



Education and Culture DG

Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME

NATIONAL AGENCY WORK PROGRAMME

PERIOD: 1 JANUARY 2008 - 31 DECEMBER 2010

Ljubljana, 22.1.2008-version 3

Name of National Agency (NA)	Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (CMEPIUS)
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<p><u>NA legal representative</u></p> <p><i>"I hereby acknowledge that where any information included in the NA work programme conflicts with the rules set out in the Call for Proposals 2008-10, the Guide for Applicants, the Guide for NAs or other rules set out at EU level, the latter will prevail."</i></p> <p>Name: Ms Majda ŠIROK</p> <p>Function: Director</p> <p>Signature:</p> <p>Date: 24.1.2008</p>	<p><u>National authority</u></p> <p><i>"I hereby declare that I agree to the attached draft work programme and will ensure that the NA receives the necessary national matching resources to successfully undertake the proposed activities as well as to comply with the requirements incumbent on it upon signature of the corresponding agreement between the Commission and the NA."</i></p> <p>Name: Dr Milan ZVER</p> <p>Function: Minister</p> <p>Signature:</p> <p>Date: 24.1.2008</p>
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¹ Contact person within the NA for the NA work programme.

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Part 1 – NA organisation

In the event of changes to the information in Annex II of the ex-ante Declaration of Assurance, please fill the table below.

NA organisation and resources

a) Please provide a copy of the organisation chart of the NA in Annex 1	
b) Please indicate below the number of human resources allocated to the following functions (in full-time equivalents = FTE)	
Activity	Number of staff / FTE
Information, communication, 'valorisation'	1,5 + 1
Project evaluation and grant award, issuing of grant agreements	2,1 + 0,5
Monitoring of beneficiaries	1,8 + 0,5
Analysis and checking of project reports	2,1 + 1
Execution of payments, recoveries	1,5
On-the-spot checks of projects	1,5
Human resources	0,8
Finance, accounting	0,5 and outsourced
Archiving	0,7
Internal audit / quality verification	Outsourced
IT support	0,5
c) How many staff (FTE) in total are currently in post at the National Agency?	13 + 3
d) Are there any vacant posts?	YES <input type="checkbox"/> NO X ²
e) If your answer is YES, please indicate the number of vacant posts (FTE)	/

² These are numbers of resources (in FTE) that NA would like to negotiate with the ministry for the next period. The state of the art at the time of writing this plan is the same as in ex-ante declaration from 2007 (i.e. 11,5 FTE).

A. COMENIUS

1. Strategic management

1.1 National context and objectives in the field of school education for 2008-10

Please describe briefly the major current trends and developments in school education in your country, mentioning in particular those which may affect the objectives and implementation of Comenius for the period 2008-2010.

The basic philosophy of the cooperation in the field of education and training is founded on the recognition that education and training are one of the basic issues of European economic, social, and cultural development. Two basic goals have encouraged greater co-operation in education and training: the integration processes and the need for quality and comparability of education and training of the workforce and citizens ready to engage in active European citizenship.

The national context in which the Comenius activities are placed is presented in and set out by the formal documents of the Ministry of Education and Sport.

Legislative background of school education is set down in the following documents:

- Zakon o organizaciji in financiranju vzgoje in izobraževanja / Organisation and Financing of Education Act (Uradni list RS, št. 98/05),
- Zakon o vrtcih / Kindergarten Act (Uradni list RS, št. 100/05),
- Zakon o osnovni šoli / Elementary School Act (Uradni list RS, št. 81/06),
- Zakon o glasbenih šolah / Music Schools Act (Uradni list RS, št. 81/2006),
- Zakon o gimnazijah / Gimnazije Act (Uradni list RS, št. 115/06),
- Zakon o poklicnem in strokovnem izobraževanju / Vocational Education Act (Uradni list RS, št. 79/06).

The Republic of Slovenia is actively participating in international activities targeting an increase in quality and efficiency, openness and co-operation in the field of education and the recognition of the importance of lifelong learning. The main objective, however, is to achieve a high level of education for the highest percentage of the population.

Most important aims and related specific goals of school education in Slovenia, which are most relevant for Comenius activities, are:

- to encourage the confidence of young people in their regional and national identity,
- to develop their awareness of belonging to a broader, open European community,
- to transmit their knowledge and skills to enhance Europe's competitiveness in the world market,
- to decrease drop-out rates in the field of secondary education,
- to improve a system of education and training of teachers and future teachers that will be adapted to the requirements of the EU system,
- to establish the principles of lifelong learning.

1.2. Objectives for programme implementation

(Please refer to Articles 1(3) and 7 of the LLP Decision and the general Call for Proposals 2008-10)

What are your main strategic targets for the implementation of the Comenius actions in your country for 2008-2010? Please:

- Describe aspects such as improved geographical spread, measures to boost participation by any specific target groups, emphasis on certain subject areas, etc.;
- Provide a quantitative target figure for each of the following actions.

Programme implementation will in the next programme period put an effort to achieve three strategic objectives:

1. to increase participation of organizations that are geographically and organizationally³ underrepresented;
2. to raise of the quality of the activities undertaken in the programme activities;
3. to promote and support use of the results of programme activities (previous and current generation of programmes).

All three strategic objectives are valid for all actions and activities of the programme. Implementation of the activities will ensure greatest possible synergy with other European actions and programmes.

1.2.1 School partnerships
For school partnerships objective is to increase participation of: <ul style="list-style-type: none"> - schools from pre-primary level; - schools for pupils with special needs; - schools from poorly represented regions: <p>Our goal is to receive at least 100 applications per year.</p>
1.2.2 Comenius assistantships
We aim to receive at least 30 students / graduates and at least 50 applications from host schools per year.
1.2.3 In-service training for school education staff
We expect 120 applications per year.
1.2.4 Preparatory visits
We expect to receive at least 30 applications per year.

1.3. National award criteria

National award criteria are the national priorities that will be given extra weighting at the selection stage. Please indicate any national priorities for Comenius as regards target groups, thematic areas, etc. in

³ Term “organizationally” in this context refers to the type of the organization: i.e. kindergarten, primary school, etc.

each of the actions. Try to be as precise as possible in your wording and indicate clearly if there are differences in the weighting of the priorities. If you use geographical priorities, specify which regions will be given priority (instead of e.g. referring to “geographical balance” in general terms).

National award criteria are strongly intertwined with European criteria. However there are two specific criteria that extend across whole programme.

1. Priority will be given to organisations and individuals that are coming from under-represented geographical areas.
2. Priority will be given to organisations (and individuals that are coming from them) that are under-represented.

Priority will be given to activities that are building on the past achievements.

1.3.1	School partnerships (please note that the national priorities must be fully in line with those published on the Commission’s website for the same period)
	Priority will be given to (in descending order): <ol style="list-style-type: none"> 1. to pre-primary schools; 2. to schools from statistical regions with low participation rate: <ul style="list-style-type: none"> - Pomurska, - Koroška, - Jugovzhodna Slovenija; 3. to projects that will deal with special needs in education as a topic of a project or as active participation of students with special needs; 4. to projects that will clearly show integration in local community through participation with relevant local organisations.
1.3.2	Comenius assistantships
	Priority will be given to: <ul style="list-style-type: none"> - individuals that have not yet participated in the European programmes and activities; - schools that have not yet hosted a Comenius Assistant; - future teachers that will apply within two (2) years from their graduation.
1.3.3	In-service training for school education staff
	Priority will be given to: <ul style="list-style-type: none"> - individuals that have not yet participated in the Comenius IST activity and - individuals that will take part in the activity with clear pedagogical content.
1.3.4	Preparatory visits
	Priority will be given to new schools.

1.4. NA measures

What will be your strategy to improve the Comenius actions in each of these areas? What concrete measures will you take and what do you want to achieve? How you will assess their success? This

information should give the background or rationale for NA actions and not repeat the calendar of events contained in Part 3.

In general overall strategy of programme implementation is to support strategic objectives listed in chapter 1.2 and in key documents⁴ as much as possible. In the next programme period our motivational activities will be even more active than so far. Changing paradigm of programme activities will be reflected in stronger emphasis on quality assessment of activities and stronger role in the valorisation activities.

1.4.1 Information/promotion

Information and promotion activities will continue to utilise all available channels of communication. Recognizing importance of good and timely information we will undertake different activities that could be grouped into:

- live presentations,
- electronic communication,
- production of printed materials.

Live presentations are all activities that will be held in front of the live audience. Those are events such as workshops, conferences, seminars, press conferences, etc. Some of those events will be organised by NA, other by other organisations (such as Ministry of Education and Sport, the National Education Institute, etc.). Events will be carried out at different opportunities.

One of the very important opportunities is the *annual meeting of headmasters* (separately for pre-school, primary and secondary education). They will be accompanied by presentation of good practices. This will also be opportunity to distribute different promotional materials (such as leaflets, handbooks and compendiums).

On the yearly basis we will organize *central promotional event* in a form of workshop. The event will be organised in cooperation with European information centre "Center Evropa".

On the local level we will try to organise 4 events per year. They will be accompanied by promotional and training meetings that will be organized on ad-hoc basis if sufficient number of participant will express interest to participate in them.

We will seek synergy with other programmes. We will put an effort to find issues that are of interest for more than one subprogramme. It is likely that the same educational issues will be found in Comenius, Leonardo da Vinci and Grundtvig. Some promotional activities will be carried out in combination with eTwinning NSS activities.

Na will organise yearly press conference to present achievements of past activities and to introduce call for proposals and its details for next deadline.

Immediate impact of live events shall be monitored through lists of presence and evaluation questionnaires.

⁴ Strategic documents such as Decision on Lifelong Learning Programmeme, Call for proposals, Education and training 2010 workplan, Memorandum on Lifelong Learning.

Electronic communications will be centred on electronic newsletter and webpage. Electronic newsletter will be published on bi-monthly basis. The newsletter features information regarding Lifelong Learning Programmeme, general information on education issues and practical advices regarding European projects or mobility.

Our webpage will continue to offer information regarding LLP. In addition to that we will offer examples of good practice. Using concepts of Web 2.0 our webpage will be users oriented. Strong emphasis will be given to underlying system that will allow asynchronous communications between our users.

To follow our strategic goals we will prepare tool that will help in partner finding process.

We will continue to use e-mail as the most important channel of communication with our target groups.

Production of printed materials will have an emphasis on promotional materials in various forms. However, there will also be more quality oriented part of production that will try to offer guidelines, examples of good practices general support in programme activities. We will continue to nurture good relations with journalists and try to establish new ones.

On the level of whole organization newsletter will be published 2 times per year. It will feature good practices presented by beneficiaries.

We will prepare general leaflets that will be accompanied by theme specific information sheets.

Printed materials will be distributed to regular mailing lists. They will also be available at all events organised by NA or in cooperation with NA. Our printed materials can be found in our premises in libraries and major information points throughout the country.

1.4.2 Support for partner finding

Partner finding is one of the most demanding tasks that has to be done by the school. We will promote use of tools that already available – eTwinning portal and Partbase.

We will keep publishing partner requests on our web page. An interactive tool for partner finding will be developed.

As further tool of partner finding we will encourage use of preparation activities – contact seminars by publishing information on our web page.

1.4.3 Monitoring of beneficiaries

Monitoring is a strong tool to support beneficiaries, raise the quality of the projects and disseminate their results.

First monitoring activity will be induction meeting with all beneficiaries (schools and assistants). Induction meetings are organised after all the contracts are signed. Purpose of the meeting is to explain the rules of contractual relationship between NA and beneficiary, to showcase examples of good practice and answer any relevant questions that might arise at that point. It is also opportunity to gather information regarding first reactions of the beneficiaries and to identify potential problems at very early stage.

As next monitoring tool we will use "QP - quarterly peek". This will be an e-mailed questionnaire. Quarterly peek will require active reply from the beneficiaries. In case of

its absence we will contact them via phone. Questionnaire will be constructed in a way that will enable NA to monitor progress of the activity, to identify problems and to build knowledge database. Questionnaire will be sent to all beneficiaries. In case of individual mobilities questionnaire will be sent 4 months after the completion of the mobility itself.

Random sample of schools will be visited on site in order to perform thorough analysis of their activities. Size of the sample will be determined in accordance with NA-EC operating agreement. Schools that will be identified through previous tools as "risky" will be included in this sample.

When and where appropriate we will organise monitoring meetings (5-6 beneficiaries), thus enabling schools to share their knowledge and experiences and us to monitor the progress of their projects.

"Remedial meetings" will take place at the request of the individual beneficiaries or in cases where problems that will arise will call for live meeting.

Monitoring meetings will be organised with individuals taking part in the in-service training activities. Meetings will be organised after completion of particular eligibility period. Random sample of participants will be invited to report on their activity and to share their experiences with other participants.

Counselling will be available to whoever will request for it, enabling us to monitor those projects and to gather knowledge of difficulties that schools and individuals are facing during implementation of LLP.

1.4.4 Dissemination and exploitation of results

Dissemination and exploitation of results is at the very heart of our activities. All meetings, workshops and other promotion activities have dissemination element. Beneficiaries are invited to share their experiences and results of their projects. They represent integral part of our work.

In the future we will continue to publish newsletter – printed and electronic editions that will serve as a dissemination tool. In every edition there will be opportunity to present project results.

Majority of the activities includes active participation of experienced beneficiaries. They share their experience and promote results of their projects.

There will be at least one yearly event that will serve as an opportunity to bring together our beneficiaries and their counterparts that do not participate in European projects. Event will be organized by NA or in the cooperation with other organization (e.g. Ministry of Education and Sport or the National institute of Education).

Further opportunity to promote programme results will be upgrading of the E-Quality project that is aimed at selecting best projects in the Comenius, Grundtvig and Erasmus programmes.

1.4.5 Analysis of programme results

Programme results analysis will be performed at different levels.

First level will be desk analysis of the final reports from the projects and mobilities. Every report will be carefully analyzed in regard to contractual indicators.

Second level will be analysis of quality indicators. Those indicators will be derived from the programme decision and relevant call for proposals. We will continually develop and refine quality indicators with regard to European and national developments.

Third level will be analysis of trends in longer time period. This activity will be carried out in cooperation with external experts.

Analysis results will be published in electronic form on our web page. We will continue to communicate results to European commission, national authorities and any other interested party.

2. Management of funds for decentralised actions

2.1 Budget breakdown 2008

Please indicate how the Comenius budget will be distributed across the different decentralised actions and complete the Excel table in Annex 2.

Comenius budget will be distributed as follows:

78% for partnerships

6% for assistants

13 % for mobility.

3% for preparatory activities

2.2 Grant allocation policy 2008

In conformity with the grant allocation rules set for each action at European level, please enter the corresponding flat rates and percentages in the following tables. Please provide explanations whenever necessary.

NB *Note that where the grant allocation rules applied at national level conflict with the applicable EU rules and ceilings, the latter will prevail.*

2.2.1 Mobility actions

Mobility action	% of EU daily/weekly/monthly rates	Maximum grant amount, if applicable (€)	Higher % rates for specific target groups, e.g. the disabled
In-service training grants	70% for the first week, the rest are 82,5% of EU rate	%	100%
Assistantships	75%		100%

2.2.2 Partnerships

	Minimum number of mobility actions	Flat-rate grant amount €
Multilateral Partnerships	4	6500
	8	10000
	12	13000
	24	20000
Bilateral Partnerships	12	13000
	24	20000

2.3. Complementary funding

Please indicate the origin and use of any additional funds provided by national, regional, local, institutional or other sources.

No complementary funding available.

B. ERASMUS

1. Strategic management

1.1 National context and objectives in the field of higher education for 2008-10

Please describe briefly the major current trends and developments in higher education in your country, mentioning in particular those which may affect the implementation environment for Erasmus and especially student and staff mobility (any major legislation in the HE sector, developments regarding "Bologna", financing aspects such as developments concerning study grants / loans, study fees, etc.) and objectives for the period 2008-2010.

The national context in which the Erasmus activities are placed has remained as last year. It is set out in the formal documents of the Ministry for Higher Education, Science and Technology which have all been prepared for a longer period, till 2010. Next to The National Programme of the Higher education in Slovenia the more significant in regard to Erasmus programme is The Resolution on the National programme for the Higher Education in Slovenia 2006-2010 (under discussion since last year, however it has not changed significantly). It is important to mention that new law on higher education has been proposed for discussion, but due to number of amendments from interest groups it has been withdrawn from further discussion. Therefore the legal framework remains the Law on higher education valid since 1993 being last amended in 2006.

For the draft Resolution on higher education the Ministry prepared a SWAT analysis of higher education in Slovenia where some relevant points for the implementation of Erasmus and mobility as such can be found:

- Strengths: readiness to open HE area, good knowledge of at least one foreign language among young generation
- Weaknesses: language barriers for foreign students and teachers, absence of joint study programmes (international)
- Opportunities: to attract new partner universities from abroad and establishment of new HEIs and curricula, to widen the supply of HE by attracting students and teaching staff from abroad, establishment of common Slovene HE and research area, development of new curricula in cooperation with other HEIs, development of interdisciplinary curricula
- Threats: reticence and organisational stiffness of HEIs, weak absorption capacity of European funds, demographics, too strict language related regulations.

Based on the SWAT analysis 9 priority areas have been established and all are in one or other way related to and can support Erasmus. And vice versa, Erasmus activities can support the realisation of set goals. Not only Erasmus activities directly support the internationalisation of HE, which is the 7th goal stated in The Resolution, but they can help establish common HE-research area, encourage the flow of knowledge between HE-research-economy, they support lifelong learning and good strategic use of increased national funding with funding from the European funds can lead to successful implementation of national as well as European goals for HE in general.

Specific goals mentioned under internationalisation of HE in Slovenia establish a direct implementation environment for Erasmus mobility activities. To become an integral part of European HE area the

institutions in Slovenia have to establish curricula attractive also for foreign students, increase the % of foreign lecturers to at least 5% and enhance promotional activities in European union and in third countries as well.

Another still relevant document is Slovenia's Development Strategy, adopted in June 2005 by the Government of the Republic of Slovenia. Several of the key development objectives for 2006-2013 period mentioned in this document relate directly or indirectly to activities implemented through Erasmus programme: importance of education for an individual's personal development, flow and application of knowledge, quality of education and the importance of lifelong learning. (source: Slovenia's Development Strategy – Summary, www.slovenijajutri.gov.si)

1.2. Objectives for programme implementation

(Please refer to Articles 1(3) and 21 of the LLP Decision and the general Call for Proposals 2008-10)

What are your main strategic targets for the implementation of Erasmus in your country for 2008-2010? Please:

- Describe aspects such as: improved geographical spread in terms of outgoing/incoming students and staff; better coverage of particular regions in your region; greater emphasis on specific actions (student or staff mobility, intensive programmes, Erasmus Intensive Language Courses); measures to boost participation by any specific target groups; emphasis on certain subject areas; measures to improve the quality of mobility, etc.;

Main strategic targets for the implementation of Erasmus programme in Slovenia for the period 2008-2010 are the implementation of all Erasmus activities in the participating institutions and general public awareness rising.

In 2007 many new institutions were invited to participate in Erasmus programme which were not eligible in previous generations of the programme. Half of 60 institutions decided to apply for the EUC already in 2007 and all but one were awarded with EUC. All EUC holders applied for Erasmus individual mobility activities, however only for some types and in small numbers. The strategic target for The NA therefore is to promote, inform and train new participants in order to help them implement all types of Erasmus activities. Measures to reach this are target group specific promotion, information and training.

The second strategic target is general public awareness rising. The Erasmus activities are even after 7 years still not recognised properly/enough by general public, especially the employers. Because we believe that knowledge and understanding of the Erasmus programme also improves the quality of activities themselves the NA plans to engage in promotional and information activities targeted at general public as well as specifically at employers. Measures will be promotion of Erasmus programme, its activities and results among general public using newspapers, own publications and internet, targeted information activities (targeting employers through chamber of commerce) and improvement of the visibility of the programme (posters, Erasmus student profiling).

Strategically important in the period also remains the quality of the programme activities. The measures to improve quality will be regular monitoring activities (monitoring meetings and visits to institutions) and awareness rising among target groups (special publications – Erasmus brochure for students - and use of other communication/information means like internet, reports, articles).

Regarding geographical spread, subject area distribution and specific actions emphasis the NA has no special strategic targets. The objective is to support mobility of as many individuals as possible and implementation of all actions in all participating institutions. If there will be noticeable declining trend in

certain subject area, Erasmus action or to a specific group of countries the NA will react accordingly. The trends are assessed yearly therefore will be identified immediately and the reaction of the NA will be quick.

- Outline how you see Erasmus as contributing to the further development of higher education in your national context;

Internationalization is mentioned in national as well as institutional strategic documents. Mobility of students and staff is one of main measures to be strengthened in view of this strategic goal and so far the Erasmus programme is the only organised mass mobility support to enable institutions to do this.

Second very important aspect is also establishment of Slovene higher education as integral part of European higher education area. Already links with other HEIs in Europe through Erasmus programme because of mobility has a strong impact; however projects arising from such cooperation make this link stronger, deeper and longer lasting.

The Erasmus programme will be first step for some new established HEIs to form links with institutions abroad and start international cooperation. It will also offer to a large number of HEIs the possibility of cooperation with industry through new activities in the programme.

- Provide a quantitative target figure for each of the following actions.

1.2.1	Student mobility – studies
	In 2010 the target number of Erasmus students for studies is 1500 individuals.
1.2.2	Student mobility – placements
	In 2010 the target number of Erasmus students for practice is 700 individuals.
1.2.3	Teaching assignments
	In 2010 we expect 230 individuals to participate in Erasmus..
1.2.4	Staff training
	In 2010 we expect 200 individuals to participate in Erasmus..
1.2.5	Organisation of mobility
	By 2010 we expect round 80% of eligible HE institutions to participate in Erasmus individual mobility (now 50%).
1.2.6	Intensive programmes
	Every year we expect to have 3-6 renewals and 2-4 new IPs.
1.2.7	Erasmus intensive language courses
	By 2010 we expect 15 language courses to be offered to Erasmus students with over 250 places available.

1.2.8 Preparatory visits

Each year we expect to support 20 preparatory visits.

1.3. National award criteria

National award criteria are the national priorities that will be given extra weighting at the selection stage. Please indicate any national priorities for Erasmus as regards academic disciplines / thematic areas (which?) or geographical coverage (which countries / regions?) and indicate the way in which you intend to take this priority into account during the allocation / selection process. Please set out any specific award criteria for each of the Erasmus decentralised actions:

1.3.1 SM studies

None.

1.3.2 SM placements

None.

1.3.1 Teaching assignments

None.

1.3.2 Staff training

None.

1.3.3 Intensive programmes

National priorities will be:

- IPs from subject areas where no IP already exists from renewals
- IPs which (if it is possible) have more than one participating HEI from Slovenia

These two points will be added in the evaluation sheet and will bring additional points in the evaluation. Therefore IPs will have better score in the selection.

1.3.4 Preparatory visits

Preparatory visits have an open deadline; the applications are dealt with on first come first serve basis.

It has been decided that:

- institutions, which had Erasmus individual mobility contract already under Socrates II can apply for PVs for preparation of
 - IPs

- Student placements
 - Staff mobility
- institutions, which did not have Erasmus individual mobility contract under Socrates II can apply for PVs for preparation of all Erasmus actions.

1.4. NA measures

What will be your strategy to improve the Erasmus actions in each of these areas? What concrete measures will you take and what do you want to achieve? How you will assess their success? This information should give the background or rationale for NA actions and not repeat the calendar of events contained in Part 3.

1.4.1 Information/promotion

The promotion strategy is to target all involved target groups: students, teachers, institutions and enterprises - employers. In previous years mainly the students have been targeted, however in the LLP the number and the diversity of eligible institutions as well as activities increased therefore more promotion of Erasmus and target group specific information about Erasmus activities is planned.

Electronic and printed materials will be used as means of implementing this strategy. The materials will be made available to all target groups by most appropriate way to achieve as high impact of recognition of Erasmus as a quality brand name as possible.

The success will be mainly seen from the statistics of the programme as well as from the results of the midterm evaluation.

1.4.2 Support for partner finding

There are two types of partner search demands in Erasmus. Firstly there are many new HEIs which have not participated in Erasmus in previous years. These are primarily searching for HEI partners in Europe. The other partner search demand results from the new Erasmus activity – placements for students as well as staff training. HEIs which have not been active in Leonardo da Vinci programme have to establish a complete new type of partnership with establishments outside their sector.

The NA decided to help the institutions in two ways: mainly we will try to inform and train institutions in finding the partners by themselves. HEIs which were evaluated as good practice in past years in Erasmus and/or in Leonardo da Vinci activities will be presented as case studies and the NA will provide general information on partner search possibilities, strategies and threats. The second manner of helping institutions in partner search will be a publication of formally eligible institutions on NA's web page and additionally a searchable on-line database, where demands and offers will be published.

Main NA's objective is to promote establishment of stronger quality partnerships rather than to be promoting large number of loose partnerships.

1.4.3 Monitoring of beneficiaries

Main strategy of the NA is to establish a regular contact with beneficiaries. The objective is to make beneficiaries aware of our services and different roles in the project lifecycle. The monitoring process is seen as a very useful and mutually beneficial partnership relation where achievement of project

objectives and good absorption of available funds are objectives of contractual parties, the NA and the beneficiary.

The NA's objective is to establish regular thematic monitoring meetings, regular on the spot visits to institutions during the project year and to have a regular communication put in place with all beneficiaries so all beneficiaries are contacted one or the other way at least every three months.

1.4.4 Dissemination and exploitation of results

Dissemination starts already by publishing the results of the Call in the CMEPIUS web pages. There all beneficiaries are published with project titles and short summaries.

Basic dissemination is also done by sum-up report of narrative reports of the HEIs. It is published on the internet and sent to all participating institutions, the Ministry for higher education and relevant institutions in the field of tertiary education.

The project promoters are regularly invited to promotional activities (with to prepare a written contribution or presentation) to present their experiences and project results for they are the best 'ambassadors' of the programme itself. The NA will prepare a special compendium for Erasmus IP projects after 2008 selection and will distribute it nationally.

1.4.5 Analysis of programme results

The NA analyses the results every year after the final report phase. The results are regularly published on the NA's web page and periodically presented in more detail in print. This practice will be kept as it proved to be successful. The NA's strategy is to promote the analysis more and to a wider audience (sending it every year also to newspapers and journalists who work in the field of education in general).

The NA also plans to put in place a systematic evaluation of the programme to better follow also the content and not only the statistical results. By 2010 the NA plans to have questionnaire the beneficiaries will fill out and a part will be filled out during the monitoring visits. The results of the questionnaire jointly with statistical results will provide better picture of the programme quality and give better input for future work.

2. Management of funds for decentralised actions

2.1 Budget breakdown 2008

Please indicate how the Erasmus budget will be distributed across the different decentralised actions and complete the Excel table in Annex 2.

Attached.

2.2 Grant allocation policy 2008

In conformity with the grant allocation rules set for each action at European level, please explain the calculation method for each action of this sectoral programme.

NB Note that where the grant allocation rules applied at national level conflict with the applicable EU rules and ceilings, the latter will prevail.

2.2.1 Student mobility studies

Mobility action	Average grant amount (if applicable) (€)	Minimum grant/monthly amount (if applicable) (€)	Maximum grant/monthly amount (if applicable) (€)	Average grant amount in 2007 (€)
SM studies	315	300	330	315

Please provide the following information:

- Description of the system of allocating funds to institutions (methodology and formula)
- Basis/methods for calculating individual grants: an average, a range, a maximum and/or minimum, etc.
- Comparison with the figures for the last available year
- If the average grant is now < 200 euros, please explain how the target of 200 euros is to be achieved in 2008 or in which year

Grant allocation for all activities related to mobility is done on the basis of past performance and demand numbers (both collected through application form). Special emphasis will remain on new targeted institutions (advanced vocational education institutions) to encourage them for Erasmus activities. For all applicants there are regular workshops foreseen before the decentralised deadline to present the main rules of Erasmus mobility, basic management rules, the application itself and the impact of the application (i.e. projection of possible implementation and its consequences in case of 'too-ambitious-planning').

Although in future years there will likely be a ceiling how much of the overall Erasmus mobility budget is dedicated to applications from advanced vocational education institutions being part of tertiary education sector (related to the relative number of student population they host, at present 10%), at present the national Erasmus commission did not decide to set such a ceiling.

The individual mobility grant for students (study and placements) will be set at least on the level of the average 2006 grant for each type of mobility and with a goal, to support all mobile students. At present the proposed individual grants for students are:

300 or 330 €/month for SM studies

The proposal is that the lower rate is for countries with index 110 or lower, the higher rate is for countries with index above 110. All Erasmus students in the country should be treated equally, irrelevant of the home institution or other factors.

Students with special needs apply for additional funding through their home institutions. If the application is eligible they can be awarded additional financial support from a reserve fund for special needs.

2.2.2 Student mobility placements

Please provide the following information:

- Description of the system of allocating funds to institutions (methodology and formula)
- Basis/methods for calculating individual grants: an average, a range, a maximum and/or minimum, etc.

NB: The average grant for placements should be higher than for studies. The difference helps to cover the significantly higher expenditure to be borne when the student does not benefit from facilities usually provided by the HEI. The allocation of this additional amount must be justified.

Grant allocation for all activities related to mobility is done on the basis of past performance and demand numbers (both collected through application form). Special emphasis on new targeted institutions (advanced vocational education institutions) will remain to encourage them for Erasmus activities. For all applicants there are regular workshops foreseen before the decentralised deadline to present the main rules of Erasmus mobility, basic management rules, the application itself and the impact of the application (i.e. projection of possible implementation and its consequences in case of 'too-ambitious-planning').

In case of applications of intermediary institutions (there were none in 2007) these will be treated as first time participating regardless of the fact for students of which EUC holder they will apply. The evaluators will try to realistically evaluate planned numbers on the basis of experiences with the applied for activity or related activities described in the application.

The individual mobility grant for students (study and placements) will be set at least on the level of the average 2006 grant for each type of mobility and with a goal, to support all mobile students. At present the proposed individual grants for students are:

450 or 480 €/month in average for SM placements

The proposal is that the lower rate is for countries with index 110 or lower, the higher rate is for countries with index above 110. All Erasmus students in the country should be treated equally, irrelevant of the home institution or other factors. For SM placements shorter than 1 month the weekly rates travel included will apply:

- for first two weeks of mobility 100% of the weekly rate (maxima per country of destination of the Call LLP 2007, section young people, weekly rate - travel included)
- for third and fourth week 75% of the weekly rate - travel included.

Mobility action	Average grant amount (if applicable) (€)	Minimum grant/monthly amount (if applicable)	Maximum grant/monthly amount (if applicable) (€)	Average grant amount in 2007

		(€)		(€)
SM placements	465	450	480	465

2.2.3 Teaching and other staff mobility

Please provide the following information:

- Description of the system of allocating funds to institutions (methodology and formula)

Grant allocation for all activities related to mobility is done on the basis of past performance and demand numbers (both collected through application form). For all applicants there are regular workshops foreseen before the decentralised deadline to present the main rules of Erasmus mobility, basic management rules, the application itself and the impact of the application (i.e. projection of possible implementation and its consequences in case of 'too-ambitious-planning').

The individual grants for teachers will be calculated by institutions individually according to the rules in the Call LLP 2007. The grant can consist of subsistence costs and travel costs. The basic rule set by the NA is, that the co-financing may not exceed 80% of actual costs.

Travel costs are allocated and calculated according to the real costs. The HEI s are free to set a weekly rate according to the above rules per week on the basis of co-financing, respecting the rule set by the NA.

- As far as possible, details of individual grants: an average, a range, a maximum and/or minimum, etc.

Teaching and other staff mobility action	Average grant amount (if applicable) (€)	Minimum grant/monthly amount (if applicable) (€)	Maximum grant/monthly amount (if applicable) (€)	Average grant amount in 2007 (€)
Teaching assignment	N.A.	N.A.	N.A.	Expected 530 €*
Staff training	N.A.	N.A.	N.A.	Expected 530 €*

* The average is calculated on the basis of the available and allocated budget for each activity and the awarded numbers of mobility. If the take up rate is 100%, the average will be the same, if the take up rate is under 100%, the average will be slightly higher.

2.2.4 Organisation of mobility (OM)

Please provide information about the system of allocating OM funds to institutions and the scale the NA intends to apply.

NB: OM funds for placements should be higher than OM funds for studies.

Since the systems will be set up already the NA will propose to lower the individual scales respecting the difference between Placements and other mobility.

The scales proposed for 2008 are:

	OM other	OM placements
Low scale mobility (1-25)	120 €/person	180 €/person
Medium scale (26-100)	80 €/person	140 €/person
High scale (101-400)	65 €/person	90 €/person
Very high scale (>400)	50 €/person	70 €/person

In any case the minimum amount of 500€ per institution (realising just a few mobilities) will be respected.

2.2.5 Intensive programmes (IP)

Please provide information about the flat rate amount per IP, as this will be published in the national call for proposals.

	Max. authorised flat-rate amount (see table 5c of the Call for Proposals 2008-10)	Flat rate amount proposed by NA
IP	6.232 €	5.610 € (90%)

2.2.6 Erasmus intensive language courses (EILC)

Please provide information about the flat rate amount per EILC, as this will be published in the national call for proposals.

	Max. authorised flat-rate amount (see table 5c of the Call for Proposals 2008-10)	Flat rate amount proposed by NA
EILC	5.347 €	3.500 € (65%)

2.3. Complementary funding

Please indicate the origin and use of any additional funds provided by national, regional, local, institutional or other sources.

The NA will apply for additional funding at the Ministry for Higher education, Science and technology. In case of successful application the additional funds will be dedicated to the budget for student grants and distributed according to the same policy as Erasmus budget for student mobility.

The staff (teaching and other) is co financed from institutional funding provided by the national authority, research funds and other project funds.

The OM activities are co financed from institutional own funds and from national funding.

2.4. Policy for redistribution of unused funds

Please explain the system for the reallocation of 1) funds unused by HEIs or consortia and 2) additional funds that may be allocated to the NA. Explain how transparency and equal treatment will be ensured.

The procedure of the redistribution of unused funds will be just as in the previous years since it proved to be very effective. After the second interim report in May the NA redistributes the funds according to the actual mobility numbers, if there are funds available (if some HEIs do not have 100% performance and others have over 100% performance). If all HEIs have under 100% performance in certain activity the individual Erasmus grants are topped up for this specific activity (due to different standard of living in the host country or destination). If all HEIs have over 100% take-up rate, the unplanned mobility can not be guaranteed funding from Erasmus programme, other funds if existent are provided (national, institutional).

C. LEONARDO DA VINCI

1. Strategic management**1.1. National context and objectives in the field of vocational training for 2008-10**

Please describe briefly the major current trends and developments in vocational training in your country, mentioning in particular those which may affect the objectives and implementation of Leonardo da Vinci for the period 2008-2010.

In the last ten years, Slovenia has implemented a wide range of reform measures and activities aiming at improvement, quality provision, flexibility and attractiveness of vocational education and training. In 2006 a new Vocational and Technical Education Act⁵ (replacing the 1996 Act) was ratified, representing the formalization and legal basis for these development activities. The implementation of the new provisions will be implemented gradually in the next years. According to the new act the VET schools are given more freedom in defining their curriculum (20% of the curriculum is set by the schools), financing is to be decentralized and education providers are expected to cooperate with partners from other spheres (business, social partners). The newly developed programmes (over a 100) are modular and will enable easier inclusion into education of adults (e.g. validation of acquired knowledge and skills and modular training) and validation of mobility (IVT) as part of the education process.

The general objectives of the Leonardo da Vinci program in Slovenia are closely linked to Slovenian national strategy and its priorities in the field of development of VET. Slovenian NA will therefore put an effort to stimulate preparation and successful implementation of the Leonardo projects that will be in line and support the implementation of Slovenian strategic priorities and finding synergies with structural funding, other EU programmes and initiatives (Youth in action, ESF). One of the measures to achieve greater and more coordinated output is stronger cooperation (in both directions) with VET experts, national commission (2007) and Slovenian VET network in setting the priorities and providing guidance for work in LdV.

As CMEPIUS acted as NA for Leonardo da Vinci programme in the previous generation, CMEPIUS team will cover on-going decentralized actions from LdV II.

1.2. Objectives for programme implementation

(Please refer to Articles 1(3) and 25 of the LLP Decision and the general Call for Proposals 2008-10)

What are your main strategic targets for the implementation of Leonardo Da Vinci actions in your country for 2008-2010? Please:

- Describe aspects such as improved geographical spread, measures to boost participation by any specific target groups or specific target countries, emphasis on certain subject areas, improved access to the programme for the private sector and SMEs, etc.;
- Provide a quantitative target figure for each of the following actions.

1.2.1 Mobility projects

In addition to implementing another successful round of the LdV mobility programme, our general objectives in the next period will be to:

- continue to successfully manage and monitor the LdV II projects
- work toward a steady increase of the number of applications and increase the level of

⁵ Vocational and Technical Education Act (Official gazette RS, no. 79/06).

competition (quality)

- encourage new promoters to begin with mobility projects
- raise the awareness of the benefits of LdV mobility among the general public
- increase the quality of mobility
- include more SMEs (especially micro enterprises) in the programme (esp. PLM, VETPRO)

Specific objectives for each target group:

- IVT: achieving 90% of formal validation of IVT placement within the student's education program (according to the new act it can be validated formally without greater complications) and to have a stable cooperation with the IVET schools that may lead to constant incoming and outgoing flows of pupils/apprentices and lead to increasing quality of the action within this target group until 2010,
- PLM: increase the number of mobilities of people in the labour market, inclusion of (sending) institutions with greater geographical reach sending young first time job-seekers and include VET schools sending their graduates for training, placement abroad - SME
- VETPRO: raising the level of expertise of the average participant (professionals and experts) e.g. years of experience, level of education, position within the organization and promoting dissemination and sustainability of project benefits.

Mobility\Year	Expected number of applications			Expected number of selected projects		
	2008	2009	2010	2008	2009	2010
Target group						
IVT	20-35	25-40	20-40	10-30	10-30	10-30
PLM	10-25	20-40	20-40	10-20	15-25	15-25
VETPRO	30-45	35-55	40-60	15-35	20-40	20-40
	60-105	70-135	80-140	35-85	45-95	45-95

1.2.2 Transfer of innovation projects

The selected projects in the years 2008-2010 will be introducing innovative practices into Slovenian and/or other European VET systems improving the quality and attractiveness of VET in line with the provisions set by the LLP Decision and Call for Proposals 2008-2010, national commission and important stakeholders/experts in sep. 2008.

The general objectives are:

- to select 4-6 excellent projects (achieving around 80% of available points) from a pool of 20 quality applications (or more)
- to maintain a high level of cooperation with and monitoring of on-going projects (including Pilot projects 2004-2006 [12 projects] and the new Tol projects 2007 [7 projects])
- to increase awareness of the successful projects through information activities, valorisation and thematic monitoring events and working relation with Ministries (Ministry of Labour, Family and Social Affairs, Ministry of Education and Sport) and relevant representative bodies
- implement high quality trainings for applicants and project promoters

The specific objectives are to:

- increase inclusion of SME (particularly of micro enterprises) in the program
- support the development of short training programmes (and relevant study materials) – especially for the needs of working processes (CVET)
- support the projects that will establish effective cooperation between enterprises and educational organizations in the preparation of new programs and formation of new forms of cooperation

<ul style="list-style-type: none"> - include established providers of VET as project promoter or as partner (for quality, dissemination and sustainability purposes) - support the projects transferring innovative practice or solutions into more than one country
1.2.3 Partnerships
<p>The partnership projects in Leonardo da Vinci have been widely promoted and mentioned in the year 2007 to ensure the involvement of the vocational schools, companies and other interested promoters in 2008 call. The main focus of our activity related to Partnerships in the years 2008-2010 will be the promotion of this new action, reaching the VET community and the development of quality measures (in cooperation with our colleagues from Comenius and Grundtvig). Our strategy is to combine presentation of LdV partnership with presentations of Tol and where possible with other partnerships' presentations (Grundtvig and/or Comenius).</p> <p>From 2008-2010 on, our efforts will be aimed at stimulating diverse partnership of (VET) education institutions, companies, NGOs and social partners. As this is a new action in the VET community, our efforts would be to work closely with potential promoters. We would pose an additional condition for applicants – the partnership should not involve only schools (to prevent overlaps with the Comenius sectoral programme).</p> <p>In 2008, we expect at least 15-25 applications and 10-20 partners selected participating in the same number or less projects. We plan a steady increase in the years 2009 and 2010.</p>
1.2.4 Preparatory visits
<p>Half of all funds will be designated for contact seminars. The other half (approximately) will be spent on preparatory working meetings with future partners. The possibility to attend the seminars and other forms of preparatory visits will be publicized on the web site and sent to our mailing lists. In the next three years we shall be closely monitoring the follow up to the implemented preparatory visits (Did the PV lead to project applications, were applications successful, were projects successfully implemented?). We plan to finance between 20 and 30 preparatory visits in 2008.</p>

1.3. National award criteria

National award criteria are the national priorities that will be given extra weighting at the selection stage. Please indicate any national priorities for Leonardo da Vinci as regards target groups, thematic areas, etc. in each of the actions. Try to be as precise as possible in your wording and indicate clearly if there are differences in the weighting of the priorities. If you use geographical priorities, specify which regions will be given priority (instead of e.g. referring to “geographical balance” in general terms).

1.3.1 Mobility projects
There will be no national priorities specific to the LdV mobility projects.
1.3.2 Transfer of innovation projects
<p>National priorities “Tol 2008”:</p> <ul style="list-style-type: none"> - development of short training programs (and relevant study materials) for the needs of work processes (CVET) - partnership between enterprises (or other relevant institutions) and educational organizations in the preparation of new programs and/or establishment of new forms of cooperation <p>Additional priority will be given:</p> <ul style="list-style-type: none"> - to projects that transfer innovative practice or solutions into more than one country (following categories are envisaged: two countries, 3-4 countries, more than five countries)
1.3.4 Preparatory visits

None. The selection will be made by our evaluators according to the general priorities set in the Decision and the Call.
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1.4. NA measures

What will be your strategy to improve the Leonardo da Vinci actions in each of these areas? What concrete measures will you take and what do you want to achieve? How you will assess their success? This information should give the background or rationale for NA actions and not repeat the calendar of events contained in Part 3.

1.4.1 Information/promotion

<p>Our work will be guided by the following principle: promotion is the key to getting a high number of applications and training is the key to getting quality applications. Both are essential to maintain and raise the level of quality of our programme. By offering free trainings for applicants we will try to stimulate newcomers to apply and those without EU project management experience that may contribute significantly to the development of VET system.</p>
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<p>The number of applications has been growing steadily; therefore we will keep the basic structure of our informing of our key target groups (listed in part 3). Our key challenge will be in reaching (promoting) cooperation of SMEs and VET institutions in projects. We shall contact the key actors in representation of businesses (Chamber of commerce and industry, Chamber of Crafts) and promote our activities (possibly within their publications). We will present and counsel representatives of these institutions.</p>

<p>In 2007 (no pre-proposal round) we increased the promotion and raised the scope and level of trainings prior to any application, which proved to be successful. In the next years, we will further strengthen the applicant/promoter training. In addition to the presentation of the programme, project planning, VET features and valorisation, we will train the promoters how to organize internal and external evaluation, dissemination and sustainability of their projects.</p>
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<p>We will remain available for individual advice, counselling and assistance. If invited, we will carry out invited presentations - if 5 potential applicants (organizations) would participate - for any of the actions (including media invitations). Priority for presentations would be locations outside of capital city Ljubljana and target groups involving SME and VET institutes. We shall use examples of best practice to stimulate new potential promoters at the events. Relevant presentations by the NA and by the beneficiaries at seminars, fairs and meetings across the country.</p>

1.4.2 Support for partner finding

<p>Finding the right partners is one of the most important tasks of the project promoter. The right partners may help the project to be selected, and after approval the right partners can make the project easier or tougher to implement. Our main assistance to the project promoter is to inform him of the importance of choosing the right partner, how to search, what to be careful about.</p>

<p>While we will post all of the partnership or coordination information queries, we will specifically notify potential applicants that responding to these queries is their responsibility.</p>
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<p>We will organize a contact seminar in 2008 covering a theme that is crucial to Slovenian national VET system and may benefit other countries as well: <i>“Short course trainings for working processes”</i> for Tol and Partnerships (and possibly mobility) actions. We will promote contact seminars as the major source of quality information about LdV and opportunities of meeting new partners. We will try to make maximum use of funds for preparatory visits for partner search or preparatory meetings. We will post links to other NA project databases and ADAM database.</p>

1.4.3 Monitoring of beneficiaries

<p>Intensive monitoring is necessary to provide a flow of information into both directions. To keep our beneficiaries informed and to assist them, we have to know what they are doing. We also have to keep in touch with them, so they know what is expected of them. We shall therefore keep “Open door, please</p>
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call or e-mail” policy and carry out on-the-spot visits and meetings to as many of the project providers as possible (at least 50% of all projects).

The NA will conduct monitoring of projects in order to assure a quality content and financial implementation of planned activities. The following monitoring activities are being planned:

- general monitoring of each selected project using:
 - o tools and documentation: Rap4Leo (mobility), Gantt chart (Tol),
 - o desk checks (interim and final reports)
 - o yearly group monitoring meetings (mobility [3/year], partnerships, Tol [1/year]) – including thematic trainings on specific issues linked to project implementation
 - o induction seminars (mobility [3/year], partnerships [1], Tol [1])
 - o advisory visits on request
- “on-the-spot” monitoring based on a risk analysis fulfilling the conditions set in the Guide for NA (as defined in annex III-b-i. with additional criteria - new project promoters). This type of monitoring will be similar to a thorough audit type inspection of the project implementation, project documentation financial records and double funding review (1/2 half a day duration).

1.4.4 Dissemination and exploitation of results

Dissemination and exploitation of results is a task that project providers must include as one of their most important in the project. Our task is to ensure that they do so. Dissemination must be properly planned during project preparation phase and implemented during the project duration (included in trainings as a separate topic in both cases).

Nevertheless, we will use our experience and networks to make sure that the positive impact, results and practices will be known to wider audience and key target groups. We will publicize the selected projects and inform key Ministries and representative bodies (if not already included in the project board or partnership as will be suggested in the trainings). We will participate at the meetings, fairs, conferences with stands or presentations presenting best practices.

1.4.5 Analysis of programme results

The NA analyses the results every year after the final report phase. The results are regularly published on the NA’s web page and periodically presented in more detail in print.

The evaluation of the implementation of LdV II is on-going, carried out by an external provider. The results of this evaluation will lead to annual evaluation of the program implementation. Gradually until 2010, we shall prepare a comprehensive methodology for on-going evaluation with quantitative, qualitative and other relevant indicators (e.g. defining quality of mobility, participant benefit, and sustainability).

2. Management of funds for decentralised actions

2.1 Budget breakdown 2008

Please indicate how the Leonardo da Vinci budget will be distributed across the different decentralised actions and complete the Excel table in Annex 2.

BUDGET BREAKDOWN 2008				
LEONARDO DA VINCI				
Country/NA				
TYPE OF ACTION	intended budget distribution		expected number of	
	amount	%	beneficiaries	projects
Mobility	1.055.960,00 €	48%		
IVT	391.192,00 €	18%	230-260	
PLM	273.576,00 €	12%	100-130	

VETPRO	391.192,00 €	18%	220-250	
Partnerships	227.040,00 €	10%		10-20
Transfer of innovation projects	900.000,00 €	41%		4-6
Preparatory visits	25.000,00 €	1%		20-30
TOTAL	2.208.000,00 €	100%	550-605	32-48

2.2 Grant allocation policy 2008

In conformity with the grant allocation rules set for each action at European level, please explain the calculation method for each action of this sectoral programme.

NB Note that where the grant allocation rules applied at national level conflict with the applicable EU rules and ceilings, the latter will prevail.

2.2.1 Mobility

Please explain the calculation method to be applied to LdV mobility projects in your country for each target group with regard to:

- subsistence rates (levels, countries of destination, duration, etc);
- preparation of participants;
- travel costs;
- project management;
- special rules for persons with specific needs;
- any other specific rule.

The grant allocation scheme within mobility projects will follow the principles / percentages set in the tables below. The NA defined the rates based on past experiences and rates. In the case of mobility actions with duration of up to and including 12 weeks, the National agency will reimburse travel costs on the basis of real costs incurred (including any costs for entry/exit visas as required). Funding for the travel costs however will not exceed 600€. For mobility actions of duration longer than 12 weeks, the awarded grants will be considered a global flat-rate contribution to cover all costs, including travel costs. Insurance in all target groups is part of the subsistence rate. The NA will allocate additional funds for beneficiaries with specific needs. National definition of people with specific needs is published on our webpage.

A. IVT
The unit costs for management of mobility projects involving IVT will be of maximum 200€. Funds for language, cultural and pedagogical preparation vary by target group; IVT and professionals usually use less funds and the NA therefore decided to award these two target groups less funds than to PLM participants. The IVT target group unit scale cost for preparation will not exceed 300€.
B. PLM
In the target group of people on the labour market unit for management cost will be higher, namely 250€ (due to the more individual, personal approach needed from project applicant and also to attract further SMEs into the programme). In the case of people on the labour market and their more tailor made language, cultural and pedagogical preparation the amount will be up to 400€ per beneficiary. Travel costs will be funded up to 600€.
C. VETPRO
In the target group of professional mobility the funds will be divided into subsistence costs based on the table and travel costs, depending on real costs (and therefore supported by documentation). The unit costs for management of mobility projects involving VETPRO will be of maximum 200€. The VETPRO target group unit scale cost for preparation will not exceed 200€ and funding for travel costs will be up to 600€.

Table: Lifelong Learning Programme 2008 - Mobility – Subsistence – Percentage of maximum rates (that are set in Call for proposals 2008, PartII) per target groups and duration of stay

(ref.: LLP-GENERAL CALL FOR PROPOSALS 2008, Part II: Administrative and financial provisions, Table 5a: Lifelong Learning Programme 2008 - Mobility – Subsistence – Maximum rates per host country and category of duration of stay)

	Duration of 3 months=12 weeks or less				Over 3 months duration
	(travel excluded)				(travel included)
	Weekly rate				Monthly rate
Target group	1st week	2nd week	3rd week	4-12th week	3 to 12 months
IVT	20%	40%	70%	100%	100%
PLM	40%	60%	70%	100%	70%
VETPRO	70%	82,5%	82,5%	82,5%*	/

2.2.2 Partnerships

Please enter the corresponding flat rates and percentages in the following tables. Please provide explanations whenever necessary.

Minimum number of mobility actions	Flat-rate grant amount €
4	9.500
8	13.000
12	16.500
24	25.000

For calculation we took average mobility grant, used in previous years in Comenius and Grundtvig partnerships and average used (spent) standard amount in Grundtvig partnerships in previous years. On the same basis we calculated following lump sums with more mobilities. Because potential beneficiaries are similar between LdV and Grundtvig we equalize grants in order to reduce reasons to calculate where it is better to apply..

2.3. Complementary funding

Please indicate the origin and use of any additional funds provided by national, regional, local, institutional or other sources.

In 2008 we will have no other sources for additional funds.

2.4. Policy for redistribution of unused funds

Please explain the system for the reallocation of 1) funds unused by beneficiaries and 2) additional funds that may be allocated to the NA. Explain how transparency and equal treatment will be ensured.

In case there will be unused funds in the partnerships projects after completed selection round, we will reallocate funds to Tol projects. In case of unused funds in preparatory visits we will reallocate funds to mobility projects. If there will be unused funds upon completion of projects in certain type of action, we will use our reserve list to reallocate unused funds. Transparency is ensured because decisions on redistribution are made by the national commission.
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Type of action with unused funds	Reallocation of funds:
Mobility projects	Reserve list within action
Transfer of innovation	Reserve list, eventual reallocation to Mobility (PLM)
Partnerships	Reserve list, eventual reallocation to Tol, secondly to Mobility (PLM)

In case the NA will receive additional funds from EC, we will reallocate additional funds in the same proportion to Mobility or Tol.
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D. GRUNDTVIG

1. Strategic management

1.1. National context and objectives in the field of adult education for 2008-10

Please describe briefly the major current trends and developments in adult education in your country, mentioning in particular those which may affect the objectives and implementation of Grundtvig for the period 2008-2010.

The national context in which the Grundtvig activities are placed is presented in and set out by the formal documents adopted by the Slovene parliament:

- Zakon o izobraževanju odraslih / Adult Education Act (Uradni list RS, št. 110/06 – official consolidated version),
 - Resolucija o nacionalnem programu izobraževanja odraslih v Republiki Sloveniji do leta 2010 / Resolution on the Master Plan for Adult Education in the Republic of Slovenia until 2010 (Uradni list RS, št. 70/04)
- and by the Ministry of Education and Sports under which jurisdiction is adult education:
- Strategija vseživljenjskosti učenja / Strategy on Lifelong learning (july, 2007).

Main focus in adult education in Slovenia is defined by the four aims set in the Resolution on the Master Plan for Adult Education in the Republic of Slovenia until 2010:

- Improving general education of adults;
- Raising the educational level (with the basic standard successful completion of 12 years of schooling);
- Increasing employment capabilities;
- Increasing possibilities for learning and inclusion in education.

1.2. Objectives for programme implementation

(Please refer to Articles 1(3) and 29 of the LLP Decision and the general Call for Proposals 2008-2010)

What are your main strategic targets for the implementation of Grundtvig actions in your country for 2008-2010? Please:

- Describe aspects such as improved geographical spread, measures to boost participation by any specific target groups, emphasis on certain subject areas, etc.;
- Provide a quantitative target figure for each of the following actions.

Programme implementation will in the next programme period put an effort to achieve three strategic objectives:

4. to increase participation of organizations that are geographically and organizationally⁶ underrepresented;
5. to raise of the quality of the activities undertaken in the programme activities;

⁶ Term “organizationally” in this context refers to the type of the organization: i.e. adult education institutions, NGOs,...

6. to promote and support use of the results of programme activities (previous and current generation of programmes).

All three strategic objectives are valid for all actions and activities of the programme. Implementation of the activities will ensure greatest possible synergy with other European actions and programmes.

1.2.1 Learning partnerships
For Learning Partnerships we expect to receive at least 35 applications per year.
1.2.2 In-service training for adult education staff
We expect 40 applications for in-service training per year.
1.2.3 Preparatory visits
We expect to receive at least 5 applications per year.

1.3. National award criteria

National award criteria are the national priorities that will be given extra weighting at the selection stage. Please indicate any national priorities for Grundtvig as regards target groups, thematic areas, etc. in each of the actions. Try to be as precise in your wording as possible and indicate clearly if there are differences in the weighting of the priorities. If you use geographical priorities, specify which regions will be given priority (instead of e.g. referring to “geographical balance” in general terms).

National award criteria are strongly intertwined with European criteria. However there are three specific criteria that extend across whole programme.

1. Priority will be given to organisations and individuals that are coming from under-represented geographical areas.
2. Priority will be given to organisations (and individuals that are coming from them) that are under-represented.

1.3.1 Learning partnerships (please note that the national priorities must be fully in line with those published on the Commission’s website for the same period)
<p>Priority will be given:</p> <ol style="list-style-type: none"> 1. to organisations participating in the Grundtvig programme for the first time; 2. to organisations from (statistical) regions that are less represented in Grundtvig activities: <ul style="list-style-type: none"> - Koroška, - Spodnjeposavska, - Jugovzhodna Slovenija, - Notranje-kraška, - Obalno-kraška and - Zasavska; 3. to projects that will address “Lifting the barriers to participation” (as defined by EC communiqué: »Adult learning: It is never too late to learn«, October 2006); 4. to projects that will address “Recognition and validation of learning outcomes” (as defined by EC communiqué: »Adult learning: It is never too late to learn«, October 2006).

1.3.2 In-service training for adult education staff
<p>The priority will be given to:</p> <ol style="list-style-type: none"> 1. individuals that have not yet participated in individual mobility activities of the Grundtvig programme; 2. applicants who will select their activities from Comenius/Grundtvig Catalogue; 3. applicants applying from the regions with low past performance: Zasavska, Spodnje-posavska, Obalno-kraška, Notranje-kraška, Goriška, Pomurska, Koroška and Jugovzhodna Slovenija; 4. applicants that will participate in pedagogical training activities on the topic of content and delivery of adult education; 5. applicants that work with target groups with special needs (long term unemployed, older than 50 years, young, seekers of the first employment, disabled, ethnic groups, refugees, ex-convicts, addicts, Roma, migrants and women).
1.3.3 Preparatory visits
<p>Priority will be given to new organizations, which have not yet participated in action Grundtvig partnerships before.</p>

1. NA measures

What will be your strategy to improve the Grundtvig actions in each of these areas? What concrete measures will you take and what do you want to achieve? How you will assess their success? This information should give the background or rationale for NA actions and not repeat the calendar of events contained in Part 3.

In general overall strategy of programme implementation is to support strategic objectives listed in chapter 1.2 and in key documents⁷ as much as possible. In the next programme period our motivation activities will be even more active than so far. Changing paradigm of programme activities will be reflected in stronger emphasis on quality assessment of activities and stronger role in the valorisation activities.

1.4.1 Information/promotion
<p>Information and promotion activities will continue to utilise all available channels of communication. Recognizing importance of good and timely information we will undertake different activities that could be grouped into:</p> <ul style="list-style-type: none"> • live presentations, • electronic communication, • production of printed materials. <p>Live presentations are all activities that will be held in front of the live audience. Those are events such as workshops, conferences, seminars, press conferences, etc. Some of those events will be organised by NA, other by other organisations (such as Ministry of Education and Sport, Slovenian Institute for Adult Education, etc.). Events will be carried</p>

⁷ Strategic documents such as Decision on Lifelong Learning Programme, Call for proposals, Education and training 2010 workplan, Memorandum on Lifelong Learning.

out at different opportunities.

One of the very important opportunities is the *annual meeting of headmasters and directors of adult education providers*. They will be accompanied by presentation of good practices. This will also be opportunity to distribute different promotional materials (such as leaflets, handbooks and compendiums).

On the yearly basis we will organize *central promotional event* in a form of workshop. The event will be organised in cooperation with European information centre "Center Evropa".

On the local level we will try to organise 4 events per year. They will be accompanied by promotional and training meetings that will be organized on ad-hoc basis if sufficient number of participant will express interest to participate in them.

We will seek synergy with other programmes. We will put an effort to find issues that are of interest for more than one subprogramme. It is likely that the same educational issues will be found in Comenius, Leonardo da Vinci and Grundtvig.

Na will organise yearly press conference to present achievements of past activities and to introduce call for proposals and its details for next deadline.

Immediate impact of live events shall be monitored through lists of presence and evaluation questionnaires.

Electronic communications will be centred on electronic newsletter and webpage. Electronic newsletter will be published on bi-monthly basis. The newsletter features information regarding Lifelong Learning Programmeme, general information on education issues and practical advices regarding European projects or mobility.

Our webpage will continue to offer information regarding LLP. In addition to that we will offer examples of good practice. Using concepts of Web 2.0 our webpage will be users oriented. Strong emphasis will be given to underlying system that will allow asynchronous communications between our users.

To follow our strategic goals we will prepare tool that will help in partner finding process.

We will continue to use e-mail as the most important channel of communication with our target groups.

Production of printed materials will have an emphasis on promotional materials in various forms. However, there will also be more quality oriented part of production that will try to offer guidelines, examples of good practices general support in programme activities. We will continue to nurture good relations with journalists and try to establish new ones.

On the level of whole organization (CMEPIUS) newsletter will be published 2 times per year. It will also feature good practices presented by beneficiaries.

We will prepare general leaflets that will be accompanied by theme specific information sheets.

Printed materials will be distributed to regular mailing lists. They will also be available at all events organised by NA or in cooperation with NA. Our printed materials can be found in our premises in libraries and major information points throughout the country.

1.4.2 Support for partner finding

Partner finding is one of the most demanding tasks that has to be done by any

organisation. We will promote the use of tools already available – e.g. Partbase.

We will keep publishing partner requests on our web page. An interactive tool for partner finding will be developed.

As further tool of partner finding we will encourage use of preparation activities – contact seminars by publishing information on our web page.

1.4.3 Monitoring of beneficiaries

Monitoring is a strong tool to support beneficiaries, raise the quality of the projects and disseminate their results.

First monitoring activity will be induction meeting with beneficiaries. Induction meetings are organised after all the contracts are signed. Purpose of the meeting is to explain the rules of contractual relationship between NA and beneficiary, to showcase examples of good practice and answer any relevant questions that might arise at that point. It is also opportunity to gather information regarding first reactions of the beneficiaries and to identify potential problems at very early stage.

As next monitoring tool we will use “QP - quarterly peek”. This will be an e-mailed questionnaire. Quarterly peek will require active reply from the beneficiaries. In case of its absence we will contact them via phone. Questionnaire will be constructed in a way that will enable NA to monitor progress of the activity, to identify problems and to build knowledge database.

Random sample of organisations will be visited on site in order to perform thorough analysis of their activities. Size of the sample will be determined in accordance with NA-EC operating agreement. Organisations that will be identified through previous tools as “risky” will be included in this sample.

When and where appropriate we will organise monitoring meetings (3-5 beneficiaries), thus enabling organisations to share their knowledge and experiences and us to monitor the progress of their projects.

“Remedial meetings” will take place at the request of the beneficiaries or in cases where problems that will arise will call for live meeting.

Monitoring meetings will be organised with individuals taking part in the in-service training activities. Meetings will be organised after completion of particular eligibility period. Random sample of participants will be invited to report on their activity and to share their experiences with other participants.

Counselling will be available to whoever will request for it, enabling us to monitor those projects and to gather knowledge of difficulties that organisations and individuals are facing during implementation of LLP.

1.4.4 Dissemination and exploitation of results

Dissemination and exploitation of results is at the very heart of our activities. All meetings, workshops and other promotion activities have dissemination element. Beneficiaries are invited to share their experiences and results of their projects. They represent integral part of our work.

In the future we will continue to publish newsletter – printed and electronic editions that will serve as a dissemination tool. In every edition there will be opportunity to present

project results.

Majority of the activities includes active participation of experienced beneficiaries. They share their experience and promote results of their projects.

There will be at least one yearly event that will serve as an opportunity to bring together our beneficiaries and their counterparts that do not participate in European projects. Event will be organized by NA or in the cooperation with other organization (e.g. Ministry of Education and Sport or Slovenian Institute for Adult Education).

Further opportunity to promote programme results will be participation in the E-Quality project that is aimed at selecting best projects in the Comenius, Grundtvig and Erasmus programmes. Project runs on the European level.

1.4.5 Analysis of programme results

Programme results analysis will be performed at different levels.

First level will be desk analysis of the final reports from the projects and mobilities. Every report will be carefully analyzed in regard to contractual indicators.

Second level will be analysis of quality indicators. Those indicators will be derived from the programme decision and relevant call for proposals. We will continually develop and refine quality indicators with regard to European and national developments.

Third level will be analysis of trends in longer time period. This activity will be carried out in cooperation with external experts.

Analysis results will be published in electronic form on our web page. We will continue to communicate results to European commission, national authorities and any other interested party.

2. Management of funds for decentralised actions

2.1 Budget breakdown 2008

Please indicate how the Grundtvig budget will be distributed across the different decentralised actions and complete the Excel table in Annex 2.

Grundtvig budget will be distributed as follows:

80% for partnerships

17% for mobility.

3% for preparatory activities

2.2 Grant allocation policy 2008

In conformity with the grant allocation rules set for each action at European level, please enter the corresponding flat rates and percentages in the following tables. Please provide explanations whenever necessary.

NB *Note that where the grant allocation rules applied at national level conflict with the applicable EU rules and ceilings, the latter will prevail.*

2.2.1. Mobility actions

Mobility action	% of EU daily/weekly rates	Maximum grant amount, if applicable (€)	Higher % rates for specific target groups, e.g. the disabled
In-service training grants	70% for the first week and 82,5% for other weeks		100%

2.2.2 Multilateral Partnerships

Minimum number of mobility actions	Flat-rate grant amount €
4	9500
8	13000
12	16500

2.3. Complementary funding

Please indicate the origin and use of any additional funds provided by national, regional, local, institutional or other sources.

No complementary funding available.

E. STUDY VISITS

1. Strategic management

1.1. National context and objectives in the field of policy cooperation and innovation in lifelong learning for 2008-10

Please describe the national context and objectives for the period 2008-2010

In August 2007 our Ministry of Education and Sport prepared the National lifelong learning strategy. The strategy has been prepared on the basis of more than 15 European and over 17 national analyses, reports, strategies and action plans. The proposed strategy, on the basis of the Lisbon Strategy in the field of education and training and 13 specific objectives of the work programme, specifies 14 aims in more detail, which can be combined into the following groups: adjusting learning to the needs of the individual; developing a positive attitude to learning; developing key competences for a quality life for the individual and the functioning of society; increasing effectiveness and creating equal opportunities.

The Strategy proposes the following measures: improving the quality of education and training by modernising programmes, curricula and catalogues of knowledge from the point of view of the elements of lifelong learning, with the development of educational and teaching strategies and with quality training of professional staff; developing various forms, methods and pathways of learning and suitable systems for recognising obtained knowledge; improving access to education and learning; creating a suitable normative environment; strengthening research and development and the non-governmental sector as a partner of the state; creating suitable infrastructure, obtaining financial resources and preparing operational programmes for realising measures and promotion of the strategy.

Study visits can support indirectly the realisation of these aims.

The general overall vision in the field of study visits is to enable those exercising important educational responsibilities at local or regional (and in some cases national) levels to review and modify their work in the light of direct experience of educational structures and reforms in other Member States. Another objective of study visits is to increase the amount of high-quality, selected and up-to-date information about education developments throughout the EU which is available to policy makers.

1.2. Objectives for programme implementation

(Please refer to Articles 1(3), 32(2)(a) and 33(1)(a) of the LLP Decision and the general Call for Proposals 2008-2010)

What are your main strategic targets for the implementation of study visits in your country for 2008-2010? Please:

- Describe aspects such as improved geographical spread, measures to boost participation by any specific target groups, emphasis on certain subject areas, etc.;
- Provide a quantitative target figure for this action.

General priority will be to include more policy makers - educational staff (involved in management,

assessment, training and counselling) especially from organisations that have not been involved yet in European cooperation in the field of education and training.

Second priority will be to stimulate new organisations in Slovenia to organise study visits. Especially on themes that are more linked to the 'key issues' of the detailed programme of the "Report on Concrete Future Objectives in Education and Training".

Year/Study visits	Expected number of applications	Expected number of granted participants
2008	80	35
2009	90	38
2010	100	40

1.3. National award criteria

National award criteria are the national priorities that will be given extra weighting at the selection stage. Please indicate any national priorities for study visits as regards target groups and thematic areas of this action. Try to be as precise as possible in your wording and indicate clearly if there are differences in the weighting of the priorities. If you use geographical priorities, specify which regions will be given priority (instead of e.g. referring to "geographical balance" in general terms).

Priorities will be given to:

- persons who have not take part in this action or any other action in the framework of Socrates II or Leonardo da Vinci programmes before,
- organisations that provide state-approved educational and training programmes,
- the managerial staff of the schools (especially new/young principals or other corporate officer) that have obtained a Headship licence in National School for Leadership in Education

1.4. NA measures

What will be your strategy for study visits in order to promote the Lisbon objectives? What do you want to achieve? How do you want to achieve them? This information should expand upon rather than repeat what is contained in Part 3 (calendar of events):

1.4.1 Information / promotion

The information on the call will be published in different newspapers or newsletters (Šolski razgledi, ...). The NA foresees regular information meetings after official publication of call for proposals and before the deadline in different locations in Slovenia. The information about these meetings will be published on the CMEPIUS web site within the notification about the call as well as sent around through the e-mail lists of the NA and other organisations (National School for Leadership in Education, Ministry of Education and Sport,...).

1.4.2 Monitoring of beneficiaries

The NA will organise induction seminars at the beginning of the contractual period in order to give profound information on the activities concerned (for participants of study visits and organiser of study visits).

1.4.3 Dissemination and exploitation of results

Individual reports and group reports of study visit will be published on our web page. In 2008 and 2010 we will organise meeting of past participants and organisers of study visits in order to get their opinions, suggestions how to improve study visits in future and to give them opportunities to share experience and good/bad practice. Report of these meeting will be published on our web page.

1.4.4 Analysis of programme results

Every year the NA will prepare the statistical report after the final reports of the study visits. Report will be published on the internet. Study visits will also be part of on-going evaluation (for all decentralised LLP) that will be developed and run together with external firm.

2. Management of funds for decentralised actions

2.1. Grant allocation policy 2008

In conformity with the grant allocation rules set at European level, please explain the calculation method for this action.

NB Note that where the grant allocation rules applied at national level conflict with the applicable EU rules and ceilings, the latter will prevail.

Grant allocation policy will follow the rules and procedures, defined in the Guide fo NAs, i.e. the procedure rules and grant calculations for preparatory visits.

NA will calculate the individual grant, once the final destination of the participation is decided after the matching meeting.

In professional mobility the funds will be divided into subsistence costs based on the table and travel costs, depending on real costs (and therefore supported by documentation). However the National agency has decided on the basis of past results to grant 70% of the first week maximum subsistence amount for professional mobility.

For the calculation of the grant the eligibility criteria and funding principles communicated to the applicant in the Guidelines, Call for Proposals and Application will be respected.

2.2. Complementary funding

Please indicate the origin and use of any additional funds provided by national, regional, local, institutional or other sources.

In period 2008-2010 organisation of study visits will be co-financed under the agreement between Ministry of Education and Sport and National Agency. The amount of co-financing will determined by this agreement. In past years organisations received app. 400,00 euros per study visit.

F. EUROPEAN LANGUAGE LABEL

CMEPIUS is in charge of the management of the European Language Label grant and its related activities (provision of the Label information and promotion campaign, publication of the call for proposals, selection policy and the jury meeting, organisation of the Label awarding ceremony, dissemination activities and maintaining the website).

Provision of information and promotion

The information/promotion campaign consists of preparing new promotional materials (i.e. materials on the European Language Label containing short descriptions of awarded projects) and of distributing the existing publications (i.e. the publication entitled "Languages – The European Label, Socrates, Leonardo da Vinci") to different target groups. Another important aspect in the field of provision of information and promotion is creating and maintaining up-to-date information on the web-page as well as publishing the call for proposals and/or articles in different newspapers (Delo, Šolski razgledi, Newsletter "Priložnosti"). To reach as many interested target groups as possible, further channels are used, such as direct contacts via mail, E-mail, phone, organisation of information days and meetings targeting potential applicants.

The call for proposals

Before publishing the call for proposals, the national jury agrees on the application procedure (deadline for submission of proposals, application forms, evaluation questionnaires, nomination of members of the evaluation group) and on a member from another participating country.

The call for proposals is published via the appropriate media in the first half of the year, defining the European criteria and priorities as well as the deadline for submission of proposals. The application period lasts at least 2 months.

The evaluation group meets after the deadline to evaluate all the applications and make a priority list of projects. Members of the evaluation group apply common European criteria as well as European priorities while selecting the projects. The final decision about which projects will be awarded a label is taken by **the national jury**.

Label awarding ceremony

The Label awarding ceremony, which is also the event attracting the media attention, is held between September and December. Successful projects receive a certificate signed by the ECer responsible for Multilingualism and by the relevant national minister. Prizes in money are given to successful projects if made available by the ministry.

Dissemination

The NA disseminates information by producing the promotional material with a description of successful projects and distributing it to different target groups, by maintaining the information on the website as well as notifying journals, magazines and other media of the call for proposals, awarding ceremony and projects which are awarded a label.

The information on successful projects is also disseminated via different meetings, seminars or festivals - such as annual meetings of pre-primary, primary and secondary school headmasters, meetings with experts or counsellors of languages at different public institutions etc.

G. Complementarity with other actions of the LLP and other EU programmes and initiatives

Please describe concrete links and synergies with other EU-funded activities (such as Europass, Youth in Action, the European Social Fund, EU research and development programmes, Culture, Citizenship, etc.) for all the sectoral programmes mentioned above.

CMEPIUS will continue to cooperate with National centre for Europass in promoting mobility within LDV and Erasmus programme. The cooperation takes place at programme workshops and information days, where sectoral programmes are presented together with Europass initiative.

Beside some common cooperation on different information activities and presentations at each-others' events, we can not specify any other direct cooperation with other programmes, mentioned above.

PART 3 - Programme support activities for the period 1 January – 31 December 2008

Please list the support activities planned in 2008 in the table below and insert⁸ additional rows if needed. Complementarity shall be sought with Part 2 above (Implementation of the Lifelong Learning Programme).

Please sort the activities as follows: I) Cross-sectoral activities II) activities by sectoral programme; III) ELL

I. Cross-sectoral activities (activities covering more than one sectoral programme)^{9, 10}

Target public (e.g. schools, university teachers, trainers etc.)	Sectoral programmes and decentralised actions concerned	Type of action (e.g. event, publication, material, tool, media presence)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
<i>1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)</i>				
All LLP target groups	LLP	Publication of information on call in major newspapers (Delo, Večer) and specialised paper (Šolski razgledi) as well as at web site (which was just updated to new LLP and will be regularly updated during the programme implementation)	Ljubljana	
All LLP target groups	LLP	Preparation and publication of at least 2 thematic issues of newsletter Priloznosti (Opportunities)	Ljubljana	1500

⁸ To insert a new row, click immediately to the right of the last row you filled in, just before the end-of-row mark, and then press the RETURN or ENTER key.

⁹ NA is aware of additional activities, connected with ADAM and EST databases, coordinated by D,AT and IT National agencies. As it was agreed at the meeting in Brussels, we are planning to do all activities and responsibilities needed for both databases.

¹⁰ As 2008 is a European year of intercultural dialogue, all of our national (thematic, valorisation, eTwinning conference, newsletter), international (contact seminar, presidency conference on Quality in mobility) will also in a way involve intercultural dialogue, which is an issue in all actions of the LLP us such. In addition to that, NA will cooperate in some events, prepared by national coordination unit (Ministry of Culture), when agreed so.

All LLP target groups	LLP	Presentation of programme and call for proposals	Centre Europa, LJ	60
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)				
3. Project management meetings and thematic monitoring focussing on group counselling of grant beneficiaries (e.g. meetings on project management, national thematic monitoring meetings between project coordinators, handbooks, internet fora)				
All potential LLP target groups	Leonardo, Grundtvig, SV	National thematic monitoring seminar "Non-formal learning and/or learning of adults"	Fall 2008	100-120
4. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programme)				
All COM, ERA, GRU and LDV project or/and mobility target groups	Comenius, Erasmus, LdV & Grundtvig projects	National quality award project/activity (call, collecting, assessing and award of best quality projects)	2008	
HE institutions, policy makers, students, teaching staff, employers, general public, pupils, schools, assistants, people on labour market	Erasmus individual mobility, LdV mobility, Comenius assistants	National valorisation conference meeting with stakeholders on "Practice in the companies/organisations"	2008	
5. Analysis of programme results and evaluation of programme impact (e.g. yearly report on programme implementation, compendia, studies, analyses)				
All LLP	LLP	Development and pilot implementation of on-going evaluation for all decentralised activities of LLP, developed in cooperation with external firm	End 2008	
All actions	Com, Era, LdV, Gru & SV	Preparation of annual report on projects and other activities on the basis of reports from beneficiaries and assessment committees- available on web site	Ljubljana, December 2008	

II. Activities by sectoral programme

A. COMENIUS				
Target public (e.g. schools, university teachers, trainers etc.)	Decentralised action concerned	Type of action (e.g. event, publication, material, tool, media presence)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)				
Schools, teachers, supervisors, future teachers	Comenius	Presentation of the call for proposals 2X	January 2008 November 2008	50 + 30
Schools, teachers, supervisors	School partnerships, Comenius assistantships – Hosting a Comenius assistant and In-service training	Information seminars 3x partnerships and 2x Individual mobility	January, November, December 2008	30+30+30+30+30
Schools, teachers, supervisors	Comenius	Electronic newsletter “Europe in Education” (5 times per year) Newsletter Priložnosti (2 editions per year)		
Future teachers	Comenius assistantships	Information days 3x	January 2008 Center Evropa, Ljubljana, University of Maribor, University of Primorska	30 + 30 + 30
Head teachers	Comenius + eTwinning	Annual head teachers meetings (pre-primary schools, primary school and secondary schools); Fairs with the promotion materials and brochures	Autumn 2008	150+200+150
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)				

Schools, teachers	Comenius School partnerships and eTwinning partnerships	Web tools (eTwinning portal, Partbase, interactive database at NA's portal)		
Schools, teachers	Comenius School partnerships	Publishing information of Contact seminars and the database of searching schools for partners on the Cmeplus web site		
Teachers, head teachers, advisors from the National education Institute	Comenius	Mailing lists, RSS and news on NA's portal		
3. Project management meetings and thematic monitoring focussing on group counselling of grant beneficiaries (e.g. meetings on project management, national thematic monitoring meetings between project coordinators, handbooks, internet fora)				
Schools, teachers, supervisors and future teachers	Comenius School partnerships 2x, Comenius Assistantships 2x, Hosting a Comenius assistant 1x, In-service training 1 X	Induction ¹¹ meetings	Autumn 08 – 4 x Spring 08 – 2X	90+ 30 +70
Schools	Comenius School partnerships 3x	Group monitoring meeting		
Schools	Comenius School partnerships 1x	Thematic monitoring meeting on Intercultural dialogue	Spring 2008	50
Teachers	Comenius In-service training 1x	Group monitoring meeting	Spring / Summer 2008 Cmeplus	60
Schools	Comenius School partnerships	Monitoring visits	Life cycle of the projects	Min % defined by EC
4. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential				

¹¹ INDUCTION MEETING is first meeting with beneficiaries of the LLP before or right at the beginning of the implementation of the programme activity with aim to discuss technical and /or content obligations, project management issues, ways of communication, monitoring and on-going performance of activity.

<i>applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programmeme)</i>				
5. Analysis of programmeme results and evaluation of programmeme impact (e.g. yearly report on programmeme implementation, compendia, studies, analyses)				

B. ERASMUS				
Target public (e.g. schools, university teachers, trainers etc.)	Decentralised action concerned	Type of action (e.g. event, publication, material, tool, media presence)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)				
HE institutions	Erasmus Individual Mobility	Information meeting	Ljubljana, January 08	40
HE institutions	Erasmus IP	Information meeting	Ljubljana, January 08	35
Teaching staff	Erasmus Individual Mobility & IP	Information material		500
Students, general public	Erasmus Individual Mobility	Poster		
Students	Erasmus Individual Mobility	Erasmus student brochure		2500

Students, general public	Erasmus Individual Mobility	Fair [ARENA]		25000
Employers, general public	Erasmus Individual Mobility	Information / Promotion Leaflet		
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)				
HE institutions	Erasmus – all	Web tool – searchable partner base		
HE institutions	Erasmus – all	Mailing list		
HE institutions	Erasmus – all	Distribution of publication (Popek)		1000
3. Project management meetings and thematic monitoring focussing on group counselling of grant beneficiaries (e.g. meetings on project management, national thematic monitoring meetings between project coordinators, handbooks, internet fora)				
HE institutions	Erasmus Individual Mobility	Meetings on project management [4]	Ljubljana, Koper, Maribor, Celje February, April, June, September	30+40+35+30
HE institutions	Erasmus Individual Mobility	Thematic monitoring meetings [2] on Quality in HE mobility	Ljubljana, Celje Autumn 2008	35+35
HE institutions	Erasmus IP	Meetings on project management [2]	Ljubljana, Koper June, August	10+15
HE institutions	Erasmus - all	Internet fora		
4. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programme)				

HE institutions	Erasmus Individual mobility	Publication – How do we do Erasmus		
5. Analysis of programme results and evaluation of programme impact (e.g. yearly report on programme implementation, compendia, studies, analyses)				
HE institutions, Ministry for HE, general public	Erasmus Individual mobility	Yearly report + statistical analyses		
HE institutions, Ministry for HE, teaching staff	Erasmus IP	Compendia		

C. LEONARDO DA VINCI				
Target public (e.g. schools, university teachers, trainers etc.)	Decentralised action concerned	Type of action (e.g. event, publication, material, tool, media presence)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)				
VET institutions, SMEs, anyone interested in attending a mobility or applying a project, trainers, general public	LdV Mobility [2] LdV (ToI, Partnerships) [1]	Information days LdV [3]	December 2008	100
VET institutions, potential project promoters from other organisations, trainers, general public	LdV (Mobility) [2] LdV (ToI, Partnerships) [2]	Training for applicants - open for public [4]	2008 2008	80 30
VET institutions, Potential project promoters from other organisations, policy makers, general public	LdV (Mobility) [1] LdV (ToI, Partnerships) [1]	Publications [2]	2008 2008	500 500
VET institutions, Project promoters, Potential project promoters from other organisations, policy makers, general	LdV (Mobility, ToI, Partnerships)	LdV Mailing list	6/year (bimonthly)	700 (by end of year)

public				
Potential project promoters	LdV (Mobility) LdV (Tol, Partnerships)	Individual consultations	2008	50 30
General public	LdV (Mobility, Tol, Partnerships)	Poster		
General public	LdV (Mobility, Tol, Partnerships)	Information / Promotion leaflet		
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)				
VET institutions, Project promoters, Potential project promoters from other organisations, policy makers, general public	LdV (Tol, Partnerships)	Contact seminar: "Short course trainings for working processes" (working title)	Aug-Dec2008	40
VET institutions, Project promoters, Potential project promoters from other organisations, policy makers, general public	LdV (Mob, Tol, Partnerships)	Web publication of partner seekers	2008	
3. Project management meeting and thematic monitoring focussing on group counselling of grant beneficiaries (e.g. meetings on project management, national thematic monitoring meetings between project coordinators, handbooks, internet fora)				
Project Promoters	LdV (Tol) [1]	Induction seminar for grant beneficiaries [3]	2008	4-7
	LdV (Partnerships) [1]			10-20
	LdV (Mobility) [1]			60-80
Project Promoters	LdV (Tol) [1]	Group monitoring meetings (including project management topics) [4]	2008	4-7
	LdV (Partnerships) [1]		2008	10-20

	LdV (Mobility) [2]		2008	30
4. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programme)				
VET institutions, Project promoters, Potential project promoters from other organisations, policy makers, general public	LdV (ToI) [1] LdV (Mobility) [1]	Compendia [2] – LdV ToI compendia 2000-2006; added 2007 project descriptions LdV – mobility compendia 2005-2006	2008	500 copies 500 copies
5. Analysis of programme results and evaluation of programme impact (e.g. yearly report on programme implementation, compendia, studies, analyses)				
NA, VET stakeholders, National authorities	LdV Mobility	Comparative Analysis between project years 2005/ 2006	End 2008	

D. GRUNDTVIG				
Target public (e.g. schools, university teachers, trainers etc.)	Decentralised action concerned	Type of action (e.g. event, publication, material, tool, media presence)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)				
Adult educators	Grundtvig partnerships and in-service training	Presentation of the call for proposals 2x	January and November 2008	30+30
Adult education providers, NGOs	Grundtvig	e-newsletter "Europe in Education" (5 times per year) Printed newsletter "Priložnosti" (2 times per year)		
Headmasters, directors of adult education	Grundtvig	Annual headmasters meetings (1x) and annual adult education	Spring and Autumn	60+30

providers		providers meeting (1x)	2008	
Adult educators, NGOs	Grundtvig partnerships and in-service training	Information seminars 3x	January, November and December 2008	20+20+20
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)				
Adult education providers, NGOs, Headmasters, directors of adult education providers	Grundtvig	Web tools, such as interactive database on NA's portal		
Adult education providers, NGOs, Headmasters, directors of adult education providers	Grundtvig	Publishing information on contact seminars and partner searches on the Grundtvig website		
Adult education providers, NGOs, Headmasters, directors of adult education providers	Grundtvig	Mailing listis, RSS and news on the NA's portal		
3. Project management meetings and thematic monitoring focussing on group counselling of grant beneficiaries (e.g. meetings on project management, national thematic monitoring meetings between project coordinators, handbooks, internet fora)				
Adult educators	Grundtvig partnerships	Induction meetings 2x	Autumn 2008	20+20
Adult education providers, NGOs	Grundtvig partnerships	Group monitoring meetings 2x	Spring 2008	15+15
Adult education providers, NGOs	Grundtvig in-service training	Group monitoring meetings 1x	Spring 2008	10
Adult education providers, NGOs	Grundtvig partnerships	Monitoring visits	During the project period	Min. % determined by EC
4. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programmeme)				

5. Analysis of programme results and evaluation of programme impact (e.g. yearly report on programme implementation, compendia, studies, analyses)				

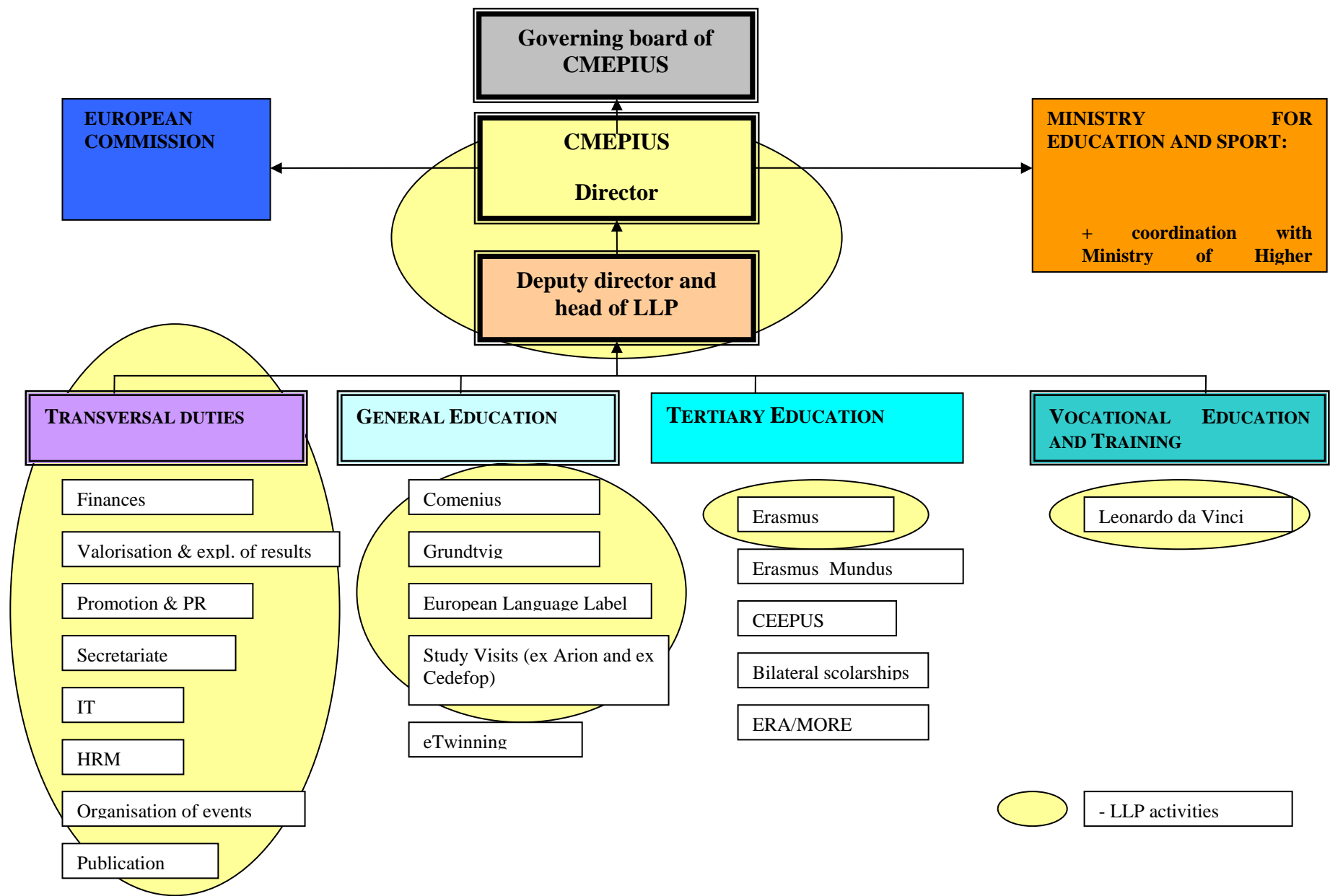
E. STUDY VISITS			
Target public (e.g. schools, university teachers, trainers etc.)	Type of action (e.g. event, publication, material, tool, media presence°)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
1. Information and promotion focussing on general/group counselling of potential applicants (e.g. information days, publications, tools)			
National Education Institute, Adult education institute (different organisational units)	Information days	/	50
Principals (with cooperation with Institute of Leadership in Education or National Education Institute)	Meetings	/	150
Study visits' beneficiaries	Induction meeting	Ljubljana, January/September 2008	30
Organizers of study visits in Slovenia	Induction meeting	Ljubljana, January/September	5

		2008	
2. Support for partner finding (e.g. web tool, contact seminar, mailing lists)			
/	/	/	/
3. 'Valorisation' activities (dissemination and exploitation of results) (e.g. publications, databases, web tool, exhibitions, fairs, national valorisation conferences between potential applicants and project coordinators, meetings with stakeholder groups and policy makers, other conferences on the programme)			
Study visits' ex-participants and organisers	Small dissemination and valorisation conference (meeting)	August 2008	40
4. Analysis of programme results and evaluation of programme impact (e.g. yearly report on programme implementation, compendia, studies, analyses)			
Study visit participants	Statistical report (published on our web page)	December 2008	30

III. ELL

F. EUROPEAN LANGUAGE LABEL			
Target public (e.g. schools, university teachers, trainers etc.)	Type of action (e.g. information/promotion via the website, ELL competition, publication, label awarding ceremony)	Place and date (if applicable/ if known)	Estimated No of participants/persons targeted
Schools, universities, public institutions, language associations, members of the jury, experts and counsellors for languages, trainers, media etc.	The European Label publication with examples of awarded projects and information on the Label campaign for 2008	Spring 2008	1000 issues
Schools, universities, public institutions, language associations, members of the jury, experts and counsellors for languages, trainers, media etc.	Information/ promotion campaign via the website, the newsletter "Priložnosti"		

University teachers, trainers, students	Information days 3x (together with the promotion activities for Comenius assistantships)	Jan 08 University of Ljubljana or Center Europa University of Maribor, University of Primorska	20+ 10 + 10
Policy makers, members of the jury	Jury meeting	Autumn 2008	10
Head teachers	Annual head teachers meetings (pre-primary schools, primary schools, secondary schools)	Autumn 2008	150 + 200 + 150
Ministries – policy makers, public institutions, Label winners, members of the jury, experts and counsellors for languages, language associations, media etc.	The Label awarding ceremony	Autumn 2008	70



Budget breakdown by sectoral programme