teacher performing education will get deeper insight in the needs of target groups, and what is most efficient method to transfer knowledge to learners coming non-governmental organizations with different background and digital knowledge and skills. CIP will lead this activity and organized pilot education in jadranska Hand Croatian Association in kontinentalna Hrvatska

Explain how is this activity going to help to reach the project objectives.

The successful realization of pilot education will significantly help to reach project objectives. The experience accumulated in this activity will help project team to improve curricula, educational and training materials as well as whole approach to the education, to remove mistakes and errors, to make better usability of web platform and to evaluate basic ideas how to continue to organize education and training of participants from non-governmental organizations and how it can be done more efficiently. After improvements, which will be made using evaluation report of pilot education the

intensive promotion of project in local and regional level can start, as well as organizing the meeting with important stakeholders where the sustainability of project results and organization of education and training after project end will be discussed.

**Describe the expected results of the activity.**

The expected results of this activities are as follow:

-Two groups of participants from non-governmental organization from Croatia and Slovenia will be trained and prepared for teaching use of digital technologies in everyday life of people with intellectual disabilities. The pilot education will be realized on following way:

- in the month 9 of the project the topic Empathy as basic component of supporting people with intellectual disabilities. In the first week education will be organized face to face in second week online, with consultation online. In third week education will be organized face to face, and in fourth week online including testing of participants.

in the 10th month the topic how to teach and train people with intellectual disabilities will be realized. The education will be organized as blended learning as follows: First week will be organized online, second week education will be online, the third week the education will be in the face to face form and in 4th week the practical work with people with disabilities will be organized.

- in the month 10th the topic Use of digital technologies in everyday life will be covered. The education will be organized as blended learning as follows: First week will be organized online, second week education will be online, the third week the education will be in the face to face form and in 4th week the practical work with people with disabilities will be organized.

The evaluation of education and developed tools will be made. The web platform will be tested, and improved, and will be ready for further use. After this improvements will be made the concept of education, curricula and educational materials will be ready for use, The conditions for use of project results in the future will be made.

The project outputs and results will be promoted and disseminated.

Evaluation report of this activity will be made by IPAK institute during the month 12 of project.

**Please provide a breakdown of the estimated costs for the activity.**

The grant amount was determined by estimation of cost of tasks. The work costs were defined estimating time necessary for realization of tasks using the experience of partners in previous projects they have realized.

The breakdown of estimated costs is as follows:

Project management 3.000 €

Final meeting at kontinentalna Hrvatska with 8 participants 2.000 €

Dissemination costs (flyers, media) 2.000 €

Organizational cost of pilot training 1.000 €

Work cost in Croatia 8.000 €

Work cost in Slovenia 4.000 €

Total 20.000 €

**Grant amount allocated to the activity (EUR)**

20 000

## Budget Summary

This section provides a summary of the estimated project budget. The table is automatically completed taking into account the described project activities and their estimated cost.

Activity Title	Grant amount allocated to the activity (EUR)
Development of educational program and materials	20 000
Development of Web Platform	20 000
Pilot education	20 000
<b>Total (EUR)</b>	<b>60 000</b>
<b>Project Lump sum</b>	<b>60000</b>

## Impact and Follow-up

How will you know if the project has achieved its objectives? What tools or methods will you use?

Following activities will be realized to provide clear recognition of objectives achievements. In the preparation stage of project before the actual project activities take place following activities will be realized:

Required pre-contracting between Centar za inkluziju i podršku (CIP) u zajednici as coordinator and the National Agency - Preparation of partner agreements. CIP will draft an agreement, containing all rules for management and financial issues in order to support partners in the proper and efficient

implementation of project activities.

Planning for kick off meeting and date setting

- Preparation of project management documents and templates, including management plan, Gantt chart, actions table, agenda and minutes templates

- Preparation of monitoring guidance for partners and financial requirements (containing all relevant documents and information for the project administrative and financial management)

- Creation of internal project teams

Press releases to disseminate start of project.

The following milestones of implementation stage will be defined:

- user analysis report end of the 1st month of the project

- literature review end of the 1st month

- educational and training programme 2nd month

- tested educational and training materials 4th month

- accessibility and usability requirement 5th month

- software requirements 5th month

- tested web platform ready for use 8th month

- pilot education 11th month

- evaluation of project 12th month

The monitoring and control stage of the project will start with kick of meeting on which the management team will be confirmed, the detailed plan of project activities will be accepted and indicators for monitoring project progress will be defined.

The project management team will monitor progress of project on regular meeting which will be organized monthly most of them online. The detailed project plan will be made with well defined milestones so that will be easy to see if the project will be realized on time with planned budget and technical outputs. If project management team will recognize deviations of the plan the correcting measures will be suggested and realized. The tools and indicators, which will be used for control of achievement of the goals are as follows:

- A Gantt chart which will illustrate a project schedule

- questionnaires filled by participants of pilot education,

- analysis of visits of web platform

- number of participants in the pilot training

- the evaluation report of the pilot education

- the number of publications about project results in media on local, regional and national level. Several interviews with participants of pilot training will be made. This interview will give project partners feedback what was good, what has to be improved and if the services of center have the quality as it was planned preparing the project. The project results will be presented on professional meetings and in literature feedback will indicate success of project.

How will the participation in this project contribute to the development of the involved organisations in the long-term? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

The participation of involved organizations will have strong long-term impact on their further development. All partners are supporting people with disabilities. Centar za inkluziju i podršku u zajednici and Croatian Association of Societies of Person with intellectual disabilities are directly working with this population, IPAK is supporting indirectly by organization of different events, educating participants from NGOs supporting people with disabilities. Because government in Slovenia is planning to give »digital coupons« to different target groups, which could be used for training of digital skills IPAK has strong interest to offer training courses for development of digital skills for target group of disadvantaged people. Partners will get experience and competence how to successfully educate and train people with different educational background and different experiences, which will be useful for continuation of organizing education and training for members of target groups after the project end. At same time the tools developed in the frame of proposed project could be used in preparation and organization of education and training of target groups in different topics.

Partners have plans to continue to implement the activities after project end. They will invite the member of target groups, who were not involved in pilot training to participate in education and training, which will be organized after the project end. Partners will stay in contacts with participants of pilot education asking for their feedback how they used knowledge and skill acquired during pilot education in practice. All partners will continue to collaborate after the end of project, exchanging experience and organizing different events covering the topics education and training disadvantaged people

with the aim to improve their integration in the digital society.

Please describe your plans for sharing and use of project results.

- How will you make the results of your project known within your partnership, in your local communities and in the wider public? Who are the main target groups you would like to share your results with?
- Are there other groups or organisations that will benefit from your project? Please explain how.

Within the partnership there will regular monthly information about the project progress using internal electronic and face to face communication based on the minutes of project meeting.

At the start of project the dissemination plan will be made. The list of stakeholders and media on local regional and national level will be made. The media and stakeholders will be regularly informed about project progress especially when milestones will be reached. At start and end of the project the press conferences at Pula and Velenje will be organized. The digital media will be used for promotion and dissemination of projects results on global level. There will be project pages on social network: Facebook, LinkedIn and Twitter. The methods of digital marketing will used for promotion of web platform and its improvement. The results of project will be presented on professional meetings in Slovenia, Croatia and abroad. At the end of the project international online conference will be organized on which the project results will be presented and discussed. The description of projects and its results will be published in the professional and general journals. The main groups we would like to share the results of our project are non-governmental and public organizations supporting people with disabilities. The members of this groups will be informed about project aim and results directly by mail and meetings, which will be organized in the face to face and online.

Because the elder population generation 65+ have similar problems as people with disabilities namely vision, hearing, motoric problems the educational and training programme as well as educational and training materials will be easily adopted to cover the needs of this population. So in future both partners will extend the target group with organizations supporting elder people and organize training for their members. The demography data show that EU countries are becoming elder so there will be much more people over 65, who need digital skills for integration in emerging digital society. In last couple years IPAK staff was researching the impact of physical activity on functional and cognitive abilities of elder people, so it has solid basis to satisfy the needs of this target group.

## Project Summary

Please provide a short summary of your project. Please be aware 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+ Project Results Platform.

In view of further publication on the Erasmus+ Project Results 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.

### Objectives: What do you want to achieve by implementing the project?

With the proposed project, we want to train employees and volunteers of NG-Os that support people with disabilities to train this person to use digital technologies in everyday life. In this way, we will increase the quality of life of people with disabilities and their inclusion in the community. To achieve this we will develop a curriculum, educational material, and web portal for online learning. All these tools will be available to people who want to improve their competences.

### Implementation: What activities are you going to implement?

During the project following activities will be implemented: development of educational program and materials, development of web platform for education and training, pilot education of selected members of target groups in Croatia and Slovenia, The evaluation of pilot education (program educational materials, tools, organization and success of program). The necessary improvements will be made and project results will be promoted and disseminated.

### Results: What results do you expect your project to have?

Results of the project will be as follows: 20 participants members of target groups in Croatia and 10 from Slovenia will be educated and trained to educate people with disabilities and increase their digital skills and ability to use digital technologies for improvement of their quality of life. The educational materials, program and web platform will be active after the end of the project so it can be used by member of target group for online training and increase their competences.

## Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.  
The maximum number of all attachments is 100.

## Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
DOH -declaration-on-honour.pdf	2741
<b>Total Size (kB)</b>	<b>2741</b>

## Mandates

Please download the mandates, have them signed by the legal representatives and attach them here. You can add a maximum of 90 documents.

Please ensure that mandates are valid before submitting them to the National Agency. Mandates shall be provided at the latest before the signature of the grant agreement.

File Name	File Size (kB)
MAN -mandate_E10084849.pdf	250
MAN -mandate_E10211973.pdf	197
<b>Total Size (kB)</b>	<b>447</b>

## Other Documents

Please attach any other relevant documents, maximum 9. Please use clear file names.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#)

File Name	File Size (kB)
<b>Total Size (kB)</b>	<b>0</b>
<b>Total Size (kB)</b>	<b>3189</b>

## Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills the eligibility criteria listed in the Programme Guide.
- 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. Currently selected NA is: HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

### **PROTECTION OF PERSONAL DATA**

Please read our privacy statement to understand how we process and protect [your personal data](#)

## Submission History

Version	Submission time (Brussels time)	Submitted by	Submission ID	Submission status
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