

Programme	EEA/NFM SCHOLARSHIP FUND
Measure	Mobility of educational staff in general and vocational education and training
Aims and description of the measure	<p>The aim of this measure is to support international mobility of individuals who are responsible for general or vocational training and for the development of human resources with the purpose of improving the quality of education and training.</p> <p>The measure enhances personal and professional development of the participants of such mobility, which indirectly also contributes to the support of quality, innovation and creativity in education.</p> <p>The forms of mobility supported by the measure may be as follows:</p> <ul style="list-style-type: none"> - Mobility of staff in education for the purpose of teaching (a minimum of five teaching hours) with duration of up to six weeks; - Job shadowing for the purpose of training or research with duration of one to six weeks; - Participation at a conference, seminar, workshop or other form of training for duration of up to six weeks. <p>Individual participants shall receive a grant within the mobility project organised by the project promoter (legal entity). Within the framework of the project, cooperation shall take place between organisations that are eligible for this measure. Their mutual roles and involvement at different stages of implementation of activities in connection to mobility shall be determined in detail.</p> <p>Applications shall be submitted to the Programme Operator of the sending state (the state of the applying organisation). Applications shall cover only mobility, within the framework of which participants are departing to another country, e.g. when individual participants, who reside and are employed in the state in which the organisation is applying, are departing to another participating country.</p>
Beneficiaries	<p>Educational staff in schools, professional staff in VET (such as teachers, training operators, staff in vocational training, consultants, persons responsible for VET organisations, for planning of training, for vocational guidance in enterprises etc.)...</p> <p>As project partners, the following organizations may also benefit from taking part in Action 3 projects:</p> <ul style="list-style-type: none"> - Enterprises, social partners and other representatives of working life, including chambers of commerce and industry and other trade organisations; - Organisations providing guidance, consulting and information services; - Organisations responsible for systems and policies pertaining to any aspect of education and training at local, regional and national level; - Research centres and organisations dealing with lifelong learning issues; - Non-profit organisations, voluntary bodies, NGOs.
Eligible applicants	<ul style="list-style-type: none"> - Organisations in the field of primary and secondary general and vocational education and training.
APPLICATION PROCEDURE	
Deadline for submission of applications	14 October 2013

Manner of submission of applications	Paper version	<p>1 original application, signed by hand, and two copies thereof shall be submitted.</p> <p>An application shall be considered timely when submitted on the appropriate form and sent by registered post by 11.59 PM on the date of the deadline for submission at the latest or delivered personally to the CMEPIUS secretarial service by 3 PM on the date of the deadline at the latest (see above).</p> <p>A printed original of the application shall be addressed to the Programme Operator - CMEPIUS (Štipendijski sklad EGP in NFM - Mobilnost izobraževalnega osebja v splošnem in poklicnem izobraževanju in usposabljanju), Ob železnici 30a, 1000 Ljubljana, Slovenia.</p> <p>Individual sheets of the application shall not be stapled or glued together.</p>
	Electronic version	Submission in electronic form shall mean submission by e-mail to the e-mail address provided in the application (eeagrants@cmepius.si)
	Signature of the authorised representative and seal	<p>An original of the grant application shall be signed by the authorised representative.</p> <p>In addition to the signature of the authorised representative, it shall bear the stamp of the organisation. In case the organisation does not use a stamp, a statement shall be enclosed to the effect that the organisation does not use a stamp.</p>
	Certified copy	The project promoter shall deliver a statement that the copies are true, exact and unaltered copies of the original.
Availability of application forms	http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx	
Language of applications	An application shall be made in either English or Slovenian language. In case an application is not written in either Slovenian or English, three copies of a translation of the application into either Slovenian or English shall be submitted, together with the original.	
National rules for applications	Exclusion criteria	
	<p>Any grant application that fails to meet any of the criteria in this section shall be rejected on grounds of failure to meet the technical eligibility criteria:</p> <ul style="list-style-type: none"> - Failure to be submitted in a timely manner by the deadline for submission in printed form; - Failure to be completed with a computer; - Failure to be submitted on the appropriate application form (use of incorrect form); - Failure to be signed by the authorised representative. 	
	Eligibility exclusion criteria by call	

	<p>In case of failure to meet the criteria under this chapter, applicants shall have two business days to amend their application in line with the guidelines. Potential calls to amend shall be dispatched in the following cases:</p> <ul style="list-style-type: none"> - When original signatures are present, but not the stamp of the organisation; - When the required annexes are not enclosed to the application; - When only the original of the grant application is sent without the required copies, or copies of the translation into either Slovenian or English; - When the application was received after the deadline and the date of its submission by post is not clear from the envelope. <p>Calls to amend and deadline</p> <p>A call to amend shall be delivered only by e-mail to the e-mail address of the contact person provided on the grant application. The deadline for amendment (two business days) shall begin to run the next business day after the sending date of the e-mail. An amended application shall be submitted by registered post within the deadline and in the manner as set forth in the "National rules for applications" chapter herein. In case of failure to meet the eligibility criteria, an application shall be dismissed before the content evaluation stage.</p>
<p>Assessment procedure</p>	<p>The criteria for awarding grants are set forth in more detail in the assessment sheets for each measure. These shall be published on the CMEPIUS web site, together with the application form.</p> <p>The Programme Operator shall submit an application that meets the eligibility criteria (legal and technical criteria under the call) to an assessment of its content by two assessors. The assessment shall have two stages - independent assessment, performed by the two assessors separately, and consensus reaching of the two assessors on the harmonised joint score. The end result is a single comment and points for each award criterion and the final total number of points (sum of points per individual criteria).</p> <p>Applications failing to achieve 50% of available points shall be rejected.</p> <p>Applications that shall receive the highest number of points in the assessment of the content shall be selected for co-financing up to the limit of availability of financial means.</p> <p>Assessors may propose to reduce the amount of co-financing. The Programme Operator shall also undertake to perform a finance eligibility review to check the validity of the calculation of the grant proposal in accordance with the rules under the call.</p>
<p>Appeal</p>	<p>Project promoters may appeal the technical realisation of the procedure. Project promoters, who are rejected due to their failure to meet the legal and technical criteria under the call or because of procedural deficiencies or irregularities, may appeal this decision with the National Committee of the EEA/NFM Scholarship Fund within 15 days upon receipt of a written notice. Appeals shall not stay the execution of the decision appealed or the signing of contracts with the selected applications.</p>
<p>Administrative eligibility criteria:</p>	<p>Under this measure, an organisation may apply for only one project for each deadline under the call. In the case of an application for several projects, the organisation shall be called upon to choose a project with which it shall compete in the call; other applications shall be rejected as unjustified. In case the organisation does not respond to the call or does not reach a decision, all its applications shall be rejected as unjustified.</p> <p>An application may only be submitted by a legal entity. In the case of schools that are part of a school centre, an application shall be submitted by the school centre and not individual school. In the case of chambers of commerce and industry, the rule applies for individual regional units. The same applies for units of the Education Institute and the Employment Service.</p>

Method of calculation of grants

Detailed rules are set forth in the Guide for Applicants.

For mobility of staff: Table 1: Travel and subsistence costs - maximum amounts (in EUR) per host state.

Host state	Total amount - week 1							Additional amount for week 2*	Additional amount per week (weeks 3-6)*	Maximum amount for travel
	1st day	2nd day	3rd day	4th day	5th day	6th day	One week (7 days)			
Iceland	180	360	540	720	900	1,080	1,260	504	202	950
Liechtenstein	260	520	780	1.040	1.300	1,560	1,820	728	291	450
Norway	260	520	780	1.040	1.300	1,560	1,820	728	291	800
Slovenia	160	320	480	640	800	960	1,120	448	179	

*For weeks 2-6, additional full weeks are considered based on the amount provided in the "Additional amount for week 2 and weeks 3-6" columns.

The method for calculating a "non-full" week is the number of additional days multiplied by 1/7 of the amount provided in the "Additional amount for week 2 for weeks 3-6" column.

When calculating the grant the applicant shall be bear in mind additional day reserved for traveling. For example: programme lasts from Monday morning to Friday afternoon; the applicant shall take half day for departing and half day for arriving back, in total 1 day (meaning all together 5 programme days and 1 for the travel, equals 6 days).

COSTS OF ORGANISATION OF MOBILITY (MANAGEMENT COSTS):

In the calculation of eligible costs **for organisation of mobility (management costs)** the following amounts shall be applied:

Number of mobilities	Costs of organisation of mobility (management costs) in EUR
1 to 25	150
26 to 50	100
51 and more	50

Persons with special needs

Within the EEA/NFM programme Scholarship Fund participants with special needs may be eligible for special treatment when determining the co-financing criteria. Special needs persons include individuals with mental development disabilities, the blind and visually impaired, the deaf and hard of hearing, persons with speech disabilities, persons with impaired mobility, persons with long-term illnesses, persons with certain learning deficiencies and persons with emotional and behavioural disabilities, who need additional expert assistance to carry out programmes, or adapted or special programmes.

In the case of individual mobilities, when submitting a grant application, project promoters or participants with special needs may apply for a grant to cover such extra costs that have to be defined in detail. The Programme Operator may award such extra funds to carry out individual mobility or support the participation of an accompanying person based on a justified application.

DURATION

Minimum duration of mobility:	One day.
Maximum duration of mobility:	Six weeks for all forms of mobility.
Duration of the project:	Projects within the framework of this measure may last a maximum of 15 months.
ASSESSMENT AND SELECTION PROCEDURES	
For further information with regard to the assessment and selection procedure please consult the relevant chapter in the Guide for Applicants.	
Eligibility criteria:	
General eligibility criteria for applications under the EEA/NFM programme Scholarship Fund are provided in the Guide for Applicants.	
Special eligibility criteria:	Applications shall be submitted by organisations that are legal entities.
	Mobility shall take place in a donor state - Norway, Iceland, Liechtenstein.
Notes with regard to the participants:	Participants shall be: <ul style="list-style-type: none"> - Citizens of Slovenia or; - Citizens of other states who are lawfully residing in Slovenia.
Agreement award criteria	1. Quality of the work programme
	Goals are clear, realistic and deal with the appropriate issue. The work programme is appropriate in terms of achievement of the goals; it sets and allocates tasks/activities between partners in a manner consistent with ensuring the quality of the experience for the participants. Specific content of the exchange of experts is provided.
	2. Added value
	The exchange of information with peers from other countries generates clear added value for the participants and their organisations.
	3. Content and duration
	The mobility participants' programme is clear and acceptable; its duration is realistic and appropriate. Participants are appropriate; their profile is clear and a description of it is provided.
	4. Outcome and relevancy
The expected outcome shall benefit both beneficiaries (participants and the applicant) and a specific area of general or VET in the home country of the participants.	
5. Quality of revaluation plan (dissemination and use of outcomes)	
The planned dissemination and use activities are appropriate and clearly defined and shall have a significant positive effect on the organisations of participants. The new acquired knowledge and experience shall also significantly affect the users, learning individuals, the sector and the local environment.	
AGREEMENT PROCEDURES	
Planned date for disclosure of information on the results of the selection procedure	December 2013
Planned date for sending the agreement to the project promoters	December 2013
Planned date for the start of the measure	January 2014
Planned date for the end of the measure	March 2015