

Context

Programme	European Solidarity Corps
Action Type	Quality Label
Language used to fill in the form	English

Agency of the Applicant Organisation

Please choose the Agency that will receive and assess your application form.

The awarding of the Quality Label is carried out by:

- The Education, Audiovisual and Culture Executive Agency for:
- The National Agency in which the applicant organisation is established for all other cases and for organisations established in a participating country.
- National public authorities and services (e.g. government ministries, national civic services etc.);
- Activity runs with the support of other EU programmes than the European Solidarity Corps, providing volunteering, traineeship or job opportunities.
- Erasmus+ National Agencies: Any other public or private entity not falling under the scope of the EACEA.

U dokumentu su vidljiva pitanja za situaciju kada se prijavljuje Oznaka kvalitete za sve aktivnosti i za sve uloge. Ako to nije tako u Vašem slučaju, neka se pitanja neće pojaviti jer ovisno o odabiru aktivnosti i odgovoru na pitanja, mijenja se i struktura obrasca. Dokument je zamišljen kao pomoć u razumijevanju pitanja i informacija koje trebate unijeti za svako od njih.

Please choose the National Agency in the country where your organisation is based or EACEA in case of one of the three reasons indicated above.

Applications for the Quality Label from Partner Countries are handled by SALTOs. SALTOs support co-operation with Partner countries and are hosted within National Agencies. To identify to which National Agency you should apply, please consult the 'How to apply' page :

https://ec.europa.eu/youth/solidarity-corps/how-to-apply_en

For further details about the available National Agencies managing the European Solidarity Corps, please consult the following page: https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en

HR01 Agency for Mobility and EU Programmes - Agencija za mobilnost i programme Europske unije (AMPEU)

Are you applying for a Quality Label only for your organisation (Standard application)? Or are you applying also for Quality Label for affiliated entities (Umbrella application)?

Standard application Umbrella application

Ovaj dokument daje upute za ispunjavanje standardnog obrasca. U slučaju da želite podnijeti prijavu kao krovna organizacija, savjetujemo Vam da se prije toga obratite djelatniku Agencije.

Participating Organisations

Applicant organisation details

PIC	999500126
Legal Name	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE
Legal Name (national language)	AMEUP
National ID (if applicable)	080631323
Department (if applicable)	
Acronym	
Address	FRANKOPANSKA 26
Country	Croatia
P.O. Box	000
Postal Code	10000
CEDEX	
City	ZAGREB
Website	www.mobilnost.hr
Email	
Telephone	+38515005635
Fax	

Profile

Type of Organisation	Local Public body
Is your organisation a public body?	Yes
Is your organisation a non-profit?	Yes

Legal Representative

Title	
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Gender	Female
First Name	Antonija
Family Name	Gladović
Department	
Position	ravnateljica
Email	v@gmail.com
Telephone	+385123
Same address as organisation	No
Address	Frankopanska 26
Country	Croatia
P.O. Box	10000
Postal Code	
CEDEX	Zagreb
City	

Contact Person

Title	
Gender	Female
First Name	Ivana
Family Name	Ivanović
Department	
Position	koordinator
Email	c@gmail.com
Telephone	+3851234
Preferred Contact	Yes
Same address as organisation	No

Address	Frankopanska 26
Country	Croatia
P.O. Box	
Postal Code	10000
CEDEX	
City	Zagreb

Background and experience

If the outcome of your assessment is successful, the answer to the following question, along with other elements taken from this form (such as contact information), will be made available to the public via the online database of organisations having obtained a Quality Label. For this reason please, write it in English bearing in mind the target group you wish to reach.

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects.

Odgovor treba biti jasan i sažet i treba dati informaciju na sva navedena potpitanja: ciljevi organizacije, redovite aktivnosti, povremene aktivnosti ako ih ima, ciljane skupine, kratkoročna strategija razvoja i sl.

What are the activities and experience of your organisation in the areas relevant to the European Solidarity Corps?

Vrlo važno: opisati aktivnosti relevantne za program ESS, odnosno opisati ih s aspekta solidarnosti (one koje pridonose ciljevima Programa navedenim u Vodiču za program ESS). Naglasak treba biti na aktivnostima koje su rezultat potreba zajednice. Ovdje je mjesto gdje treba opisati na koji način organizacija djeluje u zajednici te kako razumijeva pojam solidarnosti.

Please give information on the human resources of your organisation (i.e. staff and volunteers), and describe the skills and expertise of the persons that will be involved in the future European Solidarity Corps activities, with specific regard to organising processes and quality learning activities for young people.

Opis osoba treba biti predstavljen iz perspektive programa ESS-a, tj. treba navesti one kvalitete koje će biti potrebne za kvalitetnu provedbu projekta i koje odgovaraju zahtjevima Programa (mentoriranje, rješavanje konflikata, praćenje i poticanje učenja, znanje o Youthpass procesu, potrebno znanje o Programu, o ciklusu osposobljavanja, upravljanje projektom i sl.). U opis kompetencija treba uključiti i broj zaposlenika i eventualnih volontera te druge osobe koje će biti uključene u provedbu.

Erasmus+ Volunteering Accreditation/ European Solidarity Corps Quality Label

Accreditation Type	Accreditation Reference	Accreditation Role	Valid until
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Has your organisation been awarded an accreditation/certification for any other EU Programme/Action?

Yes

EU Programme	Year	Reference code
Erasmus	2015	Navesti broj iz Obavijesti o dodjeli akreditacije.

Scope

Which type of Quality Label are you applying for?

- Volunteering
- Traineeship
- Job

Under Quality Label for volunteering, which role are you applying for?

- Supporting Organisation
- Host Organisation

Ovdje se upisuje jedna ili više adresa na kojima je vaša institucija/organizacija registrirana i koje planirate kao mjesto na kojem će volonteri/stažisti/zaposlenici održati svoju službu u okviru ESS-a. Pri razradi prijave opišite kapacitete svih lokacija na kojima planirate ESS aktivnosti.

Locations

Location ID	Location Name	Country	City
1	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE	Croatia	ZAGREB

Does your organisation plan to carry out activities for hosted volunteers in any additional location than the one above?

Yes

Location ID	Location Name	Country	City
2	Naziv druge lokacije	Croatia	Zagreb

Location - 1

Location ID	1
Location Name	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE
Address	FRANKOPANSKA 26
City	ZAGREB
Country	20000911

Postal Code

Contact Person

How many volunteers can be hosted at any given time (during the same time) in this location?

Volunteers in activities lasting up to 2 months

Volunteers in activities lasting 2 months and more

Location - 2

Location ID

Location Name

Address

City

Country

Postal Code

Contact Person

How many volunteers can be hosted at any given time (during the same time) in this location?

Volunteers in activities lasting up to 2 months

Volunteers in activities lasting 2 months and more

Activities

esc.participating-organisations.quality-label-details.activities.topics

Culture

Inclusion

Iako se u obrascu navodi da je opisivanje aktivnosti opcionalno, radi boljeg uvida u aktivnosti savjetujemo da ih upišete.

esc.participating-organisations.quality-label-details.activities.desc

Activity ID Activity name

Activity ID Activity name

Savjetujemo da u ovom dijelu navedete aktivnosti na kojima će se temeljiti vaši ESS projekti u kontekstu solidarnosti i doprinosa lokalnoj zajednici. Sve ostale popratne aktivnosti koje su dio projekta (poput sastanaka s mentorom, učenja jezika itd.) navedite dodatno i razradite u rasporedu aktivnosti u kasnijoj fazi uz projektnu prijavu.

Activity - 1

Activity ID

Activity name

Description of the activity

U ovom dijelu potrebno je opisati planirane aktivnosti vezane uz pojedinu odabranu temu. To je potrebno učiniti za svaku temu i svaku aktivnost koju ste prijavili zasebno (volontiranje/stažiranje/zaposlenje). Potrebno je opisati solidarni aspekt aktivnosti).

Topic(s) that this activity will address

Inclusion

Location of the activity

AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE

Motivation

Please describe the motivation of your organisation to participate in the European Solidarity Corps.

Potrebno pojasniti razloge zbog kojih organizacija želi sudjelovati u Programu te na koji će način sudjelovanje u Programu pridonijeti njezinom kvalitetnijem radu i boljitku zajednice. Opisati ključne vrijednosti organizacije. Pojasniti i razloge odabira pojedinih aktivnosti, odnosno uloga (volontiranje/zaposlenje/stažiranje, organizacija domaćin/organizacija pružatelj podrške). Opisati povezanost ciljeva organizacije s misijom i načelima ESS-a. Potrebno pojasniti motivaciju za uključivanje stranih/domaćih sudionika, eventualno onih s manje mogućnosti.

Project Management

Overall Management

How does your organisation address management issues in projects (e.g. distribution of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework, validation of learning outcomes, etc.)?

Potrebno odgovoriti na sva navedena potpitanja: podjela odgovornosti unutar organizacije, osiguranje kvalitete provedbe, vrednovanje ishoda učenja, suradnja s lokalnim partnerima i strukturama (ako je primjenjivo), suradnja s partnerima. Ako se aktivnosti odvijaju na više lokacija, onda je potrebno sve traženo raspisati za svaku lokaciju zasebno. Iz opisa je potrebno vidjeti da organizacija razumije ključne dokumente i procese.

OBAVEZNO!!! Ako ste se prijavili za Oznaku kvalitete za stažiranje i zaposlenje, ovdje je potrebno navesti broj planiranih sudionika tih aktivnosti koje možete primiti u isto vrijeme.

Practical arrangements

How are the practical and logistic matters addressed in projects carried out by your organisation (e.g. travel, insurance, safety and protection of participants, visa, social security, mentoring and support, etc.)?

Potrebno odgovoriti na sva potpitanja dajući ključne informacije o načinu na koji će se navedeno organizirati (konkretan raspis što tko radi). U slučaju više lokacija, potrebno je dati informacije za svaku lokaciju zasebno. U slučaju prijave za Oznaku kvalitete za volontiranje, potrebno je jasno raspisati zaduženja za sve tražene uloge (domaćin/pružatelj potpore).

Please describe the practical arrangements for the volunteers to be hosted in the locations disclosed (e.g. proper accommodation and local transportation). You should explain the minimum standards common to all locations, and specify if there are large deviations from this standard in any of the locations.

Potrebno odgovoriti na sva potpitanja dajući ključne informacije o načinu na koji će se navedeno osigurati na svakoj lokaciji (ako ih je više): tip smještaja, organizacija prijevoza, način isplate džeparca, organizacija hrane i sl.

Support and monitoring

Please describe the measures you will put in place to embed a quality learning process from the start of the project and support the volunteers in defining and meeting their learning objectives, and organising their reflection, identification and documentation of the non-formal and informal learning outcomes acquired, including through EU or national validation tools.

Potrebno odgovoriti na sva potpitanja dajući ključne informacije o načinu na koji će se navedeno osigurati na svakoj lokaciji zasebno (ako ih je više). Potrebno opisati ulogu u podršci za svaku traženu ulogu (domaćin/pružatelj podrške). Opis Youthpass procesa. Ako je riječ o više sudionika iste aktivnosti u isto vrijeme, kako će praćenje učenja i podrška biti prilagođeni broju sudionika.

Which measures will you put in place to guarantee that:

- There is a clear description of the distinctive role of volunteers in your organization.
- There are assurances that volunteers:
 - do not replace traineeships and/or jobs;
 - are not taking up essential tasks for the organisation's running operations.
- The activity is not part of the volunteers' regular studies or vocational training.

Potrebno odgovoriti na sva potpitanja dajući ključne informacije o načinu na koji će se navedeno osigurati za sve lokacije za koje se navedeno odnosi.

Please describe how you will ensure that traineeships do not replace jobs and that the respective written agreements are in line with:

- a) the principles of the Quality Framework for Traineeships
- b) applicable regulatory framework, as appropriate

The placement cannot be part of the trainees' regular studies or vocational training.

Potrebno u raspisu pokazati na koji će se način osigurati razlikovanje između pripravništva i redovitog radnog mjesta te osigurati sva socijalna i radna prava zajamčena Zakonom o radu i relevantnim kolektivnim ugovorima i propisima (ako je primjenjivo, za svaku lokaciju zasebno).

Please describe what measures you will put in place to guarantee good quality of jobs and compliance of employment contracts with relevant national regulations.

Opisati kako će se osigurati kvalitetno radno mjesto te osigurati usklađenost sa Zakonom o radu i kolektivnim ugovorima i propisima.

How do you plan to prepare the participants before departure (e.g. intercultural and linguistic preparation, task-related support, learning-process support, and other relevant preparation aspects) and how will you offer them support during and after their experience?

Potrebno dati odgovor na svako potpitanje. Uz navedeno navesti i kako će se sudionik pripremiti u smislu vrijednosti Programa, na koji će se način sudionik reintegrirati u matičnu zajednicu nakon završetka aktivnosti, na koji će način sudjelovati u diseminaciji i promociji rezultata te dijeliti stečena iskustva. Navedeno opisati iz perspective obje uloge (domaćina/pružatelja podrške), ako je primjenjivo.

Risk prevention, protection and safety

How will you guarantee a safe living and working environment for the volunteers? What measures will you put in place to address problems and conflicts during the project period (e.g. due to personal conflicts with other participants or organisation's members, demotivation of participants in relation to the tasks they are asked to carry out, etc.)? You should explain the minimum standards common to all locations, and specify if there are large deviations from this standard in any of the locations.

Potrebno odgovoriti na svako potpitanje s naglaskom na mjere osiguranja kvalitetnog odnosa sa sudionicima. U slučaju provedbe aktivnosti na više lokacija, potrebno je opisati mjere za svaku lokaciju zasebno. Dati jasnu proceduru za rješavanje rizičnih situacija, način komunikacije te informacije o osobama koje će biti uključene u njihovo rješavanje. Ako organizacija već ima usvojen kodeks ponašanja koji je relevantan za volontere/sudionike, potrebno je ukratko navesti područja/situacije koje su njime pokrivena.

Participants

What is the background and profile of the participants you would like to involve?

Opisati profil željenog sudionika aktivnosti s obzirom na sadržaj i različitu prirodu aktivnosti u koju će biti uključen (volonter/stažist/zaposlenik). Ako se traži Oznaka kvalitete za više aktivnosti, potrebno dati informacije za sve aktivnosti zasebno.

You are applying for hosting volunteers, please describe the background and profile of the volunteers you would like to host.

Opisati željeni profil volontera s obzirom na sadržaj aktivnosti. Na koji način sudionik može pomoći radu organizacije, što sudionik može naučiti od organizacije domaćina. Dati jasnu informaciju o tome da iskustvo ili određeno obrazovanje neće biti uvjet odabira.

How will you ensure an open and transparent selection process and accessibility for all young people?

Opisati mjere kojima će se osigurati otvorenost i transparentnost postupka odabira sudionika. Ako se traži Oznaka kvalitete za više aktivnosti, u slučaju da se procesi razlikuju, potrebno je dati informacije za svaku aktivnost zasebno. Pokazati razumijevanje odabira sudionika putem PASS-a, opisati načine na koje će se objavljivati potreba za sudionicima i načina na koji će se tražiti, opisati selekcijski postupak, koji će se kriteriji primjenjivati i kako su usklađeni s programskim pravilima.

Participants with Fewer Opportunities

Do you envisage involving participants who face situations that make their participation in the activities more difficult?

Yes

Uključivanje osoba s manje mogućnosti važna je komponenta Programa pa Vam sugeriramo njihovo uključivanje.

Please select the categories they may fall into:

- Social obstacles

What kind of competence, infrastructure and/or resources does your organisation have in order to accommodate and support participation facing barriers to participation? Please tick all relevant boxes.

A physical environment suitable for young people with physical, sensory or other disabilities (such as wheelchair access and similar).

Yes

Please describe briefly, and in English, the measures put in place to diminish physical barriers.

Potrebno navesti konkretne mjere podrške, odnosno mjere kojima će se te prepreke umanjiti.

Additional mentoring, additional support for learning process and validation of learning outcomes, or other support suitable for young people with social obstacles, educational difficulties, cultural differences or similar.

Yes

Please describe briefly, and in English, these additional support measures

Potrebno navesti konkretne mjere podrške, odnosno mjere kojima će se te prepreke umanjiti.

Other, in particular those measures to support participants with health problems, economic obstacles and/or geographical obstacles.

Yes

Please describe briefly, and in English, other support measures in place.

Potrebno navesti konkretne mjere podrške, odnosno mjere kojima će se te prepreke umanjiti.

What are the specific measures you will undertake in order to ensure that the participants are adequately prepared and supported, and what follow-up measures will you take after their return?

Potrebno detaljno opisati sve mjere podrške vezane uz kvalitetnu pripremu sudionika za aktivnost (ako je primjenjivo interkulturalna i jezična priprema i sl.), kao i one nakon završetka službe (reintegracija u zajednicu, sudjelovanje u diseminacijskim aktivnostima, dijeljenje iskustva i sl.), imajući u vidu prepreke s kojima se suočavaju.

Summary

Id	Role	PIC	Legal name	Jobs	Traineeships	Volunteering	
						Host	Support
1	Applicant Organisation	999500126	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Applicant Locations and Activities

AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE (999500126)

Activity ID	Activity name
1	Naziv aktivnosti

Location ID	Location name	City	Postal Code
1	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE	ZAGREB	10000
2	Naziv druge lokacije	Zagreb	10000

Annexes

The maximum number of attachments is 10 and the maximum total size is 10240 kB.

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

File Name	File Size (kB)
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Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)
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Please attach any other relevant documents.

File Name	File Size (kB)
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Total Size (kB)	0
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Checklist

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

All relevant fields in the application form have been filled in correctly.

You have chosen the correct Agency of the country in which your organisation is established.

Currently selected Agency is: HR01 Agency for Mobility and EU Programmes - Agencija za mobilnost i programme Europske unije (AMPEU)

Please also keep in mind the following:

The documents proving the legal status of the organisations must be uploaded in the Participant Portal (for more details, see Part D of the European Solidarity Corps Guide - "Information for applicants").

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 in 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 European Solidarity Corps IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact 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. <https://ec.europa.eu/youth/solidarity-corps>

I agree with the Data Protection Notice



Submission history

No records found for Submission History
