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|  |  |  | ***Application Form***  **Selection: 2020**  **KA2 –** Cooperation for innovation and the exchange of good practices – **Capacity Building in the field of Higher Education** |
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**Call for Proposals 2020 - EAC/A02/2019**

ČistijeSutra

**DETAILEDDESCRIPTION OF THE PROJECT**

**JOINT PROJECTS**

***(To be attached to the e-Form)***

Please note that, in accordance with Article 193 of the “Financial Regulation Applicable to the General Budget of the Union”, grants cannot be awarded retroactively. This means that activities covered by the grant can only be implemented as from the date on which the last party has signed the grant agreement.

As it might not in all cases be possible to sign the grant agreement for a selected proposal before the start date indicated in the application, the project planning should ideally cater for this possibility.

If your work plan does not allow for the necessary flexibility to adapt to such an event and/or if you have scheduled activities that must start on a particular date in the very early phase of the proposed action, you should provide a justification. The justification should explain the reasons why the activities in question cannot be postponed if the contract is not signed by 15 November 2020 or 15 January 2021) and need to take place on the foreseen date.

If this is the case for your project, you should specify below the following **(max 3000 characters)**:

* **the date on which the consortium would need to start its project** activities covered by the grant. Only from this date on costs covered by the EU grant can be incurred;
* **a detailed justification**.The justification should explain why the activities foreseen (and their corresponding costs) cannot be delayed and why such a delay would jeopardise the project’s implementation.

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| Start date of project activity(ies):  1. avgust 2023  Activity(ies) and Justification:  Aktivnosti se izvode po prethodno detaljno utvrdjenom planu.  Svaka aktivnost zavisi direktno od prethodne i neizvodjenje bilo koje od aktivnosti može ugroziti  implementaciju celog projekta. Svaka od aktivnosti ima detaljno definisane elemente planiranja, organizovanja,  vodjenja i kontrole. |

# PART D – Relevance of the Project

# D.1 Why does the consortium undertake this project?

* *Which problem(s) will the project address in theparticipating Partner Countries? Why are these problems pressing?*
* *Please explain the result of the need analysis carried out for each Partner Country and for each Partner institution and provide qualitative and quantitative evidence for your results.Please refer also to studies carried out and feasibility analyses undertaken. In particular explain for each institution,why the support from the CBHEactionis required.(limit 10.000 characters)*

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| Problems and needs identifyed at the level of the Partner Country: [country 1]:  - Partner institution […] needs and support required  - Partner institution […] needs and support required  Problems and needs identifyed at the level of the Partner Country: [country 2]:  - Partner institution […] needs and support required  - Partner institution[ …] needs and support required |

(*Please add Partner Countries/partners as appropriate)*

*Please identify the target groups and their needs in each Partner Country and in each Partner Country institution.(limit8.000 characters)*

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| Partner Country […]  - Partner institution[...]  - Partner institution[...]  Partner Country [...]  - Partner institution[...]  - Partner institution [...] |

(*Please add partner countries/partners as appropriate)*

*How will the project address the relevant thematic national/regional priorities (see* [*https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019\_en*](https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019_en)*) set by the Programme for its target country (ies)/region(s)? (limit8.000 characters)*

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| Partner Country /Region [...]  Partner Country /Region [...] |

(*Please add Partner Countries/regions as appropriate)*

# D.2 Aims and objectives

* *What does the proposal aim at in general? What are the project’s specific objectives?*
* *Explain how the specific objectives of the project address theproblems mentioned in Part D1 and the needs of each target group in each Partner Country. Demonstrate also that the set objectives are realistic and feasible in the national and institutional context(s).*

*(limit8.000 characters)*

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| Aims and specific objectives:  [...]  Partner Country [...]  Partner Country |

(*Please add Partner Countries/regions as appropriate)*

*Please explain how the planned activities and the expected results meet the needs of the identified target groupsin the Partner Countries(limit 6.000 characters)*

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| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

*How will the project and its results contribute effectively to the objectives of the action Capacity-Building in the Field of Higher Educationin eachtargetedPartner Country? (limit6.000 characters)*

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| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

*How do the project's objectives fit in with the modernisation and internationalisation agenda of the targeted higher education institutions in the Partner Countries and with the development strategy for higher education in each Partner Country involved in the project? (limit6.000 characters)*

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| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries/partners as appropriate)*

*Please explain how the proposal will pay attention tothe issues of inclusion, diversity and socio-economically disadvantaged participantsand/or organisations in the Partner Countries. (limit2.000 characters)*

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# D.3 Innovative character

*Demonstrate why the proposal is innovative.*

*If it is complementary to previous/existing funded projects nationally or internationallyplease explain how the new proposal build on it/them and demonstrate its added value and why it is not a simple continuation thereof. (limit2.000 characters)*

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*If the proposal builds on any previous or existing EU-funded/non-EU funded national or international activities/projects in this field, please fill the following table for each of these projects.*

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| --- | --- | --- | --- | --- |
| **Reference number** |  | | | |
| **Project dates**  *(year started and completed)* |  | | **Programme or initiative** |  |
| **Funded by** |  | | | |
| **Title of the project** |  | | | |
| **Coordinating organisation** |  | | | |
| **Partner Countries /institutions targeted by this project** |  | | | |
| **Website** | http:// | | | |
| **Password / login if necessary for website** | |  | | |
| *(a)Summarise the project outcomes (b) Explain how ownership/copyright issues are to be dealt with* (limit 2000characters). | | | | |
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*Please copy and paste tables as necessary*

# D.4European added value

*Why is there a need for cooperation with the Programme Countries in this area of activity and a funding via the Erasmus+ Programme?Why can the intended results not be achieved through national, regional or local funding in the Partner Countries? (limit2.000 characters)*

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# D.5 Cross-regional cooperation

*If your proposal is cross-regional, demonstrate the need for this cooperation between institutions from different regions.Please also explain the added value of this cross-regional cooperation for the targeted Partner Country institutions. (limit2.000 characters)*

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# PART E – Quality of the Project Design and Implementation

# E.1 Project activities and methodology

*Please provide a detailed description of the activities and the working methodology to be used for achieving the objectives (including major milestones, measurable indicators, etc.). (limit6.000 characters)*

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| U projekat je uključeno 10 spoljašnjih partnera, od kojih su 4 države u okviru programskih zemalja i 6 država partnerskih zemalja.  Unutrašnji partneri su : "Zelena lista Srbije(Raška)", "Eko centar"(Beograd), Ekološko društvo "Duboko"(Užice), "Ekološki pokret Ibar"(Kraljevo), "Zeleni ključ"(Niš), Ministarstvo zaštite životne sredine Srbije(Beograd).  Spoljašnji partneri: "TURMEPA(Turska)", "Udruga Eko"(Hrvatska), "Arcturos"(Grčka), "BUND"(Nemačka), "Ozon"(Crna Gora), "Makedonsko ekološko društvo"(Severna Makedonija), "EcoAlbanija"(Albanija), "BES"(Bugarska), "Oikos"(Švedska), "Ecovillage"(Portugal).  Metodologija aktivnosti obuhvaćene projektom realizovaće se kroz zajednički rad sa partnerima.  Aktivnosti koje su predviđene za projekat su sledeće:  Aktivnost 1:Sprovođenje analize trenutnog stanja. Prvi korak uključuje dobijanje relevantnih podataka koji će pomoći da se sagleda trenutno stanje. Ovo može uklljučivati podatke o broju registrovanih korisnika, aktivnostima koje se prate, angažmanu korisnika. Takođe, može se sprovesti anketa ili intervju sa korisnicima kako bi dobili povratne informacije o njihovim iskustvima i stavovima.  Aktivnost 2: Dizajn korisničkog interfejsa : Ovaj korak uključuje intuitivan i privlačan dizajn korisničkog interfejsa koji omogućava korisnicima jednostavan pristup informacijama o otpadnim vodama grada Novog Pazara. Pažnju treba obratiti na preglednost, lakoću korišćenja i vizuelnu privlačnost.  Aktivnost 3: Razvoj aplikacije : U koraku razvoja aplikacije poželjno je obezbediti prikaz lokacija i mapa koja prikazuje lokacije relevantne za otpadne vode. Ovo omogućava korisnicima da vizuelno identifikuju lokacije i bolje razumeju rešenje problema otpadnih voda. Takođe, omogućiti korisnicima da prijavljuju probleme (curenje kanalizacije, zagađenje voda). Aplikacija će pružati edukativan sadržaj svim korisnicima koji su zainteresovani za rešavanje problema zagađenosti okoline. U poslednjem koraku razvoja aplikacije jeste implementacija aplikacije.  Aktivnost 4 : Trening osoblja. Ovim korakom se obuhvata organizacija plana, a sve u cilju sprovođenja obuke zaposlenog osoblja. To podrazumeva odlaženje u partnerske države radi treninga osoblja, organizovanje seminara i debatnih radionica. Ova aktivnost može pomoći u jačanju saradnje i uspostavljanju dugoročnih partnerstava.  Aktivnost 5 : Seminari i radionice. Ovom aktivnošću predviđa se širenje znanja i razmene ideja među učesnicima projekta. Ove aktivnosti mogu biti usmerene na različite teme, kao što su stručno usavršavanje, društvena inkluzija ili održivost.  Aktivnost 6 : Kampanje. Pod kampanjom podrazumeva se organizovanje redovnih događaja čišćenja naše zajednice, pozivajući volontere da pomognu.  Aktivnost 7: Pilot projekti. Pod pilot projektima podrazumevamo proglašavanje zaštićenih zona i obezbeđivanje buradi za sakupljanje kišnice. Pilot projekti će pokazati direktnim i indirektnim učesnicima projekata da vredi ulagati u okruženje u kojem živimo.  Aktivnost 8 : Uključivanje lokalnih medija. Uključivanje lokalnih medija može doprineti razvoju održive kulturne prakse u vezi sa životnom sredinom u zajednici, te podstaknuti građane da preuzmu inicijativu o očuvanju životne sredine.  Aktivnost 9 : Provera kvaliteta i praćenje povratnih informacija korisnika. Ova aktivnost obuhvata praćenje povratnih informacija korisnika, samim tim omogućava kontinuirano poboljšavanje aplikacije na osnovu korisničkih potreba i prikupljenih povratnih informacija.  Aktivnost 10 : Diseminacija podataka. Diseminacija rezultata projekta je važna aktivnost za promociju projekta i širenje znanja i iskustva koje su učesnici stekli tokom projekta. Ova aktivnost uključuje promociju projekta putem društvenih mreža i putem lokalnih TV stanica.  Aktivnost 11 : Upravljanje projektom. Poslednja aktivnost uključuje obavezno uspostavljanje efektivne komunikacije sa članovima tima, nadležnim institucijama i drugim zainteresovanim stranama. To obuhvata redovno izveštavanje o napretku projekta i razmenjivanje informacija i povratne informacije. Takođe, podrazumeva promenu zahteva, rizike i resurse i donošenje odluka o prilagođavanju projektnog plana. Po završetku projekta, sprovodi se procena kako bi postignuti rezultati bili ocenjeni i pisanje izveštaja o istim. |

*Please demonstrate that the activities and the methodology mentioned are the most appropriate to achieve the envisaged results and that they are feasible. (limit 3.000 characters)*

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| Primarna aktivnost projekta jeste implementacija aplikacije koja će prevashodno imati za cilj podsticanje inovacije u visokom obrazovanju, stručnom obrazovanju i obuci, preduzećima i širem društveno-ekonomskom okruženju sa fokusom na ekologiju i još specifičnije očuvanje tekućih voda. Takođe, veoma je važno napomenuti da je cilj omogućavanje mladima iskustvo razmene, saradnje i kulturnog i građanskog angažmana.  Željeni rezultat najbolje će se ogledati kroz povećanu svest javnosti . Plan postizanja ovog cilja jeste organizovanje seminara i radionica, kao i različitih vrsta kampanja.  Pohađanje seminara ima brojne prednosti, uključujući poboljšanje komunikacijskih veština, sticanje stručnog znanja, umrežavanje sa drugima i obnavljanje motivacije i samopouzdanja. Kako seminar napreduje, studenti preuzimaju veću odgovornost za rešavanje problema i vođenje diskusije. Planirali smo seminare zato što su se pokazali kao najefikasniji način za sprovođenje pomenutih aktivnosti.  Pored seminara organizujemo i debatne radionice gde maldi ljudi mogu da izjasne svoje mišljenje, a da nauče i kako da uvaže tuđe. Kroz debatne radionice podstičemo takmičarski duh kod učesnika i njihova zainteresovanost za ekološka pitanja raste.  Kampanje čišćenja i održavanja okruženja čistim učesnicima daju iskustvo iz prve ruke i omogućava im bolje upoznavanje sa okolinom u kojoj žive.  Da li su predviđeni rezultati postignuti, i ako jesu onda u kojoj meri najbolje će se saznati različitim metodama prikupljanja informacija. To uključuje:  -Ankete : Predtsvaljaju oblik istraživanja koji uključuje postavljanje pitanja učesnicima kako bi prikupili njihove stavove, mišljenja i informacije;  -Intervjui : Intervjui su dubinski razgovori sa pojedincima ili skupom kako bi saznali detaljne informacije o njihovim iskustvima, stavovima ili percepcijama;  -Opservacija : Opservacija uključuje posmatranje i beleženje relevantnih ponašanja, događaja ili procesa. To može uključivati direktno posmatranje ljudi, događaja ili situacija u stvarnom vremenu ili snimanje videozapisa radi kasnije analize.  -Pisanje izveštaja na osnovu prikupljenih informacija predstavlja struktuirano i sistematsko prikazivanje podataka, analiza i zaključaka kako bi se izvestilo o postignutim aktivnostima i rezultatima. Izveštaji pružaju jasnu sliku o napretku, uspehu ili izazovima u postizanju ciljeva. |

*What concrete, tangible results are expected to be achieved at the end of the project's activities in each of the targetedPartner Countries? (limit6.000 characters)*

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| Rezultati projekta : Rezultati projekta jesu podizanje ekološke svesti ljudi, kao i edukacija i prikazivanje mladima o važnosti očuvanja životne sredine.  Rezultati pojedinačnih aktivnosti su sledeće :  • R.1. Provedena je analiza ciljnih grupa.  R.1.1. Ciljna grupa je ispunila elektronske ankete.  R.1.2. Sastavljen je izvještaj, na osnovu rezultata ankete, o trenutnom stanju u ciljnoj grupi.  • R.2. Provedena je analiza trenutnih kapaciteta partnerskih organizacija.  R.2.1. Provedeni su intervjui sa članovima partnerskih organizacija o njihovim organizacijskim kapacitetima.  R.2.2. Ispunjene su ankete o iskustvima partnera i njihovim kapacitetima.  R.2.3. Sastavljen je izvještaj o trenutnom stanju kapaciteta partnerskih organizacija.  • R.3. Provedena je analiza pristupa infrastrukturi u zemlji domaćina.  R.3.1. Analizirano je trenutno stanje pristupa infrastrukturi.  R.3.2. Ispunjene su ankete o iskustvima partnera i njihovom pristupu prostorijama za izvodjenje nastave.  R.3.3. Sastavljeni su izvještaji o analiziranom stanju infrastructure partnera.  • R.4. Razvijeno softversko rešenje za prijavljivanje i uvid u radionice i seminare.  R.4.1. Definisan opšti cilj projekta.  R.4.2. Definisan plan realizacije projekta.  R.4.3. Definisan raspored aktivnosti.  R.4.4. Definisana vizija sistema.  R.4.5. Definisana specifikacija zahteva.  R.4.6. Odrađen detaljni arhitekturni projekat.  R.4.7. Definisan plan testiranja.  R.4.8. Odrađen test specifikacija.  R.4.9. Formirano korisničko uputstvo.  • R.5. Odlazak u partnerske države radi treninga osoblja.  R.5.1. Identifikacija potrebnih treninga i kompetencija osoblja.  R.5.2. Organizacija putovanja i logistika za odlazak osoblja.  R.5.3. Izvršenje treninga i obuka osoblja.  R.5.4. Praćenje i evaluacija provedenih treninga.  R.5.5. Sastavljanje izvještaja o rezultatima treninga i njihovoj primjenjivosti.  R.5.6. Organizacija povratnog putovanja i logistika za povratak osoblja.  • R.6. Organizovani seminari radi promocije ekološke održivosti i važnosti očuvaaja životne sredine, kao i o organizaciji inicijativa.  R.6.1. Angažovani stručni govornici.  R.6.2. Organizovan prevoz i smeštaj za učesnike i govornike.  R.6.3. Obezbeđeni prevodioci .  R.6.4. Kreirane agende seminara.  R.6.5. Obezbeđen adekvatan prostor za izvođenje seminara.  • R.7. Održani seminari radi promocije ekološke održivosti i važnosti očuvanja životne sredine, kao i seminari o organizaciji inicijativa.  R.7.1. Ispraćene agende seminara.  R.7.2. Dodeljeni sertifikati za učesnike seminara.  R.7.3.Anketirani učesnici seminara.  R.7.4.Napisan je izveštaj rezultata ankete.  • R.8. Organizovane debatne radionice o aktuelnim ekološkim pitanjima.  R.8.1. Angažovani stručni govornici i moderatori.  R.8.2. Organizovan prevoz i smeštaj za učesnike i moderatore.  R.8.3. Obezbeđeni prevodioci .  R.8.4. Kreirane agende radonice.  R.8.5. Obezbeđen adekvatan prostor za izvođenje radionice.  • R.9. Održane debatne radionice o aktuelnim ekološim pitanjima.  R.9.1. Ispraćene agende radionica.  R.9.2. Dodeljeni sertifikati za učesnike radionica.  R.9.3.Anketirani učesnici radionica.  R.9.4.Napisan je izveštaj rezultata ankete.  • R.10. Organizovane i sprovedene kampanje za povećanje ekološke svesti.  R.10.1. Isplanirane kampanje.  R.10.2. Pripremljen materijal i resursi.  R.10.3. Izvedene kampanje.  R.10.4. Evaluirane kampanje.  • R.11. Proglašene zaštićene zone u okviru pilot projekta.  R.11.1 Identifikovana potencijalna područja i angažovanni adekvatni upravljači projekta.  R.11.2. Razvijena planska dokumenata koji sadrže pravila za zaštićena područja.  R.11.3. Analizirane zakonskie regulative.  R.11.4. Zakonska procedura proglašenja.  R.11.5. Monitoring i evaluacija zaštićene zone.  • R.12. Postavljena burad za sakupljanje kišnice u okviru pilot projekta.  R.12.1. Istraživanje lokacija za postavljanje buradi.  R.12.1.1. Odabir odgovarajućeg kapaciteta buradi.  R.12.1.2Analiza zakonskih propisa i regulativa vezanih za sakupljanje kišnice i upotrebu buradi.  R.12.2. Nabavka buradi.  R.12.2.1. Definisanje specifikacija i kriterijuma za odabir buradi (veličina, materijal, kvaliteta).  R.12.2.2. Pronalaženje dobavljača ili prodavaca buradi.  R.12.2.3. Sprovođenje procesa nabavke i isporuke buradi  R.12.3. Instalacija i priprema.  R.12.3.1. Angažovanje majstora.  R.12.3.1. Priprema lokacije za postavljanje buradi.  R.12.3.1. Postavljanje odgovarajuće konstrukcije ili postolja za podršku buradi.  R.12.4. Testiranje postavljenih buradi.  R.12.5. Obuka osoblja centara gde su burad postavljena.  • R.13. Odrađen plan kvaliteta.  R.13.1. Uspešno izrađen plan kvaliteta.  R.13.2. Uspešno izvršena interna evaluacija kvaliteta.  R.13.3. Uspešno izvršena eksterna evaluacija kvaliteta.  • R.14. Uspešno izvršeno reklamiranje putem kanala promocije.  R.14.1. Uspešno stupanje u kontakt sa lokalnim TV stanicama.  R.14.2. Uspešno reklamiranje i deljenje podataka putem medija.  R.14.3. Uspešno kriranje profila na društvenim mrežama.  R.14.4. Uspešna promocija i deljenje podataka o projektu putem društvenih mreža.  R.14.5. Uspešna promocija putem internet reklama.  • R.15. Izvršeno upravljanje projektom.  R.15.1. Održan sastanak sa upravnim odborom.  R.15.2. Izvršeno sveukupno upravljanje projekotm.  R.15.3. Izvršeno lokalno upravljanje projektom.  • R.16. Provedena je finalna analiza ciljnih grupa.  R.16.1. Ciljna grupa je ispunila elektronske ankete.  R.16.2. Sastavljen je izvještaj, na osnovu rezultata ankete, o finalnom stanju u ciljnoj grupi. |

(*Please add Partner Countries as appropriate)*

*For all* ***types of activities****(curriculum development, modernisation of governance, management and functioning of HEIs; strengthening of relations between HEIs and the wider economic and social environment), for* ***each Partner Country institution*** *please provide information in Part F.2 Organisation and Activities.*

# E.2Quality control and monitoring

*Please explain what mechanisms willbe put in place for ensuring the quality of the project and how the evaluation will be carried out.If an external evaluation is foreseen, provide informationon the purpose and expected outcomes of this evaluation. Please define the specific quality measures established, as well as the benchmarks and indicators foreseen to verify the outcome of the action. Make sure that the information in this section is consistent with the project Logical Framework Matrix. (limit 3.000 characters)*

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| Provera kvaliteta i nadgledanje projekta obuhvaćeno je trinaestom aktivnošću, koja je podeljena na tri podaktivnosti pomoću kojih će se pratiti projekat tako da kvalitet bude na prvom mestu. Prva podaktivnost u okviru ovog nadgledanja je izrada plana kvaliteta, za koji će biti izrađenja fizička kopija. Druga i treća podstavka jesu internai eksterna evaluacija kvaliteta od strane zaduženih lica koji će svoj posao započeti prve nedelje nakon implementacije. Indikatori ovog nadgledanja biće izveštaji internog i eksternog praćenja koji obuhvataju dobijene komentare i recenzije posmatrača, počevši od druge nedelje implementacije, a koji će biti prikupljeni u pisanoj formi i detaljno analizirani od strane pomenutih lica za nadgledanje projekta. |

# E.3 Budget and cost effectiveness

*Please describe the strategy adopted to ensure that the proposed results and objectives will be achieved in the most economical way, and on time. Explain the principles of budget allocation amongst partners. Indicate the arrangements adopted for financial management. What sources of co-funding will be used?(limit 3.000 characters)*

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*If your project involves any "exceptional costs" related to travel, pleasejustify them here. (limit2.000 characters)*

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*Please justify the equipment costs for each Partner Country Institution:*

* *why the Partner Countryinstitutions need themfor the implementation of the project;*
* *their relations with the content to be developed and the specific activities to be implemented) and*
* *the estimated timeframe for their purchase as well asthe estimated place where they will be located (limit 3.000 characters)*

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| Partner Country[...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

***Please complete the following Logical Framework Matrix****:*

☐

# E.4 Logical Framework Matrix – LFM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wider Objective:**☐  *What is the general objective, to which the project will contribute?* | **Indicators of progress:**  *What are the key indicators related to the wider objective?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* |  |  |
| **Specific Project Objective/s:**  *What are the specific objectives, which the project shall achieve?* | **Indicators of progress:**  *What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?* | **How indicators will be measured:**  *What are the sources of information that exist and can be collected? What are the methods required to get this information?* | **Assumptions & risks**  *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* | **How the risks will be mitigated:** |
| **Outputs (tangible) and Outcomes (intangible):**  *Please provide the list of concrete DELIVERABLES - outputs/outcomes (grouped in Workpackages), leading to the specific objective/s.:* | **Indicators of progress:**  *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* | **Assumptions & risks**  *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* | **How the risks will be mitigated:** |
| **Activities:**  *What are the key activities to be carried out (****grouped in Workpackages)*** *and in what sequence in order to produce the expected results?* | Inputs: *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* |  | **Assumptions |& risks**  *What pre-conditions are required before the project starts? What conditions outside the project’s direct control have to be present for the implementation of the planned activities?* | **How the risks will be mitigated:** |

***Please complete the following work plan.***☒

# E.5 Work Plan

**On the following pages, please provide your work plan for each year of the proposed project**

* *Please use the model provided below.*
* *Please complete a one-page work plan for each project year.*
* *For each year of your proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.*
* *If needed, please insert additional rows into the work plan tables.*
* *The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.*

*Examples:*

*Activity carried out in the Programme Country:* ***=*** *(E.g. activity in France for two weeks in the first month of the project 2= under M1)*

*Activity carried out in the Partner Country (ies):* ***X*** *(E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)*

**WORKPLAN for project year 1**☒

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
| A.1. | Sprovođenje analize ciljnih grupa. | **2 weeks** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.1.1. | Ciljna grupa ispunjava elektronske ankete. | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.1.2. | Sastavljanje izvještaja, na osnovu rezultata ankete, o trenutnom stanju u ciljnoj grupi. | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.2. | Analiza postojećeg stanja kapaciteta partnerskih organizacija. | **3 weeks** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |
| A.2.1. | Intervjui o organizacionim kapacitetima partnerskih organizacija. | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.2.2. | Popunjavanje anketa o iskustvima i dobrim praksama partnerskih organizacija. | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.2.3. | Pisanje izveštaja o postojećem stanju kapaciteta partnerskih organizacija. | **1 week** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |
| A.3. | Analiza pristupa infrastrukture zemlje organizatora. | **7 weeks** |  | **x** | **x** |  |  |  |  |  |  |  |  |  |
| A.3.1. | Analiza postojećeg stanja pristupa infrastrukturi. | **3 weeks** |  | **x** |  |  |  |  |  |  |  |  |  |  |
| A.3.2. | Popunjavanje anketa o iskustvima partnera i njihovom pristupu prostorijama za izvodjenje nastave. | **2 weeks** |  | **x** |  |  |  |  |  |  |  |  |  |  |
| A.3.3. | Izvještaji o analiziranom stanju infrastrukture partnera. | **2 weeks** |  | **x** | **x** |  |  |  |  |  |  |  |  |  |
| A.4. | Razvoj softverskog rešenja za organizaciju i praćenje takmičenja kroz koju se podstiče fizička aktivnost. | **10 weeks** |  |  | **x** | **x** | **x** |  |  |  |  |  |  |  |
| A.4.1. | Definisanje opšteg cilja projekta. | **1 week** |  |  | **x** | **x** |  |  |  |  |  |  |  |  |
| A.4.2. | Plan realizacije projekta. | **1 week** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| A.4.3. | Raspored aktivnosti. | **1 week** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| A.4.4. | Definisanje vizije sistema. | **1 week** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| A.4.5. | Specifikacija zahteva. | **2 weeks** |  |  |  | **x** | **x** |  |  |  |  |  |  |  |
| A.4.6. | Detaljni arhitekturni projekat. | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| A.4.7. | Plan testiranja. | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| A.4.8. | Test specifikacija. | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| A.4.9. | Formiranje korisničkog uputstva. | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| A.5. | Odlaženje u partnerske države radi treninga osoblja. | **12 weeks** |  |  |  |  |  | **x** | **x** | **x** |  |  |  |  |
| A.5.1. | Identifikovanje potrebnih treninga i kompetencija osoblja. | **1 week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.5.2 | Organizovanje putovanja i logistike za odlazak osoblja. | **1 week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.5.3. | Izvršavanje treninga i obuka osoblja. | **5 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| A.5.4. | Praćenje i evaluacija provedenih treninga. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.5.5. | Pisanje izvještaja o rezultatima treninga i njihovoj primjenjivosti. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.5.6 | Organizovanje povratnog putovanja i logistika za povratak osoblja. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.6. | Organizovanje seminara radi promocije ekološke održivosti i važnosti očuvanja životne sredine, kao i o organizaciji inicijativa. | **7 weeks** |  |  |  |  |  |  |  | **x** | **x** | **x** |  |  |
| A.6.1 | Angažovanje stručnih govornika. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.6.2. | Organizovanje prevoza i smeštaja za učesnike i govornike. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.6.3 | Obezbeđivanje prevodilaca. | **1 week** |  |  |  |  |  |  |  |  | **x** |  |  |  |
| A.6.4. | Kreiranje agendi seminara. | **3 weeks** |  |  |  |  |  |  |  |  | **x** | **x** |  |  |
| A.6.5. | Obezbeđivanje adekvatanog prostora za izvođenje seminara. | **1 week** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.7. | Održavanje seminara radi promocije ekološke održivosti i važnosti očuvanja životne sredine, kao i seminara o organizaciji inicijativa. | **2 weeks** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.7.1. | Praćenje agende seminara. | **1 week** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.7.2. | Dodeljenvanje sertifikata za učesnike seminara. | **1 week** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.7.3. | Anketiranje učesnika seminara. | **1 week** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.8. | Organizovanje debatnih radionca o aktuelnim ekološkim pitanjima. | **7 weeks** |  |  |  |  |  |  |  |  |  |  | **x** | **x** |
| A.8.1. | Angažovanje stručnih govornika i moderatora. | **1 week** |  |  |  |  |  |  |  |  |  |  | **x** |  |
| A.8.2. | Organizovanje prevoza i smeštaja za učesnike i moderatore. | **1 week** |  |  |  |  |  |  |  |  |  |  | **x** |  |
| A.8.3. | Obezbeđivanje prevodilaca. | **1 week** |  |  |  |  |  |  |  |  |  |  | **x** |  |
| A.8.4. | Kreiranje agendi debate. | **3 weeks** |  |  |  |  |  |  |  |  |  |  | **x** | **x** |
| A.8.5. | Obezbeđivanje adekvatanog prostora za izvođenje radionice. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.9. | Održavanje debatne radionice o aktuelnim ekološim pitanjima. | **2 weeks** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.9.1. | Praćenje agende radionice. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.9.2. | Dodeljenvanje sertifikata za učesnike radionice. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.9.3. | Anketiranje učesnika radionice. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |

**WORKPLAN for project year 2**☐

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
| A.10. | Organizovanje i sprovođenje kampanje za povećanje ekološke svesti. | **12 weeks** | **x** | **x** | **x** |  |  |  |  |  |  |  |  |  |
| A.10.1. | Planiranje kampanje. | **2 weeks** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.10.2. | Pripremanje materijala i resursa. | **2 weeks** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| A.10.3. | Izvođenje kampanje. | **6weeks** |  | **x** | **x** |  |  |  |  |  |  |  |  |  |
| A.10.4. | Evaluacija kampanje. | **2 weeks** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| A.11. | Proglašavanje zaštićenih zona u okvirzu pilot projekta. | **18 weeks** |  |  |  | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.11.1 | Identifikovanje potencijalnih područja i angažovanje adekvatnih upravljača projekta. | **2 weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| A.11.2. | Razvijanje planskih dokumenata koji sadrže pravila za zaštićena područja. | **1weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| A.11.3. | Analiziranje zakonskih regulativa | **2weeks** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| A.11.4. | Zakonska procedura proglašavanja. | **12 weeks** |  |  |  |  | **x** | **x** | **x** |  |  |  |  |  |
| A.11.5. | Monitoring i evaluacija zaštićene zone. | **2 weeks** |  |  |  |  |  |  |  | **x** | **x** | **x** | **x** | **x** |
| A.12. | Postavljanje buradi za sakupljanje kišnice u okviru pilot projekta. | **16 weeks** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |  |
| A.12.1. | Istraživanje lokacija za postavljanje buradi. | **3weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.12.1.1 | Odabir odgovarajućeg kapaciteta buradi. | **1 week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.12.1.2 | Analiza zakonskih propisa i regulativa vezanih za sakupljanje kišnice i upotrebu buradi. | **1 week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.12.2. | Nabavka buradi. | **3weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| A.12.2.1 | Definisanje specifikacija i kriterijuma za odabir buradi (veličina, materijal, kvaliteta). | **1 week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| A.12.2.2 | Pronalaženje dobavljača ili prodavaca buradi. | **1 week** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| A.12.2.3 | Sprovođenje procesa nabavke i isporuke buradi | **2weeks** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| A.12.3 | Instalacija i priprema. | **6weeks** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.12.3.1 | Angažovanje majstora. | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.12.3.2 | Priprema lokacije za postavljanje buradi. | **2weeks** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| A.12.3.3 | Postavljanje odgovarajuće konstrukcije ili postolja za podršku buradi. | **1 week** |  |  |  |  |  |  |  |  | **x** |  |  |  |
| A.12.4. | Testiranje postavljenih buradi. | **2weeks** |  |  |  |  |  |  |  |  | **x** |  |  |  |
| A.12.5 | Obuka osoblja centara gde su burad postavljena. | **2weeks** |  |  |  |  |  |  |  |  | **x** |  |  |  |
| A.13. | Plan kvaliteta. | **6 weeks** |  |  |  |  |  |  |  |  |  | **x** | **x** |  |
| A.13.1 | Izrada plana kvaliteta. | **1 week** |  |  |  |  |  |  |  |  |  | **x** |  |  |
| A.13.2. | Izvršavanje interne evaluacija kvaliteta. | **3 weeks** |  |  |  |  |  |  |  |  |  | **x** | **x** |  |
| A.13.3. | Izvršavanje eksterne evaluacija kvaliteta. | **2 weeks** |  |  |  |  |  |  |  |  |  |  | **x** |  |
| A.14. | Reklamiranje putem kanala promocije. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.14.1 | Stupanje u kontakt sa lokalnim TV stanicama. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.14.2. | Reklamiranje i deljenje podataka putem medija. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.14.3. | Kreiranje profila na društvenim mrežama. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.14.4. | Promovisanje i deljenje podataka o projektu putem društvenih mreža. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.14.5. | Promovisanje putem internet reklama. | **6 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| A.15. | Upravljanje projektom. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.15.1. | Održavanje sastanaka sa upravnim odborom. | **1 week** | **x** |  |  |  | **x** |  |  |  | **x** |  |  |  |
| A.15.2. | Sveukupno upravljanje projekotm. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.15.3. | Lokalno upravljanje projektom. | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| A.16. | Sprovođenje finalne analize ciljnih grupa. | **2 weeks** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.16.1. | Ciljna grupa ispunjava elektronske ankete. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |
| A.16.2. | Sastavljanje izvještaja, na osnovu rezultata ankete, o trenutnom stanju u ciljnoj grupi. | **1 week** |  |  |  |  |  |  |  |  |  |  |  | **x** |

**WORKPLAN for project year 3**☒

***Please complete the information on each work package for your project***

# E.6 Work packages

*Please enter the different project activities you intend to carry out in your project. Make sure that the information in this section is consistent with the project Logical Framework Matrix.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☒ | **PREPARATION** | | | **1** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☐ | **DEVELOPMENT** | | | **2** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **2.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr**☐ | **QUALITY PLAN** | | | **3** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **3.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☒ | **DISSEMINATION & EXPLOITATION** | | | **4** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **4.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

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| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☒ | **MANAGEMENT** | | | **5** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes**☒ | Work Package and Outcome ref.nr | **5.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

# E.7 Consortium partners involved and human resources required to complete the work packages

***Indicative input of consortium staff -*** *The total number of days per staff category should correspond with the information provided in the budget tables.*☐

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package**  **Ref.nr** | **Partner**  **nr** | **Partner acronym** | **Country** | **Number of staff days[[1]](#footnote-1)**☒ | | | | | **Exact Role and tasks of each person in the work package** |
| **Category**  **1** | **Category**  **2** | **Category**  **3** | **Category**  **4** | **Total** |
| **PREPARATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DEVELOPMENT** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **QUALITY PLAN** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DISSEMINATION & EXPLOITATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **MANAGEMENT** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **TOTAL** | | | |  |  |  |  |  |  |

*Please insert rows as necessary*

# PART F – Quality of the Project Team and Cooperation Arrangements

# F.1 Background of partnership and the proposal preparation

*Please provide shortly the history of cooperation between partners (if any). How the idea of the project was developed and which/ who among partners contributed to the proposal development. (limit 3.000 characters)*

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|  |

*If relevant, please explain how and to which extent the project benefits from the experience and participation of non–academic partners. (limit3.000 characters)*

|  |
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*Please explain the role and the participation of the Programme Country partners and their support in the development of the different activities (e.g. in the development of the curricula) and (limit 3.000 characters)*

|  |
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|  |

# F.2 Cooperation arrangements, management and communication

*Please define the organisation of the implementation of the project and the division of tasks between the partners. Please explain the allocation of resources for each activity. Explain also how the tasks are distributed amongst the partners and how project "ownership" is ensured (limit 3.000 characters).*

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*Please explain the overall project and partnership management making specific reference to the management plan and how decisions will be taken. Please describe how permanent and effective communication and reporting will be ensured as well as the measures put in place for conflict resolution (limit 2.000 characters).*

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# F.3 Organisations and activities

*This part must be completed separately by each organisation participating in the project (applicant and partners with its affiliated entities (if any)).*

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| --- | --- | --- | --- | --- | --- |
| **Partner number** ☒ |  | | | | **P1** |
| **Organisation name & acronym** |  | | | | |
| **F.3.1 - Aims and activities of the organisation**  *Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project* (limit 2000 characters)*.* | | | | | |
|  | | | | | |
| **Only for Partner Country institutions, please provide information on:**   |  |  | | --- | --- | | Number of Memoranda of Cooperation/Understanding the HEI has signed with HEIs outside their own country? |  | | Number of students |  | | Number of Bachelor degrees offered |  | | Number of Master degrees offered |  | | Number of PhD degrees offered |  | | Have you participated in CBHE?  If yes, list CBHE projects titles and reference numbers.  Describe curricular/ courses developed/ modernised, if any (name of the subject area and courses titles) |  | | | | | | |
| **F.3.2 – Role of your organisation in the project**  *Please describe also the role of your organisation in the project* (limit 1000 characters)*.* | | | | | |
|  | | | | | |
| **F.3.3 – Curriculum development project** *(only for Partner Country institutions)*  *Please fill in if you are applying for a curriculum development project* | | | | | |
| Please confirm that no similar curricula/ courses/modules were developed/modernised in Tempus IV projects in this HEI. | | | | Choose an item. | |
| **For new courses** | | | | | |
| What new courses will the project implement in your HEI? | | |  | | |
| For each course please fill the following nested table: | | | | | |
| |  |  | | --- | --- | | **Title** |  | | Level of study |  | | List ofsubjects and credits (ECTS or comparable credit system) for each of them |  | | Estimated date of accreditation and accreditation body |  | | Estimated starting date of the new programme |  | | Number of students to be accepted in the first year/ second year |  | | Number of teaching staff to be trained |  | | Internship /placements ( if applicable ) |  | | List of equipment to be purchased for this course? ( if applicable) |  |   *Please copy and paste nested tables as necessary* | | | | | |
| **For updated courses** | | | | | |
| Which existing courses will be updated in your HEI? | | |  | | |
| For each course please fill the following nested table: | | | | | |
| |  |  | | --- | --- | | **Title** |  | | Level of study |  | | List ofsubjects and credits (ECTS or comparable credit system) for each of them |  | | Estimated date of accreditation and accreditation body |  | | % of the modernised subjects compared to total subjects included in the course |  | | Number of students to be accepted in the first year/ second year |  | | Number of teaching staff to be trained |  | | Internship /placements ( if applicable ) |  | | List of equipment to be purchased for this course? ( if applicable) |  |   *Please copy and paste nested tables as necessary* | | | | | |
| **F.3.4 – Modernisation of governance, management and functioning of HEIs** *( only for Partner Country institutions)*  *Please fill in if you are applying for this type of project anddefine clear the activities to be held in your institution*(limit 2000 characters) | | | | | |
|  | | | | | |
| **Provide information on ( if applicable)** | | | | | |
| List the number of existing centres/networks in your HEI | | |  | | |
| Is the centre to be created a new one or an update? | | |  | | |
| If new, why is a new centre necessary? If updated, why is an updated centre necessary? | | |  | | |
| Where will the centre be located in the institution? | | |  | | |
| Will this infrastructure be made available to the centre after the project ends? | | |  | | |
| How many people will be employed in the centre? | | |  | | |
| Will the institution fund these posts after the project ends? | | |  | | |
| How many administrative staff will be trained? | | |  | | |
| Which procedures will be updated /introduced in the institution? | | |  | | |
| **F.3.5 – Strengthening of relations between HEIs and the wider economic and social environment***( only for Partner Country institutions)*  *Please fill in if you are applying for this type of project anddefine clear the activities to be held in your institution*(limit 2000 characters) | | | | | |
|  | | | | | |
| **F.3.6 – Expected results and impact** *( only for Partner Country institutions)* | | | | | |
| What are the expected tangible results from the project in your HEI? | | |  | | |
| How will the impact of these results be measured in your HEI? | | |  | | |
| What financial means and human and other resources will be provided to sustain these results after the project ends? | | |  | | |
| **F.3.7 - Operational capacity: Skills and expertise of key staff involved in the project**  *Please add lines as necessary.* | | | | | |
| **Name of staff member** | | ***Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.*** | | | |
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*Please copy and paste tables as necessary*

# F.4 List of Associated Partners

*(Where applicable)*

*Capacity-building projects can involve associated partners who contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. Associated Partners cannot be responsible for core activities of the project (e.g. management, coordination, monitoring, leader of a work group etc.).****No financial contribution from the project grant will be allocated to these organisations.***

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of organisation** | **Type of institution** | **Website** | **City** | **Country** | **Role in the project** | **Activities and**  **related Work Packages** |
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*Please insert rows as necessary*

# PART G – Impact and Sustainability

# G.1 Expected impact of the project

*Please explain which target groups will use the project outputs /products /results. Describe how the target groups will be reached and involved during the life of the project and afterwards and how the project will benefit the target group at local, regional, national and/or regional level. Please structure your description according to the different levels of impact and stakeholders.*

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| --- | --- | --- | --- |
| # | **Project results** | **Who will they impact at national, regional level?** | **How?** |
| 1 | Održani seminari | Sve učesnike seminara jer će postojati i opcija onlajn praćenja. | Doći će do podizanja svesti o ekologiji i važnosti brige o vodama kroz edukativni sadržaj seminara. |
| 2 | Održane debatne radionice | Sve učesnike radionica jer će postojati i opcija onlajn praćenja. | Doći će do podizanja svesti i podsticanja na razmišljanje o ekologiji i važnosti brige o vodama kroz takmičarski duh prisutan u debatnim radionicama. |
| 3 | Održane ekološke kampanje | Sve učesnike i volontere ovog projekta. Glavni domen je na lokalnom nivou u smislu manjeg zagađenja, a zbog medijskog pokrića može uticati na okruženje na regionalnom nivou. | Kroz iskustvo iz prve ruke učesnici će videti važnost reciklaže i očuvanja okruženja. Takođe će se podstaknuti timski rad jer će više učesnika raditi zajedno. |
| 4 | Izvršeni pilot projekti | Sve učesnike i volontere ovog projekta. Glavni domen je na lokalnom nivou u smislu manjeg zagađenja ili proglašenja zaštićenih zona, a zbog medijskog pokrića može uticati na okruženje na regionalnom nivou. | Učesnici će videti kako ulaganje, bez obzira na količinu uloga može da ima uticaj na okruženje. Proglašavanjem zaštićenih zona povećaće se poverenje i želja za saradnjom sa državnim samoupravama. |
| 5 | Obrazovana grupa mladih profesora. | Svi profesori koji odlaze u partnerske zemlje zbog edukacije. | Profesori koji su otputovali u partnerske zemlje imaće priliku da uče od najboljih u stuci. |

*Please insert rows as necessary*

**Overview of short term impact indicators (during the project EU funding period)**

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| --- | --- | --- | --- |
| **Short term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators (in numbers please)** | **Qualitative indicators** |
| Sastanci upravnog odbora radi prezentovanja ideja i plana i programa | Tehničiko, administrativno osoblje, predavači | 2 - 4 satanka i zapisnici istih | Postignuti su dogovori oko ideja vezanih za plan i program i realizaciju istih |
| Obuke osoblja | Polaznici obuke | 60 predavača, tehničko osoblje | Nastavni kadar spreman za držanje seminara |
| Seminari | Polaznici seminara, pratioci na društvenim mrežama | 180+ polaznika seminara, pratioci na društvenim mrežama | Ciljna grupa sa povećanim znanjem o ekologiji |
| Debatne radionice | Učesnici debata i pratioci na društvenim mrežama | 180+ prisutnih na debatma, pratioci na društvenim mrežama | Ciljna grupa sa povećanim znanjem o ekologiji |
| Ekološke kampanje | Učesnici u kampanjama | 200+ učesnika u kampanjama | Ciljna grupa sa povećanim znanjem i iskustvom iz prve ruke o životnoj sredini |
| Promocija projekta | Zaposleni, studenti | 50 + objava na društvenim mrežama, 12 tv reklama i 36 web reklama. | Praćenje statistike i izveštaji |

*Please insert rows as necessary*

**Overview of long term impact indicators (after the projects EU funding period)**

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| --- | --- | --- | --- |
| **Long term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators (in numbers please)** | **Qualitative indicators** |
| Ojačana je svest o ekologiji među učesnicima i posmatračima. | Učesnici seminara, debata, radionica i pilot projekata. | 50% | Jačanje svesti o važnosti očuvanja životne sredine. |
| Promovisana je društvena uključenost. | Studenti, volonteri, učesnici seminara, debata, radionica i pilot projekata. | 50% | Razmena iskustava između studenata, volontera i svih učesnika. |
| Saradnja između ustanova i organizacija obuhvaćenihprojektom. | Univerziteti i ekološke organizacije | 80% | Razmena iskustava između ustanova i organizacija. |

*Please insert rows as necessary*

# G.2 Dissemination and exploitation strategy

*Please explain how the dissemination will be organisedduring and after the project's lifetime. Define each target group and what communication channels will be used to reach them and when.*

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| --- | --- | --- | --- |
| **Target Group** | **Means of Communication to Reach These Target Groups** | **When** | **Indicators to measure the effectiveness of the means of communication** |
| Omladina | Reklame putem medija,internet reklame | 1 nedelja nakon implementacije softvera | Povećan broj omladine koji je zainteresovan za ekološke aktivnosti. |
| Adolescenti | Drustvene mreze,internet reklame | 2 nedelje nakon implementacije softvera | Unapređenje resursa koji su dostupni adolescentima i smanjenje prosečnih godina ljudi koji su zainteresovani za ekološke aktivnosti. |

*Please insert rows as necessary*

# G.3 Sustainability

*Explain how exploitation activities will ensure optimal use of the results within the project's lifetime and afterwards. Explain how the impact of the project will be sustained beyond its lifetime. Please list the outcomes that you consider sustainable and describe the strategy to ensure their long lasting use beyond the project's lifetime. Also explain how the results will be mainstreamed and multiplied at national/regional level. Describe the strategy foreseen to attract co-funding and other forms of non-EU support for the project.*

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| --- | --- | --- | --- |
| **Sustainable Outcomes** | **Strategy to ensure their sustainability** | **Resources necessary to achieve this** | **Where will these resources be obtained?** |
| Redovni ekološkipodsetnici. | Podsećanje na važnost ekoloških projekata i inicijativa u narednom periodu. | Društvene mreže, webinari, konferencije, web portal, dobar radni odnos sa loklanim TV stanicama. | Lokalni/internacionalni nivo. |
| Održana popularnost projekta. | Redovna promocija i marketing. | Društvene mreže, bilbordi, onlajn reklame. | Lokalni/internacionalni nivo. |
| Redovno ažuriran softver. | Upravljanje i nadgledanje, preventivno unapređivanje. | Administrativno i tehničko osobolje, njihova dostupnost i neophodna oprema. | Lokalni nivo. |
| Ljudi svoh uzrasta u gradovima programskih država. | Reklame putem medija, bilbordi, pamfleti. | 2 nedelje pre početka seminara. | Povećana svest na lokalnom nivou i unapređeni dostupni resursi. |

*Please insert rows as necessary*

# PART H - Other EU grants

*Please list the* ***projects*** *for which the organisations involved in this application have received financial support from EU programmes.*

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|  |  |  |  |
| --- | --- | --- | --- |
| **Programme or initiative** | **Reference number** | **Beneficiary Organisation** | **Title of the Project** |
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*Please insert rows as necessary.*

*Please list* ***other EU grant proposals****submitted by your organisation, or by any partner organisation in this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.*

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|  |  |  |
| --- | --- | --- |
| **Programme concerned** | **Beneficiary Organisation** | **Amount requested** |
|  |  |  |
|  |  |  |
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|  |  |  |

*Please insert rows as necessary.*

# PART I- Check List

*Please make sure that you* ***fully*** *completed each part of this application form, as follows:*

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☐ PART D - RELEVANCE OF THE PROJECT

☐ PART E - QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

☐ E.4 Logical Framework Matrix

☒ E.5 Workplan

☐ E.6 Work packages

☐ PART F - Quality of the Project Team and Cooperation Arrangements

☒ PART G - Impact and Sustainability

☐ PART H - Other EU grants

☐ PART I - CHECK LIST

1. *Please see Programme Guide, Part B for your action, Table A – Project Implementation (amounts in Euro per day) Programme Countries and Table B - Project Implementation (amounts in Euro per day) Partner Countries.*  [↑](#footnote-ref-1)