

III

(Notices)

COMMISSION

Proposals (DG XXII/37/97) pursuant to the Leonardo da Vinci programme

(97/C 372/12)

I. NAME AND ADDRESS OF THE CONTRACTING SERVICE

European Commission, DG XXII 'Education, Training and Youth',
Rue de la Loi/Wetstraat 200,
B-1049 Brussels.

For submitting proposals, see section XII below.

the Commission's report on the implementation of the Council recommendation of June 1993 regarding 'Access of workers to continuing training' (COM(97) 180 final) and the Commission Green Paper on 'Obstacles to transnational mobility for people in training' (COM(96) 462 final). The guidelines established in the field of employment promotion by recent European Councils — in particular the European Council in Amsterdam (June 1997), the recent Commission communication to the Council on 'Developing apprenticeship in Europe' (COM(97) 300 final) and the guidelines set out by the Commission in its 'European pact for employment' (CSE(96) 1 final) — are also part of this reference framework.

II. CONTEXT

1. The Leonardo da Vinci programme contributes to the implementation of a vocational training policy at Community level (see Article 127 of the Treaty on the European Union). Its objective is to promote new approaches to vocational training policies and practices. Based on the experience acquired during the first three years of operation of Leonardo da Vinci, and above all, the lessons learnt from the first interim evaluation of the programme (COM(97) 399 final), it is necessary, with regards to current procedures, to better identify the specific nature of activities to be supported within Leonardo da Vinci, while taking into account the common framework of objectives as defined in the Council Decision.
2. Actions to be implemented within Leonardo da Vinci in 1998 will take into account policy and operational framework arising from actions at Community level in the field of education and training. These are, in particular, the 'European year for lifelong education and training' (1996), the guidelines described in the Commission's White Paper 'Teaching and learning: Towards the learning society' (COM(95) 590 final), the Action Plan for innovation (COM(96) 589 final),
3. Subject to the eligibility conditions being met (see section VII, point 2), in 1998 the Commission will give particular attention to proposals relating to transnational placement and exchange programmes (strand I.1.2 and II.1.2), and the dissemination of training results, methodologies, instruments and products (strand III.3.a). Particular emphasis is also placed on the dissemination of training innovation, particularly amongst SMEs, including the promotion of the enterprise spirit; the creation of small enterprises (including the social economy sector) and in the preparation of self-employment. Emphasis is also placed on the development of European training partnership networks involving the different relevant actors — especially the social partners. The Commission also welcomes projects testing new work organization approaches in the field of access to continuing training and guidance, in particular projects which focus on unemployed young people and adults to enter or re-enter work. Furthermore, the Commission will particularly favour good quality proposals focusing on equal opportunities (over and above the specific measures in the programme) and the promotion of linguistic competencies (particularly those developing standards, models and tools for 'language audits' and new methodological approaches using the latest new technologies) across all the priorities.

4. Within this context, the Commission draws the attention of potential promoters to the importance of presenting proposals which have one or more of the following characteristics:

- the existence of a strong and structured partnership in which enterprises are actively involved, particularly SMEs (or groups of SMEs), including enterprises in the social economy, associations and foundations,
- the active participation of the social partners at all levels and in all measures, particularly those concerning general work organization and, more generally, the development of social dialogue,
- the links with regional or local development, particularly through the training of development agents, particularly in the context of territorial pacts for employment,
- focus on industrial chance, including at sectoral level — the proposed training measure aiming especially at the transfer of innovation, particularly technology transfer for the production of new goods and services, the establishment of new production systems, and the implementation of work organizations involved in training which focus on the protection of the environment and natural resources,
- supporting structural/organization training initiatives focusing on combating exclusion,
- accompanying the development, at sectoral and territorial level, of transnational networks for the exchange of good training practices amongst enterprises (particularly SMEs) and their support structures, both vocational and sectoral,
- the existence of partners from Cyprus and the associated Central and Eastern European countries participating fully in the programme (from 1 November 1997, Romania, Hungary and the Czech Republic).

5. The Council's Decision on the Leonardo da Vinci programme puts emphasis on pilot projects where the results can be developed and tested through transnational placement and exchange programmes; and vice-versa, on transnational placement and exchange programmes which develop and validate the results of pilot projects.

With regard to surveys and analyses (strand III.2.a) in the programme, the Commission stresses that the

proposals submitted must show the added value contribution of the project to the implementation of priorities (see section IX below), and must therefore contribute to the implementation of vocational training policy at Community level. To make best use of resources, it is preferable to present survey and analysis projects on the development of new policies in participating countries rather than presenting purely analytical studies.

III. THE AREAS OF VOCATIONAL TRAINING

6. Pilot projects, or transnational exchange and placement programme proposals aimed at improving the quality of initial or continuing vocational training systems and arrangements, must be presented under strand I. Proposals aimed at improving initial or continuing vocational training practices and measures within enterprises, including through the participation of the social partners and/or universities, must be presented under strand II.

Proposals for improving language skills and the dissemination of innovation in vocational training must be presented under strands III.1 and III.3a respectively. Survey and analysis proposals aimed at developing knowledge in the field of vocational training must be presented under strand III.2.a. Survey and analysis proposals (strand III.2.a) concerning priorities 1 and 4 (see section IX below) must be presented under procedure 2, described under sections X, XI and XII below. Proposals concerning priorities 2, 3 and 5 (see section IX below) must be presented under procedure 1, described in sections X, XI, XII below.

7. The main characteristics which differentiate proposals for presentation under strands I and II of the programme are that:

- pilot projects presented under strand I must define the expected impact on the vocational training systems and arrangements in the participating countries. The proposals concerned should show that they have clear links with one or several public or contractual arrangements or general significance, clearly demonstrating how the proposals support and supplement them,
- pilot projects under strand II are centred on transnational activities which are designed and implemented by operators who are directly involved in vocational training measures. Pilot project proposals under strand II will have to show how they involve the economic and social

actors at different levels (including those involved in university/enterprise cooperation) and how they support and complement their vocational training activities,

- survey and analysis projects must focus on developing knowledge in the area of vocational training and they must concern initial vocational training and the transition of young people to working life, continuing training and lifelong learning.

IV. CHARACTERISTICS OF GOOD QUALITY PROPOSALS

8. Subject to their being eligible (eligibility criteria are defined in the 'Application form'), proposals will be evaluated by taking into account the following conditions:

- proposals must specify how they will improve existing training methodologies, content, practices and tools (the proposal cannot simply recycle existing training materials — for example onto a CD-ROM — or simply reproduce existing training arrangements),
- proposals must show how the transnational partnership will contribute to strengthening the employability and adaptability of workers through, for example, meeting the evolutionary needs of the labour market; transnational mobility for workers; transparency and recognition of qualifications (particularly with regards to qualification-based occupational requirements as expressed in Directive 92/51 EEC); combating exclusion or meeting the skill needs of enterprises, particularly SMEs (including the social economy sector). All partners must play a structured and active role,
- proposals must show how the results will be transferred to other potential training actors, including publishers;
- proposals must show how, at sectoral or territorial level, they actively involve partners representing different types of organization involved in vocational training,
- proposals must show the financial breakdown of the activities to be carried out, i.e. providing

clear details (on the application form) of expenses and income for the project as well as the various sources of financial support. They will also have to show their ability to ensure efficient transnational management of the project implementation and evaluation, and achievement of results.

V. DURATION AND AMOUNTS OF COMMUNITY SUPPORT

9. The specific nature of the present call for proposals, coming as it does two years before the end of the implementation of the programme decided by the Council (31 December 1999), is intended to pave the way for a possible follow-up to the programme in the spirit of the priorities defined by the Commission in its 'Agenda 2000', particularly as concerns actions to be implemented for the construction of the 'Union of knowledge'. This means that pilot project proposal will only be accepted for a maximum duration of two years after the contract date, which will be the end of November 1998. The maximum duration of transnational placement and exchange programmes will vary according to the nature of the proposed activities.

10. Community financial support for pilot projects, multiplier-effect projects or placement/exchange programmes will only rarely reach the maximum amounts given in the Council's Decision (i.e. ECU 100 000 per year up to a maximum of 75 % of eligible costs, for pilot projects and ECU 5 000 per year for a placement or exchange, for the maximum duration for exchanges and placements given in the Council Decision). Promoters should note that often the financial support offered by the Community can be lower than that requested by the promoter.

VI. LINKS BETWEEN LEONARDO DA VINCI AND OTHER PROGRAMMES AND INITIATIVES

11. Complementarity should be strengthened between Leonardo da Vinci and other Community programmes (such as Socrates) and initiatives (particularly with regards to priority 2, and the Youthstart, Integra and Urban initiatives), as well as with the fourth framework programme of research and technological development. In order to implement these links at an operational level, promoters who are managing or have successfully managed and finalized a project financed under another programme or one of the Community

initiatives may also apply under this call for proposals (in order to strengthen their partnership; or to manage transnational networks for disseminating and transferring the training methods and products already developed).

In the case of projects which have received funding from another programme or initiative, clarification of the previous relevant funds received will be required to ensure financial transparency and accountability.

Double funding is not permitted. Promoters cannot receive funds for (partly) identical or similar proposals submitted under the Leonardo da Vinci programme and another Community programme or initiative.

VII. PARTICIPATION OF PRE-ACCESSION COUNTRIES

12. Following the Association Councils' decisions, the Czech Republic, Hungary, Romania and Cyprus can fully participate in the Leonardo da Vinci programme in 1998. However, specific budget regulations must be observed. These can be found in an amendment to the application forms.

Terms of participation

In order to benefit from a grant under the programme, applicant institutions/organizations must come from:

- one of the European Economic Area countries (EUR 18), i.e. the 15 Member States of the European Union (EUR 15), plus Iceland, Liechtenstein and Norway,
- one of the associated countries in the Leonardo da Vinci programme: by 1 November 1997, the Czech Republic, Hungary, Romania and Cyprus,
- one of the countries whose association in the Leonardo da Vinci programme is currently being negotiated, on condition that the relevant

decisions are taken before the end of the selection procedure: Bulgaria, Estonia, Latvia, Lithuania, Poland, Slovakia and Slovenia.

Rules for eligibility

Placement and exchanges projects (with the exception of the proposals submitted under strand III.1.b) and pilot projects and survey and analysis projects (with the exception of projects submitted under strand III.1.a) must include participants from at least three countries, with at least one being a Member State of the European Union.

VIII. ADDITIONAL INFORMATION

13. Promoters will find additional information in the 'Application forms' which must be used to submit proposals. They are advised to contact their national coordination unit (NCU) and/or the Leonardo da Vinci technical assistance office (addresses below) for further information (see section XII below).

Promoters are also advised to connect to the Commission 'Europa' Internet server (access code: <http://europa.eu.int/en/comm/dg22/leonardo.html>) where they will find the necessary information and forms. Applicants should contact the NCUs for proposals concerning measure I.1.2 as implementation of this measure is a national responsibility.

14. Furthermore, in addition to initiatives from participating countries in the context of the call for proposals, the Commission will organize the launch of the 1998 call for proposals on 11 December 1997 and information and contact days in Brussels on 19 and 20 January 1998. Interested potential promoters should contact their national coordination unit and/or the Leonardo da Vinci technical assistance office in Brussels for any additional information and to indicate their interest in attending.

IX. LEONARDO DA VINCI PRIORITIES FOR 1998

15. For all of the measures in strands I, II and III (proposals for pilot projects, transnational exchange and placement programmes, surveys and analyses) of

Leonardo da Vinci, the 1998 call for proposals identifies 5 main priorities:

1. the acquisition of new skills;
2. forging closer links between educational or training establishments and enterprises;
3. combating exclusion;
4. promoting investment in human resources;
5. generalizing access to skills and promoting the development of vocational skills through the information society in the context of lifelong learning.

16. Experience of the last three years has shown that promoters should ensure that they clearly specify the choice of priority for the proposal which they are submitting, as well as ensuring the exclusivity of the priority *vis-à-vis* other areas and the added value for the European Community.

Priority 1: The acquisition of new skills

17. Proposals must seek to improve employment prospects by adapting methods and content of vocational training to changes in work organization, technological or environmental developments and social change, as well as to the needs of the Single Market, and/or they should contribute to improving language skills (see section IV above), by responding to one or more of the following objectives:

- (a) enabling people to acquire skills required for new jobs through the identification of those skills and through the development of training and new qualifications, for example, for new job sources, in particular in the area of the environment, new information and communication technologies, health, community care, national heritage, security and tourism as well as for the creation of enterprises, particularly SMEs and small craft industries, and, more generally, to local initiative projects linked to job creation;
- (b) promoting the acquisition and transparency of vocational qualifications including core/key skills and promoting studies arising from the

development of research products covering the development of new models and instruments; and by examining ways of bringing informal and formal learning arrangements closer together in the context of promoting lifelong learning and access to it;

- (c) developing, testing or analysing new methods of validation/certification of core/key skills and qualifications in the field of initial training by the project promoters, including those skills and qualifications acquired through professional experience and informal training. They include, for example, high-quality staff in the tertiary sector, particularly engineers and technicians working in production, fittings and maintenance in the services to enterprise sector, notably in the field of transfer of innovation, the aim being to contribute to greater transparency in skills between participating countries;

- (d) aiming at developing innovative approaches in the field of training quality.

18. Pilot project proposals which address areas from the point of view of individuals will be given particular attention in respect of:

- being capable of being part of a European design, production and valorization network aimed at developing, in cooperation with the systems and arrangements in the participating countries, methods for validating competencies, complementary to formal qualification systems, while also opening new opportunities for individuals to have their skills and professional achievements validated and to promote their transnational mobility,
- showing their ability to bring together, during the different phases of the project, relevant expertise in the area of competencies covered, expertise in defining relevant training modules and expertise and action for the development of tools to accredit the learning of individuals (for example through a 'personal skills card').

Priority 2: Forging closer links between educational or training establishments and enterprises

19. Proposals must seek to develop vocational teaching and training, particularly on and off-the-job training and apprenticeship training, including higher education (university and non-university level) and

adult education, and must aim to improve the attractiveness of vocational training by responding to one or more of the following objectives:

(a) adaption initial training content and delivery, through cooperation between educational or training establishments and enterprises, in order to develop new approaches to on and off-the-job training, including apprenticeship/training, with regard to new employment and qualification needs, for example in the area of new technology; particularly in the light of the results of RDT programmes by means of cooperation between universities and enterprises;

(b) promoting new routes to higher education which promote on and off-the-job training, including apprenticeship/training between education or training establishments at higher education level and enterprises.

20. Under this priority, the Commission will welcome proposals, particularly those involving the social partners, which concern:

— the development of all forms of vocational on and off-the-job teaching and training courses (including apprenticeship/training), at all levels, in particular those providing for significant periods of recognized training and/or work experience in another participating country as an integral part of the training undertaken in the sending participating country, or

— the development of opportunities for training and work experience in various economic, social, and cultural environments in other participating countries, during the course of an apprenticeship, or

— the promotion of new forms of pedagogic mentoring (particularly with regard to trainers, teachers and tutors), taking into account the European dimension, as well as the use of new distance training technology in the context of on and off-the-job training, including apprenticeship/training, or

— the promotion of transnational mobility through closer cooperation between apprenticeship/training centres and enterprises in the different

participating countries, including research institutes; the terms of this cooperation being the responsibility of the players concerned.

The Commission will support exchange/ placement proposals and pilot projects in the field of lifelong guidance and advice for young graduates in order to reinforce their employability, and for middle-management personnel, especially in SMEs.

21. If appropriate, pilot projects could lead to exchange or placement programmes.

Priority 3: Combating exclusion

22. Proposals must aim to prevent or combat exclusion and promote access to training for those at a disadvantage on the labour market, including adults, by improving employment prospects for unqualified or lowly qualified, unemployed people through:

(a) improved information, guidance and counselling to address individual training needs in view of professional integration for young people and adults;

(b) adapting the content and methods of delivery of training for those lacking qualifications in order to strengthen core/key skills and the ability to learn, to take into account and enhance experience and where possible to lead to a vocational qualification;

(c) retaining young people in the training and qualification systems.

23. The Commission will give priority to proposals within the same level of quality which:

— concern the development of innovative teaching materials and pedagogical approaches to help integrate people into employment, and which are targeted at the most disadvantaged groups, both in educational and social terms. In particular, these could include those in disadvantaged urban areas or rural areas of high unemployment. They could also aim to increase the motivation, the ability to 'learn to learn' and basic knowledge and social aptitudes of those concerned (in particular young people), and they could include approaches and methods seeking to integrate or to re-integrate people into the mainstream of initial and continuing qualifying vocational training,

- show their ability to bring together local, regional and national financial and human resources, in addition to the funds allocated by the European Community, and the ability to establish partnerships with social and economic actors, such as SMEs, in order to contribute to successful outcomes in terms of employment, for example through the development of mentoring/tutoring systems,
- make use of multi-player local and regional networks intended to establish or reinforce strong transnational cooperation between current integration experiments in the different countries participating in the programme.

Priority 4: Promotion of investment in human resources

24. Proposals must focus on promoting investment in people and quality in vocational training (including at higher education level) as key factors in achieving economic aims by:

- (a) promoting training for staff in public authorities, particularly territorial communities or agencies at different levels involved in economic/social development, in particular to improve human resource planning, guidance and counselling skills;
- (b) promoting access to continuing training (particularly in light of the Commission's aforementioned report), in particular for low-qualified employees, by encouraging enterprises to develop effective training and human resource development strategies, for example through job/training rotation schemes, the development of individual career plans in the context of organizations involved in training; and including new arrangements for combining information, training and work and/or working conditions and/or taking into account new employment relations;
- (c) developing new methodology (including those making use of open and distance learning) to

remove disincentives to training for SMEs, and for the establishment of partnerships of local/regional educational institutions — including universities — and local business interests.

25. The Commission will welcome proposals which — on the basis of an analysis of the systems and arrangements in the different participating countries — aim to demonstrate to what extent and how investment in continuing training for employees can be reinforced (including the financing of innovative approaches in the field of lifelong learning). Particular attention will be paid to projects developing innovative training strategies and practices applicable in local and sectoral SMEs, particularly those concerning the setting up of a European network of training centres specialized in advance innovative training and territorially-oriented technological transfer, strategies and practices directed at those enterprises and also involving universities, public and private research organisations, vocational organizations and the social partners. In the same way, the Commission will pay particular attention to proposals focusing on the training of social partners (especially SMEs) on the emergence of the single currency.

The Commission will welcome proposals aimed at setting up transnational thematic continuing training networks allowing for both individual investment on the part of workers and tutoring during working time.

The Commission will support proposals aimed at setting up training resource centres organized into networks for developing wider access to training, particularly through the use of new technology, such as, for example, the 'University for industry' initiative proposed by the United Kingdom.

26. For all the actions submitted under this priority, proposals from partnership involving the social partners, especially those set in the context of social dialogue, will be particularly welcome. The Commission will examine quality proposals aimed at setting up, at the initiative of the social partners at Community level, transnational arrangements for supporting, analysing and monitoring the development of investment in the human resources of enterprises by the different players concerned.

Priority 5: Generalizing access to skills through the information society in the context of lifelong learning

27. The Commission will welcome proposals which have the dual objective of, on the one hand, developing information and communication technology in order to widen lifelong access to apprenticeship/training and, on the other hand, responding to new requirements for qualifications and skills resulting from industrial changes and the new information society. Proposals must have one or more of the following characteristics:

- helping the development of SMEs in the information society: projects on the successful integration of information and communication technology in the training activities SMEs; training projects geared to professional careers and the setting up of information technology environments, particularly within SMEs;

- developing innovative training products and methods for low-qualified people;

- training teachers and trainers in the use of educational and multimedia software in the apprenticeship/training process, including by integrating material from information and communication technology; training vocational guidance counsellors in order to get them acquainted to the possibilities offered by the use of new technology; developing software that takes into account the different profiles of learners;

- helping develop vocational qualification structures for instructional designers of educational software that take into account the different degrees of expertise required in the design, development and setting up of education and training technology as well as in the different training environments;

- carrying out surveys and analyses to identify innovative methods for the use of new information and communication technology in vocational training, taking into account, in particular, the needs of SMEs and the acquisition of new skills, including the analysis of new models of apprenticeship/training; surveys and analyses must provide a broad summary of this experience, assessing its impact and establishing recommendations for wide dissemination,

- disseminating good practice concerning the production, use and distribution of multimedia educational material and software for use in vocational training,

- developing initiatives in the field of virtual mobility (for instance teleworking and tele-placement) as well as in other forms of work organization and innovative educational software that might facilitate mobility; more generally developing operational methods to accompany and evaluate software.

X. PROCEDURES

28. Procedure I

Each participating country will organize and publish in coordination with the Commission a call for proposals under strands I.1.1 ('Pilot projects aimed at supporting the improvement of vocational training systems and arrangements in Member States'), I.1.2 ('Transnational placement and exchange programmes'), III.1 ('Improving language skills'), III.3a ('Dissemination of innovation in the field of vocational training') and III.2a ('Surveys and analyses in the field of vocational training') in the framework of the Leonardo da Vinci programme (priorities 2, 3 and 5).

Procedure II

A general call for proposals by the Commission for the 15 Member States of the European Union and the EFTA countries participating in the European Economic Area as well as Hungary, Romania, the Czech Republic and Cyprus regarding strands II

(‘Support for the improvement of vocational training measures, including industry/university cooperation, concerning undertakings and workers’) and III.2a (‘Surveys and analyses in the field of vocational training’) of the Leonardo da Vinci programme (priorities 1 and 4).

29. The Commission and each participating country will endeavour to coordinate information policy in order to maximize transparency in the selection process, to optimize access for all promoters and to reach all target groups.

XI. GENERAL CONDITIONS

30. Vademecum and application forms

The ‘Vademecum’, the ‘Application forms’ as well as the ‘Addendum to the 1998 application forms’ describe the eligibility conditions and criteria applied and the principles regulating the granting of Community support.

These can be obtained, on request, in each of the Community languages from the technical assistance office set up to assist the Commission in the implementation of the programme, as well as from the national coordination units in each participating country (see list in the Annex).

The Vademecum and the application forms are available via Internet on the server ‘Europa’. The entry-code is: <http://europa.eu.int/en/comm/dg22/leonardo.html>.

Content and presentation of proposals

Potential promoters are asked to adhere strictly to the eligibility criteria presented in the ‘Vademecum’ and the ‘Application forms’, as well as to the priorities described earlier in this document.

Deadline for submitting applications

The deadline for submitting applications for proposals (for all proposals under strands I, II and III) is **31 March 1998** (as shown by the postmark). The Commission and/or the participating countries will not consider proposals that are posted after this postmark date.

XII. WHERE TO SEND APPLICATIONS

31. Proposals under procedure I — i.e. strands I.1.1, III.1, III.2.a and III.3.a — must be sent to the ‘Leonardo da Vinci national coordination unit’ in the participating country concerned (1 original + 1 copy), with a copy to the ‘technical assistance office’ established to assist the European Commission in the implementation of Leonardo da Vinci (2 copies). Proposals under strand I.1.2 must be sent only to the national coordination unit (1 original + 1 copy), with no copy and the technical assistance office.

Proposals under procedure II — i.e. strands II and III.2a — must be sent to the following address:

Technical Assistance Office to the European Commission for the Leonardo da Vinci programme,
9 Avenue de l’Astronomie, B-1210 Brussels (1 original + 3 copies),

with two copies to the Leonardo da Vinci national coordination unit in the participating country concerned (2 copies).

Announcement regarding the launch and the information and contact days for the 1998 Leonardo da Vinci call for proposals

The European Commission, Directorate-General XXII ‘Education Training and Youth’ will organize the launch of the 1998 call for proposals on 11 December 1997 from 10.00 to 11.30 a.m. (GMT + 1 hour). This will be transmitted by satellite on Eutelsat II (Europe by Satellite, Eutelsat 2 F2 at 10 degrees East — transponder 21 frequency 11 080 000 MHz — horizontal polarity — 19 MHz/volt).

On 19 and 20 January 1998, information and contact days will also be organized, regarding the 1998 Leonardo da Vinci programme call for proposals. The meetings are mainly intended for new promoters seeking partners in order to set up innovative vocational training projects in line with the priorities of the 1998 call for proposals.

These days will offer:

- specific information areas: there will be stalls/stands for the European Commission, national coordination units, and participating pre-accession countries; a

project help-desk stand; a practical information point; and thematic meeting points to facilitate contact opportunities between participants,

- thematic and practical workshops devoted to the priorities in the 1998 call for proposals.

Enrolment and participation will be free. However, travel and accommodation expenses for participants will not be reimbursed by the Commission.

If you would like to participate in these information and contact days, please send the enrolment form by fax to (33-1) 43 67 79 00, to arrive no later than **7 January 1998**.

This enrolment form is available either on the Europa server
(<http://europa.eu.int/en/comm/dg22/leonardo.html>)

or can be provided by the national coordination units whose addresses are given in Annex I, or by telephone (33-1) 43 67 79 79 or fax (33-1) 43 67 79 00.

A detailed programme for these days, together with practical information concerning your participation will be sent to you. You will be notified if your request has to be turned down due to the limited number of places.

For any further information, you may contact the national coordination units for the Leonardo da Vinci programme.

In addition, you may also enrol for the information and contact days from now on by using the partner search database — frequently used by promoters — on the Internet
(address — <http://www.leonardodavinci.net/psd/>).

ANEXO I — BILAG I — ANHANG I — ΠΑΡΑΡΤΗΜΑ I — ANNEX I — ANNEXE I — ALLEGATO I — BIJLAGE I — ANEXO I — LIITE I — BILAGA I

LEONARDO DA VINCI

Instances Nationales de Coordination (INC)

National coordination Units (NCUs)

BELGIQUE/BELGIUM

VLAAMSE GEMEENSCHAP

Vlaams Leonardo da Vinci Agentschap
Bischoffsheimlaan 27, bus 3
B-1000 Brussel
Tel: (32 2) 219 65 00
Fax: (32 2) 219 12 02
E-mail: clooten@VL-Leonardo.be
Personne à contacter/Contact person: Ms Trudi Clooten

Carl Duisberg Gesellschaft e.V. (CDG)
I 14/Leonardo da Vinci — Koordinierungsstelle
Weyerstraße 79—83
D-50676 Köln
Tel. (49 221) 20 98-365
Fax (49 221) 20 98-114
E-mail: info@k.cdg.de
Homepage adress: <http://www.cdg.de>
Personne à contacter/Contact person:
Frau Uta-M. Behnisch
Frau Monique Nijsten
Volet I.1.2.a,b,c — II.1.2.c — III.1.b — III.3.b

COMMUNAUTÉ FRANÇAISE

Cellule FSE
WTC — Tour 1, 14^e étage
Boulevard E. Jacquain 162, Bte 16
B-1000 Bruxelles
Tel: (32 2) 207 75 38
Fax: (32 2) 203 03 45
E-mail: leonardo@mail.interpac.be
Personne à contacter/Contact person: Mr G. De Smet
Volet III.2.a: Mr Denis Grard
Tel: (32 2) 207 75 38

Zentralstelle für Arbeitsvermittlung (ZAV)
Auslandsabteilung
Feuerbachstraße 42—46
D-60325 Frankfurt/Main
Tel. (49 69) 71 11-320
Fax (49 69) 71 11-683
Personne à contacter/Contact person: Frau Birgit Kowalewski
Volet I.1.2.b

COMMUNAUTÉ GERMANOPHONE

Ministerium der deutschsprachigen Gemeinschaft
Gospertstraße 1—5
B-4700 Eupen
Tel: (32 87) 55 38 78
Fax: (32 87) 55 77 16
Personne à contacter/Contact person: Mr Edgar Hungs

Arbeitsgemeinschaft industrieller Forschungsvereinigungen
'Otto von Guericke' e.V. (AiF)
Leonardo da Vinci Industriekontakt
Tschaikowskistraße 49
D-13156 Berlin
Tel. (49 30) 48 16 33
Fax (49 30) 48 16 34 01
Personne à contacter/Contact person: Herrn Holger Huhn
Volet II.1.1.c, II.1.2.a,b

DANEMARK/DENMARK

ACIU
Hesseløgade 16
DK-2100 Copenhagen Ø
Tel: (45 39) 27 19 22
Fax: (45 39) 27 22 17
E-mail: aci-dk@inet.uni-c.dk
Personne à contacter/Contact person: Mr B. Dylander

Deutscher Akademischer Austauschdienst (DAAD)
Kennedyallee 50
D-53175 Bonn
Tel. (49 228) 882-257
Fax (49 228) 882-444
E-mail: trenn@daad.de
Personne à contacter/Contact person: Frau Steinmann
Volet II.1.1.c — II.1.2.a,b

ALLEMAGNE/GERMANY

Bundesinstitut für Berufsbildung (BIBB)
Nationale Koordinierungsstelle Leonardo da Vinci
Fehrbelliner Platz 3
D-10707 Berlin
Tel. (49 30) 86 43 23 35
Fax (49 30) 86 43 26 37
E-mail: leonardo@bibb.de
Personne à contacter/Contact person: Herrn Bent Paulsen
Volet I.1.1.a,b,d,e — II.1.1.a,b,d — II.2.a,b — III.3.a

Universität des Saarlandes
NATALI
Im Stadtwald, Gebäude 15 — Raum 205
D-66123 Saarbrücken
Tel. (49 681) 302-36 14/15
Fax (49 681) 302-36 11
E-mail: natali@rz.uni-sb.de
Personne à contacter/Contact person:
Frau Andrea Wille
Frau Betina Lang
Volet III.1.a

Bundesanstalt für Arbeit (BA)
Regensburger Straße 104
D-90327 Nürnberg
Tel. (49 911) 179-28 80
Fax (49 911) 179-14 83
E-mail: BA.Nuernberg.EurlKom@t-online.de
Personne à contacter/Contact person:
Herrn Wilfried Muswieck
Volet I.1.1.c

GRECE/GREECE

National Labour Institute
6-8 Kosti Palama and Galatsiou Street
GR-11141 Athens
Tel: (30 1) 21 11 906/7
Fax: (30 1) 22 85 122
E-mail: nli@itel.gr
Personne à contacter/Contact person: Mrs Chara Gontzou

ESPAGNE/SPAIN

Tecnologia y Gestión de la Innovación, SA (TGI)
Direccion: c/ Velazquez, 134 bis
E-28006 Madrid
Tel: (34 1) 396 48 28
Fax: (34 1) 396 48 65
E-mail: Mnunez@tgi.es
Personne à contacter/Contact person:
Mr Manuel Nuñez Garcia

FRANCE

Agence Leonardo da Vinci c/o ACFCI
Assemblée des chambres françaises de commerce et d'industrie
48, rue la Pérouse
F-75016 Paris
Tel: (33 1) 40 69 37 35
Fax: (33 1) 44 17 95 68
E-mail: Leonardo@acfc.cci.fr
Personne à contacter/Contact person: Ms Brigitte Le Boniec
(Établissements d'enseignement supérieur, réseaux consulaires, entreprises, organismes de formation)

Agence Leonardo da Vinci c/o ANPE
Agence nationale pour l'emploi, Direction Générale
4, rue Galilée
F-93198 Noisy-le-Grand Cedex
Tel: (33 1) 49 31 74 70
Fax: (33 1) 43 05 57 72
Personne à contacter/Contact person: Mr Laurent Mater
(Organismes concernés par la formation et le placement des jeunes travailleurs et demandeurs d'emploi)

Agence Leonardo da Vinci c/o CEFAR
Centre d'études de formation, d'animation et de recherche
4, rue Quentin Bauchart
F-75008 Paris
Tel: (33 1) 53 67 72 32
Fax: (33 1) 40 70 97 08
E-mail: iirimaille@cnpf.fr
Personne à contacter/Contact person: Ms Isabelle Trimaille
(Branches professionnelles, partnaires sociaux, organismes de financement de la formation, entreprises, organismes de formation)

Agence Leonardo da Vinci Éducation c/o CNOUS
Centre national des œuvres universitaires et scolaires
8, rue Jean Calvin
F-75231 Paris Cedex 05
Tel: (33 1) 40 79 91 49
Fax: (33 1) 45 35 72 48
E-mail: leonardo@ac-idf.jussieu.fr
Personne à contacter/Contact person:
Ms Claudine Boudre-Millot
(Établissements sous tutelle du Ministère de l'éducation nationale, de la recherche et de la technologie et du Ministère de l'agriculture, centres de formation des apprentis, établissements spécialisés)

Agence Leonardo da Vinci c/o RACINE
Réseau d'appui et de capitalisation des innovations européennes
73-77 rue Pascal
F-75013 Paris
Tel: (33 1) 44 08 65 10
Fax: (33 1) 44 08 65 11
E-mail: info@racine.asso.fr
Personne à contacter/Contact person:
Mrs Marie-Paule Montay
Mrs Fabienne Beaumelou
(Enquêtes, analyses)

IRELAND/IRLANDE

Leargas, the Exchange Bureau
Avoca House
189/193 Parnell Street
IRL-Dublin 1
Tel: (353 1) 873 14 11
Fax: (353 1) 873 13 16
E-mail: Ronan.Ivory@Leargas.Team400.ie
Personne à contacter/Contact person: Mrs Elizabeth Watters

ITALIE/ITALY

ISFOL
Istanza nazionale di coordinamento
Via G. B. Morgagni 30/e
I-00161 Roma
Tel: (39 6) 44 59 01 (standard)
Tel: (39 6) 44 59 04 90 (direct)
Fax: (39 6) 44 59 04 75
E-mail: isfol.project@iol.it ou isfol.rozera@iol.it
Personne à contacter/Contact person: D.ssa Marina Rozera

LUXEMBOURG/LUXEMBURG

Ministère de l'éducation nationale et de la formation professionnelle
29, rue Aldringen
L-2926 Luxembourg
Tel: (352) 478 52 34
Fax: (352) 47 41 16
E-mail: lenert@men.lu
Personne à contacter/Contact person:
M. Carlo Welfring
M. Jerry Lenert
(Coordinateur national et responsable du suivi des enquêtes, analyses et statistiques dans le domaine de la formation professionnelle — volet III.2)

Foprogest asbl
23, rue Aldringen, BP 141
L-2011 Luxembourg
Tel: (352) 22 02 68
Fax: (352) 22 02 69
E-mail: sybille.beaufils@ci.educ.lu
Personne à contacter/Contact person:
M^{me} Nadine Schintgen (Volets I, III.3.a)
M^{me} Sybille Beaufils (Volet II)
(Projets pilotes et programmes de placements/échanges du
volet I: sauf information et orientation professionnelle. Projets
pilotes du volet II et III.3.a: sauf innovations en formation
professionnelle et coopération université/entreprise)

Administration de l'emploi — CNR
10, rue Bender BP 2208
L-1022 Luxembourg
Tel: (352) 478 53 00
Fax: (352) 40 61 39
E-mail:
Personne à contacter/Contact person: M. N. Ewen
(Projets pilotes du volet I dans le domaine de l'information et
de l'orientation professionnelle)

CPOS
280, route de Longwy
L-1940 Luxembourg
Tel: (352) 45 64 64-615
Fax: (352) 45 45 44
E-mail:
Personne à contacter/Contact person: M. R. Goffin
(Projets pilotes du volet I dans le domaine de l'information et
de l'orientation professionnelle)

Luxinnovation
7, rue Alcide De Gasperi
L-1615 Luxembourg
Tel: (352) 43 62 63-1
Fax: (352) 43 23 28 ou 43 83 26
E-mail: beatrice.abondio@sitel.lu
Personne à contacter/Contact person: M^{me} Béatrice Abondio
(Volets II.1.1, II.1.2 et III.3.a)

Agence Socrates
Ministère de l'éducation nationale et de la formation
professionnelle
29, rue Aldringen
L-2926 Luxembourg
Tel: (352) 478 51 83
Fax: (352) 478 51 37
Personne à contacter/Contact person: M. G. Dondelinger
(Volet III.1)

PAYS-BAS/NETHERLANDS

Cinop
Pettelaarpark 1
NL-5216 PP s'Hertogenbosch
Tel: (31 73) 68 00 762
Fax: (31 73) 61 23 425
E-mail: leonardo@cinop.nl
Internet <http://www.cinop.nl>
Personne à contacter/Contact person:
European procedures: Mr Jos Tilkin, E-mail: jtilkin@cinop.nl
National procedures: Mrs Luusi Hendriks,
Tel +31 73 68 00 762;
E-mail: lhendriks@cinop.nl
Mr Martin Jacobs, E-mail: mjacobs@cinop.nl
Mrs Janie Roemeling, E-mail: jroemeling@cinop.nl

Nuffic
(University/undertaking cooperation)
Kortenaerkade, 11 (PO Box 29777)
NL-2502 LT Den Haag
Tel: (31 70) 42 60 260
Fax: (31 70) 42 60 259
E-mail: wichmann@nufficcs.nl
Internet <http://www.nufficcs.nl>
Personne à contacter/Contact person: Mr Harry Wichmann

SUSP
Transnationale programma's voor stages voor werkende
jongeren
Duinweg 5 (PO Box 97)
NL-1860 AB Bergen N.H.
Tel: (31 72) 589 61 44
Fax: (31 72) 589 40 08
E-mail: leonardo@uitwisseling.nl
Personne à contacter/Contact person: Mr. L. Van der Hoeven
(Volet I.1.2.b)

AUTRICHE/AUSTRIA

Büro für Europäische Bildungskoooperation
Leonardo da Vinci — Büro
Schreyvogelgasse 2
A-1010 Wien
Tel: (43 1) 534 08 41
Fax: (43 1) 534 08 30
E-mail: brandstaetter.leo@beb.ac.at
roithinger.leo@beb.ac.at
Personne à contacter/Contact person: Mr. R. Brandstätter
(Strand III.2.a: M. Ludwig Roithinger)

PORTUGAL

Instance National de Coordination
Rua Jacinta Marto, n° 8, 2º Frente
P-1150 Lisboa
Tel: (351 1) 356 18 40
Fax: (351 1) 352 17 91
E-mail: leonardo.inc@mail.telepac.pt
Personne à contacter/Contact person:
Mr Porfirio Simões de Carvalho e Silva

SUOMI/FINLAND

Finnish Leonardo da Vinci Centre
National Board of Education
Hakaniemenkatu 2
FIN-00530 Helsinki
Tel: (358 9) 774 772 17
Fax: (358 9) 774 772 13
E-mail: mikko.nupponen@oph.fi
Personne à contacter/Contact person: Mr. Mikko Nupponen

CIMO
(Centre for International Mobility)
Hakaniemenkatu 2 (PO Box 343)
FIN-00531 Helsinki
Tel: (358 9) 77 47 70 33
Fax: (358 9) 77 47 70 64
E-mail: nina.eskola@cimo.fi
Personne à contacter/Contact person: Ms N. Eskola
(for Strand I.1.2)

SUEDE/SWEDEN

Svenska EU Programkontoret
Utbildning och kompetensutveckling
Kungsgatan 8, 3e v.
S-103 96 Stockholm
Tel: (46 8) 453 72 00
Fax: (46 8) 453 72 01
E-mail: boo.sjogren@eupro.se
christina.hasselberg@eupro.se
E-mail: peter.mossfeldt@eupro.se
monica.emanuelsson@eupro.se
Personne à contacter/Contact person:
Boo Sjögren, Direktör, tel. (46 8) 453 72 11
Monica Robin Svensson, Biträdande direktör,
tel. (46 8) 453 72 12
Ms Christina Hasselberg, tel. (46 8) 453 72 18
(Training within school)
Mr Peter Mossfeldt, tel. (46 8) 453 72 39
(Training within working life, Strand III.2.a)

ROYAUME-UNI/UNITED KINGDOM*Heads of the NCU:*

Mr Gordon Pursglove
Department for Education and Employment
EC Education and Training Division
Room E605
Moorfoot
UK-Sheffield S1 4PQ
Tel: (44 114) 259 35 15
Fax: (44 114) 259 41 03
E-mail: eurotrain.ed@gtnet.gov.uk

Mrs Judith Grant
EC Education and Training Division
Department for Education and Employment
Caxton House, Room 434
6-12 Tothill Street
UK-London SW1H 9NA
Tel: (44 171) 273 53 97
Fax: (44 171) 273 51 95/54 75
E-mail: jgrant.dfee.ch@gtnet.gov.uk

Central Bureau for Educational Visits and Exchanges
The British Council
10, Spring Gardens
UK-London SW1A 2BN
Tel: (44 171) 389 43 89 45 09
Fax: (44 171) 389 44 26

E-mail: leonardo@centralbureau.org.uk
Personne à contacter/Contact person: Mrs Ann Kinsella
(For Strands I.1.1.a, I.1.2.a, I.1.2.b, I.1.2.c, III.1.a, III.1.b,
III.3.a)

Centre for Training Policy Studies
The University of Sheffield
5 Palmerston Road
UK-Sheffield S10 2TE
Tel: (44 114) 222 13 80/1/2
Fax: (44 114) 275 56 82
E-mail: leonardo@sheffield.ac.uk
Personne à contacter/Contact person: Mr Philip Edmeades
(For Strands I.1.1.b, I.1.1.d, I.1.1.e, II.1.1.a, II.1.1.b, II.1.1.d,
II.1.2.c)

Department of Education and Employment
Higher Education and Employment Division
Room E 530
Moorfoot
UK-Sheffield S1 4PQ
Tel: (44 114) 259 45 02
Fax: (44 114) 259 38 05
E-mail: heed.dfee.mf@gtnet.gov.uk
Personne à contacter/Contact person: Mr Dave Saunders
(For Strands II.1.1.c, II.1.2.a, II.1.2.b)

Department for Education and Employment
EC Education and Training Division
Level 4, Caxton House
6-12 Tothill Street
UK-London SW1H 9NA
Tel: (44 171) 273 56 60
Fax: (44 171) 273 51 95/54 75
E-mail: jgoodwin.uk.leonardo@gtnet.gov.uk
Personne à contacter/Contact person: Mr John Goodwin
(For Strand I.1.1.c)

Department for Education and Employment
EC Education and Training Division
Room E6B
Moorfoot
UK-Sheffield S1 4PQ
Tel: (44 114) 259 48 19
Fax: (44 114) 259 41 03
E-mail: eurotrain.ed@gtnet.gov.uk
Personne à contacter/Contact person: Mr David Oatley
(For Strand III.2.a, III.2.b)

Pays de l'Espace Economique Européen**Countries of the European Economic Area****ISLANDE/ICELAND**

Leonardo da Vinci NCU
Research Liaison Office
University of Iceland
Dunhaga 5
IS-107 Reykjavik
Tel: (354) 525 49 00
Fax: (354) 525 49 05
E-mail: rthj@rthj.hi.is
Personne à contacter/Contact person: Mr A. H. Ingthórsson

Tel: (41 75) 237 62 03
Fax: (41 75) 237 62 64
E-mail: dgunz@lis.li
Personne à contacter/Contact person: Mr Dieter Gunz

LIECHTENSTEIN

Leonardo da Vinci — Büro
Fachhochschule Liechtenstein
Marianumstraße 45
FL-9490 Vaduz

NORVÈGE/NORWAY

Leonardo da Vinci i Norge (NCU)
Teknologisk Institutt (TI)
Akersveien, 24c
POB 2608 St. Hanshaugen
N-0131 Oslo
Tel: (47 22) 86 50 00
Fax: (47 22) 20 18 01
E-mail: krir@teknologisk.no
Personne à contacter/Contact person: Mr Rolf Kristiansen

Pays pré-adhesion**HONGRIE/HUNGARY**

Mrs Edit Gyül Vészi-Pataki (Contact person)
National Institute of Vocational Training
Berzsenyi u. 6
H-1087 Budapest
Tel (36 1) 210 10 65
Fax (36 1) 210 10 63 or 36 1 333 93 61
E-mail: leonardo@nive.hu

RO-70738 Bucharest
Tel (401) 615 00 01
Fax (401) 312 48 77

REPUBLIQUE TCHEQUE/CZECH REPUBLIC

Dr. Miroslava Kopicová (Director)
Czech National Coordination Unit
Václavské náměstí 43
CZ-110 00 Praha 1
Tel (42 02) 24 21 51 78
Fax (42 02) 24 21 45 33
E-mail: marcins@leonardo.nvf.cz

M. Sorin Ionescu (Head of the NCU)
Ministry of Education
Leonardo da Vinci National Coordination Unit
Splaiul Independentei 314 Et. 5
Rectorat U.P.B.
RO-70738 Bucharest 6
Tel (401) 410 37 57
Fax (401) 410 32 13
E-mail: pas d'adresse e-mail

M. Marcin Stryjecki (Contact person)
Czech National Coordination Unit
Václavské náměstí 43
CZ-110 00 Praha 1
Tel (42 02) 24 21 51 78
Fax (42 02) 24 21 45 33
E-mail: marcins@leonardo.nvf.cz

CHYPRE/CYPRUS

Mr P. C. Koutouroussis (Contact person)
Director General
Industrial Training Authority of Cyprus
2, Anavissou street Strovolos
PO Box 5431
CY-Nicosia
Tel (357) 2 31 22 33
Fax (357) 2 49 69 49
E-mail: hrdauth@cytanet.com.cy

ROUMANIE/RUMANIA

M. Alexandru Mihailescu (Contact person)
Mrs Gabriela Sabău (Contact person)
Ministry of Education
Str. G-ral Berthelot 30, Sec. 1

Permanent Secretary
Ministry of Labour and Social Insurance
Byron Avenue 7
CY-Nicosia
Fax (357) 2 45 09 93

ANNEX II

ELIGIBILITY RULES CONCERNING PROJECTS INVOLVING AN ORGANIZATION FROM A FULLY PARTICIPATING PRE-ACCESSION COUNTRY

Legal basis: Paragraph 3 in annex of the Association Council Decision, opening up the Leonardo da Vinci programme to the Czech Republic, Hungary and Romania and Article 4 of the Decision concerning Cyprus states that:

'To ensure the Community dimension of the programmes, transnational projects and activities proposed by the Czech Republic, Cyprus, Hungary, Romania will be required to include a minimum number of partners from the Member States of the Community'.

'Projects and activities carried out solely between the Czech Republic, Cyprus, Hungary, Romania and EFTA/EEA States or any other third countries, including those with an association agreement with the Community, to which the participation in the programmes is open, are not eligible for Community financial support.'

Eligibility rule: Consequently, as a general rule, pilot projects and surveys and analyses must include participants from at least three countries, among them at least one European Union country and placements and exchange projects must include at least one country from the European Union in order to be eligible. However, priority within the selection procedure will be given to transnational projects in which at least half of the countries participating are Member States of the European Union.

Obviously the general condition for submitting proposals of having one or more partners from at least three participating countries has to be followed, with the exception of placements and exchanges under strand I (measure I.1.2) and the measures in strand III.1 where partnerships from only two countries can be considered as eligible.

Organizations from participating pre-accession countries can take part fully in pilot projects and placements and exchanges as contractors/promoters, coordinators or partners.

Ineligible partnerships: This means that a project with partners solely from the participating pre-accession countries is not eligible. Accordingly, a project with partners from pre-accession countries in cooperation solely with partners from EFTA/EEA States (Iceland, Norway and Liechtenstein) is not eligible, nor a project only including partners from EFTA/EEA countries.

Examples:

	Eligible partnerships		Ineligible partnerships	
Pilot projects, all strands	CY, D, CZ, N		ISL, CZ, HU, FL	
placements and exchanges, strands II and III	HU, FIN, RO		RO, CY, CZ	
surveys and analyses	F, CY (only measure III.1.a)		N, FL, ISL	
Placements and exchanges, strand I	Sending	Receiving	Sending	Receiving
	CZ	DE	CZ	ISL
	HU	UK, ISL	HU	CZ
	RO	E, HU	RO	NO, CZ
	DE	CZ	NO	CY
	FR	HU, NO	ISL	RO, NO
	IT	CY, E	CZ	RO, ISL
	NO	RO, IRL	RO	HU
	CZ	HU, DE		