

# **The Role of the Erasmus+ Coordinator**

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# Group Exercise

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Two interrelated components, will be discussed in groups

1. Good management of mobility activities (20 min)
2. Providing quality and support to the participants (15 min)
  - Topics and sub-questions will be displayed in the projector.
  - Every group should identify a person to take notes to a flip chart
    - Paper charts of both topics to be placed on the wall
  - Each group will take 2 minutes in total to present their findings.

# 1<sup>st</sup> Topic for Discussion – 20 min

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## **Good management of mobility activities**

How are the mobility activities under the Erasmus accreditation going to be coordinated and supervised in your organisation?

- How did you decide who will be your organisation's Erasmus coordinator?
- Who will be responsible for monitoring and ensuring that the Erasmus quality standards (Inclusion and diversity, Environmental sustainability, Digital Education, Active participation in the network of Erasmus organisations) are being respected?
- If there are changes in the staff or management of your organisation, how are you going to make sure that the implementation of planned mobility activities can continue?

# 2nd Topic for Discussion – 15 min

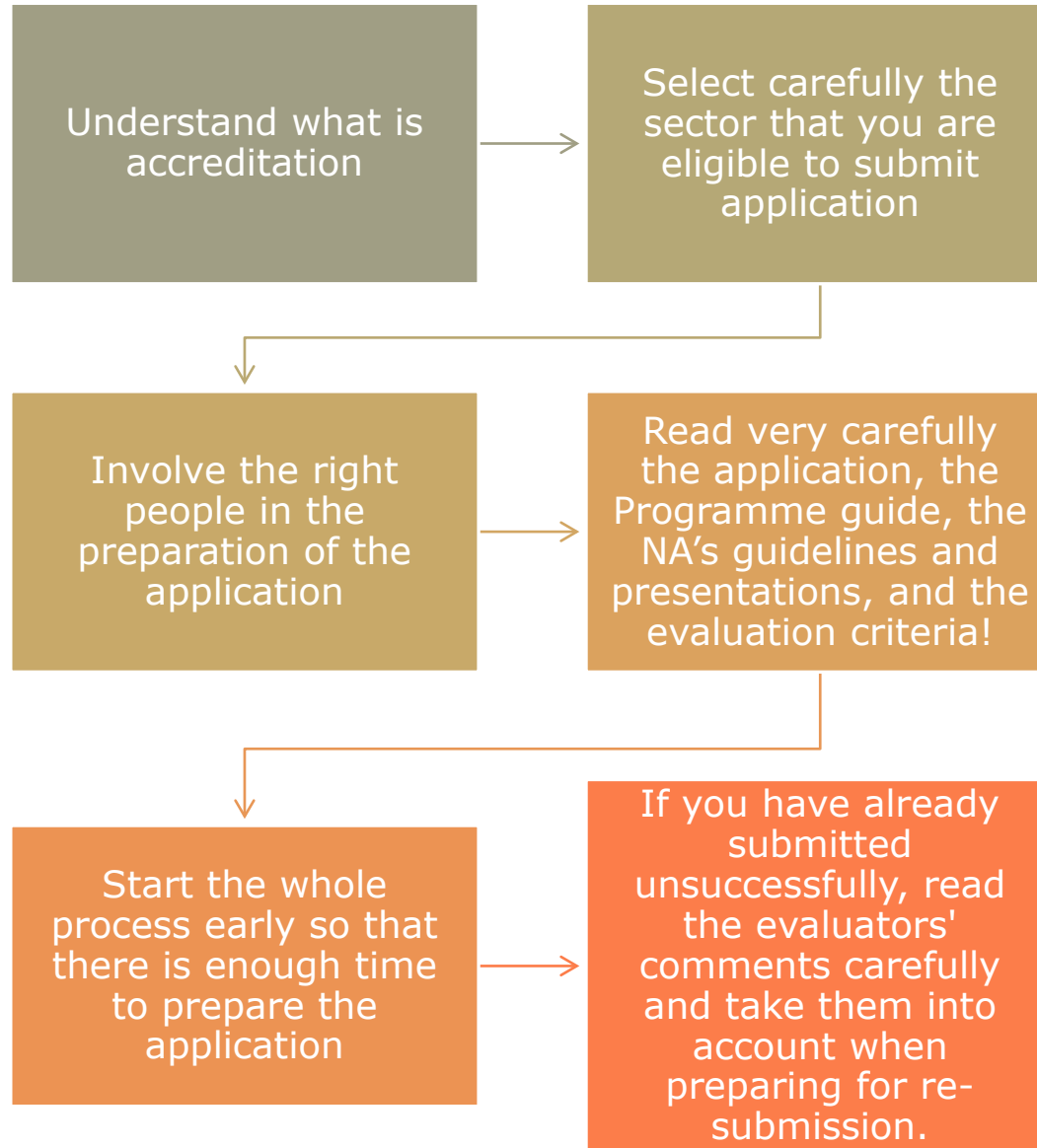
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## **Providing quality and support to the participants**

- How do you plan to divide the tasks for implementation of planned activities (such as finances, practical arrangements, preparation and monitoring of participants, content of the activities, or communication with partner organisations)?
- Apart from the Erasmus coordinator, what other people will be involved and how?







# Important Steps for Preparation of proposal

# Important Steps for Erasmus Plan



Identify the needs and challenges of your organization



Develop a concrete and realistic Erasmus plan. The plan should be developed strategically



The objectives must adhere to the SMART criteria to be effective



Link the objectives to the needs of your organisation and its learners



Suggest qualitative and quantitative measures to track and evaluate the progress on each objective



Propose a broad planning of activities according to the objectives of the Erasmus plan



Understand the importance of the Erasmus quality standards and the priorities of the programme



Plan the management of the project and its activities



# Main Aim

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Utilisation of the ERASMUS+ Programme for the **DEVELOPMENT** and **GROWTH** of your organisation!

- Learn and Development over time
  - Gradual approach
  - Internationalisation

***Main aim of Accreditation:*** *Promoting and implementing projects with the greatest expected impact; implementing projects with a strategic plan that encourage long-term cooperation, the creation of a community of organizations with close links involved in staff and trainee mobility and promote the exchange of knowledge and experience at the organizational level (Programme Guide)*



# Core Activities/Tasks

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# Quality Assurance

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Clear management systems and processes with appropriate staff

Fair, transparent, and inclusive recruitment and selection

Mobilities that meets participants' needs and project objectives

Preparing participants before mobility

Supporting participants during and after mobility

Clear and appropriate monitoring arrangements

Strategies to manage evaluation, impact, and dissemination.

# Evaluation

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Involve	Involve all parties who had a role in the project, such as the participants, the receiving organisations, and any national consortium partners
Circulate	Circulate the results of the final evaluation to appropriate personnel and senior management, in order to increase dissemination and impact at an organisational level
Identify	Identify the key improvements that need to be made in subsequent applications. The assessors would expect to see that the results of your past evaluations have been taken into account in the planning of that project
Explain	In the final report, explain how the different forms of evaluations received have led to changes in the project and training provision. If no changes have been made, give an explanation
Remember	Remember to evaluate each area of the project lifecycle, from the quality of your preparatory activities right through to your dissemination techniques.

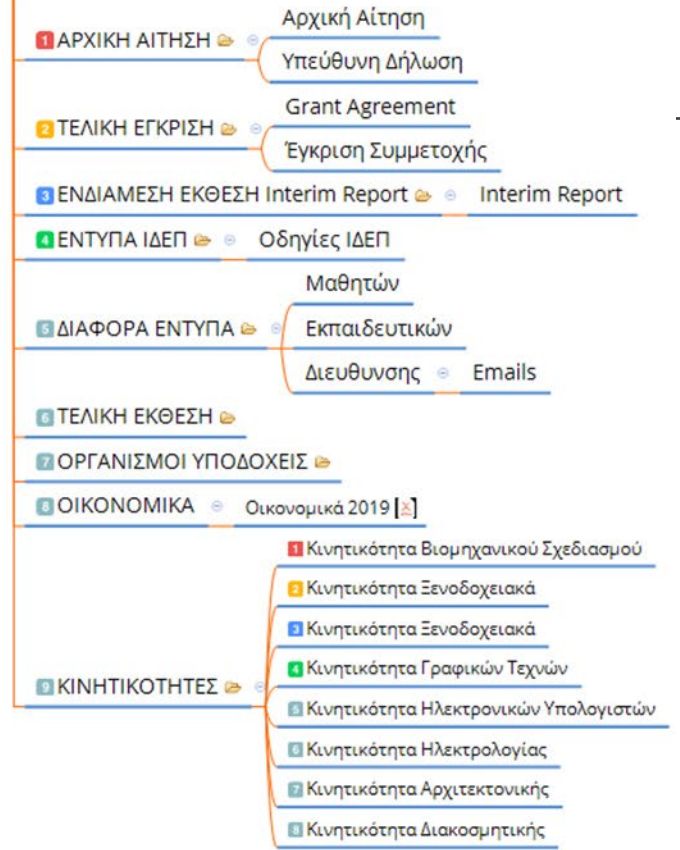
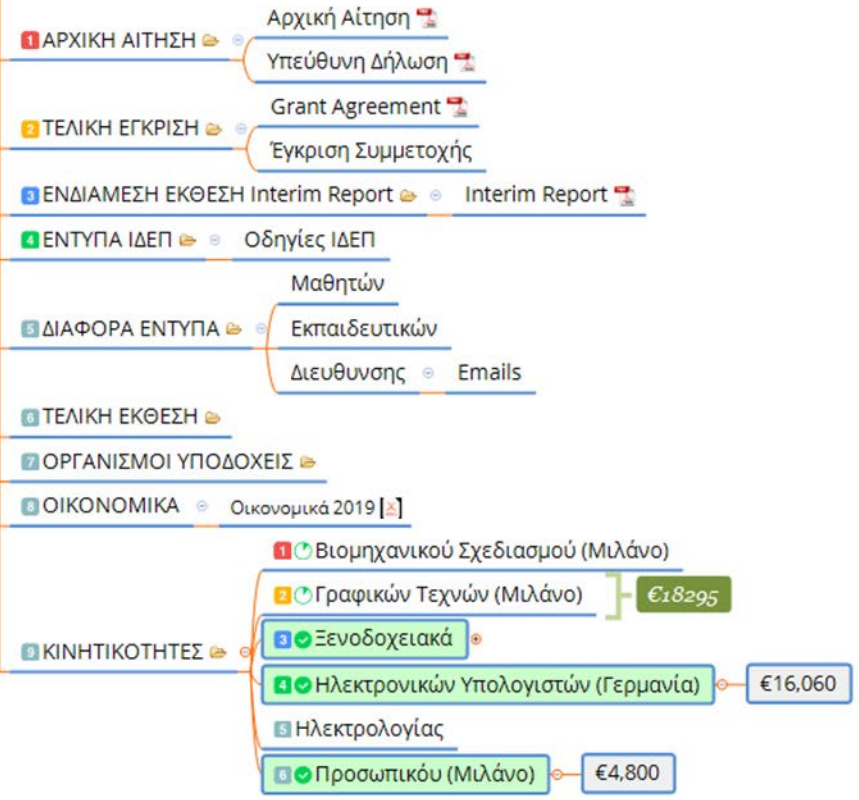
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# Erasmus+ ΤΕΣΕΚ ΜΑΚΑΡΙΟΣ Γ'

OID: E10026974

2019- 2020 (2019)  
2019-1-CY01-KA102-058168  
€84750 υπόλοιπο €54.300

2019-2020 (2020)  
2020-1-CY01-KA102-065915  
Από €52669 σε €82663



**XMIND**  
Software

<https://www.edrawsoft.com/>

# Thank you

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