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KA204 - Strategic Partnerships for adult education
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Context

Main objective of the project	Innovation
Project Title	Smart Skills Development
Project Acronym	SMARTIES
Project Start Date (dd-mm-yyyy)	01-09-2019
Project Total Duration	28 months
Project End Date (dd-mm-yyyy)	31-12-2021
National Agency of the Applicant Organisation	SK01 Slovenská akademická asociácia pre medzinárodnú spoluprácu
Language used to fill in the form	English

For further details about the available Erasmus+ National Agencies, please consult the following page:

https://ec.europa.eu/programmes/erasmus-plus/contact

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Project Summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

The project Smart Skills Development (SMARTIES) is focusing on the concept of smart cities/villages and the understanding of this concept by the municipalities who are the once implementing smart solutions in their environment. It is based on a premise that the understanding of the concept of smart cities/villages by municipalities is on a low level due to the fact that the problem is too wide, solutions even wider and there is also the lack of experts offering comprehensive solutions for municipalities. Especially those small municipalities that can not afford to have such experts in their employment.

Based on the above the project's goal is to prepare a course for trainers who will be able to give municipalities a clear and comprehensive explanation of what smart cities/villages would mean in their specific environment. Moreover they will be also able to give a training to other trainers and thus contribute to further dissemination of project results. To achieve this goal a set of intellectual outputs will be achieved during the project period. It will start with the survey of needs of municipalities and trainers. Following will be curriculum development. Next it is course materials development and an organisation of a webinar for training of trainers. Once all the materials of the course are finalised they will be internationalised, i.e. translated to local languages of the consortium. All the project's course materials will be freely available in the form of Moodle course also after the end of the project. In order to even more strengthen the outcomes of the project its last part will be dedicated to organising international conferences in all the partner countries of the project.

The project's consortium consists of five partners from Slovakia, Hungary, Lithuania, Denmark and Italy.The main target group of the project will be represented by adult educators who will be trained also during the project lifetime. Final beneficiaries can be defined as adult educators for whom there will be an online course freely available, representatives of municipalities who will benefit from better understanding of smart cities/villages concept and finally general public that will directly benefit from smart solutions in their municipalities. The project will last for 30 months and its working language will be English.

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Applicant Organisation

PIC	Legal name	Country
948759911	E-CODE	Slovakia

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Partner Organisations

No	PIC	Legal name	Country
1	999904228	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	Hungary
2	949368004	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy
3	999997736	AARHUS UNIVERSITET	Denmark
4	932475648	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania

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Project Budget Summary

Budget Items	Grant
Project Management and Implementation	42000.00 EUR
Transnational Project Meetings	24150.00 EUR
Intellectual Outputs	132223.00 EUR
Multiplier Events	27000.00 EUR
Total Grant	225373.00 EUR

Transnational Projects Meetings

ID	Meeting Title	No. of Participants	Grant (EUR)
1	Kick-off Meeting	10	4600.00 EUR
2	2nd Project Meeting	10	4600.00 EUR
3	3rd Project Meeting	10	4600.00 EUR
4	4th Project Meeting	11	4600.00 EUR
5	Final Project Meeting	10	4600.00 EUR
Total			23000.00 EUR

Intellectual Outputs

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ID	Output Title	Category of Staff	No. of Working Days	Grant (EUR)
O1	Survey of Needs	Teachers/Trainers/Researchers	220	29788.00 EUR
O2	Curriculum Development	Technicians	12	660.00 EUR
O2	Curriculum Development	Teachers/Trainers/Researchers	60	8124.00 EUR
O3	Course Materials Development	Technicians	45	2475.00 EUR
O3	Course Materials Development	Teachers/Trainers/Researchers	465	62040.00 EUR
O4	Webinar for Training of Trainers	Technicians	32	1760.00 EUR
O4	Webinar for Training of Trainers	Teachers/Trainers/Researchers	40	5416.00 EUR
O5	Training Internationalisation	Technicians	30	1650.00 EUR
O5	Training Internationalisation	Teachers/Trainers/Researchers	150	20310.00 EUR
Total			1,054	132223.00 EUR

Multiplier Events

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ID	Event Title	Country of Venue	Local Participants	Foreign Participants	Grant
E5	National Conference Lithuania	Lithuania	50	2	5400.00 EUR
E1	National Conference Slovakia	Slovakia	50	2	5400.00 EUR
E2	National Conference Hungary	Hungary	50	2	5400.00 EUR
E3	National Conference Denmark	Denmark	50	2	5400.00 EUR
E4	National Conference Italy	Italy	50	2	5400.00 EUR
Total			250	10	27000.00 EUR

Budget per Participating Organisation

Organisation	Country of Organisation	Grant (EUR)
E-CODE	Slovakia	44719.00 EUR
BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	Hungary	32501.00 EUR
EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	55226.00 EUR
AARHUS UNIVERSITET	Denmark	61719.00 EUR
VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	31208.00 EUR

E-CODE

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Budget Items	Grant
Project Management and Implementation	14000.00 EUR
Transnational Project Meetings	5750.00 EUR
Intellectual Outputs	19569.00 EUR
Multiplier Events	5400.00 EUR
Learning, Teaching, Training Activities	0.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	44719.00 EUR

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

Budget Items	Grant
Project Management and Implementation	7000.00 EUR
Transnational Project Meetings	5175.00 EUR
Intellectual Outputs	14726.00 EUR
Multiplier Events	5600.00 EUR
Learning, Teaching, Training Activities	0.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	32501.00 EUR

EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL

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Budget Items	Grant
Project Management and Implementation	7000.00 EUR
Transnational Project Meetings	3450.00 EUR
Intellectual Outputs	39376.00 EUR
Multiplier Events	5400.00 EUR
Learning, Teaching, Training Activities	0.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	55226.00 EUR

AARHUS UNIVERSITET

Budget Items	Grant
Project Management and Implementation	7000.00 EUR
Transnational Project Meetings	5175.00 EUR
Intellectual Outputs	44344.00 EUR
Multiplier Events	5200.00 EUR
Learning, Teaching, Training Activities	0.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	61719.00 EUR

VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS

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Budget Items	Grant
Project Management and Implementation	7000.00 EUR
Transnational Project Meetings	4600.00 EUR
Intellectual Outputs	14208.00 EUR
Multiplier Events	5400.00 EUR
Learning, Teaching, Training Activities	0.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	31208.00 EUR

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Timetable

Note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form.

ID	Activity Type	Starting Period	Description
1	Transnational Projects Meeting	09-2019	Kick-off Meeting
2	Intellectual Output	09-2019	Survey of Needs
3	Intellectual Output	11-2019	Course Materials Development
4	Transnational Projects Meeting	03-2020	2nd Project Meeting
5	Intellectual Output	03-2020	Curriculum Development
6	Transnational Projects Meeting	07-2020	3rd Project Meeting
7	Intellectual Output	10-2020	Webinar for Training of Trainers
8	Transnational Projects Meeting	12-2020	4th Project Meeting
9	Intellectual Output	05-2021	Training Internationalisation
10	Transnational Projects Meeting	07-2021	Final Project Meeting
11	Multiplier Event	09-2021	National Conference Slovakia
12	Multiplier Event	09-2021	National Conference Hungary
13	Multiplier Event	09-2021	National Conference Denmark
14	Multiplier Event	09-2021	National Conference Italy
15	Multiplier Event	09-2021	National Conference Lithuania

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Erasmus+

Participating Organisations

Please note that the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.

Applicant Organisation

PIC	948759911
Legal name	E-CODE
Legal name (national language)	E-CODE
National ID (if applicable)	30792649
Department (if applicable)	
Acronym	
Address	SLNECNA 1164 7
Country	Slovakia
P.O. Box	000
Postal Code	963 01
CEDEX	
City	KRUPINA
Website	www.e-code.sk
Email	
Telephone	+421692008238
Fax	

Profile

Type of Organisation	Non-governmental organisation/association
Is your organisation a public body?	No

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Is your organisation a non-profit?	Yes

Associated Persons

Legal Representative

Title	
Gender	Male
First Name	Radoslav
Family Name	Vician
Department	
Position	Managing Director
Email	rado@e-code.sk
Telephone	+421905790929
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	
Gender	Male
First Name	Radoslav
Family Name	Vician
Department	
Position	Managing Director
Email	rado@e-code.sk
Telephone	+421905790929
Preferred Contact	Yes

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If the address is different from the one of the organisation	No

Background and Experience

Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

e-code is an independent adult-learning institution. The mission of the institution is to contribute to human development through the use and promotion of the most progressive teaching methodologies – whether these are being the ICT supported learning, distance learning or interactive forms of classical education. The main objectives of e-code can be defined as providing flexible forms of tailored education in areas with identified market needs and areas with low market attractiveness, combating the digital divide through education, protection of environment through educational activities. We are active in various fields. Among the most important are:
• tourism development,
• environmental issues,
• methodology of education,
• e-learning,
• reinforcing links between education and working life,
• entrepreneurial education,
• project development and management,
• permaculture.
We work on international scope with minimum permanent staff and a number of associated external experts.
e-code has been working in various projects since its very beginning of existence, i.e. since 2004. We have been part of European projects focusing on tourism, environmental issues, sustainable development, development of business skills, social entrepreneurship project development and management, e-learning and learning methodologies. We have been managing our own projects and were part of partner projects as well. Apart from working in the projects we are also actively developing tailor-made education products for various target groups, to mention just the most recent these would be in project design and management, entrepreneurial skills of people disadvantaged on labour market or rural tourism development strategies. Our last activity is e-learning and e-commerce, areas where we also co-operate with commercial service providers and offer them our know-how in achieving the best results from these products.

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What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Radoslav Vician
Working as a Managing Director of e-code
Among his main duties are:
• Management of the organisation, its human, financial and technical resources
• Market and competition analysis
• Identification of target audience
• Planning of activities and management of their implementation
• Active fund raising for effective functioning of the organisation
• Development, implementation and management of new activites and projects for the organisation
• Projects management
• eLearning development, especially Moodle
Radoslav Vician is actively working especially in the following fields:
Project management, where he is working on development of new projects, projects implementation and also commercial training in Project Cycle Management
eLearning, where he is actively involved in developing Moodle platforms for various activities and projects.
Methodology of adult learning, where he is working on trainings for trainers and education managers and consultancy in tailoring educational methodologies for specific target groups.
Entrepreneurship trainings, where he developed his own methodology for business planning and management based on Project Cycle Management and based on this he is providing training to entrepreneurs or to-be-entrepreneurs and consultancy to various clients.

Anna Debnárová
Working as a Project Manager of e-code
Among her main duties are:
• Planning of activities and management of their implementation
• Active fund raising for effective functioning of the organisation
• Development, implementation and management of new activites and projects for the organisation
• Projects management
• Human resources management
Anna Debnárová is actively working especially in the following fields:
Project management, where she is working on development of new projects, projects implementation and also assisting with the commercial training in Project Cycle Management
Methodology of adult learning, where she is working on trainings for trainers and education managers and consultancy in tailoring educational methodologies for specific target groups.

Žofia Oboňová
Working as an IT expert for e-code
Among her main duties are:
• Website development
• Moodle platforms development
Žofia Oboňová is actively working especially in the following fields:
Website development, where she is maintaining the website of e-code and developing and maintaining websites of various clients.
Moodle platform development where she is involved especially in technical parts, such as development of webinars, maintaining the databasis of users, tracking the performace of users, installation of Linux platforms.

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Stanislav Gažo
Working as a senior IT expert for e-code
Among his main duties are:
• Website development
• Moodle platforms development
• IT development
Stanislav Gažo is our external senior IT expert who is working for e-code on contractual basis. He is currently self-employed and offers IT services to a wide range of clients, from households to large companies. With his 20 years of experience in IT field he comes to help especially in cases where the IT field activities our organisation is undertaking require deep knowledge and experience. Stanislav feels at home working in a broad scale of IT activities – from network installation to website development, multimedia editing, Moodle platform management to databasis processing.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Horizon 2020
Year	2015
Project Identification or Contract Number	649639
Applicant/Beneficiary Name	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Stuttgart, Germany

Partner Organisations

PIC	999904228
Legal name	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Legal name (national language)	BME
National ID (if applicable)	308791
Department (if applicable)	Federated Innovation and Knowledge Centre
Acronym	BME EIT
Address	MUEGYETEM RAKPART 3
Country	Hungary

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P.O. Box	
Postal Code	1111
CEDEX	
City	BUDAPEST
Website	www.bme.hu
Email	
Telephone	+3614631836, +3614631507
Fax	+3614632220

Profile

Type of Organisation	Higher education institution (tertiary level)
Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Accreditation

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education	HU BUDAPES02

Associated Persons

Legal Representative

Title	Prof.
Gender	Male
First Name	János
Family Name	Józsa
Department	
Position	Rector

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Email	rektor@bme.hu
Telephone	+3614631111
Preferred Contact	No
If the address is different from the one of the organisation	Yes
Address	Műegyetem rkp. 3
Country	Hungary
P.O. Box	
Postal Code	1111
CEDEX	
City	Budapest

Contact Person

Title	Dr
Gender	Male
First Name	Péter
Family Name	Bakonyi
Department	Federated Innovation and Knowledge Centre
Position	senior advisor
Email	bakonyi.peter@eit.bme.hu
Telephone	+36309337637
Preferred Contact	Yes
If the address is different from the one of the organisation	Yes
Address	Műegyetem rkp 3
Country	Hungary
P.O. Box	

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Postal Code	1111
CEDEX	
City	Budapest

Contact Person

Title	Prof.
Gender	Male
First Name	Gyula
Family Name	Sallai
Department	Federated Innovation and Knowledge Centre
Position	Senior advisor
Email	sallai@tmit.bme.hu
Telephone	+36203891602
Preferred Contact	No
If the address is different from the one of the organisation	Yes
Address	Müegyetem rkp. 3
Country	Hungary
P.O. Box	
Postal Code	1111
CEDEX	
City	Budapest

Background and Experience

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Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

Budapest University of Technology and Economics

BME is a research university that has high reputation among youngsters, has excellent professors and lecturers and is internationally acknowledged for its scientific work. The close connection between theory and practice is evident throughout the degree programmes as they involve strong theoretical foundation and efficient practical training shaped by the requirements of the industry and the society.

BME is the leader in Hungarian technical higher education. It was established in 1782. Its diplomas are recognized throughout the world. From among its excellent students, three were awarded the Nobel Prize: György (George) Oláh (1994, Chemistry), Dénes (Dennis) Gábor (1971, Physics), Jenő (Eugene) Wigner (1963, Physics), and nurtured several excellent engineers and inventors in various fields, e.g. Tódor (Theodore von) Kármán (rocket engines), Ernő Rubik (Rubik's Cube).

BME is experienced in submitting and winning EU Framework Program proposals. This capability is based on its scientific power and on its widespread international scientific relations. BME won the most of successful FP7 applications (113 in number, which is 23% of all) among all Hungarian universities. In case of the EU Horizon 2020 Program, BME has already submitted 158 proposals, and won 12 by now.

BME is a well- established scientific center in the smart city domain. Several of its faculties – Transportation engineering, Architecture, Electrical Engineering, Economics and Social Sciences- conduct scientific research and have active industrial cooperation in various subjects on this advanced multidisciplinary field. The University has and presently is participating in local and EU research projects and is in the progress of preparing a new proposal for the H2020 SCC-1- 2016/2017 call.

Results of the university are recognized also internationally in the fields of smart building, energy efficiency, smart mobility and transport solutions. These results are demonstrated with the well over 50 related publications in peer reviewed journals, and the number of completed and on-going implementation projects with such reputable multinational companies like Bosch, Ericsson, Invitel, Microsoft and SAP.

Building on its existing scientific and research capabilities and reputation combined with the operational know-how and industrial experience of the advanced partners, BME is able to provide all the necessary research and education support the new Centre which it needs to reach its targeted objectives and become a focus point of smart city related activities in the Central Eastern European region.

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Erasmus+

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

The Budapest University and Economics (BME) is active on the area of Smart City and its enabling technology since 2012. The Federal Innovation and Knowledge Centre (EIT) and several departments of the Faculty for Electrical Engineering and Informatics of the BME participated R&D&I projects and deliver regularly MSc and postgraduate courses on the Smart City and Future Internet, for both the MSc students and the leaders and staff of the municipalities and authorities. Future Internet Conferences focusing on the Smart City have been annually organized since 2014. The book entitled Smart City (Az okos város) was published in Hungarian in 2018, covering the Smart City issues in 12 chapters by nine expert authors (The Smart City concept. Smart City models. Smart City development plans. Smart ICT infrastructure. Smart Governance. Smart Environment. Smart Transport. Smart Energy. Smart Life. Security in Smart City. Financing Smart City. Smart solutions in Hungary.). The majority of the authors of the book and the lecturers of the courses can be involved in the project. One of the key persons, Dr. Peter Bakonyi is the major organizer of the Smart City activity in Hungary and a co-author of the book. Other key person, Prof. Dr. Gyula Sallai is the co-author and editor of the book, and professional organizer of the Future Internet Conferences and the Smart City courses and projects. The BME would bring an essential added value to the project by capitalizing our Smart City curriculum experiences and elaborating course materials on selected areas.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	H2020-WIDESPREAD-2014-1: Teaming
Year	2014
Project Identification or Contract Number	Smartpolis Project ID: 664605
Applicant/Beneficiary Name	Budapest University of Technology and Economics

Partner Organisations

PIC	949368004
Legal name	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Legal name (national language)	
National ID (if applicable)	278072

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Department (if applicable)	
Acronym	
Address	VIA DELLE INDUSTRIE 9
Country	Italy
P.O. Box	
Postal Code	06034
CEDEX	
City	FOLIGNO
Website	www.egina.eu
Email	
Telephone	+39074221233, +393471299123
Fax	

Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (tertiary level)
Is the organisation a public body?	No
Is the organisation a non-profit?	No

Associated Persons

Legal Representative

Title	Dr.
Gender	Male
First Name	Altheo
Family Name	Valentini
Department	

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Position	General Manager
Email	altheovalentini@egina.eu
Telephone	+393471299123
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	Dr.
Gender	Male
First Name	Altheo
Family Name	Valentini
Department	
Position	General Manager
Email	altheovalentini@egina.eu
Telephone	+393471299123
Preferred Contact	Yes
If the address is different from the one of the organisation	No

Background and Experience

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Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

EGInA SRL is a private training agency and consultancy body, operating in the field of EU projects and grants. The company has been founded by a team of project managers with long-term experience in the preparation, submission and implementation of project proposals, as well as in the coordination of international partnerships and the administrative and financial management of actions at local, national and EU level.

EGInA Srl is located in Foligno, in the Umbria Region, 1h30 far from Rome by trai, and IT operates within a wide and consolidated network of public and private bodies, providing high-quality services and consultancy in different fields:

We are accredited at the Umbria Region as a training agency for the implementation of training activities funded by the European Social Fund.

The key staff of EGInA Srl is experienced in the management of EU funded projects within the framework of different EU financing programmes. During the years we have been involved in the implementation, both as coordinators or partners, of a consistent number of multilateral projects.

Transnational mobility

EGInA Srl acts also as a sending, hosting and intermediating organisation in the field of transnational mobility. On the basis of our logistic and organisational competences and facilities, we always analyse and interpret the educational and professional needs and resources of the territory, in order to offer the best international experience both at outgoing and incoming learners.

EGInA is devoted to deepen a real transnational cooperation in the field of lifelong learning, increasing awareness of European cooperation and opportunities, especially in the field of the digitalisation of cultural heritage, within the framework of different EU financing programmes, with a special focus on Erasmus+.

• We are members of the National Association "Stati Generali dell'Innovazione" (https://www.statigeneralinnovazione.it/), where we coordinate the working group on education and culture.

• We collaborate with the European network ALL DIGITAL (http://all-digital.org/).

• We are also very active in the organisation of contests and exhibitions at national level. In 2018, we have organised the third edition of SHU - Social Hackathon Umbria (www.socialhackathonumbria.info), where 6 teams of hackers competed for the realization of digital products aimed at fostering digital competencies and entrepreneurship to the benefit of the civil society.

• We are partners of the I-Lab Smart Cities Design, an experimental laboratory of the Department for Engineering of the University of Perugia for the international research on smart cities design and development.

• Moreover, we are responsible for the coordination of Quintana 4D – Open Data and Augmented Reality for the valorisation of Intangible Cultural Heritage, aimed at the co-creation of a "Museater" for our local festival "Giostra della Quintana", a baroque re-enactment of an equestrian tournament.

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What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

At EU level, we have coordinated or collaborated in the implementation of the following projects in the fields covered by the SMARTIES project:

• CULTOUR+ is a project that set up a Strategic Partnership of universities, local governments, SMEs and NGOs, that following the mainlines of the Higher Education Modernisation Agenda, offered high quality and innovative tools and courses based on innovation, international mobility and cross-border cooperation to enhance capacity building in higher education curricula in the fields of cultural tourism and hospitality, cultural management and shared cultural heritage.

• Biz4Fun - Let's Have Fun With the Business Start-up is a project whose main objective to increase the competitiveness of young, mostly unexperienced people, on the job market.

• Digital Tourism is a project that supports the acquisition of professional knowledge and skills targeting promotional and marketing strategies based on IT (e-tourism), as digital services which allow a company to become a place where technological innovation generates cultural, social and economic development.

• SEED - Smart Entrepreneurial Education and Training in Digital Farming. Through the use of the European Quality Assurance in Vocational Education and Training (EQAVET), the aim of the project is to review, in cooperation with all the partners, a joint VET curriculum focused on the development of entrepreneurial and digital competences (mapped according to the EntreCOMP and DigCOMP frameworks) in digital farming (DF).

The key staff involved in the implementation of the project will be:

• Altheo Valentini, General Manager at EGinA, holds a MA in Publishing, Media and Journalism, with a thesis on the dissemination plan of European projects, defended at the University of Urbino - Carlo Bo. He has worked for more than 10 years as a consultant in European projects and he has a solid expertise in the preparation, implementation and coordination of educational projects in the framework of different financing instruments of the European Commission, with a particular focus on social and digital innovation. He is also involved in the implementation of the Youth Guarantee Programme in the Umbria Region, being responsible for the strategic planning of training interventions aimed at enhancing the employability of youth and young adults. He is member of coordinating committee of the national association Stati Generali dell'Innovazione with responsibility for School and Culture, coordinator of the Regional Hub of DiCultHer "Digital Cultural Heritage, Arts and Humanities Schools" and EPALE Ambassador for Italy. From March 2017, he is a member of the Board of All Digital (formerly Telecentre Europe), with responsibility for the promotion of Digital Cultural Heritage among the members.

• Fabiola Acciarri is Senior Project Manager, Trainer and Tutor with a long term experience in the field of adult education. She has obtained the qualification for vocational guidance from the Umbria Region. Dr. Acciarri has been involved in different ways in the following local, national and international initiatives, including technical assistance for the implementation of municipal environmental plans, educational and professional counselling, development of new qualification profiles.

• Enrico Sabatini is Project Officer and Consultant with a background as researcher, socio-political analyst, communicator and trainer. He holds a MSc in International Relations and a Post-Graduate certificate in Planning and Management of Wellness-Oriented Smart Cities and Communities. Among his experiences, Enrico worked as project assistant and community builder in an International Development and Cooperation project run in the Peruvian Amazon. Currently he is supporting EGInA staff in the drafting, implementation and management of national, international and EU-funded projects with special regards to innovative welfare, social innovation and civic economy.

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Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Erasmus + - KA2 for VET
Year	2016
Project Identification or Contract Number	2016-1-UK01-KA202-024637 SEPLO - Simplifying the Evidencing Process for Learning Outcomes
Applicant/Beneficiary Name	REY Europe Limited (UK)

EU Programme	Erasmus + - KA2 for VET
Year	2016
Project Identification or Contract Number	2016-1-MK01-KA202-021657 SCAW NET - Skilled Cooks and Waiters Network
Applicant/Beneficiary Name	Training Center CES (MK)

EU Programme	Erasmus + - KA2 for Youth
Year	2016
Project Identification or Contract Number	2016-2-HR01-KA205-022308 YouthWork HD
Applicant/Beneficiary Name	CTK Rijeka (HR)

EU Programme	Erasmus + - KA2 for School
Year	2016
Project Identification or Contract Number	2016-1-RO01-KA201-024399 iYouth - Empowering Europe's Young Innovators – the desire to innovate
Applicant/Beneficiary Name	University Stefan cel Mare Suceava (RO)

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EU Programme	Erasmus + - KA2 for School
Year	2017
Project Identification or Contract Number	2017-1-IT02-KA201-036947 EN.GA.G.E. - ENtrepreneurial GAmes for Growing Europeans -
Applicant/Beneficiary Name	IC Panicale Piegaro Paciano (IT)

EU Programme	Erasmus + - KA2 for Adults
Year	2018
Project Identification or Contract Number	2018-1-TR01-KA204-058746 Level Up - Digital Skills for Adults with Blue-collar Occupations
Applicant/Beneficiary Name	Istanbul Metropolitan Municipality (TR)

EU Programme	Erasmus + - KA2 for HE
Year	2018
Project Identification or Contract Number	2018-1-IT02-KA203-048412 S.I.L.V.HER. - Safeguarding Intangible and Cultural Values and Heritage
Applicant/Beneficiary Name	Università di Bari Aldo Moro (IT)

EU Programme	Erasmus + - KA2 for VET
Year	2018
Project Identification or Contract Number	2018-1-SK01-KA202-046271 Biz4Fun - Let's Have Fun With the Business Start-up
Applicant/Beneficiary Name	Slovak University of Agriculture in Nitra (SLO)

EU Programme	Erasmus + - KA2 for Youth
Year	2018
Project Identification or Contract Number	MINERVA – Youth-European Cultural Heritage
Applicant/Beneficiary Name	Centrum Doradztwa Rolniczego w Brwinowie

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EU Programme	Erasmus + - KA2 for Youth
Year	2018
Project Identification or Contract Number	602603-EPP-1-2018-1-RS-EPPKA2-CBY-WB Design Your Job 3
Applicant/Beneficiary Name	RS. CENTAR ZA OMLADINSKI I. DRUSTVENI RAZVOJ RES POLIS

EU Programme	Erasmus + - KA3
Year	2018
Project Identification or Contract Number	597875-EPP-1-2018-1-PT-EPPKA3-VET-JQ Digital Tourism
Applicant/Beneficiary Name	INSIGNARE (PT)

EU Programme	Erasmus + - KA3
Year	2018
Project Identification or Contract Number	597837-EPP-1-2018-1-IT-EPPKA3-VET-JQ SEED - Smart Entrepreneurial Education and Training in Digital Farming
Applicant/Beneficiary Name	Umbraflor (IT)

Partner Organisations

PIC	999997736
Legal name	AARHUS UNIVERSITET
Legal name (national language)	AU
National ID (if applicable)	31119103
Department (if applicable)	
Acronym	
Address	NORDRE RINGGADE 1

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Country	Denmark
P.O. Box	000
Postal Code	8000
CEDEX	
City	AARHUS C
Website	www.au.dk
Email	
Telephone	+4587150000
Fax	

Profile

Type of Organisation	Higher education institution (tertiary level)
Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Accreditation

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education	DK ARHUS01

Associated Persons

Legal Representative

Title	
Gender	Male
First Name	Brian Bech
Family Name	Nielsen
Department	

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Position	Rector
Email	rector@au.dk
Telephone	+4587152025
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	
Gender	Male
First Name	George
Family Name	Xydis
Department	Business Development and Technology
Position	Associate Professor
Email	gxydis@btech.au.dk
Telephone	+4593508006
Preferred Contact	Yes
If the address is different from the one of the organisation	Yes
Address	Birk Centerpark 15
Country	Denmark
P.O. Box	7400
Postal Code	7400
CEDEX	7400
City	Herning

Background and Experience

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Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

Centre for Energy Technologies (CET) is an independent research centre at Aarhus University that focuses on the development of new and innovative energy systems for businesses and consumers, primarily in the areas of electricity, renewable energy, energy efficiency and hydrogen. It aspires to be one of the leading national and regional producers of independent, high-quality academic research related to energy studies and energy policy.

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

The scientific backbone of CET is to pursue research within renewable energy technologies, in order to:
- Combine a large number of data from experiments with (applied) science for understanding the processes in scientific and practical problems.
- Design science research (understanding, analysing, systematising frameworks to determine the design of socio-technological development).
- Map analytical tools to understand technologies in companies and society from a socio-technical perspective
- Apply an open approach to technology in the context of changes and the ability to support diversity with combinations of existing and novel technologies into new opportunities.
- Examine energy management processes with a particular focus on governance of technical development and operations processes in the view of support of complex and changing technologies in companies .
- Ensure the involvement of relevant organisational and economic aspects in concrete design, implementation and operation of technology driven business solutions.

The group's main objectives are to:
- Pursue and publish research within renewable energy technologies as consisting of the energy modelling, innovation, socio-technical systems, energy planning, digitalization and technological development.
- Contribute to the engineering study programmes at BTECH/AU.
- Build bridges to private companies and public institutions with technology and socio-technological solutions.

The main visions of the CET research group are to:
- Contribute/support the engineering study programmes at BTECH/AU with research-based teaching.
- Become an attractive research project partner for national and international research groups.
- Support private companies and public institutions with technology and socio-technological solutions.
- Profiling and positioning the engineering education in the business community in Denmark and among students in national and international environments.
- Create a vibrant environment for the talent development of final-stage MSc students, PhD students, postdocs and assistant professors.
- The research group vision is to connect these five visions in various labs where students, researchers and industry can collaborate.

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Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	http://www.urban-waste.eu/
Year	2016
Project Identification or Contract Number	690452
Applicant/Beneficiary Name	Government of Canary Islands

Partner Organisations

PIC	932475648
Legal name	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Legal name (national language)	PUBLIC INSTITUTION KAUNAS SCIENCE AND TECHNOLOGY PARK
National ID (if applicable)	303562022
Department (if applicable)	
Acronym	
Address	K PETRAUSKO GATVE 26
Country	Lithuania
P.O. Box	000
Postal Code	44156
CEDEX	
City	KAUNAS
Website	www.kaunomtp.lt
Email	
Telephone	+370 37 300808, +370 37 333040
Fax	+370 37 451599

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Profile

Type of Organisation	Non-governmental organisation/association
Is the organisation a public body?	No
Is the organisation a non-profit?	Yes

Associated Persons

Legal Representative

Title	Dr.
Gender	Male
First Name	Vygintas
Family Name	Grinis
Department	
Position	director
Email	vygintas.grinis@kaunomtp.lt
Telephone	+37037333040
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	Ms
Gender	Female
First Name	Vaiva
Family Name	Kelmelytė
Department	

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Position	project manager
Email	vaiva.kelmelyte@kaunomtp.lt
Telephone	+37067335561
Preferred Contact	Yes
If the address is different from the one of the organisation	No

Background and Experience

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

Kaunas Science and Technology Park is the largest partner of science and business cooperation in this Baltic country. More than 350 companies have been incubated here with a success rate exceeding 90%. Today, we integrate more than 100 companies from IT sector, high tech sector, consultancies, advertisement & publishing companies and associated members.
Park is an experienced and qualified partner to more than 50 science institutions and business associations from 23 countries. International partnership is realized via participation in European and world-wide networks and associations: IASP, BASTIC, SPICE group, WAINOVA. National partnership accounts the partnering with business support network, Kaunas Chamber of Commerce, Industry and Crafts, Kaunas Regional Development Agency as well as Lithuanian Confederation of Industrialists, universities.
Kaunas STP aims to increase the competitiveness of tech businesses globally by providing the highest-level innovation support services, making efficient use of the resources of innovation ecosystem, developing the community of innovative businesses and fostering innovation culture within Kaunas region. Kaunas STP is a component of Lithuanian innovation ecosystem and as an organisation it is putting an effort to meet the present needs of business.

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What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

Tomas Černevičius has a Master degree in Management and Economics. T. Černevičius has over 10 years of experience in direct assistance and consultations to innovative and technology-oriented client companies of Kaunas Science and Technology Park as well as wide experience in participating, implementing and managing national and international projects in the field of SMEs support and knowledge management. Currently he is a president of BASTIC (Baltic Association of Science / Technology Parks and Innovation Centres).

Paulius Nezabitauskas has a Master degree in Business Administration. He has over 15 years of experience in consultations of digital marketing, communication, marketing strategy, PR management and 7 years' experience in technology transfer and innovative product development at Kaunas University of Technology. Paulius is currently working at Kaunas Science and Technology Park as a Director of Innovation and Entrepreneurship Development, also as a Coordinator of Digital IT Cluster – Digital Rocket LT. Paulius has more than 10 years of experience in business developing, 5 years in IT sales and development for startups.

Vaiva Kelmelyte is a project manager at Kaunas Science and Technology Park. V. Kelmelyte has master's degree in Management and Business Administration. She has over 10 years of experience in managing national and international projects in the field of business support and entrepreneurship development. V. Kelmelyte is responsible for organizing conferences, training courses and seminars in the field of start-up development and business growth.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Interreg Europe
Year	2017
Project Identification or Contract Number	No. PGI02042
Applicant/Beneficiary Name	Normandy Development Agency

EU Programme	Erasmus +
Year	2017
Project Identification or Contract Number	No. 2015-1-TR01-KA202-046810
Applicant/Beneficiary Name	Karaman İl Milli Eğitim Müdürlüğü

EU Programme	Erasmus +

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Year	2017
Project Identification or Contract Number	No. 2017-1-NL01-KA201-035232
Applicant/Beneficiary Name	Open University of the Netherlands

EU Programme	Erasmus +
Year	2017
Project Identification or Contract Number	No. 2017-1-IT01-KA202-006251
Applicant/Beneficiary Name	Istituto Motori – National Research Coucil of Italy (CNR)

EU Programme	Erasmus +
Year	2017
Project Identification or Contract Number	No. 2017-1-PL01-KA202-038280
Applicant/Beneficiary Name	Ośrodek Szkoleniowo-Badawczy INNEO

EU Programme	Interreg BSR
Year	2017
Project Identification or Contract Number	No. R046
Applicant/Beneficiary Name	BGZ Berliner Gesellschaft für internationale Zusammenarbeit mbH

EU Programme	Interreg BSR
Year	2017
Project Identification or Contract Number	No. R038
Applicant/Beneficiary Name	Stiftelsen Dalarna Science Park

EU Programme	Interreg BSR

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Year	2017
Project Identification or Contract Number	No. R002
Applicant/Beneficiary Name	Deutsches Elektronen-Synchrotron

EU Programme	Erasmus +
Year	2018
Project Identification or Contract Number	No. 2018-1-UK01-KA202-047909
Applicant/Beneficiary Name	Ballybeen Women's Centre

EU Programme	Erasmus +
Year	2018
Project Identification or Contract Number	No. 601106-EPP-1-2018-1-ES-EPPKA2-KA
Applicant/Beneficiary Name	Universitat Ramon Llull Fundacio

EU Programme	Erasmus +
Year	2018
Project Identification or Contract Number	No. 2018-1-BG01-KA202-048014
Applicant/Beneficiary Name	European Center for Quality Ltd.

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Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

ADULT EDUCATION: Extending and developing the competences of educators and other personnel who support adult learners

If relevant, please select up to two additional priorities according to the objectives of your project.

HORIZONTAL: Supporting educators

Please comment on your choice of priorities.

Regarding the sectoral priority "Extending and developing the competences of educators and other personnel who support adult learners" the project SMARTIES is directly addressing this priority through the following:
- the project is directly aimed at the target group of adult educators,
- the project is developing new skills that will be passed to the adult educators who will than be able to deliver new types of training and consultation activities to adult learners,
- the project will actively seek the feedback both from adult educators and the recipients of their education activities thus even more strengthening the educational outputs of the project,
- the project will create educational resources for adult educators that will be for a long term freely available to them.

Concerning the horizontal activity "Supporting educators" the reasoning behind this choice is very similar to the sectoral priority. Once again we are aiming directly at the target group of adult educators. Apart of above mentioned their support will be even more strengthened by their direct involvement in the project activities - surveys, participation on the meetings and feedback in each phase of the project. They will also have a free access to all the educational resources created during the project. This access will be provided based on registration that will allow our further interaction with the educators also after the end of the project and possible new co-operation opportunities. What is also important is that the educational resources will be available not only in English but in all the languages of the consortium. That will open yet another way for their utilisation even for those with inadequate skills in English language.

Please select up to three topics addressed by your project.

Energy and resources

Environment and climate change

Rural development and urbanisation

Project Description

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Please explain the context and the objectives of your project as well as the needs and target groups to be addressed.Why should this project be carried out transnationally?

Project SMARTIES is an adult education project focused on smart cities/villages. The concept of smart cities/villages is in principal too wide, making it difficult for the municipalities to understand and start implementing. Thus the general idea is to create a training material to train the trainers who would then work with municipalities promoting the smart cities/villages solutions and their understanding.

The overall objective of the project can be defined as development of a course for training of trainers on the issues of smart cities/villages. The overall objectives will be achieved by achieving partial goals that can be defined as:
- curriculum development,
- methodological design of course delivery development,
- development of physical course materials,
- development of an online course.

In the initial stage we will form the group of experts who will survey the needs of the recipients (municipalities) and the target group of the project (adult educators, trainers) their understanding of the problem and learning needs. Based on the outcomes of this survey they will propose a curriculum, adapt it for the best needs of the municipalities and educators and afterwards work on preparing course materials. In this stage the project will actively involve also adult educators as the direct target group and seek their input and feedback. Within the scope of the project these educators will be trained (by participating on the project events such as webinars and conferences, and by the use of online resources) and thereafter be able to deliver their knowledge to municipalities in all the partner countries. It is also important to mention that all the project materials will be also available online both during the project and after its end on English and all the languages of the partnership.

The issue of smart cities/villages is a pressing issue for all the European countries. In fact it is a worldwide issue. The reason for that is an enormous penetration of IT technologies in all aspects of human life and leading and managing municipalities is no exception. At the same time the use of IT in managing municipalities is so extensive that one can always find new opportunities how the management can be improved and the life of citizens made easier. This goes as true from the energy management to traffic organisation to education system to communication of citizens with the representatives of municipalities. And it is an Issue from Portugal to Sweden and from Greece to Estonia. Some countries in Europe have already implemented complex projects to turn their cities to smart cities, such as Copenhagen or Vienna, research data show that more than two-thirds of smart city projects remain in the planning or pilot test phases (https://www.rand.org/randeurope/research/projects/eu-smart-cities.html). So there is a huge way for improvement. It is also true that EU itself is supporting a number of initiatives strongly supporting smart cities. European Union aims to have 300 smart cities by end of next year but only 78 of them have undertaken this type of development by June 2018 (https://energypost.eu/europe-aims-to-have-300-smart-cities-next-year/). There are also important EU initiatives that directly support smart cities such as EU Smart Cities Information System (https://smartcities-infosystem.eu/), Smart Cities and Communities European Innovation Partnership (https://e3p.jrc.ec.europa.eu/articles/european-innovation-partnership-smart-cities-and-communities) or several initiatives under Horizon 2020 programme (https://ec.europa.eu/programmes/horizon2020/en). There is also The European innovation partnership on smart cities and communities (EIP-SCC) which is an initiative supported by the European Commission that brings together cities, industry, small business (SMEs), banks,

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research and others (https://eu-smartcities.eu/). Yet another programme to mention is European Initiative on Smart Cities (https://setis.ec.europa.eu/set-plan-implementation/technology-roadmaps/european-initiative-smart-cities) that is part of SETIS - Strategic Energy Technologies Information System. We could go on for all long time mentioning different initiatives supporting the development of smart cities so to mention just the most important these are Covenant of Mayors, CITYKeys, CIVITAS, Green Digital Charter, European Energy Research Alliance (EERA) Joint Programme Smart Cities, etc. An extensive list can be found at https://smartcities-infosystem.eu/library/resources/smart-cities-Initiatives. This all clearly demonstrates that the concept is widely supported by the European Commission and its organisations and the need for the project and its transnational partnership

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What results are expected during the project and on its completion?

Survey of needs
Survey of needs will be the first tangible result of the project as it is logically the first step before developing the curriculum and course materials. All partners will be doing their research in their home countries using consultations with municipalities and adult learning organisations. The results will be presented in the form of research report and will serve as a guide for curriculum development.

Course curriculum
After evaluating the survey of needs the work will continue with curriculum development. The task will start at the 2nd project meeting in March 2020 based on the guidelines prepared by the lead partner. Although the consortium of the project has already prepared a general outline of the curriculum this will have to be refined and finalised with two goals in mind - to reflect the findings of the survey of needs and to address all most important aspects of smart cities/villages concept. Important focus at this stage will be also on the design of methodologies in which the course materials will be delivered. The outcome of this result will be presented in the form of printed guidelines with two parts - finalised curriculum content and design of methodologies.

Course materials
The assigned experts of the project who have been working on the curriculum development will at this stage work on preparing the actual course materials. We will aim firstly at text materials based on the curriculum and methodological guidelines. In the next step the materials will be transferred to a full-featured self-study Moodle based online course. The outcomes of this phase will be thus presented in two forms - text based materials and an online course.

Webinar for training of trainers
Webinar for training of trainers will be overlapping with the development of the course materials. This overlap will serve several purposes. It will help us to evaluate the course materials and work on their necessary improvement. It will help to test the online environment and its features and, once again, to improve the user experience and quality. It will produce the first recipients of the course able to further disseminate the project results. The webinar will be recorded and the video outputs will be available online as part of the learning resources integrated into the Moodle course.

National conferences
Final results of the project are the national conferences. They will serve the purpose of disseminating information about the project but most importantly the information about the learning resources created during the project and available for use throughout EU. The learning resources will be most useful to the adult learning organisations that can use them directly for their educational activities or consultancy services. They will be also particularly useful to municipality representatives who can in an comprehensible way learn about the smart cities/villages concept, have their staff trained or contact training organisations benefiting from our course. It is expected that these particular target groups will form the core group of participants at the international conferences. The conferences will be enriched by international participation where the best practice examples and experience from abroad will be offered. Participation of the representatives of academia will be also welcome at the conferences and the dissemination activities will target this group directly to ensure their presence and enrichment of the content of the conferences.

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In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

All the participating organisations have been working with some or other projects addressing the problem of smart cities/villages. Mostly, however, this was done only in particular areas. Some were working with energy issues, others with environmental problems and yet others with transportation issues. Complex approach on smart cities/villages is therefore a new area where perhaps only the Hungarian partner has an experience on national level. Such complex approach is therefore the first and the most important innovative aspect of the project with a great impact. If we succeed (and we have no doubt about it based on the skills of the consortium) we can fill the gap that prevents perhaps thousands of municipalities across Europe to implement smart solutions. Our initial research clearly shows that the municipalities struggle with smart solutions from the very beginning. They understand in general that it is about well being of citizens, IT, transportation, energy issues, etc. However they struggle when it comes to the problems of where to start, what it can encompass and especially how to create a network of smart solutions affecting the life of the citizens. And imagine how their life can be made easier and more comfortable if the municipalities learn to do it right. One can not also forget to mention the importance of international approach. It is in fact again based on the partiality of solutions that different municipalities have carried in different EU countries. Some with more success, some with less, some more complex, some really just sectoral. There are really not many examples so far where the solutions were carried in the whole complexity which means there is an enormous room for exchange of experience and good practice. As the methods are similar in all the countries this simply asks for transnational solutions where this experience and good practice can be exchanged.

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How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?

Selection of partners was done very carefully and on the basis of several important criteria. As an applicant organisation the Slovak partner e-code has organised a research of relevant projects on smart cities/villages and created a database of relevant organisations that could be valuable partners for the project. Apart of that we have also posted the project idea on the websites of EPALE, Up2Europe, SALTO and EUPARTNERSEARCH. This means that some organisations were addressed directly and some reacted to our posts. Afterwards it was a long exchange of communication via e-mail and Skype making sure that partners fulfill the criteria and can bring a valuable contribution to the project. In short the criteria were following:

- Having experience with the topic of smart cities in order to provide experts who would be able to work on the survey, preparing a curriculum for training of trainers and having experience with training implementation.
- Having good working connections with municipalities and adult learning organisations in their country and be able to involve them in the surveys and feedback for the project activities.
- Having human resources able to develop training materials for the training of trainers.
- Being able to deliver the training of trainers, whether face-to-face or online.
- Being able to organise a project meeting and visits to best practice examples.
- Being able and having experience in organising multiplication events on the scale of conferences and having an experience with dissemination activities.

Once the partnership was formed further distribution of roles was carried out, particularly in the areas of specific tasks management, dissemination, validation and sustainability issues. Each partner was appointed responsibility for organising a meeting in their country. Each partner was also appointed a lead role with specific intellectual output in the area they feel most experienced. To avoid any problems during the project implementation where necessary we also organised Skype calls to assure the partners have a thorough understanding of the project and their tasks. The Skype calls also helped a lot to contribute to the quality of the project proposal and its expert content.

The partnership involves organisations that have never previously been involved in a Strategic Partnerships project. In fact it is the applicant organisation that has an experience from various EU funded projects but not the Strategic Partnerships projects. Partner 1 from Hungary is a similar case having experience from Horizon 2020 but not Strategic Partnerships projects.

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How will the tasks and responsibilities be distributed among the partners?

At the beginning it is essential to mention that the project takes a fully co-operative approach. That means that there is not a single milestone to be achieved by the project where all the partners would not be co-operating and actively involving their resources. This is true whether we talk about the transnational meetings, intellectual outputs (Survey of Needs, Curriculum Development, Course Materials Development, Webinar for Training of Trainers and Training Internationalisation), multiplier events (National Conferences), website development and maintenance or dissemination activities. On the other hand we are also taking an approach of shared responsibilities where each partner has increased importance in leading specific tasks. This was done for two main reasons:
- to utilise particularly strong skills and experience of each partner in the area they feel most competent,
- to strengthen the partnership as from the managerial point of view the shared responsibilities have a tendency to strengthen an affiliation of individuals to the project.

Going into details the tasks and responsibilities within the project were distributed in the following way:

TRANSNATIONAL MEETINGS
Regarding the transnational meetings each partner will be responsible for organising one of them in their home country. The lead partner for each meeting will thus be the host partner. All the other partners will provide their assistance for expert issues to be prepared for each meeting. The host will organise the venue and assist with the travel and accommodation arrangements. The host will be also actively seeking an engagement of associated partners and other representatives of target audience on relevant parts of the meeting.

INTELLECTUAL OUTPUTS
Survey of Needs - The partner assigned leadership for this task is partner 3 from Denmark. The lead partner will be most active in designing the survey, all the partners will actively provide feedback and collect their national data. The lead partner will also prepare a concise report of the survey.
Curriculum Development - The partner assigned leadership for this task is partner 2 from Italy. The lead partner will, based on the preliminary curriculum and a report on survey of needs, prepare an initial curriculum that will be scrutinised by all the partners until the final form is agreed upon. Parallel to this the partner from Slovakia will design educational methodologies, i.e. the way the course materials should be developed and delivered - their structure, interactive content, inclusion of assessment possibilities, etc. This part will be also discussed by all until the final form is produced.
Course Materials Development - The partner assigned leadership for this task is partner 1 from Hungary. The task will start with assigning curriculum topics to experts from the partnership. The lead partner will then monitor the progress and will be actively involved in evaluating the quality of the course materials. Specific role in this output will play the applicant organisation from Slovakia that will work on development of Moodle based online course. Other partners will also in this case contribute with testing and evaluating the tasks and achieved results.
Webinar for Training of Trainers - The partner assigned leadership for this task is partner 4 from Lithuania. The lead partner will be responsible for coordinating this task by organising the resources, time and experts for the webinars as well as preparing a feedback questionnaire. All the partners will be actively involved in organising their group of pilot trainees, providing technical assistance, collecting feedback. The feedback will be processed by the lead partner of the task and will be used in improving both the physical materials and the Moodle course.
Training Internationalisation - The partner assigned leadership for this task is the applicant organisation. The role of the lead partner will be in managing the task, controlling the progress and

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transferring the outputs into online environment. As the outputs will be translations the quality control will be the responsibility of each partner.

MULTIPLIER EVENTS
In this case we are talking about National Conferences, decentralised events organised by each partner individually. However, with participation of 2 individuals from 2 partner countries. Thus each partner will be responsible for organising their own event. The management responsibility with this task will lie with the applicant organisation.

WEBSITE DEVELOPMENT AND MAINTENANCE
Initial development of the website will be the responsibility of the applicant organisation. Afterwards all the partners will provide their translations and regular updates in their national languages.

DISSEMINATION
The lead partner for dissemination will be P4 from Lithuania. They will developed a dissemination plan to be followed by all the partners. All the partners will be then implementing the dissemination activities and reporting on them.

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

One of the aims of the project and the one that we believe makes it especially strong is to involve the target groups of the project from the beginning of its activities. This starts with the initial surveys, continues with development of training materials, delivery of trainings and various feedback and validation activities. In fact one of the conditions of the partnership in the project was the ability to involve in the project associated partners who should primarily come from two groups:

Municipality representatives - as the final recipients of the project outcomes the involvement of municipalities is crucial. They are the once who are making decisions on local level, they are the once who can implement the smart agendas. Therefore their feedback is very important and will be monitored during the whole project duration.

Adult educators and adult education organisations - these are direct recipients of the project and therefore it was necessary to find out their interest in the project which was confirmed by their participation as associated partners. This target group will directly participate in a number of activities such as meetings, surveys, curriculum development, trainings, etc. Their feedback will be also sought after and included in any project outcomes.

Participants

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Please briefly describe how you will select and involve participants in the different activities of your project?

Participants for most of the activities of the project will originate from the project partnership. Important addition to them will be the participants originating from the associated partners and other adult learning organisations and municipalities. Additional to them the multiplier events will see also the participation of international experts and academia. Provided is a bit more detailed description of participants in different activities of the project.

TRANSNATIONAL MEETINGS
The transnational meetings of the project will primarily serve management purposes. As such the representatives of the project consortium will be automatically involved. However they will also serve a purpose of planning and evaluating the project activities and as such can have a potential for a feedback and dissemination by the target groups of the project. Therefore the representatives of associated partners will be invited to each transnational meeting. There will be no special requirements on their participation apart of their interest in the project focus. The partnership will also try to involve also organisations beyond the associated partners, especially individuals originating from the target groups of adult learning organisations and municipalities.

INTELLECTUAL OUTPUTS
Development of intellectual outputs will see a plethora of different participants involved in different stages of the project. First of all it will be the experts who will be working on organising the surveys, producing curriculum and the course materials. These experts will originate from the consortium of the project. Their experience will be assessed during the first stages of the project to assure the quality of their work. Each partner will have a responsibility to delegate their own experts accompanied by their CVs and introduction of their activities and experience.
The second group of participants active in the production of intellectual outputs will be the pilot trainees. This group will once again originate from the partner organisations and their affiliations. In fact we are talking here about educators with an interest in expanding their skills in the area of smart cities/villages. The criteria for their selection will be thus based on them being actively involved in educational activities and their interest in the project focus.
Next group concerning the intellectual outputs will originate from the associated partners. They will be involved particularly in such tasks as survey organisation or feedback collecting on the curriculum and course materials. Their participation in these activities will be voluntary and based on their interest in the project topics. This group will be complemented with other representatives of the most important target groups - adult learning organisations and municipalities as the partnership will always look for opportunities to involve new individuals and organisations in utilising the project resources.

MULTIPLIER EVENTS
National conferences that represent the multiplier events of the project will see the most diverse group of participants. The organisers and core speakers will come from the partnership, particularly represented by the experts of the project and pilot trainees. These will be complemented by 2 participant originating from 2 partner countries that will be bringing an international experience to otherwise national events. The partnership will however also do its best to invite for the national conferences also international experts outside of the consortium and representatives of academia. The selection of these participants will be done on the basis of their interest in the topics of the project and national conferences and in case they wish to act as speakers on their experience. The core of the national conferences participants will be constituted by the representatives of educational organisations and municipalities. Once again these will be selected solely based on their interest in

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the topics of the conferences, no restrictions applied.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?	No

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Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.

Preparation for the project activities was partly done already during the proposal preparation. This included assigning the roles and responsibilities of the partners in the project, timetable of the project, delegating personnel for the project, agreeing on specific tasks, selection of associated partners, etc. Obviously, this process will be repeated and strengthened once the project implementation is approved. The first thing done by the project applicant organisation is to prepare a simple project guide with clear depiction of the timetable, budget, roles and responsibilities of each partner. This material will be distributed before the Kick-off meeting so that all the partners can become familiar with its content and understand it. Forms of communication will be also established, primarily via e-mail and Skype but also with the use of a project dedicated website with the clear structure and form of needed documents. In the preparation stage the partners will be also asked to delegate their adult educators in order to speed the process of their selection.

Another important activity executed before the project starts will be a preparation of the project website. This will be organised by the technical staff of the applicant organisation prior to the Kick-off Meeting. It will create an opportunity for all the partners to comment on the website features and right away start working on its final version including translations to national languages of the partnership.

Preparation of a dissemination plan will represent yet another activity that will commence prior to the start of major project activities. This will be a task for partner 4 from Lithuania that will prepare the dissemination plan prior to the Kick-off Meeting so its strategies can be discussed on the event and refined to best meet the project needs.

Finally, prior to the Kick-off meeting also a draft of survey questionnaire will be prepared by the partner 3 from Denmark that will be responsible for the intellectual output "Survey of Needs". This will be done in order to keep the progress of the project going as it allows us to discuss the strategies for the survey organising in details and to advance them to the best possible quality.

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Management

Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of 'Project Management and Implementation cost' per month

Organisation Role	Grant per organisation and per month	Number of Organisations	Grant
Applicant Organisation	500.00 EUR	1	14000.00 EUR
Partner Organisation	250.00 EUR	4	28000.00 EUR
Total			42000.00 EUR

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Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item 'Project Management and Implementation'

Project management towards the national agency - The activity will involve signing of contract with the National Agency, attending management meetings, necessary consultations, reporting. The activity will be primarily concerning the applicant organisation.

Overall project management - The activity will again be primarily concerning the applicant organisation. It will include such tasks as introducing the details of the project to the partners, making them understand the tasks, roles, timeline, reporting requirements, etc. It will also involve preparing initial guidelines to the project and rules of cooperation. During the project implementation it will include such tasks as organising the communication with the partners, evaluating the progress, solving problems and applying necessary amendments.

Legal issues management - The activity will be prepared by the applicant organisation. There will be an explanation provided to the rest of the partners what legal aspects are covered by the project contract and the mandate letters of the partners. Also, in case of any issues that may arise a communication will be necessarily organised by the applicant organisation in order to solve any possible problems.

Management of partners tasks and roles - Organised by the applicant organisation in the initial stages of the project. The tasks and roles will be clearly explained to all the partners. Each meeting will also serve as an evaluation tool where the progress will be evaluated and tasks and roles will be once again inspected and necessary improvements taken. Project partners will be also organising particular tasks and resources within specific intellectual outputs assigned to them in a similar way and always with the help of applicant organisation.

Management of human resources - From the perspective of the applicant organisation this will be concerning the whole consortium as well as any experts, target groups or general public involved in the project development. Other partners will be also managing their own experts, target groups or general public involved in the project. This activity will also include proper and timely time-sheets filling and submitting to the applicant organisation.

Time management - The applicant organisation will prepare a project timeline (Gantt Chart) to ease managing this activity for all the partners. Achieving of goals will be monitored during the whole process of project implementation and necessary measures taken. This will regard all the partners towards their goals and human resources and the applicant organisation for the whole consortium.

Reporting - Reporting principles and requirements will be clearly explained to all the partners at the beginning of the project and form a part of the project management guidelines. Applicant organisation will be the one responsible for collecting the reports from the partners, all will be responsible for keeping proper records and preparing their parts of reports. Applicant organisation will be also responsible for timely submitting the reports to the National Agency.

Project website development - Applicant organisation will prepare the design of the website and will be responsible for its development. All partners will provide their own translations and content and will be responsible for regular updates.

Organisation of communication - Organised primarily by the applicant organisation at the beginning of the project where rules for communication and exchange of documents will be established and

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form a part of the project management guidelines. Timeliness and regularity will be the main principles. The main media for communication will be e-mails and Skype calls. All the partners will be also responsible for their communication organisation with their experts, target groups or general public involved in the project.

Organisation of partner meetings - The main responsibility will be on host organisations but each meeting will be organised with the help of the whole partnership especially when it comes to intellectual inputs. The activities will include such tasks as meetings scheduling, booking of travel and accommodation, venue securing, etc.

Organisation of multiplier events - National conferences representing multiplier events will have special requirements. They will be the same for all the partners and involve tasks such as promotion of events, organisation of participants, communication with participants and hosts, organisation of speakers, organisation of venues, organisation of translations, etc. Each partner organisation will have a responsibility to organise their own events.

Monitoring and control - A constant activity organised overall by the applicant organisation and for each intellectual output by responsible leading partner. In this case it regards especially the quality monitoring where each partner will have a person assigned for each output and contribute in written form to quality monitoring in assigned intervals.

Transnational Project Meetings

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Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

Overall there will be five transnational project meetings during the project duration. These will be organised in each partner country

Kick-off Meeting will be organised in Slovakia. Under optimal conditions the meeting will be organised in early September 2019. There will be 2 persons for each partner participating on the meeting. It's detailed agenda will be prepared by the lead partner and distributed to all the partners well before their travel for the meeting so they can familiarise themselves with the program, tasks and issues. At this moment the agenda is envisaged as the following but obviously it will be further refined prior to the meeting to reflect possible needs and challenges:
- Introduction of partners and their staff.
- Overview of the project.
- Project timetable, tasks, milestones, roles and responsibilities.
- Legal issues, proper project management.
- First tasks planning, assigning roles, tasks and responsibilities.
- Discussion.
- Scheduling next meeting and Skype meetings.
The goals of the Kick-off Meeting can be defined as familiarisation with the project in order to successfully launch its activities.

2nd Project Meeting will be organised in Hungary. The meeting is planned in March 2020. There will be 2 persons for each partner participating on the meeting. It's detailed agenda will be prepared in the first weeks of March 2020 by the lead partner and distributed to all the partners. The meeting is purposely scheduled at the end of the first phase of the project so it can reflect on the first achievements and help to plan the next steps. This will be also considered in the agenda that will take into consideration the following:
- Partnership functioning so far.
- Issues in project implementation.
- Achievements of goals.
- Planning for next goals and necessary improvements.
- Scheduling next meeting and Skype meetings.
The goals of the 2nd Project Meeting can be defined as validating the progress in the project and planning for the next steps.

3rd Project Meeting will be organised in Italy. The meeting is planned in July 2020. There will be two persons for each partner participating on the meeting. It's detailed agenda will be prepared in the first weeks of July 2020 by the lead partner and distributed to all the partners. The meeting is scheduled at the end of the second and beginning of the third phase of the project. This is again for the reason to be able to measure the achievements and reflect on the risks so we can successfully implement the next very important phase of the project (Course Materials Development). This brings us to the agenda that will take into consideration the following:
- Partnership performance and work progress.
- Issues in project implementation.
- Achievements of goals.
- Evaluation of Skype meetings.
- Planning for next goals and necessary improvements.
- Scheduling next meeting and Skype meetings.
The goals of the 3rd Project Meeting can be defined as validating the progress in the project,

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planning for the next steps and preparation for intermediate report.

4th Project Meeting will be organised in Lithuania. The meeting is planned in December 2020. There will be 3 persons for each partner participating on the meeting. It's detailed agenda will be prepared in November 2020 by the lead partner and distributed to all the partners. The meeting is scheduled at the end of development activities and the beginning of their dissemination in order to strengthen the validation of the project. It has also a special purpose to familiarise the trainers with the Moodle environment and webinar features that justify the need for 3 days and 3 persons. The agenda that will take into consideration the following:
- Partnership performance and work progress.
- Achievements of goals.
- Evaluation of Skype meetings.
- Planning for next goals and necessary improvements.
- Intermediate report requirements.
- Scheduling next meeting and Skype meetings.
- Training the trainers for webinars.
The goals of the 4th Project Meeting can be defined as validating the progress in the project, planning for the next steps and training the trainers.

Final Project Meeting will be organised in Denmark. The meeting is planned in July 2021. There will be 2 persons for each partner participating on the meeting. It's detailed agenda will be prepared in the first weeks of July 2021 by the lead partner and distributed to all the partners. The meeting is scheduled at the end of the intellectual outputs activities and the beginning of multiplier events. This will help to better organise the multiplier events. The agenda will reflect on all the achievements of the project and focus also on:
- Multiplier events organisation.
- Scheduling next Skype meetings.
- Final report requirements.
The goals of the Final Project Meeting can be defined as evaluation of intellectual outputs achievements, quality planning for multiplier events and preparation for the final report

Please specify the funds requested to organise the planned Transnational Project Meetings.

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ID	Leading Organisation	Meeting Title	Country of Venue	Starting Period	No. of Participants	Grant
1	E-CODE	Kick-off Meeting	Slovakia	09-2019	10	4600.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMAN YI EGYETEM	2nd Project Meeting	Hungary	03-2020	10	4600.00 EUR
3	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	3rd Project Meeting	Italy	07-2020	10	4600.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	4th Project Meeting	Lithuania	12-2020	11	4600.00 EUR
5	AARHUS UNIVERSITET	Final Project Meeting	Denmark	07-2021	10	4600.00 EUR
Total					51	23000.00 EUR

Transnational Project Meetings Details 1

Meeting Title

Kick-off Meeting

Leading Organisation

E-CODE

Starting Period

09-2019

Country of Venue

Slovakia

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Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	BUDAPESTI MUSZAKI ES GAZDASAGTUDO MANYI EGYETEM	Hungary	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	AARHUS UNIVERSITET	Denmark	2	100 - 1999 km	575.00 EUR	1150.00 EUR
4	E-CODE	Slovakia	2	0 - 99 km	0.00 EUR	0.00 EUR
5	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	2	100 - 1999 km	575.00 EUR	1150.00 EUR
Total						4600.00 EUR

Transnational Project Meetings Details 2

Meeting Title

2nd Project Meeting

Leading Organisation

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

Starting Period

03-2020

Country of Venue

Hungary

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Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	E-CODE	Slovakia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	AARHUS UNIVERSITET	Denmark	2	100 - 1999 km	575.00 EUR	1150.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	2	100 - 1999 km	575.00 EUR	1150.00 EUR
5	BUDAPESTI MUSZAKI ES GAZDASAGTUDO MANYI EGYETEM	Hungary	2	0 - 99 km	0.00 EUR	0.00 EUR
Total						4600.00 EUR

Transnational Project Meetings Details 3

Meeting Title

3rd Project Meeting

Leading Organisation

EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL

Starting Period

07-2020

Country of Venue

Italy

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Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	BUDAPESTI MUSZAKI ES GAZDASAGTUDO MANYI EGYETEM	Hungary	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	AARHUS UNIVERSITET	Denmark	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	2	100 - 1999 km	575.00 EUR	1150.00 EUR
4	E-CODE	Slovakia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
5	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	2	0 - 99 km	0.00 EUR	0.00 EUR
Total						4600.00 EUR

Transnational Project Meetings Details 4

Meeting Title

4th Project Meeting

Leading Organisation

VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS

Starting Period

12-2020

Country of Venue

Lithuania

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Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	E-CODE	Slovakia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDO MANYI EGYETEM	Hungary	3	100 - 1999 km	575.00 EUR	1725.00 EUR
3	AARHUS UNIVERSITET	Denmark	3	100 - 1999 km	575.00 EUR	1725.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	3	0 - 99 km	0.00 EUR	0.00 EUR
Total						4600.00 EUR

Transnational Project Meetings Details 5

Meeting Title

Final Project Meeting

Leading Organisation

AARHUS UNIVERSITET

Starting Period

07-2021

Country of Venue

Denmark

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Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	E-CODE	Slovakia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDO MANYI EGYETEM	Hungary	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	2	100 - 1999 km	575.00 EUR	1150.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	2	100 - 1999 km	575.00 EUR	1150.00 EUR
5	AARHUS UNIVERSITET	Denmark	2	0 - 99 km	0.00 EUR	0.00 EUR
Total						4600.00 EUR

Project Management

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KA204 - Strategic Partnerships for adult education
FormId KA204-A5CB4206 Deadline (Brussels Time) 21 Mar 2019 12:00:00

How will you ensure proper budget control and time management in your project?

Budget Control

The first step for the budget control will be its detailed explanation to the project partners during the 1st project meeting. The partners will be accustomed with the budget structure, categories, allowed expenses, necessary documentation of expenses and reporting requirements. The budget control requirements will also form a part of the project management guidelines for the partners. Partners' spendings will be monitored during each transnational meeting to avoid any problems. The applicant organisation will prepare project management plan where resources will be assigned to each task and person and all the partners will be required to record their use (using free RationalPlan Single project management software). Moreover, the use of the project management plan will allow all the partners to follow our expenses in a graphical interface helping with better planning and monitoring. Applicant organisation will be also available for all the partners to consult with National Agency any issues that may arise. Prior to the reporting period the partners will be required to submit their preliminary reports including supporting documentation for all the expenses. The supporting documentation will be requested in the form of copies verified either by a legal representative or financial department. In this way the applicant organisation will have a better control of the budget and will be able to avoid any non-allowed expenses.

Time management

There will be several tools used for time management in the project. Once again a detailed explanation will be provided to all the partners concerning the time management of the project. This will be done on the 1st project meeting. A Gantt chart will be produced with detailed calendar clearly depicting all the activities, tasks and goals during the project lifetime. In fact the Gantt chart has been already developed for the project activities and forms an annex to this proposal. Obviously, during the lifetime of the project it will be necessary to monitor the progress and take necessary measures in case of lacking in some activities. This will be done during each transnational meeting and also, if necessary, during the Skype meetings. As we will be using a free project management software the progress will be recorded in graphical way and available all the time to all the partners online. This will also allow for cross-checking where all the partners will be able to monitor the performance of each single person involved in the project.

Another important tool used for time management will be staff time sheets. All the partners will be required to submit them monthly to the applicant organisation. The applicant organisation will then be able to monitor actual involvement of individual staff, provide recommendations on proper time management or solve possible issues. The partners will be also required to provide contracts with the staff involved in the project together with the first time submitted staff time sheets for each involved person. Similarly to the supporting documentation for project expenses these will be provided in the form of copies verified either by a legal representative or financial/human resources department.

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How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

As the attached Gantt chart shows each intellectual output and multiplication event has a number of milestones assigned that will help in monitoring of progress, quality and achievement of project activities. The milestones were assigned into logical units as in most of the cases the following activity depends on completing the previous activity. Here is a short characteristic of the milestones.

Intellectual Output (IO) 1 - Survey of Needs
Milestone (M) 1 - Guidelines for Partnership - Startup materials covering the management of the project such as communication requirements, time management, budget control, etc. Developed by applicant organisation (AO). Indicator - 1 guidelines.
M2 - Survey Template - A template for organising surveys developed after discussion on methodology and content. Developed by P3 with active participation of all the partners. Indicator - 1 survey template.
M3 - Survey of Needs - Processed survey data. Developed by all the partners, processed by P3. Indicator - 1 survey report.

IO2 - Curriculum Development
M4 - Guidelines for Curriculum and Design Development - Initial guidelines based on the preliminary preparation and survey outcomes. Content part developed by P2, methodological part developed by AO, finalised after discussion with all the partners. Indicator - 1 set of curriculum development guidelines.
M5 - Assigned Experts for Curriculum Development - Human resources for curriculum development. Done by all the partners. Indicator - 12 contracts with experts.
M6 - Final Version of Curriculum - Developed by all the partners, content part processed by P2, methodological part processed by AO. Indicator - 1 curriculum.

IO3 - Course Materials Development
M7 - Assigned Experts for Course Development - Human resources for course materials development. Done by all the partners. Indicator - 10 contracts with experts.
M8 - Course Materials Developed - Initial version of course materials. Developed by all the partners, processed and quality monitored by P1. Indicator - 1 set of course materials.
M9 - Functional Moodle Platform - Moodle platform with full functionality. Developed by AO, tested by all the partners. Indicator - 1 Moodle platform.
M10 - Moodle Platform with Course Materials - Course materials uploaded to Moodle platform with full functionality. Processed by AO, tested by all the partners. Indicator - 1 Moodle course.
M11 - Final Version of Course Materials - Updated course materials after piloting feedback from webinars. Developed by P1, P2, P3, P4, processed and quality monitored by P1. Indicator - 1 set of final version of course materials.
M12 - Final Version of Moodle Course - Updated course materials in Moodle platform. Processed by AO. Indicator - 1 final version of Moodle course.

IO4 - Webinar for Training of Trainers
M13 - Group of Trainers - Organised group of trainers for piloting webinars. Done by all the partners. Indicator - 50 trainers signed for webinars.
M14 - Set of Recorded Webinars - Recordings of delivered webinars uploaded to Moodle course as an educational resource. Organised by all the partners, processed by AO. Indicator - 1 set of webinar recordings.

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M15 - Processed Feedback for Course Improvement - Feedback output from webinars. Organised by all the partners, processed by P4. Indicator - 1 set of feedback report.

IO5 - Training Internationalisation
M16 - Translated Course Materials - Multilingual final course materials. Done by all the partners. Indicator - 6 language versions of course materials.
M17 - Multilingual Moodle Course - International versions of Moodle course. Done by AO, tested by all the partners. Indicator - 6 language versions of Moodle course.

Multiplication Events - National Conferences
M18 - Planned National Conferences - Fully planned dates, venues and agenda. Done by all the partners. Indicator - 5 national conferences plans.
M19 - National Conferences on the Websites and Portals - Uploaded promotion materials for conferences on relevant websites and portals. Done by all the partners. Indicator - 20 websites with conferences information.
M20 - Fully Organised National Conferences - Completed recruitment for conferences and organised venues with speakers and participants. Done by all the partners. Indicators - 5 organised venues in 5 partner countries, 260 participants registered for the conferences.
M21 - Delivered National Conferences - Done by all the partners. Indicators - 5 organised conferences, 5 sets of attendance sheets, 5 sets of reports.

Regarding the timing and frequency of the monitoring activities here the most important part will play the transnational meetings and Skype meetings. These are illustrated in the attached Gantt chart. The meetings are planned irregularly so they follow the development process of the project. Transnational meetings are used for large outputs planning, Skype meetings for progress monitoring and issues solving. All this supported with regular e-mail communication and reporting.

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How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

The milestones set in the attached Gantt chart are actually representing partial and final results. They are set during each intellectual output and multiplication events development. The partial results help with monitoring the progress of the overall activity. So the first thing to monitor will be the achievement of milestones. As described above, each intellectual milestone will be checked first during the process of its achievement. This will be done by frequent e-mail communication and exchange of reports. Important role here will play the Skype meetings. These are on purpose scheduled between the milestones. It is for two reasons - in this way we can measure an evaluate achievements and at the same time we can take necessary measures to improve our performance. Obviously, if more Sky meetings turn out to be necessary we will be ready to schedule additional ones. Reports will also play an important role here and they will be required for a number of milestones as indicated above.

Transnational meetings will play very important role planning and evaluating the activities of the project. It will start with the Kick-off meeting where, among other things, the following measures will be taken:
- Re-evaluating project timeline.
- Understanding the timeline.
- Preparing for the activities until the next transnational meting.
Following transnational meetings will be also focused on preparing for the activities until the next transnational meting but apart of that they will also serve as monitoring and evaluation fora where achieved milestones will be measured, quality of the materials will be evaluated and if necessary measures will be taken to improve processes and quality.

To summarise the measures for evaluating to which extent the project reached its results and objectives, these will be:
- transnational meetings,
- Skype meetings,
- activity reports,
- e-mail communication.

Regarding the indicators to measure the quality of the project's results these will be applied for the particular milestones (results) in the following way:

M2 - Survey Template - Skype meeting will be organised to discuss the quality of the materials supported by exchange of e-mail communication. Indicator - 1 Skype meeting with report.
M5 - Assigned Experts for Curriculum Development - Regarding the experts their CVs will be scrutinised to select the best human resources. Experience with the topic and deep knowledge of the area in which they will be working will be necessary. Indicator - 10 CVs.
M6 - Final Version of Curriculum - Evaluated during the 2nd Project Meeting plus one Skype meeting will be organised to discuss the quality of curriculum. Indicator - 1 Skype meeting with report.
M7 - Assigned Experts for Course Development - Regarding the experts their CVs will be scrutinised to select the best human resources. Experience with the topic and deep knowledge of the area in which they will be working will be necessary. Indicator - 10 CVs.
M8 - Course Materials Developed - Two Skype meeting will be organised to discuss the quality of materials plus exchange of e-mails. Moreover, P1 will be responsible for quality evaluation of all the materials. Indicator - 2 Skype meetings with reports. 1 evaluation report on the quality of materials by P1.

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M15 - Processed Feedback for Course Improvement - This feedback will directly serve as an improvement tool for the final version of course materials. Feedback template will be prepared by P1. Indicator - 1 feedback report.
M21 - Delivered National Conferences - Evaluation by the participants will be required. Evaluation form will be prepared by AO. Indicator - 5 evaluation reports.

Apart of the above mentioned quality indicators there will be additional Skype meetings organised (9 in total) for specific issues where the progress and quality will be measured and an output of each meeting will be presented in a report.

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What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

The risk assessment was undertaken as a necessary preparation part of the project. First we have identified possible risks at managerial level and a way for their elimination. Among these the most important were:
- lack of experience of partners,
- reliability of partners,
- financial weakness.
To eliminate these risks we have created partner selection criteria where the strongest points were given to the partners with"
- strong subject experience,
- strong experience with project management,
- proven performance of the partners,
- financial health.

In the next step of risk assessment we evaluated the risks during the implementation of the project. These can be divided to two categories:
- managerial risks,
- activity related risks.

As we hopefully eliminated most of the managerial risks in the process of partnership selection the most important remaining risks that can appear on managerial level are:
- delays in project performance,
- conflicts in partnership.
To eliminate these risk the following measures are envisaged (or were already taken):
- Delays in project performance - One of additional criteria for selecting the partnership was the promptness and quality of communication. Here we could assume that the best performers would help to avoid us delays during the project implementation. To secure this during the project there will be several measures taken - managerial guidelines, understanding of tasks and timeline, regular and planned exchange of communication, transnational meetings, Skype meetings, reporting on activities. What is also planned is assigning responsibility for particular intellectual outputs to different partners as shared responsibility has a tendency to strengthen the work performance.
- Conflicts in partnership - To avoid this risk it was important to involve all the partners in the development of the project and give them time for commenting on their assigned tasks, human and financial resources. Once the project starts we will once again undertake this process so it is assured that all the partners understand their tasks, roles, timelines and performance required of them.

For the activity related risks the most important were identified as:
- lack of interest in the project outcomes,
- low feedback rates,
- lack of technological knowledge,
- bad timing of activities.
To eliminate these risk the following measures are envisaged (or were already taken):
- Lack of interest in the project outcomes - This risk is related to overall project outcomes as well as such activities as webinars or international conferences. To eliminate the risk we have as the first think done a research proving us that the topic of the project is well chosen and there is a proven interest by the adult educators and municipalities. This is proven by our discussions with municipalities, letters of support by associated partners or widely supported EU programs and initiatives as proven by the following links - https://ec.europa.eu/info/eu-regional-and-urban-

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development/topics/cities-and-urban-development/city-initiatives/smart-cities_en, https://ec.europa.eu/energy/en/topics/technology-and-innovation/energy-and-smart-cities, https://smartcities-infosystem.eu/content/webinars. During the project we will combat this risk by regular contacts with our target audience, invitations to project activities, careful selection of our recipients and as wide as possible dissemination activities.

- Low feedback rates - These are related to such activities as collecting survey of needs, collecting feedback on webinars or evaluation of conferences. To eliminate this risk the feedback will be collected on the spot. For the survey of needs personal contacts will be preferred as a major way of survey collecting. Regarding the evaluation of conferences once again it will be collected on the spot as much as possible.

- Lack of technological knowledge - As the project plans to utilise IT technology and produce Moodle courses with webinars we face a risk that some users may not have proper skills to use the technology or they are not familiar with the Moodle environment. For that reason a simple guide to the Moodle course will be prepared and placed online that will help users to get through the course. Similar problem will be faced with the webinars where their participants will also receive guidelines on how to participate in these webinars.

- Bad timing of activities - This risk is related especially to the organisation of national conferences as multiplier events. When planning the activities the partners will take into consideration at least two following aspects. We will try to avoid the time periods with extended public holidays or vacations in each country as people are less likely to attend events during this time. Also all the partners will do a research that similar conferences or education events are not organised at the same time in order to avoid overlaps.

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Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

As can be seen from the attached Gantt chart the project activities are designed in logical order as in most phases one is dependent on achievement of a previous activity and the following can start only when the one is finished. Of course some are overlapping but still fulfilling the condition of dependencies. Nevertheless the project structure is created around intellectual outputs that depend on each other.

The project will start with the Survey of Needs where a survey questionnaire will be designed to address the most pressing needs of municipalities wishing to implement smart cities strategies. Although an initial research was already carried within the consortium we still need to address those implementing the concept of smart cities to address all their needs.

Once the survey results are known we can continue with Curriculum Development. Although the partnership already prepared a basic curriculum its final version will also reflect the results of the Survey of Needs and experience of the partners from different countries. Important part of the curriculum will be also the design of delivery methodologies as we are planning on producing both physical course materials and an online course.

Next logical step will be the actual Course Materials Development. Obviously, these can be developed only once the curriculum is finalised. There will be several subtasks running alongside to achieve this particular goal such as physical materials development, Moodle platform installation and testing, course materials refining and Moodle course updates. It is obvious that Moodle platform can be installed and tested while there are no course materials prepared yet but it is also logical that no Moodle materials can be updated while they are still in development phase. Thus the workflow follows logical sequence once again while utilising the time to use it most effectively where the tasks can be carried out simultaneously (as illustrated in the Gantt chart).

Once the Moodle platform is developed and filled with content Webinar for Training of Trainers can be organised. This goal is to be carried for two main reasons - to improve the course materials and to disseminate the project to as many recipients as possible. In fact the final version of the course materials will be based on the feedback of webinar users and it is also planned that some of these webinar users will ac as speakers at national conferences.

Final result of the project will be a physical course in all five languages of the consortium together with Moodle course in all these languages. The translations thus will be done by all the partners and the development of Moodle international versions will be done with major input from the applicant organisation.

Once all the project outputs are achieved the partnership will focus on dissemination of results by organising multiplier events in the form of National Conferences. National Conferences will be organised in each partner country. There are 50 local participants planned to attend each conference and also 2 partner organisations will supply 1 person each for these conferences as their speakers. Altogether tan there will be 52 participants on each conference making it 260 participants in total. This presents a truly great potential for the dissemination of project results especially as the participants will originate from the target groups of municipality representatives, education organisations or academia.

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How will you communicate and cooperate with your partners?

There are three main communication channels envisaged for the project - e-mails, Skype meetings and transnational meetings.

Transnational meetings will have an important role in communication as the partners will be able to meet face to face and in intensive sessions solve issues that would otherwise take a long time if discussed virtually. The scheduling of transnational meetings is also very important. As can be seen from the attached Gantt chart the meetings are scheduled at the point of major achievements where the milestones achieved will be evaluated and new milestones planned in detail. There will be five transnational meetings during the project lifetime.

Skype meetings also have an important role in the project. As can be seen from the Gantt chart these are scheduled somehow in the middle of major milestones. This is done purposefully as it allows on one hand to measure and evaluate a progress and one the second hand to take necessary measures for achieving the planned milestones. The Skype meetings will have also a high frequency, there is nine of them scheduled for the project. This is to ensure that all the activities of the project are carried properly, the milestones are met and results delivered. Nevertheless, if the situation calls for it the partnership is ready to organise additional Skype meetings as necessary.

The last form of communication will be by e-mails. It is expected that this will be the core of communication whether for technical, administrative, managerial or expert issues. All the important documents will be also exchanged by e-mail and an applicant organisation will be responsible for their online publishing in a structured way so they can be accessed anytime by all the partners.

Final thing to emphasise regarding communication within the project is that prior to the Kick-off Meeting the applicant organisation will clearly describe all the communication ways and requirements which should make it easier for all the partners to follow the rules.

Have you used or do you plan to use eTwinning, School Education Gateway, EPALE or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

The projects definitely will use the potential of at minimum EPALE and the Erasmus+ Project Results Platform. EPALE can be used for various purposes but what we envisage as the most important is the platform's potential for dissemination of project results and it will also play an important role in promoting national conferences. The Erasmus+ Project Results Platform can play an important role in project sustainability as it brings together verified organisation who can work on further development of project ideas and new partnerships.

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Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

In case you plan to include Intellectual Outputs please describe them here.

ID	Leading Organisation	Output Title	Starting Period	Grant
O1	AARHUS UNIVERSITET	Survey of Needs	09-2019	29788.00 EUR
O2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Curriculum Development	03-2020	8784.00 EUR
O3	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANY I EGYETEM	Course Materials Development	11-2019	64515.00 EUR
O4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Webinar for Training of Trainers	10-2020	7176.00 EUR
O5	E-CODE	Training Internationalisation	05-2021	21960.00 EUR
Total				132223.00 EUR

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Output Title O1

Output Title	Survey of Needs
Output Type	Studies / analysis – Research study / report
Start Date (dd-mm-yyyy)	01-09-2019
End Date (dd-mm-yyyy)	31-03-2020

Output Description (including: elements of innovation, expected impact and transferability potential)

Survey on the knowledge and needs of municipalities on the concept of smart cities. Organised by all the partners with the help of associated partners. Output in the form of research report. Each partner will delegate 1 person for this task except of the task leader who will delegate 2 persons. These persons will then follow on the work on curriculum and training materials development.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

Lead by Aarhus Universitet. The task leader will prepare methodology for all the partners that will be presented during the Kick-off meeting. The methodology will be presented in the form of questionnaire, discussed and approved during the Kick-off meeting. The partners will thereafter at their home countries work on collecting the data which they will pass to the task leader. The task leader will process the data into the form of research report that will lead to the curriculum development.

Leading Organisation	AARHUS UNIVERSITET
Media	Text
Participating Organisations	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL E-CODE VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Languages	English

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

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Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	AARHUS UNIVERSITET	0.00 EUR	0.00 EUR	10604.00 EUR	0.00 EUR	10604.00 EUR
2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	0.00 EUR	0.00 EUR	9416.00 EUR	0.00 EUR	9416.00 EUR
3	E-CODE	0.00 EUR	0.00 EUR	3256.00 EUR	0.00 EUR	3256.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	0.00 EUR	0.00 EUR	3256.00 EUR	0.00 EUR	3256.00 EUR
5	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	0.00 EUR	0.00 EUR	3256.00 EUR	0.00 EUR	3256.00 EUR
Total		0.00 EUR	0.00 EUR	29788.00 EUR	0.00 EUR	29788.00 EUR

Intellectual Output Budget Details 999997736

Organisation	AARHUS UNIVERSITET
Country of the Organisation	Denmark

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	294.00 EUR	0.00 EUR
Technicians	0	190.00 EUR	0.00 EUR
Administrative support staff	0	157.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	44	241.00 EUR	10604.00 EUR
Total	44		10604.00 EUR

Intellectual Output Budget Details 949368004

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Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Country of the Organisation	Italy

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	280.00 EUR	0.00 EUR
Technicians	0	162.00 EUR	0.00 EUR
Administrative support staff	0	131.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	44	214.00 EUR	9416.00 EUR
Total	44		9416.00 EUR

Intellectual Output Budget Details 948759911

Organisation	E-CODE
Country of the Organisation	Slovakia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	88.00 EUR	0.00 EUR
Technicians	0	55.00 EUR	0.00 EUR
Administrative support staff	0	39.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	44	74.00 EUR	3256.00 EUR
Total	44		3256.00 EUR

Intellectual Output Budget Details 932475648

Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Country of the Organisation	Lithuania

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Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	88.00 EUR	0.00 EUR
Technicians	0	55.00 EUR	0.00 EUR
Administrative support staff	0	39.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	44	74.00 EUR	3256.00 EUR
Total	44		3256.00 EUR

Intellectual Output Budget Details 999904228

Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Country of the Organisation	Hungary

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	44	74.00 EUR	3256.00 EUR
Total	44		3256.00 EUR

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Output Title O2

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Output Title	Curriculum Development
Output Type	Course / curriculum – Training scheme
Start Date (dd-mm-yyyy)	25-03-2020
End Date (dd-mm-yyyy)	31-05-2020

Output Description (including: elements of innovation, expected impact and transferability potential)

Based on the survey of needs the work will continue on curriculum development. The task will start at the second project meeting in March 2020 when the survey of needs will be analysed and a general decision on the context of curriculum will be taken. The lead partner will then prepare guidelines for the course materials developers. The guidelines will be based on the suggestions that were given in the preparatory part of the project. They will also reflect all the findings during the survey of needs and a care will be taken to cover all the aspects of the concept of smart cities/villages. On the basis of these guidelines the course developers will be able to work on preparing course materials in the next stage of the project. The output will be at the end presented in the form of binding curriculum design on which a work on the actual course materials can commence.

Envisioned content of the course curriculum produced during the preparatory stage of the project proposal:
- What are smart cities, how they will transform our urban environments and lives, can they be sustainable?
- Role of people in smart cities and different approaches cities are taking from city led roadmaps to profitable smart services and to solutions co-designed with citizens through living labs.
- Role of smart technologies, especially information and communication technology (ICT), internet of things, urban data collection and analytics, artificial intelligence play in transforming cities. Considering the challenges such as data ownership, privacy and ethics.
- Urban innovation, enterprise and future smart city business models – financing the smart cities.
- Importance of city leadership and governance in developing smart cities, exploring the role of different stakeholders, as well as policy and standards.
- Opportunities and barriers cities face in becoming smart and whether progress is being made.
- Importance of a strategic plan making efficient the transformation process, and finding the horizontal strategic linkage of the key areas of the smart city concept.
- Identification and composition of the key smart city component areas and smart solutions to match them to the peculiarities of the city/village concerned.
- Presentation of the key component areas (smart government, smart environment, smart transport, smart energy, , smart life, incl. health, education etc., smart ICT infrastructure and the related cyber-security issues) and their relevant solutions.
- Financing smart cities development.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

The partners will start undertaking this task mostly during the 2nd project meeting in March 2020. There will be two different aspects considered for the curriculum development. First it will be the actual curriculum content. The task leading partner will open the discussion on the content and its finalising during the 2nd project meeting. Afterwards a discussion and refining will follow online (via e-mail communication and Skype calls). This part shall be completed once the final version of the curriculum is approved.

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The second aspect of the curriculum development will be focusing on design of methodologies. As our aim is to produce a top quality course materials it is important that we design also the form of this materials both in text form and as an online Moodle based course. Instead of producing a huge amount of hard-to-get-through text we will also concentrate on the design of this text and utilisation of such features as self-testing questions, activities, collaboration features, multimedia integration, self assessment, etc. It is clear that this task will also have two parts as other features can be used in text-based materials and other in online environment.

The roles of the partners will differ in this intellectual output. Following is their distribution:

Leading partner EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL - The leading partner will be responsible for the content of the curriculum, i.e. its initial preparation based on the survey of needs, leading the discussion, processing feedback and preparing the final version of the curriculum. The partner will also assign two experts who will be active in preparing the curriculum and evaluating its quality. The experts will also contribute to the discussion regarding the design of methodologies.

AARHUS UNIVERSITET, BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM, VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS - The partners will also assign two experts each who will be active in preparing the curriculum and evaluating its quality. They will be also involved in active discussion in order to finalise the curriculum content. The experts will also contribute to the discussion regarding the design of methodologies.

E-CODE - The last partner will be responsible for initial design of methodologies, presenting them to the partners and lead a discussion concerning the best possible options. The partner will be also responsible for producing the final design of methodologies in the form of easy guidelines for course developers. The partners will be also actively involved in the discussion regarding the curriculum content ,evaluating its quality and finalising the curriculum content.

Leading Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Media	Text
Participating Organisations	E-CODE VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM AARHUS UNIVERSITET
Languages	English

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

Erasmus+

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Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	E-CODE	0.00 EUR	0.00 EUR	888.00 EUR	660.00 EUR	1548.00 EUR
2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	0.00 EUR	0.00 EUR	2568.00 EUR	0.00 EUR	2568.00 EUR
3	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	0.00 EUR	0.00 EUR	888.00 EUR	0.00 EUR	888.00 EUR
4	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	0.00 EUR	0.00 EUR	888.00 EUR	0.00 EUR	888.00 EUR
5	AARHUS UNIVERSITET	0.00 EUR	0.00 EUR	2892.00 EUR	0.00 EUR	2892.00 EUR
Total		0.00 EUR	0.00 EUR	8124.00 EUR	660.00 EUR	8784.00 EUR

Intellectual Output Budget Details 948759911

Organisation	E-CODE
Country of the Organisation	Slovakia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	12	55.00 EUR	660.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	12	74.00 EUR	888.00 EUR
Total	24		1548.00 EUR

Intellectual Output Budget Details 949368004

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Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Country of the Organisation	Italy

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	12	214.00 EUR	2568.00 EUR
Total	12		2568.00 EUR

Intellectual Output Budget Details 932475648

Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Country of the Organisation	Lithuania

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	12	74.00 EUR	888.00 EUR
Total	12		888.00 EUR

Intellectual Output Budget Details 999904228

Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Country of the Organisation	Hungary

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Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	12	74.00 EUR	888.00 EUR
Total	12		888.00 EUR

Intellectual Output Budget Details 999997736

Organisation	AARHUS UNIVERSITET
Country of the Organisation	Denmark

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	12	241.00 EUR	2892.00 EUR
Total	12		2892.00 EUR

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Output Title O3

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Output Title	Course Materials Development
Output Type	Course / curriculum – Design and development
Start Date (dd-mm-yyyy)	01-11-2019
End Date (dd-mm-yyyy)	30-09-2020

Output Description (including: elements of innovation, expected impact and transferability potential)

Once we have curriculum guidelines ready the assigned experts will be working on production of the course materials. The course materials will be initially available in the form of publication for the adult trainers and consultants. In the next step they will be available also in digital form in order to be transformed into Moodle e-learning platform. The end result will be than both physical materials and a Moodle learning platform in English language.

The leading organisation for this intellectual output will be The Budapest University of Technology and Economics.

Once again during the preparatory stage we have envisaged also the content of the course materials. Obviously, the content will be further refined based on the survey of needs and especially the developed curriculum. Following though are the aspects of the course materials that will be covered:

The Smart City concept – Challenges and social aim of the modern urbanisation, response of the digital technology: smart ICT solutions. Differential characteristics of the digital, intelligent and smart cities. Smart city's criteria, dimensions, basic principles (horizontal and circular approaches) and key strategic areas.

Smart City models – The technology-driven development, urbanisation trends. Various European Union and other smart city approaches and initializations: requirements, priorities, programs. Applicability of the smart city models to different size and character. Smart city performance indicators and rankings.

The project to become smarter – Strategic planning: master plan to become a smart city. The elements of the master plan: vision, prioritised areas, roadmap, business model, security etc. Methodologies, experiences. Project monitoring, Handling problems: challenges, barriers and limits of different type.

The digital ecosystem – Shaping the digital ecosystem. The challenges of the classic internet. Objectives and solutions of the Future/Next Generation Internet. Internet of Things, cloud computing, network softwarization, Big Data, Artificial Intelligence. Standardization of smart city solutions. The smart internet ecosystem.

Smart ICT Infrastructure – Smart common infrastructure to the smart applications. Phases of digital convergence. The elements and trends of the communication and sensation infrastructures in smart cities. Low-rate and low-power sensor networks. Crowed and participatory sensing, data analytics. Privacy issues.

Smart Governance – As a key area is focusing on smart municipal issues and solutions. Urban administration, development and operation, both strategic and operative aspects, as well as the deployment of the e-participation, including the involvement and information of the urban community. Smart Environment - As a key area is focusing on smart environmental issues and solutions. Smart

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built environment, smart buildings, community spaces. Waste, sewage and drinking water management. Climate change management. Planning and monitoring devices of the urban environment: geoinformatics, remote sensing.

Smart Transport - As a key area is focusing on smart mobility issues and solutions. Optimisation of the urban public transport system, including smart traffic management, car-sharing, car-pooling solutions, smart parking. Connected and autonomous cars, unattended vehicles, vehicle communication systems, fleet management.

Smart Energy - As a key area is focusing on smart energetics issues and solutions. Smart energy management, including smart grid solutions as smart public lighting, smart metering. Renewable energy sources: solar, wind, geothermal energies. Microgrids in the households, effect of the electric-cars.
Smart Life – As the widest, cardinal key area, the smart life solutions assist or make more convenient our daily activities. Assisted living and healthcare. Smart homes and offices. Smart solutions in education, communication, collaboration, culture, sport, tourism, shopping, financial and personal services, etc.

Security in Smart City – Security risks are increased due to the integrated infrastructures, and cyber threats are emerged in every key area. Types of cyber threats (crime, warfare, terrorism), forms of cyber-attacks (malwares, phishing, distributed denial of service, ransomware etc.) Elements of the cyber-security and their applications.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

The whole task can be divided into two subtasks - physical material development and online Moodle course development. At the same time this task will be definitely the most time consuming in the whole project. Also the roles of partners in this phase will differ. The task leading organisation will be in this stage responsible for coordinating the task, monitoring and evaluation the quality of the course materials. They will also delegate two course developers, same as other three partners, who will work on actual materials development. It is expected that these developers will be identical with those involved in the curriculum development. The role of e-code (applicant organisation) will differ in this stage as that organisation will be working on developing the Moodle platform and preparing an online course (two persons).

Leading Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Media	Text Internet
Participating Organisations	AARHUS UNIVERSITET VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL E-CODE
Languages	English

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

Erasmus+

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Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	AARHUS UNIVERSITET	0.00 EUR	0.00 EUR	21690.00 EUR	0.00 EUR	21690.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	0.00 EUR	0.00 EUR	7770.00 EUR	0.00 EUR	7770.00 EUR
3	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	0.00 EUR	0.00 EUR	6660.00 EUR	0.00 EUR	6660.00 EUR
4	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	0.00 EUR	0.00 EUR	19260.00 EUR	0.00 EUR	19260.00 EUR
5	E-CODE	0.00 EUR	0.00 EUR	6660.00 EUR	2475.00 EUR	9135.00 EUR
Total		0.00 EUR	0.00 EUR	62040.00 EUR	2475.00 EUR	64515.00 EUR

Intellectual Output Budget Details 999997736

Organisation	AARHUS UNIVERSITET
Country of the Organisation	Denmark

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	90	241.00 EUR	21690.00 EUR
Total	90		21690.00 EUR

Intellectual Output Budget Details 999904228

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Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Country of the Organisation	Hungary

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	105	74.00 EUR	7770.00 EUR
Total	105		7770.00 EUR

Intellectual Output Budget Details 932475648

Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Country of the Organisation	Lithuania

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	90	74.00 EUR	6660.00 EUR
Total	90		6660.00 EUR

Intellectual Output Budget Details 949368004

Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Country of the Organisation	Italy

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Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	90	214.00 EUR	19260.00 EUR
Total	90		19260.00 EUR

Intellectual Output Budget Details 948759911

Organisation	E-CODE
Country of the Organisation	Slovakia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	45	55.00 EUR	2475.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	90	74.00 EUR	6660.00 EUR
Total	135		9135.00 EUR

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Output Title O4

Output Title	Webinar for Training of Trainers
Output Type	Open / online / digital education – Virtual training seminar / webinar
Start Date (dd-mm-yyyy)	15-10-2020
End Date (dd-mm-yyyy)	28-02-2021

Output Description (including: elements of innovation, expected impact and transferability potential)

Webinar for the training of trainers will be organised once the course materials are developed and transformed into online learning materials utilising the Moodle platform. The webinars will serve two purposes. First they will be a piloting tool helping us to achieve the best possible quality as after the webinars the courses still may be improved based on the participants' feedback. Second, they will also serve as a dissemination tool. They will be offered in the form of four webinars where the course developers will produce live videoconferencing sessions to a group of minimum fifty participants. The sessions will be also recorded and offered as online learning materials.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

Regarding the timeline of the task this will overlap with the course materials development. The reason for that is that the training of trainers will also serve as quality monitoring and based on the feedback will allow for final necessary refinement of the course materials. Each project partner will organise a group of at least ten webinar participants, i.e. in total each webinar should host at least fifty participants. e-code as a technical partner of the project will be responsible for technical aspects of the webinars as well as training of persons who will deliver the webinars. This training will be provided during one of the project meetings. Task lead partner Viesoji istaiga kauno mokslo ir technologiju parkas will be also responsible for coordinating the organisation of webinars with the rest of the project partners.

Leading Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Media	Internet Event
Participating Organisations	AARHUS UNIVERSITET BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM E-CODE EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Languages	English

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

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Erasmus+

Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	0.00 EUR	0.00 EUR	1184.00 EUR	0.00 EUR	1184.00 EUR
2	AARHUS UNIVERSITET	0.00 EUR	0.00 EUR	1928.00 EUR	0.00 EUR	1928.00 EUR
3	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	0.00 EUR	0.00 EUR	592.00 EUR	0.00 EUR	592.00 EUR
4	E-CODE	0.00 EUR	0.00 EUR	0.00 EUR	1760.00 EUR	1760.00 EUR
5	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	0.00 EUR	0.00 EUR	1712.00 EUR	0.00 EUR	1712.00 EUR
Total		0.00 EUR	0.00 EUR	5416.00 EUR	1760.00 EUR	7176.00 EUR

Intellectual Output Budget Details 932475648

Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Country of the Organisation	Lithuania

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	16	74.00 EUR	1184.00 EUR
Total	16		1184.00 EUR

Intellectual Output Budget Details 999997736

Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA204 - Strategic Partnerships for adult education
FormId KA204-A5CB4206 Deadline (Brussels Time) 21 Mar 2019 12:00:00

Organisation	AARHUS UNIVERSITET
Country of the Organisation	Denmark

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	8	241.00 EUR	1928.00 EUR
Total	8		1928.00 EUR

Intellectual Output Budget Details 999904228

Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Country of the Organisation	Hungary

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	8	74.00 EUR	592.00 EUR
Total	8		592.00 EUR

Intellectual Output Budget Details 948759911

Organisation	E-CODE
Country of the Organisation	Slovakia

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Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	32	55.00 EUR	1760.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	0	0.00 EUR	0.00 EUR
Total	32		1760.00 EUR

Intellectual Output Budget Details 949368004

Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Country of the Organisation	Italy

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	8	214.00 EUR	1712.00 EUR
Total	8		1712.00 EUR

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Output Title O5

Output Title	Training Internationalisation
Output Type	Open / online / digital education – Open Education Resource (OER)
Start Date (dd-mm-yyyy)	01-05-2021
End Date (dd-mm-yyyy)	30-09-2021

Output Description (including: elements of innovation, expected impact and transferability potential)

In the last phase of the project the training materials will be translated into the languages of the partners of the project. We consider this very important for several reasons. First is the outreach of the project - many more trainers will be able to use the online materials even if they do not have a command of English language. Second is the creation of national networks of those ho are interested in the concept of smart cities. The last reason is closely related to those who will most benefit from the course. The municipalities here many of their representatives either do not speak English or need to work in their mother languages.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

In this case the division of tasks will be fairly simple. Each partner will secure translation of the course materials into their national language. The task will be coordinated by European Grants International Academy SRL. The role of e-code as a technical partner will be also in transferring the materials online in the form of Moodle open education resource.

Leading Organisation	E-CODE
Media	Internet
Participating Organisations	AARHUS UNIVERSITET BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Languages	Danish Hungarian Italian Lithuanian Slovak

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

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Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	AARHUS UNIVERSITET	0.00 EUR	0.00 EUR	7230.00 EUR	0.00 EUR	7230.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	0.00 EUR	0.00 EUR	2220.00 EUR	0.00 EUR	2220.00 EUR
3	E-CODE	0.00 EUR	0.00 EUR	2220.00 EUR	1650.00 EUR	3870.00 EUR
4	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	0.00 EUR	0.00 EUR	2220.00 EUR	0.00 EUR	2220.00 EUR
5	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	0.00 EUR	0.00 EUR	6420.00 EUR	0.00 EUR	6420.00 EUR
Total		0.00 EUR	0.00 EUR	20310.00 EUR	1650.00 EUR	21960.00 EUR

Intellectual Output Budget Details 999997736

Organisation	AARHUS UNIVERSITET
Country of the Organisation	Denmark

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	30	241.00 EUR	7230.00 EUR
Total	30		7230.00 EUR

Intellectual Output Budget Details 999904228

Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
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FormId KA204-A5CB4206 Deadline (Brussels Time) 21 Mar 2019 12:00:00

Organisation	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM
Country of the Organisation	Hungary

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	30	74.00 EUR	2220.00 EUR
Total	30		2220.00 EUR

Intellectual Output Budget Details 948759911

Organisation	E-CODE
Country of the Organisation	Slovakia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	30	55.00 EUR	1650.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	30	74.00 EUR	2220.00 EUR
Total	60		3870.00 EUR

Intellectual Output Budget Details 932475648

Organisation	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS
Country of the Organisation	Lithuania

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Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	30	74.00 EUR	2220.00 EUR
Total	30		2220.00 EUR

Intellectual Output Budget Details 949368004

Organisation	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL
Country of the Organisation	Italy

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	0	0.00 EUR	0.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	30	214.00 EUR	6420.00 EUR
Total	30		6420.00 EUR

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Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Multiplier Events Summary

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

ID	Leading Organisation	Event Title	Starting Period	Grant
E1	E-CODE	National Conference Slovakia	09-2021	5400.00 EUR
E2	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	National Conference Hungary	09-2021	5400.00 EUR
E3	AARHUS UNIVERSITET	National Conference Denmark	09-2021	5400.00 EUR
E4	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	National Conference Italy	09-2021	5400.00 EUR
E5	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	National Conference Lithuania	09-2021	5400.00 EUR
Total				27000.00 EUR

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Multiplier Event Details E1

Event Title

National Conference Slovakia

Country of Venue

Slovakia

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

31-12-2021

Event Description (Including : Targets groups and objectives)

The national conferences will take part at the end of the project and will serve as multiplier, dissemination and sustainability events. The most important function of the national conferences though will be the presentation of the project results - multilingual courses on development of smart cities/villages. The project and its results will be presented to those most benefiting from the learning outcomes - representatives of educational organisations and municipalities. In fact the core of the audience invited for the conferences will be formed by the representatives of educational organisations and municipalities. Of course our trainers will be also welcome, in fact they will be primarily utilised as conference speakers. There will be also an international presence as two of the partners will be always invited and they will present the situation in their own countries. In case of the national conference in Slovakia the foreign partners present will be from Denmark and Hungary. Additional speakers will be invited representing academia and international experts on the subject of the project, i.e. smart cities/villages. The conferences will last one day.

Intellectual Outputs Covered

Training Internationalisation

Course Materials Development

Leading Organisation

E-CODE

Participating Organisations

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

AARHUS UNIVERSITET

Multiplier Event Budget

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1	E-CODE	Slovakia	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM	Hungary	0	1	100.00 EUR	200.00 EUR	200.00 EUR
3	AARHUS UNIVERSITET	Denmark	0	1	100.00 EUR	200.00 EUR	200.00 EUR
Total							5400.00 EUR

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Multiplier Event Details E2

Event Title

National Conference Hungary

Country of Venue

Hungary

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

31-12-2021

Event Description (Including : Targets groups and objectives)

The national conferences will take part at the end of the project and will serve as multiplier, dissemination and sustainability events. The most important function of the national conferences though will be the presentation of the project results - multilingual courses on development of smart cities/villages. The project and its results will be presented to those most benefiting from the learning outcomes - representatives of educational organisations and municipalities. In fact the core of the audience invited for the conferences will be formed by the representatives of educational organisations and municipalities. Of course our trainers will be also welcome, in fact they will be primarily utilised as conference speakers. There will be also an international presence as two of the partners will be always invited and they will present the situation in their own countries. In case of the national conference in Hungary the foreign partners present will be from Slovakia and Italy. Additional speakers will be invited representing academia and international experts on the subject of the project, i.e. smart cities/villages. The conferences will last one day.

Intellectual Outputs Covered

Course Materials Development

Training Internationalisation

Leading Organisation

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

Participating Organisations

E-CODE

EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL

Multiplier Event Budget

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ID	Organisation	Country of the Organis ation	Local Particip ants	Foreign Particip ants	Grant per Local Particip ant	Grant per Foreign Particip ant	Grant
1	BUDAPESTI MUSZAKI ES GAZDASAGTUD OMANYI EGYETEM	Hungary	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
2	E-CODE	Slovakia	0	1	100.00 EUR	200.00 EUR	200.00 EUR
3	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	0	1	100.00 EUR	200.00 EUR	200.00 EUR
Total							5400.00 EUR

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Multiplier Event Details E3

Event Title

National Conference Denmark

Country of Venue

Denmark

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

31-12-2021

Event Description (Including : Targets groups and objectives)

The national conferences will take part at the end of the project and will serve as multiplier, dissemination and sustainability events. The most important function of the national conferences though will be the presentation of the project results - multilingual courses on development of smart cities/villages. The project and its results will be presented to those most benefiting from the learning outcomes - representatives of educational organisations and municipalities. In fact the core of the audience invited for the conferences will be formed by the representatives of educational organisations and municipalities. Of course our trainers will be also welcome, in fact they will be primarily utilised as conference speakers. There will be also an international presence as two of the partners will be always invited and they will present the situation in their own countries. In case of the national conference in Denmark the foreign partners present will be from Italy and Lithuania. Additional speakers will be invited representing academia and international experts on the subject of the project, i.e. smart cities/villages. The conferences will last one day.

Intellectual Outputs Covered

Course Materials Development

Training Internationalisation

Leading Organisation

AARHUS UNIVERSITET

Participating Organisations

EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL

VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS

Multiplier Event Budget

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ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	AARHUS UNIVERSITET	Denmark	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
2	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	0	1	100.00 EUR	200.00 EUR	200.00 EUR
3	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	0	1	100.00 EUR	200.00 EUR	200.00 EUR
Total							5400.00 EUR

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Multiplier Event Details E4

Event Title

National Conference Italy

Country of Venue

Italy

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

31-12-2021

Event Description (Including : Targets groups and objectives)

The national conferences will take part at the end of the project and will serve as multiplier, dissemination and sustainability events. The most important function of the national conferences though will be the presentation of the project results - multilingual courses on development of smart cities/villages. The project and its results will be presented to those most benefiting from the learning outcomes - representatives of educational organisations and municipalities. In fact the core of the audience invited for the conferences will be formed by the representatives of educational organisations and municipalities. Of course our trainers will be also welcome, in fact they will be primarily utilised as conference speakers. There will be also an international presence as two of the partners will be always invited and they will present the situation in their own countries. In case of the national conference in Italy the foreign partners present will be from Hungary and Lithuania. Additional speakers will be invited representing academia and international experts on the subject of the project, i.e. smart cities/villages. The conferences will last one day.

Intellectual Outputs Covered

Course Materials Development

Training Internationalisation

Leading Organisation

EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL

Participating Organisations

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS

Multiplier Event Budget

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ID	Organisation	Country of the Organis ation	Local Particip ants	Foreign Particip ants	Grant per Local Particip ant	Grant per Foreign Particip ant	Grant
1	EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL	Italy	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUD OMANYI EGYETEM	Hungary	0	1	100.00 EUR	200.00 EUR	200.00 EUR
3	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	0	1	100.00 EUR	200.00 EUR	200.00 EUR
Total							5400.00 EUR

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Erasmus+

Multiplier Event Details E5

Event Title

National Conference Lithuania

Country of Venue

Lithuania

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

31-12-2021

Event Description (Including : Targets groups and objectives)

The national conferences will take part at the end of the project and will serve as multiplier, dissemination and sustainability events. The most important function of the national conferences though will be the presentation of the project results - multilingual courses on development of smart cities/villages. The project and its results will be presented to those most benefiting from the learning outcomes - representatives of educational organisations and municipalities. In fact the core of the audience invited for the conferences will be formed by the representatives of educational organisations and municipalities. Of course our trainers will be also welcome, in fact they will be primarily utilised as conference speakers. There will be also an international presence as two of the partners will be always invited and they will present the situation in their own countries. In case of the national conference in Lithuania the foreign partners present will be from Hungary and Slovakia. Additional speakers will be invited representing academia and international experts on the subject of the project, i.e. smart cities/villages. The conferences will last one day.

Intellectual Outputs Covered

Course Materials Development

Training Internationalisation

Leading Organisation

VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS

Participating Organisations

BUDAPESTI MUSZAKI ES GAZDASAGTUDOMANYI EGYETEM

E-CODE

Multiplier Event Budget

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ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	VIESOJI ISTAIGA KAUNO MOKSLO IR TECHNOLOGIJU PARKAS	Lithuania	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
2	BUDAPESTI MUSZAKI ES GAZDASAGTUD OMANYI EGYETEM	Hungary	0	1	100.00 EUR	200.00 EUR	200.00 EUR
3	E-CODE	Slovakia	0	1	100.00 EUR	200.00 EUR	200.00 EUR
Total							5400.00 EUR

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Learning, Teaching, Training Activities

List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

No

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Special Costs

Special Needs Support

ID	Organisation	Country of the Organisation	No. of Participants With Special Needs	Description and Justification	Grant (EUR)
Total					0.00 EUR

Exceptional Costs

ID	Organisation	Country of the Organisation	Description and Justification	Grant (EUR)
Total				0.00 EUR

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Follow-up

Impact

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What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

There is numerous impact on various target audience within the project.

Starting with the impact on participants, these will be represented by municipalities, adult learning organisations/experts, trainers of trainers and academia. The envisaged impact is as follows:
- Municipalities - The representatives of municipalities will take part in such activities as survey of needs, participation on transnational meetings and especially they are expected to be the core group attending the national conferences. After all it is the municipalities that can most benefit from the outcomes of the project and as an indirect effect the citizens of these municipalities. The impact of them will be in
- better awareness and understanding about the opportunities the smart cities concept brings,
- improved contacts with national and international experts that can help them to work on smart concepts within their own environment,
- possibilities for exchange of experience,
- possibilities to train their own staff.
- Adult learning organisations/experts - They similarly will take part in such activities as survey of needs, participation on transnational meetings and at the national conferences. The impact of them will be in
- new opportunities in adult learning on the topic of smart cities development,
- improved contacts with national and international experts,
- possibilities for exchange of experience,
- possibilities to train their own staff.
- Trainers of trainers - As this group will be directly involved particularly in the task of webinars piloting and course materials evaluation the impact on them will be in:
- obtaining new skills in the area of smart cities,
- having access to new training materials,
- having an opportunity to use the training materials in their own environment,
- Academia - The presence of academia in the project is expected especially during the national conferences. As such the impact on them can be particularly in:
- establishing new working relationships on national and European level,
- having an opportunity to use the training materials in their own environment,
- learning from international experience and the best case scenarios from Europe.

Concerning the participating organisations here we can envisage the impact mainly in the following categories:
- building a lasting partnership able to develop new activities in the extensive opportunities the concept of smart cities brings,
- utilising the training materials developed in their own environment,
- expanding to new areas and new clients using the newly trained experts within their organisations,
- strengthening their partnership with municipalities where they can act as experts or provide consultancy services,
- building new co-operation opportunities on academic level across Europe.

Finally for the target groups of the project and other relevant stakeholders these will be mainly represented by municipalities and adult learning organisations/experts. Some impact was already described above but apart that it is also important to mention
- possible new business opportunities for adult learning organisations/experts that can help with their growth and increased employment,

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- increased number of smart cities/villages,
- increased number of skilled staff in the municipalities,
- improved comfort of living of citizens living in the smart cities/villages.

What is the desired impact of the project at the local, regional, national, European and/or international levels?

Apart of the impact on target audience the project will also have a numerous impact on local, regional, national and European level.

Regarding the local level as the project is working with actual municipalities the impact on them will be mostly in:
- better awareness and understanding about the opportunities the smart cities concept brings,
- new skills of individuals working for the municipalities.

Another group that will benefit directly on the local level are the adult learning organisations where the impact will be in:
- having new skilled staff able to exploit the training possibilities in the concept of smart cities.

On the regional level the impact of the project will be in:
- new opportunities for cooperation with neighbouring municipalities or regional educational organisations,
- new business opportunities for educational organisations operating on regional level,
- possibilities for expanding the activities of educational organisations on national or even international level as the concept of the smart cities is a hot issue Europe-wide (or one could say even world-wide).

On the national level the impact is somewhat similar to the local and regional level but additionally it could be seen as:
- increased number of successful smart cities/villages projects,
- better use of EU funding (e.g. national structural funds) with an increased number of projects developing smart cities concepts,
- increased number of smart cities in the partner countries.

Finally at the EU level the impact can be mainly envisaged in:
- better access to the open courses on smart cities concept on EU level and in multiple languages,
- new partnerships on EU level as a result of project interaction,
- better use of transnational EU funds by the means of such projects as Interreg, Horizon 2020, etc.,
- contribution to EU agenda on "smart" development,
- improved comfort of living of citizens living in the smart cities/villages across Europe.

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How will you measure the previously mentioned impacts?

The impact of the project can be measured in various ways depending on the specific impact on the target group envisaged or depending on the scale of an impact. Following is a concise list of measurable impact indicators that can be measured in a short term:

- Better awareness and understanding about the opportunities the smart cities concept brings - As this regards particularly municipalities who will take direct part in the project, we can bravely state that by engaging at least 50 municipalities' representatives in average in each partner country we come to the total number of 250 municipalities representatives with improved understanding of the concept of smart cities. This comes as a result of such activities as survey organisation or national conferences.

- Improved contacts with national and international experts - It is an impact that will be beneficial to municipalities, educational organisations and academia as well. It is expected that during the project implementation at minimum 10 top experts working on course materials development and 50 newly trained experts participating in piloting webinars and course materials evaluation will interact with the target groups on national and international level concluded with national conferences with international presence. This gives vast opportunities to the large number of municipalities to create cooperation opportunities both on national and international level. Taking into account the above mention 250 representatives of the municipalities and 60 (12 per country) experts we come to the number of 50x12 interactions per country which translates to the great number 3,000 unique interactions per project.

- Having access to new training materials - This is a category that is a bit harder to measure thanks to the numerous channels via which Europe-wide audience will be informed about this project outcome. What we however can measure is that by working with 50 municipalities in average per country and 10 educational organisations per country, at least 60 individuals will be well aware of the opportunities per country which total to 300 per project. Obviously this number is badly underestimated as it is to be expected these individuals will inform their colleagues about the created opportunities so the number is really to be taken as a minimum guaranteed impact.

When it comes to long term impact this is a bit harder to measure but there are certain statements that can be said:

- Increase of educational organisations utilising the course materials developed during the project - measured in a number of new organisations and individuals register to use the course materials and the Moodle portal.

- Increase of skilled staff in municipalities as a result of utilising the resources of the project and new services of educational organisations - measured as a number of experts across municipalities as a result of the project.

- Increase of the projects focused on utilising the concept of smart cities on national and EU level - measured as a number of successfully funded and implemented project

- Increase of smart cities in Europe - measured as a number of cities, villages or municipality partnerships in Europe that can be characterised as smart.

Dissemination and Use of Project's Results

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You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership?

Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

The main target audience on local level of the project activities can be defined as experts coming from the consortium and representative of municipalities. The experts represent a group of those persons who will undertake the pilot training in the form of webinars and will contribute to evaluating the quality of the course materials. In this way they will on one hand benefit from the new knowledge and will be also actively involved in disseminating the project outcomes.

Regarding the representatives of municipalities these will be involved in different phases of the project, namely in implementing the survey of needs, by voluntary participation in project meetings and especially by participating on national conferences.

On the regional level these target groups will be complemented by two more groups - adult learning providers and associations of municipalities. Adult learning providers representing educational organisations will also take part in the same activities of the project as representatives of municipalities (in implementing the survey of needs, by voluntary participation in project meetings and especially by participating on national conferences). For the associations of municipalities the dissemination plan of the project will always be focused on enriching its outreach by focusing on larger associations of municipalities. Here comes to mind an active interaction with Local Action Groups that are well established all across EU and cover thousands of municipalities.

The strategy on the national level will be similar to that of regional one, particularly in the case of municipalities. The dissemination plan will try to extend its outreach by disseminating the project results towards various umbrella organisations such as unions of cities and villages or rural parliaments and similar. Not only they will receive information about the project outcomes and in this way an opportunity to actively use its results but they will be also most welcome to participate on final national conferences.

One more important stakeholder on national level will be also academia. The representatives of academia will be also informed regularly about the project outcomes, they will be welcome to contribute with their knowledge if willing and most welcome to participate on national conferences.

Our plan on EU level is to disseminate the results of the project with the help of such portals as EPALE, Up2Europe, SALTO-YOUTH or Erasmus+ Project Results Platform. In this way we will address a Europe-wide group of educational organisations, municipalities, academia and even decision makers. European Network for Rural Development (https://enrd.ec.europa.eu/leader-clld/lag-database_en) will also play an important role as with the help of their portal we may reach thousands of municipalities all accross EU.

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Which activities will you carry out in order to share the results of your project beyond your partnership?

There will be a number of activities in the project that will be carried out beyond the project partnership. It will start with the survey of needs where a number of municipalities and educational organisations will actively participate at answering the survey needs at the same time learning about the project and its planned outcomes. Following to mention are the transnational meetings that will take place in each partner country. Once again the representatives of municipalities and educational organisations in each respective country will be invited to these meetings to learn about the project and to contribute with their views. Although this type of dissemination will be limited to individuals it can still strengthen the links with the target groups of the project and have a positive impact on the utilisation of project's results.

Next to mention are the international conferences. They will represent the largest dissemination activity within the project with direct outreach beyond the project partnership. It is also expected that apart of municipalities and educational organisations new target groups will take part on these events, in particular representatives of academia and subject experts. With the total number of 260 participants of these conferences they will certainly have an impact on using the project outcomes as these will be in great detail presented during these multiplier events.

Important role in the interaction with the target groups beyond the project partnership will play also the project website. A dedicated website will be created by the applicant organisation where all the information about the project will be presented together with an entry to Moodle portal and possibilities to download the learning resources. All partners will also inform on their website about the project and its outcomes. Target groups will be informed about the website and the project resources on all the events related to them and by e-mail communication as well. All the partners will also inform about the project and the website resources on any external event they attend.

The last source of dissemination reaching towards the target audience beyond the project partnership will be publication on such portals as EPALE, Up2Europe, SALTO-YOUTH or Erasmus+ Project Results Platform, European Network for Rural Development. Where possible the information about the project and its results will be provided regularly by the dissemination lead partner.

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Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

It is important to mention that at the beginning of the project the partners will be working on preparing a Dissemination plan for the project. Responsible for this task will be P4 from Lithuania that will prepare the actual document with adjacent report forms. P4 Kaunas STP was chosen as a lead partner for dissemination activities for its rich experience in this area. Kaunas STP has been working in a number of EU funded project. It has qualified staff who were many times responsible for dissemination activities. It has a partner network of more than 50 science institutions and business associations from 23 countries and established international partnerships in European and world-wide networks and associations. Examples can be IASP, BASTIC, SPICE group, WAINOVA.

In the initial stage the contribution of the rest of the partners (not excluding P4) will be to create a database of dissemination resources for various project activities. The database on national level will include municipalities, educational organisations with interest in the project topic, important academic contacts, experts active in the field. It will also include umbrella organisations of municipalities and education providers, local action groups, associations of municipalities. On international level it will include important municipal and educational networks and their key contacts.

A little more about the Dissemination plan. In fact its core was prepared during the project proposal preparation. After the commencing of the project it will be once again presented to the project partnership during the Kick-off Meeting. There it will be discussed and refined to best meet its purpose. It will become binding to all the partners who will have defined responsibilities during the whole duration of the project in dissemination activities. These activities will be also reported regularly in the form of report sheet with provided evidence such as URL links, photos, etc. The preparation of the report sheets and collecting the data on dissemination will be once again a responsibility of P4 with active involvement of all the partners. The partnership of the project will also during each transnational meetings discuss new opportunities for dissemination that will be readily incorporated into the Dissemination plan.

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

The materials developed through the project will be hosted at the website of the project that will be accessible years after the end of the project. There will be completely open and free access to all the project results and to the Moodle course adjacent to the webpage. The only requirement will be registration that will be necessary for statistical purposes. The registration will also allow for interacting with organisations or individuals interesting in further cooperation and assistance.

While the Moodle course and its resources will be hosted at the project website, the partnership will also take an endeavour to transfer it also to partner web environments. As this has some policy and technical per-requirements (e.g.internal policies of universities not allowing hosting external resources, versions of Moodle installed not compatible with ours, etc.) this will be done on voluntary basis in cases where it is possible. It is only a complementary resource but it can still increase the dissemination potential of the project. Obviously, the same open and free policies will apply also in the case of national mirroring of the Moodle course.

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How will you ensure that the project's results will remain available and will be used by others?

After the end of the project its results will remain available on the dedicated website for a number of years. It means their availability will be secured at least until the time serious updates would be necessary what is not expected at minimum for three years after the project's end. The partners of the project will continue to promote the use of the project materials also after the project especially by informing about them on any possible event. Our continued co-operation with municipalities shall also secure active use of the project materials in the years to come after its end.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

The most relevant results to disseminate within the project will be the course materials both in its physical form (downloadable e-book) and the Moodle based online course with other resources (such as the recorded webinars, links, etc.). The reason behind this is that these materials will represent the issues of smart cities/villages in a concise and easily understandable form, they will be ready for various use and available for a long time.

The involvement of the partners in dissemination will be ensured in numerous ways. Proper communication will be a key, than strict following of the dissemination guidelines, reporting and evaluating the dissemination results. Important will be also an assignment of human resources to dissemination activities by all the partners and particularly by the P4 responsible for the management and control of these activities.

Regarding the synergies with other stakeholders the project will definitely open a way to numerous beneficial cooperation. Whether it is with the stakeholders involved in the project during the development of intellectual outputs or a result of multiplier events networking opportunities. The project partnership at the end of the project will have in its hands valuable assets in the form of expertise and raining resources that can be used for further co-operation and exploiting.

Sustainability

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What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

There will be two main assets resulting from the projects held by all the project partners that will be maintained easily after the end o the project. These will be represented by:
- skilled human resources and
- online course materials.

Concerning the human resources there is not much need in terms of funding as they will be already originating from the partner organisations. On the contrary there will be opportunities for this skilled staff to organise new courses for municipalities or trainers or to provide consultancy services on the issues related to smart cities/villages development. As such the human resources can be also seen as potential financial benefit for all the project partners.

For the online course materials, whether the downloadable e-books or Moodle based course the sustainability also does not seem to be a major issue. Online course materials will be a part of the web environment of the applicant organisation. Thus their long-term availability is already assured. Inevitable maintenance or possible required technical updates will be also done within the technical work of the applicant organisation. Other question is the updates of the content of the materials. However, this is an issue for a fairly distant future (at least 3 years after the end of the project). Once the need for the content updates arises the main resources can be seen in revenue from the commercial activities (education, consultancy services) and possible new projects as the area of smart cities development offers numerous yet not researched opportunities.

The last activity to be sustained after the end of the project is dissemination in order to use the project results after its lifetime. As described above the use of the resources can actually bring economic benefits to all the partners. So there will be an economic stimulus to utilise the resources developed in the project. Of course, it may happen that some partners are more motivated by these benefits than the others so there will be also an agreement within the partnership that the partners will inform about the project results on any possible event they attend.

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Annexes

The maximum number of all attachments is 11 and the maximum total size is 10240 KB.

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
SMARTIES-declaration-on-honour-EN-Signed.pdf	466

Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)
SMARTIES-Mandates-Signed-Final.pdf	770

Please attach any other relevant documents.

File Name	File Size (kB)
SMARTIES-Gantt.pdf	552
SMARTIES-Letter-of-Support-All.pdf	1,244
Total Size (kB)	3,032

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Checklist

Before submitting your application form to the National Agency, please make sure that:

☑ It fulfils the eligibility criteria listed in the Programme Guide.

☑ All relevant fields in the application form have been completed.

☑ You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: SK01 Slovenská akademická asociácia pre medzinárodnú spoluprácu

Please also keep in mind the following:

Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant must be uploaded in the participants' portal (for more details, see Part C of the Programme Guide - 'Information for applicants').

The grant exceeds 60 000 EUR. If the applicant organisation is not a public body or an international organisation, please do not forget to upload the necessary documents to give proof of your financial capacity in the Participant Portal (for more details, see the section 'Selection Criteria' in Part C of the Programme Guide).

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

☑ I agree with the Specific Privacy Statement on Data Protection

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