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JOINT COMMUNICATION

To International Commissioners and other principal contacts of NSO, NSA, MOs and CAs in the European Regions of WAGGGS and WOSM

30 March 2017

Erasmus+ Call for Partners for the Network Meeting 2017

Deadline: 9 April 2107

Dear Friends,

This message provides you with information on the Erasmus+ grant application for the Network Meeting 2017 of which your NSO, NSA; MO or CA can be partner.

To be able to be a partner in this grant application, please check carefully the rules below and follow all the steps described. This year the application will be submitted to the Maltese Erasmus+ National Agency by the Malta Girl Guides Association.

Description and objectives of the Network Meeting 2017

The Network Meeting is a yearly appointment for Guides and Scouts that are representing their NSOs/NSAs/MOs/CAs in various platforms/organizations including their National Youth Councils.

In 2017, the Network Meeting will particularly target Guides and Scouts that are working in the field of external relations, communication, partnerships or other closely related areas from organisations having none or little experience in this field of work.

The event will offer the opportunity to gather, explore how conducting external relations can help associations to better fulfil the Scouting and Guiding mission and to improve their position and recognition in society, in collaboration with other national partners.

This is an event run in partnership with WOSM, and in 2017 it is WAGGGS' turn to lead the event.

The event is open to Guides and Scouts from Member Organisations/Component Associations of WAGGGS and National Scout Organisations/National Scout Associations of WOSM European Regions.

The Network Meeting will take place in Malta from 7 to 12 November 2017. Participants will be expected to travel on Tuesday 7 November and depart on Sunday 12 November.

Which MO/CAs are eligible for this Erasmus+ grant?

MO/CAs based in an EU Member State, FYROM, Iceland, Liechtenstein, Norway, Turkey.

What kind of support will you benefit from as partner in this grant application?

✓ **Reduced Travel costs**

The reimbursement will be done based on a lump sum calculated on the travel distance for each participant.

For travel distances between:

10km and 99km:	EU 20 per participant
100km and 499km:	EUR 180 per participant
500km and 1999km:	EUR 275 per participant
2000km and 2999km:	EUR 360 per participant
3000km and 3999km:	EUR 530 per participant
4000km and 7999km:	EUR 820 per participant
8000km and more:	EUR 1300 per participant

Travel distances will be calculated by WAGGGS using the [distance calculator](#) of the European Commission. The KM calculation refers to a one-way travel from their place of residence to the venue of the activity. WAGGGS will take the capital city as departure point. If you wish to indicate another departure point, please contact Stefania Francescon at stefania.francescon@wagggs.org.

✓ **Reduced participation costs**

What does your organisation commits to by becoming a partner in this grant application?

By being a partner to this grant application, you commit your organisation to send at least one participant to the Network Meeting 2017.

How to become a partner of this Erasmus+ grant application?

1 Get a Participant Identification Code (PIC)

To participate in an Erasmus+ project proposal, all organisations must be registered and have a 9-digit Participant Identification Code (PIC).

If your organisation already has a PIC number, the same PIC is valid for the present grant application.

If instead your organisation needs to get a PIC, please, find in the Annex I information on how to get a PIC.

2 Fill in the form at <https://goo.gl/forms/KRK1wsXA4dpSVyXc2> by 9 April 2017.

Please be accurate in your answers as this information will be copy-pasted into the application and therefore, will be evaluated as part of the assessment of the entire project.

3 Mandate

A mandate is a bilateral agreement between the coordinating organisation (Malta Girl Guides) and each partner organisation by which your organisation authorizes the coordinating organisation to act on its behalf in matters related to the project implementation.

Please, find the Mandate template attached to this message. Please fill in all the parts in yellow and the legal representative should sign it. Then send us back a scanned copy by email to stefania.francescon@wagggs.org by **9 April 2017**.

For any further questions related to this call for partners or related more generally to the programme Erasmus+, please contact Stefania at stefania.francescon@wagggs.org.

Yours in Guiding and Scouting,



Marjolein Sluijters
Chairperson, Europe Region WAGGGS



ANNEX I

Get a PIC for an Erasmus+ application

To be able to be a partner in an Erasmus+ programme, it's mandatory that you have:

- a EU login account
- a PIC number: the 9-digit Participant Identification Code (PIC) to identify your organisation as an economic entity for Erasmus+ applications.

Please note that if your organisation is already registered, you do not need to register again.

1) Register on EU login

You will first need to register your organisation on EU Login (formerly ECAS):

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

We advise you to consult the [European Commission's manual](#) (2.64 MB) on EU Login.

Please find here a video that explain how to register: https://www.youtube.com/watch?v=mo45nay_2pQ. The video is meant for individuals, you can follow the same process described in the video, clicking on NGO/private organisations instead than 'individuals'.

2) Get a PIC number

With your EU Login account, log-in to the [Participant Portal](#):

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

Register your organisation to obtain a unique 9-digit Participant Identification Code (PIC). We recommend that you read the [Participant Portal user manual](#) before you register.

Please keep the basic legal data of your organisation at hand to facilitate the registration.

You must submit two documents: legal entity of your organisation, and details of the bank account.

You can download the templates in your language here:

Legal entity: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial identification:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please complete the forms and scan these documents as PDF. You should upload the documents by selecting "My Organisations" from the menu, then clicking on the orange VO icon (view organisation). Select the Documents tab, then "Add a new document".

3) Congratulations, you are now ready to apply for Erasmus+!

