



I-CIVIC SECONDMENT PACK – PRE-MOBILITY PLAN

HORIZON-MSCA-2024-SE-01-01 – Grant Agreement No. 101236055

1. Instructions for Completion

- This form must be submitted to the Project Coordinator (EHU) at least one month before the mobility starts.
- Revisions may be made jointly by the sending and host supervisors if necessary.
- Once validated, this document will be archived in the project's internal repository.
- Ensure all information is consistent with the Grant Agreement and the WP description.

2. Identification Data

Field	Information
Staff Member	
Sending Institution	
Host Institution	
Department / Unit	
Position / Role	
E-mail	
Work Package / Task	
Location (City, Country)	
Start Date	
End Date	
Total Duration (Months)	



3. Objectives of the Secondment

Describe in 3–5 lines what you intend to achieve and how the stay aligns with the I-CIVIC objectives and your Work Package.

Example: *“To analyze existing practices in democratic education and identify gaps in civic engagement. To exchange expertise on digital tools that promote democratic participation among youth”.*

4. Planned Activities and Expected Results

Planned Activities	Expected Results

Tip: *You can include fieldwork, data analysis, teaching or training sessions, dissemination events, etc.*

5. Expected Contribution to the Project

- Contributes to deliverable(s):

6. Ethics and Data Protection

Please confirm:

- The secondment complies with I-CIVIC Ethics Requirements.
- Any data collection follows GDPR and the project’s Data Management Plan.
- Consent procedures and anonymization will be applied where relevant.
- No sensitive or personal data will be used beyond approved scope.



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Note: This is an official template of the I-CIVIC Secondment Pack (v1.0). Any modifications must be approved by the Project Coordinator (UPV/EHU).