Supporting Alliance for African Mobility

Handbook for International Department

"HOW TO BECOME A SAAM LEADER"

Bilbao 2023

African Union

THE AFRICA-EU PARTNERSHIP
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INDEX

Calls and funding - Erasmus+ Programme

Erasmus+ programme support education, training, youth and sport, with a strong focus on social inclusion, the green and digital transition, and promoting young people's participation in democratic life.

Erasmus+ offers mobility and cooperation opportunities in:

- Higher education
- Vocational Education and training
- School Education (Including early childhood education and care)
- Adult Education
- Youth
- Sport

Erasmus+ 2021-2027 factsheet

Erasmus+ 2021-2027 guide

Erasmus+ opportunities available for Africa

HIGHER EDUCATION
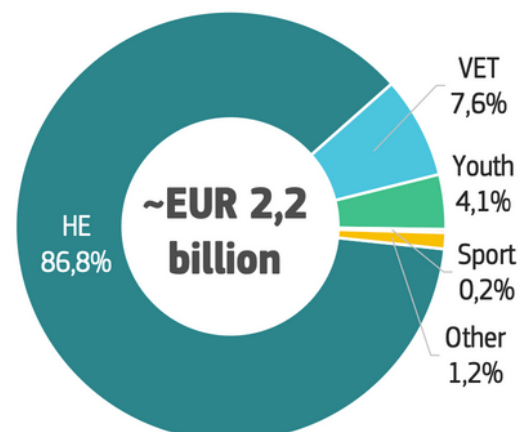- Capacity Building for Higher education
- Jean Monnet activities

YOUTH
- Virtual Exchange

VOCATIONAL EDUCATION AND TRAINING
- Capacity Building in VET
- CoVE

International actions budget 2021-2027

~EUR 2,2 billion

HE 86,8%
VET 7,6%
Youth 4,1%
Sport 0,2%
Other 1,2%

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Erasmus in a nutshell

Places a strong focus on **social inclusion**, the **green and digital transitions**, as well as on **promoting young people's participation** in democratic life

Provides a programme for all: more inclusive for **people with fewer opportunities** and more accessible for **small organisations**

Invests in forward-looking study fields such as **climate change**, **digital skills**, **clean energy**, **artificial intelligence**, **health sciences**, etc.

Provides **cooperation**, **capacity building**, **exchanges, networking** and **policy support** for organizations, and reforms in education, training, youth and sport

Expands **mobility** and **cooperation** opportunities beyond Europe

Capacity building in Vocational Education and Training (VET)

The aim is support the **relevance**, **accessibility**, and **responsiveness** of VET institutions and systems through International cooperation projects based on multilateral partnerships

Eu countries as **applicant**

Third countries as **partner**

Information about CB action

Creating and developing **networks and exchanges of good practice** between VET providers

Create mechanisms to involve private sector (design curricula. work-based experience, etc.)

Developing and transferring **pedagogical approaches, teaching and treaning materials and methods**

Developing and implementing international (virtual) **exchange activities for staff**

DEADLINE
In February

RESULTS
In August

SIGN OF G.A.
In November

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Centres of Vocational Excellence (CoVE)

CoVE aims to reform the VET sector for **high-quality skills,** leading to **quality employment** and lifelong opportunities in an innovative, inclusive, and sustainable economy.

Eu countries as **applicant**

Third countries as **partner**

📎 **Information about CoVE action**

At national level involving local stakeholders creating skills ecosystem for local innovation, regional development, and social inclusion, while working within an international collaborative network

At international level bringing together CoVEs that share a common interest in:
- specific sectors
- innovative approaches to tackle economic and societal challenges
- innovative approaches to increase the outreach, quality and effectiveness of existing CoVEs

Virtual Exchange in high education and youth

Online people-to-people activities that promote intercultural dialogue and soft skills development. They make it possible for every young person to access high-quality international and cross-cultural education (both formal and non-formal) without physical mobility.

Eu countries as **applicant**

Third countries as **partner**

📎 **Information about Virtual Exchange action**

Encourage **intercultural dialogue** with third countries

Enhance **critical thinking and media literacy**

Foster the **digital and soft skills development**

Promote **citizenship and the common values** of freedom, tolerance and non-discrimination

Access all the materials on the topic here →

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International Department

Having a clear and well anchored **strategy on internationalisation** will support and give direction to international activities, and ultimately have **impact** on and **added value** for the whole organisation, its students, the employees, the surrounding region and the world of work

Strategic planning of international activities will help staff and students see how international cooperation relates to the core activities and development of their institutions

Strategic planning will give direction to international activities and make them more systematic, which will help in managing them and help staff in their practical work

Planning will ensure that there are enough resources to carry out the international activities in practice, that international cooperation is in line with the overall strategies of the organisation, and that all staff members are aware of these international goals and activities

Elements of internationalization strategic planning

A strategy is usually based on the following:

- an analysis of the operating environment and its development trends

- its mission (why it exists)

- its core skills

- its values

Then an organization will decide on:

1- its vision for the future (what difference it wants to make in the world)

2- its strategic goals (i.e. how to fulfill the vision)

3- what practical steps need to be taken to achieve the goals (i.e. action plan):

- In the long term   • on an annual basis

"The strategy Journey" into eight steps:

1 **Map your existing internationalization activities**, projects and possible strategic documents to date.

> **Draw a timeline of the developments achieved so far, together with the major milestones**

2 **Analyse the operational environment** and broader strategies

> **Make a table of institutional, regional, national, sectoral strategies and documents guiding your work**

3 **Understand the core skills** present in your organisation

> **Carry out a small survey of the staff and their international experience and skills**

4 **Examine the mission and values** in your organisation from the viewpoint of internationalisation

5 **Formulate the vision** for your internationalisation strategy with all actors and stakeholders, considering the existing activities, the operational environment, the mission and values, and the core skills

> **Arrange a small workshop with colleagues in order to discuss about where you are right now, and where you would like to be in 5 or 10 years with your internationalisation**

6 **Set the strategic goals** in support of your vision for the international activities in such a way that students, staff and the working environment can relate to them

7 **Decide on an action plan** for at least the first year, including deciding on roles, dividing tasks, budgeting and setting indicators for the key strategic goals

> **Do this in regular meetings with your colleagues. Not all the tasks have to be ready straightaway**

8 **Communicate both the strategy process and the strategic decisions to all actors and stakeholders** throughout the process for maximum commitment

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Access all the materials on the topic here ⟶

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How to get EU funding

Find a suitable Call or topic

1

2

Find your partners

Register to EU Funding and Tenders Portal

3

4

Write your application

---

1 *Find a suitable call or topic*

> EU Calls for proposals are funding opportunities for individuals, organizations, and governments to implement projects that align with the EU's priorities

Horizontal Priorities 2021-27

Inclusion and diversity

Environment and sustenability

Digital dimension

Common values, civic engagement and participation

Specific Priorities in

School

VET

Higher Education

Adult Education

Youth

Sport

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2 _Find your partners and build your Consortium_

Many EU Calls require applicant to form a consortium, which is a group of orgnizations working together on a project, with high expertise and relevance with the project objectives

Read the call and **identify** through the eligibility criteria the type and number of partner needed and the eligible countries

List the things you and your core partners could/want to do

Search the partners in **your network** and/or in **networking events** as well as in **Funding and Tenders platform**, in **Erasmus+ Results Platform** and/or in the web

Consider the **number of countries** and check the **max grant** and consider how many partners does it allows

Estimate max grant shares per country/partner and communicate it

Search partners through **EU Funding and Tenders Portal**

3 _Register to EU Funding and Tenders Platform_

Whether you are a single applicant, consortium leader or a partner in a consortium, you need to register your organisation to **EU Funding and Tenders Portal**. By doing so, you will receive a **Participant Identification Code (PIC)** which you will need in the application process.

Go to **EU Funding and Tenders Portal** and register yourself as user clicking te REGISTER button

Read and accept the terms and conditions and click **"Continue"**

Fill out the requested information and follow the instruction

Fill out the information and follw the instructions

Sign in and go to "My organisation"

Save your PIC

Follow the steps through this **document**

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4 _Write your application_

Executive summary
Briefly explain what's to come

Define deliverables and goals
Identify what items you will deliver

Explain project background
Present your problem in detail

List required resources
Calculate your project budget

Present a solution
Outline how you will reach a solution

State conclusion
Confidently restate your case

Project Design

NEEDS ANALYSIS

Defines deficiencies or problems and identifies causes and solutions.

Analysis of different vision

Analysis SWOT

DEFINE THE OBJECTIVES

Your project objectives will define what your deriverable are

General Objectives

Specific Objectives

SET A PLAN OF ACTION

A definitive checklist of tasks and resources needed to complete a project or achieve a goal

Activities

Budget

Evaluation

Roles Distribution

DEFINE THE RESULTS

Results are the specific outcomes produced by completing project activities or processes.

Outputs

lead to

Results

Access all the materials on the topic here

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Administrative process

Application Phase

This is where institutions or organizations submit project proposals to the relevant Erasmus+ National Agency or Executive Agency

Project Selection

The National Agency or Executive Agency reviews and selects projects based on established criteria. Successful applicants receive a grant to implement their project

Grant Agreement

Once selected, a grant agreement is signed between the applicant organization and the National Agency or Executive Agency. This agreement outlines the rights and responsibilities of each party

Project Implementation

This phase involves carrying out the planned activities outlined in the project proposal. It includes tasks such as curriculum development, training, research, and dissemination of project results

Financial Management

Proper financial records must be maintained throughout the project, including invoices, receipts, and financial reports.

Monitoring and Reporting

The project progress is monitored throughout its duration. Interim and final reports are submitted, detailing activities, results, and financial expenditures

Evaluation and Quality Assurance

An evaluation process assesses the project's impact and effectiveness. This can involve external evaluators or self-assessment by the project team

Learn how to manage the **administrative process** in EU Funding & Tenders Platform **here**

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1

Project Proposal

This outlines the project's objectives, activities, budget, and expected outcomes. It is submitted during the application phase.

2

Grant Agreement

This legal document specifies the conditions and rules governing the project, including the budget and reporting requirements.

3

Interim and Final Report

These documents provide an overview of project progress, activities undertaken, results achieved, and financial expenditure.

4

Dissemination & Communication Plan

This outlines how project results will be shared and communicated to a wider audience.

5

Quality Assurance & Evaluation Report

These documents assess the project's quality and effectiveness, highlighting areas for improvement

6

Project Results

These may include educational materials, publications, and research findings developed as part of the project

Specific document requirements may vary depending on the **type and scope** of the Erasmus project, so it's essential to refer to the Erasmus+ Program Guide and the specific guidelines provided by the National Agency or Executive Agency overseeing the project

Access all the materials on the topic here

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Project management tips

Needs Analysis

Understand the context

Knowing and Meeting each other

Identify a need

Staying up to date with regional challenges and continental strategies

Do your research

Reading reports to keep up with the ins and outs of the subject

Partner Search

Piloting the process

Be active on the EACEA portal and on international network

Participate in events/discussion (ETF, EAFA webinars...)

Focus on specific expertise needed for your project

Drafting proposal

Be aware of the context

Align your strategies

Provide exhaustive questionnaire

Master active listening

On-site visits and meetings

Adopt a cooperative approach

Access all the materials on the topic here

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Networking

SAAM Network

Bringing both VET systems closer together for future mobility projects

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Connect to the network ⊙

EfVET – European Forum of Technical and Vocational Education and Training

Enhance VET provision across all members through an active networking of all the key actors.

⊙ *Connect to the network*

EVBB – European Association of Institute for Vocational Training

It brings together vocational training institutions and organizations from various European countries

EVBB
EUROPEAN ASSOCIATION
OF INSTITUTES FOR
VOCATIONAL TRAINING

Connect to the network ⊙

ETF – European Training Foundation

Helping EU neighbouring countries to reform their education and training systems as part of EU external relations policies

ETF Working together Learning for life

European Training Foundation

⊙ *Connect to the network*

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Networking

EVTA – European Vocational Training Association

EVTA, is a leading European network in the field of Vocational Education and Training, representing VET providers across Europe.

Connect to the network (>)

EaFA – European Alliance for Apprenticeships

EAfA strengthens apprenticeships in Europe, focusing on quality and availability. It also advocates for enhanced apprentice mobility
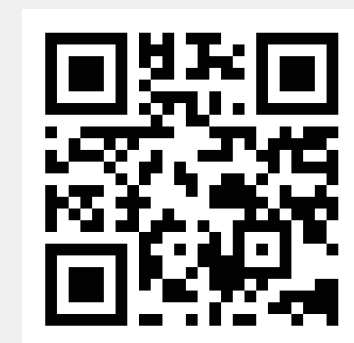
(<) **Connect to the network**

ALDA – European Association for Local Democracy

Promote a good governance and citizen participation at the local level in the European Union, its Neighbourhood and beyond.

Connect to the network (>)

YES Forum

European network of organisations working with and for young people from vulnerable backgrounds

(<) **Connect to the network**

European Union EXTERNAL ACTION

EEAS manages diverse policy areas in EU-host country relations, including politics, economics, trade, human rights, and civil society. Delegations analyze political developments and coordinate development projects, while also playing a vital role in enhancing the EU's visibility and understanding through public diplomacy.

Maintain regular contact with the **European delegation in your own country**

Erasmus+

Erasmus+ National Focal Points (ENFP) are representatives of the education sector in countries in Africa, Asia-Pacific, the Middle East and the Americas. ENFP can help you find out about how you or your organisation can take part in Erasmus+

Connect with the Erasmus Focal Point in your own country

Establish a local network in with other VET centers and stakeholders

Access all the materials on the topic here

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Learning Mobilities

Selection of students

Carry out a selection process

Select an accompanying teacher

Send the list of participant with the passports

Prepare Partnership Agreement and Learning Agreement

Intercultural preparation

✓ Raise awareness on European citizenship

✓ Stimulate their motivation to come back to act as multipliers

✓ Empowering the students to fulfil their expectations and act as agents of change

✓ Foster self-reflection regarding own goals and expectations

✓ Prepare them for the different challenges they might face

VISA

Generate the documents

IL, PA, LA, Flight, Sponsorship, Insurance, Acc. letter

Get a VISA appointment

Contact with Embassy and EU delegation for support

Dossier review

Find here the **Mobility Guidelines**

Access all the materials on the topic here

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Get inspired

To learn about the approved projects in this field, you can visit the webpage of the

European Commission

One can also inquire with the European Delegation in your country about approved projects

European Delegation

Projects of SAAM partnership members

SAAM: Supporting Alliance for African Mobility

A pilot project that will test the development of a future mobility program in the field of Vet, between Africa and Europe.

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Scan to see the factsheet

Smart Step: Upskilling African VET to Step forward Smart Entrepreneurship

Smart Step

Improve the training programs offered in vocational education and training (VET) schools in Ghana and Cameroon.

Scan to see the factsheet

Green VET Africa

Creating a Capacity Building programme Green Waste Management in Nigeria and Ghana.

GreenVETAfrica

Scan to see the summary

Skilling Eco-VET

SKILLING ECO-VET

Enhance enabled environments for private and public VET key actors in Ghana and Senegal

Scan to see the summary

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