

CALL FOR ACCREDITATION – EAC/A03/2020

ERASMUS ACCREDITATION IN THE FIELD OF YOUTH

RULES OF APPLICATION

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## 1. INTRODUCTION

The call for Erasmus Youth accreditations is launched in preparation of the European Union 2021-2027 Programme for education, training, youth and sport proposed by the European Commission on 30 May 2018 (hereafter: 'the Programme')<sup>1</sup>.

## 2. DESCRIPTION

Erasmus accreditations are a tool for organisations that want to open-up their activities to cross-border exchange and cooperation and that plan to implement learning mobility activities on a regular basis.

The Erasmus Youth accreditation gives simplified access to funding opportunities under Key Action 1 of the future Programme (2021-2027) for learning mobility activities in the field of youth, as described in Section 12 of these Rules.

Applicant organisations will be required to lay down their longer-term objectives and plan in terms of activities to be supported with Erasmus funds, expected benefits as well as their approach to project management, as further described in Section 7. The award of the Erasmus Youth accreditation confirms that the applicant has appropriate and effective processes and measures in place to implement high quality learning mobility activities as planned and use them to benefit the youth field.

Previous experience in Erasmus+ (2014-2020) is not a requirement.

## 3. OBJECTIVES

This action has the following objectives:

- Strengthen personal and professional development of young people through non formal and informal learning mobility activities;
- Foster the empowerment of young people, their active citizenship and participation in democratic life;
- Foster quality development of youth work at local, regional, national, European and international level by building capacity of organisations active in the youth field and supporting the professional development of youth workers;
- Promote inclusion and diversity, intercultural dialogue and the values of solidarity, equal opportunities and human rights among young people in Europe.

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<sup>1</sup> The 2021-2027 EU Programme for education, training, youth and sport proposed by the European Commission on 30 May 2018 (hereafter the Programme) has not yet been adopted by the European legislators. However, this call for accreditation is published to facilitate the application of potential beneficiaries of Union grants as soon as the legal basis is adopted by the European legislators. This Call for accreditation does not legally bind the European Commission. In case of a substantial modification of the legal basis by the European legislators, the present Call might be modified or cancelled and other Calls for accreditation with different content and appropriate deadlines for reply may be launched. More generally, any action flowing from this Call for accreditation is subject to the following conditions, whose implementation is beyond the Commission's control:

- the adoption by the European Parliament and the Council of the European Union of the final text of the legal basis establishing the Programme,
- the adoption of the 2021 and subsequent annual work programmes and the general implementation guidelines, criteria and procedures of selection, after referral of the committee of the Programme, and
- the adoption of the 2021 and subsequent budgets of the European Union by the budgetary authority.

The proposed 2021-2027 EU Programme for education, training, youth and sport is based on Articles 165 and 166 of the Treaty on the Functioning of the European Union and on the subsidiarity principle.

#### 4. ELIGIBILITY CRITERIA

Only applicants satisfying the requirements set under Article 23 (1) of the Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC may apply.

The Erasmus+ Youth accreditation is open to the participation of any public or private body established in:

- the Member States of the European Union;
- third countries associated to the Programme, under the conditions set out in the legal basis<sup>2</sup>.

Previous experience in Erasmus+ (2014-2020) is not a requirement.

#### 5. EXCLUSION CRITERIA

Applicants must submit a signed declaration on their honour in the meaning of Article 137 of the EU Financial Regulation<sup>3</sup>, certifying that:

- they are not in one of the situations referred to Articles 136 (1) and 141 of the same regulation;
- the submitted application contains original content authored by the applicant organisation, and that no other organisations or external individuals have been paid for drafting the application.

The National Agency may exclude the applicant from the accreditation process or terminate an awarded accreditation at any time if it determines that the information stated in the declaration on honour is not correct (for example, if same or very similar content is used in applications by different organisations).

#### 6. SELECTION CRITERIA

##### a. OPERATIONAL CAPACITY

The applicant must have sufficient professional and operational capacity to carry out the proposed activity plan. In terms of experience, applicants must have at least two years of experience implementing activities in the youth field.

Operational capacity will be verified based on the application (including information about the applicant's past participation in the 2014-2020 Erasmus+ programme) and the documents submitted in the Organisation Registration System. Applicants that do not complete the information requested in the application form may be disqualified on this basis. The National Agency reserves the right to ask for additional supporting documents to verify the information included in the application.

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<sup>2</sup> Pending adoption of the legal basis. In the Erasmus+ 2014-2020 Programme, this list includes: Iceland, Norway, Liechtenstein, Turkey, North Macedonia and Serbia.

<sup>3</sup> Regulation (EU, EURATOM) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, EURATOM) No 966/2012 (1) OJ-L 193/30.07.2018, P.1

b. FINANCIAL CAPACITY

Applicants must have stable and sufficient sources of funding to maintain their regular activities during the implementation of the proposed plan of activities. However, financial capacity will not be checked as part of the selection procedure for this Call. It will be checked when the accredited organisations apply for a grant, according to the rules set in the yearly calls for proposals published by the European Commission.

7. AWARD CRITERIA

The quality of the proposals will be assessed by assigning points out of a total of 100, on the basis of the below award criteria and weightings.

To be considered for award, applications must pass the following thresholds:

- At least 70 out of the total 100 points, and
- At least half of the maximum points in each of the three award criteria categories (i.e. minimum 10 points for the category “Relevance of the organisation’s profile and experience”; 20 points for the categories “Strategic Development” and “Quality of management and coordination”)

<p><b>Relevance of the organisation’s profile and experience</b> (maximum 20 points)</p>	<p>The relevance of the organisation to the youth field and objectives of the action in terms of:</p> <ul style="list-style-type: none"> <li>– the organisation’s objectives and principles;</li> <li>– the organisation’s target groups;</li> <li>– the organisation’s regular activities;</li> <li>– the organisation’s experience in the youth field.</li> </ul>
<p><b>Strategic development</b> (maximum 40 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> <li>– the objectives identified are relevant and in line with the objectives of the Action and contribute to the EU Youth Strategy<sup>4</sup>;</li> <li>– the planned activities are suitable to address the identified needs and objectives;</li> <li>– the planned activities bring a real benefit to the organisation, participants, participating organisations and have a potential broader impact (e.g. on local, regional, national and transnational level);</li> <li>– the objectives and planned activities are integrated in the organisation’s regular work and activities;</li> <li>– the organisation contributes to the Inclusion and Diversity strategy of the Programme;</li> <li>– the organisation embeds in its activities one or more basic principles (environmental sustainability and responsibility, active participation in the network of Erasmus organisations, virtual components).</li> </ul>
<p><b>Quality of management and coordination</b> (maximum 40 points)</p>	<p>The extent to which :</p> <ul style="list-style-type: none"> <li>– the objectives, the activities and targets planned are clear and realistic in relation to the applicant’s human resources and internal organisation;</li> <li>– the partnership approach is balanced and effective and, where applicable, suitable to bring in new and less experienced organisations;</li> </ul>

<sup>4</sup> As set up in the Council Resolution on The European Union Youth Strategy 2019-2027, OJEU C456 of 18 December 2018

	<ul style="list-style-type: none"> <li>– the measures to ensure quality of activities and safety and protection of participants are appropriate;</li> <li>– the principle of active youth participation is applied and an involvement of participants in all phases of the activities is planned;</li> <li>– the measures to ensure a solid learning dimension are appropriate, including the support to the reflection, identification and documentation of the learning outcomes;</li> <li>– the methods of measuring the organisation’s progress towards achieving its objectives (monitoring and evaluation) and for risk management are appropriate and effective;</li> <li>– the measures aimed at sharing the outcomes of the project within and outside the participating organisations are appropriate and effective.</li> </ul>
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## 8. AWARD OF THE ERASMUS YOUTH ACCREDITATION

Successful applicants will sign an agreement with the National Agency awarding the accreditation and will receive a certificate confirming their status and displaying the logo of the Programme and symbols of the European Union.

By applying to this Call, the applicants agree that their identity (including all of the public information available in the Organisation Registration System) and selection result may be published by the European Commission and the National Agencies.

## 9. VALIDITY

Erasmus accreditation is awarded for the period from 2021 to 2027, subject to regular monitoring and continued compliance with the accreditation’s requirements and instructions issued by the supervising National Agency.

To ensure realistic planning, the plan of activities submitted as part of the application could cover a period of three to seven years and will be updated periodically as explained in Section 10.

The accreditation can be terminated at any time in case the organisation ceases to exist or by agreement of the National Agency and the accredited organisation.

The National Agency or the accredited organisation may unilaterally terminate the accreditation if no applications for funding have been made under that accreditation during at least three years.

In case Erasmus accreditation is required for participation in any action after the end of the 2021-2027 programming period, the National Agency may prolong the accreditation’s validity under conditions defined by the European Commission.

## 10. REPORTING, MONITORING AND QUALITY ASSURANCE

### a. REPORTING

#### Accreditation Progress Reports

At least once during the validity of the accreditation, organisations will be required to:

- report on how they are progressing towards reaching their objectives;
- report on how they are ensuring the respect of Erasmus Youth quality standards;

- update their activity plan.

The National Agency may decide to request a progress report on the different elements listed above at the same time, or separately. The National Agency may decide to replace the reporting requirements on objectives and Erasmus Youth quality standards with a monitoring visit.

Based on the accredited organisation's performance resulting from reporting, monitoring and quality assurance checks, or as result of significant changes in the organisation, the National Agency may change the number and schedule of progress reports.

Accredited organisations may voluntarily request to update their accreditation. Based on the organisation's reasoning, the National Agency will decide whether an update is justified and acceptable.

#### Closing Reports at the end of each grant agreement

At the end of each grant agreement approved under the Erasmus accreditation, the accredited organisation will submit a closing report about the delivered activities and targets.

#### b. MONITORING AND CHECKS

The National Agency may organise monitoring visits, formal checks or other activities to track the progress and performance of accredited organisations, assess the respect of the agreed quality standards, and provide support.

Formal checks may take the form of desk checks or visits to the organisation and any other premises where activities do take or have taken place. The National Agency may request assistance of National Agencies or external experts in other countries to check and monitor activities taking place there.

#### c. QUALITY ASSURANCE

Following a report or monitoring activity, the National Agency will provide feedback to the accredited organisations. The National Agency may also provide obligatory or advisory instructions to the accredited organisation on how to improve their performance.

## 11. REMEDIAL MEASURES

In case of newly accredited applicants, high risk organisations, failure to comply with National Agency's instructions and deadlines, very low performance resulting from reporting, monitoring and quality assurance checks, or violations of the rules of the Programme (including in another action), the National Agency may take the following remedial measures:

- **Observation:** the National Agency may limit the level of funding that the accredited organisation can apply for in actions where Erasmus accreditation is a requirement.

Newly accredited organisations may be put under observation if risk of low quality implementation is identified during the operational capacity check.

- **Suspension:** suspended organisations may not apply for funding in actions where Erasmus accreditation is a requirement. The National Agency may also terminate some or all ongoing grant agreements awarded under the suspended accreditation.

The observation or suspension period will continue until the National Agency determines that the conditions and quality requirements set in this Call are once again fulfilled, and that the risk of low performance has been addressed by the accredited organisation.

Organisations under suspension or observation may not apply for a new accreditation.

In case of continued failure to comply with National Agency’s instructions and deadlines, very low performance, or in case of repeated or significant violations of the rules of the Programme (including in another action), the National Agency may terminate the accreditation.

## 12. ACCESS TO FUNDING FOR SUCCESSFUL APPLICANTS

Successful applicants for Erasmus Youth accreditation will gain simplified access to Key Action 1 funding opportunities in the youth field for the duration of the accreditation’s validity<sup>5</sup>.

Yearly grants for accredited applicants will be based on a number of criteria, including: performance resulting from reporting and monitoring exercises, priorities set at annual level, and the budget available for the action.

This above list of criteria is indicative and not exhaustive. The final criteria for accredited organisations’ access to funding and grant allocation will be defined in yearly calls for proposals published by the European Commission.

## 13. SUBMISSION OF APPLICATIONS

<b>Application form</b>	Applications must be submitted using the official electronic application form: <a href="https://webgate.ec.europa.eu/erasmus-applications/screen/home">https://webgate.ec.europa.eu/erasmus-applications/screen/home</a>
<b>Where to submit an application?</b>	Applications must be submitted to the National Agency of the country where the applicant organisation is established.
<b>Organisation registration</b>	<p>Applicants must have an Organisation ID (OID) to apply for this Call.</p> <p>Applicants that have already participated in Erasmus+ (2014-2020) should use their existing OID and should not register again.</p> <p>Applicant that have previously used a PIC number (Participant Identification Code) should not register again. These applicants have automatically received an OID and are able to find it in the Organisation Registration System by following the link below.</p> <p>Applicants that have never participated in Erasmus+ (2014-2020) must register for an OID through the Organisation Registration System: <a href="https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home">https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home</a></p>
<b>Language of the application</b>	Applications must be written in one of the official EU languages or official languages of eligible non-EU countries.
<b>Submission deadline</b>	The evaluation of applications and the award of accreditations is a permanent process. The simplified access to funding opportunities in a given year requires the prior obtaining of the accredited status. In order to obtain the accreditation under the present Call, applications must be submitted no later than 31st December 2021.
<b>Erasmus Youth quality standards</b>	Applicants for Erasmus Youth accreditation must subscribe to the Erasmus Youth quality standards defined in Annex I of these Rules. Erasmus Youth quality standards may be updated during the validity period of the accreditation. In that case, agreement of accredited organisations will be asked before they can apply for their next grant.

<sup>5</sup> Without prejudice to the Reserve clause of this Call.

## 14. PROCESSING OF PERSONAL DATA

Any personal data included in the application or in the award decision shall be processed by the National Agency in accordance with:

- Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance.)
- In secondary order and only in so far as Regulation 2018/1725 does not apply – the General Data Protection Regulation (GDPR or EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016) or the national data protection legislation in case the GDPR does not apply (non-EU countries).

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the Rules of application. Personal data will be processed solely for that purpose by the department or Unit responsible (entity acting as data controller).

Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the subsequent grant management procedures, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law or to bodies mandated to undertake evaluations of the Programme or any of its Actions. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies.

The applicant shall have the right of access to his/her personal data and the right to rectify any such data. Should the applicant have any queries concerning the processing of his/her personal data, he/she shall address them to the Agency that has selected the application. In case of conflicts; the applicant also has the right of recourse at any time to the European Data Protection Supervisor.

Concerning the processing of personal data under the Erasmus+ Programme, a detailed privacy statement, including contact information, is available on the website of the Commission.

## 15. ANNEXES

- Annex I: Erasmus Youth quality standards