



EUROPEAN COMMISSION
Education and Culture



Education and Culture DG

Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME (LLP)

GENERAL CALL FOR PROPOSALS 2008

PART II: ADMINISTRATIVE AND FINANCIAL PROVISIONS

Applicants are also invited to consult regularly the website of the European Commission and, depending on the action concerned, the website of their National Agency or of the Education, Audiovisual and Culture Executive Agency to familiarise themselves with any clarification of the present call that may subsequently have been published.

Applicants presenting a proposal on behalf of a consortium (partnerships, multilateral projects and networks, accompanying measures) are also invited to consult the version of the documents in the language to be used by the consortium when drafting the proposal and implementing the work programme.

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Part II-A: GENERAL PROVISIONS

For the management of the Lifelong Learning Programme (LLP), the European Commission is assisted by **National Agencies** for decentralised actions (notably mobility and partnerships) and by **the Education, Audiovisual & Culture Executive Agency** for centralised actions (notably multilateral projects and networks, with the exception of Leonardo da Vinci projects for the transfer of innovation and accompanying measures) (see Annex 1).

Both the National Agencies (hereafter referred to as NAs) and the Executive Agency (hereafter referred to as EA) shall be referred to, in parts of the text that concern both entities, as "Agency".

Chapter 1. TIMETABLE

Annex I indicates for each action the milestones from submission of the grant application to the starting date and maximum duration.

No applications shall be accepted for actions scheduled to run for a longer period than that specified in this call for proposals.

If, after the signing of the agreement and the start of the action, it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the action within the scheduled period, an extension to the eligibility period may be granted.

The period of eligibility of costs starts on the day indicated in the grant agreement. Under no circumstances can the eligibility period start before the date of submission of the grant application.

Chapter 2. BUDGET AVAILABLE

Annexes III and IV also provide the detailed breakdown per action of the available budget, which is estimated at 901 million euros in total.

All budget figures are indicative. Transfers of the budget between the various actions are possible. Furthermore, the European Commission, the NAs and the EA reserve the right not to distribute all the funds available.

Chapter 3. ELIGIBILITY CRITERIA FOR COUNTRIES, APPLICANTS AND APPLICATIONS

Only applications that fulfil the eligibility criteria shall be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons shall be sent to the applicant.

3.1. Eligible countries

Applicants must be located in a country participating in the LLP¹.

In 2008 the following countries are eligible:

- 27 EU Member States²
- Iceland, Liechtenstein, Norway
- Turkey

¹ Except for the Jean Monnet programme which is open to higher education institutions world wide.

² Includes applicants from the following regions: Canary Islands, Guadeloupe, Martinique, French Guiana, Réunion, Azores, Madeira. Where specific financial provisions apply to the Overseas countries and Territories listed in Annex II, these rules also apply to these regions.

3.2. Eligibility criteria for applicants

3.2.1. Applicants must be either:

- nationals of a country participating in the Lifelong Learning Programme;
- nationals of other countries, provided that they are either permanent³ residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.

3.2.2. Applicants must comply with the provisions laid down in Decision of the European Parliament and of the Council establishing the LLP, and notably Article 4 "access to the Lifelong Learning programme". Applications may be submitted only by institutions and organisations having the status of legal body, with the exception of Comenius and Grundtvig mobility actions and study visits in the Transversal Programme for which grant applications may be submitted by individuals.

3.2.3. It should be noted that for the Erasmus programme:

- To be eligible for the programme, higher education institutions must hold an Erasmus University Charter (EUC), except if they are merely participating as a non-coordinating partner in Multilateral Projects or Networks or in Accompanying Measures. As concerns student placements, higher education institutions must hold an "Extended" Erasmus University Charter.
- However, the Erasmus programme is open to a wide spectrum of actors (companies, social partners, research centres etc) as defined in Article 20 of the Decision of the European Parliament and the Council establishing the LLP. These actors are of course not required to apply for an Erasmus University Charter in order to organise student placements or to participate in multilateral projects or networks or accompanying measures.
- During the course of his or her studies, an individual may receive a maximum of three Erasmus grants: one grant for a period of study, one for a placement and one for participation in an Erasmus Mundus Masters Course.

3.3. Eligibility criteria for grant applications

To be eligible, applications must:

- (1) comply with the requirements laid down in the Decision of the European Parliament and of the Council establishing the LLP, specifically Article 2 (Definitions), as well as the articles regarding access to the sub-programmes: Article 16 (Comenius), Article 20 (Erasmus), Article 24 (Leonardo da Vinci), Article 28 (Grundtvig), Article 32 (Transversal Programme) and Article 34 (Jean Monnet);
- (2) comply with the application procedures defined in Chapter 9;
- (3) comply with the deadlines set out in this call (see Annexes III and IV and Chapter 9);
- (4) comply with the minimum and maximum duration of projects and the minimum number of partners and countries (see Annexes III and IV). For mobility, at least one EU Member State must be involved. For multilateral projects, European associations with members in several LLP participating countries shall be considered to fulfil the requirement regarding the minimum number of countries, without having to involve other bodies in the consortium, although this is recommended where appropriate;
- (5) be drawn up in one of the official languages of the European Union^{4 5 6 7}. In case of an application submitted by a consortium⁸, the applicant (coordinator of the action) shall

³ In compliance with national legislation.

⁴ With the exception of mobility grant applications submitted to National Agencies in the EFTA/EEA and candidate countries to the European Union. These grant applications may be drafted in the national language of the applicant but they must include a summary in English, French or German.

submit the application in the language which will be used in the consortium for the implementation of the work programme (see also Chapter 5.1); otherwise all languages are eligible for funding;

- (6) be submitted exclusively using the official application form for the action concerned and be electronically completed in full⁹;
- (7) include a budget in Euro;
- (8) be signed by an authorised person;
- (9) be sent to the appropriate Agency (NA¹⁰ or EA – see Annex I), as indicated in the application form;
- (10) in the case of an application submitted by a consortium, include at least one organisation established in an EU Member State. This condition does not apply to unilateral projects and Jean Monnet multilateral projects.

In addition to the above-mentioned criteria, applications submitted by legal bodies must:

- (11) be endorsed by the signature of one person in the applicant organisation who is authorised to enter into legally binding commitments;
- (12) for consortia submitting an application for Multilateral Projects and Networks, Accompanying Measures, Studies and Comparative Research and Jean Monnet Projects, include original letters of intent from the partners¹¹, carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of the partner organisation. Furthermore, at least one of the organisations participating in the consortium must be from an EU Member State;
- (13) be accompanied by a declaration of honour¹² signed by an authorised signatory in which the latter certifies that the legal body is not in a situation of exclusion(see Chapter 4);
- (14) except for public bodies, be accompanied by a declaration of honour¹³ signed by an authorised signatory, attesting to their status of as the legal body and to its financial and operational capacity to successfully implement the project described in the grant application submitted.

Specific eligibility criteria are contained in Annexes III and IV.

Chapter 4. EXCLUSION CRITERIA FOR APPLICANTS

Applicants shall be excluded from participating in the call for proposals if they are in any of the following situations defined in Article 114 of the Financial Regulation applicable to the general budget of the European Communities:

⁵ Applicants for the Erasmus University Charter are required to provide the Erasmus Policy statement also in English, French or German.

⁶ Applicants for the Jean Monnet Programme shall submit their applications in English, French or German.

⁷ Applicants for the study visits in the Transversal Programme are required to provide the application form in the language of the study visit.

⁸ Multilateral partnerships, projects and networks consisting of a "coordinator" and "partners" are defined as a "consortium" in the present document.

⁹ Applicants in some actions will have to complete an on-line application form.

¹⁰ In the case of a consortium, to the NA of the country in which the project coordinator is established.

¹¹ A signed fax version will be accepted at grant application stage. The originals must be available at the moment of establishing the agreement.

¹² This declaration is included in the application form.

¹³ This declaration is included in the application form.

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

Applicants shall not be awarded a grant if, during the grant award procedure, they:

- a) are subject to a conflict of interest with the organisation or persons who are directly or indirectly involved in the grant award procedure;
- b) are guilty of misrepresentation or have failed to provide the information required.

Administrative and financial penalties may be imposed on grant holders who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a contract or previously awarded grant, in accordance with Articles 93 to 96 of the Financial Regulation.

Chapter 5. SELECTION CRITERIA FOR APPLICANTS

The following provisions do not apply to individuals applying for a grant.

The eligibility conditions below allow assessment of the applicant's operational and financial capacity, in order to establish whether s/he can carry out the proposed action or work programme.

Applicants may be required to provide documents to attest to their operational and financial capacity (see below). If, on this basis, the Agency considers that operational and/or financial capacity has not been proved or is not satisfactory, it may reject the grant application or ask for further information.

5.1. Operational Capacity

Applicants will be evaluated as regards the professional competencies and qualifications necessary for carrying out the proposed action or work programme.

If required in the application forms, applicants must submit the CVs of key staff involved in the action showing relevant professional experience. For consortia, this obligation applies to all partners.

These documents must be provided in one of the official languages of the European Union.

5.2. Organisations considered having sufficient financial and organisational stability

For the purpose of this call for proposals, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial stability: schools and higher education institutions recognised as such by participating countries), as well as institutions or organisations in the education and training sector which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives. These applicants are nevertheless required to sign a declaration of honour stating that they comply with the conditions mentioned above¹⁴. The European Commission and the Agencies reserve the right to request additional documentation to prove the veracity of this declaration.

5.3. Financial Capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the proposed action will be carried out and to participate in its co-funding.

5.3.1. The following does not apply to public bodies, or to the organisations referred to in paragraph 5.2, which are considered to have the necessary capacity and financial and administrative stability to carry out actions under the Lifelong Learning Programme.

5.3.2. For other participants in the programme and in order to permit the assessment of their financial capacity, applicants must submit, if required by the application form:

- for grant applications over EUR 25.000, one copy of the official annual accounts for the most recent financial year¹⁵ for which accounts have been closed.
- for grant applications over EUR 500.000, an external audit report produced by an approved auditor, certifying the accounts for the last year available.

Subject to the outcome of the assessment of the application (see chapter 6) and the examination of the applicant's financial capacity in relation to the grant application, the Agency may offer the applicant a grant agreement/decision with an obligation to provide a guarantee for pre-financing, a grant agreement without pre-financing or a grant agreement with pre-financing payments in several instalments.

Chapter 6. CRITERIA FOR ASSESSING APPLICATIONS

Eligible applications shall be assessed, taking into account the priorities set out in Part I of this Call for proposals, on the basis of the award criteria mentioned in Annexes III and IV. Any weighting of these criteria shall be published on the websites of the National Agencies and the Executive Agency respectively, as well as in the relevant application forms.

During the assessment of applications, the degree of coverage of the thematic priorities for the action concerned may also be taken into account.

The Decision establishing the Lifelong Learning programme encourages the participation in decentralised actions of individuals or organisations having not participated in the Lifelong Learning programme or its predecessors (Article 1.3.f) and of people with special needs and disadvantaged groups.

¹⁴ This declaration is included in the application form.

¹⁵ “Official” means accounts certified by an appropriate external body and/or published and/or approved by the organisation’s general assembly.

Grants shall be awarded on the basis of the budget available and the relative quality of grant applications, taking into account the maximum contribution of the European Union and the maximum co-financing percentage (see Chapter 7 and Annexes III and IV).

All applicants will be informed in writing of the results of the assessment.

Chapter 7. FINANCIAL CONDITIONS

7.1. General Financial Conditions

The decision to award a grant in respect of an action is formalised either through the issue of a Grant Agreement to be signed by the two parties (the Agency and the grant beneficiary) or through a unilateral Decision of the Agency, notified to the grant beneficiary.

This Agreement or Decision shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred.

Each action may give rise to the award of only one grant from the Community budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be awarded retrospectively for actions already completed.

This grant may under no circumstances exceed the amount initially requested and may be below the amount requested by the applicant

These grants are incentives to carry out projects which would not be feasible without the financial support of the European Union and are based on the principle of co-financing. Beneficiaries of grants equal to or less than EUR 25.000 are not required to provide evidence of co-financing.

The general conditions will lay down the arrangements and time limits for modification, suspension and termination of the Agreement or the Decision. Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements or Decisions may be amended only by additional written Agreements or Decisions. Such additional Agreements or Decisions shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants.

N.B. Where the implementation of actions requires the beneficiary to have recourse to one or more procurement procedures (calls for tender), the simplified procedures for low-value contracts shall apply (see Chapter 9.2 which refers to the "Guide for applicants").

7.2. Financial Conditions for mobility actions (Comenius, Erasmus, Leonardo da Vinci, Grundtvig, Transversal Programme)

Mobility grants are based on various components of costs. The rates proposed in Annex V represent maximum amounts. NAs are allowed to establish a co-financing percentage or to revise these amounts downwards. This information must be published on the websites of the National Agencies. Persons with special needs may benefit from specific financing measures.

7.2.1. Subsistence costs

For all mobility actions, the contribution to subsistence costs will be a lump sum calculated on the basis of daily, weekly¹⁶ or monthly rates (see Annex V). Subsistence costs cover accommodation, meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries.

¹⁶ A week is equivalent to five full consecutive working days.

For mobility actions with a duration of up to and including 12 weeks, the awarded grants do not cover travel costs; these costs will be reimbursed on the basis of real costs. For mobility actions of a duration longer than 12 weeks, the awarded grants will be considered a global flat-rate contribution to cover all costs, including travel costs.

7.2.2. Travel costs

For mobility actions with a duration of up to and including 12 weeks, the NA will reimburse travel costs, on the basis of real costs incurred (including any costs for entry/exit visas as required), either in total or in part only (by applying a ceiling or a maximum covering percentage).

However, if individuals reside in one of the overseas countries and territories listed in the Decision 2001/822/EC of the Council (see Annex II) or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

7.2.3. Other costs

Costs incurred by the bodies responsible for the organisation of a mobility action may be calculated with reference to the information in Annex V, paragraph 3 "Mobility - other costs".

7.3. Financial Conditions for partnerships (Comenius, Grundtvig, Leonardo da Vinci)

Grants shall be awarded in the form of a lump sum to each partner as a contribution to all eligible partnership costs: travel, subsistence during mobility periods and local project activities (See Annex V).

7.4. Financial Conditions for Multilateral projects and Networks, Accompanying measures, Studies and Comparative Research (Comenius, Erasmus, Leonardo da Vinci, Grundtvig, Transversal Programme) and Jean Monnet projects

Grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The estimated budget for the action to which the application refers must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget. The applicant must indicate the sources and amounts of any other Community funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The percentage of own resources indicated in the revenue part of the estimated budget is considered a guaranteed minimum, to be respected in the final account. As indicated in Annex I, the allocated grant will not cover more than 75% of the eligible costs.

For Multilateral projects and Networks, Accompanying measures, and Studies and Comparative Research the maximum rates for staff costs and subsistence costs are indicated in Annex V.

Applicants shall base the project budget:

- on real daily staff cost rates. Under no circumstances may these exceed the maximum rates indicated in Table 5e. Any excess amount will be considered as ineligible. The veracity of these costs may be the subject of an audit;
- on real daily subsistence rates. Under no circumstances may these exceed the maximum rate indicated in Table 5f. Any surplus will be considered as ineligible;
- on real costs with regard to other categories of cost, as indicated in the application form.

For Jean Monnet projects the amounts presented under staff costs and subsistence costs must be justified by the applicant. If these costs exceed the maximum rates indicated in (see the Executive Agency web site), the surplus will be considered ineligible.

Chapter 8. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. This information may also be published using any other appropriate medium, including the Official Journal of the European Union. The names of individuals having received a grant will not be published in the Official Journal or on the Europa website.

For legal entities which have received a grant:

- a) the following information will be published¹⁷:
 - name and address of the beneficiary;
 - subject of the grant;
 - amount awarded and rate of funding.
- b) they must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, they are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed action. If this requirement is not fully complied with, the beneficiary's grant may be reduced.
- c) they are required to make available on-line the description of the action and its interim and final results via a website to be maintained during the project and for a set period after its completion. The website details should be notified to the relevant Agency at the beginning of the action and confirmed in the final report;
- d) they are required to, as these results become available, provide them to the public make these results available via a European Commission-supported informatics platform

Chapter 9. PROCEDURE TO BE FOLLOWED FOR THE SUBMISSION OF GRANT APPLICATIONS

9.1. Publication

The present call for proposals is published in the Official Journal of the European Union (OJ C230 of 2.10.2007, p.4) and on the Internet address:

http://ec.europa.eu/education/programmes/llp/index_en.html.

Application forms and Guide for applicants

These documents can be obtained, depending on the action concerned:

- on the NA Internet website
- on the EA Internet website: www.eacea.ec.europa.eu .
- on the Lifelong Learning Programme Internet website: www.llp.europa.eu

Applicants are strongly advised to familiarise themselves with the relevant sections of the Guide for Applicants.

¹⁷ The application forms include an explicit agreement from the applicant allowing the Commission or the Agency to publish the above mentioned data if the grant application is approved. However, a beneficiary may request an exemption from this provision if publication would jeopardise its security or financial interests.

9.2. Submission of the grant application

9.2.1. Applications under all actions must be submitted according to the instructions published annually by the relevant Agency. Besides the possibility of on-line submission, applicants must also submit a signed paper version of the form, accompanied by any annexes required. This form, clearly identified as the original must be sent to the appropriate address mentioned below (see paragraphs 9.3.3 and 9.3.4).

This original (applications sent by fax or colour scanned copies of an original application will not be accepted) should preferably be presented unbound (so that copies of relevant parts may be made easily), each applicant being responsible for ensuring the secure presentation and packaging of his/her application. It must carry the clearly recognisable signature of a person in the applicant organisation authorised to enter into legally binding commitments on behalf of the applicant organisation.

9.2.2. In addition to the original, the applicant must respect the following additional provisions:

- For grant applications to be sent to a National Agency (see Annex III): see the website of the relevant Agency;
- For grant applications to be sent to the Executive Agency (see Annex IV): see the website of the Executive Agency. .

9.2.3. The application must be addressed, according to the information provided in Annex I, to either the NA of the country in which the applicant is established or to the EA.

9.2.4. The addresses of the NAs and the EA are available at www.llp.europa.eu ;

9.2.5. The outer envelope containing the grant application must indicate the following information

- The name of the relevant programme: Comenius, Erasmus, Leonardo Da Vinci, Grundtvig, Transversal Programme, Jean Monnet programme;
- The reference of the specific Action (as indicated in the application form).

Proof of delivery of the grant application by the closing date will be the postmark on the outer envelope. Applicants are strongly advised to obtain a receipt indicating the date of postage.

9.2.6. All additional information considered necessary by the applicant can be included on separate sheets.

9.2.7. No changes to the application can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose.

9.2.8. Applicants will be informed of the receipt of their grant application within 30 working days after deadline for submission (see Annexes III and IV).

Chapter 10. APPLICABLE RULES

The following rules are applicable to the administration and financing of the actions supported by the LLP:

- Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 (establishing the Lifelong Learning programme);
- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002

on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Commission Regulation No 478/2007 of 23 April 2007.

The decision establishing the LLP shall take precedence over the other applicable rules.

This call has also to be read in conjunction with the "Guide for applicants" and the application forms (see section 9.2).

The order of precedence of documents in the context of the Call for proposals is:

- (1) The Decision No 1720/2006/EC establishing the Lifelong Learning programme;
- (2) The official announcement of the Call for proposals TO BE UPDATED, published in the Official Journal TO BE UPDATED;
- (3) The text of the Call (parts I and II) as published on the LLP website ;
- (4) The "Guide for applicants", which includes the "Administrative and Financial rules" supplementing those in the present document.
- (5) The application forms.

Chapter 11. PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data¹⁸. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. (http://www.edps.europa.eu/00_home.htm).

Chapter 12. CONTACTS

Further details on the programme, depending on the action concerned, are available:

- from the Lifelong Learning programme website: <http://ec.europa.eu/lfp>
- from the NA's of the programme, the list of which is available on the LLP website;
- from the EA website: www.eacea.ec.europa.eu .

Chapter 13. OTHER EUROPEAN COOPERATION PROGRAMMES WITH RELATED OBJECTIVES

The attention of potential applicants is also drawn to other Community programmes and initiatives in the field of Higher Education which pursue complementary objectives to those of the Lifelong Learning programme, notably:

- The Erasmus Mundus programme.
- The Tempus programme (a trans-European mobility scheme for university studies) enables universities from European Union Member States to cooperate with those in Western Balkans, Eastern Europe and Central Asia, and the Mediterranean partner countries in higher education modernisation projects.

¹⁸ Official Journal L 8, 12.1.2001.

- The EU-US (Atlantis) and the EU-Canada Cooperation Programmes in Higher Education and Vocational Education Training as well as the pilot projects for cooperation in higher education with Australia and New Zealand aim to promote intercultural understanding and to improve the quality of their human resource development.
 - The 7th research and development framework programme of the European Union (FP7) for the period 2007- 2013.
 - The Council regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999, OJ L 210/25 of 31.07.2006.
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Part II-B: ANNEXES

ANNEX I: REMINDER OF ADMINISTRATIVE PROVISIONS (ANNEX A OF THE LLP DECISION)

	<i>National Agency Procedure 1 – NA1</i>	<i>National Agency Procedure 2 – NA2</i>	<i>Commission Procedure - COM</i>
<i>Applicable to (typology of action)</i>	<ul style="list-style-type: none"> ❖ Transnational mobility ❖ Bilateral and multilateral partnerships 	<ul style="list-style-type: none"> ❖ Leonardo da Vinci - Multilateral Projects for Transfer of Innovation 	<ul style="list-style-type: none"> ❖ Unilateral and national projects (Transversal Programme & Jean Monnet) ❖ Multilateral projects and networks ❖ Observation and analysis ❖ Operating grants ❖ Accompanying Measures
<i>To whom the grant application has to be sent</i>	The relevant National Agency for the applicant	The relevant National Agency for the applicant	The Education, Audiovisual and Culture Executive Agency

**ANNEX II: LIST OF "OVERSEAS COUNTRIES AND TERRITORIES" DEFINED BY COUNCIL
DECISION 2001/822/EC**

- Greenland
- New Caledonia and Dependencies
- French Polynesia
- French Southern and Antarctic Territories
- Wallis and Futuna Islands
- Mayotte
- St Pierre and Miquelon
- Aruba
- Netherlands Antilles
- Bonaire
- Curaçao
- Saba
- Saint Eustatius
- Saint Martin (Sint Maarten)
- Anguilla
- Cayman Islands
- Falkland Islands
- South Georgia and the South Sandwich Islands
- Montserrat
- Pitcairn
- Saint Helena, Ascension Island, Tristan da Cunha
- British Antarctic Territory
- British Indian Ocean Territory
- Turks and Caicos Islands
- British Virgin Islands

ANNEX III – ACTIONS MANAGED BY THE NATIONAL AGENCIES

National Agencies are kindly invited to translate this annex and complete it wherever appropriate.

III.1 COMENIUS

III.2 ERASMUS

III.3 LEONARDO DA VINCI

III.4 GRUNDTVIG

III.5 TRANSVERSAL PROGRAMME

ANNEX III.1. COMENIUS PROGRAMME – ACTIONS MANAGED BY THE NATIONAL AGENCIES

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Probable date in 2008 for actions with deadline 31/01/2008 a)			Duration of action		Funding - Reference table
		Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Min	Max	
Comenius Programme	134,7						
• Preparatory visits for partnerships		Within 2 weeks of receipt of application	2 weeks in advance of start date of activity	contact NA	1 day	5 days	5a2
• Mobility							
– School education staff (teachers and other staff)		March	March	April	1 day	6 weeks	5a2 & 5a3
– Future teachers (assistants)		May	June	August	3 months	10 months	5a4
• Partnerships							
– Bilateral partnerships		June	June	August	2 years	2 years	5g
– Multilateral partnerships		June	June	August	2 years	2 years	5g

1) Applications must be submitted by bodies which are legal entities, except for Mobility (outside partnerships).

2) Deadline for submission: 31/01/2008 with the following exceptions:

- Comenius Mobility School education staff: 31/01/2008 first deadline, followed by 31/03/2008, 30/06/2008 and 30/09/2008
 - a) probable dates for the other deadlines : by analogy
- Preparatory visits for Partnerships: Contact NA

3) Specific Eligibility Criteria

3.1) **Schools participating in the Comenius Programme** must be **located** in a country participating in the LLP and belong to any of the types of institution specified by the relevant National authorities in compliance with Article 16 of the Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 (establishing the Lifelong Learning Programme).

3.2) **Mobility for School education staff**

- The training event applied for is taking place in a country participating in the LLP in which the applicant is not a resident.

3.3) **Mobility for Future teachers (Assistantships)**

- Applicants have not previously been employed as a teacher.

- Applicants have not previously received a Comenius Assistantship grant (either under Lifelong Learning or the Socrates programme).

3.4) **Schools participating in Partnerships**

3.4.1) Schools under the supervision of national authorities of another country (e.g. lycée français, German school, UK "Forces" schools)

The national authorities responsible for supervising the administrative, financial and curricular regime of the school concerned shall decide which establishments are eligible to participate. This principle implies the following operational modalities:

- 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;
- In a bilateral Partnership: there must be a further partner from a country other than the host country and other than the supervising country since otherwise the objective of language learning cannot be reached (i.e. the languages concerned should be different).

3.4.2) 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 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.

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.

3.4.3) 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.

Staff from European schools are entitled to participate in Comenius in-service training under the same conditions as staff from any other eligible school.

3.5) Partnerships

- 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.
- In the case of bilateral Partnerships each class exchange involves a group of minimum 10 pupils and lasts a minimum of 10 days.
- At the time of the class exchange, the pupils participating in a Bilateral Partnership are minimum 12 years old.
- Multilateral 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.
- Bilateral Partnerships consist of a minimum 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.

4) Award Criteria

4.1) Preparatory Visits for Partnerships

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.

4.2) Mobility for School education staff

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 professional and personal development. Use of Europass is foreseen.
2. CONTENT AND DURATION
The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
3. IMPACT AND RELEVANCE
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.

4.3) Mobility for Future teachers (Assistantships)

1. QUALITY OF THE MOBILITY (ASSISTANTSHIP)
- The Assistant provides a convincing explanation of his/her contribution to the work of the host institution and community life. - The host school provides convincing reasons to host an Assistant and sets out clearly the activities to be carried out by the assistant. - Use of Europass is foreseen.
2. CONTENT AND DURATION
The programme for the mobility action established by the host school is clear and reasonable; its duration is realistic and appropriate.
3. IMPACT AND RELEVANCE
- The expected impact on personal and professional competences including languages and intercultural benefits is clearly defined by the candidate Assistant. - The expected impact and concrete outcomes that the host school wishes to achieve are clearly defined.

4.4) Partnerships

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 and all partners are actively involved.
2. QUALITY OF THE PARTNERSHIP
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.
3. EUROPEAN ADDED VALUE
The impact and benefits of European cooperation on the participating institutions are clear and well defined.
4. RELEVANCE
The proposal addresses a priority topic set out in Part I of the Call for Proposals and the objectives of the Programme.
5. IMPACT
The expected impact on both partnership institutions and on individual participants is clear and well defined. The partnership has defined an approach to assess whether the aims of the partnership have been met and the expected impact achieved.
6. QUALITY OF THE VALORISATION PLAN (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.

ANNEX III. 2. ERASMUS PROGRAMME - ACTIONS MANAGED BY THE NATIONAL AGENCIES

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Probable dates in 2008			Duration of action		Funding - Reference table
		Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Min	Max	
Erasmus Programme	408,4						
• Preparatory visits for decentralised actions		See NA web	See NA web	See NA web	1 day	5 days	5a2
• Mobility							
– Students - Studies		See NA web	See NA web	June	3 months	12 months	5a4
– Students - Placements		See NA web	See NA web	June	3 months (a)	12 months	5a3 & 5a4
– Teaching assignments – staff from higher education institutions and enterprises		See NA web	See NA web	June	1 day (b)	6 weeks	5a2 & 5a3
– Staff training – teaching and other staff from higher education institutions		See NA web	See NA web	June	1 week	6 weeks	5a3
– Organisation of Mobility		See NA web	See NA web	June	Not appl.	Not appl.	5c
– Erasmus Intensive language courses (EILC)		See NA web	See NA web	June	2 weeks (c)	6 weeks	5d
– Intensive programmes (IP)		See NA web	See NA web	September	2 weeks	6 weeks	5d

- a) The minimum is 2 weeks for students in short cycle higher vocational education (2 years or less).
b) The minimum requirement for a teaching assignment is 5 teaching hours.
c) The minimum requirement for an Erasmus Intensive Language Course (EILC) is 60 teaching hours.

1) Applications must be submitted by bodies which are legal entities.

2) Deadline for submission: 31/01/2008 with the exceptions of Preparatory visits for decentralised actions (Contact NA)

3) Specific Eligibility Criteria

3.1) Mobility of Students for the Purposes of Studying

- Erasmus student mobility is based on inter-institutional agreements between the participating higher education institutions each of which must hold an Erasmus University Charter.
- 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.
- Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS (European Credit Transfer System) credits. Recognition shall be based on the learning agreement approved by all parties before the period of mobility starts.
- No university fees (for tuition, registration, examinations, access to laboratory and library facilities, etc.) are to be paid at the host institution.

3.2) Mobility of Students for the purpose of Placements in Enterprises, Training Centres, Research Centres and Other Organisations

- The student must be registered in a higher education institution which holds an Extended 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 training agreement approved by all parties before the period of mobility starts.

3.3) Teaching Assignments - Teaching Staff in higher education institutions and enterprises (cf. art. 22.1.a.ii and iii of the LLP Decision)

- This teaching assignment could be ensured either by teaching staff or by staff from an enterprise. Teaching staff must be from a higher education institution holding an Erasmus University Charter.
- 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 enterprise concerned.
- The teaching programme must be agreed in advance by all parties.

3.4) Staff Training - Teaching and Other Staff from higher education institutions

- The teaching, administrative or other non-teaching staff must be from a higher education institution holding an Erasmus University Charter.
- Whenever the host organisation is an HEI, it must also hold an Erasmus University Charter.

3.5.) Organisation of Mobility

- Mobility for the purpose of studying: The institution organising the mobility must be a higher education institution holding an Erasmus University Charter.
- Mobility for the purpose of placements: The institution organising the mobility must be either a higher education institution holding an Extended Erasmus University Charter or another suitably qualified placement entity (Chamber of Commerce, enterprises, consortia of universities etc.).

3.6. Erasmus Intensive Language Courses (EILC)

- 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 .

3.7. Erasmus Intensive Programmes (IP)

- All participating institutions (both coordinator and partners) must hold an Erasmus University Charter.

4) Award Criteria

4.1) Preparatory Visits

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.

4.2) Mobility of Students

1. IMPACT AND RELEVANCE
The Erasmus study period / placement will demonstrably contribute to developing the student's personal and professional competences, including languages and intercultural competence. Use of Europass is foreseen.

4.3) Teaching Assignments - Teaching Staff in higher education institutions and enterprises

1. QUALITY OF THE TEACHING PROGRAMME
The objectives and expected results are clear and realistic, and the teaching programme appropriate to achieving the objectives.
2. EUROPEAN ADDED VALUE
The teaching assignment will demonstrably strengthen the European dimension of the home and host institution/enterprise and strengthen the links between them.
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 teaching assignment will make a demonstrable contribution to enhancing the range and/or quality of teaching available to students at the host institution.

4.4) Staff Training - Teaching and Other Staff from higher education institutions

1. QUALITY OF THE WORK PROGRAMME
The objectives and expected results are clear and realistic, and the work programme appropriate to achieving the objectives.
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. Use of Europass is foreseen.
3. IMPACT AND RELEVANCE
- There is a clear match between the training envisaged and the applicant's training needs. - The envisaged training appears likely to have a positive impact on the applicant's professional development and his/her higher education institution / enterprise and to strengthen the links between the higher education institutions or between the higher education institution and enterprise concerned.

4.5) Erasmus Intensive Language Courses (EILC)

1. QUALITY OF THE OBJECTIVES, METHODOLOGY AND WORK PROGRAMME
The objectives of the Course in preparing students for study in the country concerned are clear, realistic, address a relevant language and are oriented towards the needs of the target group; the methodology and work programme are appropriate to attaining these objectives.
2. QUALITY OF THE COURSE PROVIDER
The provider of the course – whether a higher education institution or other organisation – is suitably qualified for providing the language training envisaged.
3. IMPACT AND RELEVANCE
The course appears likely to have the desired positive impact on participants' competence in the target language concerned.

4.6. Erasmus Intensive Programmes (IP)

1. QUALITY OF THE OBJECTIVES, METHODOLOGY AND WORK PROGRAMME
The objectives of the intensive programme are clear, realistic and address a relevant subject for which there is a demonstrable need; the intensive programme is effectively integrated within and will make a demonstrable contribution towards the overall course(s) of study concerned. The methodology is appropriate for achieving the objectives; the activity plan defines and distributes tasks among the partners in such a way that the results can be achieved and all partners are actively involved.
2. INNOVATIVE CHARACTER
The intensive programme will provide something significantly new in terms of learning opportunities, skills development, access to information, etc. for the participating teachers and students.
3. QUALITY OF THE PARTNERSHIP
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.
4. EUROPEAN ADDED VALUE
The benefits of European cooperation in providing intensive teaching on the subject concerned are clear and well defined. Use of Europass is foreseen.
5. IMPACT AND RELEVANCE
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 partnership has defined a methodology for assessing whether the aims of the intensive programme have been met and the expected impact achieved.
6. QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)
The planned dissemination and exploitation activities are well defined and ensure optimal use of the results in the participating institutions and, if possible, in the wider community.

ANNEX III. 3. LEONARDO DA VINCI PROGRAMME (ACTIONS MANAGED BY THE NATIONAL AGENCIES)

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Probable dates in 2008			Duration of action		Funding - Reference table
		Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Min	Max	
Leonardo da Vinci Programme	237,1						
• Preparatory visits for decentralised actions		See NA web	See NA web	See NA web	1 day	5 days	5a2
• Mobility							
– VETPRO (VET Professionals)		May	June	June	1 week	6 weeks	5a3
– PLM (People in the Labour Market)		May	June	June	2 weeks	6 months	5a3 and 5a4
– IVT (Initial Vocational Training)		May	June	June	2 weeks	9 months	5a3 and 5a4
• Partnerships		June	June	August	2 years	2 years	5g
• Multilateral projects: Transfer of innovation (a)		May	September	October	1 year	2 years	5e and 5f

(a) Maximum Community contribution is 75% of eligible cost, with a maximum amount of 150.000/year.

1) Applications must be submitted by bodies which are legal entities.

2) Deadline for submission: 31/01/2008 with the exception of Preparatory visits for decentralised actions (Contact NA).

3) Specific Eligibility Criteria

3.1) Mobility

- The mobility is taking place in a country participating in the LLP in which the participant is not a resident.

3.2) Partnerships

- 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.

3.3) Multilateral projects

• Minimum number of partners is 3, each of which must come from a different country participating in the LLP, at least one of which must be an EU Member State.

4) Award Criteria

4.1) Preparatory Visits

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.

4.2) Mobility - Professionals in Vocational Education and Training (VETPRO)

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 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.

4.3) Mobility - People in the Labour Market (PLM)

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 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
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.

4.4) Mobility - Trainees undergoing Initial Vocational Training (IVT)

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 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
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.

4.5) Partnerships

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 and all partners are actively involved.
2. QUALITY OF THE PARTNERSHIP
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.
3. EUROPEAN ADDED VALUE
The impact and benefits of European cooperation on the participating institutions are clear and well defined.
4. RELEVANCE
The proposal address a priority topic set out in Part I of the Call for Proposals and the objectives of the programme.
5. IMPACT
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.
6. QUALITY OF THE VALORISATION PLAN (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, if possible, the wider community.

4.6) Multilateral projects: Transfer of innovation

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 priority areas of the Call for Proposals. 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.

ANNEX III.4. GRUNDTVIG PROGRAMME – ACTIONS MANAGED BY THE NATIONAL AGENCIES

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Probable date in 2008 for projects with deadline 31/01/2008 a)			Duration of action		Funding - Reference table
		Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Min	Max	
Grundtvig Programme	24,9						
• Preparatory visits for partnerships		Within 2 weeks of receipt of application	2 weeks in advance of start date of activity	See NA web	1 day	5 days	5a2
• Mobility: training of adult education staff		March	March	April	1 day	6 weeks	5a2& 5a3
• Partnerships		June	June	August	2 years	2 years	5g

1) Applications must be submitted by bodies which are legal entities, except for Mobility (outside partnerships).

2) Deadline for submission: 31/01/2008 with the following exceptions:

- Training of adult education staff: 31/01/2008 first deadline, followed by 31/03/2008, 30/06/2008 and 30/09/2008
 - a) probable dates for the other deadlines : by analogy
- Preparatory visits for decentralised actions: Contact NA

3) Specific Eligibility Criteria

3.1) Mobility for Adult education staff (In service training grants)

- The training event applied for is taking place in a country participating in the LLP in which the applicant is not a resident.

3.2) Partnerships

- The mobility planning table includes the planned mobility actions of each participating organisation.
- The number of mobility actions planned by each participating organisation respects the minimum number required for the grant amount in question.
- Multilateral 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.

4) Award Criteria

4.1) Preparatory Visits for Partnerships

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.

4.2) Mobility for the purpose of training of Adult education staff

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. Use of Europass is foreseen.
2. CONTENT AND DURATION
The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
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.

4.3) Partnerships

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 and all partners are actively involved.
2. QUALITY OF THE PARTNERSHIP
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.
3. EUROPEAN ADDED VALUE
The impact and benefits of European cooperation on the participating institutions are clear and well defined.
4. RELEVANCE
The proposal addresses a priority topic set out in Part I of the Call for Proposals and the objectives of the programme.
5 IMPACT
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.
4. QUALITY OF THE VALORISATION PLAN (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, if possible, the wider community.

ANNEX III.5. TRANSVERSAL PROGRAMME – ACTIONS MANAGED BY THE NATIONAL AGENCIES

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Probable dates in 2008			Duration of action		Funding - Reference table
		Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Min	Max	
Transversal Programme	-						
Key Activity 1: Policy Cooperation and Innovation							
<ul style="list-style-type: none"> Mobility: study visits for education and vocational training specialists 	3,8	See NA web	See NA web	See NA web	1day	5 days	5a2

1) Applications may be submitted by either bodies which are legal entities or by individual applicants.

2) Deadline for submission: 30/04/2008

3) Specific Eligibility Criteria

The applicant applies for a study visit in a country participating in the LLP in which the applicant is not a resident.
The applicant identifies himself/herself as belonging to one of the target groups as stated in the LLP Decision.

4) 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 the partner institutions 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.

ANNEX IV – ACTIONS MANAGED BY THE EXECUTIVE AGENCY (EA)

The Executive Agency is kindly invited to translate this annex
and complete it whenever appropriate.

IV.1 COMENIUS

IV.2 ERASMUS

IV.3 LEONARDO DA VINCI

IV.4 GRUNDTVIG

IV.5 TRANSVERSAL PROGRAMME

IV.6 JEAN MONNET

ANNEX IV.1. COMENIUS PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

<i>Actions</i>	<i>2008 Indicative budget (MioEUR) (EUR 31)</i>	<i>Estimated number of proposals to be selected</i>	<i>Deadline for submission</i>	<i>Probable date in 2008</i>			<i>Maximum Community Contribution 75%</i>	<i>Maximum Duration of action (a)</i>	<i>Minimum number of participating countries</i>
				<i>Pre-Information on the results of selection process</i>	<i>Sending agreement to beneficiaries</i>	<i>Starting date of action</i>	<i>Maximum Community Grant (EUR)</i>		
Comenius Programme									
• Multilateral projects	9,5	40	29/02/2008	June	September	October	150.000/year	2 years	3 (b)
• Multilateral networks	3,0	8	29/02/2008	June	September	October	150.000/year	3 years	10 (b)
• Accompanying measures	0,500	3	29/02/2008	July	October	November	150.000/year	1 year	1

1) Applications must be submitted by bodies which are legal entities.

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects and Networks and Accompanying measures

(b) At least one country must be an EU Member State.

2) Specific eligibility criteria for Multilateral projects and Networks, Accompanying measures

Schools participating in the Comenius Programme must be **located** in a country participating in the LLP and belong to any of the types of institution specified by the relevant National authorities in compliance with Article 16 of Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 (establishing the Lifelong Learning Programme).

3) Award criteria for Multilateral projects and Networks, Accompanying measures

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 innovative solutions to clearly identified needs of the identified target groups. It will achieve this either by adapting and transferring existing solutions to cope with the identified issue/needs or by developing a brand new solution whenever such options are not yet available in one or several of the countries participating in the Lifelong Learning Programme.
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 priority areas of the Call for Proposals. The results foreseen are relevant to the specific, operational and broader objectives of the Programme.
7. IMPACT
The foreseeable impact on the approaches and systems concerned is 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 action, during and beyond the lifetime of the action.

NB For the renewal of multilateral networks, the quality of past performance will also be taken into account.

ANNEX IV.2. ERASMUS PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Estimated number of proposals to be selected	Deadline for submission	Probable date in 2008			Maximum Community Contribution 75%	Maximum Duration of action (a)	Minimum number of participating countries
				Pre-Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Maximum Community Grant (EUR)		
Erasmus Programme									
• Erasmus University Charter		Not appl.	30/11/2007	March					Not appl.
• Multilateral projects	11,0	40	29/02/2008	June	September	October	150.000/year	2 years (b)	3 (c)
• Multilateral networks	7,2								
– Academic Networks		10	29/02/2008	June	September	October	200.000/year	3 years	31 (c)(d)
– Structural Networks		7	29/02/2008	June	September	October	200.000/year	3 years	5 (c)
• Accompanying measures	0,5	7	29/02/2008	July	October	November	150.000/year	1 year	1

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects and Networks and Accompanying measures.

(b) Possibility of a supplementary year for Curriculum development projects aiming at the development of a full cycle of study.

(c) At least one country must be an EU Member State.

(d) Fewer in duly justified cases.

1) Applications must be submitted by bodies which are legal entities.

2) Specific eligibility criteria

To be eligible as the coordinator of a multilateral project, network or accompanying measures project, organisations which are higher education institutions must hold an Erasmus University Charter.

3) Award criteria

3.1) For the Erasmus University Charter

- Clarity and completeness of the Erasmus Policy Statement.
- Quality of arrangements for support of mobility: recognition of the periods of study / placement, language preparation, monitoring, accommodation facilities, etc.
- Institutions and national authorities shall notify the European Commission without delay of any change in the situation or status of the institution which might necessitate withdrawal of the Erasmus University Charter or Extended Charter.

3.2) For Multilateral projects and Networks, Accompanying measures

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 innovative solutions to clearly identified needs of the identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors of the economy or by developing a brand new solution whenever such options are not yet available in one or several of the countries participating in the Lifelong Learning Programme.
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 priority areas of the Call for Proposals. The results foreseen are relevant to the specific, operational and broader objectives of the Programme.
7. IMPACT
The foreseeable impact on the approaches and systems concerned is 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 action, during and beyond the lifetime of the action.

NB For the renewal of Multilateral networks, the quality of past performance will also be taken into account.

ANNEX IV.3. LEONARDO DA VINCI PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Estimated number of proposals to be selected	Deadline for submission	Probable date in 2008			Maximum Community Contribution 75%	Maximum Duration of action (a)	Minimum number of participating countries
				Pre-Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Maximum Community Grant (EUR)		
Leonardo da Vinci Programme									
• Multilateral projects: Development of innovation	10,8	30	29/02/2008	June	September	October	200.000/year	2 years	3 (b)
• Multilateral networks	4,0	10	29/02/2008	June	September	October	200.000/year	3 years	5 (b)
• Accompanying measures	0,5	5	29/02/2008	July	October	November	150.000/year	1 year	1

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects and Networks, Accompanying measures.

(b) At least one country must be an EU Member State.

1) Applications must be submitted by bodies which are legal entities.

2) Specific eligibility criteria for Multilateral projects and networks, Accompanying measures: none

3) Award criteria for Multilateral projects and networks, Accompanying measures

3.1) Multilateral Projects: Development of Innovation

1. QUALITY OF THE WORK PROGRAMME
The objectives are clear, realistic and address a relevant issue and identified needs; 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 action will provide something new in terms of learning opportunities, skills development, access to information, etc and / or seeks to find 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.
3. QUALITY OF THE CONSORTIUM
The consortium includes all the skills and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners in terms of their involvement in the activities to be carried out.
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 priority areas in the Call for Proposals. The results foreseen are relevant to the specific, operational and broader objectives of the Programme.
7. IMPACT
The foreseeable impact on the approaches and systems concerned is 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 action, during and beyond the lifetime of the action.

3.2 Multilateral networks, Accompanying measures

1. QUALITY OF THE WORK PROGRAMME
The objectives are clear, realistic and address a relevant issue and identified needs; 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 grant application will provide something new in terms of learning opportunities, skills development, access to information, etc and / or seeks to find solutions to actual identified needs of the consortium partners and those of the targeted beneficiaries. It will achieve this either by adapting and transferring existing solutions to cope with the identified issue/needs or by developing a brand new solution whenever such option are not yet available in one or several of the countries participating in the Lifelong Learning Programme.
3. QUALITY OF THE CONSORTIUM
The consortium includes all the skills and competences required to carry out all aspects of the work programme, and there is an appropriate balance across the partners in terms of their involvement in the tasks to be carried out.
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 priority areas of the Sub-programme in the Call for Proposals and the results are relevant to the specific, operational and objectives of the Programme, including its horizontal and complementary objectives.
7. IMPACT
The short- and long-term impact on the identified target audience 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 action, during and beyond the lifetime of the action.

NB For the renewal of multilateral networks, the quality of past performance will also be taken into account.

ANNEX IV.4. GRUNDTVIG PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Estimated number of proposals to be selected	Deadline for submission	Probable date in 2008			Maximum Community Contribution 75%	Maximum Duration of action (a)	Minimum number of participating countries
				Pre-Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Maximum Community Grant (EUR)		
Grundtvig Programme									
• Multilateral projects	16,5	65	29/02/2008	June	September	October	150.000/year	2 years	3 (b)
• Multilateral networks	2,5	7	29/02/2008	June	September	October	150.000/year	3 years	10 (b)
• Accompanying measures	0,5	2	29/02/2008	July	October	November	150.000/year	1 year	1

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects and Networks, Accompanying measures.

(b) At least one country must be an EU Member State.

1) Applications must be submitted by bodies which are legal entities.

2) Specific eligibility criteria for Multilateral projects and Networks, Accompanying measures: none

3) Award criteria for Multilateral projects and Networks, Accompanying measures

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 innovative solutions to clearly identified needs of the identified target groups. It will achieve this either by adapting and transferring existing solutions to cope with the identified issue/needs or by developing a brand new solution whenever such options are not yet available in one or several of the countries participating in the Lifelong Learning Programme.
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 priority areas of the Call for Proposals. The results foreseen are relevant to the specific, operational and broader objectives of the Programme.
7. IMPACT
The foreseeable impact on the approaches and systems concerned is 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 action, during and beyond the lifetime of the action.
NB For the renewal of multilateral networks, the quality of past performance will also be taken into account.

ANNEX IV.5. TRANSVERSAL PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Estimated number of proposals to be selected	Deadline for submission	Probable date in 2008			Maximum Community Contribution 75%	Maximum Duration of action (a)	Minimum number of participating countries
				Pre-Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Maximum Community Grant (EUR)		
Transversal Programme									
Key Activity 1: Policy Cooperation and Innovation									
Studies and comparative research	3,5	5	31/03/2008	July	October	November	250.000/year	3 years	6 (b)
Key Activity 2: Languages									
Multilateral projects: new materials / online courses / awareness raising	6,9	16	31/03/2008	July	October	November	200.000/year	2 years	3 (b) (c)
Multilateral networks	2,8	7	31/03/2008	July	October	November	150.000/year	3 years	5 (b)
Accompanying measures	0,2	2	31/03/2008	July	October	November	150.000/year	1 year	1
Key Activity 3: ICT									
Multilateral projects	6,5	16	31/03/2008	July	October	November	250.000/year	2 years	3 (b)
Multilateral networks	2,5	6	31/03/2008	July	October	November	150.000/year	3 years	5 (b)
Key Activity 4: Dissemination and Exploitation of Results									
Multilateral projects	3,0	12	31/03/2008	July	October	November	150.000/year	2 years	3 (b) (d)

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects and Networks, Studies and Comparative research, Accompanying measures.

(b) At least one country must be an EU Member State.

(c) At least one educational institution from a participating country where the target language(s) is (are) spoken as a national language(s) must be present in the partnership. For languages from non-participating countries: at least one internationally recognised educational institution with expertise in the teaching of the language(s) concerned, located in one (or more) participating country (ies) must be present. Whenever appropriate, the use of the Common European Framework for Languages from the Council of Europe is strongly recommended.

(d) A single European organisation is also eligible.

NB For the Key Activities 2, 3 and 4 of the Transversal programme, 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

1) Applications must be submitted by bodies which are legal entities.

2) Specific eligibility criteria for Multilateral projects and Networks, Studies and Comparative research, Accompanying measures: None

3) Award criteria for Multilateral projects and Networks, Studies and Comparative research, Accompanying measures

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 identified target groups. It will achieve this either by adapting and transferring existing solutions to cope with the identified issue/needs or by developing a brand new solution whenever such options are not yet available in one or several of the countries participating in the Lifelong Learning Programme.
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 proposal demonstrates value for money in terms of the activities planned relative to the budget foreseen.
6. RELEVANCE
The proposal addresses one of the priority areas of the Call for Proposals and the specific, operational and broader objectives of the Programme.
7. IMPACT
The foreseeable impact on the approaches and systems concerned is 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 action, during and beyond the lifetime of the action.

NB For the renewal of multilateral networks, the quality of past performance will also be taken into account.

ANNEX IV.6. JEAN MONNET PROGRAMME – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

Actions	2008 Indicative budget (MioEUR) (EUR 31)	Estimated number of proposals to be selected	Deadline for submission	Probable date in 2008			Maximum Community Contribution 75%	Maximum Duration of action (a)	Minimum number of participating countries
				Pre-Information on the results of selection process	Sending agreement to beneficiaries	Starting date of action	Maximum Community Grant (EUR)		
Jean Monnet Programme									
Key Activity 1: Jean Monnet Action - Art. 3.3(a)									
• Unilateral projects	3,1	120							
– Jean Monnet Chairs			15/02/2008	June	July	September	45.000	5 years	1
– Centres of Excellence			15/02/2008	June	July	September	75.000	5 years	1
– Modules			15/02/2008	June	July	September	21.000	5 years	1
– Associations of Professors and Researchers	0,06	3	15/02/2008	June	July	September	25.000	5 years	1
– Information and research activities	1,0	35	15/02/2008	June	July	September	50.000	1 year	1
• Multilateral projects: Research groups	0,2	2	15/02/2008	June	July	September	100.000	2 years	3

(a) Possibility to extend the eligibility period by 6 months on request for Multilateral Projects.

1) Applications must be submitted by bodies which are legal entities.

2) Specific eligibility criteria

2.1) Jean Monnet Chairs

- Jean Monnet Chairs are teaching posts with a specialisation in European integration studies.
- Jean Monnet Chairholders must teach a minimum of 120 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.

2.2) Ad personam Jean Monnet Chairs

- 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 professors 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 regular courses in 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.

2.3) Jean Monnet Centres of Excellence

- The Jean Monnet Centre of Excellence must pool scientific, human and documentary resources for 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 are eligible to apply for a Jean Monnet Centre of Excellence.

2.4) Jean Monnet Teaching Modules

- A Jean Monnet Module is a course in the field of European integration studies that has a minimum duration of 30 teaching hours.
- 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.

2.5) Associations of professors, teachers and researchers specialising in European integration

- 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.

2.6) Information and research activities with the aim of promoting discussion, reflection and knowledge about the process of European integration

- 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;
- Projects under this heading must cover the organisation of conferences, seminars and roundtables and/or summer schools concerning European integration issues and may involve the production of publications, information and communication tools.

2.7) Multilateral research groups in the field of European integration

- 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.

3) 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 level.

ANNEX V: SCALE OF UNIT COSTS AND LUMP SUMS (SEE WEBSITE OF YOUR NA OR OF THE EA)

1. MOBILITY – SUBSISTENCE (COMENIUS, ERASMUS, LEONARDO DA VINCI, GRUNDTVIG, TRANSVERSAL PROGRAMME)

1.1 Subsistence costs relative to individual mobility

See Chapter 7.2 for basic information.

Support to subsistence costs is calculated on the basis of scales of unit costs of the **host country** taking into account:

- The daily rate for Belgium, which is determined in such a way that the beneficiary is supposed to bring in own sources of financing;
- The cost of living index, compared to Belgium, in the different countries as provided by Eurostat;
- A longer stay will induce relatively lower costs than a short stay (i.e.: a weekly rate may not result from a simple multiplication of the daily rate).

1.2 Proposed maximum amounts

The scales of unit costs thus calculated represent maximum amounts. In table 5a below, Category 1 represents rates excluding travel costs; Category 2 represents rates including travel costs. Taking into account the duration of the various mobility actions, maximum total amounts are calculated.

In order to take into account the possible national, regional and local co-financing and other national features, the national authorities in cooperation with the National Agencies may decide guidelines on the rates to be applied and on the calculation of the grant taking into account the duration of the various mobility actions, while respecting the maximum amounts and common criteria laid down at Community level.

In the case of student grants, the Legal Basis of the Lifelong Learning Programme stipulates that the average student grant should be maintained at an average of 200 EUR per month in real terms for the duration of the programme. In order to comply with this provision, the countries that in 2007 were below this amount will increase the average grant in 2008 by at least two thirds of the rate of increase of their budget for student grants. In successive years, if need be, these countries will increase the average grant until the target of a European average of 200 Euro per month is met.

To take account of persons with special needs, the National Agency may apply higher rates. It is proposed that for this purpose the National Agencies make use of the rules and scales applicable at national level.

Table 5a: Lifelong Learning Programme 2008 - Mobility – Subsistence – Maximum rates per host country and category of duration of stay
Please refer to relevant application forms for information on rates applied by the Irish National Agency

HOST COUNTRY	Cost of living index	Category 1				Category 2
		Duration of 3 months=12 weeks or less				Over 3 months duration
		(travel excluded)				(travel included)
		Daily rate	Weekly rate			Monthly rate
1st week	2nd week		as of 3d week	3 to 12 months		
Belgique/Belgie - BE	100,0	209	1045	488	279	780
Bulgarija- BG	64,1	134	670	313	179	500
Ceska Republika - CZ	85,3	178	890	415	237	665
Danmark – DK	137,9	288	1440	672	384	1075
Deutschland - DE	100,1	209	1045	488	279	780
Eesti – EE	79,5	166	830	387	221	620
Ellas – EL	93,3	195	975	455	260	728
Espana –ES	102,2	214	1070	499	285	799
France – FR	118,2	247	1235	576	329	922
Eire/Ireland – IE	122,0	255	1275	595	340	952
Italia – IT	112,5	235	1175	548	313	877
Kypros – CY	91,3	191	955	446	255	713
Latvija – LV	76,7	160	800	373	213	597
Lietuva – LT	75,5	158	790	369	211	590
Luxembourg - LU	100,0	209	1045	488	279	780
Magyarország - HU	76,2	159	795	371	212	594
Malta – MT	90,6	189	945	441	252	706
Nederland – NL	110,2	230	1150	537	307	859
Oesterreich – AT	106,5	223	1115	520	297	833
Polska – PL	76,6	160	800	373	213	597
Portugal – PT	91,9	192	960	448	256	717
Romania- RO	64,7	135	675	315	180	504
Slovenija –SI	86,8	181	905	422	241	676
Slovensko –SK	88,1	184	920	429	245	687
Suomi – FI	116,6	244	1220	569	325	911
Sverige – SE	114,9	240	1200	560	320	896
United Kingdom - UK	139,4	291	1455	679	388	1086
Island – IS	114,6	240	1200	560	320	896
Liechtenstein - LI	120,3	251	1255	586	335	937
Norge – NO	139,2	291	1455	679	388	1086
Türkiye – TR	74,6	156	780	364	208	582

Table 5a1: Lifelong Learning Programme 2008 - Mobility – Categories applicable to Mobility actions

	Mobility action	Minimum duration	Maximum duration
PV1	Preparatory visits	1 day	5 days
COM1	Comenius – School Education staff	1 day	6 weeks
COM2	Comenius – Future Teachers	3 months	10 months
ERA1	Erasmus – Student studies	3 months	12 months
ERA2.1	Erasmus – Student placements	3 months	12 months
ERA2.2	Erasmus – Student placements Short cycle	2 weeks	12 weeks
ERA3	Erasmus – Teaching assignments	1 day	6 weeks
ERA4	Erasmus – Staff training	1 week	6 weeks
LDV1	Leonardo – VETPRO	1 week	6 weeks
LDV2.1	Leonardo – PLM short duration	2 weeks	12 weeks
LDV2.2	Leonardo – PLM long duration	3 months	6 months
LDV3.1	Leonardo – IVT short duration	2 weeks	12 weeks
LDV3.2	Leonardo – IVT long duration	3 months	9 months
GRU1	Grundtvig – Adult education staff training	1 day	6 weeks
SV1	Study Visits	3 days	5 days

Table 5a2: Lifelong Learning Programme 2008 - Mobility – Maximum total amounts – Duration of 5 days or less

Please refer to relevant application forms for information on rates applied by the Irish National Agency

HOST COUNTRY	Duration in days				
	1	2	3	4	5
	Maximum Reimbursement				
Belgique/Belgie - BE	209	418	627	836	1045
Balgarija- BG	134	268	402	536	670
Ceska Republika - CZ	178	356	534	712	890
Danmark - DK	288	576	864	1152	1440
Deutschland - DE	209	418	627	836	1045
Eesti - EE	166	332	498	664	830
Ellas - EL	195	390	585	780	975
Espana -ES	214	428	642	856	1070
France - FR	247	494	741	988	1235
Eire/Ireland - IE	255	510	765	1020	1275
Italia – IT	235	470	705	940	1175
Kypros - CY	191	382	573	764	955
Latvija - LV	160	320	480	640	800
Lietuva - LT	158	316	474	632	790
Luxembourg - LU	209	418	627	836	1045
Magyarország - HU	159	318	477	636	795
Malta - MT	189	378	567	756	945
Nederland - NL	230	460	690	920	1150
Oesterreich - AT	223	446	669	892	1115
Polska - PL	160	320	480	640	800
Portugal - PT	192	384	576	768	960
Romania- RO	135	270	405	540	675
Slovenija -SI	181	362	543	724	905
Slovensko -SK	184	368	552	736	920
Suomi - FI	244	488	732	976	1220
Sverige - SE	240	480	720	960	1200
United Kingdom - UK	291	582	873	1164	1455
Island - IS	240	480	720	960	1200
Liechtenstein - LI	251	502	753	1004	1255
Norge - NO	291	582	873	1164	1455
Türkiye - TR	156	312	468	624	780

Table 5a3: Lifelong Learning Programme 2008 - Mobility – Maximum amounts – Duration of 12 weeks or less
Please refer to relevant application forms for information on rates applied by the Irish National Agency

HOST COUNTRY	Duration in weeks											
	1	2	3	4	5	6	7	8	9	10	11	12
	Maximum Reimbursement											
Belgique/Belgie - BE	1045	1533	1812	2091	2370	2649	2928	3207	3486	3765	4044	4323
Bulgaria- BG	670	983	1162	1341	1520	1699	1878	2057	2236	2415	2594	2773
Ceska Republika - CZ	890	1305	1542	1779	2016	2253	2490	2727	2964	3201	3438	3675
Danmark – DK	1440	2112	2496	2880	3264	3648	4032	4416	4800	5184	5568	5952
Deutschland – DE	1045	1533	1812	2091	2370	2649	2928	3207	3486	3765	4044	4323
Eesti – EE	830	1217	1438	1659	1880	2101	2322	2543	2764	2985	3206	3427
Ellas – EL	975	1430	1690	1950	2210	2470	2730	2990	3250	3510	3770	4030
Espana –ES	1070	1569	1854	2139	2424	2709	2994	3279	3564	3849	4134	4419
France – FR	1235	1811	2140	2469	2798	3127	3456	3785	4114	4443	4772	5101
Eire/Ireland – IE	1275	1870	2210	2550	2890	3230	3570	3910	4250	4590	4930	5270
Italia – IT	1175	1723	2036	2349	2662	2975	3288	3601	3914	4227	4540	4853
Kypros – CY	955	1401	1656	1911	2166	2421	2676	2931	3186	3441	3696	3951
Latvija – LV	800	1173	1386	1599	1812	2025	2238	2451	2664	2877	3090	3303
Lietuva – LT	790	1159	1370	1581	1792	2003	2214	2425	2636	2847	3058	3269
Luxembourg – LU	1045	1533	1812	2091	2370	2649	2928	3207	3486	3765	4044	4323
Magyarország – HU	795	1166	1378	1590	1802	2014	2226	2438	2650	2862	3074	3286
Malta – MT	945	1386	1638	1890	2142	2394	2646	2898	3150	3402	3654	3906
Nederland – NL	1150	1687	1994	2301	2608	2915	3222	3529	3836	4143	4450	4757
Oesterreich – AT	1115	1635	1932	2229	2526	2823	3120	3417	3714	4011	4308	4605
Polska – PL	800	1173	1386	1599	1812	2025	2238	2451	2664	2877	3090	3303
Portugal – PT	960	1408	1664	1920	2176	2432	2688	2944	3200	3456	3712	3968
Romania- RO	675	990	1170	1350	1530	1710	1890	2070	2250	2430	2610	2790
Slovenija –SI	905	1327	1568	1809	2050	2291	2532	2773	3014	3255	3496	3737
Slovensko –SK	920	1349	1594	1839	2084	2329	2574	2819	3064	3309	3554	3799
Suomi – FI	1220	1789	2114	2439	2764	3089	3414	3739	4064	4389	4714	5039
Sverige – SE	1200	1760	2080	2400	2720	3040	3360	3680	4000	4320	4640	4960
United Kingdom - UK	1455	2134	2522	2910	3298	3686	4074	4462	4850	5238	5626	6014
Island – IS	1200	1760	2080	2400	2720	3040	3360	3680	4000	4320	4640	4960
Liechtenstein – LI	1255	1841	2176	2511	2846	3181	3516	3851	4186	4521	4856	5191
Norge – NO	1455	2134	2522	2910	3298	3686	4074	4462	4850	5238	5626	6014
Türkiye – TR	780	1144	1352	1560	1768	1976	2184	2392	2600	2808	3016	3224

Table 5a4: Lifelong Learning Programme 2008 – Mobility – Maximum amounts – Duration of 3 months or more
Please refer to relevant application forms for information on rates applied by the Irish National Agency

HOST COUNTRY	Duration in months									
	3	4	5	6	7	8	9	10	11	12
	Maximum Reimbursement									
Belgique/Belgie - BE	4323	5103	5883	6663	7443	8223	9003	9783	10563	11343
Bulgarija- BG	2773	3273	3773	4273	4773	5273	5773	6273	6773	7273
Ceska Republika - CZ	3675	4340	5005	5670	6335	7000	7665	8330	8995	9660
Danmark - DK	5952	7027	8102	9177	10252	11327	12402	13477	14552	15627
Deutschland - DE	4323	5103	5883	6663	7443	8223	9003	9783	10563	11343
Eesti - EE	3427	4047	4667	5287	5907	6527	7147	7767	8387	9007
Ellas - EL	4030	4758	5486	6214	6942	7670	8398	9126	9854	10582
Espana -ES	4419	5218	6017	6816	7615	8414	9213	10012	10811	11610
France - FR	5101	6023	6945	7867	8789	9711	10633	11555	12477	13399
Eire/Ireland - IE	5270	6222	7174	8126	9078	10030	10982	11934	12886	13838
Italia - IT	4853	5730	6607	7484	8361	9238	10115	10992	11869	12746
Kypros - CY	3951	4664	5377	6090	6803	7516	8229	8942	9655	10368
Latvija - LV	3303	3900	4497	5094	5691	6288	6885	7482	8079	8676
Lietuva - LT	3269	3859	4449	5039	5629	6219	6809	7399	7989	8579
Luxembourg - LU	4323	5103	5883	6663	7443	8223	9003	9783	10563	11343
Magyarország - HU	3286	3880	4474	5068	5662	6256	6850	7444	8038	8632
Malta - MT	3906	4612	5318	6024	6730	7436	8142	8848	9554	10260
Nederland - NL	4757	5616	6475	7334	8193	9052	9911	10770	11629	12488
Oesterreich - AT	4605	5438	6271	7104	7937	8770	9603	10436	11269	12102
Polska - PL	3303	3900	4497	5094	5691	6288	6885	7482	8079	8676
Portugal - PT	3968	4685	5402	6119	6836	7553	8270	8987	9704	10421
Romania- RO	2790	3294	3798	4302	4806	5310	5814	6318	6822	7326
Slovenija -SI	3737	4413	5089	5765	6441	7117	7793	8469	9145	9821
Slovensko -SK	3799	4486	5173	5860	6547	7234	7921	8608	9295	9982
Suomi - FI	5039	5950	6861	7772	8683	9594	10505	11416	12327	13238
Sverige - SE	4960	5856	6752	7648	8544	9440	10336	11232	12128	13024
United Kingdom - UK	6014	7100	8186	9272	10358	11444	12530	13616	14702	15788
Island - IS	4960	5856	6752	7648	8544	9440	10336	11232	12128	13024
Liechtenstein - LI	5191	6128	7065	8002	8939	9876	10813	11750	12687	13624
Norge - NO	6014	7100	8186	9272	10358	11444	12530	13616	14702	15788
Türkiye - TR	3224	3806	4388	4970	5552	6134	6716	7298	7880	8462

2. MOBILITY – TRAVEL COSTS (COMENIUS, ERASMUS, LEONARDO DA VINCI, GRUNDTVIG, TRANSVERSAL PROGRAMME)

2.1 Travel costs

See Chapter 7.2 for basic information.

Travel costs are allocated on the basis of real costs.

The National Agencies can decide, while respecting common criteria laid down at Community level, to establish a ceiling to the reimbursement of travel costs.

3. MOBILITY – OTHER COSTS (COMENIUS, ERASMUS, LEONARDO DA VINCI, GRUNDTVIG)

3.1 Other costs

A number of actions require the clear commitment from the sending or hosting organisation to ensure quality in all dimensions (pedagogic as well as logistic) of the mobility period. Such costs can be covered by either flat-rate amounts or scales of unit costs. This support is given to the organisation, not the individual.

3.2 Proposed amounts

All amounts are in EUR per person/beneficiary unless otherwise indicated.

3.2.1 Comenius

A contribution on the basis of real costs will be made:

- for course or seminar fees for Comenius school education staff training;
- for language preparation for Comenius school education staff training and for Comenius Future Teachers (assistants);
- for any training in CLIL (Content and Language Integrated Learning) funded for Comenius Future teachers (assistants);
- for the participation of Comenius Future Teachers (assistants) in induction courses.

The National Agencies can decide, while respecting common criteria laid down at Community level, to establish a ceiling to the reimbursement of these costs.

3.2.2 Erasmus

3.2.2.1 Grant to sending institutions for the Organisation of Mobility

Maximum Scale of Unit costs to apply to calculate the grant to sending institutions for the Organisation of Mobility. Scales are defined per group of persons to be sent abroad.

Table 5b: Erasmus 2008 – Maximum Scale of unit costs to apply to calculate grants to higher education institutions to ensure quality of the mobility arrangements for students and teaching staff, including Erasmus student placements

	Standard mobility	Placements
Scale 1 (1 to 25 persons)	260 €beneficiary	390 €beneficiary
Scale 2 (26 to 100 persons)	210 €beneficiary	315 €beneficiary
Scale 3 (101 to 400 persons)	150 €beneficiary	225 €beneficiary
Scale 4 (> 400 persons)	120 €beneficiary	180 €beneficiary

The National Agencies will determine the amounts of the scale of unit cost to be used in their country.

3.2.2.2 Grants to institutions for organising Erasmus Intensive Language Courses (EILC) and Intensive Programmes (IP)

The grant is awarded as a flat-rate amount. The basis maximum amount is established for EILC at 6.160 Euro and for IP at 7.180 Euro for Belgium which is determined in such a way that the beneficiary is supposed to bring in own sources of financing. The maximum amount for the other countries is obtained by applying the Eurostat Cost of Living Index (see Table 5c).

The National Agencies will determine the amounts of the flat-rate amount to be used in their country.

Table 5c: Erasmus 2008 – Maximum Flat-rate amounts for organising Erasmus Intensive Language Courses (EILC) and Intensive Programmes (IP)

Country	Cost of living index	EILC	IP
Belgique/Belgie - BE	100,0	6160	7180
Bulgarija - BG	64,1	3949	4602
Ceska Republika - CZ	85,3	5254	6125
Danmark - DK	137,9	8495	9901
Deutschland - DE	100,1	6166	7187
Eesti - EE	79,5	4897	5708
Ellas - EL	93,3	5747	6699
Espana - ES	102,2	6296	7338
France - FR	118,2	7281	8487
Eire/Ireland - IE	122,0	7515	8760
Italia - IT	112,5	6930	8078
Kypros - CY	91,3	5624	6555
Latvija - LV	76,7	4725	5507
Lietuva - LT	75,5	4651	5421
Luxembourg - LU	100,0	6160	7180
Magyarország - HU	76,2	4694	5471
Malta - MT	90,6	5581	6505
Nederland - NL	110,2	6788	7912
Oesterreich - AT	106,5	6560	7647
Polska - PL	76,6	4719	5500
Portugal - PT	91,9	5661	6598
Romania - RO	64,7	3986	4645
Slovenija - SI	86,8	5347	6232
Slovensko - SK	88,1	5427	6326
Suomi - FI	116,6	7183	8372
Sverige - SE	114,9	7078	8250
United Kingdom - UK	139,4	8587	10009
Island - IS	114,6	7059	8228
Liechtenstein - LI	120,3	7410	8638
Norge - NO	139,2	8575	9995
Türkiye - TR	74,6	4595	5356

3.2.3 Leonardo da Vinci

Table 5d: Leonardo Da Vinci 2008 – Maximum Scale of Unit costs to apply to calculate the grant to sending institutions for the Organisation of Mobility

Maximum grants for management costs	Flat-rate contribution for managing the mobility action (sending participants abroad) per participant	300 €/beneficiary
Maximum grants for preparation costs	Flat-rate contribution for pedagogic, linguistic and cultural preparation per participant, if necessary	500 €/beneficiary

The National Agencies will determine the amounts of the scale of unit cost to be used in their country.

3.2.4 Grundtvig

A contribution on the basis of real costs will be made:

- for course or seminar fees for Grundtvig Adult education staff training;
- for language preparation for Grundtvig Adult education staff training.

The National Agencies can decide, while respecting common criteria laid down at Community level, to establish a ceiling to the reimbursement of these costs.

4. STAFF COSTS – PROJECTS, NETWORKS, STUDIES AND COMPARATIVE RESEARCH, ACCOMPANYING MEASURES (COMENIUS, ERASMUS, LEONARDO DA VINCI, GRUNDTVIG, TRANSVERSAL PROGRAMME)

4.1 Staff costs

Staff costs may be included for all sub-programmes and for all types of projects and networks. These actions are managed either by the National Agencies (Leonardo da Vinci Multilateral Projects supporting Transfer of Innovation) or by the Executive Agency.

The cost of staff assigned to the action, either by the beneficiary or by the co-beneficiaries, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

4.2 Proposed amounts

Eligible staff costs are calculated on the basis of scales of **eligible unit costs**. Table 5e comprises **the maximum eligible daily rates**. The resulting amounts will be included in the requested budget and will be taken into account when calculating the Community contribution.

The rates in the table have been established taking into account:

- The Scales of unit cost Table used in the Leonardo da Vinci programme (Phase II) for estimating the average real labour cost for five different categories of staff valid for 2003. This table was established in 2005, based on Eurostat data from 2003, following a study by an independent expert. The amounts in this table are currently used to establish the eligibility of labour cost as proposed in the budget of projects by Applicants following the call for proposals.
- The table has been updated to reflect average real labour cost for the multilateral projects to be launched in 2008. Because most projects will have a duration of

maximum 2 years, an estimate of the average real labour cost for 2009 has been made in the following manner:

- Application of the exchange rate Euro/national currency of December 2003 to the 2003 data to obtain values in national currencies;
- The latest available data from the Directorate General for Economic and Financial Affairs on the rise in labour costs for the years 2004-2008 ;
- A revision of basic amounts for some categories and some participating countries, based on national statistics;
- A projected rise in labour costs for 2009 of 2%;
- Application of the exchange rate Euro/national currency of April 2007 to obtain projected values in Euro for 2009;
- The categories of Researcher/Teacher and Trainer have been merged into a single category.

Table 5e: Lifelong Learning Programme 2008 – Maximum eligible daily rates for Staff costs – Projects, Networks, Accompanying measures, Studies and Comparative Research

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie – BE	376	321	260	203
Bulgarija- BG	79	71	55	37
Ceska Republika – CZ	144	144	104	75
Danmark – DK	489	419	341	267
Deutschland – DE	363	315	253	195
Eesti – EE	117	107	75	53
Ellas – EL	267	228	187	145
Espana –ES	295	265	204	143
France – FR	424	359	235	179
Eire/Ireland – IE	479	417	348	255
Italia – IT	568	332	225	187
Kypros – CY	304	267	165	113
Latvija – LV	131	107	85	57
Lietuva – LT	103	88	67	47
Luxembourg – LU	493	423	343	267
Magyarország – HU	141	123	93	53
Malta – MT	129	117	91	65
Nederland – NL	381	333	264	207
Oesterreich – AT	419	323	240	199
Polska – PL	161	133	103	75
Portugal – PT	183	161	119	79
Romania- RO	155	119	93	59
Slovenija –SI	252	227	183	115
Slovensko –SK	133	119	95	77
Suomi – FI	361	259	213	179
Sverige – SE	505	432	355	273
United Kingdom – UK	469	443	311	224
Island – IS	435	396	341	219
Liechtenstein – LI	395	324	251	199
Norge – NO	553	480	392	296
Türkiye – TR	193	123	81	52

5. SUBSISTENCE COSTS – PROJECTS, NETWORKS, ACCOMPANYING MEASURES (COMENIUS, ERASMUS, LEONARDO DA VINCI, GRUNDTVIG, TRANSVERSAL PROGRAMME)

5.1 Subsistence costs

Subsistence costs may be included for all sub-programmes and for all types of projects and networks. These actions are managed either by the National Agencies (Multilateral Projects: Transfer of Innovation for the Leonardo da Vinci programme) or by the Executive Agency.

Eligible subsistence costs are calculated on the basis of scales of **eligible unit costs**. The table comprises **the maximum eligible daily rates**. The resulting amounts will be included in the requested budget and will be taken into account when calculating the Community contribution.

The rates in the table have been established taking into account:

- The daily rate for Belgium, which is determined in such a way that the beneficiary is supposed to bring in own sources of financing;
- The cost of living index, compared to Belgium, in the different countries as provided by Eurostat.

5.2 Proposed amounts

Table 5f: Lifelong Learning Programme 2008 – Maximum eligible daily rates for Subsistence costs – Projects, Networks, Accompanying measures, Studies and Comparative Research

Country	Cost of living index	Daily rate	Weekly rate
Belgique/Belgie - BE	100	279	325
Bulgarija- BG	64,1	179	209
Ceska Republika - CZ	85,3	238	278
Danmark - DK	137,9	385	449
Deutschland - DE	100,1	279	325
Eesti - EE	79,5	222	259
Ellas - EL	93,3	260	303
Espana -ES	102,2	285	332
France - FR	118,2	330	385
Eire/Ireland - IE	122	340	396
Italia - IT	112,5	314	366
Kypros - CY	91,3	255	297
Latvija - LV	76,7	214	250
Lietuva - LT	75,5	211	246
Luxembourg - LU	100	279	325
Magyarország - HU	76,2	213	248
Malta - MT	90,6	253	295
Nederland - NL	110,2	307	358
Oesterreich - AT	106,5	297	346
Polska - PL	76,6	214	250
Portugal - PT	91,9	256	298
Romania- RO	64,7	181	211
Slovenija -SI	86,8	242	282
Slovensko -SK	88,1	246	287
Suomi - FI	116,6	325	379
Sverige - SE	114,9	321	374
United Kingdom - UK	139,4	389	454
Island - IS	114,6	320	373
Liechtenstein - LI	120,3	336	392
Norge - NO	139,2	388	452
Türkiye - TR	74,6	208	243

6. PARTNERSHIP COSTS (COMENIUS, LEONARDO DA VINCI, GRUNDTVIG)

6.1 Comenius, Leonardo da Vinci and Grundtvig Partnerships

Support will be provided to help cover the costs of local activities and mobility activities for partnerships in Comenius, Leonardo da Vinci and Grundtvig. These actions are managed by the National Agencies. The activities of the partnership consist of **local activities** in a partner's own organisation (learning activities, fieldwork, research, cooperation on specific education and training fields, etc) and **mobility activities** to its partners abroad (project meetings, head teacher study visits, staff exchanges etc.).

Partnerships are small-scale cooperation projects typically made up of institutions from at least 3 countries¹⁹. One institution per Partnership is the “coordinator”; the others are “partners”. The Partnership application is jointly prepared by all institutions, but each institution receives its grant from its own National Agency.

Partnership grants will have a standard 2 year duration.

6.2 Proposed amounts

Support relating to the costs of the partnership will be provided in the form of a flat-rate grant, that will cover all costs relative to the activities of the partnership i.e.: costs for **local activities** (publications, software, translations, language preparation etc), costs for **travel** and for **subsistence** and insurance during mobility periods.

Table 5g: Comenius, Leonardo da Vinci and Grundtvig 2008 - Maximum flat rate grant amounts for partnerships

Partnership type		Minimum number of mobilities per partner in a 2-year Partnership	Maximum flat rate grant per partner	Maximum flat rate grant per partner	Maximum flat rate grant per partner
			COMENIUS	LEONARDO DA VINCI	GRUNDTVIG
Multilateral Partnerships	Small number of mobilities	4	10.000 €	10.000 €	15.000 €
	Limited number of mobilities	8	15.000 €	15.000 €	17.500 €
	Average number of mobilities	12	20.000 €	20.000 €	20.000 €
	High number of mobilities	24	25.000 €	25.000 €	-
Bilateral Partnerships	Bilateral Comenius Partnerships - Small group class exchange of 10 to 19 pupils.	12	20.000 €	-	-
	Bilateral Comenius Partnerships - Large group class exchange of 20 pupils or more	24	25.000 €	-	-

To take account of the needs of staff or pupils/learners with special needs, or if mobility is planned to or from partners located in one of the territories listed in the Overseas Association Decision of the Council (see Annex II) or of one of the regions mentioned in Chapter 3.1, the minimum number of mobilities may be reduced by half.

The National Agencies will determine the flat-rate amounts to be used in their country.

¹⁹ Approximately 10% of Comenius Partnerships include a class exchange and are bilateral.

7. STAFF COSTS AND SUBSISTENCE COSTS FOR THE JEAN MONNET PROGRAMME 2008

7.1 Staff costs

Staff costs may be included for all types of projects. These actions are managed by the Executive Agency.

The cost of staff assigned to the action, either by the beneficiary or by the co-beneficiaries, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

The staff costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated (see the Jean Monnet pages of the EA web site), the surplus will be considered as ineligible.

7.2 Subsistence costs

Subsistence costs may be included for all types of projects. These actions are managed by the Executive Agency.

The subsistence costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated (see the Jean Monnet pages of the EA web site), the surplus will be considered as ineligible.