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## Lifelong Learning Programme

**VERSION No.1, 22.10.2010**

**LIFELONG LEARNING PROGRAMME  
NATIONAL AGENCY WORK PROGRAMME  
PERIOD: 1 JANUARY 2011 - 31 DECEMBER 2011**

Name of National Agency (NA)	<i>Centre of the Republic of Slovenia for Mobility and educational and Training Programmes - CMEPIUS</i>
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<p><b><u>NA legal representative</u></b></p> <p><i>"I hereby acknowledge that for the implementation of the present NA work programme the NA commits itself to applying the rules set out in the 2011 General Call for Proposals, the 2011 Lifelong Learning Programme Guide, the 2011 Guide for NAs or other rules set out at EU level".</i></p> <p><b>Name:</b> <i>Maja Mihelič Debeljak</i></p> <p><b>Function:</b> <i>Director</i></p> <p><b>Date:</b></p> <p><b>Signature:</b></p>	<p><b><u>National authority</u></b></p> <p><i>"I hereby declare that I agree with the attached work programme and will ensure that the NA receives the necessary national matching resources to realise the proposed work programme successfully 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><b>Name:</b> <i>dr. Igor Lukšič</i></p>
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<sup>1</sup> Contact person within the NA for the NA work programme.

	<p><b>Function:</b> <i>Minister</i></p> <p><b>Date:</b></p> <p><b>Signature:</b></p>
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## Part 1 – General

### MANAGEMENT OF LLP DECENTRALISED ACTIONS

#### 1. Strategic management – national context for the LLP management

Please describe briefly:

1.1) The most important aspects (opportunities) that might affect positively the management of decentralised actions of the Lifelong Learning Programme in your country, in the calendar year 2011.

*The basic philosophy of cooperation in the field of education and training is founded on recognition that education and training are fundamental to European economic, social, and cultural development. Two basic goals have encouraged greater co-operation in education and training the first is the integration processes and the second is a need for quality and comparability of education and training of the workforce and citizens, so they are able to engage in active European citizenship.*

*Republic of Slovenia is actively participating in international activities trying to improve on the quality and efficiency, openness and a co-operation in the field of education and to promote the importance of lifelong learning. Still, the main objective is to achieve a high level of education for the highest percentage of the population.*

*We see the most important aspects that might have a positive effect on the management of LLP in Slovenia in 2011:*

- (1) National context – i.e., integration into and cooperation with LLP with national strategies and educational policy*
- (2) Sound management – i.e., appropriate structures and mechanisms available for programme implementation*
- (3) Cooperation with other relevant players in the field of education and international cooperation*

#### **(1) National context:**

*The good and systematic work with Department for Secondary Education and Department for Adult Education contributed towards a greater understanding of how important place the Lifelong programme holds in the national educational strategies.*

*For the secondary education, Slovene Ministry for Education and Sport set out the four-year budgetary plan (2010-2014) to boost the participation of pupils in international exchanges, enhance the cooperation of schools and exchange school professionals on exchanges with colleagues from abroad.*

*For adult education this resulted in inclusion of LLP in the new Resolution on Adult Education in Slovenia, which is in its final stage. There are the activities available to the adult education providers in the Grundtvig and Study visits programme which are seen as useful tools in the field of adult education.*

*Both these strategies emphasise the importance of the LLP activities within the national educational strategy. Therefore, all our activities will be aimed at supporting these*

*objectives and at underlining the importance of the LLP as a key tool to support the goals set.*

*We will also do our best to achieve a more formal acknowledgement of the LLP and its tools within other national contexts (primary and pre-primary education, higher education). Here, we will primarily use the results of recent National Assessment of Knowledge in primary schools where the analysis has shown that our pupils have good analytical and subject specific knowledge, but they lack abilities to respond to critical and cross-curricular situations, when synthesis of knowledge from several fields is required.. Here, we will try to promote LLP actions as strategic tools for developing these cross-curricular and intercultural skills in the national education.*

*We will also use the results of the evaluation we prepared in 2010 in order to promote and underline the impact on the professional and personal development of those participating in the LLP projects and actions.. It is true, that development of the questionnaires for the programme beneficiaries took us more time than expected, but we believe that the results of this evaluation will give us the insight on the impact of our programmes and provide us with directions on how to and what to focus on more in the future.*

*In the beginning of 2010, we published 17 out of 20 questionnaires (the questionnaires for the new Grundtvig actions are not ready yet), and we asked all our beneficiaries (from projects 2000 on) to fill them in . We sent out 4082 invitations and got 717 replies. Response rate was varied (for example, over 40% came back for some Comenius actions and not one reply from Erasmus EILC). To get more answers and better feedback every coordinator sent recently an additional invitation to "his/her" projects. For the projects in 2010, the filling in a questionnaire has become a compulsory task before the final payment. In the beginning of 2011, we should the first analysis of the results ready, and we hope that the results will support our notion about the importance of the LLP activities and mechanisms in the context of education and training.*

## ***(2) Sound management***

*To ensure a good and quality management and a customer-friendly approach to the Lifelong Learning Programme we ought to mention that mid 2010 we moved into the new offices which are purchased with the financial support of the Slovene Ministry of Education and Sport and furnished with a help of LLP operating grant. What we had before has been a real space shortage (three persons per office of 12m<sup>2</sup>) and lack of own seminar room (subsequently the problems with organising the workshops and seminars We are now certain that these new working conditions should make our management and implementation of the Programme even more effective, and it would ensure that our end-users will have access to a more individualistic approach and counselling as and when needed.*

*A part of a sound management is also an audit system. In CMEPIUS we do not employ a dedicated internal audit staff. As we are a small NA (less than 25 employed, it would be uneconomical to set up our own internal audit unit.. However, to ensure a proper control and monitoring of our work, we do hire an independent external company or an expert to perform internal audit. This is in keeping with the Guide for National Agency implementing the LLP. The management of the LLP programme represents a vast majority of our work and as this part is already audited by the Ministry (for the purpose*

*of the Declaration of Assurance), for what remains, we hire the external help and so maintain a high quality standard of management in CMEPIUS and consequently implementation of LLP (for example, the accountancy at CMEPIUS).*

*We value very much that from the very beginning the Ministry of Education and Sport decided to get us involved with the Academic and Research Network of Slovenia (ARNES). ARNES maintains and manages IT infrastructure, develops and introduces the new Internet protocols and services, and provides services that are essential to the operation of the Internet in Slovenia and that are not usually offered by commercial organizations.. Being part of this network brings us the benefits. For example, we use their server space for the EST database at no cost.*

### ***(3) Cooperation with other relevant players in the field of education and international cooperation***

*Apart from the synergies with other EU and/or national programmes and initiatives (as described in point 2., Part 1, we also strive to establish good relationship with other relevant players in Slovenia in order to be recognised as an important player in the field of international cooperation. .*

*Here we would primarily like to highlight the cooperation we have established with professional networks such as consortium of Slovene grammar and technical secondary schools, Directors of Adult educational Centres in Slovenia and Slovene Chamber of Commerce and Industry. We are able through them, their events and meetings, to promote our programmes and good practices. This has proved to be a very fruitful and effective approach.*

*An additional value to our work is also cooperation with the Commission's representation office and Information Office of European Parliament, both situated in Slovenia. In 2010, we received the training from them which were about the work of their offices in Slovenia and in Europe, and about the involvement and work of Slovene parliamentarians in the Committees. We were also informed about other initiatives the EC representative office in Slovenia has for schools, and based on our cooperation we were also invited to nominate a school (best practice) to visit the EC headquarters in Brussels. Furthermore in 2010, to promote the day of languages we organised jointly with Representative office the Language market and European Language label award ceremony. And we plan to do it again in the future. The EC Representative office in Slovenia, Slovene Communication Office and National Education institute prepared a handbook "EU in School" that was sent to all Slovene schools, too. Next, the two teachers (one from primary and one from secondary school) who were involved in Comenius projects can also be found among the five handbook authors. They were responsible for the part dedicated to EU opportunities for young people, and they underlined in this publication the role, importance and impact of the LLP programmes and actions in such projects.*

*We also have established a good links with the EMUNI (The Euro-Mediterranean initiative) based in Slovenia. EMUNI brings together EMUNI University and its secretariat (EMUNI Center) as one of the six priority areas of the Union for the Mediterranean (142 members from 37 countries). We plan to cooperate in promotion of applicable LLP*

*activities and in doing so promote the possibilities and disseminate the good practices outside the Slovenia in the Mediterranean r*

1.2) Any major risk and mitigating action(s) that the NA anticipates for the calendar year 2011 with regard to a) the minimum required activities set for 2011 and b) the open observations and recommendations regarding issues of non-compliance issued following the assessment of the 2009 Declaration of Assurance and Yearly NA Report by the European Commission.

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

**a) Risks and mitigating action(s) with regard to the minimum required activities set for 2011**

• **Risk 1**

**Description:** *not realising minimum required activities for 2011*

**Cause(s):** *shortage of national funds due to economic crisis and consequently termination of some employment contracts*

**Potential consequence(s):** *smaller programme impact, lower quality of projects, limited support service to beneficiaries, not realising events and publications planned*

**Mitigating action(s):** *discussions with the Ministry to limit/cancel all other additional tasks we carry out for them; distribution of tasks needed to be performed (minimum requirements) between the permanent employees*

**Responsible(s):** *NA management*

**Deadline:** *to be implemented continually*

• **Risk 2**

**Description:** *not doing a planned internal audit*

**Cause(s):** *shortage of national funds due to economic crisis*

**Potential consequence(s):** *Not realising internal audit planned for 2011, not be aware of weak points in our management*

**Mitigating action(s):** *internal control covered by audit company hired by the Ministry of Education and Sport in relation of Declaration of Assurance, regular internal financial checks by Head of Finances*

**Responsible(s):** *Irena Kos (Head of Finances)*

**Deadline:** *spring 2011*

• **Risk 3**

**Description:** *LLPLink related problems*

**Cause(s):** *technical difficulties, replication difficulties, not having enough knowledge to prepare specific queries*

**Potential consequence(s):** delays and/or errors in preparing reports for National authorities, delays in issuing contracts and final payments, delays in preparing reports for beneficiaries

**Mitigating action(s):** ensuring for the IT backup and helpdesk, train the staff in LLPLink use, train the key LLPLink staff in preparation of basic queries, implement parallel databases in Excel spreadsheets

**Responsible(s):** Robert Marinšek (Head of IT)

**Deadline:** end of 2010

• **Risk 5**

**Description:** National administration restriction (public procurement) – organisation of events

**Cause(s):** Slovene national legislation request a single public procurement for organisation of all events in a calendar year. This means that the NA has to prepare a public call with technical specification covering all kinds of events planned in 2011.

**Potential consequence(s):** not planned events with technical specifications, size or other non pre-defined specifications could not be organised by NA as those costs would be considered as ineligible in accordance to the national law. Little flexibility in organising ad-hoc events with different technical specifications than predefined.

**Mitigating action(s):** ensuring the wide spread of technical descriptions, as well as, variety of possible providers that will be pre-selected and invited to submit their offers before each event is organised.

**Responsible(s):** Sabina Benvenuti Topič (Financial officer), Irena Kos (Head of Finances), Alenka Flander (Director Deputy)

**Deadline:** October 2010

• **Risk 6**

**Description:** National administration restriction – redress procedure

**Cause(s):** Slovene national legislation gives a right to everybody applying for public money to have 15 days redress possibility.

**Potential consequence(s):** lack of funds if redress of a rejected project is approved on higher level (Administrative court), blockade of issuing further contracts and payments until the final decision by Court is made.

**Mitigating action(s):** ensuring justified and appropriate evaluation feedback

**Responsible(s):** action coordinators, head of unit, head of LLP

**Deadline:** to be implemented continually

• **Risk 7**

**Description:** court action (claims)

**Cause(s):** delays due to unclear redress procedure within the LLP programme

**Potential consequence(s):** delays in programme action implementation, time spent on Administrative court by NA management

**Mitigating action(s):** preparation of proper legal decision on selection of projects, close cooperation with solicitor, clear and justified feedback on evaluation results to the project promoters

**Responsible(s):** NA management, coordinator of the action concerned

**Deadline:** to be implemented continually

• **Risk 8**

**Description:** not realising planned events (thematic and evaluation conference) and publications

**Cause(s):** key staff leaves the NA (as a small NA one person per action structure is implemented)

**Potential consequence(s):** lack of knowledge of the field of the temporary staff replacing him/her, lack of links with potential beneficiaries and/or good projects examples

**Mitigating action(s):** preparing staff replacement, sharing information and knowledge between coordinators of similar actions and/or within specific programme, NA procedures manual

**Responsible(s):** NA management

**Deadline:** to be implemented continually

• **Risk 9**

**Description:** little interest for participation at NA events (evaluation conference, thematic conference, European Language Label Ceremony, etc.)

**Cause(s):** Slovenia is a small country with limited number of people interested in Education and Training, as well as, the LLP Programme and many other events.

**Potential consequence(s):** As we organise many events (workshops, training, etc.) people interested in our programmes, as well as, national authorities may lack time to participate, low impact

**Mitigating action(s):** organise only two or three high level events on national level (evaluation and thematic conference) and several smaller events very target oriented

**Responsible(s):** Alenka Flander (Director Deputy)

**Deadline:** end February 2011

• **Risk 10**

**Description:** little interest for participation at contact seminar

**Cause(s):** too many contact seminars in 2011

**Potential consequence(s):** cancellation of the contact seminar due to lack of participants

**Mitigating action(s):** cooperation with Leonardo programme, early promotion of the event, good programme content, intensive promotional campaign among NA and potential participants

**Responsible(s):** Andreja Lenc (Head of Unit for general and adult education), Katjuša Radinovič (Grundtvig coordinator), Neža Pajnič (Head of Unit for VET and HEI and Leonardo Par&TOI coordinator)



**b) the open observations and recommendations regarding issues of non-compliance issued following the assessment of the 2009 Declaration of Assurance and Yearly NA Report by the European Commission**

· **Risk 1**

**Description:** insufficient checks of grant beneficiaries

**Cause(s):** decrease of national funds due to economic crisis

**Potential consequence(s):** lack of staff due to termination of employment contracts

**Mitigating action(s):** distribution of tasks between other personnel

**Responsible(s):** Irena Kos (Head of finances)

**Deadline:** to be implemented on a continuous basis

**2. Synergy between the actions of the LLP and between LLP and other EU/national programmes and initiatives**

Please describe concrete links and synergies between the actions of the LLP and between the LLP and other EU/national funded activities that exist and/or are/will be developed in 2011 (such as Europass, Youth in Action, the European Social Fund, EU research and technical development programmes, Culture programme, Europe for Citizens programme, national programmes or initiatives etc.).

***Synergy between the actions within the LLP***

*There are very strong synergies between the actions of the LLP in our NA. All our activities within the particular LLP actions are prepared, organised and managed in a close cooperation with them. Being a small NA, we are aware that we can only achieve a goal set, by promoting LLP and attracting our beneficiaries to a common "beneficiary-friendly" strategy – which means that we offer all relevant information for certain target group at all our events.*

***Synergy between LLP and other EU/national programmes and initiatives managed by CMEPIUS***

*The strongest links between LLP and other EU programmes and initiatives are with:*

- *eTwinning,*
- *Bologna promoters,*
- *Erasmus Mundus and*
- *EURAXESS.*

*These being the initiatives where CMEPIUS also acts as the national office, contact point or support service.*

*CMEPIUS is a National Support Service (NSS) for eTwinning programme. Our task is to represent and promote eTwinning action in Slovenia. The NSS provide training for teachers wishing to start virtual projects across Europe, support users of the portal, organise meetings and national competitions, and do the promotion of the programme. We combine most of the promotion activities of Comenius and eTwinning programmes, since they involve the same target group.*

Bologna experts are involved in our Erasmus programme activities, as we try to actively connect the experts with the institutions participating in Erasmus. CMEPIUS being the coordinator of the Bologna Experts' project find itself in a position to follow closely the developments of the Bologna process, qualification framework and quality assurance in HE.

CMEPIUS acts as the national agency for Erasmus Mundus so all activities, aimed at higher education sector include at least information and promotion of all programmes that HE institutions could participate in. CMEPIUS is also a bridgehead organisation for EURAXESS. Even though the EURAXESS network is primarily aimed at researchers, the possibilities for cooperation in the Erasmus programme are also promoted at these events.

### **Synergy between LLP and other EU/national programmes and initiatives not managed by CMEPIUS**

Good cooperation is also established with EU programmes and initiatives not managed by us. We should emphasise here our cooperation with:

- Youth in action,
- Culture Contact point and
- Europass.

We have very good and long lasting cooperation with the Youth in Action Programme. We present together at our general promotional events the good practices and opportunities which cooperation brings us. Besides promoting activities and cooperation in promotion of Youth on the Move programme, in 2011 we will also cooperate on knowledge sharing. The colleagues from Youth in Action programme will come to share their knowledge and experience about youngsters' mobility and youngster protection legislation with the Comenius incoming and outgoing pupils and/or mentors when we organise the seminars for the new action which we entered in September 2010 (Comenius Pupil Mobility).

There is also a close cooperation with national Europass centre where the common activities and events are prepared to promote Europass mobility document. CMEPIUS representative (LDV Mobility coordinator) was also nominated by the Ministry of Education and Sport as a member of the national committee for the Europass implementation in Slovenia. The focus in 2011 will be to promote the recognition, usability and value of the Europass mobility document by the employers, too. We promote the use of Europass in our Comenius (IST) and Grundtvig actions (IST, VIS, Assistants and Workshops), as well as, the Study visits.

We also work with the Culture Contact Point in Slovenia at their information and promotional events and in their online news on presenting the possibilities for international cooperation.

There is a synergy with ESF which should manifest itself at a next joint event that we plan to organize in 2011, where the national employment office would be focusing on dissemination of results and benefits for the SMEs in LDV mobility projects and Erasmus, sending and receiving mobility participants. Still there is a lot of space for improvement of this joint initiative. . We will also strive to establish closer cooperation and promotion

*of LLP programme mechanisms and the examples of the good practice with this structural mechanism. However, the obstacles often lie in excessive administration which burdens the ESF beneficiaries in their project implementation phases.*

### **Synergy between LLP and non EU initiatives**

*Beside the EU initiated international cooperation mechanisms Slovenia is also a beneficiary country in the framework of:*

- the European Economic Area Scholarship grants (EEA Grants) and Norwegian Financial Mechanism (NFM) and*
- CEEPUS*

*In the context of the European Economic Area Scholarship grants (EEA Grants) and Norwegian Financial Mechanism, (NFM) CMEPIUS has successfully applied as an intermediary body for funds to support individual mobility to EEA countries, which is promoted and implemented in close cooperation with Erasmus activities.*

*Slovenia is a member of Central European Exchange Programme for University (CEEPUS programme) and CMEPIUS manages the administrative side of the programme. The cooperation between Erasmus and CEEPUS coordinators will be used to promote Erasmus IPs to technical HE, since they are more active in CEEPUS. NA has detected less active participation of the same HEIs in Erasmus in general and in Erasmus IP action, specifically. There are a number of good nature science networks in CEEPUS. Erasmus IP action will be presented at the yearly meetings of network coordinator..*

### **3. Minimum required activities**

The NA shall manage the project lifecycle for the decentralised actions in accordance with the 2011 Guide for NAs.

Furthermore, the NA shall implement at least the following minimum required activities:

1. Ensure that all necessary information on the 2011 and 2012 Calls for Proposal is accessible to all potentially interested parties in a timely and user-friendly manner on the NA website.
2. Organise kick-off/project management meetings for all new project beneficiaries for the following actions: Comenius multilateral, bilateral and Regio partnerships, Comenius individual pupil mobility (pre-departure and on-arrival training sessions for pupils and teachers shall be organised by the countries participating in the action), induction meetings for incoming and outgoing Comenius assistants, Erasmus HEI mobility and placement consortia, Leonardo mobility, partnership and transfer of innovation projects, Grundtvig partnerships and workshops. In case the number of beneficiaries concerned is too small/large for organising a single national meeting, the NA may provide alternative counselling to the newcomer beneficiary.
3. Organise at least one national thematic monitoring meeting for current beneficiaries of decentralised actions in a thematic priority area. The thematic monitoring shall gather current beneficiaries in order to improve the project quality in the chosen thematic area

(pedagogic, professional, academic area) that shall be in line with the LLP policy priorities. N.B. If it covers LLP as a whole, the national thematic monitoring meeting can be combined with the required national LLP event for dissemination and exploitation of programme results (see point 4 and table a) below).

4. Organise at least one national LLP event for the dissemination and exploitation of programme results. Such event shall involve former, actual and potential future beneficiaries and participants, policy makers as well as other stakeholders, and it shall bring together coordinators and partners of both decentralised and centralised LLP actions (see table b) below). The event will place the LLP programme in the broad context of the EU 2020 strategy and, in particular, the Youth on the Move initiative.
5. Organise the yearly European Language Label (ELL) competition. In case the low number of education institutions in the country does not allow for a sufficient choice of applications on a yearly basis, the NA may organise the ELL campaign and competition every second year. In such case, the NA shall implement nevertheless alternative actions for the promotion of language learning, and report on these activities and their outputs in detail in the Yearly NA Report. In the case of small countries<sup>2</sup>, the event can be organised once every two years. In countries with more than one LLP NA, the NAs shall ensure and coordinate the organisation of the yearly competition among themselves.

Given the importance attached to increasing the quality and relevance of LLP projects, as well as their valorisation, the NA is required to provide further details hereafter on the NA policy and events planned with regard to national thematic monitoring and dissemination and exploitation of results

#### **a) National thematic monitoring**

Please describe the NA policy for thematic monitoring of current beneficiaries from the perspective of the target public.

*Thematic monitoring is an important tool aimed to increase the impact of the LLP programme. It has also an important use in an across-sector approach for small NAs, since some of LLP actions are limited to only a few projects a year. It is crucial that the exchange of experience between actors in similar project in various LLP programmes takes place in order to improve the quality and facilitate the impact at individual project's level.. Every year, we organise at least one thematic activity per programme/action or per group of beneficiaries. This activity can either be linked to and/or incorporated into a regular project monitoring meeting or it can be organised separately.*

*In 2011 our activities will mostly be focused on two levels:*

- To improve exchange of information between projects and increase the visibility of the programme and*
- to facilitate the networking of projects, practitioners and decision makers to exchange views and experiences*

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<sup>2</sup> Iceland, Luxembourg, Liechtenstein, Malta and Cyprus.

**Exchange of information between projects and increasing the visibility of the programme**

*Thematic monitoring is important tool to improve the information and knowledge sharing between the projects, to increase the visibility of the programme across the participating countries and to organise meetings to learn lessons from other already developed projects (i.e., good practice examples). In this regard the different topics (integration of project results into wider environment, evaluation of project results, project management tools, etc.) will be discussed during our regular group monitoring meetings with the project promoters. Out of those, we mention only the meeting with the pre-schools which already participating in Comenius programme in the table below. As we only had 8 projects submitted by them in the calls 2009 and 2010, we would like to discuss with them what the obstacles for their participation are, and how to prepare our future promotion and support activities to attract and increase the participation of this target group in LLP programme.*

**Networking of projects, practitioners and decision makers**

*The other focus is a facilitation of the networking between projects, practitioners and decision makers to exchange views and experiences regarding the future orientation of political priority and strategy. In this respect, a big national event should be organised with focus on recognition of competencies, knowledge and skills gained by mobility experiences through the LLP programme. Here an across-sector approach should be used to bring together all that are responsible for mobility implementation (mobility promoters), mobility end-users, as well as, the policy makers and stake holders (for schools, companies, ministries, etc.).*

*As we do not have enough projects in the field of quality and social inclusion, to enable a systematic thematic monitoring approach, we should become the members of the two thematic networking groups (led by Austrian and UK NAs), so we could include our projects on this particular themes on the list of their activities and/or pass the knowledge gained with this participation on them.*

*We should also introduce the theme-based training focussing on the level of the NA staff – e.g. the thematic Fridays. We should try to have a regular Friday training and info days where we present to our colleagues the less known, new or less attractive LLP actions (for example GRU VIS, SVP, WK, Comenius Regio, Study visits) so they are aware of possibilities on offer. We should invite the colleagues from other National agencies and contact points (Youth in Action, Eurodesk, Culture, Eures, etc) to keep us informed about their activities, we should hold the training (LLPLink, monitoring and desk checks, etc.) for our staff, etc. Such short meetings and the training may also prove very successful within the NA, in the same fashion as the knowledge and experiences sharing and exchange of information is.*

Please provide the NA planning for 2011:

<b>Sectoral programme concerned</b>	<b>Theme</b>	<b>Target public (type and number)</b>	<b>NA activities (type and number)</b>	<b>responsible</b>
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Comenius	<b>Increasing the participation of pre-schools in Comenius actions</b>	<b>Preschools (8)</b>	<b>Thematic meeting with preschools participating in Comenius programme to discuss how to increase the level of participation of this target group</b>  <b>Conclusions and recommendations of the meeting</b>	<b>Urša Bajželj, Comenius coordinator</b>
Erasmus, Leonardo	<b>Recognition and accreditation of mobility formal and informal competencies (implementation and use of Europass, EQVET)</b>	<b>Erasmus IM (50) and IP (5) coordinators, Leonardo PLM project promoters (30)</b>	<b>Thematic seminar Seminar report</b>	<b>Aljoša Belcijan, Erasmus IM coordinator</b>
Leonardo da Vinci Grundtvig	<b>Quality assurance (QUALL project + national event)</b>	<b>Project promoters LDV &amp; GRU (50), experts (15), policy makers (10)</b>	<b>1 International seminar (1 day); 1 national thematic conference (1 day)</b>  <b>Seminar report/conclusions</b>	<b>Neža Pajnič, Head of VET and HEI Unit; Alenka Flander, Director Deputy</b>

## b) Dissemination and exploitation of results

Please describe the NA policy for dissemination and exploitation of results from the perspective of the target public.

*The NA policy is strongly dedicated to publication and dissemination of programme and project results as well as exploitation of best practices. We see these activities as a strong tool to attract new beneficiaries (especially in the less represented target groups), as well as, the use of project results by beneficiaries that were not primarily involved in the project. The tools used to achieve our goals are:*

- preparation of publications and news*
- participation on conferences and other national or regional events and*
- other promotional activities*

### **Publications and news**

*To promote the LLP programme and its achievements we will continue to participate with regular column in Slovenian Institute for Adult Education (SIAE) newspaper (mostly to raise interest for participation in the Grundtvig programme), Eurodesk news (to attract the non-governmental sector and a path for young people to apply within the*

LLP) and Eurydice weekly news. Eventually, the final agreements need completing before we can have a regular page in the Chamber of Commerce monthly magazine.

We publish our own publication *Priložnosti (Opportunities)* twice a year focussing on the specific themes, promotion of the good practices, the experiences and details about possibilities to cooperate in the LLP actions.

We prepare our own CMEPIUS e-newspaper and RSS, and we also have opened a Facebook account for CMEPIUS where all interested parties are invited to share their LLP Programme experiences through this social network.

All LLP calls (general, but also specific if needed) are published in nationwide newspapers (*Delo, Dnevnik, Večer*), as well as, in *Šolski razgledi* (professional newspaper for education, research and culture). Student related actions and calls are also promoted in *Študent (Student)* magazine.

Quality has a special importance in our dissemination activities. In this regard we award a yearly national award called *Jabolka kakovosti (Apples of Quality)*. Mobility and non-mobility activities are evaluated bi-annually (alternately). In 2011, the non-mobility activities will be evaluated and best practices will be rewarded within the partnerships (per programme), EILC and IP (for Erasmus) and TOI (for Leonardo). Special publication on these best practices is prepared, published on our website and in addition distributed at other NA events. To raise the importance of quality the event is carefully prepared in relation to the evaluation conference and in cooperation with the Ministries (Ministry of Education and Sport and Ministry of Higher Education, Science and Technology).

### **Conferences and other national/regional/sectoral events**

Additionally, we are trying to take part in national events organised for certain target groups by other relevant institutions:

With regard to schools and preschools, we plan to participate at the yearly meeting of all headmasters of preschools (240), primary schools (400) and secondary general and vocational schools (130). These three events are organised every year in autumn (October/November) by Ministry of Education and Sport. We plan to participate with a workshop and promotional materials.

With regard to students we plan to participate in "Študentska arena" (Student's fair) and "Informativa" in 2011. Both events bring together Slovenian and foreign institutions (high schools, vocational colleges, faculties and universities, language courses, lifetime learning programmes etc., the scholarship providers and first employment offers, and so create a good opportunity for young people to find all information pertaining to their decisions on further education and vocational training. We will present opportunities offered by LLP and show participants examples of successful mobility's (the event is mostly visited by students and interested public, so the promotion of projects is not particularly strong). We plan to have our own stand, and participate with a lecture and promotional materials.

With regard to adult education sector, we plan to participate in a yearly meeting of Directors of all Slovene adult education organisations (130), an event that is organised once a year by the Ministry of Education and Sport, Sector for Adult Education-. Also to participate in *Week of Lifelong learning (TVU)* organised by The Slovenian Institute for

adult education with LLP promotion activities and good practice examples. Based on the success of previous cooperation, we plan to jointly organise in Autumn 2011 a conference on a topic of disabled adults groups, combined with an international contact seminar as described in Point 4. (Participation of disadvantaged groups).

As we gained recognition for our work, we get often invited to participate in thematic and sectoral events. Every year we are invited to present about the good practices on ESS project conferences, on a yearly meeting of educators for special pedagogy, on a yearly meeting of adult education providers, and school for headmasters (where we hold a special course on LLP projects possibilities and management), etc.

We also present about the ICT oriented LLP project in the thematic events such as ICT conference SIRIKT (big international conference for schools organised in Slovenia each year) and KONFeT (eTwinning best practice award), as well as, the language oriented projects on the European Language Label event.

**Other promotional activities**

We will remain available for individual advice, counselling and assistance. If invited, we will carry out presentations under condition that at least 5 potential applicants (organizations) would participate - for any of the actions. Our priority for presenting is at the locations outside of capital city Ljubljana and for the target groups less represented in our programmes/actions.

We will closely cooperate with the National Education Institute when we do a promotion of the Comenius Regio partnerships to the regional units. We plan to join in the meeting of heads of regional units to present and promote the action and later on to organise a workshop on how to create, develop and run Regio partnerships. Occasionally, we are invited by the National Education Institute to present to specific target groups the LLP subprograms when they organise regular meetings/seminars for them (e.g. for pre primary schools, for schools with pupils with special needs).

We have also established a good relationship with the Association of the adult education centres. This helps us to promote Grundtvig programme through website publication of the call for proposals and its information days and seminars. They also promote NAs adult education connected seminars and events.

In 2010 we organised a very successful Language fair that was followed by European Language Label ceremony in cooperation with the Representative of the European Commission in Slovenia and Slovene Government Communication Office. We will strive to continue this fruitful cooperation also in 2011.

Please provide the NA planning for 2011:

Sectoral programme concerned	General or specific theme	Target public (type and number)	NA activities (type and number)	responsible
LLP as a whole	<b>Broader context of the EU 2020</b>	<b>Project promoters, LLP</b>	<b>1 national conference</b>	<b>Alenka Flander, Director Deputy</b>



	<b>Strategy and, in particular, the Youth on the Move initiative.</b>	<b>end users, national policy makers, wider public (100)</b>	<b>Conference report Press coverage</b>	
Erasmus Leonardo da Vinci	<b>Benefits and opportunities for SMEs</b>	<b>5 RRA, Chambers of Commerce and Craft, CPI, University career centres, local Employments services, SMEs' projects</b>	<b>1 national seminar Leaflet for SMEs</b>	<b>Aljoša Belcijan, Erasmus IM coordinator; Marja Medved, Leonardo MOB coordinator</b>
Leonardo da Vinci Grundtvig Study visits Erasmus	<b>Annual meetings of directors of adult education organisations</b>	<b>Directors of adult education organisations (130)</b>	<b>workshop</b>	<b>Andreja Lenc, Head of general and adult education Unit</b>

#### **4. Participation of disadvantaged groups in the programme/combating all forms of discrimination**

Participation of disadvantaged groups in the programme/combating all forms of discrimination is a priority action field for the LLP. Please describe the NA policy to widen access to the programme for those from disadvantaged groups.

*We put special emphasis in presenting the possibilities for disadvantaged groups in the LLP programme activities. Here, our focus in 2011 will be on:*

- Preparation of thematic conference and contact seminar in cooperation with the Association of Slovene adult organisation centres and Ministry of Education and Sport. The event will focus on disadvantaged groups (blind, deaf and hard on hearing and physically disabled adults) with examples from Grundtvig, Leonardo, Erasmus, as well as, the Comenius programme.*
- Participation in thematic networking working group led by the UK NA (INCLUSION - Working with under-represented/disadvantaged groups). Inclusion work group will try to identify patterns of under-representation among those currently involved in the LLP, and those who are not. The objective is to engage the underrepresented in a discussion how to successfully address the social exclusion and how the programme could better meet their needs. They plan to organise a seminar/conference on this topic in spring 2011 in Rome, Italy. The aim of the seminar/conference will be to discuss and define the needs of the disadvantaged groups wishing to cooperate through LLP programme in future.*
- Promotion of direct financial mechanisms available: additional funds available through special call (Erasmus) and additional funds available within action specifics in terms of accompanying persons, higher living costs, etc.*
- Presentation of good practices examples and individual counselling, as the most*

*important and valuable tools to stimulate participation in the programme.*

Please provide the NA planning for 2011:

<b>Sectoral programme concerned</b>	<b>Thematic area</b>	<b>Target public (type and number)</b>	<b>NA activities (type and number)</b>	<b>responsible</b>
<i>LLP as a whole</i>	<b><i>Blind, deaf and hard hearing and physically disabled adults</i></b>	<b><i>Comenisu PAR (6), Comenius IST (1), Leonardo TOI (4), Leonardo PAR (3), Leonardo MOB (5), Erasmus IM (3), Grundtvig IST (1), Grundtvig PAR (2), Study visits (1)</i></b>  <b><i>Organisers of education and training for disabled adults (80)</i></b>	<b><i>Conference together with Association of adult organisation centres (ZLUS) and Contact seminar</i></b>	<b><i>Andreja Lenc, Head of general and adult education Unit; Neža Pajnič, Head of VET and HEI Unit</i></b>

## Part 2 – Implementation of decentralised programme actions

### A. COMENIUS

#### 1. Strategic management - national policy context for sectoral programme implementation

Please describe briefly:

1.1) The most relevant policy developments and decisions in the field of school education in your country, mentioning in particular those which may affect positively the objectives and implementation of Comenius in the calendar year 2011.

*Slovenia is preparing a new white paper for the field of education and training which should be launched in Spring 2011. This document will certainly affect all levels of education in Slovenia. The new document should bring more excellence and equity (value?) into a school system., it One of the key objectives of the EC Europe 2020 strategy is to enhance the performance of educational systems. The changes in school legislation are the next step.*

*Good and systematic work with Department for Secondary Education helped to recognise the importance of the Lifelong programme in the national educational strategies. For the secondary education, Slovene Ministry for Education and Sport set out the four-year budgetary plan (2010-2014) to boost the participation of pupils in international exchanges, enhance the cooperation of schools and exchange school professionals on exchanges with colleagues from abroad.*

*. To open up more mobility and training programmes for young people is another very important issue mentioned in the Europe 2020 strategy.*

*We would also like to underline the cooperation we have established with professional networks such as the consortium of Slovene grammar and technical secondary schools. This cooperation enables us to promote our programmes and good practices at their meetings and events and this has proved to be a very successful and effective approach.*

*We will cooperate closely with the National Education Institute when promoting the Comenius Regio partnerships to the regional units. We plan to join in the meeting of heads of regional units to present and promote the action and later on to organise a workshop how to create, develop and run Regio partnerships. Occasionally, we are invited by the National Education Institute to present LLP subprograms to specific target groups when they organise regular meetings/seminars for them (e.g. for pre primary schools, for schools with pupils with special needs).*

*We have established a good cooperation with all those partners with regard to attracting the less represented target groups in the Comenius programme (preschools, secondary schools and VET).*

*Additionally, we try to take part in national events organised for schools and preschools by other relevant institutions. We plan to participate at the yearly meeting of all headmasters of preschools (240), primary schools (400) and secondary schools (130). These three events are organised each year in autumn (October/November) by Ministry of Education and Sport. We plan to participate with a workshop and promotional*

materials.

We also present ICT oriented LLP projects at the thematic events such as ICT conference SIRIKT (big international conference for schools organised in Slovenia each year) and KONFeT (eTwinning best practice award), as well as, the language oriented projects on the European Language Label event.

There is also our National Selection Committee which represents the strong links with national structures and implementation of Comenius programme and work in line with national policy context. Even though they are called only "selection" committees, their roles in Slovenia are much more important. The structure of Comenius Committee, for instance, consists of the representatives from the Ministry of Education and Sport (the departments for primary school education and a department for secondary school), National Education Institute, Education Development Office of the Ministry of Education and Sport, representative of the Headmasters association, a representative of a school. The Committee is very much involved in not only the selection process, but also in the making the implementation of Comenius programme in Slovenia the mainstream project, the setting up of the national priorities and the analysis of the impact and implementation of the good practices of Comenius programme in Slovenia.

We will also take into account all comments provided by the EC and found in the 2009 NA yearly report with regard to better implementation of the Comenius programme. We will organise workshops in underrepresented regions and workshops for specific targets in order to balance the participation of the target groups in the programme (to increase participation of preschools and secondary/ VET schools).

1.2) Any major risk(s) and mitigating action(s) that the NA anticipates with regard to the objectives and targets set for the implementation of the Comenius sub-programme in the calendar year 2011 (cf. targets set in Annex 1.A.Comenius).

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

**General risks**

**Risk 1**

**Description:** LLPLink related problems

**Cause(s):** technical difficulties, replication difficulties, not having enough knowledge to prepare specific queries

**Potential consequence(s):** delays and/or errors in preparing reports for National authorities, delays in issuing contracts and final payments, delays in preparing reports for beneficiaries

**Mitigating action(s):** ensuring of IT backup and helpdesk, training of staff in LLPLink use, training of key LLPLink staff in preparation of basic queries

**Responsible(s):** Robert Marinšek

**Deadline:** end of 2010

## **Assistants**

### **Risk 1**

**Description:** Small chances for being selected as an assistant

**Cause(s):** Insufficient funding for all approved applicants

**Potential consequence(s):** Not enough interested applicants due to restricted promotion

**Mitigating action(s):** Rise of available funding for Comenius Assistants

**Responsible(s):** EC, NA

**Deadline:** before the deadline

### **Risk 2**

**Description:** Not enough Host schools selected by foreign assistants.

**Cause(s):** Not enough foreign assistants wish to visit Slovene schools (they prefer to visit other countries; if they select Slovenia, only schools in larger cities are chosen), lack of information on the side of Host schools

**Potential consequence(s):** no optimal implementation of the programme action

**Mitigating action(s):** info-days for host schools, guidelines for host schools

**Responsible(s):** Maja Abramič, Comenius Assistants coordinator

**Deadline:** December 2010, June 2011

## **IST**

### **Risk 1**

**Description:** Underrepresentation of some regions in IST

**Cause(s):** smaller number of the educational institutions in underrepresented regions and also fear that possible participants are not competent enough to communicate in foreign language.

**Potential consequence(s):** more selected applicants from well-represented regions

**Mitigating action(s):** organising workshops in under-represented regions (Koroška, Zasavska) and more personal approach to potential beneficiaries in those regions (promotion, counselling, etc.).

**Responsible(s):** Maja Godejša, Comenius IST coordinator

**Deadline:** Dec/Jan 2011 and before each deadline

### **Risk 2**

**Description:** not enough applicants from pre-primary schools

**Cause(s):** lack of foreign language competence, lack of time to attend in-service training due to obligations at home institution, lack of motivation to participate in mobility abroad and also little support (approval) for such activities by management.

**Potential consequence(s):** no optimal coverage of various headmasters and pre-primary teachers

**Mitigating action(s):** promotional campaign for pre-primary schools in cooperation with National Education Institute. Preparation of target group specific workshop material with practical examples

**Responsible(s):** Maja Godejša, Comenius IST coordinator

**Deadline:** January 2011

### **Risk 3**

**Description:** not enough applicants from secondary and VET schools

**Cause(s):** secondary and VET schools are also involved in Leonardo programme

**Potential consequence(s):** no interest to participate in Comenius programme, lack of staff due to involvement in other LLP programme.

**Mitigating action(s):** promotional campaign for secondary and VET schools in cooperation with Centre for Vocational education and training. Preparation of target group specific workshop material with practical examples

**Responsible(s):** Maja Godejša, Comenius IST coordinator

**Deadline:** January 2011

### **Risk 4**

**Description:** too many courses in English spoken countries (United Kingdom, Ireland), especially on thematic field: language teaching, methodology and didactics

**Cause(s):** Lack of other languages, popularity of UK courses based on previous experiences and more aggressive promotion by organisers.

**Potential consequences:** uneven distribution of applications by thematic fields and country of training

**Mitigating action(s):** promotion of natural and technical sciences oriented courses, promotion of courses taking place outside UK and Ireland. Setting up a national priority for courses not aimed at English language teaching

**Responsible(s):** Maja Godejša, Comenius IST coordinator

**Deadline:** completed before project start

## **Regio partnerships**

### **Risk 1**

**Description:** Not receiving enough Regio applications

**Cause(s):** Insufficient information about Regio action among potential applicants, no interested applicants for the action

**Potential consequence(s):** Not having enough Regio projects, weak implementation of the Regio action

**Mitigating action(s):** Reinforce the information campaign in order to reach all potential applicants: Meeting with heads of units of National Education Institute October 2011 ; workshops in cooperation with The National Education Institute and Association of municipalities October 2011; personal counselling.

**Responsible(s):** Urša Bajželj, Comenius Partnership coordinator

**Deadline:** January 2011, October – December 2011

## **School partnerships**

### **Risk 1**

**Description:** little involvement of pre-primary institutions, institutions for pupils with special educational needs, VET/Secondary Schools

**Cause(s):** Not enough information about the possibilities of the programme. Institutions

are also involved in other actions within LLP, as well as, other European and national initiatives so they lack time and staff.

**Potential consequence(s):** Not enough applications from those institutions

**Mitigating action(s):** Information campaign targeted those institutions – workshops at National meetings for Headmasters of pre-primary, primary and secondary schools (3 separate meetings in October, November 2011), workshops in cooperation with the National Education Institute and Centre for Vocational Education and Training targeted those organisations (throughout 2011).

**Responsible(s):** Urša Bajželj, Comenius Partnership coordinator

**Deadline:** January 2011, November/December 2011

### **Risk 2**

**Description:** Underrepresentation of some regions (Spodnjeposavska and Notranjsko-kraška region)

**Cause(s):** Lack of information in some areas, as well as, a smaller number of institutions in those areas

**Potential consequence(s):** small number of applications from underrepresented regions

**Mitigating action(s):** Regionally spread information campaign - workshops in Spodnjeposavska and Notranjsko-kraška region, (November/December 2011).

**Responsible(s):** Urša Bajželj, Comenius Partnership coordinator

**Deadline:** January 2011, November/December 2011

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### **Individual pupil mobility**

#### **Risk 1**

**Description:** Not receiving enough applications

**Cause(s):** Insufficient information about individual pupil mobility action among potential applicants, not interested applicants for the action due to length of mobility

**Potential consequence(s):** Not having enough projects, weak implementation of the action

**Mitigating action(s):** Reinforce the information campaign in order to reach all potential applicants: close cooperation with the Consortium of general and technical high schools, promotion at annual headmasters meetings (primary and secondary schools), organising a promo day only for this action, organising 2 workshops for applicants, personal counselling.

**Responsible(s):** Andreja Lenc, Comenius Pupil Mobility coordinator

**Deadline:** Sept – Dec 2011

## **2. Objectives and targets for programme implementation**

Please indicate in [Annex 1.A.Comenius](#) the targets that the NA envisages to achieve for the Comenius programme.

In agreement with the competent national authority, the NA shall set at least specific targets for the objectives defined by the EC and indicate the activities that will be put in place, in order to reach those targets. In addition, specific national quantitative and qualitative objectives may be set, which shall include the targets and NA activities that will be implemented to reach those targets.

### 3. Improvement of the programme actions implementation

Please describe briefly the measures that the NA will put in place to address recommendations to improve the implementation of the programme actions in the country issued following the assessment of the 2009 Yearly NA Report by the European Commission.

*The Slovenian NA will continue with the systematic and wide-spread promotion in order to reach the potential target groups. We will also strive to reach a more balanced representation with regard to the target groups and regions, as commented in the assessment feedback of the 2009 Yearly report.*

*In this regard, the Slovenian NA will organise the workshops in underrepresented regions (Spodnjeposavska and Notranjsko-Kraška region, in order to fulfil the recommendation of a broad geographical distribution of School partnerships. We will also organise the workshops for preschools and VET/secondary schools to reach more balanced representation between the school types.*

*With regard to IST, we will continue to promote non-language courses and courses out of English speaking countries in order to diversify the choice of destination countries. In addition, we will organise workshops in IST underrepresented regions (Zasavska and Koroška) in order to achieve a more balanced geographical representation.*



## B. ERASMUS

### 1. Strategic management - national policy context for sectoral programme implementation

Please describe briefly:

1.1) The most relevant policy developments and decisions in the field of higher education in your country, mentioning in particular those which may affect positively the objectives and implementation of Erasmus in the calendar year 2011.

*The most important and far reaching activity throughout 2011 will be completion and start of implementation of long term national strategy for Higher education 2011 – 2020 and Europa 2020. The process of preparation of the new national strategy is led by the Ministry for Higher Education, Science and Technology and can have high impact on Erasmus programme. This is why the NA is participating in the preparation process as much as possible. The Bologna process regarding the reform of the study programmes/levels is more or less finished, so the first results of the new shorter programmes of the first level will be shown during 2011. Relatively new theme for Slovenian HEA is the introduction of the EQF. Developments regarding EQF will also influence the activities in the framework of the Erasmus programme.*

*Major success regarding funding the Erasmus students has been achieved in 2010 by a national Call for additional funding for Erasmus students. A very important task of the NA in 2011 will be to try to secure the funding also in coming years since funding is seen as one of the more decisive factors in students' mobility.*

*The National Selection Committee also represents a strong link with national structures and an assurance that implementation of Erasmus programme works is in line with national policy context. The membership of the Committee consists of the representatives from Ministry of Education and Sport, Ministry for Higher Education, Science and Technology, National agency for quality in HE, a representative of the Chamber of Commerce and a representative of Student union. The Committee is not only involved in the selection process but is in the mainstreaming of the implementation of Erasmus in Slovenia, as well. The Committee is setting up national priorities for the programme period and yearly calls, and also in the impact analysis on the programme in Slovenian HE.*

*CMEPIUS, being the coordinator of the Bologna Experts' project, is thus in a position, to monitor closely the developments regarding the Bologna process, the qualification framework and the quality assurance in HE.*

*To further the incorporation/connection of the Erasmus program and European strategy with the national context, the Slovene Ministry of Higher Education, Science and Technology nominated the CMEPIUS representatives in two important working groups. These are the Bologna Follow-up Group (BFUG) and European Higher Education Area (EHEA) Information and promotion network. The BFUG Mobility Working Group aims at identifying problems related to the balance of incoming and outgoing students, assessing the structural, legal, financial and other obstacles to mobility of students and staff. They work at identifying the possibilities for action for the Ministers and stakeholders in order to improve mobility and help draft an EHEA Strategy for mobility. In 2010 the group prepared a questionnaire and collected data on mobility*

problems where CMEPIUS actively supported the group. Future work will include analysis of collected data and preparation of recommendations regarding mobility issues.

The focus of EHEA Information and promotion network is focused more towards marketing and promotion of EHEA. Here, the primary focus is on preparation of reliable mechanism to inform and promote trust-worthy degrees, Diploma Supplements, etc. The Slovenia Erasmus experiences could significantly contribute and support the network with existing methods, materials, experiences and good practice examples, and through participation in the network the national context has a constant information influx of EHEA development. Just as well, the Slovenian HE is strongly promoted as part of the EHEA.

1.2) Any major risk(s) and mitigating action(s) that the NA anticipates with regard to the objectives and targets set for the implementation of the Erasmus sub-programme in the calendar year 2011 (cf. targets set in Annex 1.B.Erasmus).

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

**Risk 1**

**Description:** Organisation of study programmes is too intense/short to allow for mobility

**Cause(s):** Full introduction of the Bologna led in the majority of study programmes to shorten the first level study periods (from 4 or 5 to 3 years) what students made feel that they cannot afford to go with Erasmus mobility.

**Potential consequence(s):** Stagnation or even decrease in student mobility.

**Mitigating action(s):** Organisation of thematic monitoring seminars concerning a high quality implementation of mobility (establishment of inter-institutional contacts, preparation of learning/training agreements, monitoring of students, systems/procedures of recognition.

**Responsible(s):** Aljoša Belcijan, Erasmus IM coordinator

**Deadline:** whole of 2011.

**Risk 2**

**Description:** No national co-funding for Erasmus students

**Cause(s):** The funding that was made available in 2010 was one-off. There is no guarantee of future funding.

**Potential consequence(s):** Decrease in student mobility

**Mitigating action(s):** To present the positive results of the co-funding in 2010 to relevant authorities (national Erasmus committee, Ministry for HEST and common request by the NA and participating institutions to the MHEST for further co-funding).

**Responsible(s):** Robert Marinšek, Erasmus coordinator, Neža Pajnič, Head of VET and HEI Unit

**Deadline:** mid 2011

**Risk 3**

**Description:** Little participation in TS mobility

**Cause(s):** Shorter and more intense study calendars, part-time employment of teachers

**Potential consequence(s):** Stagnating or even decreasing in TS mobility

**Mitigating action(s):** Collection and presentation of good examples of TS implementation from Slovenia and other countries, special stress on this specific activity during Erasmus training for institutional coordinators

**Responsible(s):** Aljoša Belcijan, Erasmus IM coordinator

**Deadline:** continual in 2011

**Risk 4**

**Description:** Poor institutional management of Erasmus programme

**Cause(s):** Staff/time related shortages in international offices of EUC institutions, the new staff dealing with Erasmus

**Potential consequence(s):** Stagnation or even decrease in mobility, the difficulties regarding recognition, a bad reflection on Erasmus programme

**Mitigating action(s):** Visits to monitor the projects, an organisation of workshops on tools, the mechanisms and presentation of good practices in quality management (establishment of inter-institutional contacts, preparation of learning/training agreements, monitoring of students, systems/procedures of recognition)

**Responsible(s):** Robert Marinšek, Erasmus coordinator; Aljoša Belcijan, Erasmus IM coordinator

**Deadline:** continual in 2011

## 2. Objectives and targets for programme implementation

Please indicate in Annex 1.B.Erasmus the targets that the NA envisages to achieve for the Erasmus programme.

In agreement with the competent national authority, the NA shall set at least specific targets for the objectives defined by the EC and indicate the activities that will be put in place in order to reach those targets. In addition, specific national quantitative and qualitative objectives may be set, which shall include the targets and NA activities that will be implemented to reach those targets.

## 3. Improvement of the programme actions implementation

Please describe briefly the measures that the NA will put in place to address recommendations to improve the implementation of the programme actions in the country issued following the assessment of the 2009 Yearly NA Report by the European Commission.

*In accordance with the feedback from Assessment of the 2008 and 2009 Yearly Na Report, the NA will promote the benefits of longer stay; however, the situation surrounding the part-time students (as also observed by EC) is making the longer average mobility difficult.*

*The NA will also organise more training events for the institutional coordinators of Erasmus to make them more capable to organise more effectively all types of mobility. More support in terms of workshops, the training and individual consultations will be also offered to teaching staff on how to achieve the better results in mobility activities and in use of funding. .*

*More focus will also be put on more in depth analysis of the final reports from beneficiary to have a better view of the impact of supported actions.*

## C. LEONARDO DA VINCI

### 1. Strategic management - national policy context for sectoral programme implementation

Please describe briefly:

1.1) The most relevant policy developments and decisions in the field of vocational training in your country, mentioning in particular those which may affect positively the objectives and implementation of Leonardo da Vinci in the calendar year 2011.

*Strategic management of Leonardo programme is mostly linked to the EQF and ECVET developments. Slovenia participates in both, and the NA follows the developments in EQF and ECVET very closely since they are part of the LLP policy relevant for the LLP programmes. The use of ECVET/EQVET will become the norm in mobility. The NA is, therefore, trying to anticipate the possible synergies and directions of the national policies.*

*Leonardo programme is in the context of EU2020 is the obvious tool of choice since the update and upgrade of skills followed by initial and continuing VET is essential.. The new skills for the new jobs and up-skilling of over 3.5 million individuals across Europe, from low to medium levels, will be a challenge for Leonardo activities.*

*The most relevant policy developments in the field of VET in Slovenia that may positively affect LDV programme in the year 2011 are:*

- the national revision of key competences and particular emphasis on the improvement of social competences and entrepreneurship*
- further development of quality indicators and the system of quality in VET on national level*
- the increased influence on mobility projects of all the national measures for the implementation of practical training /work based training of persons undergoing initial and continual training*
- further development of national qualifications framework*
- Promotion of system of recognition of informal and non-formal learning and national/ European skills competitions in order to stimulate the attractiveness and openness of VET.*

*There is also a National Selection Committee which represents the strong links with national structures and assurance that implementation of Leonardo da Vinci programme works in line with national policy context.. The members of the Committee are the representatives from the Ministry of Education and Sport, the Ministry of Labour, Family and Social affairs, the representatives of the Chamber of Commerce and Chamber of Crafts, a representative of the Unions and Employers' Association. The Committee is not only involved in the selection process but it is very much involved in the mainstreaming of the implementation of Leonardo da Vinci in Slovenia by setting up the national priorities for the programme period and yearly calls, as well as, for the analysis of the impact of the programme in Slovenian VET and abroad.*

1.2) Any major risks and mitigating action(s) that the NA anticipates with regard to the objectives and targets set for the implementation of the Leonardo da Vinci sub-programme in the calendar year 2011 (cf. targets set in Annex 1.C.Leonardo da Vinci).

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

**Risk 1 (all actions)**

**Description:** not reaching the targets set under number of new applicants from underrepresented regions

**Cause(s):** lack of effective promotion to reach potential applicants, lack of motivation among potential new applicants

**Potential consequence(s):** no new or few applicants from underrepresented regions, funds awarded to recurrent beneficiaries

**Mitigating action(s):** direct "marketing" or contact with potential applicants, preparation of specifically adapted information, cooperation with local authorities

**Responsible(s):** Marja Medved, Leonardo Mobility coordinator; Neža Pajnič, Leonardo Partnerships and TOI coordinator

**Deadline:** end of January 2011

**Risk 2 (all actions)**

**Description:** unsuccessful implementation of projects, return of unspent funds

**Cause(s):** poor project management, economical situation

**Potential consequence(s):** high % of unused funds, absence of good practice projects

**Mitigating action(s):** monitoring meetings dedicated to specific project management aspects (programme/action specific content, general/financial project management, evaluation, dissemination etc.), on the spot monitoring visits, FAQ on the website

**Responsible(s):** Leonardo projects coordinators and Leonardo financial officers (Medved, Pajnič, Korada, Benvenuti Topič)

**Deadline:** activities during the whole year of 2011

**Risk 3 (TOI)**

**Description:** ineligible costs covered by EU funds

**Cause(s):** poor knowledge of action/financial rules, disrespect for rules

**Potential consequence(s):** requests for reimbursement issued, unspent funds

**Mitigating action(s):** obligatory initiation meeting for all beneficiaries, precise check of interim reports (where available)

**Responsible(s):** Neža Pajnič, Leonardo TOI coordinator, Sabina Benvenuti Topič, Leonardo TOI financial officer

**Deadline:** whole year of 2011

**Risk 4 (PAR,TOI)**

**Description:** LLPLink related problems

**Cause(s):** technical difficulties, replication difficulties

**Potential consequence(s):** loss of application data, delays and/or errors in preparing data for selection procedure, delays in issuing contracts, delays in preparing reports for beneficiaries

**Mitigating action(s):** ensuring IT backup and helpdesk, training of staff in LLPLink use

**Responsible(s):** Robert Marinšek, Head of IT

**Deadline:** end of January 2011

**Risk 4 (Mobility)**

**Description:** LLPLink Mobility Tool related problems

**Cause(s):** technical difficulties, replication difficulties

**Potential consequence(s):** loss of application data, delays and/or errors in preparing data for selection procedure, delays in issuing contracts, delays in preparing reports for beneficiaries

**Mitigating action(s):** to make sure of IT backup and helpdesk, to train the staff to use the LLPLink Mobility Tool

**Responsible(s):** Robert Marinšek, Head of IT

**Deadline:** end of January 2011

## **2. Objectives and targets for programme implementation**

Please indicate in Annex 1.C.Leonardo da Vinci the targets that the NA envisages to achieve for the Leonardo da Vinci programme.

In agreement with the competent national authority, the NA shall set at least specific targets for the objectives defined by the EC and indicate the activities that will be put in place in order to reach those targets. In addition, specific national quantitative and qualitative objectives may be set, which shall include the targets and NA activities that will be implemented to reach those targets.

## **3. Improvement of the programme actions implementation**

Please describe briefly the measures that the NA will put in place to address recommendations to improve the implementation of the programme actions in the country issued following the assessment of the 2009 Yearly NA Report by the European Commission.

*The conclusions of the final report have already been taken up with the national authorities via the National Selection Committee and it will remain a topic in the year 2011 as well (lack of co-funding possibilities in public organisations/schools).*

*The NA will also include more examples of good practice in the 2010 report.*





## D. GRUNDTVIG

### 1. Strategic management - national policy context for sectoral programme implementation

Please describe briefly:

1.1) The most relevant policy developments and decisions in the field of adult education in your country, mentioning in particular those which may affect positively the objectives and implementation of Grundtvig in the calendar year 2011.

*Slovenia has been preparing a new Resolution of national programme for adult education and training 2010-2013, which is based on the analyses of execution of The Resolution 2007-2010 and also takes into consideration the EC document "Education and training 2020". The main objectives for the adult education will be:*

- *General informal education and learning priority will be given to improving literacy and the items from the priority list: culture, health, environment protection, development of key competences.)*
- *Rise in education levels (priority will be given to adults with less than 4 years of secondary education, to the school drop-outs, to adults with special needs, to Roma people, and migrants.)*
- *programmes of labour market (priority will be given to unemployed and to education of unprivileged workers who will be included in the programmes for development of key competences; for unemployed – there will be also an education to acquire NPK and for employed education which contributes to keeping jobs, and supports the flexibility and mobility of employment.)*
- *Development, research and supporting activities.*

*Slovenia will especially focus on the second and the third objectives. Special efforts will be made to:*

- *improve the adaptability of the education and training, and to facilitate the access to education and training,*
- *Introduce the assessment of and recognition of informally acquired knowledge.*

*Additionally, we should try to take part in the national events organised for adult education sector by other relevant institutions. We plan to participate in a yearly meeting of Directors of all Slovene adult education organisations (130). This event is organised once a year by the Ministry of Education and Sport i.e., it's Sector for Adult Education. We plan to participate in Week of Lifelong learning (TVU) organised by The Slovenian Institute for adult education with LLP promotion activities and good practice examples.*

*Based on the success of previous cooperation, we plan to jointly organise a in Autumn 2011 a conference on a topic of disabled adults groups, combined with an international contact seminar as described in Point 4. (Participation of disadvantaged groups).*

*We have also established a good cooperation with the Association of the adult education centres which helps us to promote Grundtvig programme through a website*

*publication of the call for proposals and its information days and seminars. They also promote NAs adult education connected seminars and events.*

*There is also our National Selection Committee which has the strong links with national structures and implementation of Grundtvig programme in line with national policy context. Even though they are called mere "selection" committees, their roles in Slovenia are much more important. The structure of Grundtvig Committee, for instance, consists of the representatives from the Ministry of Education and Sport (Department for Adult Education), a representative of Education Development Office of the Ministry of Education and Sport, a representative of the Association of Slovene adult organisation centres, a representative of Slovenian Institute for Adult Education) The Committee is not only involved in the selection process, but also in the mainstreaming the implementation of Grundtvig programme in Slovenia, the setting up the national priorities and the analysis of the impact and implementation of the good practices of Grundtvig programme in Slovenia.*

*We put special emphasis in presenting the possibilities for disadvantaged groups in the Grundtvig programme activities. In 2011, the focus will be on preparation of thematic conference and a contact seminar in cooperation with the Association of Slovene adult organisation centres and the Ministry of Education and Sport. The event will focus on disadvantaged groups (blind, deaf and hard of hearing and physically disabled adults) with examples from Grundtvig, Leonardo, Erasmus, as well as, Comenius programme.*

*We will also take into account all comments provided by the EC in the 2009 NA yearly report with regard to a better implementation of the Grundtvig programme. We will organise the workshops for lesser known actions (Assistants and Senior volunteering) and try to disperse programme activities to cover all regions.*

1.2) Any major risk(s) and mitigating action(s) that the NA anticipates with regard to the objectives and targets set for the implementation of the Grundtvig sub-programme in the calendar year 2011 (cf. targets set in Annex 1.D.Grundtvig).

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

#### **General**

- **Risk 1**

**Description:** *little interest for participation at contact seminar*

**Cause(s):** *too many contact seminars in 2011*

**Potential consequence(s):** *cancellation of the contact seminar due to lack of participants*

**Mitigating action(s):** *early promotion of the event, good programme content, intensive promotional campaign among NA and potential participants*

**Responsible(s):** *Andreja Lenc, Head of general and adult education Unit; Katjuša Radinovič, Grundtvig coordinator*

· **Risk 2**

**Description:** LLPLink related problems

**Cause(s):** technical difficulties, replication difficulties, not having enough knowledge to prepare specific queries

**Potential consequence(s):** delays and/or errors in preparing reports for National authorities, delays in issuing contracts and final payments, delays in preparing reports for beneficiaries

**Mitigating action(s):** ensuring of IT backup and helpdesk, training of staff in LLPLink use, training of key LLPLink staff in preparation of basic queries

**Responsible(s):** Robert Marinšek, Head of IT

**Deadline:** end of 2010

**Assistants**

**Risk 1**

**Description:** Little interest for GRU assistants action, small chances of being selected as an assistant

**Cause(s):** Difficult promotion due to a small amount of money available for this action in Slovenia

**Potential consequence(s):** Not enough interested applicants, not many applications received

**Mitigating action(s):** Increase the amount of money available for Grundtvig Assistants, promotional activities combined with other GRU actions, workshop specifically for students of andragogical studies, personal counselling.

**Responsible(s):** EC, NA

**Deadline:** January 2011, October/November 2011

**IST and VIS**

**Risk 1**

**Description:** Little interest shown from potential applicants

**Cause(s):** new action, lack of information about the possibilities offered

**Potential consequence(s):** Small number of applications

**Mitigating action(s):** more personal approach to potential beneficiaries

**Responsible(s):** Katjuša Radinovič, Grundtvig coordinator

**Deadline:** to complete before every start of the project initiation

**Risk 2**

**Description:** low quality applications, applications not in line with Grundtvig objectives

**Cause(s):** lack of information about the programme, lack of knowledge how to fill in the application form

**Potential consequence(s):** Invalid applications, technically rejected applications, little number of newcomers

**Mitigating action(s):** strengthening promotional campaign, organising workshops on how to apply

**Responsible(s):** Katjuša Radinovič, Grundtvig coordinator

**Deadline:** to complete before every start of the project

<p><b>Learning partnerships</b></p> <p><b>Risk 1</b>  <b>Description:</b> low quality applications, applications not in line with Grundtvig objectives  <b>Cause(s):</b> Not enough information about the programme, lack of knowledge how to fill in the application form  <b>Potential consequence(s):</b> Invalid applications, technically rejected applications</p> <p><b>Mitigating action(s):</b> workshops, personal counselling  <b>Responsible(s):</b> Katjuša Radinovič, Grundtvig coordinator  <b>Deadline:</b> October / December 2011</p>
<p><b>SVP</b></p> <p><b>Risk 1</b>  <b>Description:</b> Little interest in SVP  <b>Cause(s):</b> low amount of money available for this action in Slovenia – difficult to organise promotion if only one project can be selected; long duration of mobility with regard to the age of participants.  <b>Potential consequence(s):</b> no application received</p> <p><b>Mitigating action(s):</b> increase the amount of money available, promotional campaign combined with other GRU actions, targeted workshop, personal counselling  <b>Responsible(s):</b> EC, Katjuša Radinovič, Grundtvig coordinator  <b>Deadline:</b> December 2011</p>
<p><b>WP</b></p> <p><b>Risk 1</b>  <b>Description:</b> not one application received  <b>Cause(s):</b> little money available for this action in Slovenia – difficult to organise promotion if only one project can be selected  <b>Potential consequence(s):</b> high number of rejected applicants</p> <p><b>Mitigating action(s):</b> to increase available funding for WPs  <b>Responsible(s):</b> EC, Katjuša Radinovič, Grundtvig coordinator  <b>Deadline:</b> January, February 2011/December 2011</p>

## 2. Objectives and targets for programme implementation

Please indicate in Annex 1.D.Grundtvig the targets that the NA envisages to achieve for the Grundtvig programme.

In agreement with the competent national authority, the NA shall set at least specific targets for the objectives defined by the EC and indicate the activities that will be put in place in order to reach those targets. In addition, specific national quantitative and qualitative objectives may be set, which shall include the targets and NA activities that will be implemented to reach those targets.

### 3. Improvement of the programme actions implementation

Please describe briefly the measures that the NA will put in place to address recommendations to improve the implementation of the programme actions in the country issued following the assessment of the 2009 Yearly NA Report by the European Commission.

*The Slovenian NA will continue with systematic promotion in order to reach the potential target groups, and to also take into account a more balanced geographical participation (covering all regions) which is difficult due to a poor funding of the Grundtvig activities.*

*With regard to objections coming from potential project applicants about the less attractive actions (Assistants and Senior Volunteering) , we plan to organise a more targeted promotion activity for each of those two actions even though we have a very limited funding available (only one grant or less for everyone). We usually do a promotion for all Grundtvig actions together or we combine it with the similar LLP actions.*

## E. STUDY VISITS

### 1. Strategic management - national policy context for sectoral programme implementation

Please describe briefly:

1.1) The most relevant policy developments and decisions in the field of policy cooperation and innovation in lifelong learning in your country, mentioning in particular those which may affect positively the objectives and implementation of Study Visits in the calendar year 2011.

*The overall vision in the field of study visits is to enable those who exercise the important educational responsibilities at local or regional (and in some cases national) level. 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, selective and up-to-date information about education developments throughout the EU which is available to the policy makers.*

*Our National Selection Committee also represents the strong links with national structures and implementation of Study visits programme in line with national policy context.. Even though they are called mere "selection" committees, their roles in Slovenia are more important than that. The structure of Study visits Committee consists of the representatives from the Ministry of Education and Sport (General Secretary of the Ministry), a representative of Ministry of Education and Sport (Department for international cooperation), Chamber of Commerce, Slovenian Institute for Adult Education, National School for Leadership in Education and Trade unions. The Committee not only involved in the selection process, but also in the mainstreaming the implementation of Study visits programme in Slovenia, the setting up the national priorities and it has responsibility to promote and implement good practices of Study visit programme in Slovenia.*

1.2) Any major risk(s) and mitigating action(s) that the NA anticipates with regard to the objectives and targets set for the implementation of the Study Visits in the calendar year 2011 (cf. targets set in Annex 1.E.Study Visits).

For any major risk identified, please provide: a short description, the main cause(s) and potential consequence(s), the mitigating action(s) to be put in place to reduce the risk's impact as much as possible, the responsible and the deadline for the mitigating action's implementation.

Please insert additional rows as needed.

#### ***Risk 1***

***Description:*** lack of interest to attend info day or workshops for applicants due to specific nature of the target group

***Cause(s):*** because they are mostly managerial staff, they can have other preferences, work duties, obligations

***Potential consequence(s):*** insufficient number of applicants

***Mitigating action(s):*** more cooperation with relevant organisations- chamber of

commerce, ministries, chamber of craft, etc. In order to motivate individuals to apply  
**Responsible(s):** Maja Godejša, Study visits coordinator  
**Deadline:** during the whole year, intensively- before 1<sup>st</sup> and 2<sup>nd</sup> deadline

**Risk 2**

**Description:** low quality applications – lesser applicants selected

**Cause(s):** they don't have time to fulfil application form properly

**Potential consequence(s):** less selected applicants

**Mitigating action(s):** more personal approach to professionals to fulfil quality applications

**Responsible(s):** Maja Godejša, Study visits coordinator

**Deadline:** before 1<sup>st</sup> and 2<sup>nd</sup> workshops for applicants, individual counselling

## 2. Objectives and targets for programme implementation

Please indicate in Annex 1.E. Study Visits the targets that the NA envisages to achieve for the Study Visits programme.

In agreement with the competent national authority, the NA shall set at least specific targets for the objectives defined by the EC and indicate the activities that will be put in place in order to reach those targets. In addition, specific national quantitative and qualitative objectives may be set, which shall include the targets and NA activities that will be implemented to reach those targets.

## 3. Improvement of the programme action implementation

Please describe briefly the measures that the NA will put in place to address recommendations to improve the implementation of the programme action in the country issued following the assessment of the 2009 Yearly NA Report by the European Commission.

*In 2009 Yearly NA Report by the European Commission the feedback about the implementation of the Study visits programme in Slovenia was very positive. EC acknowledged that the NA recognises the importance of the action, both in terms of organising, as well as, sending out the participants. They also commended on the move to promote the programme during other LLP events. The distribution over education and VET was seen as fair, with good geographical spread.*

*We will continue with this approach in 2011 and we will try to attract even more participants to apply for Study visits programme grants and/or to organise Study visits events in Slovenia.*