

Document History

Version	Date	Author	Comment
0.1	20/07/2023	Donatas Saulevicius	Draft Version. Call 2020, 2021, 2022. Management of objectives, targets, hosting locations and activities introduced
0.2	06/09/2023	Donatas Saulevicius	Refined. Two new sections added as placeholders
0.3	27/09/2023	Donatas Saulevicius	Refined after feedback
0.4	03/10/2023	Donatas Saulevicius	Updated
1.0	06/10/2023	Donatas Saulevicius	Approved
1.1	15/11/2023	Ionut Apostol	Add Submission deadline NAIT-131364

[This section contains general instructions and should not be included in the report

Launch / submission / revision / cancellation / closure:

- Launch / submission / revision / cancellation / closure:
- Each Quality Label progress report is always launched from PMM. Once it is launched, the template is open in BM without need for user to generate it manually.
- In PMM, the NA can:
 - Cancel the report
 - Request revision [this corresponds to ‘rejection’ in final report workflow]
 - Reporting summary table specified below will be displayed both inside the report template and in BM section ‘Reports and updates’
 -

Global conditions:

- Progress report for lead role (parameter “Quality Label progress report for lead organisation” from PMM)
- Activity plan update (parameter “Activity plan update” from PMM)
- Quality Label progress report for host role (parameter “Quality Label progress report for host organisation” from PMM)
- Quality Label progress report for support role (parameter “Quality Label progress report for support organisation” from PMM)
- Hosting locations and/or activities update (parameter “Locations/standard activities update” from PMM)

Each condition can be true or false. The status of each condition is communicated by PMM when the report is launched. Conditioning of sections and other elements throughout this document is linked to these global conditions. If no condition is specified, it means that the element always applies, regardless of the global conditions.

Presentation in Beneficiary module: Quality Label progress reports are presented in Beneficiary Module for action type ESC50 and ESC52 (as per conditions above) under section ‘Reports and updates’. The section structure generally follows that of ‘Reports’ in other project types, except that all on-screen labels that make reference to ‘Final beneficiary report’, ‘Final report’, ‘Beneficiary report’ should be replaced with a simple ‘report’, unless otherwise specified.

Mitigation measures for change requests: this development is new, sensitive and complex in business terms. It is not possible to account for all needs and business rules without observing the first implementation in acceptance environment. If development is outsourced, it should include a minimum 35% buffer for changes compared to baseline. As with other IT tools, labels should be implemented in such a way that they can be changed on short notice and without extra cost – this mechanism can be used to avoid more complex changes (e.g. introducing a textual explanation for the user to explain how to apply a workaround).

Terminology:

- Participant vs. accompanying person: these two terms are mutually exclusive – all references to participants shall always be understood as not including any accompanying persons

Visuals (UI and PDF):

Unless otherwise specified, the following rules apply:

- Location in BM UI: Quality label progress reports are presented in Beneficiary Module under section 'Reports and updates'. The section structure generally follows that of 'Reports' in other project types, with adaptations to apply correct terminology.
- PDF: tables can never break across two pages unless it is impossible to fit them on one page. If it is possible to fit a table on one page then a page break should be added to avoid breaking. More specific rules are given for individual tables.
- Navigation tree: Navigation tree shall have only one level in the BM UI. Dark blue sections are level 1 sections displayed in the main navigation menu. Unless otherwise noted, light blue sections are panels presented inside the section – they are not sub-levels in the navigation tree.
- Organisation name standard format will follow the same horizontal rule as in AF which says that organisations are displayed as: Organisation (OID – CC) – where CC is two-letter country code
- Table of contents in PDF - please follow the model of Content menu in AF here: <https://citnet.tech.ec.europa.eu/CITnet/confluence/display/EACBA/21R1+KA122>
- Percentages and averages in tables are displayed with 2 decimals
- Guidelines on how amounts and currency should be displayed can be found [here](#)

[HEADER: ACTION TYPE CODE, ACTION TYPE DESCRIPTION AND ACCREDITATION CODE ARE DYNAMIC]

[TABLE OF CONTENTS WILL BE SHOWN IN THE PDF FILE ONLY, NOT IN UI. ALL ITEMS IN THE TABLE OF CONTENTS SHOULD BE LINKS TO THE CORRESPONDING SECTION IN THE DOCUMENT]

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Quality Label

Applicant organisation:	[Applicant organisation legal name]
Applicant organisation OID:	[Applicant organisation OID]
Quality Label code:	[Quality label code]
Quality Label role:	[Quality Label role(s)]
Quality label for lead organisation:	[Yes/No]
Last Activity Plan version (if applicable)	[‘Date of Activity Plan Version’ from last Activity plan version in PMM, format: DD/MM/YYYY]
National Agency:	[Owner NA of the quality label]

Report structure

This accreditation progress report includes the following parts:

Progress report for lead role	[Yes/No based on PMM input]
Activity Plan update	[Yes/No based on PMM input]
Progress report for support role	[Yes/No based on PMM input]
Progress report for host role	[Yes/No based on PMM input]
Hosting locations and/or activities update	[Yes/No based on PMM input]

Reporting period

[SHOW THIS SECTION ONLY IF GLOBAL CONDITION PROGRESS REPORT FOR LEAD ROLE = YES]

Reporting period start date	[from PMM]
Reporting period end date	[from PMM]
Submission deadline	[from PMM]

Implementation summary

[PDF: START SECTION ON NEW PAGE; PRESENT THIS WHOLE SECTION IN LANDSCAPE MODE]

The following table summarises implementation of your volunteering projects. The data includes activities completed within the reporting period specified at the start of this report.

Project code	Status	Start date	End date	Total number of participants
[PROJECT CODE/AGREEMENT NUMBER]	[PROJECT STATUS]	[DD/MM/YYYY]	[DD/MM/YYYY]	[COUNT OF PARTICIPATIONS]
ETC.				
Total				[SUM]

[ABOVE TABLE IS POPULATED WITH A LIST OF ESC51 PROJECTS THAT ARE LINKED TO THE QUALITY LABEL CODE OF THIS REPORT;

ORDER TABLE BY PROJECT CODE, ASCENDING

STATUS VALUE IS DEFINED AS FOLLOWS:

- ‘ONGOING’ IF FINAL REPORT NOT SUBMITTED
- ‘FINAL REPORT SUBMITTED’ IF A FINAL REPORT HAS BEEN SUBMITTED, BUT PROJECT NOT YET CLOSED IN PMM
- ‘CLOSED’ IF PROJECT IS CLOSED IN PMM

CALCULATION FOR NUMBER OF PARTICIPANTS:

- IF STATUS = ONGOING -> INCLUDE COMPLETED PARTICIPATIONS WHERE THE END DATE IS BEFORE “REPORTING PERIOD END DATE” (SEE ABOVE). DATA IS REFRESHED WHEN THE USER (RE)OPENS THE TEMPLATE.
- IF STATUS = FINAL REPORT SUBMITTED -> INCLUDE ALL REPORTED PARTICIPATIONS SUBMITTED BY THE BENEFICIARY (IGNORE NA VALIDATION THAT MAY BE ONGOING)

- IF STATUS = CLOSED -> INCLUDE ALL PARTICIPATIONS ACCEPTED AFTER NA VALIDATION]

[PDF: OBLIGATORY PAGE BREAK]

Activity type	Number of participants	Average duration (in days)	Number of participants with fewer opportunities	Number of persons using sustainable means of transport (green travel)
[ACTIVITY TYPE 1]	[TOTAL NO OF PARTICIPANTS LINKED TO ACTIVITY TYPE 1]	[AVERAGE DURATION OF ACTIVITY TYPE 1]	[TOTAL NO OF PARTICIPANTS WITH FEWER OPPORTUNITIES LINKED TO ACTIVITY TYPE 1]	[TOTAL NO OF PARTICIPANTS WITH USING SUSTAINABLE TRANSPORT LINKED TO ACTIVITY TYPE 1]
[ACTIVITY TYPE 2]	[TOTAL NO OF PARTICIPANTS LINKED TO ACTIVITY TYPE 2]	[AVERAGE DURATION OF ACTIVITY TYPE 2]	[TOTAL NO OF PARTICIPANTS WITH FEWER OPPORTUNITIES LINKED TO ACTIVITY TYPE 2]	[TOTAL NO OF PARTICIPANTS WITH USING SUSTAINABLE TRANSPORT LINKED TO ACTIVITY TYPE 2]
[ETC.]				
Total	[SUM]	[AVERAGE]	[SUM]	[SUM]

[ABOVE TABLE IS POPULATED WITH AGGREGATED DATA FROM PARTICIPATIONS FROM ALL PROJECTS LISTED IN THE FIRST TABLE OF THIS SECTION, USING THE SAME CALCULATION METHOD AS DESCRIBED ABOVE.

TABLE IS ORDERED BY NUMBER OF PARTICIPANTS, DESCENDING]

Progress report for lead role

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF GLOBAL CONDITION 'PROGRESS REPORT FOR LEAD ROLE' = YES]

[PDF: START SECTION ON NEW PAGE, PRESENT THIS WHOLE SECTION IN LANDSCAPE MODE]

The purpose of an Progress report for lead role is to assess how much you have advanced towards the objectives you have set for yourself, in your application for a Quality Label for lead organisation.

The report takes into account that a certain evolution may have been needed during implementation. If this was your case, make sure to explain the reasons why you made certain decisions and how you tried to compensate for difficulties or unexpected circumstances.

The following evaluation criteria will be used to assess your progress report for lead role on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with this Quality Label.

<p>Progress on strategy and objectives (50 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> – the beneficiary has achieved relevant progress on their Activity Plan objectives and long term strategy – if relevant, the beneficiary has clearly and convincingly explained lack of progress for some the planned objectives – the work on Activity Plan objectives has had a wider impact for the participants, the target groups and/or the local community and the organisations involved – the beneficiary has made useful adaptations to their planning in order to account for contextual developments, changed organisational needs, new opportunities and other evolving circumstances during implementation
<p>Project management and coordination (50 points)</p>	<p>The extent to which the beneficiary has ensured quality project management, including:</p> <ul style="list-style-type: none"> – Coordination of projects, in cooperation with other participating organisations – Quality assurance of volunteering activities – Financial and administrative tasks – Monitoring and reporting

	– Evaluation and dissemination measures
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Activity Plan objectives progress

[PDF: START SUB-SECTION ON NEW PAGE]

[THE 'OBJECTIVES' LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:

- LOAD OBJECTIVES IN STATUSES 'ONGOING' AND 'CLOSED' FROM THE LAST ACTIVITY PLAN VERSION;
- TABLE BELOW IS REPEATED FOR EACH OBJECTIVE;
- OBJECTIVES ARE PRESENTED ON EXPANDABLE CARDS - SEE PMM IMPLEMENTATION
- DISPLAY OBJECTIVES IN ASCENDING ORDER BY OBJECTIVE #
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

[PRESENTATION OF OBJECTIVES IN PDF:

- PRESENTATION SHOULD BE VISUALLY SIMILAR (OR SAME, IF POSSIBLE) TO OBJECTIVES IN SECTION 'ACTIVITY PLAN UPDATE'
- OBJECTIVES ARE PRESENTED IN LANDSCAPE MODE
- EACH OBJECTIVE STARTS ON A NEW PAGE
- TO A REASONABLE EXTENT FORMATTING OF THE TABLE MUST BE DONE WITH CARE FOR USER-FRIENDLINESS, SO THAT INFORMATION IS PRESENTED IN A VISUALLY CLEAR, EFFICIENT AND READABLE WAY. INDICATIVELY, WIDTH OF THE LEFT COLUMN SHOULD BE CCA 30% OF THE RIGHT COLUMN. NOTE THE DIFFERENCE IN FONT SIZE BETWEEN TITLE AND SUBTEXT IN THE LEFT COLUMN.
- ALL ELEMENTS BELONGING TO THE SAME OBJECTIVE MUST FIT ON EXACTLY TWO PAGES, EXACTLY IN THE FOLLOWING WAY:
 - ON THE FIRST PAGE, DISPLAY THESE FIELDS: OBJECTIVE #, TITLE, EXPLANATION
 - ON THE SECOND PAGE, DISPLAY THESE FIELDS: OBJECTIVE # - PROGRESS, EVOLUTION, ACTIVITIES, IMPACT.
 - OBJECTIVE NUMBER IS SHOWN ON BOTH PAGES, BUT IN THE SECOND PAGE IT SHOULD HAVE SUFFIX 'PROGRESS'. FOR EXAMPLE - PAGE 1: 'OBJECTIVE 0003'; PAGE 2: 'OBJECTIVE 0003 – PROGRESS']

Objective [####] [OBJECTIVE NUMBER ALWAYS IN FOUR DIGIT FORMAT, E.G. 0001]	
Title	[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]
Description	[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]

[PDF: FORCE PAGE BREAK HERE – ATTENTION: THE NEXT PAGE BELONGS TO THE SAME OBJECTIVE; ONLY AFTER BOTH TABLES ARE SHOWN MOVE TO THE NEXT OBJECTIVE IN ORDER]

Objective [####] - progress [OBJECTIVE NUMBER ALWAYS IN FOUR DIGIT FORMAT, E.G. 0001]	
<p>Evolution If relevant, describe adaptations you made during implementation compared to your initial plan for this objective. Make sure to explain the reasons that led to these adaptations.</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[OPTIONAL]</div> <p>[Max 1500]</p>
<p>Activities How did your European Solidarity Corps volunteers contribute to this objective?</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1500]</p>
<p>Progress How did you progress with this objective? What key milestones or achievements did you reach?</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1500]</p>
<p>Impact What was the wider impact of the implemented volunteering activities on the target groups, participants, local community and participating organisation(s)? Feel free to answer based on the information you provided in other reports.</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1500]</p>

Project management and coordination

[\[PDF: START SUB-SECTION ON NEW PAGE\]](#)

Please describe how you managed your project(s) and how you cooperated with your partners. Please mention any challenges or difficulties you encountered during the implementation of your projects and the solutions applied.

[MANDATORY]

[Max 1500]

How did you assess the extent to which your project(s) has reached its objectives and produced results? How did you measure the level of success?

[MANDATORY]

[Max 1500]

Please describe the activities carried out to share the results of your project(s). What were the target groups of your dissemination activities?

[MANDATORY]

[Max 1500]

Activity Plan update

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF GLOBAL CONDITION 'ACTIVITY PLAN UPDATE' = YES]

[PDF: START SECTION ON NEW PAGE]

The purpose of an Activity Plan update is to review and refresh your list of objectives and indicative targets, and to prepare for the next few years of implementing volunteering activities in your organisation.

An Activity Plan update typically takes place when the duration of your previous Activity Plan is at its end, although your National Agency may also accept or request an exceptional update due to an important change in structure or circumstances of your organisation.

In most situations, the advised approach when updating your Activity Plan is to ensure stability and avoid frequent changes. Quality Labels are designed to support continuity and long-term impact, so it makes sense to work on your objectives over a longer period. Of course, some exceptions do exist. For example, if your organisation has gone through a split or merger with another organisation, it can be difficult to keep stability and therefore a more thorough revision may be needed.

Whatever changes you propose, make sure to provide clear argumentation. Your National Agency may reject changes that are not well explained.

If it is accepted by the National Agency, this update will determine when you need to submit the next obligatory Activity Plan update.

When reviewing your Activity Plan, you have several options at your disposal for each objective:

- **No change:** this means that you will simply continue with the implementation of this objective.
- **Request update:** this option will allow you to propose a rephrasing of the objective's title, explanation, timing and progress measurement. For an update to be accepted, the objective's core substance should have a clear continuity between the previous and new version.
- **Request closure:** closing an objective means that you have finished implementing it and will no longer work on it in the future. You should close objectives for which you have reached your goals. You can also request closure for objectives that you have worked on, but no longer consider relevant. In the latter case, a strong explanation will be needed.
- **Request cancellation:** cancelling means that you were not able to implement this objective at all due to some objective circumstance (e.g. organisation split). The choice between closing and cancelling an objective depends on whether any implementation has been done. Cancelling an objective requires a very strong justification to explain why it has been included in your previous Activity Plan, but then could not be worked on.

You are also able to propose **new objectives**. You will also be asked for an explanation, which you can use to describe the purpose of the new objective or to explain if your intention is to split an existing objective into more precise ones.

[PDF: START SUB-SECTION ON NEW PAGE; SHOW ENTIRE SECTION IN LANDSCAPE MODE]

[THE ‘OBJECTIVES’ LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:

- LOAD OBJECTIVES FROM THE LAST ACTIVITY PLAN VERSION AND SHOW THEM ACCORDING TO THE STRUCTURE BELOW; THE STRUCTURE IS REPEATED FOR EACH OBJECTIVE;
- OBJECTIVES ARE PRESENTED ON EXPANDABLE CARDS – USE PMM IMPLEMENTATION IN ACTIVITY PLAN VERSIONS AS REFERENCE
- DISPLAY OBJECTIVES IN ASCENDING ORDER BY OBJECTIVE #
- USER CAN ADD NEW OBJECTIVES AT THE END OF THE LIST
- USER CAN DELETE NEWLY CREATED OBJECTIVES, BUT CANNOT DELETE OBJECTIVES LOADED FROM LAST ACTIVITY PLAN VERSION
 - SHOW A CONFIRMATION DIALOGUE BEFORE DELETING: ‘Are you sure you want to delete this objective?’ OPTIONS: Yes/No;
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

[MINIMUM AND MAXIMUM NUMBER OF ACTIVE OBJECTIVES:

- DEFINITION: ACTIVE OBJECTIVES ARE ALL NEWLY ADDED OBJECTIVES AND OBJECTIVES LOADED FROM LAST ACTIVITY PLAN VERSION WHERE “ACTION” CHOSEN BY USER IN THE TABLE BELOW IS NOT ‘REQUEST CLOSURE’ OR ‘REQUEST CANCELLATION’
- IF THERE ARE 10 OR MORE ACTIVE OBJECTIVES AND THE USER TRIES TO ADD ANOTHER OBJECTIVE, A BLOCKING ERROR MESSAGE IS SHOWN: ‘Your Activity Plan can contain a maximum of ten objectives.’
- MINIMUM NUMBER OF ACTIVE OBJECTIVES IS 1. IF THIS CONDITION IS NOT MET, SHOW BLOCKING ERROR MESSAGE: ‘There must be at least one objective in your Activity Plan.’]

[PRESENTATION OF OBJECTIVES IN PDF (ONE OBJECTIVE = ONE PAGE):

- PRESENTATION SHOULD BE VISUALLY SIMILAR (OR SAME, IF POSSIBLE) TO OBJECTIVES IN SECTION ‘ACTIVITY PLAN PROGRESS REPORT’
- EACH OBJECTIVE STARTS ON A NEW PAGE

- FONT AND TABLE FORMATTING MUST BE DONE SO THAT ALL ELEMENTS BELONGING TO THE SAME OBJECTIVE STAY ON THE SAME PAGE; TO A REASONABLE EXTENT FORMATTING OF THE TABLE MUST BE DONE WITH CARE FOR THE USER-FRIENDLINESS, SO THAT INFORMATION IS PRESENTED IN A VISUALLY CLEAR, EFFICIENT AND READABLE WAY. INDICATIVELY, WIDTH OF THE LEFT COLUMN SHOULD BE CCA 30% OF THE RIGHT COLUMN. NOTE THE DIFFERENCE IN FONT SIZE BETWEEN TITLE AND SUBTEXT IN THE LEFT COLUMN.

[DATA REQUIRED IN PMM]

[START: IN CASE ACTION <> REQUEST UPDATE:]

Objective [####] <u>[OBJECTIVE NUMBER ALWAYS IN FOUR DIGIT FORMAT, E.G. 0001]</u>					
Action What would you like to do with this objective?	<u>[ONLY SHOW FOR OBJECTIVES LOADED FROM LAST ACTIVITY PLAN VERSION; DO NOT SHOW FOR NEWLY ADDED OBJECTIVES]</u> <div style="border: 1px solid black; padding: 5px;"> <u>[DROP-DOWN]</u> <u>[MANDATORY]</u> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">No change <u>[DEFAULT VALUE]</u></td> </tr> <tr> <td style="padding: 5px;">Request update</td> </tr> <tr> <td style="padding: 5px;">Request closure</td> </tr> <tr> <td style="padding: 5px;">Request cancellation</td> </tr> </table>	No change <u>[DEFAULT VALUE]</u>	Request update	Request closure	Request cancellation
No change <u>[DEFAULT VALUE]</u>					
Request update					
Request closure					
Request cancellation					
Title What do you want to achieve?	<u>[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]</u>				
Description How is this objective linked with the needs and challenges you want to tackle? What are the expected results and impacts?	<u>[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]</u>				
Justification Please explain the reasons for your request.	<u>[DO NOT SHOW IF ACTION = 'No change']</u>				

	<p>[MANDATORY]</p> <p>[Max 2000]</p>
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[END: IN CASE]

[START: IN CASE ACTION = REQUEST UPDATE:]

- PDF: EXCEPTION TO ‘ONE OBJECTIVE = ONE PAGE’ RULE CAN BE MADE FOR OBJECTIVES WHERE ACTION = ‘REQUEST UPDATE’. IF NECESSARY. IN THIS CASE DO NOT ALLOW USER-INPUTED TEXT TO BREAK ACROSS PAGES (I.E. ALLOW BREAKS ONLY BETWEEN TABLE ROWS, NOT INSIDE THEM)

Objective [####] [OBJECTIVE NUMBER ALWAYS IN FOUR DIGIT FORMAT, E.G. 0001]	
Action What would you like to do with this objective?	[ONLY SHOW FOR OBJECTIVES LOADED FROM LAST ACTIVITY PLAN VERSION; DO NOT SHOW FOR NEWLY ADDED OBJECTIVES]
	[DROP-DOWN] [MANDATORY]
	No change [DEFAULT VALUE]
	Request update
	Request closure
Request cancellation	
Title What do you want to achieve?	[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]
Updated Title	[MANDATORY] [PRE-FILLED FROM TITLE BUT EDITABLE] [Max 200]
Description How is this objective linked with the needs and challenges you want to tackle? What are the expected results and impacts?	[PRE-FILLED FROM LAST ACTIVITY PLAN VERSION, READ-ONLY]

Updated Description	<p>[MANDATORY] [PRE-FILLED FROM EXPLANATION BUT EDITABLE]</p> <p>[Max 1000]</p>
Justification Please explain the reasons for your request.	<p>[MANDATORY]</p> <p>[Max 2000]</p>

[END: IN CASE]

[\[BEGIN: IN CASE ADD A NEW OBJECTIVE\]](#)

Objective [####] [\[OBJECTIVE NUMBER ALWAYS IN FOUR DIGIT FORMAT, E.G. 0001; THE NUMBER OF THE FIRST NEWLY CREATED OBJECTIVE MUST BE COMMUNICATED BY PMM AS PART OF DATA FOR LAST ACTIVITY PLAN VERSION\]](#)

<p>Title What do you want to achieve?</p>	<p>[MANDATORY]</p> <p>[Max 200]</p>
<p>Description How is this objective linked with the needs and challenges you want to tackle? What are the expected results and impacts?</p>	<p>[MANDATORY]</p> <p>[Max 1000]</p>
<p>Justification Please explain the reasons for your request.</p>	<p>[MANDATORY]</p> <p>[Max 2000]</p>

Delete this objective

[\[BUTTON\]](#)

[\[END: IN CASE\]](#)

Add a new
objective

[BUTTON]

Activity Plan indicative targets

[\[SHOW THIS SUBSECTION ONLY IF WOULD YOU LIKE TO REQUEST CHANGES TO THE ACTIVITY PLAN OBJECTIVES? = YES, I WOULD LIKE TO REQUEST CHANGES TO THE ACTIVITY PLAN\]](#)

[\[PDF: START SUB-SECTION ON NEW PAGE; SHOW ENTIRE SECTION IN LANDSCAPE MODE\]](#)

Please insert in the table below the revised targets for number of activities and number of participants. Please do this by taking into account the objectives set in the previous section. Please link the activities to the objectives they will contribute to. Please propose a planning of activities to be supported with ESC funds with realistic and proportional target numbers of participants.

The targets you propose here are flexible. They are not binding for your organisation, nor for the National Agency because the final number of implemented activities and participants may depend on various factors, including availability of funding. You are requested to plan for at least 3 years. Should you wish to submit a plan for more years, you can do so by adding more columns.

If the Quality Label is required for participation in any action after the end of the 2021-2027 European Solidarity Corps programming period, the National Agency may extend your Quality Label's validity (subject to conditions that will be defined by the European Commission). In view of this possibility, you are allowed to submit a proposal for an Activity Plan extending beyond 2027.

Overview of planned activities

Activity type	Target number of activities			Target number of volunteers			Objectives targeted	Actions
	[YEAR NUMBER FROM PMM]	[YEAR NUMBER FROM PMM]	[YEAR NUMBER+1 AFTER CLICKING ADD]	[YEAR NUMBER FROM PMM]	[YEAR NUMBER FROM PMM]	[YEAR NUMBER+1 AFTER CLICKING ADD]		
[ACTIVITY TYPE 1]	[TARGET NUMBER OF ACTIVITIES FROM PMM]	[TARGET NUMBER OF ACTIVITIES FROM PMM]		[TARGET NUMBER OF VOLUNTEERS FROM PMM]	[TARGET NUMBER OF VOLUNTEERS FROM PMM]		[LIST OF LINKED OBJECTIVES FROM PMM]	[BUTTON]
Revised targets	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[EDITABLE] [MANDATORY]	[MULTIPLE CHOICE OF OBJECTIVES FROM PMM AND ENCODED HERE, PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[REMOVE YEAR] [BUTTON]
[ACTIVITY TYPE 2]	[TARGET NUMBER OF ACTIVITIES FROM PMM]	[TARGET NUMBER OF ACTIVITIES FROM PMM]		[TARGET NUMBER OF VOLUNTEERS FROM PMM]	[TARGET NUMBER OF VOLUNTEERS FROM PMM]		[LIST OF LINKED OBJECTIVES FROM PMM]	
Revised targets	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	[EDITABLE] [MANDATORY]	[MULTIPLE CHOICE OF OBJECTIVES FROM PMM AND ENCODED HERE, PREILLED FROM ABOVE, EDITABLE] [MANDATORY]	

[ADD ACTIVITY TYPE]

[THE TABLE ABOVE SHOULD BE LOADED FROM THE LAST ACTIVITY PLAN VERSION. THE USER WILL HAVE THE OPTION TO INTRODUCE REVISED FIGURES UNDER EACH ACTIVITY TYPE.]

USER HAS POSSIBILITY TO ADD MORE COLUMNS/YEARS IN BOTH ACTIVITIES AND VOLUNTEERS PARTS OF THE TABLE. YEAR NUMBER DROPDOWN LIST MF-CCM2 CALL YEAR: FROM ACTUAL CALL YEAR +1 TO NO MAXIMUM.

WHEN THE USER CLICKS ADD BUTTON A NEW CALL YEAR (LATEST CALL YEAR +1) IS ADDED IN BOTH “TARGET NUMBER OF ACTIVITIES” AND “TARGET NUMBER OF VOLUNTEERS”. REMOVE YEAR BUTTON WORKS THE SAME WAY – REMOVES LAST COLUMN IN BOTH “TARGET NUMBER OF ACTIVITIES” AND “TARGET NUMBER OF VOLUNTEERS”.

ALLOW USER TO SELECT MULTIPLE PRE-DEFINED OBJECTIVES.

USERS CAN SELECT THE SAME ACTIVITY TYPE ONLY ONCE.

Progress report for support role

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF GLOBAL CONDITION 'PROGRESS REPORT FOR SUPPORT ROLE' = YES]

[PDF: START SECTION ON NEW PAGE]

Your European Solidarity Corps Quality Label must be periodically reassessed in order to ensure that you continue to comply with the conditions that led to its attribution. For this purpose, your National Agency has asked you to submit a progress report.

When answering the questions below please refer to your original application for Quality Label and the tasks and responsibilities relevant for the support role. These tasks, together with the European Solidarity Corps quality standards, can be found in the ESC Programme Guide.

1. How did you use your Quality Label for support role? What ESC activities were you involved in?

[MANDATORY]

[Max 2000]

2. How would you describe the impact of taking part in the European Solidarity Corps on your organisation and local community?

[MANDATORY]

[Max 2000]

3. Please describe below any changes to the quality and the support measures that you committed to undertake. This may include changes to the volunteers' selection process, the support you provide before, during and after the activities, the learning and development aspects or your approach to inclusion and diversity.

If there have been no changes, please indicate in the checkbox below. Please note that the National Agency may still ask you to submit further information or carry out further checks based on monitoring data.

[MANDATORY]

[Max 5000]

I declare that my organisation continues to comply with the conditions that led to the attribution of the Quality Label for support role

4. If you wish to cancel your Quality Label for support role, you may submit a request below. Please provide an explanation.

I would like to cancel the Quality Label for support role for the following reason:

[MANDATORY IF ABOVE IS CHECKED]

[Max 1000]

Progress report for host role

[SHOW THIS SECTION ONLY IF GLOBAL CONDITION 'PROGRESS REPORT FOR SUPPORT ROLE' = YES]

[PDF: START SECTION ON NEW PAGE]

Your European Solidarity Corps Quality Label must be periodically reassessed in order to ensure that you continue to comply with the conditions that led to its attribution.

For this purpose, your National Agency has asked you to submit a progress report. Please note that for any changes relating to hosting locations and volunteering activities you need to submit a separate request for update.

When answering the questions below please refer to your original application for Quality Label and the tasks and responsibilities relevant for the host role. These tasks, together with the European Solidarity Corps quality standards, can be found in the ESC Programme Guide.

1. How did you use your Quality Label for host role? What ESC activities were you involved in?

[MANDATORY]

[Max 2000]

2. How would you describe the impact of taking part in the European Solidarity Corps on your organisation and local community?

[MANDATORY]

[Max 2000]

3. Please describe below any changes to the quality and the support measures that you committed to undertake. This may include changes to the living and working environment of the volunteers, their selection process, the support provided before, during and after the activities, the learning and development aspects or your approach to inclusion and diversity.

[MANDATORY]

[Max 5000]

If there have been no changes, please indicate in the checkbox below. Please note that the National Agency may still ask you to submit further information or carry out further checks based on monitoring data.

I declare that my organisation continues to comply with the conditions that led to the attribution of the Quality Label for host role.

5. If you wish to cancel your Quality Label for host role, you may submit a request below. Please provide an explanation.

I would like to cancel the Quality Label for host role for the following reason:

[MANDATORY IF ABOVE IS CHECKED]

[Max 1000]

Hosting locations and/or activities update

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF GLOBAL CONDITION 'HOSTING LOCATIONS AND/OR ACTIVITIES UPDATE' = YES]

[PDF: START SECTION ON NEW PAGE]

You may use this form to request updates of your hosting locations and of your volunteering activities that you planned in your Quality Label. You may also add here new locations and new activities.

A location is a place in which the volunteering activities are organised for a specific number of volunteers. By default, the main address of the host organisation is considered as a first location but you may declare and host volunteers in more than one location. You may organise an activity for volunteers that are hosted in different locations, provided that the hosting capacity in terms of number of volunteers is not exceeded. A location must not have distinct legal personality from the organisation that holds the Quality Label.

Activities are sets of tasks defined by the same location, the same time frame and the same scope. An activity should be described by listing the set of tasks that the volunteer(s) would carry out over the duration of a volunteering project (i.e. organising events, writing content for website, gardening, spending time with elderly people etc).

Whatever changes you propose, make sure to provide clear argumentation. Your National Agency may reject changes that are not well explained.

Hosting locations update request

[\[PDF: START SUB-SECTION ON A NEW PAGE\]](#)

Would you like to request changes to your Hosting locations? [\[DATA REQUIRED IN PMM\]](#)

[\[DROP-DOWN\]](#) [\[MANDATORY; DEFAULT = NO, I DON'T REQUEST CHANGES TO THE HOSTING LOCATIONS\]](#)

Yes, I would like to request changes to the Hosting locations

No, I don't request changes to the Hosting locations

Hosting locations update

[\[SHOW THIS SUBSECTION ONLY IF WOULD YOU LIKE TO REQUEST CHANGES TO YOUR HOSTING LOCATIONS? = YES, I WOULD LIKE TO REQUEST CHANGES TO THE HOSTING LOCATIONS\]](#)

[\[PDF: START SUB-SECTION ON NEW PAGE; SHOW ENTIRE SECTION IN LANDSCAPE MODE\]](#)

You may use this form to request an update of your hosting locations.

A location is a place in which the volunteering activities are organised for a specific number of volunteers. By default, the main address of the host organisation is considered as a first location but you may declare and host volunteers in more than one location. You may organise an activity for volunteers that are hosted in different locations, provided that the hosting capacity in terms of number of volunteers is not exceeded. A location must not have distinct legal personality from the organisation that holds the Quality Label.

When reviewing your locations, you have several options at your disposal:

- **No change**
- **Request update:** this option will allow you to propose a change to your existing location(s). Please note that if you have only a main location, you may only request a change in number of volunteers hosted.
- **Request cancellation:** this option will allow you to delete a location
- Add **new host location(s)**.

The National Agency will analyse and review your change requests.

[THE ‘LOCATIONS’ LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:]

- LOAD LOCATIONS AND SHOW THEM ACCORDING TO THE STRUCTURE BELOW; THE STRUCTURE IS REPEATED FOR EACH LOCATION, MAIN LOCATION IS DISPLAYED FIRST;
- LOCATIONS ARE PRESENTED ON EXPANDABLE CARDS – USE PMM IMPLEMENTATION AS REFERENCE
- DISPLAY LOCATIONS IN ASCENDING ORDER BY LOCATION #
- USER CAN ADD NEW LOCATIONS AT THE END OF THE LIST
- USER CAN DELETE NEWLY CREATED LOCATIONS, BUT CANNOT DELETE LOCATIONS LOADED FROM PMM
 - SHOW A CONFIRMATION DIALOGUE BEFORE DELETING: ‘Are you sure you want to delete this hosting location?’ OPTIONS: Yes/No;
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

[PRESENTATION OF LOCATIONS IN PDF (ONE LOCATION = ONE PAGE):

- EACH LOCATION STARTS ON A NEW PAGE
- FONT AND TABLE FORMATTING MUST BE DONE SO THAT ALL ELEMENTS BELONGING TO THE SAME LOCATION STAY ON THE SAME PAGE; TO A REASONABLE EXTENT FORMATTING OF THE TABLE MUST BE DONE WITH CARE FOR THE USER-FRIENDLINESS, SO THAT INFORMATION IS PRESENTED IN A VISUALLY CLEAR, EFFICIENT AND READABLE WAY. INDICATIVELY, WIDTH OF THE LEFT COLUMN SHOULD BE CCA 30% OF THE RIGHT COLUMN. NOTE THE DIFFERENCE IN FONT SIZE BETWEEN TITLE AND SUBTEXT IN THE LEFT COLUMN.]

[DATA REQUIRED IN PMM]

[START: IN CASE ACTION <> REQUEST UPDATE:]

Location ID	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Main location	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY, YES/NO]			
Action What would you like to do with this location?	<p>[DO NOT SHOW FOR NEWLY ADDED LOCATIONS]</p> <p>[DROP-DOWN] [MANDATORY]</p> <table border="1"> <tr> <td>No change [DEFAULT VALUE]</td> </tr> <tr> <td>Request update</td> </tr> <tr> <td>Request cancellation</td> </tr> </table>	No change [DEFAULT VALUE]	Request update	Request cancellation
No change [DEFAULT VALUE]				
Request update				
Request cancellation				
Location name	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Address	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
City	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Country	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Postal code	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Contact person name	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Contact person email address	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Contact person telephone number	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Volunteers in individual activities lasting up to 2 months	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			

Volunteers in individual activities lasting 2 months and more	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Volunteers in team activities	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Justification Please explain the reasons for your request.	[ONLY IF ACTION = 'Request cancellation'] <div data-bbox="685 485 2045 608" style="border: 1px solid black; padding: 5px; min-height: 70px;"> <p>[MANDATORY]</p> </div> <p>[Max 2000]</p>

[\[END: IN CASE\]](#)

[START: IN CASE ACTION = REQUEST UPDATE:]

- PDF: EXCEPTION TO ‘ONE LOCATION = ONE PAGE’ RULE CAN BE MADE FOR LOCATIONS WHERE ACTION = ‘REQUEST UPDATE’. IF NECESSARY. IN THIS CASE DO NOT ALLOW USER-INPUTED TEXT TO BREAK ACROSS PAGES (I.E. ALLOW BREAKS ONLY BETWEEN TABLE ROWS, NOT INSIDE THEM)

Location ID	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Main location	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY, YES/NO]			
Action What would you like to do with this location?	<p>[DO NOT SHOW FOR NEWLY ADDED LOCATIONS]</p> <p>[DROP-DOWN] [MANDATORY]</p> <table border="1"> <tr> <td>No change [DEFAULT VALUE]</td> </tr> <tr> <td>Request update</td> </tr> <tr> <td>Request cancellation</td> </tr> </table>	No change [DEFAULT VALUE]	Request update	Request cancellation
No change [DEFAULT VALUE]				
Request update				
Request cancellation				
Location name	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Updated Location name	<p>[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]</p> <p>[Max 250]</p>			
Address	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]			
Updated Address	<p>[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]</p> <p>[Max 250]</p>			

City	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Updated City	<input type="text" value="[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]"/> [Max 250]
Country	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Updated Country	<input type="text" value="[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]"/> [DROPDOWN, PROGRAMME COUNTRIES]
Postal code	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Updated Postal code	<input type="text" value="[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]"/> [Max 250]
Contact person name	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Updated Contact person name	<input type="text" value="[PRE-FILLED FROM ABOVE: FIRST NAME AND LAST NAME, EDITABLE] [MANDATORY]"/> [Max 250]
Contact person email address	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]
Updated Contact person email address	<input type="text" value="[PRE-FILLED FROM ABOVE: EMAIL ADDRESS, EDITABLE] [MANDATORY]"/> [Max 250]
Contact person telephone number	[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]

Updated Contact person telephone number	<input data-bbox="689 341 2045 411" type="text" value="[PRE-FILLED FROM ABOVE: TELEPHONE NUMBER, EDITABLE] [MANDATORY]"/> [Max 250]
Volunteers in individual activities lasting up to 2 months	<input data-bbox="689 469 2045 497" type="text" value="[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]"/>
Updated Volunteers in individual activities lasting up to 2 months	<input data-bbox="689 588 2045 659" type="text" value="[PRE-FILLED FROM ABOVE, EDITABLE] [MANDATORY]"/> [INTEGER, >= 0]
Volunteers in individual activities lasting 2 months and more	<input data-bbox="689 724 2045 753" type="text" value="[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]"/>
Updated Volunteers in individual activities lasting 2 months and more	<input data-bbox="689 844 2045 914" type="text" value="[PRE-FILLED FROM ABOVE, EDITABLE] [MANDATORY]"/> [INTEGER, >= 0]
Volunteers in team activities	<input data-bbox="689 979 2045 1008" type="text" value="[PRE-FILLED FROM HOSTING LOCATION, READ-ONLY]"/>
Updated Volunteers in team activities	<input data-bbox="689 1067 2045 1137" type="text" value="[PRE-FILLED FROM ABOVE, EDITABLE] [MANDATORY]"/> [INTEGER, > 5]
Please provide a justification for the changes requested.	<input data-bbox="689 1219 2045 1289" type="text" value="[MANDATORY]"/> [Max 2000]

[END: IN CASE]

[\[BEGIN: IN CASE ADD A NEW LOCATION\]](#)

Location ID	[PRE-FILLED, INCREMENTAL, READ-ONLY]
Location name	<input type="text" value="[MANDATORY]"/> [Max 250]
Address	<input type="text" value="[MANDATORY]"/> [Max 250]
City	<input type="text" value="[MANDATORY]"/> [Max 250]
Country	<input type="text" value="[MANDATORY]"/> [DROPDOWN, PROGRAMME COUNTRIES]
Postal code	<input type="text" value="[MANDATORY]"/> [Max 250]
Contact person name	<input type="text" value="[MANDATORY]"/> [Max 250]
Contact person email address	

	[MANDATORY] [Max 250]
Contact person telephone number	[MANDATORY] [Max 250]
Volunteers in individual activities lasting up to 2 months	[MANDATORY] [INTEGER, >= 0]
Volunteers in individual activities lasting 2 months and more	[MANDATORY] [INTEGER, >= 0]
Volunteers in team activities	[MANDATORY] [INTEGER, > 5]
Please describe the practical arrangements for hosting volunteers in this additional location (e.g. proper accommodation and local transportation).	[MANDATORY] [Max 2000]
If applicable, please describe briefly, and in English, any measures put in place to	[OPTIONAL]

diminish physical barriers in this additional location.

[Max 2000]

Delete this location

[BUTTON]

[END: IN CASE]

Add a new location

[BUTTON]



Host volunteering activities update request

[PDF: START SUB-SECTION ON A NEW PAGE]

Would you like to request changes to your Host volunteering activities? [DATA REQUIRED IN PMM]

[DROP-DOWN] [MANDATORY; DEFAULT = NO, I DON'T REQUEST CHANGES TO THE HOST VOLUNTEERING ACTIVITIES]

Yes, I would like to request changes to the Host volunteering activities

No, I don't request changes to the Host volunteering activities

Host volunteering activities update

[\[SHOW THIS SUBSECTION ONLY IF WOULD YOU LIKE TO REQUEST CHANGES TO YOUR HOST VOLUNTEERING ACTIVITIES? = YES, I WOULD LIKE TO REQUEST CHANGES TO THE HOST VOLUNTEERING ACTIVITIES\]](#)

[\[PDF: START SUB-SECTION ON NEW PAGE; SHOW ENTIRE SECTION IN LANDSCAPE MODE\]](#)

You may use this form to request an update of your activities.

Activities are sets of tasks defined by the same location, the same time frame and the same scope. An activity should be described by listing the set of tasks that the volunteer(s) would carry out over the duration of a volunteering project (i.e. organising events, writing content for website, gardening, spending time with elderly people etc).

When reviewing your activities, you have several options at your disposal:

- **No change**
- **Request update:** this option will allow you to propose a change to your existing activities(s).
- **Request cancellation:** cancelling means that the host activity is deleted. A short explanation should be provided.
- Add **new activity**.

The National Agency will analyse and review your change requests.

[THE ‘ACTIVITIES’ LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:]

- LOAD ACTIVITIES AND SHOW THEM ACCORDING TO THE STRUCTURE BELOW; THE STRUCTURE IS REPEATED FOR EACH ACTIVITY;
- ACTIVITIES ARE PRESENTED ON EXPANDABLE CARDS – USE PMM IMPLEMENTATION AS REFERENCE
- DISPLAY ACTIVITIES IN ASCENDING ORDER BY ACTIVITY #
- USER CAN ADD NEW ACTIVITIES AT THE END OF THE LIST
- USER CAN DELETE NEWLY CREATED ACTIVITIES, BUT CANNOT DELETE ACTIVITIES LOADED FROM PMM
 - SHOW A CONFIRMATION DIALOGUE BEFORE DELETING: ‘Are you sure you want to delete this hosting activity?’ OPTIONS: Yes/No;
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

[PRESENTATION OF ACTIVITIES IN PDF (ONE ACTIVITY = ONE PAGE):

- EACH ACTIVITY STARTS ON A NEW PAGE
- FONT AND TABLE FORMATTING MUST BE DONE SO THAT ALL ELEMENTS BELONGING TO THE SAME ACTIVITY STAY ON THE SAME PAGE; TO A REASONABLE EXTENT FORMATTING OF THE TABLE MUST BE DONE WITH CARE FOR THE USER-FRIENDLINESS, SO THAT INFORMATION IS PRESENTED IN A VISUALLY CLEAR, EFFICIENT AND READABLE WAY. INDICATIVELY, WIDTH OF THE LEFT COLUMN SHOULD BE CCA 30% OF THE RIGHT COLUMN. NOTE THE DIFFERENCE IN FONT SIZE BETWEEN TITLE AND SUBTEXT IN THE LEFT COLUMN.]

[DATA REQUIRED IN PMM]

[START: IN CASE ACTION <> REQUEST UPDATE:]

Activity ID	[PRE-FILLED FROM ACTIVITY, READ-ONLY]			
Action	<p>[DO NOT SHOW FOR NEWLY ADDED ACTIVITIES]</p> <p>[DROP-DOWN] [MANDATORY]</p> <table border="1"> <tr> <td>No change [DEFAULT VALUE]</td> </tr> <tr> <td>Request update</td> </tr> <tr> <td>Request cancellation</td> </tr> </table>	No change [DEFAULT VALUE]	Request update	Request cancellation
No change [DEFAULT VALUE]				
Request update				
Request cancellation				
Activity name	[PRE-FILLED FROM ACTIVITY, READ-ONLY]			
Activity type	[PRE-FILLED FROM ACTIVITY, READ-ONLY]			
Location of the activity	[PRE-FILLED FROM ACTIVITY, READ-ONLY]			
Justification Please explain the reasons for your request.	<p>[ONLY IF ACTION = 'Request cancellation']</p> <p>[MANDATORY]</p> <p>[Max 2000]</p>			

[END: IN CASE]

[START: IN CASE ACTION = REQUEST UPDATE:]

- PDF: EXCEPTION TO ‘ONE OBJECTIVE = ONE PAGE’ RULE CAN BE MADE FOR OBJECTIVES WHERE ACTION = ‘REQUEST UPDATE’. IF NECESSARY. IN THIS CASE DO NOT ALLOW USER-INPUTED TEXT TO BREAK ACROSS PAGES (I.E. ALLOW BREAKS ONLY BETWEEN TABLE ROWS, NOT INSIDE THEM)

Activity ID	[PRE-FILLED FROM ACTIVITY, READ-ONLY]
Action What would you like to do with this location?	[DO NOT SHOW FOR NEWLY ADDED ACTIVITIES] [DROP-DOWN] [MANDATORY] No change [DEFAULT VALUE] Request update Request cancellation
Activity name	[PRE-FILLED FROM ACTIVITY, READ-ONLY]
Updated Activity name	[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY] [Max 250]
Activity type	[PRE-FILLED FROM ACTIVITY, READ-ONLY]
Updated Activity type	[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY] [DROPDOWN, ACTIVITY TYPES]
Location of the activity	[PRE-FILLED FROM ACTIVITY, READ-ONLY]
Updated Location of the activity	

	<p>[PRE-FILLED FROM ABOVE BUT EDITABLE] [MANDATORY]</p> <p>[DROPDOWN, LIST OF ACTIVITIES FROM PMM AND ENCODED HERE]</p>
<p>Please describe below the changes to the activity and provide an explanation.</p>	<p>[MANDATORY]</p> <p>[Max 2000]</p>

[END: IN CASE]

[BEGIN: IN CASE ADD A NEW ACTIVITY]

Activity ID	[PRE-FILLED, INCREMENTAL, READ-ONLY]
Activity name	<input type="text" value="[MANDATORY]"/> [Max 250]
Activity type	<input type="text" value="[MANDATORY]"/> [DROPDOWN, ACTIVITY TYPES]
Location of the activity	<input type="text" value="[MANDATORY]"/> [DROPDOWN, LIST OF ACTIVITIES FROM PMM AND ENCODED HERE]
Please describe the activity and its context. How does it relate to solidarity and the European Solidarity Corps principles? What is the European added value of the activity?	<input type="text" value="[MANDATORY]"/> [Max 1500]
How have you identified the need for this activity? What are the societal challenges that you are planning to address?	<input type="text" value="[MANDATORY]"/> [Max 1500]
What are the tasks that the volunteers will typically carry out? What will be their role and how will they be involved	

<p>in the activities?</p>	<p>[MANDATORY]</p> <p>[Max 1500]</p>
<p>How will the volunteers benefit from taking part in the activity?</p>	<p>[MANDATORY]</p> <p>[Max 1500]</p>
<p>How will the activity benefit the target groups and/or the local community and the organisations involved? If applicable, please also explain how you are planning to limit or prevent unintended negative effects of the activities and how you will comply with the ‘do no harm principle’.</p>	<p>[MANDATORY]</p> <p>[Max 1500]</p>

Delete this activity

[BUTTON]

[END: IN CASE]

Add a new activity

[BUTTON]

Annexes

[PDF: START SECTION ON A NEW PAGE; HIDE ALL TEXT AND ONLY SHOW THE LIST OF DOCUMENTS]

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

Declaration on Honour

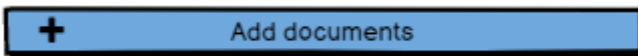
Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.









Other documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#).



List of documents

No	Name	File size (kB)	Type of document	Actions
1	declaration-on-honour_EN.pdf	56.87	Declaration on Honour	 
2	Filename1.doc	900.56	Other document	 
3	Nex txt file.txt	1.5	Other document	 

Checklist

[\[PDF: START SECTION ON A NEW PAGE\]](#)

Before submitting your report form to the National Agency, please check that all of the following has been done. Items marked as ‘automatic check’ are checked by the system.

- All mandatory fields in the report have been filled in (automatic check). [\[NON-EDITABLE; CHECKED BY THE SYSTEM IF ALL MANDATORY FIELDS HAVE BEEN FILLED IN\]](#)
- The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module. [\[MUST BE CHECKED BY THE USER\]](#)
- The report form has been completed using one of the languages accepted by your National Agency. [\[MUST BE CHECKED BY THE USER\]](#)
- Declaration on Honour has been uploaded (automatic check). [\[NON-EDITABLE; CHECKED BY THE SYSTEM BASED ON DECLARATION ON HONOUR BEING ANNEXED OR NOT\]](#)
- Declaration on Honour has been signed by your organisation’s legal representative. [\[MUST BE CHECKED BY THE USER\]](#)
- You have saved or printed a copy of the completed form for your records. [\[MUST BE CHECKED BY THE USER\]](#)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).