

# Glossary of terms

## *Application*

An online document created by the European Commission used to apply for funding.

Each organisation has to provide with the PIC number, relevant experience of the organisation and the staff involved in the project as well as their role in the project.

## *Coordinating organisation*

Applies for funding and manages the budget. It is mostly in charge of the administrative and logistic matters. It can be at a time sending/receiving organisation.

## *Executive Agency (EACEA)*

The European Commission's Education, Audiovisual and Culture Executive Agency. It is the main organism in charge of the management of Erasmus + at European level.

## *Info Kit*

Is created in several parts: the Info Kit Part 1 is a letter created by the European Commission (EC) addressed to the volunteers including useful information about EVS.

## *European Health Insurance Card (EHIC)*

Is an insurance card available everywhere within the European Economic Area (EEA) countries and Switzerland (if the user is insured in one of these countries). Getting EHIC is free for the applicants.

The participants apply for the card in their country at least two weeks before their departure.

## *EVS Insurance*

During their project (including travel days) the volunteers are covered by an insurance specially created for this Programme. The insurance is created by the sending/coordinating organisation **before the departure** of the volunteers.

Each volunteer receives an insurance guide at least two weeks before his/her departure. The new insurance for the EVS volunteers is **Cigna**.

## *Youthpass*

It certifies the participation of people in a European mobility project. It can be used for Youth Exchanges, European Voluntary Service and Youth workers' mobility within the Key Action 1. The

participants and the tutors (most of the cases in the receiving organisation) are working together to reflect the personal non-formal learning and the outcomes.

### *Receiving organisation*

Trains and helps the participants to integrate in the new country and organisation, provides them with activities and supports. In some cases (e.g.: EVS), the receiving organisation provides the participant with accommodation, pocket money, food and language lessons.

### *Key Action (KA)*

Is the collective name for activities and projects that can be funded by Erasmus +

There are three KA, as following:

**KA 1:** the main activities financed by this action are related to the 'Mobility of Individuals' including study, work experience, job shadowing, observation, teaching, and training.

**KA 2:** the main activities financed by this action are related to the 'Cooperation for Innovation and Exchange of Good Practices in the field of higher education, vocational education and training, schools, adult education and youth.

**KA 3:** the main activities financed by this action are related to the support and facilitation of the modernisation of education and training systems.

### *Mandate*

Represents the contract between the coordinating and the partner organisations.

### *National Agency*

The National Agencies promote and implement the Programme at national level and act as the link between the European Commission and participating organisations at local, regional and national level.<sup>1</sup>

Their main role is to:

- administrate the Erasmus + budget for the country/region they are in charge of,
- provide the interested organisations with support and information about the Programme,
- disseminate Erasmus +.

The National Agency has also the role of selecting the successful applications/score especially the applications for KA1 and KA2, and providing the organisations with support regarding the training for different Erasmus + mobility projects.

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<sup>1</sup> European Commission, Erasmus plus Programme guide for 2015, version 3, p. 18



### *Participating Country*

A country which is working with a coordinating organisation from a Programme Country, on a specific project.

### *Partner Countries*

Other European and specific Non-European Countries

### *Partner organisation form*

This is filled in by the future partners in the project and includes information about the partner organisations such as PIC number, contact details, the organisation and the experience of the staff, etc. It helps the coordinating organisation to fill in the application.

### *Partner organisations*

All the organisations included in a project.

### *PIC number:*

Is a Personal Identification Code. All the Erasmus + participating organisations need to have a PIC number, as it identifies the organisation as an economic entity for Erasmus + projects.

### *Privacy Statement for Legal Entity and Bank Account Validation*

It is a European Commission document explaining who will have access of your data.

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf)

### *Programme Country*

Are the Member States of the European Union.

Non-Programme Countries: some European countries which are not Member States, and precisely: Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway and Turkey.

### *Sending organisation*

Recruits, supports and prepares the participants before the departure, monitor them during their mobility project and evaluates them back in their home country.

### *Young people with fewer opportunities*

As defined in the 'Erasmus + Inclusion and Diversity Strategy – in the field of youth', they are: Young people who are at a disadvantage compared to their peers because they face one or more of the exclusion factors and obstacles below. The following situations often prevent young people from taking



part in employment, formal and non-formal education, trans-national mobility, democratic process and society at large:

- **Disability** (i.e. participants with special needs): young people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities etc.
- **Health problems**: young people with chronic health problems, severe illnesses or psychiatric conditions etc.
- **Educational difficulties**: young people with learning difficulties, early school-leavers, lower qualified persons, young people with poor school performance etc.
- **Cultural differences**: immigrants, refugees or descendants from immigrant or refugee families, young people belonging to a national or ethnic minority, young people with linguistic adaptation and cultural inclusion difficulties etc.
- **Economic obstacles**: young people with a low standard of living, low income, dependence on social welfare system, young people in long-term unemployment or poverty, young people who are homeless, in debt or with financial problems etc.
- **Social obstacles**: young people facing discrimination because of gender, age, ethnicity, religion, sexual orientation, disability, etc., young people with limited social skills or anti-social or high-risk behaviours, young people in a precarious situation, (ex-)offenders, (ex-)drug or alcohol abusers, young and/or single parents, orphans etc.
- **Geographical obstacles**: young people from remote or rural areas, young people living on small islands or in peripheral regions, young people from urban problem zones, young people from less serviced areas (limited public transport, poor facilities) etc.