



LLP Guide 2013

Part II b

Explanations by Action

Overview

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Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MOBILITY
Action	COMENIUS Preparatory Visits
Objectives and description of the action	<p>The objective of the action is to help any institution eligible for the Comenius Programme wishing to establish a Comenius School Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project to get to know suitable partner institutions and develop a work plan in order to prepare the project/partnership application form.</p> <p>Any institution wishing to establish a new Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measure may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> - a visit to an eligible partner institution in another country participating in the Lifelong Learning Programme; - participation in a partner-finding "contact seminar" organised by a National Agency. <p>Details of the seminars are available on request from National Agencies.</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> - define the aims, objectives and methodology of a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project; - define partner roles, responsibilities and tasks within a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project; - develop a work plan for a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project, including methods for monitoring, evaluation and dissemination; - complete the joint Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project application form. <p>Comenius preparatory visits may be extended to prepare for actions in the field of school education under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.</p>
Who can benefit	<p>Individuals working in an institution wishing to establish a Comenius Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project.</p> <p>Individuals working in an institution wishing to prepare for actions in the field of school education under the successor programme of the LLP, once adopted.</p> <p>Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted.</p>
Who can apply	<p>Institutions wishing to establish a Comenius School (multilateral or bilateral) Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project.</p> <p>Institutions wishing to prepare for actions in the field of school education under the successor programme of the LLP, once adopted.</p>
PRIORITIES	There are no European priorities for Comenius Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Deadlines set by each National Agency.
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on January 1 st 2013 at the earliest and must end by April 30 th 2014 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments

EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities and eligible to apply for a Comenius Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures.</p> <p>As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU. Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible.</p> <p>Institutions located in Cyprus, Germany, Ireland and the UK are not eligible for a Preparatory Visit grant for the preparation of a Comenius Individual Pupil Mobility grant application, as these countries are not participating in the Comenius Individual Pupil Mobility action.</p> <p>Preparatory visits aiming at establishing a Comenius School Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.</p> <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No comments
Award criteria	1. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance
	There is a clear link between the activities and strategy of the applicant's home institution, the proposed partnership/project/network/accompanying measure/individual pupil mobility/action in the field of school education under the successor programme of the LLP, and the purpose and content of the preparatory visit.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MOBILITY
Action	COMENIUS Assistantships (assistants)
Objectives and description of the action	<p>The objective of this action is to give future teachers the opportunity to gain a better understanding of the European dimension to teaching and learning, to enhance their knowledge of foreign languages, other European countries and their education systems and to improve their teaching skills.</p> <p>Assistants receive grants to enable them to undertake an assistantship in a host school of another country participating in the Lifelong Learning Programme. The host school designates a fully qualified and experienced teacher to act as a supervisor for the assistant. The tasks to which an assistant may contribute include:</p> <ul style="list-style-type: none"> • assisting in classroom teaching, supporting pupils' group work and project-based teaching • improving the pupil's comprehension and expression in foreign languages, teaching the assistant's mother tongue • providing support for pupils with special educational needs • providing information on the assistant's country of origin • introducing or reinforcing the European dimension in the host institution • developing and implementing projects, e.g. eTwinning, Comenius School Partnerships or Comenius Regio Partnerships <p>Assistants should be fully integrated into school life. They are not to act as full-time teachers but should assist in teaching and other school activities (max 12 to 16 teaching units/hours of school based activity are recommended). The assistants should follow the advice given in the Good practice guide for host schools and assistants available at Europa website: http://ec.europa.eu/education/comenius/assistantships_en.htm</p> <p>Comenius assistants may be based at more than one school, either to give extra variety to their work or to meet the particular needs of neighbouring schools. Assistants may not work in more than 3 schools during their assistantship.</p> <p>Assistants are selected by the National Agencies of their home country or of their country of studies.</p>
Who can benefit	Future teachers of any school subject.
Who can apply	Any future teacher who complies with the specific eligibility rules mentioned below.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for COMENIUS Assistantships.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency. The application has to be submitted either in the country of residence or in the country of studies of the applicant (the applicant has to sign a declaration that only one application has been submitted).
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	13 weeks
Maximum Duration:	45 weeks
Comment on Duration:	All activities must end by 31 July 2014.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	<p>Assistants receive a grant to help cover travel and preparatory costs and to contribute towards subsistence costs.</p> <p>Pedagogic, linguistic and cultural preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount. The eligible activities are induction meetings (cultural preparation), linguistic preparation and pedagogic preparation related to Content and Language Integrated learning (CLIL).</p>
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility	Applications are submitted by individuals.

rules:	Individual applicants must be either: <ul style="list-style-type: none">• nationals of a country participating in the Lifelong Learning Programme and domiciliated in one of these countries;• a national of other countries enrolled in regular courses in institutions of higher education in a participating country or living in this country under the conditions fixed by each participating county. Applicants must not have previously been employed as a teacher. Applicants must either hold a teaching qualification or have completed at least two years of higher education studies which could lead to such a qualification. Applicants must not have previously received a Comenius Assistantship grant (either under the Lifelong Learning or the Socrates programme). Please verify with the National Agency to which you will apply if any additional national requirements exist.	
Minimum number of Countries:	Not applicable	
Minimum number of Partners:	Not applicable	
Comment on participants:	Assistant and host school must be from two different participating countries, one of them being an EU Member State.	
Award criteria	1. Quality of the mobility (assistantship)	
	The assistant provides a convincing explanation of: his/her motivation to apply for the assistantship; his/her willingness to adapt to the new environment and his/her ability to work with young people in the host school; his/her planned cultural, pedagogic and linguistic (if applicable) preparation for the assistantship; his/her contribution to the host institution (e.g. planned curricular and extracurricular activities); his/her contribution to the local community.	
	2. Impact and relevance	
	The expected impact on personal and professional competences including languages and intercultural benefits is clearly defined by the candidate.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		May
Probable sending date of agreement to the beneficiaries		June (for the preparatory costs)
Probable starting date of the action		August (for the mobility)

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MOBILITY
Action	COMENIUS Assistantships (host schools)
Objectives and description of the action	<p>Schools can apply to host a Comenius assistant, a future teacher of any subject. While the assistantship offers the Comenius assistant the opportunity to gain teaching experience in another European country, the school receives additional support for activities such as:</p> <ul style="list-style-type: none"> • assisting in classroom teaching, supporting pupils' group work and project-based teaching • introducing or reinforcing the European dimension • implementing CLIL (Content and Language Integrated Learning) by teaching a subject in a foreign language • improving the pupils' comprehension and expression in foreign languages, enriching the language offer at the school • developing and implementing projects e. g. eTwinning, Comenius School Partnerships or Comenius Regio Partnerships • working with pupils with special educational needs <p>Host schools must designate a teacher to supervise the assistant, look after his or her welfare, monitor progress and act as a contact person during the assistantship. Assistants should be fully integrated into school life. They are not to work as full-time teachers but should assist in teaching and other school activities (max 12 to 16 teaching units/hours of school based activity are recommended). The host school and the assistant must draw up an agreement which specifies the lessons to be taught, the projects to be completed, etc. The host school should follow the advice given in the Good practice guide for the host schools and assistants available at Europa website: http://ec.europa.eu/education/comenius/assistantships_en.htm. The host school should report on the assistantship to its National Agency.</p> <p>Comenius assistants may be based at more than one school, either to give extra variety to their work or to meet the particular needs of neighbouring schools. Assistants may not work in more than 3 schools during their assistantship.</p> <p>Host schools are selected by the National Agencies in their home country.</p>
Who can benefit	Schools (pre-schools, primary, secondary) providing general, vocational or technical education.
Who can apply	Applications must be submitted by schools which comply with the specific eligibility rules mentioned below.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for COMENIUS Assistantships.
HOW TO APPLY	Decentralised action. Applications have to be sent to the Applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	13 weeks
Maximum Duration:	45 weeks
Comment on Duration:	All activities must end by 31 July 2014.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	The host school does not receive any financial support as it benefits from the presence and the work of the assistant. Assistants receive a grant to help to cover travel and preparatory costs and to contribute towards subsistence costs.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility	Applications must be submitted by bodies which are legal entities.

rules:	<p>Organisations participating in the Comenius Programme must be located in a country participating in the LLP and belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm)</p> <p>For the participation of specific types of schools, please refer to the introductory part of the Comenius Chapter in Part II of this Guide.</p> <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	Assistant and host school must be from two different participating countries, one of them being an EU Member State.
Award criteria	1. Quality of the mobility (assistantship)
	The host school provides convincing reasons to host an assistant and sets out clearly the curricular and extra-curricular activities to be carried out by the assistant. The description of the planned assistantship established by the host school is clear and reasonable. The host school explains clearly how the assistantship will be monitored and, if applicable, how the assistant's workload will be managed if the assistant is shared with other institutions.
	2. Impact and relevance
	The expected impact and concrete outcomes that the host school wishes to achieve are clearly defined. The school gives a clear view of the intercultural experience the assistant can bring to the school.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	May
Probable sending date of agreement to the beneficiaries	June
Probable starting date of the action	August

	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MOBILITY
Action	COMENIUS Individual Pupil Mobility
Objectives and description of the action	<p>The Comenius Individual Pupil mobility action allows secondary school pupils to spend between 3 and 10 months in a host school and a host family abroad. Pupil mobilities are organised between schools involved in the same Comenius partnership. In the school year 2013-2014, the countries specified in the eligibility rules below will participate in the action.</p> <p>The aim of the action is to offer European learning experiences to pupils, to develop their understanding of the diversity of European cultures and languages, and to help them acquire competences necessary for their personal development. This action should also be a valuable international pedagogic experience for the teachers involved in the organisation and implementation of the mobility. Furthermore, the action aims to build up sustainable cooperation between the participating schools, to enable them to recognise the studies undertaken at the partner school abroad and to strengthen the European dimension in school education. Mobility can take place only between schools which are or have been involved in a Comenius School Partnership.</p> <p>A reciprocal exchange of pupils between schools/host families is encouraged but is not compulsory.</p> <p>Guide to Comenius Individual Pupil Mobility. All actors involved in the Comenius Individual Pupil Mobility – schools, pupils, their parents and host families – should consult the specific Guide to Comenius Individual Pupil Mobility which aims to help them in implementing the action and ensure the safety and well-being of the pupils involved. The Guide specifies roles and responsibilities, deadlines to be respected, gives guidance and provides the necessary templates and forms for participants. The Guide is available in English at the Europa website and in translation at the website of the relevant Comenius National Agency.</p> <p>Nomination of a contact teacher and a mentor. The sending school must nominate a contact teacher and the host school must nominate a mentor responsible for the preparation and follow-up of the mobility. Participating schools should give suitable recognition to the work of these staff members for their involvement in Comenius Individual Pupil Mobility.</p> <p>Selection of pupils. The selection of pupils will be carried out by the sending school after its application has been approved by its National Agency. The selection of pupils must follow the criteria described in the application form and the advice given in the Guide to Comenius Individual Pupil Mobility.</p> <p>Information on selected pupils. Once the pupil is selected, sending families are required to provide all personal information relating to the pupil, which is relevant for a long stay abroad (health, medication, psychological issues) and sign a Parental/Guardian consent form indicating responsibilities of the pupil and his/her family.</p> <p>Learning agreement. Sending and host schools are required to establish a learning agreement together with the pupil before the start of the mobility, detailing the courses to be followed during the period abroad and their outcomes. The aim of this agreement is to facilitate the recognition by the sending school of the studies the pupil carries out during the stay abroad. It is also recommended to use the Europass Mobility document.</p> <p>Selection of host families. The selection of host families is carried out by the hosting school, which is required to visit the home of the possible host families to ensure the suitability of the accommodation for the incoming pupil. Schools should also identify reserve host families which could accommodate the incoming pupil in the case of difficulties with the original host family. Host schools should ensure that each host family has signed the Host Family Charter, stating its rights and responsibilities, before receiving an incoming pupil. The pupil may be hosted in boarding accommodation belonging to the selected schools provided that they assume all the responsibilities defined for the host family in the Guide to Comenius Individual Pupil Mobility.</p> <p>Compulsory training sessions. Selected pupils have to attend compulsory pre-departure and on-arrival training sessions organised by the National Agencies of the sending and hosting countries. Also the contact teachers and the mentors have to attend a training session organised by the relevant National Agency. Trainings sessions for pupils and for teachers will be held at the same time so that pupils are accompanied during their domestic travel.</p> <p>Travel arrangements. The sending school is responsible for arranging the international travel for the participating pupil/s. Both schools have to take the necessary arrangements to ensure that pupils do not travel alone from/to the airport/railway station/other to/from the home of the host family and to/from the compulsory training. In the host country, the pupil may be collected by the host family, the mentor or the contact teacher. When necessary, the travel costs for the mentor/the host family or the contact teacher may be reimbursed by the host school from its grant.</p> <p>Comenius Group Insurance Plan. During their stay abroad pupils have to be covered by the insurance provided on behalf of the European Commission. The pupil must be registered with this insurance plan one month at the latest before his/her departure.</p> <p>Crisis management. The host school will establish and distribute a Crisis Action Plan on the basis of the template provided in the Guide. All actors must follow these guidelines.</p>
Who can benefit	Pupils (directly); participating schools (indirectly).
Who can apply	Schools that are currently involved or have been involved in a Comenius School Partnership, that intend to send pupil/s to host school/s abroad from that partnership, submit the application (i.e. sending schools).
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised action. Applications have to be sent by the sending school to its National Agency. Applications have to be endorsed by the host school.

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	03 December 2012
Duration	
Minimum Duration:	3 months for each pupil mobility
Maximum Duration:	1 academic year (+/- 10 months) for each pupil mobility
Comment on Duration:	none
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	The funding is based on a lump sum for the organisation of the mobility by the sending school, a lump sum for linguistic preparation, a lump sum for the organisation of the mobility by the host school, a monthly allowance for the pupil and a real cost funding for one return journey. The amounts are displayed in the Guide for Applicants, Chapter 4, and based on tasks defined in the Guide to Comenius Individual Pupil Mobility, Section 2, Roles and responsibilities.
Maximum Grant €:	
Comment on Funding:	Grants will be paid to the sending school by its National Agency. The sending school is responsible for managing and distributing the funds in accordance with the rules for the action. Costs related to compulsory training (travel and subsistence) for pupils and teachers will be supported directly by the National Agencies involved.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by an eligible sending school. Applications must be endorsed by the host school, which confirms that it will identify a mentor and a host family for the incoming pupil(s).</p> <p>Eligible schools are those which participate in an existing Comenius School Partnership or have participated in such a Partnership in the past. Pupil mobility may take place only between schools involved in the same partnership.</p> <p>For each mobility flow, the sending and host schools must be in different countries participating in this action and at least one in an EU Member State.</p> <p>Both, sending school/s and host school/s must be located in a LLP country participating in the Comenius Pupil Mobility action. Cyprus, Germany, Ireland and the UK are not participating in the Comenius Individual Pupil Mobility action.</p> <p>Participating pupils shall be aged at least 14 on the day of departure and shall be enrolled full-time in an eligible school. (The minimum age may be modified in individual countries if it is incompatible with national legislation.)</p> <p>Only a limited number of pupils should be sent from one sending school to the same host school in order to facilitate their integration.</p> <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p>
Minimum number of Countries:	2
Minimum number of Partners:	2 (1 sending school, 1 host school)
Comment on participants:	For each application, max. 1 sending school and min. 1 host school from a different country are involved. I.e. one sending school may send pupils to one or more host schools.
Award criteria	<p>1. Quality of the mobility programme</p> <p>The objectives of the mobility are clear and realistic. The involvement of the sending and the host school/s is well explained and appropriate to achieve the set objectives. There is evidence of existing cooperation between the sending school and the host school/s. Appropriate measures are proposed to ensure effective cooperation and communication between the sending and the host school. The application sets out clear and relevant criteria and a realistic procedure how the pupils will be selected and how the host families will be identified and selected. The measures taken by the sending school to recognise the studies completed abroad are clear and appropriate. The implication of all actors (sending school, host school and pupil) in the establishment of the learning agreement is clear and well defined. The content of the planned mobilities is linked to the existing cooperation between the schools.</p> <p>2. Support of participants and protection of pupils</p> <p>Appropriate measures are proposed by both schools to ensure the necessary support to participating pupils, host families and staff involved. The application makes clear how schools will</p>

	recognise the work of the contact teacher and the mentor. The measures to ensure the protection/safety of the pupil(s) are clear and detailed.	
	3. Impact and European added value	
	The impact and benefits of European cooperation on the participating actors are clear and well defined. The application makes it clear how the mobility will contribute to sustainable cooperation between both schools in the future.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		February
Probable sending date of agreement to the beneficiaries		May/June
Probable starting date of the action		August (for mobilities) March (for linguistic preparation and travel costs)

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MOBILITY
Action	COMENIUS In-Service Training for Teachers and other Educational Staff (IST)
Objectives and description of the action	<p>The objective of this Action is to help improve the quality of school education by enabling staff to undertake training in a country other than that in which they normally work or live. In this way, participants are encouraged to improve their practical teaching/coaching/counselling/management skills and knowledge, and to gain a broader understanding of school education in Europe. The training activity must have a strong European focus in terms of subject matter and the profile of trainers and participants.</p> <p>The training must in all cases take place in another country participating in the Lifelong Learning Programme and it must take the form of:</p> <ul style="list-style-type: none"> • a structured professional development course for school education staff with a strong European focus in terms of subject matter and profile of trainers and participants, lasting at least 5 working days, or • a placement or observation period (e.g. "job shadowing") in a school, in industry or in a relevant organisation involved in school education (e.g. NGO, public authority), or • participation in a European conference or a seminar organised by an ongoing or former Comenius Multilateral Network, Comenius Multilateral Project, an Accompanying Measures project, a National Agency or a representative European association active in the field of school education (excluding "Comenius Contact Seminars") <p>where this is considered conducive to achieving the objectives mentioned above.</p> <p>The training for which grants are awarded must relate to the candidate's professional activities in any aspect of school education, for example:</p> <ul style="list-style-type: none"> - Practical teaching skills, techniques and methodologies - The content and delivery of school education - The management of school education - The system/policy level of school education <p>The training should provide teachers with learning and teaching methodologies. For foreign language teachers, the training normally takes place in a country where the target language is spoken and taught. Participants in "pure language" courses (courses aimed exclusively at developing competence on a foreign language) are eligible for a Comenius grant only in the cases specified in the section 'Specific eligibility rules' below.</p> <p>Job-shadowing should enable the applicant to improve his or her professional competences through a period of observation of, and interaction with, other professionals at work in a different country and to experience another culture and another workplace at first-hand. Job-shadowers normally follow the host professionals throughout their working day, undertaking structured observations of, and reflections on the content of the job, the challenges faced, the competences used, the school/company culture, etc. Job shadowing can also involve interviews, carrying out professional activities (e.g. teaching), participation in daily meetings, etc. A programme of job-shadowing is to be agreed mutually by the applicant and the host institution, based upon the professional competences that the applicant needs to practice and develop.</p> <p>Grants are only awarded for participation in training which is suitable for achieving the applicant's demonstrated in-service training objectives and which complies with the necessary quality criteria (e.g. appropriate to general Comenius objectives, European dimension and added value compared to training in the applicant's home country).</p> <p>An on-line database of training activities, known as the Comenius-Grundtvig Training Database, is available to help applicants identify training which is eligible for funding under this action and which best meets their training needs: http://ec.europa.eu/education/trainingdatabase/</p> <p>However, applicants may also choose a training course which is not listed in the database, provided that it meets the necessary criteria. This will be determined by the relevant National Agency. Choosing a training event from the database does not guarantee being awarded an IST grant.</p>
Who can benefit	School education staff (teaching and non-teaching), also unemployed teachers and teachers re-entering the profession after a period away from teaching. Persons engaged in the training of teachers.
Who can apply	Individuals, normally through their home institution (please note the specific types of schools described in the introductory part of the Comenius chapter of Part II of this guide), but where no such home institution exists (in the case of former or unemployed teachers), the application may be submitted directly to the relevant National Agency.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. European priority points will be awarded to applications for attending training events resulting from previous Socrates projects or LLP Multilateral projects or Networks.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency. In case the applicant works in a country other than that in which he/she is resident, the application must be sent to the National Agency in the country in which the applicant works.

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	16 January 2013
	30 April 2013
	17 September 2013
Duration	
Minimum Duration:	1 day
Maximum Duration:	6 weeks
Comment on Duration:	Round 1: for 16/01/2013 training activities must start on or after 1 May 2013 Round 2: for 30/04/2013 training activities must start on or after 1 September 2013 Round 3: for 17/09/2013 training activities must start on or after 1 January 2014 Training events must start by 30 April 2014 at the latest. The individual National Agencies may also set end dates for the above training periods. Please consult your National Agency's website for information.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	The main grant is for travel and subsistence. Course, conference or seminar fees: A contribution may be granted on the basis of real costs. Please consult your National Agency's website for information on the maximum amount. Linguistic preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills.)
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<ol style="list-style-type: none"> Individual applicants must be either: <ul style="list-style-type: none"> a national of a country participating in the Lifelong Learning Programme; a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to the relevant National Agency website). The course/conference organiser must come from and be located in a country participating in the LLP. The IST event applied for takes place in a country participating in the LLP in which the applicant is not a resident, and which is different from the one where the applicant works. School education staff categories eligible for a Comenius IST grant: <ul style="list-style-type: none"> Teachers (including those in pre-school and vocational education) and the trainers of such teachers Head teachers and school managerial/administrative staff Staff involved in intercultural education or working with children of migrant workers and travellers Staff working with pupils with special education needs Staff working with pupils at risk, such as mediators and street educators Counsellors or careers advisors Inspectors Former and unemployed teachers re-entering the profession after a period away from teaching Other education staff at the discretion of national authorities

	<p>5. The following education staff members are eligible for a grant for "pure language" training:</p> <ul style="list-style-type: none"> - A school teacher requesting training in a less widely used and less taught language - A teacher teaching another subject in school through the medium of a foreign language (CLIL) - A school teacher retraining as a foreign language teacher - A primary or pre-primary teacher who is (or will be) required to teach foreign languages - School staff participating in a Comenius Partnership and requesting training in a Partnership language - Individual Pupil Mobility mentors and contact teachers requesting training in a language necessary for implementing the pupil mobilities <p>For the participation of individuals working in specific types of schools, please refer to the introductory part of the Comenius Chapter in Part II of this Guide.</p> <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	<p>1. European added value</p> <p>The training activity abroad has a greater potential value than similar training in the applicant's home country and it is clearly demonstrated that the applicant will benefit from this experience in terms of professional and personal development. Use of Europass Mobility is recommended.</p> <p>2. Content and duration</p> <p>The content of the training activity is related to the applicant's professional activity and compatible with the objectives of the Comenius programme. If the activity is not related to the applicant's professional activity or is not compatible with the objectives of the Comenius programme, the application will be rejected.</p> <p>The programme for the mobility action is clear and reasonable; its duration is realistic and coherent with the foreseen activities. The applicant provides a convincing explanation of his/her linguistic capacity to benefit from the training and of the preparatory activities that he/she intends to undertake.</p> <p>3. Impact and relevance</p> <p>There is a clear match between the training selected and the applicant's training needs. It can be expected to have a positive impact on his/her personal and professional development and his/her institution.</p> <p>4. Dissemination of results</p> <p>The dissemination activities are relevant and well defined. The dissemination plan clearly demonstrates the applicant's approach to communicate effectively the results of the foreseen training activity, so as to maximise its impact on the applicant's own institution.</p>
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	Not applicable

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	PARTNERSHIPS
Action	COMENIUS Multilateral School Partnerships
Objectives and description of the action	<p>Multilateral Comenius School Partnerships aim at enhancing the European dimension of education by promoting joint co-operation activities between schools in Europe. The projects give pupils and teachers in different countries an opportunity to work together on one or more topics of mutual interest. School partnerships help pupils and teachers to acquire and improve skills not only in the topic or subject area on which the project is focussed, but also in terms of teamwork, social relations, planning and undertaking project activities and using information and communication technologies (ICT). Participating in a partnership with schools from different countries also gives pupils and teachers the opportunity to practice foreign languages and increases their motivation towards language learning. A Multilateral School Partnership must include schools from at least 3 participating countries. One of the schools must act as coordinator. It is strongly advised to indicate at application stage which of the partners volunteers to act as replacement coordinators, should the original coordinator be rejected in the selection procedure.</p> <p>Examples of activities that can be carried out in Multilateral Comenius School Partnerships:</p> <ul style="list-style-type: none"> • Project meetings between all institutions involved in the partnership • Exchanges of staff and pupils involved in project activities (e.g. teacher exchanges, study visits, pupil exchanges) • Exchanges of experience and good practice with partner schools abroad • Fieldwork, project research • Drafting, publishing and disseminating documentation related to the co-operation activities • Producing technical objects, drawings, arts objects • Performances (e.g. theatre plays, musicals) • Organisation of exhibitions, production and dissemination of information material • Linguistic preparation of teachers and pupils to ensure they possess the necessary competence in the working language(s) of the partnership or to learn the languages of the partner countries / institutions • Co-operation with other projects in related subject areas (e.g. via Comenius Multilateral Projects and Comenius Multilateral Networks), including mobility to network events if relevant • Self-evaluation activities • Dissemination of project experience and outcomes <p>When choosing the theme of a Multilateral School Partnership, schools are strongly encouraged to choose any topic of interest and importance to the participating institutions, as it will be the motivating force for co-operation and learning within the project. Project activities should ideally be integrated into the regular activities of the schools and be included in the curriculum of participating pupils. Pupils should be able to be involved in all phases of the project, including the planning, organisation and evaluation of activities.</p> <p>Some Multilateral School Partnerships focus on pedagogical or management issues. They provide teachers and school managers with the opportunity to exchange experience and information with colleagues in other countries, to develop together methods and approaches which meet their needs, and to test and put into practice new organisational and pedagogical approaches. In these cases, projects will often involve co-operation with bodies from the local community of the schools, such as local authorities, social services, associations and businesses.</p>
Who can benefit	Staff and pupils of participating schools as well as, indirectly, the local community.
Who can apply	Schools (institutions providing general, vocational, technical education - from pre-school education to upper secondary).
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Comenius Multilateral School Partnerships.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	none
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 4
Maximum Grant €:	Not applicable

Comment on Funding:	<p>Funding for Multilateral School Partnerships is based on pre-defined lumpsum amounts that depend on the number of mobility activities planned by the applicant institutions. By mobility we mean travel abroad by staff and pupils to participate in partnership activities in the partner countries. Each institution involved in the same partnership can apply for a different grant amount, depending on its own possibilities for sending out pupils and staff and on its degree of involvement in the partnership activities. If an institution's mobility activities involve staff or pupils with special needs, or travel to or from the Overseas Countries and Territories, its mobility activities during the partnership period may be reduced by up to 50% of the minimum mobility number for the grant amount in question, upon prior request to and approval by the NA. Please consult the Chapter of Part One of this Guide on Financial Provisions for Partnerships.</p>
<p>EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures</p> <p>Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"</p>	
Specific eligibility rules:	<p>Schools participating in Partnerships must be legal entities.</p> <ul style="list-style-type: none"> - Schools participating in the Comenius Programme must be located in a country participating in the LLP and belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm) - Multilateral School Partnerships must consist of a minimum of 3 participants each located in a different country participating in the LLP, at least one of which must be an EU Member State. <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p> <p>Please note also the specific cases below:</p> <ol style="list-style-type: none"> 1) Schools under the supervision of national authorities of another country (e.g. lycée français, German schools, UK "Forces" schools) The national authorities responsible for supervising the administrative, financial and curricular regime of the school concerned decide which establishments are eligible to participate: <ul style="list-style-type: none"> - The participation of the "national schools" located in a different country will be supported by the Comenius budget of the supervising country (= "country of origin"). - These national schools can participate in any type of Comenius activity and the same rules shall apply to them as to any other eligible school from the supervising country. - Given the specific situation of these schools, it is important to ensure an appropriate mix of countries, cultures and languages in their Comenius Partnerships. - Therefore, in case of such a school participating in a multilateral Partnership: there must be further partners from at least two participating countries other than the supervising country and the host country of the school. 2) Specialised schools The decision on the participation in Comenius of other "national schools", such as minority schools, private schools for expatriates etc. is the remit of the national authorities of the country in which the institution is located. In the case of a Comenius Multilateral Partnership, the normal rules apply, i.e. there should be further participation of schools from at least two other countries apart from the country in which the specialised school is located. 3) European Schools European schools are eligible institutions for participation in Comenius. They shall apply to the NA of the country in which they are located and shall be subject to the same selection procedure as local schools. In the case of Belgium, the three NAs will agree on appropriate arrangements. European schools are subject to the same Comenius rules as any other eligible school in the country in which they are located. However, the participation of European schools - either as a coordinator or as a partner - will be limited to one European school in each Partnership.
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	none
Award criteria	<p>1. Quality of the work programme</p> <p>The objectives of the partnership are clear, realistic and address a relevant subject. The work programme is appropriate for achieving the objectives and suitable for the partnership type in question; the tasks are defined and distributed among the partners in such a way that the results can be achieved. Activities of partners are distributed throughout the whole duration of the partnership.</p> <p>2. Quality of the partnership</p>

	There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation. The relevant staff and pupils will be involved in the planning, implementation and evaluation of project activities. The project will be integrated into the curriculum and ongoing activities of the institutions involved.	
	3. Impact and European added value	
	The impact and benefits of European cooperation on the participating institutions are clear and well defined and the project is integrated into the activities of the participating institutions. The application shows that the participating schools will work in close cooperation and achieve results which would not be attained at a purely national level.	
	4. Dissemination and exploitation of results	
	The activities planned for dissemination and exploitation of results are relevant and well defined. They cover the participating organisations and, if possible, the wider community.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		July
Probable sending date of agreement to the beneficiaries		August
Probable starting date of the action		August

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	PARTNERSHIPS
Action	COMENIUS Bilateral School Partnerships
Objectives and description of the action	<p>Language oriented Bilateral School Partnerships involve two schools from different participating countries and seek to encourage the use of European languages by giving pupils the possibility to practice their foreign language skills and acquaint themselves with the language of a partner country. Pupils involved in a bilateral partnership are expected to learn at least the basics of the language used in the partner institution. Usually pupils use a third language as their working and communication language. During the project, pupils and teachers in both countries work together on a common theme and produce a joint end product. Each participating institution must carry out a class exchange to its partner institution of a duration of minimum 10 days each and involving pupils aged 12 or older. During the class exchanges, pupils work together at school and are hosted in each others' families. The cooperation should not only be limited to the exchanges but activities should cover the whole project period.</p> <p>The general aim of Comenius school partnerships is to enhance the European dimension of education by promoting joint co-operation activities between schools in Europe. The projects give pupils and teachers in different countries an opportunity to work together on one or more topics of mutual interest. School partnerships help pupils and teachers to acquire and improve skills not only in the topic or subject area on which the project is focused, but also in terms of teamwork, social relations, planning and undertaking project activities and using information and communication technologies (ICT). Participating in a partnership with schools from different countries also gives pupils and teachers the opportunity to practice foreign languages and increases their motivation towards language learning.</p> <p>A reciprocal class exchange is mandatory in this project type.</p> <p>Examples of other activities that can be carried out in Bilateral Comenius School Partnerships:</p> <ul style="list-style-type: none"> • Project meetings between the institutions involved in the partnership • Exchanges of staff involved in project activities (e.g. teacher exchanges and study visits) • Exchanges of experience and good practice with the partner school abroad • Fieldwork, project research • Drafting, publishing and disseminating documentation related to the co-operation activities • Producing technical objects, drawings, arts objects • Performances (e.g. theatre plays, musicals) • Organisation of exhibitions, production and dissemination of information material • Linguistic preparation of teachers and pupils to ensure they possess at least the basics of the language of the partner institution • Co-operation with other projects in related subject areas (e.g. via Comenius Multilateral Projects and Comenius Multilateral Networks), including mobility to network events if relevant • Self-evaluation activities • Dissemination of project experience and outcomes <p>When choosing the theme of a School partnership, schools are strongly encouraged to choose any topic of interest and importance to the participating institutions, as it will be the motivating force for co-operation and learning within the project. Project activities should ideally be integrated into the regular activities of the schools and be included in the curriculum of participating pupils. Pupils should be able to be involved in all phases of the project, including the planning, organisation and evaluation of activities. If the language of the partner school is not on the curriculum of participating pupils, the school must organise language preparation of minimum 20 hours.</p>
Who can benefit	Staff and pupils of participating schools as well as the local community.
Who can apply	Schools (institutions providing general, vocational or technical education at secondary level and, exceptionally in the case of bilateral partnerships, non-school institutions providing apprenticeship training).
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Comenius Bilateral School Partnerships.
HOW TO APPLY	Decentralised action, Applications have to be sent to the applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	none

FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 4
Maximum Grant €:	Not applicable
Comment on Funding:	<p>Funding for Bilateral School Partnerships is based on pre-defined lump sum amounts that depend on the number of mobility activities planned by the applicant institutions. By mobility we mean travel abroad by staff and pupils to participate in partnership activities in the partner country. The institutions involved in the same partnership can apply for a different amount, depending on their own possibilities for sending out pupils and staff. If an institution's mobility activities involve staff or pupils with special needs, or travel to or from the Overseas Countries and Territories, its mobility activities during the partnership period may be reduced by up to 50% of the minimum mobility number for the grant amount in question, upon prior request to and approval by the NA. The required minimum duration of the class exchange may be reduced for classes of special needs pupils, if this is compatible with the objectives of the bilateral partnership. Please consult the Guide chapter on Financial provisions for Partnerships.</p>
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Schools participating in Partnerships must be legal entities.</p> <ul style="list-style-type: none"> - Schools participating in the Comenius Programme must be located in a country participating in the LLP and belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types (http://ec.europa.eu/education/comenius/eligible_en.htm). - Bilateral School Partnerships must consist of 2 partners each located in a different country participating in the LLP, at least one of which must be an EU Member State, and both having a different main teaching language. - The class exchange of each partner in a Comenius Bilateral Partnership must involve a group of minimum 10 pupils for Small group class exchange or minimum 20 pupils for Large group class exchange, as indicated in the LLP Guide 2013 Part I, and must last a minimum of 10 days. The groups cannot be split. The size of the group predefines the maximum lump sum grant, as indicated in the LLP Guide 2013. - The duration of the class exchange may be reduced for the classes of special needs pupils, if this is compatible with the objectives of the Bilateral Partnership. - At the time of the class exchange, the participating pupils must be minimum 12 years old. <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p> <p>Please note also the specific cases below:</p> <ol style="list-style-type: none"> 1) Schools under the supervision of national authorities of another country (e.g. lycée français, German schools, UK "Forces" schools) The national authorities responsible for supervising the administrative, financial and curricular regime of the school concerned decide which establishments are eligible to participate: <ul style="list-style-type: none"> - The participation of the "national schools" located in a different country will be supported by the Comenius budget of the supervising country (= "country of origin"). - These national schools can participate in any type of Comenius activity and the same rules shall apply to them as to any other eligible school from the supervising country. - Where such a school participates in a Comenius Bilateral Partnership, the partner institution must be from a country other than the host country and other than the supervising country. 2) Specialised schools The decision on the participation in Comenius of other "national schools", such as minority schools, private schools for expatriates etc. is the remit of the national authorities of the country in which the institution is located. In the case of a bilateral partnership, the normal rules apply, i.e. there should be a partner school from a country other than that in which the specialised school is located. Depending on the specific language regime that may exist in such schools, the NA should check that the target languages of the two schools in such bilateral partnerships are different. 3) European Schools European schools are eligible institutions for participation in Comenius. They shall apply to the NA of the country in which they are located and shall be subject to the same selection procedure as local schools. In the case of Belgium, the three NAs will agree on appropriate arrangements. European schools are subject to the same Comenius rules as any other eligible school in the country in which they are located. However, the participation of European schools - either as a coordinator or as a partner - will be limited to one European school in each Partnership.
Minimum number of Countries:	2

Minimum number of Partners:	2
Comment on participants:	Not more than two institutions can be involved in a bilateral partnership.
Award criteria	1. Quality of the work programme
	The objectives of the partnership are clear, realistic and address a relevant subject. The work programme is appropriate for achieving the objectives and suitable for the partnership type in question; the tasks are defined and distributed among the partners in such a way that the results can be achieved. Appropriate arrangements are foreseen in terms of language preparation and cooperation during class exchanges.
	2. Quality of the partnership
	There is an appropriate balance between the two partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation. The relevant staff and pupils will be involved in the planning, implementation and evaluation of project activities. The project will be integrated into the curriculum and ongoing activities of the institutions involved.
	3. Impact and European added value
	The impact and benefits of European cooperation on the participating institutions are clear and well defined and the project is integrated into the activities of the participating institutions. The application shows that the participating schools will work in close cooperation and achieve results which would not be attained at a purely national level.
	4. Dissemination and exploitation of results
	The activities planned for dissemination and exploitation of results are relevant and well defined. They cover the participating organisations and, if possible, the wider community.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	July
Probable sending date of agreement to the beneficiaries	August
Probable starting date of the action	August

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	PARTNERSHIPS
Action	COMENIUS Regio Partnerships
Objectives and description of the action	<p>Comenius Regio Partnerships aim at enhancing the European dimension of education by promoting co-operation activities between local and regional authorities with a role in school education in Europe. The partnerships give educational authorities, in cooperation with schools and other actors in education, in different regions, the opportunity to work together on one or more topics of mutual interest.</p> <p>Comenius Regio Partnerships help the participating regions to develop and exchange best practice in school education, to develop tools for sustainable cooperation across borders, and to strengthen the European dimension in school education.</p> <p>Comenius Regio Partnerships consist of 2 "partner regions". Each partner region must involve:</p> <ul style="list-style-type: none"> - the local or regional authority with a role in school education - at least one school - at least one other relevant local partner (e.g. youth or sport clubs, parents and pupils associations, local teacher training institutes, other learning providers, VET institutions and local employers, museums and consulting services/ advisory boards). <p>Only local or regional authorities with a role in school education are eligible to apply for funding and must coordinate the project within their region.</p> <p>Comenius Regio Partnerships must include partner regions from two countries participating in the Lifelong Learning Programme; one of the participating regions must be from a EU Member State.</p> <p>Comenius Regio Partnerships should focus their work on clearly defined themes. These might concern the organisation of school education, cooperation between schools and other local partners (e.g. providers of formal or non-formal learning), or common problems in school education (e.g. inclusive education, violence at schools, racism and xenophobia). They should lead to a concrete result of their cooperation (e.g. publications, events such as a conference or seminar).</p> <p>Comenius Regio Partnerships should help regions to improve their educational offer for young people. The main purpose of Comenius Regio is not to involve pupils or students directly but to focus on school development and the structured cooperation among the partner regions. Pupils and students normally benefit from Comenius Regio Partnerships indirectly rather than as main participants.</p> <p>Examples of activities that can be carried out in Comenius Regio partnerships:</p> <ul style="list-style-type: none"> • Project meetings between all institutions involved in the partnership • Exchanges of staff involved in school education (e.g. teacher exchanges, study visits of staff working in the local/ regional school administration) • Action research, small studies • Job shadowing • Exchanges of experience and good practice with partner regions / municipalities abroad • Peer learning activities and common training sessions • Conferences, seminars and workshops • Awareness raising, campaigns • Drafting, publishing and disseminating documentation related to the co-operation activities • Linguistic preparation of staff participating in the partnership • Co-operation with other projects in related subject areas (including Comenius Multilateral Projects and Comenius Multilateral Networks), including mobility to network events if relevant, sharing experience with other institutions in the region • Joint self-evaluation activities • Dissemination of project experiences and outcomes <p>Already at application stage, applicants should consider in concrete terms how to ensure the sustainability of the outcomes. This could be the support of future bi- or multilateral school partnerships, the establishment of regular teacher exchanges or study visits, as well as the implementation of new methods and practices.</p> <p>Comenius Regio Partnerships should disseminate their results within their partner organisations and support other regions or institutions to profit from their experiences. At application stage they are asked to provide a dissemination plan as well as ideas how results could be used by themselves and others.</p> <p>Comenius Regio Partnerships can be combined with already existing activities in Town Twinning or other European educational programmes, but should clearly create additional cooperation activities as well as a deepening of already existing cooperation in the field of school education and show that there is no overlap between activities funded from the EU budget.</p>
Who can benefit	Local and regional school education authorities, schools, pupils, teachers, parents and other relevant associations and stakeholders in school education/ youth work in their respective region/ municipality.
Who can apply	Applications must be submitted by local and regional authorities with a role in school education;

	a list of eligible authorities will be made available by the national authorities of each participating country and published at LLP/ Comenius website: http://ec.europa.eu/education/lifelong-learning-programme/comenius_en.htm
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Comenius Regio Partnerships.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	none
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	The funding is based on a lump sum for mobility and real costs for additional project costs. The lump sum amounts are displayed in Table 4. A mobility is a trip abroad carried out in the framework of the Regio Partnership either to an approved partner institution or to an event or meeting relevant to the project activities and necessary for its success. Calculation of additional costs is explained in Chapter 4F of the LLP Guide 2013 Part I: General provisions. This chapter provides the financial and contractual rules that are to be followed by the applicants/beneficiaries.
Maximum Grant €:	Grant for additional project costs is limited to a maximum of 25.000 EUR.
Comment on Funding:	Grants shall cover costs related to mobility, the implementation of project activities and the dissemination of results. Indirect costs are not covered. Please note that only the institution which signed the grant agreement is responsible for the financial management and for all project expenses (direct payments). Please, see Chapter 4 Financial Provisions in the LLP Guide.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications are submitted by a local or regional authority with a role in school education.</p> <p>Both partners are eligible as defined by national authorities and specified in the list of eligible regional or local authorities (see National Agency websites).</p> <p>Each partner involves at least one school and one other organisation from its region. The other organisation should make a significant contribution to the aims of the project.</p> <p>The schools participating in the partner regions must belong to one of the types of institution specified by the relevant national authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm)</p> <p>Mobility can be undertaken by staff and representatives of the involved organisations or institutions. Any participation of pupils in mobilities has to be justified with regard to the aims of the partnership. School education staff in the participating regions who are not working in one of the participating schools can participate in mobility if it is linked to project activities and agreed with the National Agency in advance.</p> <p>Staff from organisations not directly involved in the project activities but relevant for the success of the project can participate in mobility activities with the agreement of the National Agency in advance.</p> <p>Please verify with the National Agency to which you will apply if any additional national requirements exist.</p>
Minimum number of Countries:	2
Minimum number of Partners:	2
Comment on participants:	Maximum 2 applicant institutions, minimum 3 organisations per partner region.
Award criteria	1. Quality of the work programme
	The objectives of the partnership are clear, realistic and address a relevant subject. The project focuses on precise targets and activities. The work programme is appropriate for achieving the objectives and suitable for the partnership type in question; the tasks are defined and distributed among the partners in such a way that the results can be achieved and all partners are actively involved. The expected results are new and innovative for the participating regions.
	2. Quality of the partnership

	There is an appropriate balance between partner regions in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation. The application makes clear how schools and other actors at local or regional level will be involved in the project activities and contribute to the activities and results. The project management arrangements are appropriate.	
	3. Relevance	
	The proposal relates to one or more of the objectives of the Comenius Programme. The Comenius Regio Partnership is relevant to the development of school education in the regions involved.	
	4. European added value	
	The impact and benefits of European cooperation on the participating institutions and regions are clear and well defined. The regions outlined their approach to foster European cooperation in the school education sector and described how the Comenius Regio Partnership might contribute to that.	
	5. Impact	
	The expected impact on both partner regions is clear and well defined. The partnership has developed an approach to assess whether the aims of the partnership have been met and the expected impact achieved. Monitoring and evaluation of the project activities are well defined.	
	6. Quality of dissemination and exploitation of results	
	Results are transferable and other regions can profit from the project's experiences. The activities planned for dissemination and exploitation of results are relevant and well defined. They cover the participating organisations and, if possible, the wider community.	
	7. Sustainability	
The measures to ensure the sustainability of results are clear and convincing.		
8. The cost-benefit ratio		
The budget and its justification are convincing and relate well to the activities planned. The planned mobilities are eligible and fit to aims of the project.		
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		July
Probable sending date of agreement to the beneficiaries		August
Probable starting date of the action		August

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MULTILATERAL PROJECTS
Action	COMENIUS Multilateral Projects
Objectives and description of the action	<p>Comenius Multilateral Projects are undertaken by consortia working together to improve the initial or in-service training of teachers and other categories of personnel working in the school education sector to develop strategies or exchange experiences to improve the quality of teaching and learning in the classroom. Each project is expected to give rise to an identifiable outcome - e.g. a new curriculum, training course, methodology, teaching strategy, teaching material - which meets the training needs of a defined group of educational staff, taking account of the realities of each participating country. The use of all possible methods, including information and communication technologies, for the production and dissemination of training materials to the widest possible audience is encouraged.</p> <p>Monitoring and evaluation for enhancing the quality of work carried out by projects should be planned from the very start of each project as a continuous project activity. Dissemination of the good quality results, specific 'dissemination' events involving educational authorities or policy makers to raise awareness of the project's activities and planned outputs should be always included. In addition, participation in Comenius Multilateral Networks events of the same thematic area is encouraged.</p> <p>Within the priorities announced in the Call for Proposals, the following activities may be supported:</p> <ul style="list-style-type: none"> • The adaptation, development, testing, implementation and dissemination of new curricula, training courses (or parts of courses) or materials for the initial or in-service training of teachers or other categories of school education staff; • The adaptation, development, testing, implementation and dissemination of new teaching methodologies and pedagogical strategies for use in the classroom and including the development of materials for use by pupils; • Providing a framework for the organisation of mobility activities for student teachers, including the provision of practical training periods and the recognition of these activities by the institutions concerned.
Who can benefit	<ul style="list-style-type: none"> • Teacher trainers, counsellors, teachers and all categories of school education staff, teacher students and the pupils; • Institutions or organisations providing initial and/or in-service training for teachers and other categories of school education staff; • Schools; • Other institutions or organisations active in school education (including research centres, training centres active in the field of education management or guidance and counselling, educational authorities and public or private companies); • Authorities, institutions or organisations which are not in themselves educational, but whose action can contribute to developing high-quality education; • Networks, voluntary associations and other not-for-profit organisations and undertakings active in the field of education. <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Applicant organisation on behalf of the consortium.
PRIORITIES	The priorities for this action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised Action. Applications have to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency

Maximum Grant €:	150.000 €/year. However, maximum EU contribution to projects will be 300.000€. The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.		
Comment on Funding:	Maximum EU Grant 75%		
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures			
Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"			
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Where the institution is a school, it must belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm)		
Minimum number of Countries:	3 LLP participating countries		
Minimum number of Partners:	3		
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.		
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.		
	2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.		
	3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.		
	4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.		
	5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.		
	6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.		
	7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.		
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.		
	9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money		
	CONTRACTING PROCEDURES		
	Probable sending date of pre-information on the results of the selection process		June
	Probable sending date of agreement to the beneficiaries		from July
	Probable starting date of the action		October

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	MULTILATERAL NETWORKS
Action	COMENIUS Multilateral Networks
Objectives and description of the action	<p>Comenius Multilateral Networks encourage the networking of educational establishments and organisations. They are designed to promote European co-operation and innovation in specific thematic areas of particular importance to school education in a European context. They therefore target priority thematic areas mentioned in the Call for Proposals.</p> <p>Such networks will constitute:</p> <ul style="list-style-type: none"> • A forum for joint reflection and co-operation in identifying and promoting innovation and best practice in the thematic area concerned; or • A platform to assist the persons and institutions involved in Comenius in strengthening their co-operation, and enabling them to maintain and consolidate their European co-operation beyond the period of EU support for their specific projects. <p>Within the priorities announced in the Call for Proposals, the following activities may be supported:</p> <ul style="list-style-type: none"> • Activities to promote educational innovation and best practice in the thematic area concerned, such as comparative analyses, case studies, formulating recommendations and organising working groups, seminars or conferences and other dissemination activities; • Activities to facilitate and enhance European co-operation, such as exchanging information, training of project co-ordinators, promoting new projects, disseminating project results and good practice. <p>As a minimum, each network will be expected to:</p> <ul style="list-style-type: none"> • Establish a website and other appropriate tools to support information exchange and dissemination; • Produce an annual report on the state of innovation in its area of activity; • Provide the 'players' in Comenius with full information about the network's events and activities; • Organise an annual meeting of Comenius projects working in the thematic area of the network. This meeting can be in the form of an open seminar or conference, combining several objectives of the network
Who can benefit	<ul style="list-style-type: none"> • Institutions or organisations providing initial and/or in-service training for teachers and other categories of school education staff; • Schools; • Other institutions or organisations active in school education (including research centres, training centres active in the field of education management or guidance and counselling, educational authorities and public or private companies); • Authorities, institutions or organisations which are not in themselves educational, but whose action can contribute to developing high-quality education; • Networks, voluntary associations and other not-for-profit organisations and undertakings active in the field of education. <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Applicant organisation on behalf of the consortium.
PRIORITIES	The priorities for this action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised Action. Applications have to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	

Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency	
Maximum Grant €:	150.000 Euro/year The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.	
Comment on Funding:	Maximum EU Grant 75%	
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures		
Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"		
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Where the institution is a school, it must belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm)	
Minimum number of Countries:	6 LLP participating countries	
Minimum number of Partners:	6	
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.	
Award criteria	1. Relevance	
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.	
	2. Quality of the Work Programme	
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	
	3. Innovative Character	
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	
	4. Quality of the Consortium	
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value	
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
	6. The Cost-Benefit Ratio	
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact	
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)	
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		October

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	ACCOMPANYING MEASURES
Action	COMENIUS Accompanying Measures
Objectives and description of the action	<p>The aim is to support various activities which, though not eligible under the main Comenius Programme, clearly contribute to achieving its objectives. Accompanying measures may:</p> <ul style="list-style-type: none"> raise awareness of relevant target groups or the general public on the importance of European cooperation in the field of school education more generally; help to improve the implementation of the Comenius programme, in particular through training activities and analysis; maximise the impact of European cooperation in the field of school education, by disseminating and giving a high profile to the results and methods of such cooperation; foster trans-sectoral synergies between the Actions of the LLP programme, for example around activities bringing together projects supported under Comenius, Erasmus, Grundtvig, Leonardo da Vinci, Jean Monnet or Transversal Programme on precise themes; implement activities specifically concerning aspects of transversal policies in which the Comenius programme is called on to play a part, including in particular, the promotion of equality between women and men, the integration of disabled persons and other people with special educational needs, and the promotion of intercultural education and the fight against racism; carry out other activities focussing on specific themes, target groups or contexts, as justified by the needs of the current educational situation in school education in the participating countries. <p>The activities supported could be (indicative list):</p> <ul style="list-style-type: none"> organisation of conferences and seminars concerning European cooperation in the field of school education; awareness-raising activities, such as targeted promotional and information campaigns, competitions etc.; setting up and consolidating European bodies such as associations, in particular as a means for the dissemination and exchange of information and experiences about innovatory initiatives in school education; developing, publishing, disseminating products and processes resulting from cooperation (documents, publications, teaching modules, videos, innovatory methodologies, organisational measures in institutions, educational strategies). <p>Dissemination via networks of bodies involving 'players' in the field of school education with a potential for relaying such information, will be given particular encouragement:</p> <ul style="list-style-type: none"> teaching with materials concerning European themes; organisation of training activities for persons responsible at their respective institutions for European cooperation in the field of school education; publications relating to European educational cooperation in school education, including the analysis of internationalisation strategies for school education, programme implementation and obstacles-action in the field of school education. <p>The following activities, in particular, may not be covered by the funding awarded:</p> <ul style="list-style-type: none"> activities eligible under another part of Comenius or the LLP programme; research activities.
Who can benefit	<ul style="list-style-type: none"> Institutions or organisations providing initial and/or in-service training for teachers and other categories of school education staff; Schools; Other institutions or organisations active in school education (including research centres, training centres active in the field of education management or guidance and counselling, educational authorities and public or private companies); Authorities, institutions or organisations which are not in themselves educational, but whose action can contribute to developing high-quality education; Networks, voluntary associations and other not-for-profit organisations and undertakings active in the field of education.
Who can apply	Applicant organisation on behalf of the consortium.
PRIORITIES	Not applicable
HOW TO APPLY	Centralised action. Applications have to be sent to the Executive Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	
Maximum Duration:	1 year
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request is possible only in exceptional cases. Total Grant will not change.

FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	150.000 Euro
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Where the institution is a school, it must belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm)
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	The Applicant Organisation must be established in a country eligible to participate fully in the LLP centralised Actions (but not in a country defined as a third country)
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed. 2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables. 3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme. 4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners. 5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. 6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen. 7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. 8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	COMENIUS
Action Category	
Action	eTwinning
Objectives and description of the action	<p>eTwinning promotes school collaboration and school networking in Europe through the use of Information and Communication Technologies (ICT). It provides advice, ideas and tools to make it easy for schools to set up partnerships and start collaborative projects in any subject area.</p> <p>eTwinning assists schools at both European level, through the Central Support Service (CSS), and at national level, through the National Support Services (NSS).</p> <p>The Central Support Service provides the European eTwinning portal, offers a helpdesk for teachers, publishes information material on eTwinning and organises periodically online learning events and teachers' professional development workshops across Europe. It also works in close collaboration with the National Support Services to ensure shared practice and a coordinated approach to eTwinning on a European level.</p> <p>The European eTwinning portal is a fully multilingual website offering collaboration tools and services through which teachers register, find partners and work together with them. It also serves as a meeting point where all interested teachers can share resources, discuss and find partners for other Comenius actions.</p> <p>The National Support Services (NSS) are organisations appointed by the ministries of education who promote eTwinning at a national level. They organise specific training sessions for teachers and ensure that eTwinning approaches fit the particular needs of the local schools.</p> <p>For more detailed information refer to the eTwinning portal http://www.etwinning.net.</p>
Who can benefit	<p>Schools (institutions providing general, vocational and technical education - from pre-school education to upper secondary).</p> <p>Teachers of any subject area, headmasters, librarians and other school staff.</p> <p>Individual projects do not receive direct funding but teachers benefit from the services, training, recognition and tools provided by the eTwinning national and European Support Services.</p>
Who can apply	<p>Every school education teacher, headmaster, librarian and other school staff through the eTwinning portal http://www.etwinning.net.</p> <p>No formal application is required.</p>

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	CERTIFICATES
Action	ERASMUS Consortium Placement Certificate
Objectives and description of the action	<p>The Erasmus Consortium Placement Certificate recognises the financial and operational capacity of a consortium to organise Erasmus student placements and apply for its funding. It entitles the consortium to apply to the National Agency for Erasmus student placements and organisation of mobility funds.</p> <p>A placement consortium can be defined as a group of higher education institutions holders of an Extended Erasmus University Charter and possibly other organisations (enterprises, associations, chambers of commerce, foundations, etc.) working together to facilitate placements for higher education students. Most consortia do not have a separate legal entity but rely on the legal entities of their members. The consortium coordinator is the organisation at the head of the consortium.</p> <p>The Erasmus Consortium Placement Certificate is awarded by the National Agencies to experienced consortia for a renewable 3-year period with 2013 as maximum date of validity. For newly constituted consortia without any previous experience or achievements, the Certificate is awarded for the next academic year only.</p> <p>The Certificate is awarded to a consortium that has agreed to make every effort to ensure high quality in organising Erasmus student placement.</p> <p>Within a consortium, each of the higher education institution sending students on placement remains responsible for the quality, the content and the recognition of the placement as agreed in the Training Agreement endorsed by the student, his/her home institution and the host enterprise including the Quality Commitment. Compliance with the Erasmus Consortium Placement Certificate is monitored. Violation by the consortium of its commitments may lead to the withdrawal of the Erasmus Consortium Placement Certificate by the National Agency.</p> <p>The consortium coordinator shall notify the National Agency concerned without delay of any change in the composition, situation or status of the consortium which might necessitate changes to or withdrawal of the Erasmus Consortium Placement Certificate.</p>
Who can benefit	<ul style="list-style-type: none"> - Higher education institutions holding an extended Erasmus University Charter and which are part of the consortium - Enterprises, training centres, research centres and other organisations - Students enrolled in institutions which are part of the consortium
Who can apply	The coordinating organisation on behalf of the placement consortia (a group of higher education institutions holders of an Extended Erasmus University Charter and possibly other organisations such as enterprises, associations, chambers of commerce, foundations, etc.).
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	until 2013
Comment on Duration:	Awarded for 1 year with 2013 as final date of validity
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Not applicable
Maximum Grant €:	Not applicable
Comment on Funding:	The Erasmus Consortium Placement Certificate does not imply any funding by itself.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility	- Applications must be submitted by bodies which are legal entities.

rules:	<ul style="list-style-type: none">- A placement consortium consists of at least 1 coordinating institution/organisation and 1 partner HEI.- Participating higher education institutions in the placement consortium must hold an Extended Erasmus University Charter.- Each of the participating members of the placement consortium must be a legal entity of the same country as the applicant.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	1. Quality of the application
	Clarity and relevance of the aims of the consortium, experience in higher education/enterprise cooperation and in placements, previous achievements, quality of dissemination
	2. Quality of the consortium and of its management
	Quality of the composition and structure of the consortium; administrative, technical and professional capacity of the partners; respective roles and responsibilities; sustainability of the consortium.
	3. Quality of the organisation of the mobility
	Quality of the arrangements for support of mobility: information for and selection of the participants, information for the potential host organisations, measures to ensure quality of the proposed placements and to match offer and demand, preparation, practical support, training content and recognition, monitoring the students during their period abroad, mentoring, evaluation of the period of mobility.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Preparatory Visits
Objectives and description of the action	<p>The main objective of the action is to help higher education institutions (HEI) to establish contacts with prospective partner institutions with a view to establishing:</p> <ul style="list-style-type: none"> - New inter-institutional agreements (not renewals) relating to student and/or staff mobility; - Erasmus student placements; - Erasmus Intensive Programmes; - Erasmus networks; - Erasmus multilateral projects; - Erasmus accompanying measures. <p>Erasmus placement consortia may use preparatory visits to organise Erasmus student placements.</p> <p>Preparatory visit grants may also be used to participate in a partner-finding "contact seminar" organised by a National Agency. Details of the seminars are available on request from National Agencies.</p> <p>In addition, if there is no consortium in their country, preparatory visit grants may be awarded to enterprises or other organisations for the purpose of helping them benefit from the experience of consortia abroad in view of establishing a consortium for the organisation of Erasmus student placements.</p> <p>In order for an HEI to be able to apply for a preparatory visit grant, it must be the holder of an Erasmus University Charter (EUC).</p> <p>The preparatory visit grant may be used to visit:</p> <ul style="list-style-type: none"> - Either one or more prospective partner higher education institutions (the visited HEIs do not need to have an EUC); - Or an enterprise or organisation. <p>Erasmus preparatory visits may be extended to prepare for actions in the field of higher education under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.</p>
Who can benefit	<ul style="list-style-type: none"> - Individuals working in a higher education institution holding an EUC - Individuals working in a consortium holding an Erasmus Placement Consortium Certificate - Individuals from enterprises or other organisations in the case of visits abroad designed to help establish student placement consortia. <p>Individuals working in above institutions/organisations wishing to prepare for actions in the field of higher education under the successor programme of the LLP, once adopted.</p>
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding an Erasmus University Charter - Erasmus placement consortia holding an Erasmus Consortium Placement Certificate - Enterprises or other organisations <p>Above mentioned institutions/organisations wishing to prepare for actions in the field of higher education under the successor programme of the LLP, once adopted.</p>
PRIORITIES	Not applicable.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Deadlines set by each National Agency
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on 1 January 2013 at the earliest and must end by 30 April 2014 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments

EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<ul style="list-style-type: none"> - Applications must be submitted by bodies which are legal entities. - Applicant organisations which are HEI must hold an EUC. - As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU. Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: <ul style="list-style-type: none"> - at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible - Enterprises or other organisations are eligible if there is no consortium in their country and only if the purpose of the visit is to benefit from the experience of consortia abroad in view of establishing a consortium for the organisation of Erasmus student placements. - Please verify with the relevant National Agency whether additional national requirements apply. - Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per potential project will be funded. - Applications for preparatory visits are not eligible once the corresponding project application has been submitted. Preparatory visits aiming at establishing new inter-institutional agreements (not renewals) relating to student and/or staff mobility or preparing Erasmus student placements, Erasmus Intensive Programmes, Erasmus networks, Erasmus multilateral projects or Erasmus accompanying measures must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No comments
Award criteria	1. Content and duration The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance There is a clear link between the activities and strategy of the applicant's institution or organisation and the purpose and content of the preparatory visit.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Organisation of Mobility
Objectives and description of the action	<p>This support measure concerns the organisation of the following mobility actions:</p> <ul style="list-style-type: none"> • Student mobility for studies • Student mobility for placements • Staff mobility - Teaching assignments • Staff mobility - Staff training <p>The organisation of mobility of students and staff (OM) involves creating optimal conditions, through quality support measures, for² outgoing and incoming students and staff to undertake periods of learning, training or teaching at higher education institutions or enterprises in other participating countries. HEIs receive an OM grant as management fee, whose amount depends on the number of outgoing mobilities and incoming teaching staff from enterprises. Placement consortia receive an OM grant as management fee, whose amount depends on the number of outgoing student mobilities for placements.</p> <p>Organisation of mobility may include the following non-exhaustive list of activities:</p> <ul style="list-style-type: none"> • Provisions for selecting students and staff to take part in mobility activities; • Providing linguistic preparation for mobile students and staff; • Providing information and assistance to incoming and outgoing students and staff (e.g. introduction to the host institution/organisation, welcome services, academic advice to students, assistance with practical matters such as accommodation, social security, residence permits, travel, provision of tutor/mentor for incoming students); • Academic and organisational arrangements with partner institutions (e.g. for students, the recognition of study periods abroad; for teachers, the inclusion of courses taught in the regular programme of the host institution; arrangements for student and course assessment, etc.; this may involve visits to partner institutions holders of EUCs); • Visits to prospective partner institutions holders of an EUC to explore and establish inter-institutional agreements; • Development and use of the European Credit Transfer and Accumulation System (ECTS) and the Diploma Supplement (DS); • Ensuring that students are provided with the necessary agreements on their programme of study/placement and the related assessment arrangements (i.e. learning agreements, training agreements); • Arrangements for the monitoring of outgoing students, including visits to partner institutions or organisations; • Organisation of feedback from returning students and staff, and making feedback available to prospective; outgoing students and staff (this may include helping local student organisations or selected students in various departments to provide information and counselling services to outgoing or incoming students); • Specific arrangements to ensure the quality of student placements in enterprises. • Provide information and publicity about the Erasmus programme (student and staff mobility).
Who can benefit	<ul style="list-style-type: none"> - Higher education institutions which hold an Erasmus University Charter and its students and its staff - Placement consortia which hold an Erasmus Consortium Placement Certificate
Who can apply	There is no application for Organisation of Mobility grants as such for higher education institutions and placement consortia. The amount of the awarded grant for Organisation of Mobility depends on the number of outgoing mobilities and the incoming mobilities of invited staff from enterprises for which a grant has been awarded and on the applicable grant tables.
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Not applicable
Duration	
Minimum Duration:	
Maximum Duration:	
Comment on Duration:	
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 2
Maximum Grant €:	Not applicable
Comment on Funding:	

EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> - Student mobility for studies: The institution organising the mobility must be a higher education institution holding an Erasmus University Charter. - Student mobility for placements: The institution/organisation organising the mobility must be either a higher education institution holding an Extended Erasmus University Charter or a placement consortium holding an Erasmus Consortium Placement Certificate. - Staff mobility for teaching assignments and staff training: The institution organising the mobility (including inviting teaching staff from enterprises) must be a higher education institution holding an Erasmus University Charter.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Student Mobility for Studies
Objectives and description of the action	<p>This action enables students at higher education institutions to spend an integrated period of study of between 3 months and 12 months in another participating country.</p> <p>The objectives of student mobility for studies are:</p> <ul style="list-style-type: none"> • To enable students to benefit educationally, linguistically and culturally from the experience of learning in other European countries; • To promote co-operation between institutions and to enrich the educational environment of host institutions; • To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals. <p>Erasmus student mobility for studies is carried out in the framework of prior "inter-institutional agreements" between home and host institutions, both of which must be holders of an Erasmus University Charter.</p> <p>Erasmus students are selected by their home HEI in a fair and transparent way.</p> <p>Prior to their departure, Erasmus students sign a study agreement which includes the following documents:</p> <ul style="list-style-type: none"> • A "Learning Agreement" setting out the programme of studies to be followed, as approved by the student, the home and the host institution; • The "Erasmus Student Charter" setting out the student's rights and obligations with respect to his/her period of study abroad. <p>At the end of the period abroad, the host institution must provide the Erasmus student and his/her home institution with a transcript of records confirming that the agreed programme has been completed and confirming the results. The home institution must give full academic recognition for satisfactorily completed activities during the Erasmus mobility period as agreed in the Learning Agreement, preferably by using ECTS credits. The Erasmus mobility period should also be recorded in the Diploma Supplement.</p> <p>Students may be awarded an Erasmus grant to help cover the travel and subsistence costs (including insurance and visa costs) incurred in connection with their study period abroad.</p> <p>Erasmus students - whether or not they receive an Erasmus grant - are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the host institution. The payment of any national grant or loan to outgoing students should be maintained during the Erasmus study period abroad.</p> <p>An Erasmus student may follow, if offered, an Erasmus Intensive Language Course in the host language before the study period, for which a grant may also be awarded. For more information, see the specific information on Erasmus Intensive Language Courses.</p> <p>Students with special needs may apply for a specific grant after they have been selected for a mobility period.</p>
Who can benefit	Students registered in a higher education institution holding an EUC.
Who can apply	Sending higher education institution holding an EUC.
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	3 months
Maximum Duration:	12 months
Comment on Duration:	Minimum 3 months or one full academic trimester/term
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1b
Maximum Grant €:	
Comment on Funding:	

EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<ul style="list-style-type: none"> - Applications must be submitted by bodies which are legal entities. - Erasmus student mobility for studies is based on bilateral inter-institutional agreements between the participating higher education institutions each of which must hold an Erasmus University Charter. - Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS credits. Recognition shall be based on the Learning Agreement approved by all parties before the period of mobility starts. In addition, the use of the Europass Mobility document is encouraged. - The student must be registered in a higher education institution which holds an Erasmus University Charter and be enrolled in higher education studies leading to a recognised degree or other recognised tertiary level qualification up to and including the level of doctorate. - The student must be enrolled at least in the second year of higher education studies. - The student must be either: <ul style="list-style-type: none"> • a national of a country participating in the Lifelong Learning Programme; • a national of other countries enrolled in regular courses in institutions of higher education in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). - The student may only receive two Erasmus grants: one grant for a study period and one for a placement period. - At least the sending or the receiving country must be an EU Member State.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	No award criteria are set at European level.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Student Mobility for Placements
Objectives and description of the action	<p>This action enables students at higher education institutions to spend a placement period between 3 months and 12 months in an enterprise or organisation in another participating country.</p> <p>The objectives of student mobility for placements are:</p> <ul style="list-style-type: none"> • To help students to adapt to the requirements of the EU-wide labour market; • To enable students to develop specific skill including language skills and to improve understanding of the economic and social culture of the country concerned in the context of acquiring work experience; • To promote cooperation between HEI and enterprises; • To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals. <p>Student 'placement' is an alternative term to the widely used term 'traineeship' or 'internship'. Host organisations for student placements may be enterprises, training centres, research centres and other organisations.</p> <p>Erasmus students are selected by their home HEI in a fair and transparent way.</p> <p>Prior to their departure, students sign a placement agreement which includes the following documents:</p> <ul style="list-style-type: none"> • A "Training Agreement" regarding its specific programme for the placement period; this agreement must be endorsed by the home higher education institution and the host organisation; • A "Quality Commitment" setting out the right and obligations of all the parties specifically for placements abroad. • The "Erasmus Student Charter" setting out the student's rights and obligations with respect to his/her mobility period abroad. <p>At the end of the period abroad, full recognition must be given by the home higher education institution for the period spent abroad as agreed in the Training Agreement.</p> <p>Students may be awarded an Erasmus grant to help cover the travel and subsistence costs (including insurance and visa costs) incurred in connection with their placement period abroad.</p> <p>The payment of any national grant or loan to outgoing students should be maintained during the Erasmus placement period abroad.</p> <p>An Erasmus student may follow, if offered, an Erasmus Intensive Language Course in the host language before the placement period, for which a grant may also be awarded. For more information, see the specific information on Erasmus Intensive Language Courses.</p> <p>Students with special needs may apply for a specific grant after they had been selected for a mobility period.</p>
Who can benefit	<ul style="list-style-type: none"> - Students registered in a higher education institution holding an Extended Erasmus University Charter - Enterprises, training centres, research centres and other organisations
Who can apply	<ul style="list-style-type: none"> - Sending higher education institution holding an Extended Erasmus University Charter - Placement consortia holding an Erasmus Consortium Placement Certificate
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	3 months or 2 months for short-cycle higher vocational education
Maximum Duration:	12 months
Comment on Duration:	
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1b
Maximum Grant €:	

Comment on Funding:	
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<ul style="list-style-type: none"> - Applications must be submitted by bodies which are legal entities. - Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS credits. Recognition shall be based on the training agreement approved by all parties before the period of mobility starts. In the particular case of a period of placement that is not part of the curriculum of the student, the sending institution shall provide recognition at least by recording this period in the Diploma Supplement or if not possible in the student's transcript of records. In addition, the use of the Europass Mobility document is encouraged. - The student must be registered in a higher education institution which holds an Extended Erasmus University Charter and be enrolled in higher education studies leading to a recognised degree or other recognised tertiary level qualification up to and including the level of doctorate. - The student must be either: <ul style="list-style-type: none"> * a national of a country participating in the Lifelong Learning Programme; * a national of other countries enrolled in regular courses in institutions of higher education in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). - The student may only receive two Erasmus grants: one grant for a study period and one for a placement period. - At least the sending or the receiving country must be an EU Member State. - The following types of organisations are not eligible as host organisations: <ul style="list-style-type: none"> * EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm); * organisations managing EU programmes (in order to avoid a possible conflict of interests and/or double funding); * national diplomatic representations (embassy and consulate) of the home country of the student.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	No award criteria are set at European level.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Staff Mobility - Teaching Assignments by HEI Teaching Staff and by Invited Staff from Enterprises
Objectives and description of the action	<p>This action enables staff to spend a teaching period between 1 day - or at least 5 teaching hours - and 6 weeks at a higher education institution in another participating country. A minimum duration of 5 working days is strongly recommended.</p> <p>The objectives of this staff mobility for teaching are:</p> <ul style="list-style-type: none"> To encourage higher education institutions to broaden and enrich the range and content of courses they offer; To allow students who do not have the possibility to participate in a mobility scheme, to benefit from the knowledge and expertise of academic staff from higher education institutions and from invited staff of enterprises in other European countries; To promote exchange of expertise and experience on pedagogical methods; To create links between higher education institutions and with enterprises; To motivate students and staff to become mobile and to assist them in preparing a mobility period. <p>The teaching assignments may be carried out by teaching staff of higher education institutions and by invited staff of enterprises. In all cases, the activities of staff undertaking a teaching assignment should be integrated into the curricula of the host institution.</p> <p>The partner higher education institutions/enterprise must have agreed on the programme of the activities to be undertaken by the visiting teachers (teaching programme) prior to the start of the mobility period. When the person carrying out the assignment is from a higher education institution, the assignment must be based on an inter-institutional agreement between the home and host institution.</p> <p>Teaching staff of higher education institutions are selected by the sending institution, staff of enterprises by the host institution.</p> <p>In the case of staff mobility from an enterprise to a higher education institution, the mobility is arranged by an invitation of the higher education institution to the staff member of the enterprise. The grant is always managed by the higher education institution.</p> <p>Staff members with special needs may apply for a specific grant after they had been selected for a mobility period.</p>
Who can benefit	<ul style="list-style-type: none"> Higher education institution teaching staff Staff of enterprises
Who can apply	Higher education institutions which hold an Erasmus University Charter.
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	1 day
Maximum Duration:	6 weeks
Comment on Duration:	<p>The minimum requirement for a teaching assignment is 5 teaching hours.</p> <p>A minimum duration of 5 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international life at the host institution.</p>
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility	Applications must be submitted by bodies which are legal entities.

rules:	<ul style="list-style-type: none">- The teaching assignment must be carried out in a higher education institution holding an Erasmus University Charter.- Teaching assignment mobility is based on inter-institutional agreements between the sending and receiving higher education institutions or an agreement between the higher education institution and the enterprise concerned.- The teaching programme must be agreed in advance by all parties.- A teaching assignment can be taken up either by HEI teaching staff (employed by a HEI holding an Erasmus University Charter) or by staff from an eligible enterprise. An eligible enterprise shall comply with definition in the LLP legal base (art. 2, nr. 25): "'Enterprise' means all undertakings engaged in economic activity in the public or private sector whatever their size, legal status or the economic sector in which they operate, including the social economy". The definition of 'enterprise' implies that further to companies, HEIs, research centres, the self-employed, family firms, partnerships and associations regularly engaged in an economic activity may be considered as enterprises. It is the economic activity that is the determining factor, not the legal form.- The teaching staff member must be either:<ul style="list-style-type: none">* a national of a country participating in the Lifelong Learning Programme;* a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).- At least the sending or the receiving country must be an EU Member State.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	No award criteria are set at European level.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Staff Mobility - Training for HEI Staff at Enterprises and at HEI
Objectives and description of the action	<p>This action enables teaching and other staff of higher education institutions to spend a period of training between 5 working days and 6 weeks in an enterprise or organisation such as an HEI in another participating country.</p> <p>The objectives of this staff mobility for training are:</p> <ul style="list-style-type: none"> To allow the staff of higher education institutions to acquire knowledge or specific know-how from experiences and good practices abroad as well as practical skills relevant for their current job and their professional development; To help building up cooperation between higher education institutions and enterprises; To motivate students and staff to become mobile and to assist them in preparing a mobility period. <p>The stay in the partner enterprise, organisation or institution can be called a variety of names: short secondment period, job-shadowing scheme, study visit, workshop, conference etc.</p> <p>Staff members are selected by the sending higher education institution. The sending institution and the receiving institution/enterprise must have agreed on the training programme undertaken by the staff member, prior to the start of the mobility period.</p> <p>Staff members with special needs may apply for a specific grant after they had been selected for a mobility period.</p>
Who can benefit	Staff from higher education institutions.
Who can apply	Higher education institutions holding an Erasmus University Charter.
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	5 working days
Maximum Duration:	6 weeks
Comment on Duration:	<ul style="list-style-type: none"> Shorter stays than 5 working days are allowed in the case when the absence of staff for this minimum period is difficult or in the case of attendance of conferences, seminars and workshops. Language training and attendance of conferences, seminars and workshops should not represent the majority of the total Erasmus-funded training days per sending institution and academic year (per single grant agreement).
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> Staff must be employed by a higher education institution holding an EUC. The staff member must be either: <ul style="list-style-type: none"> * a national of a country participating in the Lifelong Learning Programme; * a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). At least the sending or the host country must be an EU Member State.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable

Comment on participants:	
Award criteria	No award criteria are set at European level.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Intensive Language Courses
Objectives and description of the action	<p>The Erasmus Intensive Language Courses (EILC) are specialised courses in the less widely used and less taught languages organised in the countries where these languages are used as teaching languages at HEIs. The languages English, German, French and Spanish (Castilian) are not eligible for EILC.</p> <p>The EILCs take place in the following countries for the eligible languages in brackets: Belgium (Dutch), Bulgaria (Bulgarian), Croatia (Croatian), Cyprus (Greek), Czech Republic (Czech), Denmark (Danish), Estonia (Estonian), Finland (Finnish and Swedish), Greece (Greek), Hungary (Hungarian), Iceland (Icelandic), Italy (Italian), Latvia (Latvian), Lithuania (Lithuanian), Malta (Maltese), the Netherlands (Dutch), Norway (Norwegian), Poland (Polish), Portugal (Portuguese), Romania (Romanian), Slovakia (Slovak), Slovenia (Slovenian), Spain (Catalan, Valencian, Basque and Galician), Sweden (Swedish), Switzerland (Italian) and Turkey (Turkish).</p> <p>The EILC give Erasmus students visiting these countries for studies and placements the opportunity to study the language concerned for two to six weeks (with a minimum of 60 teaching hours in total, and at least 15 teaching hours a week) with the aim of being prepared for the Erasmus mobility period.</p> <p>Small groups of participants are strongly recommended (around 15). The minimum number of participants shall be 10. The cost effectiveness of the EILC has to be ensured.</p> <p>Supplementary mobility grants for Erasmus students participating in EILC may be awarded and paid by the respective sending higher education institutions. Erasmus students may not be charged a study fee for participation in an EILC course. However, fees may be charged for excursions and similar optional events and for other charges that Erasmus students normally may be asked to pay.</p> <p>The selection of the EILC organising institutions is carried out by the National Agency (NA) in the country where the course is to be organised.</p> <p>Students apply for participation in an EILC through their home institution. Comenius and Grundtvig assistants apply directly to the EILC host institution. The selection of EILC students is the joint responsibility of the EILC organising institutions and the NA in the host country.</p> <p>Students with special needs may apply for a specific grant after they have been selected for a mobility period.</p>
Who can benefit	<ul style="list-style-type: none"> - Students registered in a higher education institution holding an Erasmus University Charter, who have been selected for an Erasmus study/placement period. Students whose main subject of study is the language of the country organising the EILC are normally not eligible participants. - Comenius and Grundtvig Assistants may also participate, provided that there is a surplus of places on a course.
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding an EUC - Other organisations specialised in language training
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	01 February 2013
Duration	
Minimum Duration:	2 weeks
Maximum Duration:	6 weeks
Comment on Duration:	The minimum requirement for an Erasmus Intensive Language Course (EILC) is 60 teaching hours in total and at least 15 teaching hours a week.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1b & Table 3a
Maximum Grant €:	
Comment on Funding:	

EVALUATION AND SELECTION PROCEDURES

Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures

Eligibility Criteria

General eligibility rules:

The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.

Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"

Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> - Courses may be organised by higher education institutions or other organisations specialised in language training in the less widely used and taught languages in the host country. - Organising institutions can apply from the following countries: Belgium (Flemish Community), Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and Turkey. - Erasmus students/Comenius assistants/Grundtvig assistants from all countries participating in LLP can apply to participate in the courses. - The minimum number of participants shall be 10.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	<p>1. Relevance</p> <p>The proposal demonstrates a clear link to the operational objectives of Erasmus in the LLP. The course will be cost-effective.</p> <p>2. Objectives and work programme</p> <p>The objectives of the course in preparing participants for a mobility period in the country concerned are clear, realistic, address a relevant language and are oriented towards the needs of the target group. The learning outcomes are indicated. The work programme is of good quality and will ensure the delivery of the objectives. There is an appropriate cultural component of the course.</p> <p>3. Methodology</p> <p>The methodology is appropriate to attaining the objectives. The pedagogical and didactical approach is clearly described. The methods for the assessment of the participants' language skills at the end of the course are clearly described. ECTS credits will be awarded to students participating in the EILC.</p> <p>4. Quality of the course provider</p> <p>The provider of the course has suitably qualified and experienced teachers for providing the language training envisaged. The provider of the course has appropriate technical equipment (in terms of appropriate teaching aids, existence of a library and language laboratory).</p> <p>5. Impact</p> <p>The described learning outcomes appear likely to have the desired positive impact on participants' competence in the target language concerned. The proposal points out activities for the dissemination and exploitation of the course results.</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Intensive Programmes
Objectives and description of the action	<p>An Intensive Programme (IP) is a short programme of study (10 continuous full days to 6 weeks of subject related work) which brings together students and teaching staff from higher education institutions of at least three participating countries in order to:</p> <ul style="list-style-type: none"> • Encourage efficient and multinational teaching of specialist topics which might otherwise not be taught at all, or only in a very restricted number of HEIs; • Enable students and teachers to work together in multinational groups and so benefit from special learning and teaching conditions not available in a single institution, and to gain new perspectives on the topic being studied; • Allow members of the teaching staff to exchange views on teaching content and new curricula approaches and to test teaching methods in an international classroom environment. <p>Desirable features of an IP are the following:</p> <ul style="list-style-type: none"> • It may not consist of research activities or conferences, but should provide something significantly new in terms of learning opportunities, skills development, access to information, etc. for the participating teachers and students and promote an element of curricular development. • Effort should be made that the workload of participating students is recognised through the ECTS (or otherwise equivalent) credits. • IPs are expected to use ICT tools and services to support the preparation and follow-up of the IP, thereby contributing to the creation of a sustainable learning community in the subject area concerned. • The ratio of staff to students should guarantee active classroom participation. • The IP should present a strong multidisciplinary approach, fostering the interaction of students from different academic disciplines; • In addition to the learning outcomes on subject-related competences, IPs should favour the transmission of transversal competences. <p>An IP can be a one-off activity or repeated over a limited number of years (maximum duration of funding three consecutive years, annual application) with 2013 as the final year for annual applications. IP applications selected in 2012 and 2013 will not have the opportunity to apply for a renewal after 2013.</p> <p>Applications must be submitted to the National Agency (NA) of the institution that coordinates the IP, on behalf of all the partners. An IP with the same or a very similar partnership and the same or a very similar topic may apply to only one National Agency under the LLP General Call for Proposals 2011-2013.</p> <p>All higher education institutions participating in the IP must hold the Erasmus University Charter.</p> <p>Selection is carried out by the NA of the institution that coordinates the IP. If the coordination of an IP (selected under the previous call for proposals) is moving to a different HEI in another country (or in case of Belgium to a different National Agency) the application will be assessed on the same basis as a new application. However, also in this case, the total duration of funding for the same or very similar IP may not exceed 3 years.</p> <p>The selection of IP participants (teaching staff and first, second and third cycle students) is carried out by the IP consortium.</p> <p>Students and teaching staff with special needs may apply for a specific grant after they have been selected for an IP.</p>
Who can benefit	Students and teaching staff from the IP participating institutions.
Who can apply	The co-ordinating higher education institution of the IP (which must hold an Erasmus University Charter), on behalf of the IP participating institutions (all holding an Erasmus University Charter).
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	08 March 2013
Duration	
Minimum Duration:	10 continuous full days
Maximum Duration:	6 weeks
Comment on Duration:	

FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a & Table 1b & Table 3a
Maximum Grant €:	
Comment on Funding:	
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<ul style="list-style-type: none"> - Applications must be submitted by bodies which are legal entities. - All participating institutions (both coordinator and partners) must hold an Erasmus University Charter. - The activities should not consist of research activities or conferences. - The consortium involves at least 3 participating institutions from 3 different LLP countries. At least one participating institution must be from a Member State of the European Union. - The planned location of the IP is in a country which is eligible to participate in the LLP. - The number of eligible students travelling from countries other than the country hosting the IP must be minimum 10. - The activity plan should include at least 10 continuous working days of subject-related work (virtual cooperation activities like e-learning or weekends/days without subject related work or days with only cultural activities as part of the IP will not be taken into account). - The IP must take place without interruption and subject-related work days can only be separated by weekends and national public holidays. - Proposals for IPs that would be an integral part of an Erasmus Mundus Master or Doctoral Course are not eligible. - The proposal or an IP with the same or a very similar partnership and the same or a very similar topic has not yet received funding for 3 consecutive years from any of the National Agencies. - The applicant has not applied to more than one National Agency with the same or a very similar topic and the same or a very similar partnership under the LLP General Call for proposals 2011-2013. - Participating students or teachers should be either: <ul style="list-style-type: none"> * a national of a country participating in the Lifelong Learning Programme; * a national of other countries enrolled in regular courses in institutions of higher education or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	
Award criteria	Quality assessment of new applications 1. Relevance The benefits of European cooperation in providing intensive teaching on the subject concerned – i.e. the added value of offering the IP, compared to existing courses at the level of the participating institutions - are clear and well defined. The IP presents a strong multidisciplinary approach, fostering the interaction of students from different academic disciplines. The proposal demonstrates a clear link to the operational objectives of Erasmus under the LLP. 2. Quality of the objectives; innovative character The objectives and rationale of the IP are clear, realistic and address a relevant subject for which there is a demonstrable need. The IP will provide something significantly new in terms of learning opportunities, skills development, access to information, etc. for the participating teachers and students. 3. Methodology and work programme The methodology is appropriate for achieving the objectives. The pedagogical and didactical approach is clearly described. The proposal identifies the target groups. The selection method of the participating students is explained. The ratio of staff to students guarantees active classroom participation. 4. Learning outcomes, ECTS and recognition The expected learning outcomes are appropriate. In addition to the learning outcomes on subject-related competences, IPs favour the transmission of transversal competences. The workload of participating students should be recognised through the ECTS (or otherwise equivalent) credits. The proposal describes the provisions to ensure recognition of the studies undertaken within the IP. 5. Partnership, project management, monitoring and evaluation

	<p>The partnership is of good quality. The task distribution among the partners is organised in such a way that the results can be achieved and all partners are actively involved. There is an appropriate balance between partners in terms of their competences and their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation among the partners. The financial and contractual arrangements are clearly spelled out. The monitoring and evaluation measures of the IP are clearly defined and they are effective. Higher points can be given to partnerships involving HEIs that have not yet participated in Erasmus Intensive Programmes.</p>
	<p>6. Dissemination and exploitation of results; impact of the IP</p>
	<p>The activities for dissemination and exploitation of the IP results are well planned and ensure optimal use of the results in the participating institutions and, if possible, in the wider community. The proposal describes the way how ICT tools and services will be used to support the follow-up of the IP, thereby contributing to the creation of a sustainable learning community in the subject area concerned. The results envisaged are relevant and will have a demonstrable potential impact on the quality of teaching provided in the subject area concerned at the participating institutions. The proposal indicates multiplying effects or possible spin-offs of the IP.</p>
	<p>Quality assessment of renewals</p>
	<p>The renewal application can be accepted if on the basis of the available information of the first/second year intensive programme no major problems have been identified and if the applicant does not intend to introduce any changes which would have such an impact on the quality of the intensive programme which would justify not to provide funding for the second/third year.</p>
<p>CONTRACTING PROCEDURES</p>	
<p>Probable sending date of pre-information on the results of the selection process</p>	<p>See NA website</p>
<p>Probable sending date of agreement to the beneficiaries</p>	<p>See NA website</p>
<p>Probable starting date of the action</p>	<p>September</p>

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MULTILATERAL NETWORKS
Action	ERASMUS Academic Networks
Objectives and description of the action	<p>Erasmus academic networks are designed to promote European co-operation and innovation in specific subject areas. They contribute to enhancing quality of teaching in higher education, defining and developing a European dimension within a given academic discipline, furthering innovation and exchanging methodologies and good practices. This is achieved by means of co-operation within the network between higher education institutions, university faculties and departments and may also involve professional associations and enterprises as well as other organisations.</p> <p>All networks should bring together an appropriate range of relevant stakeholders concerned by the theme addressed and shall address topics of direct relevance for the European higher education policy. The main focus shall be sharing knowledge, discussing methodologies, promoting the exchange of experience and disseminating good practice in this field as well as producing and promoting creativity and innovation. Networks shall address current, emerging and future developments of the subject area. Co-operation within networks is expected to lead to outcomes which will have a lasting and widespread impact on higher education institutions and their environment across Europe in the field concerned.</p> <p>Each year, network proposals focusing on subject areas and themes not extensively covered by networks already being funded under this action are particularly encouraged, in order to arrive at an optimal coverage of academic disciplines. Information on networks funded in previous calls can be found in the Erasmus project compendia on the following website: http://eacea.ec.europa.eu/llp/results_projects/project_compendia_en.php</p> <p>The following is an indicative list of the kind of activities which academic networks will tend to focus on:</p> <ul style="list-style-type: none"> • Mapping the field. This might typically involve describing, analysing, and comparing existing teaching methods, and defining and experimenting with new ones, identifying existing high quality teaching material and placing it at the disposal of the members of the network. • Quality assurance related to an academic thematic area. • Facilitating European co-operation. Assessing the state of the art in European co-operation, identifying needs and obstacles and ways to overcome them. Setting up tools and European strategies (such as to improve the use of ECTS, new governance models etc.). • Defining and updating generic and sectoral competences using learning outcome and student-centres methodologies in the thematic area of the network, such as following the approach of the pilot project "Tuning Educational Structures in Europe" in the discipline of the network. • Promoting synergies between teaching and research, notably by encouraging higher education institutions to integrate research results in their teaching and linking Erasmus academic networks with Networks of Excellence funded by the Seventh Framework Programme of the European Community for Research, Technological Development and Demonstration Activities. • Reinforcing the link between education and society, bringing together public and private sector, scientific and professional players, thereby contributing to Europe's innovation capacity. <p>As a minimum, each network is expected to carry out the following operational activities:</p> <ul style="list-style-type: none"> • Create a website and other appropriate tools to support information exchange and dissemination; • Produce an annual report on the state of innovation in its area of activity; • Provide the 'players' in Erasmus with full information about the network's events and activities; • Organise an annual meeting in the thematic area of the network. The meeting may also bring together representatives of other Erasmus-supported activities in the field concerned, including notably multilateral projects and intensive programmes. It can take the form of an open seminar or conference, thereby encouraging collaboration between Erasmus-supported projects and other relevant initiatives; • Take appropriate measures regarding the evaluation of the network's performance. <p>One of the organisations participating in the network project must act as the co-ordinator. However, it is expected that other network partners take the lead on implementing the different parts of the work programme. It is vital that the whole of the network be actively associated with its activities.</p>
Who can benefit	<ul style="list-style-type: none"> - Higher education institutions - Public bodies - Enterprises - Associations and other relevant organisations active in relation to higher education <p>Note: This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible

	application and consortium. See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding a full duration Erasmus University Charter. (The Erasmus University Charter is not required for Higher education institutions from countries that are eligible only for participation in Erasmus multilateral projects, networks and accompanying measures.) - Public bodies, enterprises, associations and other relevant organisations active in relation to higher education
PRIORITIES	Not applicable
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Networks is possible only in exceptional cases. The total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	The maximum EU contribution to projects will be 600.000 € for the entire duration of the project. The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.
Comment on Funding:	Maximum EU contribution 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	25 LLP participating countries
Minimum number of Partners:	25
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above. All networks should bring together an appropriate range of relevant stakeholders concerned by the theme addressed. Geographical coverage and a balanced participation among countries must be ensured. The number of participants/countries can be lower than 25 only in duly justified cases.
Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.

	6. The Cost-Benefit Ratio	
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact	
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)	
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		October

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MULTILATERAL PROJECTS
Action	ERASMUS Multilateral Projects
Objectives and description of the action	<p>Erasmus multilateral projects provide support for cooperation of higher education institutions among themselves or together with other relevant stakeholders.</p> <p>Innovative projects focusing on themes not extensively covered by projects already being funded under this action are particularly encouraged. Information on projects funded in previous calls can be found in the Erasmus project compendia on the following website: http://eacea.ec.europa.eu/llp/results_projects/project_compendia_en.php. Applicants must choose one of the following priorities:</p> <ol style="list-style-type: none"> 1. Increasing attainment levels and strengthening the social dimension of higher education: Projects under this priority shall support actions aiming at increasing access to and improving the social dimension in higher education. The major objectives are the widening of the participation and raising completion rates of underrepresented groups (due to the factors such as socio-economic background, disability, ethnic or migrant background etc.) and non-traditional learners (part-time students, those with demanding family responsibilities, adult learners etc.) enhancing lifelong learning via the creation of flexible learning paths, developing ways to increase the social responsibility of higher education institutions, and improvement of gender balance on particularly unbalanced fields of study. 2. Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market: Projects under this priority shall support activities that help attune curricula to current and emerging labour market demands and offer employability and transversal skills including entrepreneurship, developing active cooperation between HEI and partners from outside academia: enterprises, professional organisations, chambers of commerce, social partners, local/regional bodies etc; and that recognise and incentivise the role of excellent teachers in student success. 3. Strengthening quality through mobility and cross-border cooperation: Projects under this priority shall support activities to develop innovative strategies to boost mobility or ways to remove obstacles to mobility in higher education. This priority also caters for projects that support virtual mobility that are embedded in a global strategy for the effective integration of ICT in the participating higher education institutions. 4. Knowledge Alliances: Projects under this priority shall support Knowledge Alliances, which bring together businesses and higher education institutions to strengthen and develop Europe's innovation potential, via the provision of a comprehensive set of joint activities, involving new learning and teaching methods, the design and delivery of new multidisciplinary curricula and innovative courses, and the promotion of entrepreneurial attitudes. These projects should aim at facilitating the sharing of knowledge between higher education and companies and embody a truly two-way process: universities and business joining forces to boost their innovation potential. 5. Improving governance and funding: Projects under this priority shall support activities that develop the strategic capacities of higher education institutions and their leaders, enhancing the autonomy and accountability of institutions; and that increase institutions' capacity to draw in funding from diverse sources and manage resources efficiently.
Who can benefit	<ul style="list-style-type: none"> - Higher education institutions - Enterprises, in particular SMEs - Professional organisations - Chambers of commerce - Social partners - Local/regional/national bodies - Associations and other relevant organisations active in relation to higher education <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding a full duration Erasmus University Charter. (The Erasmus University Charter is not required for Higher education institutions from countries that are eligible only for participation in Erasmus multilateral projects, networks and accompanying measures.) - Enterprises (in particular SMEs), professional organisations, chambers of commerce, social partners and local/regional/national bodies - Associations and other relevant organisations active in relation to higher education

PRIORITIES	A more detailed description of the priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	3 years – With the exception of Knowledge Alliances (Priority 4), which are limited to 2 years.
Comment on Duration:	Extension of the eligibility period by up to 6 months for Multilateral Projects is possible only in exceptional cases on request. The total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions, for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	The maximum EU contribution to projects will be 400.000 €. The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.
Comment on Funding:	Maximum EU contribution 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	- Applications must be submitted by bodies which are legal entities. - Knowledge Alliances (Priority 4): at least one Higher Education Institution and at least one enterprise must be full partners in the partnership.
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed. 2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables. 3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme. 4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners. 5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. 6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen. 7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. 8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)

	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		October

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	ACCOMPANYING MEASURES
Action	ERASMUS Accompanying Measures
Objectives and description of the action	<p>The aim is to support various activities which, though not eligible under the main Erasmus Programme, will clearly contribute to achieving its objectives. Projects should be innovative, self-standing and should aim at:</p> <ul style="list-style-type: none"> • having a clear relevance to the European Modernisation Agenda of Higher Education and raising awareness of relevant target groups or the general public on the importance of European cooperation in the field of higher education more generally; • enhancing the implementation of Erasmus mobility by reaching a substantial part of the students (for example broad scale projects for promotion of mobility, for boosting mobility in subject areas that are currently under-represented in Erasmus mobility, for coping with problems like recognition of studies during the mobility period); • focusing on dissemination of project results (Dissemination is normally part of all projects funded by LLP. An Accompanying Measures project may only get funding for dissemination if the proposed activities go beyond of what is expected from the integral dissemination activities of any Erasmus centralised project. The applications must clearly describe the activities undertaken as part of the dissemination plans of the past Erasmus centralised projects, and demonstrate how the proposed activities bring added value to what has already been done); • fostering trans-sectoral synergies between the actions of the LLP on precise themes; • implementing activities specifically concerning aspects of transversal policies in which the Erasmus programme is called upon to play a part, including in particular, the promotion of equality between women and men, the integration of persons with disabilities and other people with special needs, and the promotion of intercultural education and the fight against racism; • carrying out other activities focussing on specific themes, target groups or contexts, as justified by the needs of the current educational situation in higher education in the participating countries. <p>The activities supported could be the following (indicative list):</p> <ul style="list-style-type: none"> • Organisation of conferences, seminars and training activities concerning European cooperation in the field of higher education; • Studies and analyses; • Awareness-raising activities, such as targeted promotional and information campaigns, competitions etc.; • Information and communication activities to promote and improve the visibility of activities and results within the programme. <p>Before submitting a proposal, applicants should ensure that the proposed topic has not yet been and is not planned to be covered by a study funded by EU education programmes.</p> <p>Studies and reports on Higher Education policy funded by Directorate General for Education and Culture can be found here:</p> <ul style="list-style-type: none"> • http://ec.europa.eu/education/erasmus/studies_en.htm • http://ec.europa.eu/education/higher-education/doc1651_en.htm <p>The compendia of finished or ongoing projects within Erasmus (the Erasmus compendia) can be found here:</p> <ul style="list-style-type: none"> • http://eacea.ec.europa.eu/llp/results_projects/project_compendia_en.php <p>Calls to tender in the fields of Education, Training and Youth can be found here:</p> <ul style="list-style-type: none"> • http://ec.europa.eu/dgs/education_culture/calls/tenders_en.html
Who can benefit	<ul style="list-style-type: none"> - Higher education institutions - Associations, networks or consortia of higher education institutions and other relevant organisations active in relation to higher education
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding an Erasmus University Charter. (The Erasmus University Charter is not required for Higher education institutions from countries that are eligible only for participation in Erasmus multilateral projects, networks and accompanying measures.) - Associations, networks or consortia of higher education institutions and other relevant organisations active in relation to higher education
PRIORITIES	Not applicable
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013

Duration	
Minimum Duration:	1 year
Maximum Duration:	1 year
Comment on Duration:	Extension of the eligibility period by up to 6 months for accompanying measures is possible only in exceptional cases on request. The total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	150.000
Comment on Funding:	Maximum EU contribution 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	The Applicant Organisation must be established in a country eligible to participate fully in the LLP centralised Actions (but not in a country defined as a third country)
Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the work programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative character
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the consortium
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European added value
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. Cost-benefit ratio
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the valorisation plan (dissemination and exploitation of results)
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	CERTIFICATES
Action	LEONARDO DA VINCI Mobility Certificate
Objectives and description of the action	<p>The Leonardo da Vinci Certificate in Mobility is a recognition of the capacity of an institution to implement a Leonardo da Vinci mobility project of excellent quality. The quality aspects cover the content of the mobility activity (policy, strategy, workprogramme) as well as the operational and financial capacity of the institution.</p> <p>The Leonardo da Vinci certificate in mobility is awarded by the National Agencies on the basis of an application linked or annexed to a mobility project application introduced at the same call-deadline. It will be delivered for a period of maximum 4 years (max. until the end of the LLP in 2013). The certificate will allow a simplified grant application in the following calls.</p> <p>In the application for the certificate, the institution will be asked to describe its previous experiences and achievements in Leonardo da Vinci mobility. It will also show the extent to which international mobility is part of the organisations' policy and if quality management is ensured. Further project developments planned will be described.</p> <p>The Leonardo Mobility Certificate will be delivered to a limited number of institutions in order to ensure that the programme remains open to potential new applicants. A certificate can cover several target groups (IVT, PLM and/or VETPRO) if project applications exist for those groups. It remains, however, linked to the project and can not be automatically extended to other departments or branches, except if already plausibly foreseen in the application for the certificate.</p> <p>The National Agency will reserve a part of the available budget for this action. A certificate is not an automatic guarantee for funding.</p> <p>A Leonardo Mobility Certificate can be withdrawn in case of non compliance to the quality criteria set out in the application and in case of breach of financial and operational rules of the Leonardo da Vinci Programme.</p>
Who can benefit	Organisations experienced in Leonardo da Vinci mobility.
Who can apply	Beneficiaries of a successfully completed Leonardo da Vinci mobility project.
PRIORITIES	There are no European priorities for Leonardo da Vinci Mobility Certificates. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	01 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	Until end of LLP in 2013
Comment on Duration:	
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	See NA website
Maximum Grant €:	See NA website
Comment on Funding:	The Leonardo da Vinci Placement Certificate does not imply any funding by itself.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <p>The institution has successfully completed at least one mobility project in Leonardo da Vinci in the past 3 years before application, meaning that the final report has been submitted and accepted by NA</p> <p>Please consult your NA on supplementary national eligibility criteria.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable

Comment on participants:	
Award criteria	1. Quality of the work programme
	Quality of past performance and management and clear description of future developments planned
	2. European Added Value
	Degree of integration of transnational mobility in the strategy of the institution, involvement in cooperation/networking at a national or transnational level.
	3. Impact and Relevance
	There is a clear strategy for quality management in the institution: evaluation and follow-up
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	May
Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MOBILITY
Action	LEONARDO DA VINCI Preparatory Visits
Objectives and description of the action	<p>The objective of the action is to help institutions eligible for the Leonardo da Vinci Programme wishing to establish a new Mobility project, Partnership project, Transfer of Innovation Project, Development of Innovation project, Thematic Network project or Accompanying Measure project to contact and meet suitable partner institutions and/or develop a workplan in order to prepare the project/partnership application.</p> <p>Any institution wishing to establish a new project in the Leonardo da Vinci actions concerned may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> - a visit to a potential partner institution in another country participating in the Lifelong Learning Programme; - participation in a partner-finding 'contact seminar' organised by a National Agency. <p>Details of the seminars are available on request from National Agencies.</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> • define the aims, objectives and methodology of a future project; • define partner roles, responsibilities and tasks within a future project; • develop a work plan for a future project, including methods for monitoring, evaluation and dissemination; • complete the project/partnership application form. <p>Leonardo da Vinci preparatory visits may be extended to prepare for actions in the field of vocational education and training under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.</p>
Who can benefit	<p>Individuals working in an institution wishing to establish a Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure.</p> <p>Individuals working in an institution wishing to prepare for actions in the field of vocational education and training under the successor programme of the LLP, once adopted. Usually a grant is awarded to just one person per visit, only in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per potential project/partnership will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted.</p>
Who can apply	<p>Any institution wishing to establish a new Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure.</p> <p>Institutions wishing to prepare for actions in the field of vocational education and training under the successor programme of the LLP, once adopted.</p>
PRIORITIES	There are no European priorities for LEONARDO DA VINCI Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Deadlines set by each National Agency
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on January 1 st 2013 at the earliest and must end by April 30 th 2014 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments

EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities and eligible to apply for a Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure.</p> <p>As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU.</p> <p>Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible.</p> <p>Please verify with the relevant National Agency whether additional national requirements apply.</p> <p>Preparatory visits aiming at establishing a Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No comments
Award criteria	1. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance
	There is a clear link between the activities and strategy of the applicant's home institution and the purpose and content of the preparatory visit.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MOBILITY
Action	LEONARDO DA VINCI IVT (Initial Vocational Training)
Objectives and description of the action	<p>The action aims at the support of transnational mobility of persons undergoing initial vocational education and training and is divided into two sub-groups:</p> <p>A. Mobility of apprentices B. Mobility of persons in school-based initial vocational training</p> <p>An Apprenticeship is defined as a vocational training scheme based on alternate learning in which the learning/training takes place at the workplace (enterprise) as well as in school. The enterprise plays an active role/has responsibility in the set-up of the training programme as well as in the decision if a person can leave on mobility; there is not necessarily a contractual link between apprentice and enterprise. Given the differences of initial vocational training schemes in the participating countries, the exact coverage of the two groups will be defined at national level and published on the NA web-site.</p> <p>The general objectives of this mobility action within the Leonardo da Vinci sectoral programme are:</p> <ul style="list-style-type: none"> • To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European Labour Market. • To enhance the attractiveness of vocational education and training and mobility for individuals and to facilitate the mobility of working trainees. <p>A transnational mobility in initial vocational training consists in a training placement for a period of vocational training and/or work experience undertaken by an individual participant (apprentice, pupil, trainee, etc in IVT) in an enterprise or a training institution in another participating country. In case the training placement is done in a training institution, the link to the practical experience and to the training needs of the participant shall be clearly defined.</p> <p>Individual participants will receive their grant within a mobility project organised by a coordinating organisation. Individuals cannot directly apply for a grant to National Agencies.</p> <p>Within the project, co-operation will exist between the sending institution and the host organisations, such as training institutions, VET schools or enterprises. Their respective roles and involvement in the different steps for implementation of the mobility activities have to be clearly defined, especially in case Intermediary organisations are participating. Their quality can be assessed on the basis of past performance and the satisfaction of the beneficiary and participants in previous projects.</p> <p>In the case of apprentices mobility, good-quality intermediary bodies are very important to support and simplify participation of SME as sending or hosting organisation and to bridge the gap between the world of education and the world of enterprises. Competent intermediary bodies are all public or semi-public organisations and interest groups having the mission of supporting the business or training sector in their E&T activities; examples of such bodies are chambers of craft; chambers of commerce, business representation/federations, unions; labour offices.</p> <p>Applications are submitted to the National Agency of the sending country (country of the applicant organisation) and can only cover outgoing mobility, i.e. individual participants residing and/or enrolled in the country of application moving to another participating country.</p> <p>The beneficiary of the project grant, generally the coordinating institution, will have to ensure that the partners of this co-operation, including the intermediaries, meet the principles contained in the Quality Commitment (http://ec.europa.eu/education/leonardo-da-vinci/initial_en.htm):</p> <ul style="list-style-type: none"> • Clear description of objectives, needs, expected learning outcomes, content and duration of the training period abroad • The placement is an integral part of the vocational training course • Clear match between the training needs of the individual beneficiary, his training curriculum, the qualification to be achieved and the content of the placement (traineeship) • Individual, linguistic and cultural preparation of the individual beneficiaries is ensured • Pedagogical monitoring of the individual beneficiaries is ensured (tutoring and mentoring in cooperation between sending and host organisation, follow-up of learning agreement) • Validation of the competences and learning outcomes acquired by the individual beneficiary and assessment of the general outcome within the specific vocational training field (use of Europass Mobility on request, use of ECVET, when applicable) • Logistic support to individual beneficiary (travel, accommodation, host organisation) • Dissemination activities are foreseen
Who can benefit	Trainees in initial vocational training (apprentices, pupils in vocational training, trainees except in higher education).
Who can apply	<ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme; • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; • Enterprises, social partners and other representatives of working life, including chambers of

	<p>commerce and other trade organisations;</p> <ul style="list-style-type: none"> • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning; • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; • Research centres and bodies concerned with lifelong learning issues; • Higher education institutions; • Non-profit organisations, voluntary bodies, NGOs • With a view to promoting the quality and increasing the volume of mobility for trainees in initial vocational training, proposals by Leonardo da Vinci Mobility Consortia will be encouraged. Consortia will typically consist of groups of VET providers in the sending country working together with relevant partners to send learners abroad. Consortia partners may include VET schools, companies, sectoral associations, regional and local authorities and Chambers of Commerce and Industry and Skilled Crafts
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. Consult also the NA website for national priorities!
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	01 February 2013
Duration	
Minimum Duration:	2 weeks for individual placement, but check also NA website
Maximum Duration:	39 weeks for individual placement
Comment on Duration:	Project Duration max 2 years
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	For participants: Subsistence, Travel, Preparation costs For organisations: Management costs
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> • The mobility is taking place in a country participating in the LLP in which the participant is not a resident. • Are not eligible as host organisations: <ul style="list-style-type: none"> - EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm); - organisations managing EU programmes (in order to avoid possible conflict of interests and/or double funding); - national diplomatic representations (embassy and consulate) of the home country of the participant due to the requirement of transnationality. • For the definition of "apprentices" in your country please consult the NA web-site
Minimum number of Countries:	2
Minimum number of Partners:	2
Comment on participants:	<ul style="list-style-type: none"> • An individual can only profit once from a Leonardo funding for placement in IVT. • The participants must be <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools or institutions of vocational training in a participating country, or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
Award criteria	1. Quality of the work programme
	The objectives are clear, realistic and address a relevant need. The work programme is appropriate to achieving the objectives; the work programme defines and distributes tasks/activities among the partners in such a way that the quality of the experience acquired by the individual is ensured.
	2. European added value

	The training activity abroad will have a greater potential value than similar training in the applicant's home country, and it is clearly demonstrated that the applicant will benefit from this experience in terms of professional and personal development(active citizenship), intercultural and language competences. Use of Europass Mobility is foreseen. Use of ECVET is foreseen in case it is already or developed in parallel for the qualification/the training/the sector/the profession. The testing of ECVET is encouraged.	
	3. Content and duration	
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.	
	4. Impact and relevance	
	There is a clear match between the training selected and the applicant's training needs. The training may be expected to have a significant impact on the personal and professional competences of the applicant.	
	5. Quality of the Valorisation plan (dissemination and exploitation of results)	
	The valorisation plan of the applicant organisation clearly demonstrates the intention to disseminate within the sending organisations the results of and lessons to be derived from the training activities foreseen and good practice identified.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		May
Probable sending date of agreement to the beneficiaries		May
Probable starting date of the action		June

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MOBILITY
Action	LEONARDO DA VINCI PLM (People in the Labour Market)
Objectives and description of the action	<p>The action aims at the support of transnational mobility of workers, selfemployed or people available for employment (including graduates) undergoing a training period abroad in a vocational training context.</p> <p>The general objectives of this mobility action within Leonardo da Vinci sectoral programme are:</p> <ul style="list-style-type: none"> • To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development , employability and participation in the European Labour Market. • To enhance the attractiveness of vocational education and training and mobility for individuals and to facilitate the mobility of working trainees and to facilitate the mobility of working trainees. <p>A transnational mobility for People in the Labour Market consists in a training placement for a period of vocational training and/or work experience undertaken by an individual participant in an enterprise or a training institution in another participating country. In case the training placement is done in a training institution, the link to the practical experience and to the training needs of the participant shall be clearly defined.</p> <p>Individual participants will receive their grants within a mobility project organised by a coordinating organisation. They cannot directly apply for a grant to National Agencies.</p> <p>Within the project, co-operation will exists between the sending institution and the host organisations, such as training institutions, VET schools or enterprises. Their respective roles and involvement in the different steps for implementation of the mobility activities have to be clearly defined, especially in case intermediary organisations are participating. Their quality can be assessed on the basis of past performance and the satisfaction of the beneficiary and participants in previous projects.</p> <p>Applications are submitted to the National Agency of the sending country (country of the applicant organisation) and can only cover outgoing mobility, i.e. individual participants residing and/or enrolled and/or employed in the country of application moving to another participating country.</p> <p>The beneficiary of the project grant, generally the coordinating institution, will have to ensure that the partners of this co-operation, including the intermediaries, meet the principles contained in the Quality Commitment (http://ec.europa.eu/education/leonardo-da-vinci/initial_en.htm):</p> <ul style="list-style-type: none"> • Clear description of objectives, content and duration of the training period abroad • Clear match between the training needs of the individual beneficiary reflected against his professional background and the content of the placement (traineeship) • Individual, linguistic and cultural preparation of the individual beneficiaries is ensured • Pedagogical monitoring of the individual beneficiaries is ensured (tutoring and mentoring in cooperation between sending and host organisation, follow-up of learning agreement) • Validation of the competences acquired by the individual beneficiary and assessment of the general outcome within the specific vocational training field (use of Europass Mobility on request, use of ECVET, when applicable) • Logistic support to individual beneficiary (travel, accommodation, host organisation) • Dissemination activities are foreseen
Who can benefit	People in the labour market (workers, selfemployed or people available for employment (including graduates from vocational education and training and higher education) undergoing a training period abroad in a vocational training context).
Who can apply	<ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci programme; • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; • Enterprises, social partners and other representatives of working life, including chambers of commerce and other trade organisations; • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning; • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; • Research centres and bodies concerned with lifelong learning issues; • Higher education institutions; • Non-profit organisations, voluntary bodies, NGOs • With a view to promoting the quality and increasing the volume of mobility for trainees in initial vocational training, proposals by Leonardo da Vinci Mobility Consortia will be encouraged. Consortia will typically consist of groups of VET providers in the sending country working together with relevant partners to send learners abroad. Consortia partners may include VET schools, companies, sectoral associations, regional and local authorities and Chambers of Commerce and Industry and Skilled Crafts
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. Consult also the NA website for national priorities!

HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant	
Please consult the relevant Agency website for further information.		
Selection Procedure:	NA1	
Application Deadline(s):	01 February 2013	
Duration		
Minimum Duration:	2 weeks for individual placement, but check also NA website	
Maximum Duration:	26 weeks for individual placement	
Comment on Duration:	Project Duration max 2 years	
FINANCIAL PROVISIONS		
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.		
Applicable Grant Table(s):	Table 1a	
Maximum Grant €:	See NA website	
Comment on Funding:	For participants: Subsistence, Travel, Preparation costs For organisations: management costs	
EVALUATION AND SELECTION PROCEDURES		
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures		
Eligibility Criteria		
General eligibility rules:		
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.		
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"		
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. The mobility is taking place in a country participating in the LLP in which the participant is not a resident. Are not eligible as host organisations: <ul style="list-style-type: none">• EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm);• organisations managing EU programmes (in order to avoid possible conflict of interests and/or double funding);• national diplomatic representations (embassy and consulate) of the home country of the participant due to the requirement of transnationality.	
Minimum number of Countries:	2	
Minimum number of Partners:	2	
Comment on participants:	<ul style="list-style-type: none">• An individual can only profit once from a Leonardo funding in the PLM target group.• The participants must be either:<ul style="list-style-type: none">- a national of a country participating in the Lifelong Learning Programme;- a national of other countries enrolled in regular courses in schools or institutions of vocational training, or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).	
Award criteria	1. Quality of the work programme The objectives are clear, realistic and address a relevant need. The work programme is appropriate to achieving the objectives; the work programme defines and distributes tasks/activities in such a way that the quality of the experience acquired by the participants is ensured.	
	2. European added value The training activity abroad will have a greater potential value than similar training in the applicant's home country, and it is clearly demonstrated that the applicant will benefit from this experience in terms of professional development (including intercultural and language competences) and personal development (active citizenship). Use of Europass Mobility is foreseen. Use of ECVET is foreseen in case it is already or developed in parallel for the qualification/the training/the sector/the profession. The testing of ECVET is encouraged	
	3. Content and duration The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.	
	4. Impact and relevance There is a clear match between the training selected and the applicant's training needs. The training may be expected to have a significant impact on the personal and professional competences of the applicant.	
	5. Quality of the valorisation plan (dissemination and exploitation of results) The valorisation plan clearly demonstrates the intention to disseminate the results of and lessons to be derived from the training activity foreseen.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		May

Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MOBILITY
Action	LEONARDO DA VINCI VETPRO (VET Professionals)
Objectives and description of the action	<p>The action aims at the support of transnational mobility of persons responsible for vocational training and/or human resources.</p> <p>The general objectives of this mobility action within Leonardo da Vinci sectoral programme are:</p> <ul style="list-style-type: none"> To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development , employability and participation in the European Labour Market. To support improvements in quality and innovation in vocational education and training systems, institutions and practices. <p>A Mobility project for Professionals in Vocational Education and Training focuses on the transfer, improvement and update of competences and/or of innovative methods and practices in the field of vocational training. Individual trainers, teachers or other persons responsible for Vocational training issues will exchange experiences with their counterparts in other countries with the aim of mutual learning. It can also cover vocational language learning of professionals (VOLL).</p> <p>Individual participants will receive their grants within a mobility project organised by a coordinating organisation. They cannot directly apply for a grant to National Agencies. Within the project, co-operation exists between training institutions and/or enterprises. Their respective roles and involvement in the different steps for implementation of the mobility activities have to be clearly defined, especially in case intermediary organisations are participating. Their quality can be assessed on the basis of past performance and the satisfaction of the beneficiary and participants in previous projects.</p> <p>Applications are submitted to the National Agency of the sending country (country of the applicant organisation) and can only cover outgoing mobility, i.e. individual participants residing and/or employed in the country of application moving to another participating country.</p> <p>The beneficiary of the project grant, generally the coordinating institution, has to ensure that the quality criteria are met such as:</p> <ul style="list-style-type: none"> Clear description of objectives, content and durations of the period abroad Clear match between the training needs of the individual beneficiary reflected against his professional background and the content of the traineeship If necessary, ensure preparation of the individual beneficiary Validation of the competences acquired by the individual beneficiary and evaluation of the general outcome within the specific vocational training field Ensure organisational aspects of the mobility Ensure dissemination activities
Who can benefit	Professionals in vocational education and training (such as teachers, trainers, vocational training staff, guidance counsellors, those responsible for training establishments, for training planning, occupational guidance within enterprises, human resource managers in enterprises,...).
Who can apply	<ul style="list-style-type: none"> Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme; Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; Enterprises, social partners and other representatives of working life, including chambers of commerce and other trade organisations; Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning; Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; Research centres and bodies concerned with lifelong learning issues; Higher education institutions; Non-profit organisations, voluntary bodies, NGOs
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. Consult also the NA website for national priorities!
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	01 February 2013
Duration	
Minimum Duration:	1 week for individual placement (must cover 5 full working days)
Maximum Duration:	6 weeks for individual placement
Comment on Duration:	Project Duration max 2 years

FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	For participants: Subsistence, Travel, Preparation costs For organisations: management cost
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. The mobility is taking place in a country participating in the LLP in which the participant is not a resident.
Minimum number of Countries:	2
Minimum number of Partners:	2
Comment on participants:	<ul style="list-style-type: none"> • Priority will be given to first time participation. Repeated participation must be duly justified (for example new needs, new content) • The participants must be either: <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
Award criteria	1. Quality of the work programme
	The objectives are clear, realistic and address a relevant need. The work programme is appropriate to achieving the objectives; it defines and distributes tasks/activities among the partners in such a way that the quality of the experience acquired by the participants is ensured.
	2. European added value
	The exchange of experience with European counterparts will provide clear added value for the participants and their organisations. Use of Europass Mobility is foreseen.
	3. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	4. Impact and relevance
	The expected impact will be of value both for the beneficiaries and for the specific vocational training field concerned in the country of origin of the participants.
	5. Quality of the valorisation plan (dissemination and exploitation of results)
	The dissemination and exploitation activities envisaged are relevant and well defined and will have a significant positive impact on the beneficiaries' organisations.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	May
Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	June

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	PARTNERSHIPS
Action	LEONARDO DA VINCI Partnerships
Objectives and description of the action	<p>A Leonardo da Vinci Partnership is a framework for small-scale cooperation activities between organisations working in the field of vocational education and training ("VET") which will be cooperating on themes of mutual interest to the participating organisations. Projects can focus more on the active participation of trainees, while others will concentrate on the cooperation between teachers, trainers or VET-professionals. The cooperation shall not only include VET schools or institutions but also shall also involve the world of work. World of work partners may include, for example: enterprises; VET providers associated with enterprises (e.g. providing work-based training, apprenticeships); sector representations, branches; professional associations; representatives of working life (e.g. chambers of commerce and trade organisations); and other organisations providing evidence of links to working life and employment (e.g. some local authorities). They can cooperate at national, regional or local level, but also at sector level, such as within VET-fields or economic sectors.</p> <p>The partnership should include partners from at least 3 participating countries. Given that only full (not "silent", unfunded) partners have a legal obligation to implement the Partnership project, at least one full partner should represent the world of work. One of the partners must act as coordinator. It is strongly advised to indicate at application stage which of the partners volunteer to act as replacement coordinators, should the original coordinator be rejected in the selection.</p> <p>Partnership projects fill a gap between the two major decentralised Leonardo da Vinci actions, i.e. the mobility projects and the bigger transfer of innovation projects, as they allow for cooperation in VET beyond mobility activities without, however, demanding large scale cooperation involving big budgets as in the Transfer of Innovation. Partnerships could also be used to continue to cooperate on results achieved in a previous project or be a first step towards a mobility or transfer of innovation project. However, LdV partnerships should not be used to carry out pure mobility projects or to prepare a transfer of innovation project.</p> <p>Partnerships are an excellent way of enabling peer learning activities for the use of common tools as described in the Helsinki Communiqué, such as transparency, EQF, ECVET, quality assurance, excellence of skills, competences for key sectors.</p> <p>AIMS AND OBJECTIVES - TOPICS FOR CO-OPERATION</p> <p>Leonardo da Vinci Partnerships follow the objectives of the Leonardo da Vinci programme as set out in Article 15.1 of the Programme Decision, which reflect the general political goals of VET policy at European level. This includes the objectives linked to the Copenhagen process and its 2-year updates. The main priorities for VET as reviewed in the Bruges Communiqué in December 2010 set an excellent framework for Leonardo da Vinci partnerships.</p> <p>More specifically, LdV partnerships are differentiated from the partnership actions in the Comenius and Grundtvig programme on the basis of the content of the activities, which have to be clearly VET and world of work related.</p> <p>The following examples of topics which could be covered within a LdV partnership are based on the Bruges communiqué reflecting present priority topics in common VET policy:</p> <ul style="list-style-type: none"> • Development of guidance and advice on VET; • Opening VET to flexible pathways and create better conditions for transition to working life; • Reinforce or create closer links of VET with working life; • Promoting the recognition of non-formal and informal learning; • Responding to the needs of the labour market, particularly of SMEs, anticipation of skills needed in labour market; • Improve the qualification of teachers and trainers; • Support the implementation of Quality assurance in VET; • Cooperate in the area of transparency of VET systems (i.e. ECVET, EQF, Europass...); • Support the development of national qualifications frameworks in relation to EQF; • Cooperate to test and apply common concepts developed at European level with the aim to achieve a spreading at the level of the actors "on the ground". <p>The LdV Partnership will produce an outcome or results which allow later dissemination and further application of the results of the cooperation. This can be descriptive or tangible, take the form of a common report, a conference, a CD, a tangible product as developed for / on behalf of / with the involvement of trainees, a training concept in a specific VET field, ...etc.</p>
Who can benefit	<ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme; • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; • Enterprises, social partners and other representatives of working life, including chambers of commerce and other trade organisations; • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning;

	<ul style="list-style-type: none"> Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; Research centres and bodies concerned with lifelong learning issues; Organisation at tertiary level (higher education institutions) can participate in the projects, but the results should not target those attending vocational education and training at tertiary level Non-profit organisations, voluntary bodies, NGOs
Who can apply	Each institution/organisation involved in the partnership.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	None
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 4
Maximum Grant €:	not applicable
Comment on Funding:	Funding for Partnerships is based on pre-defined lumpsum amounts that depend on the number of mobility activities planned by the applicant institutions. By mobility we mean travel abroad by staff and/or trainees to participate in Partnership activities in the partner countries. Each institution involved in the same Partnership can apply for a different amount, depending on its own capacity for sending out staff or trainees and on its degree of involvement in the Partnership activities.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> The mobility planning table includes the planned mobility activities of each participating organisation. The number of mobility activities planned by each participating organisation respects the minimum number required for the grant amount in question. Partnerships consist of a minimum of 3 partners each located in a different country participating in the LLP, at least one of which must be an EU Member State.
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	None
Award criteria	<p>1. Quality of the work programme</p> <p>The objectives of the partnership are clear, realistic and address a relevant subject. The work programme is appropriate for achieving the objectives and suitable for the partnership type in question; the tasks are defined and distributed among the partners in such a way that the results can be achieved and all partners are actively involved.</p> <p>2. Quality of the Partnership</p> <p>There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation.</p> <p>3. European added value</p> <p>The impact and benefits of European cooperation on the participating institutions are clear and well defined.</p> <p>4. Relevance</p> <p>The proposal addresses objectives of the programme.</p> <p>5. Impact</p> <p>The expected impact on both partnership institutions and on individual participants is clear and well defined. The partnership has defined a methodology for assessing whether the aims of the partnership have been met and the expected impact achieved.</p> <p>6. Dissemination and exploitation of results</p>

	The planned activities for dissemination and exploitation of results are relevant and well defined. They involve all the participating organisations and, if possible, the wider community.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		July
Probable sending date of agreement to the beneficiaries		August
Probable starting date of the action		August

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MULTILATERAL PROJECTS
Action	LEONARDO DA VINCI Transfer of Innovation
Objectives and description of the action	<p>The aim of Leonardo da Vinci Multilateral Projects "Transfer of Innovation" is to improve the quality and attractiveness of Vocational Education and Training (VET) in the participating countries by transferring <u>existing innovations</u> to new legal, systemic, sector, linguistic, socio-cultural and geographic environments through working with transnational partners. Innovation transfer projects generate synergies by exploiting existing VET innovations (no "re-inventing the wheel").</p> <p>Proposals for an innovation transfer must clearly present the basis of the transfer and must demonstrate the benefit of the transfer: innovation regarding, for example, VET courses, tools, materials, methodologies, occupational referentials or standards, credit systems, experiences or policy or legislative lessons, can be transferred to other sectors and countries; the innovation that shall be transferred can be, for example five years old, as long as it has not been outstripped by another – newer – innovation.</p> <p>These existing innovations can be based on previous Leonardo da Vinci projects, or on any other national, European or international innovative projects, and can be transferred into vocational training systems and organisations at national, regional, local or sector level. Therefore proposals should clearly take into account the ownership rights on the previously developed innovations (intellectual property rights - IPR).</p> <p>Ideally, a "Transfer of Innovation" project should not only combine innovations from several countries for the transfer to one or several countries but also partners from those countries. Thus the project can also become a learning experience for those partner VET stakeholders from where the innovations come from. For a <u>transfer</u> of innovation one does not necessarily need innovative organisations as partners but for its introduction in other countries and environments one will need partners in the national VET systems there with standing, reputation and international cooperation experience.</p> <p>The proposal for an innovation transfer project should elaborate on how the following elements were prepared:</p> <ul style="list-style-type: none"> • <u>Analysis of the needs</u> of the target group/s (there can be a direct target group, for example teachers or trainers, and an indirect target group, for example pupils or apprentices); • <u>Identification</u> of innovations that in principle are suitable and <u>selection</u> of those that will meet the needs of the target group in the best way; • <u>Analysis of the feasibility</u> of their blending and of their transfer; <p>The proposal should further explain how the project – if selected for funding – would implement the following steps:</p> <ul style="list-style-type: none"> • <u>Blending</u> the selected innovations and <u>adapting</u> them to the legal framework, training system (public, private, sector), language, culture and geography as well as to the needs of target group; • <u>Transferring</u> them to, and <u>testing</u> them in the new environment; • <u>Integrating</u> or even certifying the transferred innovations in European, national, regional, local or sector training systems and practices. <p>Although a "Transfer of Innovation" project is about identifying existing solutions to a given problem, their adaptation to other environments may need some development work. However, proposals for a transfer of innovation should plan only little time for development but largely sufficient time for adaptation, testing, fine-tuning and integration. In order to make sure that the solutions are really adapted to the direct and indirect target groups in the best way, they should be closely involved in the project work.</p>
Who can benefit	<p>All those in vocational education and training, other than at tertiary level, as well as the institutions and organisations facilitating such education and training, such as:</p> <ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations • Enterprises, social partners and other representatives of working life, including chambers of commerce, other trade organisations and sectoral organisations • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level • Research centres and bodies concerned with lifelong learning issues • Organisation at tertiary level (higher education institutions) can participate in the projects, but the results should not target those attending vocational education and training at tertiary level • Non-profit organisations, voluntary bodies, NGOs

Who can apply	Applicant organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA2
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	2 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table published on the website of the National Agency the rates of which may be lower than the maximum rates of Table 5a. For daily subsistence rates: see table published on the website of the National Agency the rates of which may be lower than the maximum rates of Table 5b.
Maximum Grant €:	150.000/year
Comment on Funding:	Maximum EU Grant is 75% of eligible cost.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. The language in which the proposal is submitted must be the working language of the consortium.
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State.
Award criteria	1. Quality of the work programme The objectives are clear, realistic and address a relevant issue; the methodology is appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget.
	2. Innovative character The project will provide solutions to clearly identified needs of the target groups identified, by offering innovative solutions as regards training and competence development. These solutions will result from adapting and transferring innovative approaches which already exist in other countries or sectors of the economy.
	3. Quality of the Consortium The consortium brings together all the skills and competences required to carry out the work programme, and there is an appropriate distribution of tasks across the partners.
	4. European added value The benefits and need for European cooperation are clearly demonstrated.
	5. The cost-benefit ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	6. Relevance The grant application is clearly positioned in one of the priorities of the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. The results are relevant to the specific, operational and broader objectives of the Programme.
	7. Impact The impact on vocational training approaches and systems is likely to be significant.
	8. Quality of the valorisation plan (dissemination and exploitation of results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the project, during and beyond the lifetime of the project.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	July
Probable sending date of agreement to the beneficiaries	September
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MULTILATERAL PROJECTS
Action	LEONARDO DA VINCI Development of Innovation
Objectives and description of the action	<p>Leonardo da Vinci Multilateral Projects 'Development of Innovation' are transnational co-operation projects that aim to improve the quality of training systems through the development of innovative contents, methods and procedures within Vocational Education and Training (VET). Innovation is a matter of doing new things or finding new ways of doing familiar things. For Development of Innovation Projects it means that something innovative is developed (contents, methods, procedures etc.) as the end result of the project.</p> <p>Proposals for innovation development should respond to an innovation pressure (gaps in VET systems or processes) that several countries have in common and should lead to brand new solutions and therefore result in a clear benefit in VET of European scope.</p> <p>The teamwork of a variety of European partners will bundle different approaches, lead to cross-fertilisation and creativity, and will facilitate the development of new solutions and know-how. Development of Innovation projects typically plan a lot of time for development but will also foresee enough time for testing. They will have to consider intellectual property rights (IPR) during the project so that there is an agreement amongst partners before the project has finished. An innovation development can come from any organisation that is innovative. Therefore Development of Innovation projects will rather involve specialist developers. Thus, these projects can be the vehicle for improving quality and for promoting innovation in vocational training. Both aims should be integrated in the proposal in such a way that tools, methods or concepts, and also concrete materials which are developed during the project can be used in, or adapted for, changing environments.</p> <p>The principles for the implementation of Leonardo da Vinci Development of Innovation projects are given below:</p> <ul style="list-style-type: none"> • EU support is intended for the production of tangible materials, products, methods and approaches in the field of vocational training and guidance, and not for training activities as such • Proposals must put the innovative dimension of the project in context and in relation to the needs of the target groups or the problem to be solved • The development of innovation may apply equally to institutional contexts and to formal, informal or non-formal practices, as well to initiatives promoted at the local, regional or sectoral level • Maximum benefit must be drawn at European level from the results by making use of the expertise and experience of the various European bodies and/or other qualified organisations active in this field • In order to make best use of the results and obtain feedback enabling the product, material, approach or method to be adapted and transferred, valorisation (= dissemination and exploitation of results) must be an integral part of the project's work programme <p>In disseminating and exploiting the results of projects, the European dimension must be enhanced by making vocational training and guidance materials, products, methods and approaches available, where possible, in the languages of all partners.</p>
Who can benefit	<p>All those in vocational education and training, other than at tertiary level, as well as the institutions and organisations facilitating such education and training, such as:</p> <ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations • Enterprises, social partners and other representatives of working life, including chambers of commerce, other trade organisations and sectoral organisations • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level • Research centres and bodies concerned with lifelong learning issues • Organisation at tertiary level (higher education institutions) can participate in the projects, but the results should not target those attending vocational education and training at tertiary level • Non-profit organisations, voluntary bodies, NGOs <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the consortium.

PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see Table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	200.000/year and a maximum of 400.000€ for the whole project duration The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75% of eligible costs.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character The action will provide something new in terms of learning opportunities, skills development, access to information, etc as well as innovative solutions to actual identified needs of the target groups. It will achieve this by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.

	9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	MULTILATERAL NETWORKS
Action	LEONARDO DA VINCI Networks
Objectives and description of the action	<p>The aims of Leonardo da Vinci Networks are to strengthen the link between the various 'actors' involved in vocational training, to improve the quality, European dimension and visibility of activities or issues of common interest in the field of vocational and educational training.</p> <p>In particular the Leonardo da Vinci Networks aim at:</p> <ul style="list-style-type: none"> • Assembling, distilling and building on European expertise and innovatory approaches • Improving the analysis and anticipation of skill requirements • Disseminating the network outputs and project results throughout the Union in the appropriate circles. <p>The objectives of Leonardo da Vinci Networks are:</p> <ul style="list-style-type: none"> • Projects under this action should assist cooperation between VET actors, enterprises, economic sectors, social partners and training organisations • To identify the trends and skills requirements in this area and improve the anticipated benefit of vocational training programmes • Publish the results of work undertaken by such transnational networks through the relevant channels so as to promote greater innovation and transnational co-operation in vocational training. <p>The principles for the implementation of Leonardo da Vinci Networks are:</p> <ul style="list-style-type: none"> • Carrying out a work programme on a given subject (this principle implies that the EU financial support is granted for the implementation of the work programme and related activities rather than for the existence of the network per se) • Ensuring that the activities of the network are not confined to their contractual period only (from the outset each network should foresee a strategy to allow its activities to be continued beyond the period financed by the EU) • The proposals should also include the provision, based on the initial results, for a widening of the network, accompanied by a plan for canvassing new potential partners. <p>The partnership must be multiplayer, i.e. involve a variety of players capable of contributing to the proposal's objectives. Its members may include local authorities, chambers of commerce, trade organisations for employers and employees (social partners), companies, including small and medium-sized enterprises (SMEs), non-governmental organisations (NGOs) and research and vocational training centres, including universities.</p> <p>Inclusion of political decision-makers, such as local and regional authorities, will ensure the durability of the partnership.</p> <p>This action is not designed exclusively for the establishment of new networks. Members of existing networks (in the field of VET) may wish to form new networks to work in complementary areas or to use their combined expertise in new areas.</p>
Who can benefit	<p>All those in vocational education and training, other than at tertiary level, as well as the institutions and organisations facilitating such education and training, such as:</p> <ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme; • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations; • Enterprises, social partners and other representatives of working life, including chambers of commerce and other trade organisations; • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning; • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level; • Research centres and bodies concerned with lifelong learning issues; • Organisation at tertiary level (higher education institutions) can participate in the projects, but the results should not target those attending vocational education and training at tertiary level • Non-profit organisations, voluntary bodies, NGOs <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	

Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	200.000/year The maximum grant for all third country partners combined is 25.000 € in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75% of eligible costs
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	5 LLP participating countries
Minimum number of Partners:	5
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	<p>1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.</p> <p>2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.</p> <p>3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.</p> <p>4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.</p> <p>5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.</p> <p>6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.</p> <p>7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.</p> <p>8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.</p> <p>9. Where applicable: Participation of organisations from third countries</p>

	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	LEONARDO DA VINCI
Action Category	ACCOMPANYING MEASURES
Action	LEONARDO DA VINCI Accompanying Measures
Objectives and description of the action	<p>Projects may be developed under the 'Accompanying Measures' Actions to promote the objectives and results of on-going and finalised Leonardo da Vinci projects. On-going and finalised Leonardo da Vinci projects can be found in the ADAM portal (http://www.adam-europe.eu) and EVE portal (http://ec.europa.eu/dgs/education_culture/eve/index_en.htm)</p> <p>Projects may therefore cover communication activities, thematic networking of projects and dissemination and exploitation of project results, for example:</p> <ul style="list-style-type: none"> • Information and communication activities to promote and improve the visibility of activities and results within each programme • Thematic networking of ongoing projects working on a similar theme (e.g. organisation of exchange of experience meetings, publication of updated project compendia and more systematic assessment of project results, review of national and European discussions on projects on specific themes, organisation of European thematic prize, organisation of thematic summer schools) in support of more effective dissemination and exploitation of the best results • Collection and provision of information on project results, including via the development of common databases • Support for dissemination and exploitation conferences and events bringing together projects and potential users within the sector concerned, with a particular emphasis on promoting the transfer and take-up of project results by new users and mainstreaming into education and training systems and practices.
Who can benefit	<p>All those in vocational education and training, other than at tertiary level, as well as the institutions and organisations facilitating such education and training, such as:</p> <ul style="list-style-type: none"> • Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci sectoral programme • Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations • Enterprises, social partners and other representatives of working life, including chambers of commerce, other trade organisations and sectoral organisations • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning • Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level • Research centres and bodies concerned with lifelong learning issues • Organisations at tertiary level (higher education institutions) can participate in the projects, but the results should not target those attending vocational education and training at tertiary level • Non-profit organisations, voluntary bodies, NGOs
Who can apply	Coordinating organisation on behalf of the consortium.
PRIORITIES	Not applicable.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	none
Maximum Duration:	1 year
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see Table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see Table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	150.000/year
Comment on Funding:	Maximum EU Grant 75% of eligible costs

EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
	None
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	The Applicant Organisation must be established in a country eligible to participate fully in the LLP centralised Actions (but not in a country defined as a third country)
Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. The Cost-Benefit Ratio
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Preparatory Visits
Objectives and description of the action	<p>The objective of the action is to help any organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project to get to know suitable partner institutions and develop a work plan in order to prepare the project/partnership/network application form.</p> <p>Any organisation wishing to establish a cooperative activity of this kind may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> - a visit to a partner institution in another country participating in the Lifelong Learning Programme; - participation in a partner-finding 'contact seminar' organised by a National Agency. <p>Details of the seminars are available on request from National Agencies.</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> • define the aims, objectives and methodology of a future Partnership, Project or Network; • define roles, responsibilities and tasks among the partners which will be developing the Partnership, Project or Network; • develop a work plan for developing the envisaged Partnership, Project or Network, including methods for monitoring, evaluation and dissemination; • complete the appropriate joint application form <p>Grundtvig preparatory visits may be extended to prepare for actions in the field of adult education under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.</p>
Who can benefit	<p>Individuals working in an institution/organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.</p> <p>Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together, provided that the division of responsibility between them justifies this. Only one visit per potential project/partnership will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted.</p> <p>Individuals working in an institution/organisation wishing to prepare for actions in the field of adult education under the successor programme of the LLP, once adopted.</p>
Who can apply	<p>Institutions/organisations wishing to establish a Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.</p> <p>Institutions/organisations wishing to prepare for actions in the field of adult learning under the successor programme of the LLP, once adopted.</p>
PRIORITIES	There are no European priorities for Grundtvig Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised action, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	See NA website
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on 1 January 2013 at the earliest and must end by 30 April 2014 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	

Specific eligibility rules:	Applications must be submitted by legal entities eligible to apply for a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project.	
	Please verify with the relevant National Agency whether additional national requirements apply.	
	As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU.	
	Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application - that will be prepared as a result of the preparatory visit grant - has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible.	
	Preparatory visits aiming at establishing a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.	
	Please verify with the National Agency to which you will apply if any additional national requirements exist.	
Minimum number of Countries:	Not applicable	
Minimum number of Partners:	Not applicable	
Comment on participants:	See "Who can benefit" and "Who can apply" above	
Award criteria	1. Content and duration	
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.	
	2. Relevance	
	There is a clear link between the activities and strategy of the applicant's home institution, the proposed Partnership/Project/Network/action in the field of adult education under the successor programme of the LLP and the purpose and content of the preparatory visit.	
CONTRACTING PROCEDURES		
Probable sending date of notification of the results of the selection process		See NA website
Probable sending date of agreement to the beneficiaries		See NA website
Probable starting date of the action		See NA website

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Visits and Exchanges for Adult Education Staff (VIS)
Objectives and description of the action	<p>The objective of this Action is to help improve the quality of adult learning in the broadest sense - formal, non-formal or informal - by enabling present or future staff working in this field, or persons who are engaged in the in-service training of such staff, to undertake a work-related visit to a country participating in the Lifelong Learning programme (LLP) other than that in which they normally live or work. In this way, participants are encouraged to gain a broader understanding of adult learning in Europe and, depending on the purpose of the visit, to improve their practical teaching / coaching / counselling / management skills and/or support the work of the host organisation by providing expertise in the area of teaching, management or other related activities.</p> <p>The visits may be carried out singly or, where this is appropriate for the visit concerned, in small groups (in the latter case, a separate application must be submitted for each participant). They may be uni-directional or carried out as part of an exchange between organisations. Where appropriate, one grant may cover visits to several organisations.</p> <p>Note: i.) While visits of this kind may, as a desirable side-effect, give rise to future cooperation between the participant's organisation and the organisation(s) visited abroad, applications where this is the primary purpose should be submitted under the Grundtvig action "Preparatory Visits" – see the relevant page in this Guide. ii.) Grants to attend formal in-service training courses are available under the Grundtvig action "In-Service Training for Adult Education Staff" – see the relevant page in this Guide. iii.) Please note that long duration form of mobility (from 13 full weeks onwards) will normally be eligible under the Grundtvig action "Assistantships" – see the relevant page in this Guide.</p> <p>The visit activities for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning. This may, for example, have to do with:</p> <ul style="list-style-type: none"> • Carrying out a teaching assignment at an adult education organisation; • Studying aspects of adult education/learning in the host country, such as: the content and delivery of adult education (course content and teaching methodology), the methods adopted to increase access opportunities to adult learning, the management of adult learning (governance at local and regional level, administration and leadership of organisations, budgeting, quality assurance etc.), support services such as counselling and guidance, developing community-based schemes for adult learning etc.; • Studying and/or providing expertise on system/policy-related aspects of adult education including all types of strategic issues, funding models, development of indicators and benchmarking etc. • Undergoing less formal types of training for adult education staff, such as a period of "job-shadowing" (observation) in an adult education organisation or a public or non-governmental organisation involved in adult education (grants to attend formal in-service training courses are available under the "Grundtvig In-Service Training for Adult education Staff" Action - see the relevant page in this Guide); • Attending a conference or seminar, where this will have a demonstrably strong added value for the candidate and thereby for his/her organisation, including the European Conferences relating to Grundtvig Learning Partnerships and Grundtvig thematic events organised by the Commission.
Who can benefit	Present or future teachers/other staff in adult education, as defined in the "Specific eligibility rules" below.
Who can apply	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists the application may be submitted directly to the relevant National Agency.
PRIORITIES	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. There are no European priorities in 2013 for Grundtvig Visits and Exchanges for Adult Education Staff.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	See NA website
Duration	
Minimum Duration:	1 day (for certain activities)
Maximum Duration:	90 calendar days
Comment on Duration:	Earliest date for Visits and Exchanges: see NA website. All activities must start by 30 April 2014 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	

Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	<p>Travel and subsistence costs: A contribution will be made in accordance with the provisions set out on your National Agency's website.</p> <p>Conference or seminar fees: A contribution may be granted on the basis of real costs. Please consult your National Agency's website for information on the maximum amount.</p> <p>Pedagogic, linguistic and cultural preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount.</p> <p>Please consult the National Agency for special rules on additional funds in the case of people with special needs.</p>
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> - Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal) o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities o Staff working with adults with special learning needs o Staff such as mediators and street educators working with adults at risk o Counsellors or career advisors o Staff working in local or regional authorities dealing with adult education, including the inspectorate - Persons involved in the training of adult education staff - Persons who can demonstrate a clear intention of working in adult education but who are currently in some other labour market situation (work in another field, retirement, absence from professional life due to family responsibilities, unemployment etc.), whether or not they have worked in adult education before. - Persons who have completed a qualification leading to a career in adult education and intend to start working in adult education. - Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field - Other education staff at the discretion of national authorities. <p>In the case of persons (re-)entering adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3) The organisation(s) or event(s) to be visited must be located in a country / countries participating in the LLP different from the one(s) in which the applicant is living or working. Applications must contain confirmation from the organisation(s) to be visited that they are willing to receive the visitor.</p> <p>4) The sending and/or host country must be an EU Member State, except where the purpose of the visit is to attend a conference or seminar involving participants from several European countries.</p> <p>5) Please verify with the relevant National Agency whether additional national requirements apply.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See "Who can benefit", "Who can apply" and "Specific eligibility rules" above

Award criteria	1. European added value
	The visit activity abroad will have positive effects which could not be derived from similar activity within the applicant's own country of residence/work.
	2. Content and duration
	The programme for the visit is clear and reasonable; its duration is realistic and appropriate.
	3. Impact and relevance
	It is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development (and that - where applicable - his/her organisation will benefit from the added insights / knowledge / competences obtained), and/or that the organisation(s) to be visited will benefit significantly from the expertise of the applicant.
CONTRACTING PROCEDURES	
Probable sending date of notification of the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Assistantships (ASS)
Objectives and description of the action	<p>This Action enables present or future staff involved in adult education - whether formal, non-formal or informal - to spend a period from 13 full weeks (see below) as a Grundtvig Assistant at an adult education organisation in another European country participating in the Lifelong Learning Programme (LLP), other than that in which they normally live or work.</p> <p>The objective is to give participants the opportunity to gain a better understanding of the European dimension to adult learning, to enhance their knowledge of foreign languages, other European countries and their adult education systems and to improve their professional and intercultural competences.</p> <p>The tasks to which an Assistant may contribute include:</p> <ul style="list-style-type: none"> • assisting in facilitating learning or with regard to some aspect of managing adult education • providing support for adults with special educational needs • providing information on the Assistant's country of origin and assisting in the teaching of its language • introducing or reinforcing the European dimension in the host institution • initiating, developing and assisting in the implementation of projects. <p>Assistants should be fully integrated into the host organisation's life. As the Assistantships are open to all adult education staff, the level of experience and seniority of the participants varies considerably. Depending on their specific profile, the Assistant may either:</p> <ul style="list-style-type: none"> • play a mainly ancillary role at the host organisation, assisting in various teaching or management activities; • take full responsibility for one or more courses or a particular aspect of management at the host organisation (such cases are known as Expert Assistantships). <p>Prior to submitting their application for an Assistantship, applicants must have identified the host organisation at which they wish to carry out the Assistantship. Applications must contain confirmation from this organisation that it is willing to receive the Assistant.</p> <p>Organisations wishing to host an Assistant in future years, are invited to inform the National Agency in the country where they are located.</p> <p>Assistants may carry out activities at several host organisations, either to give variety to their work or to meet particular needs of neighbouring adult learning organisations in the area.</p> <p>Assistants are selected by the National Agencies in their home country. Grundtvig Assistantship grants are not normally awarded more than once to the same person within a period of 3 years.</p>
Who can benefit	Present or future teachers/other staff in adult education, as defined in the "Specific eligibility rules" below.
Who can apply	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists the application may be submitted directly to the relevant National Agency.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Assistantships.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	28 March 2013
Duration	
Minimum Duration:	13 full weeks (91 calendar days)
Maximum Duration:	45 weeks (315 calendar days)
Comment on Duration:	All activities must end by 31 July 2014
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	<p>The grant covers travel and subsistence costs.</p> <p>Pedagogic, linguistic and cultural preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount. Please consult the National Agency for special rules on additional funds in the case of Assistantship applicants with special needs.</p>

EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>.</p> <p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> - Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal) o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities o Staff working with adults with special learning needs o Staff such as mediators and street educators working with adults at risk o Counsellors or career advisors o Staff working in local or regional authorities dealing with adult education, including the inspectorate - Persons involved in the training of adult education staff - Persons who can demonstrate a clear intention of working in adult education but who are currently in some other labour market situation (work in another field, retirement, absence from professional life due to family responsibilities, unemployment etc.), whether or not they have worked in adult education before. - Persons who have completed a qualification leading to a career in adult education and intend to start working in adult education. - Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field - Other education staff at the discretion of national authorities. <p>In the case of persons (re-)entering adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3)The organisation where the Assistantship is to be carried out must be located in a country participating in the LLP different from the one in which the Assistant is living or working. Applications must contain confirmation from the host organisation that it is willing to receive the Assistant (letter of acceptance).</p> <p>4)The sending and/or host country must be an EU Member State.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See "Who can benefit", "Who can apply" and "Specific eligibility rules" above
Award criteria	<p>1. European added value</p> <p>The visit activity abroad will have positive effects which could not be derived from similar activity within the applicant's own country of residence/work.</p> <p>2. Content and duration</p> <p>The programme for the Assistantship is clear and reasonable; its duration is realistic and appropriate.</p> <p>3. Impact and relevance</p> <p>It is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development (and that - where applicable - his/her organisation will benefit from the added insights / knowledge / competences obtained), and/or that the organisation(s) to be visited will benefit significantly from the expertise of the applicant.</p>
CONTRACTING PROCEDURES	
Probable sending date of notification of the results of the selection process	June
Probable sending date of agreement to the beneficiaries	June
Probable starting date of the action	August

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG In-Service Training for Adult Education Staff (IST)
Objectives and description of the action	<p>The objective of this Action is to help improve the quality of lifelong learning by enabling persons working in the field of adult learning, in the broadest sense, or who are engaged in the in-service training of such persons, to undertake a training course in a country other than that in which they normally live or work. In this way, participants are encouraged to improve their practical teaching / coaching / counselling / management skills and to gain a broader understanding of adult learning in Europe. The course concerned must have a strong European focus in terms of the profile of trainers and participants.</p> <p>Note: Grants for more informal training such as a placement or observation period in an adult education organisation or a public or non-governmental organisation involved in adult education (job-shadowing), are available under the Grundtvig action "Visits and Exchanges for Adult Education Staff" (see the relevant page in this Guide).</p> <p>The training for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning, whether formal, non-formal or informal. This may have to do with:</p> <ul style="list-style-type: none"> • The content and delivery of adult education, in particular course content and teaching methodology; • The accessibility of learning opportunities for adults, in particular for disadvantaged social groups; • The management of adult learning, including governance at local and regional level, administration, quality assurance, support services such as counselling and guidance, developing community-based schemes for adult learning etc.; • The system/policy-related aspects of adult education including all types of strategic issues, funding models, development of cooperation between providers in the context of learning regions, indicators and benchmarking etc. <p>Grants will only be awarded for participation in training which is suitable for achieving the applicant's demonstrated training objectives, which complies with the necessary quality criteria and which presents an added value through the European dimension of the proposed course compared with training in the applicant's home country.</p> <p>An on-line database of training activities, known as the Comenius - Grundtvig Training Database, is available to help applicants identify training which is eligible for funding under this Action and which best meets their training needs: http://ec.europa.eu/education/trainingdatabase/. However, applicants may also choose training which is not listed in the database, provided that it meets the necessary criteria. This will be determined by the relevant National Agency.</p> <p>At the website for the Comenius - Grundtvig Training Database indicated above, organisations wishing to register a course in the database will find details on how to do so.</p>
Who can benefit	Teachers and other staff working in adult education as defined in the "Specific eligibility rules" below.
Who can apply	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists the application may be submitted directly to the relevant National Agency.
PRIORITIES	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. European priority points will be awarded to applications for attending training events resulting from previous Socrates projects or LLP Multilateral Projects and Networks
HOW TO APPLY	Applications should be sent to the National Agency of the country where the applicant lives. In case the applicant works in a country other than that in which he/she is resident, the application must be sent to the National Agency of the country where he/she is working.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	16 January 2013
	30 April 2013
	17 September 2013
Duration	
Minimum Duration:	5 working days
Maximum Duration:	6 weeks
Comment on Duration:	<p>Round 1: For the deadline of 16/01/2013 training activities must start on or after 1 May 2013.</p> <p>Round 2: For the deadline of 30/04/2013 training activities must start on or after 1 September 2013</p> <p>Round 3: For the deadline of 17/09/2013 training activities must start on or after 1 January 2014</p> <p>Training events must start by 30 April 2014 at the latest. The National Agencies may also apply end dates for the above training periods. Please consult your National Agency's website for information.</p>

FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	See NA website
Comment on Funding:	<p>Travel and subsistence costs: A contribution will be made in accordance with the provisions set out on your National Agency's website.</p> <p>Course fees: A contribution may be granted on the basis of real costs. Please consult your National Agency's website for information on the maximum amount.</p> <p>Pedagogic, linguistic or cultural preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount. (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills.)</p> <p>Please consult the National Agency for special rules on additional funds in the case of people with special needs.</p>
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> - Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal) o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities o Staff working with adults with special learning needs o Staff such as mediators and street educators working with adults at risk o Counsellors or career advisors o Staff working in local or regional authorities dealing with adult education, including the inspectorate - Persons involved in the training of adult education staff - Persons who can demonstrate a clear intention of working in adult education but who are currently in some other labour market situations (work in another field, retirement, absence from professional life due to family responsibilities, unemployment etc.) - Persons who have completed a qualification leading to a career in adult education and intend to start a career in adult education - Other education staff at the discretion of national authorities. <p>In the case of persons (re-)entering adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3) The course organiser must be an organisation located in a country participating in the LLP.</p> <p>4) The course applied for is taking place in a country participating in the LLP in which the applicant is not living or working.</p> <p>5) Grants will only be awarded for the purpose of attending "pure language courses", i.e. training aimed exclusively at developing competence in a foreign language, where the applicant fulfils at least one of the following conditions:</p> <ul style="list-style-type: none"> - the applicant is a teacher requesting training in less widely taught and less used languages (see the Glossary of terms in Part I of this Guide); - the applicant is engaged in teaching a non-language subject through the medium of a foreign language; - the applicant is re-training as a foreign language teacher; - the applicant is participating in a Grundtvig Learning Partnership and needs foreign language training for this purpose. <p>Please verify with the relevant National Agency whether additional national requirements apply.</p>

Minimum number of Countries:	Not applicable	
Minimum number of Partners:	Not applicable	
Comment on participants:	See above	
Award criteria	1. European added value	
	The training activity abroad will have a greater potential value than similar training in the applicant's home country and it is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development.	
	2. Content and duration	
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate. The applicant provides a convincing explanation of his/her linguistic capacity to benefit from the training and of the preparatory activities that he/she intends to undertake to ensure the quality of the mobility.	
	3. Impact and relevance	
	There is a clear match between the training selected and the applicant's training needs. The training activity can be expected to have a positive impact on the professional development of the staff member concerned and on his/her institution/organisation.	
	4. Dissemination of results	
	The dissemination plan clearly demonstrates the applicant's intention to communicate the results of the foreseen training activity. The dissemination activities are relevant and well defined.	
CONTRACTING PROCEDURES		
Probable sending date of notification of the results of the selection process		See NA website
Probable sending date of agreement to the beneficiaries		See NA website
Probable starting date of the action		See NA website

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Workshops
Objectives and description of the action	<p>The objective of this Action is to enable adult learners to participate in Workshops (learning events and seminars) taking place in another European country participating in the LLP. This is a new form of mobility offered to adult learners in the Lifelong Learning / Grundtvig programme.</p> <p>Workshops bring together individual or small groups of learners from several countries for a multinational learning experience relevant for their personal development and learning needs, in which learners are also encouraged to share their competences and insights actively with others. It is not the purpose of Workshops to provide further vocational training.</p> <p>Each Workshop will be composed of a minimum of 10 and a maximum of 20 learners, funded by Grundtvig, from countries other than the country in which the Workshop takes place. No more than 1/3 of the participants should originate from the same country. Learners should come from at least 3 different countries other than the country where the Workshop takes place. Nationals of the country where the Workshop takes place are eligible to participate in these Workshops but cannot be funded from Grundtvig and should not account for more than 1/3 of the total participants in the Workshop.</p> <p>Workshops may be organised on topics relevant to the Grundtvig Programme objectives. It is anticipated that the following topics may be among those frequently chosen by Workshop organisers:</p> <ul style="list-style-type: none"> - topics such as eco-friendly behaviour, numeracy, literacy, health education, active aging, inter-generational learning, digital competences, family learning, integration of migrants, gender equality, visual arts, music, creativity and other topics which are not too heavily dependent on foreign language competence - language-learning, particularly for people wishing to build on basic competence (or improve such competence in specialised areas) in the language of the country where the Workshop is organised, notably where this is a less widely used and less taught language - discussion groups on issues of common European interest, with a view to stimulating greater interest in European matters among the adult population - active citizenship and intercultural dialogue. <p>Applications relating to teacher training activities or training courses for adult education staff will be ineligible. Similarly, Workshops which consist primarily of leisure or tourism activities in which the necessary learning dimension is insufficiently emphasized will be considered ineligible.</p> <p>A catalogue of approved Workshops for the period between 01.09.2013 to 31.08.2014 will be available to help potential learners identify a learning opportunity of interest to them. However, Workshop organisers will be expected to advertise their Workshop widely, once it has been approved, in order to ensure an adequate number of learners. The Action is open to any institution wishing to organise activities for adult learners. Applications for a grant to organise a Workshop must be submitted to the National Agency in the country of the Workshop organiser, and the Workshop itself must take place in that country.</p> <p>The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence. The Workshop organiser will organise the learner's stay and cover their travel and subsistence costs. Local adult education organisations may assist learners in making their applications.</p> <p>The Workshop organiser selects the candidates according to the guidelines defined in its application to the NA. Among the learners, particular attention is given to including people from disadvantaged, vulnerable social groups and in marginal contexts, in particular those who have left education without basic qualifications, in order to give these social groups alternative opportunities to access adult education.</p>
Who can benefit	<p>Workshop organiser: any organisation interested in providing adult learning opportunities of this kind.</p> <p>Learners: any adult person and particularly those of disadvantaged groups from countries participating in the programme, subject to the conditions set out in "Specific eligibility criteria" below, selected by an approved Workshop organiser.</p>
Who can apply	<p>Workshop organiser: any organisation which is a legal entity and can demonstrate a capability to organise such a Workshop effectively.</p> <p>Learners: all adult persons and particularly those of disadvantaged groups from countries participating in the programme, whether or not they are already involved in adult learning, subject to the conditions set out in "Specific eligibility criteria" below.</p>
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Workshops.
HOW TO APPLY	<p>Decentralised action, application to be sent by the Workshop organiser to the relevant National Agency.</p> <p>Adult learners wishing to participate in a Workshop apply (either individually or in small groups) directly to the Workshop organiser.</p>

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	
Minimum Duration:	5 days (without travel)
Maximum Duration:	10 days (without travel)
Comment on Duration:	All activities must take place between 1/9/2013 and 31/8/2014
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a & Table 3a Section C (Other costs) in Chapter 4
Maximum Grant €:	See NA website
Comment on Funding:	The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence. It is paid to the Workshop organiser by the NA in the country of that organisation, which is also the country where the Workshop is held. Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. See NA website for further details. Please consult the NA for special rules on additional funds in the case of people with special needs.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Workshops must comply with the 'Objectives and description of the action' above. Applications to organise a Workshop must be submitted by bodies which are legal entities. Applications for Workshops relating to further vocational training, and in particular those addressing teachers, trainers, adult education staff as the main target group, will be declared ineligible. Please verify with the relevant National Agency whether additional requirements apply.
	Individual adult learners applying to participate in a Workshop must be aged 18 or above and either: - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). Application Procedure for adult learners wishing to participate in a Workshop: the Workshop organiser will provide candidate learners with a learner application form. Applications should be submitted directly to the Workshop organiser, in accordance with the deadline specified by the organiser, Local adult education organisations may assist learners in making their applications. Nationals/residents from the country where the Workshop is organised can participate but are not eligible for funding. Please verify with the relevant National Agency whether additional national requirements apply.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See above
Award criteria	1. Quality and relevance of the Workshop
	The Workshop's objectives are clear and realistic and the subject is relevant for a Grundtvig Workshop. The objectives are therefore relevant to the operational objectives of the Grundtvig programme. The methodology is appropriate for achieving the objectives. The pedagogical and didactical approach is clearly described. The Workshop will provide a stimulating learning experience and an added value in terms of learning opportunities, development of key competences, skills development, access to information, etc. for the participating learners, in particular those of disadvantaged groups.
	2. Quality of the organisation of the project
	The tasks are clearly defined. The work programme is appropriate for organising a good quality Workshop within the time-frame envisaged. The logistics of the Workshop are clear and appropriate to the target group (including as regards the arrangements for handling the travel and accommodation of participants and the hosting of participants with specific needs).

	The possible need of cultural and/or linguistic preparation needs to be taken into account.
	3. Impact and European added value
	The benefits of organising a European Workshop are clear and well defined. The results envisaged are relevant to the Grundtvig Programme and will have a demonstrable potential impact on the learning experience of the participants in the subject area concerned. The European added value and possible additional benefits contributing to personal development and spin-offs are indicated. The potential for repeating the Workshop in future (sustainability), if successful, is convincingly demonstrated.
	4. Quality of the communication plan
	The communication plan for advertising and publicising the Workshop is well defined and ensures optimal use of European funds to organise and recruit participants.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	April
Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	September

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	PARTNERSHIPS
Action	GRUNDTVIG Learning Partnerships
Objectives and description of the action	<p>The Grundtvig Learning Partnership is a framework for practical co-operation activities between organisations working in the field of adult learning in the broadest sense - formal, non-formal or informal. Compared with the generally larger-scale Grundtvig multilateral co-operation projects, which are more 'product' - or outcome-oriented, the partnerships focus more on process, and aim to broaden in particular the participation of smaller organisations wishing to include European co-operation in their education activities.</p> <p>In a Grundtvig Learning Partnership trainers and learners from at least three participating countries work together on one or more topics of common interest to the co-operating organisations. This exchange of experiences, practices and methods contributes to an increased awareness of the varied European cultural, social and economic scene, and to a better understanding of areas of common interest in the area of adult learning.</p> <p>One of the participating organisations must act as coordinator. It is strongly advised to indicate at application stage which partners volunteer to act as replacement coordinators, should the original coordinator be rejected in the selection procedure.</p> <p>The participating organisations are encouraged to monitor and evaluate their transnational work and to interconnect it with the initiatives of their local community. They are also encouraged to cooperate with organisations and authorities at the national level, to ensure a sound basis for their ideas and activities and open up channels for dissemination. This will maximise the value of the transnational exchange, promote the circulation of good practice, and thus ensure the wider impact of results.</p> <p>The following activities may be supported:</p> <ul style="list-style-type: none"> • Partner meetings and seminars between all institutions involved in the Partnership • Exchanges of staff and adult learners involved in project activities • Exchanges of experience and good practice, by all appropriate means and in particular using information and communication technology (e.g. websites, e-mail, video-conferencing) • Making of technical objects, drawings and arts objects related to the project • Fieldwork, project research, etc. • Preparation of performances (e.g. theatre plays, musicals, etc.) • Linguistic preparation for persons involved in the Partnership to ensure they possess the necessary competence in the working language(s) of the partnership • Co-operation with other projects in related subject areas (in particular Partnerships, projects and networks supported by Grundtvig) and sharing experience with other institutions in the region, etc., including mobility to relevant events organised by these • Self-evaluation activities • Organisation of exhibitions, production and dissemination of information material or documentation on the co-operation activities • Dissemination of project experience and outcomes <p>In Grundtvig Learning Partnerships focusing on learner participation, learners should be actively involved in the project and their mobility should be encouraged as much as possible. Partnerships in the most mobility-intensive category, i.e. those with at least 24 "mobilities", must involve mobility for a minimum of 16 different adult learners.</p> <p>Learning Partnerships focusing on management of adult education and/or teaching methods provide teachers, trainers and other adult education staff with the opportunity to exchange experience and information, to develop together methods and approaches which meet their needs, and to test and put into practice new organisational and pedagogical approaches.</p> <p>In all cases, projects can involve co-operation with bodies from the local community, such as local authorities, social services, associations and enterprises.</p> <p>Among the learners, particular attention is given to including people from disadvantaged social groups where possible.</p>
Who can benefit	Staff and learners of participating institutions and organisations as well as the local community.
Who can apply	All kinds of institutions and organisations working in adult learning, whether formal, non-formal or informal.
PRIORITIES	Please verify with the relevant National Agency whether national priorities apply. There are no European priorities for GRUNDTVIG Learning Partnerships.
HOW TO APPLY	This is a decentralised action and applications have to be sent to the relevant National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	21 February 2013
Duration	

Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 4
Maximum Grant €:	See Table 4
Comment on Funding:	<p>Funding for Learning Partnerships is based on pre-defined lump sum amounts that depend on the countries involved and the number of "mobilities" planned by the applicant organisations. The term "mobility" refers to travel abroad by staff and learners to participate in Partnership activities in the partner countries. Each organisation involved in the same Partnership can apply for a different amount, depending on its own possibilities for sending out learners and staff and on its degree of involvement in the Partnership activities.</p> <p>If a partner organisation's mobility activities involve staff or learners with special needs, or travel to or from the "Overseas countries and Territories" (see Part I of this Guide), its mobility activities during the Partnership period may be reduced by up to 50% of the minimum mobility number for the Partnership category in question, upon prior request to and approval by the NA.</p>
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by institutions/organisations which are legal entities.</p> <p>The mobility planning table includes the planned mobility actions of each participating organisation.</p> <p>The number of mobility actions planned by each participating organisation respects the minimum number required for the grant amount (Partnership category) in question. Learning Partnerships consist of a minimum of 3 partners each located in a different country participating in the LLP, at least one of which one must be an EU Member State.</p> <p>Please verify with the relevant National Agency whether additional national requirements apply.</p>
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	See above
Award criteria	<p>1. Relevance</p> <p>The Partnership addresses a subject which is relevant for adult learning in the countries participating in the Partnership. The objectives of the Partnership are clear, realistic and in line with those of the Grundtvig programme. The results envisaged are relevant for adult learning.</p> <p>2. Quality of the work programme</p> <p>The work programme is appropriate for achieving the objectives and suitable for the partnership type in question. The tasks are clearly defined and distributed among the partners in such a way that the results can be achieved within the timeframe envisaged. All partners are actively involved.</p> <p>3. Impact and European added value</p> <p>The impact and benefits of European cooperation on the participating institutions and the participating staff and learners are clear and well defined, and the methodology for evaluating the impact and benefits is clear. The application shows that the different partners will work in close cooperation and achieve results which would not be attained at a purely national level.</p> <p>4. Quality of the Partnership</p> <p>The participating organisations are appropriate for the topic on which the Partnership will be working. There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation. The relevant staff and learners will be involved in the planning, implementation and evaluation of project activities. The project is integrated into the activities of the participating institutions/organisations.</p> <p>5. Dissemination and exploitation of results</p> <p>The activities planned for dissemination and exploitation of results are relevant and well defined. They involve all the participating organisations and, if possible, the wider community.</p>
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	July
Probable sending date of agreement to the beneficiaries	July
Probable starting date of the action	August

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Senior Volunteering Projects
Objectives and description of the action	<p>Grundtvig Senior Volunteering Projects support bilateral partnerships and exchanges of senior volunteers between local organisations located in two countries participating in the Lifelong Learning Programme (LLP).</p> <p>The Lifelong Learning Programme aims to offer various kinds of educational opportunities to people of all ages, in order to facilitate formal, non-formal or informal learning. Volunteering is increasingly recognised as a very valuable informal learning experience, for people of all ages. In particular, it has been recognised as a way of offering new learning opportunities to senior citizens in Europe, promoting the process of active ageing and emphasising the contribution of seniors to our societies. Indeed, senior citizens are a rich source of wisdom and experience from which society should derive far greater benefit than has usually been the case in the past. This Action therefore offers a new form of mobility to European senior citizens and will allow them to learn, to share knowledge and experience in a European country other than their own.</p> <p>The term "volunteering" refers to all forms of voluntary activity, whether formal or informal. It is undertaken of a person's own free-will, choice and motivation, and is without concern for financial gain. It benefits the individual volunteer, communities and society as a whole. It is also a vehicle for individuals and associations to address human, social or environmental needs and concerns, and is often carried out in support of a non-profit organisation or community-based initiative. Thus voluntary activities add value to society, but do not replace professional, paid employees.</p> <p>This form of mobility also fosters collaboration between the organisations which will send and host volunteers. It should allow new types of organisations to join the Grundtvig programme, enrich their work, through the exchange of good practice, and create sustainable European collaboration between them.</p> <p>The Action pursues the following interlinked, equally important, objectives:</p> <ol style="list-style-type: none"> 1. To enable senior citizens to volunteer in another European country for any kind of non-profit activity, as a form of informal (and mutual) learning activity (learning / sharing knowledge). 2. To create lasting cooperation between the host and sending organisations around a specific topic or target group, and thanks to the exchange of volunteers. <p>Expected outputs:</p> <ul style="list-style-type: none"> • For the volunteers: <ol style="list-style-type: none"> 1) increase of personal, linguistic, social and intercultural skills and competences, 2) contribution to the development and implementation of non-profit activities, and beyond this, contribute to the community as an active citizen, 3) acquisition / development / transmission of specific task-related skills (the learning and competence development outcomes of the mobility period for the volunteers will be given appropriate recognition by the participating organisations, i.e. validation of informal learning); • For the sending and hosting organisations and the local communities in which the volunteers spend their mobility period abroad: <ol style="list-style-type: none"> 1) exchange and mutual acquisition of experience, knowledge and good practice, 2) development of European collaboration around a particular theme, 3) intensified European outlook. <p>Bilateral and reciprocal cooperation:</p> <p>Projects should involve two organisations, i.e. one from each of the two LLP countries participating in the project. One of these countries must be an EU Member State. Each organisation will be expected to send 2-6 volunteers and to host 2-6 volunteers during the grant period. 2 volunteers are regarded as an absolute minimum. Organisations may send/receive more than 6 volunteers, but this will not lead to an increase in Grundtvig funding. Volunteers may move in a group or individually. If, after the two-year funding period is over, a further grant is awarded to the Project to continue the exchange, the individual volunteers involved must be different (each individual person can only participate as a volunteer once over a period of three years). Sending and hosting may take place at the same time but does not necessarily have to do so.</p> <p>Profile of volunteers:</p> <p>The action is open to all adult citizens aged 50 or above, subject to the conditions set out in the Specific Eligibility Criteria below. Particular emphasis will be given to encouraging the participation of volunteers from socially disadvantaged groups and ethnic minorities, thereby helping to strengthen their integration in Europe and to combat racism and xenophobia. Equal participation of both genders should be encouraged.</p> <p>It is expected that in many cases volunteers will be experienced local volunteers, and this will enhance the exchange of experiences between the host and sending organisations. However, this is not compulsory, and volunteers may also be people wishing to volunteer for the first time.</p> <p>Profile of sending and hosting organisations and of the volunteering activity</p> <p>Any organisation may send and host volunteers, provided that it can show that it has the necessary capacity to do so in an effective manner. It should, however, be noted that:</p> <ul style="list-style-type: none"> - the activities in which the volunteers will be involved must be non-profit making and should provide real learning opportunities - whether formal, non-formal or (most usually) informal -

	<p>for the volunteers. The volunteers should not only observe but also participate actively in the partners' activities.</p> <ul style="list-style-type: none"> - the sending and hosting organisations that are the project partners are expected to build a lasting cooperation around a specific theme / activity / target group, through the exchange of volunteers. They should therefore have similar or complementary profiles. For the same reason, the volunteers should be sent by and hosted in the organisations which are the partners in the project. <p>Duration of the activity: The volunteering activity in the other country is carried out in one continuous period of 3-8 weeks (i.e. minimum 21 days, which can include travel), not including the necessary preparation and debriefing phases. 3 weeks are an absolute minimum. The volunteering period may extend beyond 8 weeks, but this will not lead to an increase in the Grundtvig funding. Both the volunteering activities as such and the preparatory and debriefing activities should be clearly described in the application.</p> <p>Further information Additional information and documentary resources for project partner organisations and volunteers are available on the National Agency's website and on the LLP / Grundtvig website on ec.europa.eu.</p>
Who can benefit	<ul style="list-style-type: none"> • All adult citizens aged 50 and above, subject to the conditions set out in the Specific Eligibility Criteria below. See also "Profile of volunteers" above. • Hosting and sending organisations can be any legal entity, provided they offer non-profit making tasks to the volunteers and place this exchange of volunteers within the framework of a European cooperation process.
Who can apply	<ul style="list-style-type: none"> • Hosting and sending organisations: any organisation, as long as it is a legal entity and the volunteering activities are non-profit making. • Volunteers: adult citizens aged 50 or above, whether or not they are already involved in adult education, can apply to the organisations participating in a Grundtvig Senior Volunteering Project to become a volunteer, subject to the conditions set out in the Specific Eligibility Criteria below.
PRIORITIES	Please verify with the relevant National Agency whether national priorities apply. There are no European-level priorities for GRUNDTVIG Senior Volunteering Projects.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant Please consult the relevant Agency website for further information.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	28 March 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	Volunteering activities: 3-8 weeks. All activities must take place between 1/8/2013 and 31/7/2015
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a & Table 3b
Maximum Grant €:	
Comment on Funding:	<p>Funding for Senior Volunteering Projects is provided in the form of a lump-sum grant to each of the two organisations participating in the Project concerned. The level of the grant is based on pre-defined flat rate amounts which depend on the number of volunteers the applicant organisation envisages sending and receiving, the duration of the mobility periods, and the countries involved. It is designed to help cover both the travel and subsistence costs of the volunteers and the costs incurred by the organisations involved in the Project.</p> <p>The "Other costs" relating to the individual volunteers participating in the projects are covered in section 4.D of the Guide, Part I.</p> <p>Please consult the NA for special rules on additional funds in the case of people with special needs.</p>
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	

Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. The Project partnership must consist of 2 organisations, each located in a different country participating in the LLP, at least one of which must be an EU Member State. Individual adults participating in a Project as volunteers must be aged 50 or above at the start of their volunteering period and be either: <ul style="list-style-type: none">- a national of a country participating in the Lifelong Learning Programme;- a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). Please verify with the relevant National Agency whether additional national requirements apply.	
Minimum number of Countries:	2	
Minimum number of Partners:	2	
Comment on participants:	See above	
Award criteria	1. Quality of the project: The application contains a clear presentation of the participating (sending and hosting) organisations, the volunteers or the guidelines for volunteers' selection, the volunteering activities and their learning value. The cooperation between the partners includes activities and plans beyond the exchange of volunteers. Volunteers from a disadvantaged background will be included.	
	2. Quality of the Project Partnership: The participating organisations are appropriate for the topic on which the Project will be working There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation, and the sustainability of the cooperation where possible.	
	3. Impact and European added value: The impact and benefits of European cooperation on the participating institutions and the participating volunteers are clear and well defined, and the methodology for evaluating the impact and benefits is clear. The project is integrated into the activities of the participating institutions/organisations. The application shows that the participating organisations will work in close cooperation and achieve results which would not be attained at a purely national level.	
	4. Quality of the work programme: The work programme is appropriate for achieving the objectives of the Senior Volunteering Project in question. The tasks are clearly defined and distributed among the partners in such a way that the results can be achieved within the time-frame envisaged. Both partners are actively involved.	
	5. Dissemination and exploitation of results: The planned activities for dissemination and exploitation of results are relevant and well defined. They involve all the participating organisations and volunteers and, if possible, the wider community.	
CONTRACTING PROCEDURES		
Probable sending date of notification of the results of the selection process		June
Probable sending date of agreement to the beneficiaries		June
Probable starting date of the action		August

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MULTILATERAL PROJECTS
Action	GRUNDTVIG Multilateral Projects
Objectives and description of the action	<p>Grundtvig Multilateral Projects are undertaken by institutions/organisations from different participating countries working together, pooling knowledge and experience, in order to achieve concrete and innovative results/products, like courses aimed at enhancing the quality of the provision, with indisputable European value. In many cases, this will involve piloting experiences in strategic areas and producing teaching products of high quality. These projects also seek to strengthen the European dimension in the field of adult learning.</p> <p>Within the priorities announced in the General Call for Proposals, the following activities may be supported:</p> <ul style="list-style-type: none"> • Improving the content and delivery of adult education, e.g.: <ul style="list-style-type: none"> ◦ the production, testing, comparative appraisal/dissemination of innovative curricula, methodologies and modules for adult learners; ◦ the development of Grundtvig training courses to improve the availability and quality of European training courses available to adult education teachers, managers or other adult education staff. Projects of this kind will have particular priority (see * below); ◦ innovative initiatives for the initial or further training of adult educators; • Improving adult education at a system/policy level, e.g.: <ul style="list-style-type: none"> ◦ comparative analyses of policy initiatives for the adult education field; ◦ development of qualitative and statistical indicators, tools and databases of good practice in the field of formal, non-formal or informal adult learning; ◦ developing/disseminating innovative funding models for adult education; ◦ organising awareness-raising activities to promote lifelong learning (such as information campaigns); • Improving the accessibility of learning opportunities for adults, e.g.: <ul style="list-style-type: none"> ◦ developing/disseminating strategies to stimulate demand for learning among adults reluctant to engage in lifelong learning; ◦ developing the lifelong learning dimension of educational establishments in the formal sector, such as higher education institutions and secondary schools; ◦ practical application and testing of methods for valuing knowledge and competencies acquired through informal and non-formal learning; ◦ promoting the development of multi-purpose learning centres and regional networks of learning providers; ◦ developing innovative guidance and counselling tools and methods; ◦ promoting interaction between formal and non-formal adult education and workplace-based general learning; • Improving the management of adult education, e.g.: <ul style="list-style-type: none"> ◦ measures addressing the non-teaching staff of adult education institutions; ◦ measures to develop the learning dimension of organisations not primarily concerned with adult education (e.g. cultural organisations); ◦ measures addressed to other bodies with an important role to play in this regard such as labour or welfare organisations, trade unions etc.; ◦ comparative analysis of management models and approaches. <p>Projects are encouraged to involve adult learners in their activities, and to take learners' needs and experiences into account. To this end, learners may take part in project meetings and all other appropriate events and activities within the project.</p> <p>All projects must include plans for the evaluation and dissemination of project results.</p> <p>* Note: Even where the development of Grundtvig Training Courses is not the primary focus of the project, applicants are strongly encouraged to include the organisation of such courses in their proposal wherever appropriate as a means of disseminating the results of the project actively to adult education teachers, managers or other adult education staff. The costs of organising such courses can be offset through the award of Grundtvig In-Service Training grants to the participants, provided the courses are approved for this purpose by the relevant National Agencies.</p>
Who can benefit	<p>Any organisation in the field of adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> • Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools); • Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations • Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners; • Organisations training adult educational staff; • National, regional and local authorities; • European umbrella organisations in the adult education field; • Professional organisations and private sector enterprises whose activities are not limited to vocational training; • Other 'players' providing adult learning opportunities or responding to demands for individual learning;

	<ul style="list-style-type: none"> Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned. <p>Note: This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	150.000/year. However, maximum EU contribution to projects will be 300.000€. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	<p>1. Relevance</p> <p>The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.</p> <p>2. Quality of the Work Programme</p> <p>The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.</p> <p>3. Innovative Character</p> <p>The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.</p> <p>4. Quality of the Consortium</p>

	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value	
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
	6. The Cost-Benefit Ratio	
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact	
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)	
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		October

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MULTILATERAL NETWORKS
Action	GRUNDTVIG Multilateral Networks
Objectives and description of the action	<p>The aims of Grundtvig Networks are to strengthen the link between the various 'actors' involved in adult education in the broadest sense, to improve the quality, European dimension and visibility of activities or issues of common interest in the field of adult learning and to help make lifelong learning opportunities more widely known and available to citizens.</p> <p>Grundtvig Networks are large-scale networks providing a forum or a common platform for discussion and exchange of information on key issues, policy shaping and/or research in the area of adult learning.</p> <p>Each Grundtvig Network addresses one particular thematic area, sector or set of key issues chosen from the broad field of adult learning as a whole. Priorities are mentioned in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013. Within its specific area of work, each network should seek to:</p> <ul style="list-style-type: none"> • Further the debate on important aspects of policy and practice • Provide an overview of a field (through comparative studies and analyses) within a European context • Consider the various definitions used in different countries in terms of content and methodology, thereby contributing to the construction of a shared terminology at European level in the key areas of adult learning • Identify present, emergent and future needs, and in particular pinpoint aspects where European co-operation could be especially beneficial • Promote the dissemination of findings and recommendations and their implementation in relevant fields • Make a major contribution to the dissemination of good practice available at national or European level. <p>In overall terms, each Grundtvig Network should therefore perform three functions:</p> <ol style="list-style-type: none"> 1. It should provide a common platform and 'reference point' for discussion and exchange of information on key issues, policy shaping and research in the specific area of adult learning addressed 2. It should actively assist in the networking of Grundtvig projects on subjects of common interest with the aim of promoting European co-operation and innovation 3. It should disseminate results, insights and best practice derived from former Grundtvig projects and other initiatives conducted at the European, national or regional level in the chosen thematic area. <p>Each Network should therefore become a key player in the promotion of European co-operation in its specific area of adult learning.</p> <p>In accordance with the type of work to be carried out by the Networks, the co-ordinating institution and core partners are organisations active in policy formulation and/or research concerning formal, non-formal or informal adult learning.</p> <p>Co-ordination of a Grundtvig Network should be undertaken by an organisation with a solid infrastructure and strong links with the relevant national and regional representative bodies in its country in the subject area concerned. Appropriate European organisations, including associations, working in the field concerned may also be well equipped to take on this task. Similarly, the other non-co-ordinating partners should be suitable organisations for representing their respective countries actively and comprehensively in the Network's development and the implementation of its activities. In cases where a Network is addressing the learning needs of a particular 'target group' in society, representatives of this section of the population should be actively involved in planning and conducting the Network's activities.</p> <p>A typical network consists of:</p> <ul style="list-style-type: none"> • The co-ordinating institution, selected by the partners to be responsible for the overall organisation, management and co-ordination of the activities throughout the duration of the project period • Other core institutions, many of which are likely to have been present from the start of the Network and which are particularly actively involved in carrying out the Network's tasks • A number of other organisations acting as permanent channels for relaying information • Occasional correspondents that take part in the Network's activities. <p>Within the priorities announced in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013, the activities carried out by Networks, and for which a grant may be used, typically include the following:</p> <ul style="list-style-type: none"> • Activities to facilitate and enhance European co-operation, such as exchanging information, training of project co-ordinators, promoting new projects, disseminating project results and good practice • Activities to promote educational innovation and best practice in the thematic area concerned, such as comparative analyses, case studies, formulating recommendations and

	<p>organising working groups, seminars or conferences</p> <ul style="list-style-type: none"> Activities relating to project co-ordination and management. <p>As a minimum, each Network will be expected to:</p> <ul style="list-style-type: none"> Establish and maintain a good quality website to support information exchange and dissemination; Produce an annual report on the state of innovation in its area of activity; Inform the 'players' in Grundtvig fully about the 'Network's events and activities; Organise at least one annual meeting of Grundtvig projects in the thematic area of the Network. This meeting can also be in the form of an open seminar or conference; Have a sound strategy for sustaining the Network after the co-financing by Grundtvig has been terminated or substantially reduced; Set in place appropriate mechanisms for internal assessment of progress and for quality assurance and dissemination of results.
Who can benefit	<p>Any organisation concerned with adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools); Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations; Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners; Organisations training adult educational staff; National, regional and local authorities; European umbrella organisations in the adult education field; Professional organisations and private sector enterprises whose activities are not limited to vocational training; Other 'players' providing adult learning opportunities or responding to demands for individual learning; Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned. <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the network.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities - 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	150.000/year The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%

EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	10 LLP participating countries
Minimum number of Partners:	10
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. The Cost-Benefit Ratio
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
	9. Where applicable: Participation of organisations from third countries
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	ACCOMPANYING MEASURES
Action	GRUNDTVIG Accompanying Measures
Objectives and description of the action	<p>The aim is to support various activities which, though not eligible under the main Actions of the Grundtvig Programme, will clearly contribute to achieving its objectives. Accompanying Measures will be aiming at:</p> <ul style="list-style-type: none"> raising awareness of relevant target groups or the general public on the importance of European cooperation in the field of adult education / adult learning more generally; helping to improve the implementation of the Grundtvig programme, in particular through training activities and analysis; maximising the impact of European cooperation in the field of adult learning, by disseminating and giving a high profile to the results and methods of such cooperation; fostering trans-sectoral synergies between the Actions of the Lifelong Learning Programme, for example around activities bringing together projects supported under Grundtvig, Comenius, Erasmus, Leonardo da Vinci, etc. on precise themes; implementing activities specifically concerning aspects of policies in which the Grundtvig programme is called on to play a part, including in particular, the implementation of follow-up activities pursuant to the Action Plan on Adult Learning, as well as transversal policies, notably promotion of equality between women and men, the integration of disabled persons and other people with special educational needs, and the promotion of intercultural education and the fight against racism; carrying out other activities focussing on specific themes, target groups or contexts, as justified by the needs of the current educational situation in adult learning in the participating countries. <p>Activities which can be supported include for example:</p> <ul style="list-style-type: none"> organisation of conferences and seminars concerning European cooperation in adult learning; awareness-raising activities, such as targeted promotional and information campaigns; competitions etc.; setting up and consolidating European bodies such as associations, in particular as a means for the dissemination and exchange of information and experiences about innovatory initiatives; developing, publishing, disseminating products and processes resulting from cooperation (documents, publications, teaching modules, videos, CD-ROMs, innovatory methodologies, organisational measures in institutions, educational strategies). Dissemination via networks of bodies involving 'players' in the field with a potential for relaying such information, will be given particular encouragement; teaching with materials concerning European themes; organisation of training activities for persons responsible at their respective institutions for European cooperation; publications relating to European educational cooperation in adult learning, including the analysis of internationalisation strategies for education, programme implementation and obstacles; action-research in the field of adult learning. <p>The following activities, in particular, may not be covered by the funding awarded:</p> <ul style="list-style-type: none"> activities eligible under another part of Grundtvig or the LLP programme; research activities.
Who can benefit	<p>Any organisation concerned with adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools); Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations; Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners; Organisations training adult educational staff; National, regional and local authorities; European umbrella organisations in the adult education field; Professional organisations and private sector enterprises whose activities are not limited to vocational training; Other 'players' providing adult learning opportunities or responding to demands for individual learning; Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned.
Who can apply	Coordinating organisation on behalf of the consortium.
PRIORITIES	Not applicable
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM

Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	
Maximum Duration:	1 year
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	150.000/year
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	The Applicant Organisation must be established in a country eligible to participate fully in the LLP centralised Actions (but not in a country defined as a third country)
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	October

Programme	LIFELONG LEARNING
Subprogramme	KA1 POLICY
Action Category	MOBILITY
Action	KA1 Study Visits for Education and Vocational Training Specialists and Decision-makers
Objectives and description of the action	<p>The objective of this action is to support policy development and cooperation at European level in lifelong learning, notably in the context of the new strategic framework for cooperation in the field of education and training (E&T 2020), as well as the Bologna and Copenhagen processes and their successors.</p> <p>The focus of this action is to promote a peer learning culture, i.e. observation, exchange and mutual learning on experiences of common interest at the EU level. It encourages discussion of relevant themes and develops quality approaches and transparency of education and training systems. Special attention will be paid to peer learning study visits for high level policy and decision makers. Up to 10 % of the total budget available may be set aside for this type of study visits.</p> <p>A study visit is a short-term visit of three to five days for a small group (8-15 people) of specialists and decision makers representing various groups of education and vocational training stakeholders with the purpose of examining a particular aspect of lifelong learning in another participating country.</p> <p>The visits are organised locally or regionally under the coordination at the national level by the National agency and at the European level by Cedefop on behalf of the Commission.</p> <p>For each call a framework of themes is defined following the priorities agreed by the Lifelong Learning Programme Committee; however, the national authorities can choose topics according to their national priorities. Study visits will examine the themes from:</p> <ul style="list-style-type: none"> • a general education perspective, • a vocational education and training perspective, • a comprehensive lifelong learning perspective. <p>Furthermore, during the study visits participants have an opportunity to establish professional contacts that might potentially be used for developing new projects and creating networks. For more information please visit the study visits programme website http://studyvisits.cedefop.europa.eu.</p>
Who can benefit	<p>The programme of study visits addresses to decision and policy makers and persons, who, by their professional activities, are well placed to act as multipliers of learning and innovation, such as:</p> <ul style="list-style-type: none"> • representatives of local, regional and national authorities; • directors of education and vocational training institutions, centres or providers; guidance centres; validation or accreditation centres; • heads of departments; • teacher trainers; • educational and vocational training inspectors; • representatives of education and training networks and associations; • pedagogical or guidance advisers; • representatives of educational services, labour offices or guidance centres; • human resource managers and company training managers; owners/managers of SMEs; • representatives of chambers of commerce/ industry/crafts; of employers' organisations and of trade unions; • researchers
Who can apply	Individuals
PRIORITIES	<p>The priorities for this Action, as they are also referred to in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013, are as follows:</p> <ol style="list-style-type: none"> 1. Encourage cooperation between the worlds of education, training and work; 2. Support initial and continuous training of teachers, trainers and education and training institutions' managers; 3. Promote the acquisition of key competences throughout the education and training system; 4. Promote social inclusion and gender equality in education and training, including the integration of migrants; 5. Develop strategies for lifelong learning and mobility.
HOW TO APPLY	Decentralised, application to be submitted online on the Cedefop study visits website (http://studyvisits.cedefop.europa.eu). After receiving an acknowledgement of receipt and a code, the application should be printed out, signed and sent to the relevant National Agency respecting the deadline.
Please consult the relevant National Agency for further information.	
Selection Procedure:	NA1
Application Deadline(s):	<p>Round 1 (visits September 2013 – February 2014): 28 March 2013</p> <p>Round 2 (visits March – June 2014): 15 October 2013</p>

Duration	
Minimum Duration:	3 days
Maximum Duration:	5 days
Comment on Duration:	
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications may be submitted by individual applicants. They must be submitted to the NA of the applicant's country of residence. The applicant applies for a study visit in a country participating in the LLP in which the applicant is not living or working. The applicant identifies himself/herself as belonging to one of the target groups as stated in the LLP Decision. The applicant has not participated in the Study visits programme under the Calls 2011 and 2012.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	
Award criteria	1. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Quality of the valorisation plan (dissemination and exploitation of results)
	The likely multiplier capacity of the trained person and/or his/her institution is clear and well defined, and is accompanied by a commitment to disseminate the results of the training activity.
	3. European added value
	The applicant demonstrates the potential of participation in the activity to contribute to exchange, cooperation and innovation in education and vocational training policies in Europe
	4. Impact and relevance
	The applicant makes a clear link between his/her professional activities and the activities of his/her home institution and the content of the study visit foreseen.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	September 2013

Programme	LIFELONG LEARNING
Subprogramme	KA1 POLICY
Action Category	MULTILATERAL PROJECTS
Action	KA1 Roma Multilateral Projects
Objectives and description of the action	<p>The objective of this action is to support the creation of transnational co-operation projects to develop lifelong learning measures for Roma integration joining-up educational and other social measures (health, employment, housing) to raise participation and attainment levels of Roma students in general education and VET.</p> <p>Such multilateral projects should bring together key actors across relevant sectors at policy-making and implementation levels (national, regional, local) from at least 3 countries. Projects should provide the adequate format for transferring innovation belonging to the most effective experiences of joined-up educational and other social measures initiatives for the integration of Roma children and students. Projects should address learning strategies and policies which may help raise participation and attainment levels of Roma students.</p>
Who can benefit	<p>Beneficiaries can be national and regional ministries in charge of education and training, other public bodies, private organisations, NGO's and stakeholders' organisations active in the field of lifelong learning (pre-primary, schools, VET, formal and non-formal education, higher education and adult learning) and any entities active in the fields connected to education, such as health, housing and employment.</p> <p>Note: This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the network
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	2 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on the request for Multilateral Projects and Networks as well as Accompanying Measures is possible only in exceptional cases. Total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	The maximum EU contribution to projects 150.000€ per year. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.

Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables
	3. Innovative Character
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
CONTRACTING PROCEDURES	6. The Cost-Benefit Ratio
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
	9. Where applicable: Participation of organisations from third countries
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	From July
Probable starting date of the action	November

Programme	LIFELONG LEARNING
Subprogramme	KA1 POLICY
Action Category	MULTILATERAL NETWORKS
Action	KA1 Networks
Objectives and description of the action	<p>The objective of this action is to support the creation of transversal networks that promote mutual policy learning and exchange of information on good practices and critical factors for the development and implementation of coherent and comprehensive approaches towards lifelong learning.</p> <p>Such networks should bring together actors across relevant sectors and levels of policy-making and implementation (national, regional, local) from at least 8 countries and provide a forum/platform for joint reflection and European co-operation in identifying and promoting innovation and best practice. The main objective is the pooling of expertise to support lifelong learning policy development, experimentation and implementation at national/regional/local level.</p> <p>Cooperation and transfer of good practice should focus on the development and implementation of coherent and comprehensive lifelong learning approaches that cover and interlink different sectors and forms of learning and that bridge the worlds of education and work. Such approaches to lifelong learning should aim at promoting opportunities and learning pathways which are learner centred, flexible and without "dead-ends" using innovative and practical lifelong learning instruments to achieve the personal development, employability and the social inclusion of citizens of all age groups and backgrounds, in particular through:</p> <ul style="list-style-type: none"> - Partnerships between the formal and non-formal education and training sectors, businesses, voluntary and community actors at the national, regional and local levels linked to employment and social inclusion initiatives. - Measures to improve key competences development throughout an individual's lifetime with a focus on increasing the equality of educational attainment by addressing the specific needs of underrepresented and socio-economically disadvantaged groups. - Enable more flexible pathways and better transitions, in particular through opening-up learning institutions to underrepresented groups, through implementing national qualifications frameworks and through schemes for the validation of prior and experiential learning including non-formal and informal learning; - Other measures and instruments to make learning more attractive and increase participation in learning activities at the workplace and in private life, including through effective schemes for (financial) incentives and support to stimulate learning provision and participation.
Who can benefit	Beneficiaries can be national and regional ministries in charge of education and training, other public bodies and stakeholders' organisations directly involved in the development and implementation of lifelong learning policies.
Who can apply	Co-ordinating organisation on behalf of the consortium
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on the request for Multilateral Projects and Networks as well as Accompanying Measures is possible only in exceptional cases. Total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	200.000/year. However, maximum EU contribution to projects will be 400.000€.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.

Minimum number of Countries:	8 LLP participating countries
Minimum number of Partners:	8
Comment on participants:	At least one country must be an EU Member State. At least half of the members of a consortium must be national or regional ministries in charge of education and training / the development and implementation of lifelong learning policies or other public bodies designated by such authorities to reply to the call.
Award criteria	<p>1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.</p> <p>2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.</p> <p>3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.</p> <p>4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.</p> <p>5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.</p> <p>6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.</p> <p>7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.</p> <p>8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.</p> <p>9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money</p>
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	November

Programme	LIFELONG LEARNING
Subprogramme	KA1 POLICY
Action Category	MULTILATERAL NETWORKS
Action	KA1 Roma Networks
Objectives and description of the action	<p>The objective of this action is to support the creation of networks for dissemination and awareness-raising of the most successful experiences in the social integration of Roma through education.</p> <p>In particular, these networks will work towards a greater awareness and stronger commitment of all relevant actors for the integration of Roma in and through education and training, combined with other policy and social measures and a better dissemination of good practices in integrating Roma children and students and in raising their educational attainment levels.</p>
Who can benefit	<p>Beneficiaries can be national and regional ministries in charge of education and training, other public bodies, private organisations, NGO's and stakeholders' organisations active in the field of lifelong learning (pre-primary, schools, VET, formal and non-formal education, higher education and adult learning) and any entities active in the fields connected to education, such as health, housing and employment.</p> <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the network
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	2 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on the request for Multilateral Projects and Networks as well as Accompanying Measures is possible only in exceptional cases. Total grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	The maximum EU contribution to projects is 150.000€ per year. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
Minimum number of Countries:	5 LLP participating countries
Minimum number of Partners:	5
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance

	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.	
	2. Quality of the Work Programme	
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables	
	3. Innovative Character	
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	
	4. Quality of the Consortium	
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value	
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
	6. The Cost-Benefit Ratio	
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact	
The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.		
8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)		
The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.		
9. Where applicable: Participation of organisations from third countries		
Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money		
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		From July
Probable starting date of the action		November

Programme	LIFELONG LEARNING
Subprogramme	KA2 LANGUAGES
Action Category	MULTILATERAL PROJECTS
Action	KA2 Multilateral Projects
Objectives and description of the action	<p>The Languages Key Activity provides support for Multilateral Projects that promote language awareness and access to language learning resources. Projects can also aim at developing or spreading language learning materials, including online courses and instruments for language testing. All natural languages may be targeted. Whenever appropriate, the use of the Common European Framework for Languages from the Council of Europe is strongly recommended.</p> <p>Within the priorities announced in the General Call for Proposals, the following activities may be supported:</p> <ul style="list-style-type: none"> • Awareness raising activities, e.g.: information about languages, language learning opportunities and the advantages linked to language skills. • Development and spreading of language learning materials, e.g.: educational materials for foreign language teaching; methods and tools designed to recognise/assess language skills; curricula and language learning methodologies. <p>Dictionaries and data bases are not considered in themselves to be extensive language learning tools, and therefore their production does not fall within the scope of this Key Activity.</p> <p>Language expertise For projects concerned with the development of pedagogical materials for the learning of specific languages, the consortium must include organisations that represent the community of each of the target languages. These organisations have the role of ensuring that pedagogical content is accurate and culturally appropriate. Consequently organisations from the eligible countries where the target languages are recognised (i.e. used / spoken as national, regional/minority languages) must be present in the consortium.</p> <p>For each target language that has the status of a national, regional or minority language of a country that is not eligible to participate in the LLP (such as Chinese, Arabic, Hindi, Japanese etc), the consortium must include at least one organisation, established in one of the countries eligible to participate in the LLP, that teaches the language(s) concerned. For projects concerned more with awareness-raising than the creation of pedagogical content, these requirements are strongly recommended where appropriate, but not compulsory.</p> <p>These issues will be judged at 2 levels in the selection procedure. At a formal level, a check will be made to ensure that each target language is specifically and appropriately represented within the consortium in the context of the eligibility of the application. In the context of the Award criteria, experts will be invited to assess the quality of the specific expertise presented in the consortium.</p>
Who can benefit	<p>Any organisation concerned with language learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> • Schools, universities, adult education establishments • Language schools, libraries, open and distance learning centres, centres providing initial or continuing training for language teachers, centres for research into language education • Establishments developing curricula, issuing diplomas or devising methods for testing and evaluating knowledge • Local or regional authorities • Local, regional, national or European associations active in the field of language teaching or learning • Cultural associations • Radio, television or media companies with an Internet presence • Publishing houses and software producers or distributors • Advertising or marketing agencies • Town-twinning networks • Sporting organisations • Museums and exhibition venues • Public transport companies and tourist offices • Other bodies, provided that they contribute complementary expertise. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned. <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency

Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	200.000/year. However, maximum EU contribution to projects will be 400.000€. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Applications must address at least two of the four fields covered by the Erasmus, Comenius, Leonardo da Vinci and Grundtvig programmes of the Lifelong Learning Programme
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above. For projects concerned with the development of pedagogical materials for the learning of specific languages, the consortium must include organisations that represent the community of each of the target languages as defined in the section "Language expertise" above.
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed. 2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables. 3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme. 4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners. 5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. 6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen. 7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. 8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)

	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		November

Programme	LIFELONG LEARNING
Subprogramme	KA2 LANGUAGES
Action Category	MULTILATERAL NETWORKS
Action	KA2 Multilateral Networks
Objectives and description of the action	<p>The Languages Key Activity supports Networks that will contribute to promoting language learning and linguistic diversity. They will aim at supporting the development of language policies by the exchange of information about innovative examples and tools among decision-makers and education professionals. All natural languages may be targeted.</p> <p>Within the priorities announced in the General Call for Proposals, the following activities may be supported:</p> <ul style="list-style-type: none"> • Activities to facilitate and enhance European co-operation, such as exchanging information, training of project co-ordinators, promoting new projects, disseminating project results and good practice • Activities to promote educational innovation and best practice in the thematic area concerned, e.g. comparative analyses, case studies, formulating recommendations and organising working groups, seminars or conferences • Activities relating to project co-ordination and management <p>The examples of activities listed above are for guidance only. In principle, any network with the potential to achieve one or more of the objectives mentioned in the beginning of this fiche will be considered. As a minimum, each network will be expected to:</p> <ul style="list-style-type: none"> • Establish and maintain a good quality website to support information exchange and dissemination • Produce an annual report on the state of innovation in its area of activity • Inform the 'players' in the field of languages fully about the network's events and activities • Have a sound strategy for sustaining the Network after the co-financing by the EU has been terminated or substantially reduced • Set in place appropriate mechanisms for internal assessment of progress and for quality assurance and dissemination of results <p>Networks may include funding for dissemination activities such as conferences and study visits by decision-makers and key education professionals.</p>
Who can benefit	<ul style="list-style-type: none"> • Schools, higher education institutions, adult education establishments • Language schools, libraries, open and distance learning centres, centres providing initial or continuing training for language teachers, centres for research into language education • Establishments developing curricula, issuing diplomas or devising methods for testing and evaluating knowledge • Local or regional authorities • Local, regional, national or European associations active in the field of linguistic diversity and language teaching or learning • Cultural associations • Radio, television or media companies with an Internet presence • Publishing houses and software producers or distributors • Advertising or marketing agencies <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Co-ordinating organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	

Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency	
Maximum Grant €:	150.000/year The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.	
Comment on Funding:	Maximum EU Grant 75%	
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures		
Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"		
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.	
	Applications must address at least two of the four fields covered by the Erasmus, Comenius, Leonardo da Vinci, Grundtvig programmes of the Lifelong Learning Programme	
Minimum number of Countries:	5 LLP participating countries	
Minimum number of Partners:	5	
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.	
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.	
	2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	
	3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	
	4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
	6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
	CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		November

Programme	LIFELONG LEARNING
Subprogramme	KA2 LANGUAGES
Action Category	ACCOMPANYING MEASURES
Action	KA2 Accompanying Measures
Objectives and description of the action	<p>Projects may be developed under the 'Accompanying Measures' Actions to promote the objectives and results of languages projects.</p> <p>Projects may therefore cover communication activities, thematic monitoring of projects and dissemination and exploitation of project results, for example:</p> <ul style="list-style-type: none"> • Information and communication activities to promote and improve the visibility of activities and results within each programme • "Thematic" monitoring of ongoing projects working on a similar theme, including organisation of exchange of experience meetings, publication of updated project compendia and more systematic assessment of project results in support of more effective dissemination and exploitation of the best results • Collection and provision of information on project results, including via the development of common databases • Support for dissemination and exploitation conferences and events bringing together projects and potential users within the sector concerned, with a particular emphasis on promoting the transfer and take-up of project results by new users and mainstreaming into education and training systems and practices.
Who can benefit	<p>Any organisation concerned with language learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> • Schools, universities, adult education establishments • Language schools, libraries, open and distance learning centres, centres providing initial or continuing training for language teachers, centres for research into language education • Establishments developing curricula, issuing diplomas or devising methods for testing and evaluating knowledge • Local or regional authorities • Local, regional, national or European associations active in the field of language teaching or learning • Cultural associations • Radio, television or media companies with an Internet presence • Publishing houses and software producers or distributor
Who can apply	Coordinating organisation on behalf of the consortium.
PRIORITIES	Not applicable
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	1 year
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates.
Maximum Grant €:	150.000/year
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
	Applications must address at least two of the four fields covered by the Erasmus, Comenius, Leonardo da Vinci, Grundtvig programmes of the Lifelong Learning Programme
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable

Comment on participants:	The Applicant Organisation must be established in a country eligible to participate fully in the LLP centralised Actions (but not in a country defined as a third country).	
Award criteria	1. Relevance	
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.	
	2. Quality of the Work Programme	
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	
	3. Innovative Character	
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	
	4. Quality of the Consortium	
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value	
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
6. The Cost-Benefit Ratio		
The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.		
7. Impact		
The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.		
8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)		
The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.		
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		November

Programme	LIFELONG LEARNING
Subprogramme	KA3 ICT
Action Category	MULTILATERAL PROJECTS
Action	KA3 Multilateral Projects
Objectives and description of the action	<p>The ICT Multilateral Projects support the development of innovative ICT-based content, services, pedagogies and practices for lifelong learning. They complement ICT enhanced learning activities and projects under the sectoral programmes Comenius, Erasmus, Grundtvig and Leonardo da Vinci, by addressing ICT teaching and learning needs across two or more of those sectors.</p> <p>Specifically the aim is:</p> <ul style="list-style-type: none"> To promote a new vision for ICT for learning embedded into long-term educational objectives and integrated in lifelong learning strategies; To foster the uptake of ICT for learning in education and training systems, including open and distance learning and open educational resources; To empower all educational actors; to foster the linking up and connecting of learning communities and the building up of new partnerships; To consolidate and evidence base on the added-value and impact of ICT for learning, with a particular attention to institutional as well as pedagogical innovation and change. <p>Projects should develop innovative practices or services. They should have a clear multiplier effect and result in greater knowledge about the use of ICT enhanced learning.</p> <p>Within the priorities announced in the General Call for Proposals, the following types of activities may be supported by projects:</p> <ul style="list-style-type: none"> activities reinforcing transversal competences, such as digital competence, bridging the worlds of education and work; activities focused on innovative pedagogy and assessment methods for diverse learning pathways.
Who can benefit	<ul style="list-style-type: none"> Resource centres or other organisations with expertise in the field of ICT in education and/or open and distance learning (this may also include guidance or consultancy services, multimedia libraries, research centres, etc.) All types of educational institutions and providers, in any sector of education Distance education institutions (including open universities) Teacher training institutions Associations of teachers or learners Research teams working in the field of ICT in education Academic/educational associations or consortia at the national or European level Organisations/institutions involved in educational innovation Public and private publishers/producers/broadcasters and other actors in the field of ICT <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Any legal entity, established in one of the eligible countries, on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	200.000/year. However, maximum EU contribution to projects will be 400.000€. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.

Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Applications must address at least two of the four fields covered by the Erasmus, Comenius, Leonardo da Vinci, Grundtvig programmes of the Lifelong Learning Programme
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
	9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	November

Programme	LIFELONG LEARNING
Subprogramme	KA3 ICT
Action Category	MULTILATERAL NETWORKS
Action	KA3 Multilateral Networks
Objectives and description of the action	<p>The ICT Networks support the building of partnerships and the networking of learning communities with a view to exchanging ideas and experiences related to ICT for learning. Networks should support knowledge sharing, they should increase the visibility and awareness of the benefits and impacts of ICT for learning, and contribute to its uptake and efficient use. Proposals should contain a detailed plan of activities. Such activities might also include the organisation of conferences, workshops, fora, summer universities, etc. designed to help attain the objectives of the network and disseminate results.</p> <p>Within the priorities announced in the General Call for Proposals, the following types of activities may be supported by networks:</p> <ul style="list-style-type: none"> European-wide stakeholders' communities promoting digital competence and other key transversal competences for life and employability; European-wide stakeholders' communities tackling the socio-economic digital divide. <p>As a minimum, each network will be expected to:</p> <ul style="list-style-type: none"> Establish and maintain a good quality website to support information exchange and dissemination Produce an annual report on the state of innovation in its area of activity Inform the 'players' in the field of ICT for learning fully about the network's events and activities Have a sound strategy for sustaining the Network after the co-financing by the EU has been terminated or substantially reduced Set in place appropriate mechanisms for internal assessment of progress and for quality assurance and dissemination of results. <p>Networks may include funding for dissemination activities such as conferences and study visits by decision-makers and key education professionals.</p>
Who can benefit	<ul style="list-style-type: none"> Resource centres or other organisations with expertise in the field of ICT in education and/or open and distance learning (this may also include guidance or consultancy services, multimedia libraries, research centres, etc.) All types of educational institutions and providers, in any sector of education Distance education institutions (including open universities) Teacher training institutions Associations of teachers or learners Research teams working in the field of ICT in education Academic/educational associations or consortia at the national or European level Organisations/institutions involved in educational innovation Public and private publishers/producers/broadcasters and other actors in the field of ICT <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Any legal entity, established in one of the eligible countries on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks as well as Accompanying measures is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency

Maximum Grant €:	150.000/year The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria General eligibility rules: The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Applications must address at least two of the four educational fields covered by the Erasmus, Comenius, Leonardo da Vinci, Grundtvig sub-programmes of the Lifelong Learning Programme
Minimum number of Countries:	5 LLP participating countries
Minimum number of Partners:	5
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above.
Award criteria	1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed. 2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables. 3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme. 4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners. 5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. 6. The Cost-Benefit Ratio The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen. 7. Impact The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. 8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results) The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project. 9. Where applicable: Participation of organisations from third countries Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	from July
Probable starting date of the action	November

Programme	LIFELONG LEARNING
Subprogramme	KA4 VALORISATION
Action Category	MULTILATERAL PROJECTS
Action	KA4 Multilateral Projects
Objectives and description of the action	<p>The prime objective of the Key Activity 4 is to help create a framework the effective exploitation of results of the Lifelong Learning Programme at local, sectoral, regional, national and European levels, in synergy with communication activities. As the programme is drawing to its end, it becomes even more important to invest in activities which take stock of the LLP results achieved so far as well as in activities which serve as bridge between LLP project results and decision makers (mainstreaming).</p> <p>Within the priorities announced in the General Call for Proposals, priority will be given to activities which focus on:</p> <ul style="list-style-type: none"> the development of Communities of practice; carrying out theme-based, targeted dissemination activities as well as assessment of previously funded "valorisation" activities. <p>The actions funded under this Key Activity are intended to complement and support the actions on dissemination and exploitation of specific project results integrated within the four sectoral programmes and the other transversal Key Activities within the Life Long Learning Programme. Projects funded under Key Activity 4 should address one or more of the following:</p> <p><u>1- Communities of practice:</u></p> <ul style="list-style-type: none"> Actions to develop modern, interactive, web-based Communities of Practice to foster dialogue between projects beneficiaries and users, including decision makers, around specific themes and priorities addressed by the LLP actions over the last years. Tools which allow users to register and receive personalised, targeted information, compiled from relevant project web-sites and to interact in thematic discussions, animated by experienced facilitators. Definition of indicators for measuring performance and output of the activities. <p>Projects should focus on:</p> <ul style="list-style-type: none"> Cross-programme approaches; Activities which demonstrate a potential for sustainability with a view to a later linkage/integration with other platforms created for the next programme generation; Activities which complement existing platforms or websites, demonstrating clear added value, beyond what is currently available through existing communities of practice. <p><u>2 - Theme-based, targeted dissemination and assessment of exploitation activities</u></p> <ul style="list-style-type: none"> Actions to take stock and identify best practices for valorisation and exploitation across all LLP sectors, mainly from multilateral projects and networks. Actions to collect, analyse and disseminate information concerning good practice, products and outcomes from all actions across the LLP addressing a particular strategic theme such as inclusion, language learning, entrepreneurship, early school leaving, e-learning at work, active citizenship (taking into account that 2013 is the "Year of the Citizen", this theme should target LLP projects related to education in favour of active citizenship) or others. Activities will be specific and appropriate for the identified target audience, using relevant communication means, such as articles in newspaper, workshops at conferences, specific websites, business magazines, online videos, etc. Actions to identify and assess best practices where project results have successfully influenced decision makers (at national, regional, and local level) and were exploited to change the pre-existing settings leading to sustainable and systemic impact. <p>Projects should:</p> <ul style="list-style-type: none"> Reinforce the impact of the programme by connecting individual project results to the wider community. Take into account and build-upon specific activities for thematic dissemination that have already been developed in the course of the LLP, such as thematic monitoring and the various thematic network activities coordination by National Agencies (http://ec.europa.eu/education/lifelong-learning-programme/thematic_en.htm). Propose an integrated approach across two or more different lifelong learning sectors. <p>This specific Key Activity for the dissemination and exploitation of results is an innovation within this programme reflecting a growing awareness of the need to ensure maximum impact from EU-funded programmes in support of the new strategic framework for cooperation in the field of education and training (E&T 2020). Project applicants should pay particular attention in their proposals to demonstrating the need for their project, describing clearly what they propose to do, and setting out the anticipated measurable results, impact and value-added. Applicants should be aware that the projects selected for funding will be closely monitored to identify emerging good and interesting practices and results of relevance to the creation of an EU-level framework for the exploitation of results; and may be subject to a targeted impact study in the medium to longer term.</p>
Who can benefit	<ul style="list-style-type: none"> Institutions or organisations providing learning opportunities within the context of the LLP, or within the limits of its sub-programmes The persons and bodies responsible for systems and policies concerning any specific aspect of lifelong learning at local, regional and national level Enterprises, social partners and their organisations at all levels, including trade

	<p>organisations and chambers of commerce and industry</p> <ul style="list-style-type: none"> • Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning • Associations working in the field of lifelong learning, including students', trainees', pupils', teachers', parents' and adult learners' associations • Research centres and bodies concerned with lifelong learning issues • Not-for-profit organisations, voluntary bodies, non-governmental organisations (NGOs) <p><u>Note:</u> This Action is open to partner organisation from countries not participating in the Lifelong Learning Programme on the following conditions:</p> <ul style="list-style-type: none"> • Neither the applicant nor the organisation responsible for project management / coordination can be a third country partner; • Third country participation is an additional option in an otherwise normal, eligible application and consortium. <p>See Part I of this Guide (section 1C) and – for the detailed administrative arrangements on how such organisations can participate – the website of the Executive Agency.</p>
Who can apply	Coordinating organisation on behalf of the consortium.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	28 February 2013
Duration	
Minimum Duration:	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks is possible only in exceptional cases. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; daily rates may not exceed these published rates. For daily subsistence rates: see table 5b; daily rates may not exceed these published rates. For participating organisations from "third" countries: see the website of the Executive Agency
Maximum Grant €:	150.000/year. However, maximum EU contribution to projects will be 300.000€. The maximum grant for all third country partners combined is 25.000€ in addition to the amount specified above.
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
	Applications should preferably address at least two of the four fields covered by the Erasmus, Comenius, Leonardo da Vinci and Grundtvig programmes of the Lifelong Learning Programme.
Minimum number of Countries:	3 LLP participating countries
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. Any partners established in a third country are in addition to the minimum number of LLP participating countries specified above. A single European Organisation is also eligible.
Award criteria	1. Relevance
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where the priorities are given in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.
	2. Quality of the Work Programme
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.
	3. Innovative Character

	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	
	4. Quality of the Consortium	
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	
	5. European Added Value	
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	
	6. The Cost-Benefit Ratio	
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	
	7. Impact	
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	
	8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)	
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	
	9. Where applicable: Participation of organisations from third countries	
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		from July
Probable starting date of the action		November

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Chairs
Objectives and description of the action	<p>Jean Monnet Chairs are teaching posts with a specialisation in European integration studies. Jean Monnet Chairholders teach a minimum of 90 hours per academic year in the field of European integration studies. Only one professor may hold the Chair and must provide the minimum teaching hours required. Jean Monnet Chairholders have the rank of professor/senior lecturer and may not be a "visiting professor" at the establishment in question.</p> <p>Jean Monnet Chairs are linked to the higher education institution that concludes the grant agreement. If an original Chairholder leaves the higher education institution, it is obliged to replace him or her by another member of its teaching staff with the same level of specialisation in European integration studies. The replacement of the original Chairholder requires written notification to the Executive Agency, which verifies the academic profile of the nominated Chairholder.</p> <p>Former Jean Monnet Chairs cannot reapply for a new Jean Monnet Chair at the same institution. They may, however, submit a request for an ad personam Jean Monnet Chair.</p> <p>Holders of three-year term contracts for Jean Monnet Centres, Chairs and Modules (awarded since 2010) must wait until one academic year has elapsed following the end of the previous contractual period before submitting a new application.</p>
Who can benefit	Higher education institutions world-wide.
Who can apply	Higher education institutions world-wide.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Flat-rate system as indicated in the Financial Provisions of LLP Guide 2013 part 1 and in the Jean Monnet pages of the web site of the Executive Agency
Maximum Grant €:	45.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> - Jean Monnet Chairs are teaching posts with a specialisation in European integration studies. - Jean Monnet Chairholders must teach a minimum of 90 hours per academic year in the field of European integration studies. Only one professor may hold the Chair and must provide the minimum teaching hours required. - Jean Monnet Chairholders must have the rank of professor/senior lecturer and may not be a "visiting professor" at the establishment in question.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	<p>1. Quality of the Applicants or the Consortium</p> <p>Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.</p> <p>2. Quality of the methodology and the work programme</p>

	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies and the openness to civil society).	
	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Chairs Ad Personam
Objectives and description of the action	<p>Ad personam Jean Monnet Chairs are teaching and research posts with a specialisation in European integration studies. Ad personam Jean Monnet Chairs are reserved for (i) distinguished Jean Monnet Chairs who deliver evidence of a high-level international teaching and publication record (that was achieved, at least in part, outside their country of residence) and/or (ii) professors with a distinguished background as former high-level practitioners in the field of European integration. Ad personam Jean Monnet Chairholders must teach a minimum of 90 hours per academic year in the field of European integration studies and must be responsible for organising regular reflection activities on the European integration process (conferences, seminars, roundtables). They must have the rank of professor and may not be a "visiting professor" at the establishment in question. Only one professor may hold the ad personam Chair and must provide the minimum teaching hours required.</p> <p>The title of ad personam Chair is linked directly to the person. If the holder leaves the higher education institution, it may not replace him or her by another member of its teaching staff. In the event of leaving the original higher education institution, a holder of an ad personam Jean Monnet Chair may continue to use the title on condition that (s)he undertakes to maintain the teaching and reflection activities that were specified in the original grant agreement. This must be certified by the academic institution to which the titleholder is moving.</p> <p>Former ad personam Jean Monnet Chair may only reapply for a new ad personam Jean Monnet Chair.</p> <p>Holders of three-year term contracts for Jean Monnet Centres, Chairs and Modules (awarded since 2010) must wait until one academic year has elapsed following the end of the previous contractual period before submitting a new application.</p>
Who can benefit	Higher education institutions world-wide.
Who can apply	Higher education institutions world-wide.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Flat-rate system as indicated in the Financial Provisions of LLP Guide 2013 part I and in the Jean Monnet pages of the web site of the Executive Agency
Maximum Grant €:	45.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <ul style="list-style-type: none"> - Ad personam Jean Monnet Chairs are teaching and research posts with a specialisation in European integration studies. - Ad personam Jean Monnet Chairs are reserved for (i) distinguished Jean Monnet Chairs who deliver evidence of a high-level international teaching and publication record (that was achieved, at least in part, outside their country of residence) and/or (ii) professors with a distinguished background as former high-level practitioners in the field of European integration. - Ad personam Jean Monnet Chairholders must teach a minimum of 90 hours per academic year in the field of European integration studies and must be responsible for organising regular reflection activities on the European integration process (conferences, seminars, roundtables). - Ad personam Jean Monnet Chairholders must have the rank of professor and may not be a "visiting professor" at the establishment in question.

Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	1. Quality of the Applicants or the Consortium
	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.
	2. Quality of the methodology and the work programme
	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies and the openness to civil society).
	3. Impact and relevance of the results
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.
	4. Innovative Character
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	July
Probable starting date of the action	September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Centres of Excellence
Objectives and description of the action	<p>Jean Monnet Centres of Excellence are clearly labelled institutes or structures specialising in European integration studies. They pool the scientific, human and documentary resources relating to European integration studies at the participating higher education institution(s). Jean Monnet Centres of Excellence may either be based at one particular higher education institution or may be organised in co-operation between several higher education institutions located in the same city or region. The university/universities must designate a Jean Monnet Chair to assume academic responsibility for the Centre of Excellence. Therefore, only institutions that already have been granted a Jean Monnet Chair in the framework of a previous call for proposals can apply for a Jean Monnet Centre of Excellence.</p> <p>Higher education institutions with a Jean Monnet Centre of Excellence can reapply for a new Centre but must wait until one academic year has elapsed following the end of the previous contractual period before submitting the new application.</p> <p>Only one Jean Monnet Centre of Excellence can be supported in any given higher education institution.</p> <p>Holders of three-year term contracts for Jean Monnet Centres, Chairs and Modules (awarded since 2010) must wait until one academic year has elapsed following the end of the previous contractual period before submitting a new application.</p>
Who can benefit	Higher education institutions world-wide.
Who can apply	Higher education institutions world-wide.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; for "third" countries see chapter 4.G (Jean Monnet); daily rates may not exceed these published rates. For daily subsistence rates: see the Jean Monnet pages of the website of the Executive Agency; daily rates may not exceed these published rates.
Maximum Grant €:	75.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. The Jean Monnet Centre of Excellence must pool scientific, human and documentary resources relating to European integration studies within one or more universities. The university/universities must designate a Jean Monnet Chair to assume academic responsibility for the Centre of Excellence. Therefore, only universities that already have been granted a Jean Monnet Chair in the framework of a previous call for proposals are eligible to apply for a Jean Monnet Centre of Excellence.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	1. Quality of the Applicants or the Consortium

	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.
	2. Quality of the methodology and the work programme
	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies, and the openness to civil society).
	3. Impact and relevance of the results
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.
	4. Innovative Character
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	June
Probable sending date of agreement to the beneficiaries	July
Probable starting date of the action	September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Teaching Modules
Objectives and description of the action	<p>Jean Monnet Modules are short teaching programmes (or courses) in the field of European integration studies at higher education institutions. Each Module has a minimum duration of 40 teaching hours. Modules may concentrate on one particular discipline in European integration studies or be multidisciplinary in approach and therefore call upon the services of several teachers.</p> <p>Jean Monnet Modules must take one of the following forms:</p> <ul style="list-style-type: none"> • general or introductory courses on European integration (in particular at institutions and faculties that do not yet have a highly developed course offering in the field); • highly specialised teaching on European Union developments (in particular at institutions and faculties that do already have a highly developed course offering in the field); • summer courses. <p>Holders of three-year term contracts for Jean Monnet Centres, Chairs and Modules (awarded since 2010) must wait until one academic year has elapsed following the end of the previous contractual period before submitting a new application.</p>
Who can benefit	Higher education institutions world-wide.
Who can apply	Higher education institutions world-wide.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Flat-rate system as indicated in the Financial Provisions of LLP Guide 2013 Part I and in the Jean Monnet pages of the web site of the Executive Agency
Maximum Grant €:	21.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <p>A Jean Monnet Module is a course in the field of European integration studies that has a minimum duration of 40 teaching hours.</p> <p>A Jean Monnet Teaching Module must take the form of general (introductory) courses on European integration (in particular at universities that do not yet have a highly developed course offering in the field), of highly specialised teaching on European Union developments (in particular at universities that do already have a highly developed course offering in the field), and of summer courses.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	1. Quality of the Applicants or the Consortium
	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.
	2. Quality of the methodology and the work programme
	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies and the openness to civil society).

	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Information and Research Activities
Objectives and description of the action	<p>The Jean Monnet Programme provides support for information and research activities with the aim of promoting discussion, reflection and knowledge about the process of European integration.</p> <p>Projects under this heading must include the organisation of conferences, seminars and/or roundtables in the field of European integration studies. These projects may also include the production of publications, information and communication tools that are the outcome of such conferences, seminars and roundtables; Information and Research Activities may not include teaching activities, Summer Schools and/or Summer Courses</p>
Who can benefit	<ul style="list-style-type: none"> Higher education institutions world-wide Associations of professors and researchers specialising in European integration studies
Who can apply	<ul style="list-style-type: none"> Higher education institutions world-wide Associations of professors and researchers specialising in European integration studies
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	1 year
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Flat-rate system as indicated in the Financial Provisions of LLP Guide 2013 Part I and in the Jean Monnet pages of the web site of the Executive Agency
Maximum Grant €:	40.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	<p>Applications must be submitted by bodies which are legal entities.</p> <p>Applicants must be universities, other institutions of higher education or national, regional and transnational associations that bring together professors, teachers and researchers specialising in European integration studies.</p> <p>Projects under this heading must include the organisation of conferences, seminars and/or roundtables in the field of European integration studies. These projects may also include the production of publications, information and communication tools that are the outcome of such conferences, seminars, and roundtables. Information and Research Activities may not include teaching activities, Summer Schools and/or Summer Courses.</p>
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	<p>1. Quality of the Applicants or the Consortium</p> <p>Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.</p> <p>2. Quality of the methodology and the work programme</p>

	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the teaching activities in non-EU Member States the academic added value, the multidisciplinary synergies, the innovating character and the openness to civil society).	
	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Information and Research Activities for Learning EU at School
Objectives and description of the action	<p>The Jean Monnet Programme provides support for information and research activities with the aim of promoting discussion, reflection and knowledge about the process of European integration.</p> <p>Projects under this heading should aim at developing content for the teaching of European Union at the level of primary and secondary schools and in vocational education and training.</p> <p>Eligible activities for this action must have one or more of the following objectives:</p> <ul style="list-style-type: none"> • Developing and delivering appropriate pedagogical content and new/adapted didactic material for the teaching of European integration at the level of primary and secondary schools and in vocational education and training. • Implementing teacher training and continuing education for teachers by providing them with the appropriate knowledge and skills to teach European integration at the level of primary and secondary schools and in vocational education and training institutions. • Providing specifically designed Seminars or Workshops on European integration to pupils at the level of primary and secondary schools and in vocational education and training institutions. Such projects must be submitted by a higher education institution having evident experience in teaching and research on European integration issues. Projects must list the schools that have agreed to take part in the activities.
Who can benefit	<ul style="list-style-type: none"> • Higher education institutions world-wide • Associations: <ul style="list-style-type: none"> – of professors and researchers specialising in European integration studies; – of teachers and pedagogues; – ensuring the continuing education and training; – of higher education institutions and/or schools.
Who can apply	<ul style="list-style-type: none"> • Higher education institutions world-wide • Associations: <ul style="list-style-type: none"> – of professors and researchers specialising in European integration studies; – of teachers and pedagogues; – ensuring the continuing education and training; – of higher education institutions and/or schools.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	1 year
Maximum Duration:	1 year
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Flat-rate system as indicated in the Financial Provisions of LLP Guide 2013 Part I and in the Jean Monnet pages of the web site of the Executive Agency
Maximum Grant €:	60.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.

-	Not applicable	
Minimum number of Partners:	Not applicable	
Comment on participants:	No obligation that countries must be EU Member States.	
Award criteria	1. Quality of the Applicants or the Consortium	
	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.	
	2. Quality of the methodology and the work programme	
	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the teaching activities in non-EU Member States the academic added value, the multidisciplinary synergies, the innovating character and the openness to civil society).	
	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	UNILATERAL PROJECTS
Action	JEAN MONNET Associations of Professors and Researchers Specialising in European Integration
Objectives and description of the action	<p>The Jean Monnet Programme provides support for associations that have as their explicit purpose to contribute to the study of the European integration process. Such associations should be interdisciplinary and open to all interested professors, teachers and researchers specialising in European integration in the relevant country or region. They should be representative of the academic community in European integration studies in that country or region. Support can be given only to associations that are officially registered and have independent legal status.</p> <p>Associations should contribute to:</p> <ul style="list-style-type: none"> enhancing the visibility of scientific and physical resources relating to European integration studies available within the country or region; developing synergies between all available resources in European integration studies from the different academic disciplines; ensuring openness to civil society, i.e. the world outside the university, and to local and regional players. <p>The activities specifically targeted by Jean Monnet support include the organisation of annual meetings and the organisation of communication initiatives such as the creation of an internet site and the publication of a newsletter.</p>
Who can benefit	Formally constituted associations of professors and researchers specialising in European integration studies.
Who can apply	Associations of professors and researchers specialising in European integration studies.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 – Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	3 years
Maximum Duration:	3 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. The total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; for "third" countries see chapter 4.G (Jean Monnet); daily rates may not exceed these published rates. For daily subsistence rates: see the Jean Monnet pages of the website of the Executive Agency; daily rates may not exceed these published rates.
Maximum Grant €:	25.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities.
	The explicit purpose of the association must be to contribute to the study of the European integration process at national or transnational level.
	The association must have an interdisciplinary character.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	1. Quality of the Applicants or the Consortium
	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.
	2. Quality of the methodology and the work programme

	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the teaching activities in non-EU Member States the academic added value, the multidisciplinary synergies, the innovating character and the openness to civil society).	
	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September

Programme	LIFELONG LEARNING
Subprogramme	JEAN MONNET
Action Category	MULTILATERAL PROJECTS
Action	JEAN MONNET Multilateral Research Groups
Objectives and description of the action	<p>Jean Monnet multilateral research groups must involve a partnership between at least three Jean Monnet Chairs from at least three different higher education institutions in three different countries. Multilateral research groups may involve, as partners, associations that bring together professors and researchers specialising in European integration studies.</p> <p>Multilateral research groups must lead to an integrated academic network involving joint research and the organisation of joint seminars, debates and meetings. The activities of the multilateral research groups must lead to the production of a major academic publication by the end of the project. Multilateral research groups may also include activities for the dissemination of results, notably using multimedia and meetings with civil society.</p> <p>A Jean Monnet Chair may be coordinator of only one Jean Monnet Multilateral Research Group at a time. A Jean Monnet Chair who is coordinator of a Jean Monnet Multilateral Research Group can reapply for a new Multilateral Research Group but must wait until one academic year has elapsed following the end of the previous contractual period before submitting the new application.</p>
Who can benefit	Higher education institutions world-wide. Associations of professors and researchers specialising in European integration studies may be associated partners to Jean Monnet multilateral research groups.
Who can apply	Higher education institutions world-wide.
PRIORITIES	The priorities for this Action can be found in the LLP General Call for Proposals 2011-2013 - Strategic Priorities 2013.
HOW TO APPLY	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
Selection Procedure:	COM
Application Deadline(s):	15 February 2013
Duration	
Minimum Duration:	2 years
Maximum Duration:	2 years
Comment on Duration:	Possibility to extend the eligibility period by 6 months on request. Total Grant will not change.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	For daily staff cost rates: see table 5a; for "third" countries see chapter 4.G (Jean Monnet); daily rates may not exceed these published rates. For daily subsistence rates: see the Jean Monnet pages of the website of the Executive Agency; daily rates may not exceed these published rates.
Maximum Grant €:	80.000
Comment on Funding:	Maximum EU Grant 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities. Multilateral research groups must involve a partnership between at least three Jean Monnet Chairs from at least three different higher education institutions in three different countries. Multilateral research groups may involve, as partners, national and transnational associations that bring together professors, teachers and researchers specialising in European integration studies; Multilateral research groups must lead to an integrated academic network, involving joint research and the organisation of joint seminars, debates and meetings. The activities of the multilateral research groups must lead to the production of a major academic publication by the end of the eligibility period.
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	No obligation that countries must be EU Member States.
Award criteria	1. Quality of the Applicants or the Consortium
	Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies.

	2. Quality of the methodology and the work programme	
	Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies and the openness to civil society).	
	3. Impact and relevance of the results	
	Likely impact of the activities on education and/or training at the European and/or world level with specific attention for activities outside the EU.	
	4. Innovative Character	
	Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.	
CONTRACTING PROCEDURES		
Probable sending date of pre-information on the results of the selection process		June
Probable sending date of agreement to the beneficiaries		July
Probable starting date of the action		September