

LEONARDO DA VINCI

Community Vocational Training Action Programme

Second phase: 2000–2006

APPLICATION FORM for

Pilot projects (including Thematic actions), Language competences, Transnational networks, Reference material

Version 2006

Reserved for the European Commission or the National Agencies 20061,

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Projet number</i>
				PP- TH- LA- NT- RF-

EUROPEAN COMMISSION

Receipt Acknowledgement

Name of promoting organisation	
Name of contact person	
Street Number – Street	
Country code – Post code – Town/City	

Title of proposal:	
Date you sent in your proposal/...../.....

This page will be returned to you when we have received your application form. Please therefore complete the information above clearly.

Reserved for National Agencies and Commission:

We acknowledge receipt of your application concerning your proposal:

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Projet number</i>
				PP- TH- LA- NT- RF-

Please use this number in all communication with your National Agency and/or the Commission.

Yours sincerely,

Date:

NB: Please consult the General Guide for promoters, the specific Guide for the measure under which you intend to submit your proposal, and the Administrative and Financial Handbook before completing the application form

Please note that:

- p.1: the authorised signatory is required to append his or her original signature at the bottom of the page**
- p.2: the authorised signatory is further required to append his or her original signature on the Declaration of Honour**

**PLEASE COMPLETE THE ON-LINE APPLICATION FORM, TOO,
AVAILABLE AT THE FOLLOWING ADDRESS:
<http://leonardo.cec.eu.int>**

A. PROMOTING ORGANISATION

The proposal must be submitted by a private, public or semi-public organisation

A.1 Data concerning the promoting organisation

Name of the organisation in national language (full)	JARABEE JEUGDZORG TWENTE
(abbreviated if applicable)	
Name of the organisation in EN, FR or DE (if available)	JARABEE YOUTH CARE TWENTE
Type of organisation ¹	OPR

Head Office

Street	W. ten Catestraat
Number	59
Postal code	7550 AE
Town/City	HENGELO
Country	NETHERLANDS

Contact Person ²

Name	Mr. G.A.J. Teunissen
Position	general managing director
Street	W. ten Catestraat
Number	59
Postal code	7550 AE
Town/City	HENGELO
Country	NETHERLANDS
Telephone	074-256 19 12
Fax	074- 256 19 10
E-mail	gteunissen@jarabee.nl
Website	www.jarabee.nl

¹Please use type codes as in annex 4

²See definition in the General guide

A.1 Data concerning the promoting organisation

Authorised signatory

Name Mr. G.A.J. Teunissen

Position general managing director

The undersigned certifies that all information given in this form is accurate.

Date

Signature

Stamp

A.2. Declaration of Honour

I, the undersigned,
representative of the organisation:
address:
promoter of the proposal:
hereby declare on my honour, on this date, that this organisation:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning such matters, nor, in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been found guilty of grave professional misconduct;
- has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations;
- is not subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the selection or the contracting of the proposal);
- is not guilty of misrepresentation in supplying the information required by the European Commission during the selection phase and has not failed to provide the requested information.

Furthermore, I hereby declare on my honour that this organisation, in order to successfully implement the submitted proposal, has:

- the adequate legal capacity
- sufficient and stable financial sources
- the required competencies and professional qualifications

I acknowledge that in case of false declarations, that administrative and financial sanctions could be implemented against me or against my organisation.

Date and Signature:

Stamp of the Organisation:

A.4. LEGAL ENTITY FORM

Only to be completed for full proposals under procedure B and C

Please complete the appropriate Legal Entity form for the promoting organisation and attach the requested documents. Note that 2 different forms are provided: one for private companies, associations, etc. and one for public organisations.

PUBLIC ENTITIES

TYPE OF ORGANISATION	
NGO <i>(Non Governmental Organisation)</i>	No
NAME(S)	
ABBREVIATION	"

OFFICIAL ADDRESS	
POSTAL CODE	
P.O. BOX	"
TOWN/CITY	
COUNTRY	

VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION (dd/mm/yyyy)	
REGISTRATION NR.	
PHONE	
FAX	
E-MAIL	
CONTACT PERSON	

This "Legal entity" form should be filled in and submitted together with :

- copy of the resolution, law, decree or decision establishing the entity in question
- or, failing that, any other official document attesting to the establishment of the entity;

Date:

Name and function of the authorised representative:

Signature:

Stamp:

PRIVATE COMPANIES

TYPE OF COMPANY

NAME(S)

ABBREVIATION

OFFICIAL ADDRESS

POSTAL CODE

P.O. BOX

TOWN/CITY

COUNTRY

VAT NUMBER

PLACE OF REGISTRATION

DATE OF REGISTRATION

(dd/mm/yyyy)

REGISTRATION NR.

PHONE

FAX

E-MAIL

CONTACT PERSON

This "Legal entity" form should be filled in and submitted together with :

- a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.

•
Date:

Name and function of the authorised representative:

Signature:

Stamp:

A.5. FINANCIAL IDENTIFICATION FORM

Only to be completed for full proposals under procedure B and C

ACCOUNT HOLDER

NAME

ADDRESS

TOWN/CITY

POST CODE

COUNTRY

VAT NUMBER

CONTACT PERSON

TELEPHONE

FAX

E-MAIL

BANK

BANK NAME

BRANCH ADDRESS

TOWN/CITY

POST CODE

COUNTRY

ACCOUNT NUMBER

IBAN

Remarks

BANK STAMP + SIGNATURE of BANK REPRESENTATIVE
(Both obligatory):

DATE + SIGNATURE of ACCOUNT HOLDER
(Obligatory):

B. PROJECT OUTLINE

B.1 GENERAL INFORMATION

Measure	Pilot projects (PP)
Form drafting language	EN
Title (max. 200 characters, including spaces)	Innovative integration of Video Interaction Training and e-learning in an European context
Acronym/short title (max 25 characters)	VIT and e-learning
Which objective(s) of the Programme does your project address ? <i>(Please refer to the General Guide)</i>	<input checked="" type="checkbox"/> a. "to improve the skills and competencies of people, ..." <input checked="" type="checkbox"/> b. "to improve the quality of, and access to continuing vocational training ..." <input type="checkbox"/> c. "to promote and reinforce the contribution of vocational training to the process of innovation ..."
Which priority in Call 2005–2006 does your proposal address? <i>(Please indicate only one priority)</i>	<input type="checkbox"/> 1. Promoting transparency of qualifications <input type="checkbox"/> 2. Developing the quality of VET systems and practices <input checked="" type="checkbox"/> 3. Developing relevant and innovative e-learning content <input type="checkbox"/> 4. Continuous training of teachers and trainers
If your project targets directly one or more of the following issues, please tick the relevant box(es):	<input type="checkbox"/> the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people <input type="checkbox"/> equal opportunities for women and men, with a view to combating discrimination in training provision <input type="checkbox"/> the promotion of social dialogue in vocational training
Which of the following categories does your project fall into?	<input checked="" type="checkbox"/> development of innovatation <input checked="" type="checkbox"/> transfer of innovation

Total number of partners per country, including promoter and co-ordinator.	0 BE 0 ES 0 IT 0 MT 0 SI 0 IS 0 BG 1 CZ 0 EE 0 LV 1 NL 0 SK 0 LI 3 RO 0 DK 0 FR 0 LT 0 AT 0 FI 0 NO 1 TR 0 DE 0 CY 0 LU 0 PL 0 SE 0 GR 0 IE 1 HU 0 PT 1 UK	automatically filled
Total number of partners, including promoter and co-ordinator	8	automatically filled
Total number of countries	6	automatically filled

Duration of project 24 months

Total budget 402382 Euro

Amount requested from the Leonardo da Vinci Programme 301590 Euro3

% of total budget 75 %

Target group(s) (max 2000 characters)	1. Professionals in youth care. The project results are aimed to realize an increase of knowledge and skills of professional workers in youth care. In particular the target group are experts now and in the future who work with Video Interaction Training as a method to coach and support families at risk. 2. Teachers. The project will contribute to an increase of knowledge and skills of teachers of curricula and training programmes related to social work and child and family welfare. 3. Students. Students will benefit from this project. Universities will integrate project results in their curricula and offer this to their students. 4. Indirectly: Children and families at risk. The VIT-method is an important method to coach and support families at risk. This project will stimulate the use of this method in the professional youth care and therefore help these vulnerable groups in several European countries.
Target sector(s) (i.e. sectors which will benefit from the outcomes of the project)	Codes: N85 M80
Users of the project outcomes	Codes: OF OPR U

B.2 COMBINED PROPOSALS SUBMITTED UNDER THE CURRENT SELECTION YEAR

Is your proposal **combined** with one or more Leonardo da Vinci proposals in the current selection year? NO
(please give details in table below)

Measure	Country	Promoting organisation	Title of proposal
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B.3 PROPOSALS BASED ON RESULTS OF PREVIOUS PROJECT(S)

If your proposal is based on the results of one or more previous projects under the Leonardo da Vinci or Socrates programmes, other Community programmes/initiatives (including Phare) or local/regional/national initiatives, please provide precise references to this/ these project(s) in the table below.

If you are submitting a full proposal, please enclose a copy of any products produced or in course of production within the previous project(s).

Year	Programme or Initiative	Identification number	Contact organisation	Title of project	Body to which the proposal was submitted and country
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B.4 OTHER PROJECTS CARRIED OUT WITH COMMUNITY FUNDING

Have you, or any of your partners, already obtained financial support for a project related to this proposal within the Leonardo da Vinci programme (1st or 2nd phase) or under other Community programmes/initiatives in the last five years? ⁵ NO
(please fill the table below)

Year	Programme or Initiative	Identification number	Contact Organisation	Title of project	Body to which the proposal was submitted and country
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5. Relation may concern, for instance, theme(s), target group(s) and/or sector(s), partnership structure, metodologic approach, etc.

B.5 SUMMARY

Please provide a short description of your proposal (max 1 page/ 30 lines, if possible), explaining **what** you are going to do and **why**. For "Reference material", include a brief summary of the proposed research methodology. You are kindly requested to provide this summary in English, French or German. *(Parts of this summary may be used in directories of selected projects).*

(max 4000 characters)

Video Interaction Training is a video training in communication.

The VIT-er makes video recordings of daily life situations in family life, schools, hospitals etc. After recording, the behaviour (verbal and non verbal) video tapes will be analysed together with the client based on empowerment. This analyse is based on a scheme of communication principles. It has to result in an improvement of behaviour of the client. In the last decades VIT become popular in Europe among institutes for education and social care. Dutch VIT-supervisors (involved in this project) have introduced a VIT-infrastructure in the Czech Republic, Poland and Hungary.

In many European countries VIT-related activities and projects take place. However, there is a lack of an international structure.

This project aims to stimulate the European cooperation with respect to Video Interaction Training in youth care by developing new ICT-related tools for VIT-training in an European context. The VIT-method with support of the new tools will be implemented for the first time in a pilot project in Romania. This will contribute to the realisation of a VIT-infrastructure in this country.

In addition, the international exchange of knowledge will be stimulated by developing a project website.

Target groups are:

1. Professionals in youth care. The project results are aimed to realize an increase of knowledge, skills and tools for professional workers in youth care. In the project partnership the professional organisations are well represented. Jarabee, Spin (CZ), Magyar Videotrening (HU) and the Romanian NGO's SCOP en Buna Ziua are professional organisations working directly with the target group of VIT: children and families at risk.

2. Teachers. The project will increase knowledge, skills and tools of teachers of curricula and training programmes related to social work and child and family welfare.

In the project partnership the training institutes Spin, Magyar Videotrening and Universities (Dundee (UK), Timisoara (RO) and Istanbul (TU) are well represented. 3. 3. Students. Universities will integrate project results in their curricula and offer this to their students.

4. Indirectly: Children and families at risk. The VIT-method is an important method to coach and support families at risk. This project will stimulate the use of this method in the professional youth care and therefore help these vulnerable groups in several European countries.

The project addresses to several identified needs:

1. Partners are interested in ICT-applications in the VIT-training programme and VIT method. Professional organisations and VIT-trainers can work more efficiently if the VIT-supervisors are able to coach and support the clients at a distance. Use of ICT in youth care is still limited yet. Universities are interested because the digital exchange of images (webcams, video-conferencing) will be a desired addition in the training programme. The current training programme is based on handbooks and face to face supervisions of VIT-trainers and clients. ICT-applications (e-learning) will modernize the training programme.

2. Partners are interested to tighten the international network and to exchange knowledge in a European context.

3. Needs assessments in Romania showed a strong need for VIT-introduction in this country

The project goals are aimed to address those needs.

Most important project activities are:

– the design of new ICT-related VIT tools in order to make supervision at a distance of possible

– implementation VIT with the new VIT-tools in Romania in order to test the tool and to start with the realisation of a

VIT–infrastructure in this country.

- development of a website in order to exchange knowledge and to tighten the international network
- organisation of conferences related to project activities and to tighten the network

C. PROJECT AIM

15–20 lines max per question

C.1 JUSTIFICATION OF THE PROPOSAL

1. Describe the target group(s) and target sector(s) concerned by your proposal. Describe also the final and potential users of your project's results.

2. What needs, in relation to these target group(s) and sector(s), does your project address? How did you identify these needs?

(max 4000 characters)

1) Target groups are:

1. Professionals in youth care. The project results are aimed to realize an increase of knowledge, skills and tools for professional workers in youth care. In particular the target group are experts who will work with VIT as a method to coach and support families at risk.

In the project partnership the professional organisations are well represented. Jarabee, Spin (CZ), Magyar Videotrening (HU) and the Romanian NGO's SCOP en Buna Ziua are professional organisations working directly with the target group of VIT: children and families at risk.

2. Teachers. The project will increase knowledge, skills and tools of teachers of curricula and training programmes related to social work and child and family welfare.

In the project partnership the training institutes Spin, Magyar Videotrening and Universities (Dundee (UK), Timisoara (RO) and Istanbul (TU) are well represented. Their teachers/trainers will be important to transfer knowledge. In addition, during the project experts from Buna Ziua and SCOP will become trainers as well.

3. Students. Universities will integrate project results in their curricula and offer this to their students.

4. Indirectly: Children and families at risk. The VIT–method is an important method to coach and support families at risk. This project will stimulate the use of this method in the professional youth care and therefore help these vulnerable groups in several European countries.

2) Needs. In advance of the project partners and other stakeholders were interviewed about the needs regarding VIT and VIT–innovations.

The project addresses to several identified needs:

1. Partners are interested in ICT–applications in the VIT–training programme and VIT method. Professional organisations and VIT–trainers can work more efficiently if the VIT–supervisors are able to coach and support the clients at a distance. Use of ICT in youth care is limited yet. If ICT is combined with a practical method like VIT, the chances for successful implementation in the organisations will grow.

Universities are interested because the digital exchange of images (webcams, video–conferencing) will be a desired addition in the training programme. The current training programme is based on handbooks and face to face supervisions of VIT–trainers and clients. ICT–applications (e–learning) will modernize the training programme.

2. Partners are interested to tighten the international network and to exchange knowledge in a European context. During international VIT–conferences in Prague, Krakow, Amsterdam, Dundee and Berlin (from 1997 to 2005) the lack of an international platform was always regretted. Exchange of knowledge and experiences was always ad hoc and bilateral. During the interviews, stakeholders shared the opinion that a structural European platform will be positive for the quality of VIT.

3. The Romanian youth care sector showed a strong need for VIT–introduction. Needs were identified:

– 2 VIT–experiments in Barlad and Timisoara. Small groups of youth care experts participated in VIT–introduction courses.

– the results of the experiments were presented to participants at a VIT–conference, with the aim to assess the needs for VIT. Authorities, universities and NGO's participated. Conclusion: there was a need for VIT–implementation in Romania: report See Annex I

– during the EU–Twinning Light project about the evaluation of foster care, the National Authority of Child Protection and Adoption showed much interest in implementing the VIT–method. The VIT–method was discussed with several regional directions of child protections (Vaslui, Satu Mare) and NGO’s in foster care. All these organisations are interest in using the VIT–method.

– Universities of Iasi and Cluj showed interest in the project.

New ICT–tools are needed in Romania because of long distances and weak infrastructure. ICT makes work at a distance possible. .

3. What are the specific aims of the project?

4. How does your project address the programme objectives and the priority of the call for proposals which you indicated above?

(max 4000 characters)

The project aims to stimulate the European cooperation with respect to Video Interaction Training in youth care by developing new ICT–related tools for VIT–training in an European context. The VIT–programme with support of the new tools will be implemented for the first time in a pilot project in Romania. This will contribute to the realisation of a VIT–infrastructure in this country.

In order to realise these aims the project will include:

– research and development of new VIT tools (digital exchange of images, e–learning, videoconferencing)

– a detailed follow–up needs assessment regarding VIT–innovation, the international network, the website and the introduction in Romania

– development of a website in order to cerate an international platform for partners, stakeholders and other interested people. The website will be a condition to use the innovative VIT–tools as well.

– implementation of VIT with the new tools in a pilot project in Romania. The VIT–training programme includes courses for professional, teachers and students according to the train the trainer principle.

– use of the test results of the pilot by implementation the new VIT–tools in the own country of all participating country

– conferences for partners and other interested stakeholders

The project goals address the identified needs:

– it will modernize VIT both for the benefit of professional organisations and the vocational training programmes

– it will tighten the international network. The combination with a concrete needed innovation project will have a positive influence on the process of consolidation of the network.

– it will offer a contribution to the realisation of a VIT–infrastructure in Romania.

4)The project addresses the programme objective "Improve the quality of, and access to, continuing vocational training and the lifelong acquisition of skills and competencies with a view to increasing and developing adaptability, particularly in order to consolidate technological and organisational change" in the first place.

First target group are professionals in youth care who will exchange and acquire skills and knowledge. This can be considered as "lifelong learning".

In the second place, the project addresses the programme objective "Improve the skills and the competencies of people, especially young people, in initial vocational training at all levels". The project results will be used by several universities by integration of the VIT–programme with new tools in their own curricula. So students will benefit from this project.

Regarding the Leonardo priorities, the project is related to the priority 3: Developing relevant and innovative e–learning content.

E–learning in this project will include:

– digital exchange of knowledge via images used by professionals and students.

– monitoring and supervision of clients at a distance by professionals

– digital training modules available on the website.

There is also a link to priority 4 "Continuous training of teachers and trainers", because of the innovation of the tools which means that the VIT–trainers have to acquire new skills.

5. If you have indicated in B.1 that your project targets **directly** the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people, and/or equal opportunities for women and men, with a view to combating discrimination in training provision, and/or the promotion of social dialogue in vocational training, please explain how this will be achieved.

(max 4000 characters)

6. Please explain in what way your proposal makes an original contribution to:

- introducing changes into national vocational training systems and practices,
- European strategies for vocational training.

(You may wish to refer here to existing work and information at national and European level)

7. Does the innovation contributed by your proposal involve:

- new approaches to the use of existing methods, instruments, products, so as to apply them to new theme(s) and/or target group(s),
- new processes or products in response to existing problems,
- new forms of co-operation/networking between partner organisations and/or political decision makers,
- other (please specify)

Please give detailed explanations.

8. If this is a "Reference material" proposal, please specify also the innovative aspects as regards the existing field of knowledge and the methods and tools for observation and analysis.

(max 4000 characters)

6) Use of ICT in relation to VIT is very innovative for both the vocational training and the professional practice. It does not exist yet.

Students and professionals will be recorded while they are working with clients. Teachers are recorded while they are training students in VIT. The new tool has to be designed in such a way that supervision at a distance will be possible. This can be supervision of teachers, of students or professionals depending on the situation. All the interaction will be recorded and presented to the supervisor with use of ICT.

In addition, recorded images will become training material for students via e-learning.

This is an innovative exchange of digital knowledge (VIT-images) with use of internet. Privacy will not be a problem because the exchange of recordings only will happen if the involved people give permission to use material for educational goals.

In contrary to some prejudices, the Romanian youth care sector (universities, national and regional direction of child protection, care institutes and NGO's) have appropriate equipment (computers). This equipment is necessary to use the new ICT-related tools.

European strategies are aimed at a stimulation from a Europe of knowledge by developing European collaboration between education, vocational training and the professional practice. The project is related to this strategy because of the international character and the international circulation of knowledge. The project fits with the European strategy regarding lifelong learning. In addition, the project will contribute to the quality and attractiveness of vocational training, because the project results will be integrated in the curricula (see valorisation plan). The project will modernize the vocational training systems because of the new ICT-applications.

It enlarged the knowledge about intercultural learning. Because of this, it fits in the European strategies for vocational

training.

The project innovation contributes to:

– new approaches to the use of existing methods, instruments, products, so as to apply them to new theme(s) and/or target group:

The new ICT-related tools are new approaches of existing methods (VIT). The VIT-training programme will not change, only the tools to support this training will be new. The new tools will be applied in the pilot project in Romania, in order to test them and to meet the Romanian needs to introduce the VIT programme in their country.

– new processes or products in response to existing problems:

New innovative products are: the tools and the website for the international VIT-network.

These products are new because they don't exist yet.

– new forms of co-operation/networking between partner organisations:

the project will address the identified need for an international VIT-platform. This will be an European networking organisation of universities, trainers and professional organisations. The project will stimulate the networking by organising conferences and by developing a website.

9. If your proposal is combined with other Leonardo da Vinci proposals presented in this selection year (see section B.2), please explain the interdependence with these proposals and the expected added value.

(max 4000 characters)

10. If your proposal is based on results of one or more previous projects (see section B.3):

- Why did you choose to base it on that or those project(s)?
- How does your proposal use those results?
- What is the added value of your proposal compared to the previous project(s)?

(max 4000 characters)

C.2 RESULTS AND IMPACT

What specific results are expected in the course of the project and on its completion? Please provide a detailed description of the expected results and specify:

- Type of result (e.g. handbook, curriculum, recognition procedure, new teaching/training method, etc.),
- When they will be available,
- Target group(s) concerned (final users of the results),
- Languages in which they will be available,
- Medium that will be used (e.g. Cd–Rom, Internet, etc.),
- Didactic methodology (if applicable),
- Number of copies foreseen (if applicable).

(max 4000 characters)

Result: Detailed needs assessment of ICT–application on tools for VIT in Europe, and needs assessment of VIT with new tools in Romania.

Date: November 2006 to January 2007

Target Group: Project participants: universities, VIT–trainers, professional youth care organisations

Language: English

Medium: Reports

Number of copies: 250

Result: New tool for VIT. The tool is ICT–related with the aim to exchange digital video images to be used in vocational training programmes and in the VIT–professional practices.

Date: February 2007 to June 2007

Target Group: Professional Youth Care organisations, VIT–trainers, universities (teachers and students)

Language: Images is more non–verbal. Additional instructions are limited but in English at first, later it will be translated in Dutch, Romanian, Czech and Hungarian languages.

Medium: Internet, webcams, video–conferencing

Number of copies: 300 instruction guide books

Result: Website

Date: November 2006 to September 2008. Website will be on line in February 2007

Target Group: Professional Youth Care organisations, VIT–trainers, universities (teachers and students)

Language: English

Medium: Internet

Number of copies: not applicable

Results:

– 150 trained students and care workers by VIT–introduction courses

- 4 trained experts (teacher) who will become VIT–trainers (according to the principle of train the trainer)
- 10 trained VIT–workers (professionals in youth care organisations)
- experience of VIT with new tools in 20 cases in the professional practice
- establishment of an association of VIT–trainers in Romania

Date: February 2007 to September 2008
Target Group: professionals, students and teachers in the Romanian youth care sector
Language: English and Romanian
Medium: Handbooks or CDROMs, internet
Number of copies: 200

Result:

- Reports of the test results in Romania, with conclusions and recommendations
- start with the implementation of the new VIT–tool in the organisations of all partners

Date: September 2008
Target Group: professionals, students and teachers in the European youth care sector (both partners and other interested people as a result of valorisation activities)
Language: English
Medium: reports, file on the website
Number of copies: 200

C.3 VALORISATION (DISSEMINATION + EXPLOITATION OF RESULTS)

1. How will your valorisation strategy ensure that the project results will be used as regards the target group(s), target sector(s) and potential users?
2. Please indicate the main activities of your valorisation strategy.
3. Please demonstrate that the partnership has the capacity and necessary experience to carry out the valorisation activities outlined above.

(max 4000 characters)

1) + 2)

The project valorisation strategy is aimed to maximize the use of the project results: website, new tools, pilot implementation in Romania, international Vit–network. Main activities in this strategy are:

- valorisation activities are planned from start to finish of the project to ensure maximal use during and after the project implementation
- valorisation activities are not only aimed at the project partners, but also on colleagues, other sectors and other countries.
- detailed needs assessment (detailed follow up of current needs assessment): identification of the needs of the target

group will stimulate the use of the project results

- target groups will participate in the development of the products. Work groups will develop the products (website, new tools, pilot implementation in Romania) and each group will include professional workers and teachers or trainers. Participation of users in the development will have a positive influence on the use
 - project will be supervised by a steering committee with managers with authority to make changes in curricula or working methods in the professional practice (decision makers)
 - if applicable, decision makers from governmental organisations like ministries or national agencies of child protection will be involved. Meeting will be planned, they will be invited for conferences
 - composition of an international database with contact information of networks of all partners by project management. The involved people will be informed about project results and selections in this database will be invited for participation in website or conferences
 - universities and associations of VIT–trainers will use the products. University of Timisoara already decided to make VIT a mandatory part in the curriculum.
 - The Romanian partners have to establish a association of VIT–trainers, like the Czech and Hungarian partners: this organisation will be important for project valorisation
 - The partners will make appointments to continue the website (organisation, financial) and will plan a formal recognition of the international platform
 - valorisation will be point of the agenda of every project conference
 - in the final conference will include one conference day about valorisation
 - promotion and dissemination activities are planned to spread the information about the project and the results. Target groups for dissemination are: own organisation of partners, teachers, students, professionals in youth care, authorities, associations of professionals and/or trainers, other sectors. Planned dissemination activities are: personal contacts, meetings, internet, publication in newspapers, (professional) magazines, radio and television, conferences etc.
- 3) Partnership has the capacity and necessary experience to carry out the valorisation activities because:
- all partners are well known organisations, each within their own specialism
 - the partnership is constructed in a way that different types of organisations are represented (vocational educations, national associations of trainer, professional youth care organisations)
 - all partners have experience with international projects
 - all partners have their own specialism that is useful for the project. This will contribute to the quality of the results and good quality is an important condition for valorisation. This specialism is related to the project results / products:
1. new ICT tools: SPIN CZ, University of Dundee, University of Timisoara, Jarabee
 2. new website: SPIN CZ, University of Dundee, University of Timisoara
 3. pilot implementation in Romania: University of Timisoara, Jarabee, Magyar Videotrening, SCOP, Buna Ziua
 4. international network: all project partners

See also part D2.

C.4 IMPACT

1. What is the expected impact of the project, in the short and in the long term, as regards: target group(s), target sector(s), potential user(s) of the project results, and vocational training systems and practices?
2. How will the project final results be integrated and used inside training systems and training practices?
3. What is planned to ensure the expected impact of the project results at the end of Community funding?
4. To what extent are the results transferable to other groups, sectors, geographical contexts, etc.? Please explain the actions considered for this purpose.

(max 4000 characters)

1) Expected impact of the project:

Professional practice: the project will give an impulse to the use of VIT in the European professional youth care sector because:

- it will enlarge the knowledge about VIT as a consequence of the international exchange of knowledge in the conferences, the internet, the increasing bilateral contacts
- it will innovate the current VIT–method because the new tools (digital exchange of video recording) make it possible to analyse and give feedback to trainers and clients at a distance. It will restrict the physical presence in VIT–supervision sessions with clients.

Vocational training systems: the project will give an impulse to the use of VIT in the vocational training systems because:

- it will enlarge the knowledge about VIT as a consequence of the international exchange of knowledge in the conferences, the internet, the increasing bilateral contacts
- it will innovate the current VIT–method because the new tools (digital exchange of video recording) make it possible to analyse and give feedback to trainers and students at a distance. It will restrict the physical presence in VIT–supervision sessions with students.

Finally, the target groups of youth care will benefit from the project results. An improvement of VIT as a tool to coach and support families who need this, will improve the living conditions of these vulnerable groups.

2) + 3) The project results will be integrated in the curricula or training systems by several project participants:

Universities of Timisoara, Dundee, Istanbul. The national VIT–trainers associations: SPIN CZ, Magyar Videotrening and the future Romanian association of videotrainers. The youth care institutes: Jarabee, SCOP and Buna Ziua.

In addition the activities described in the valorisation plan have to enlarge the lasting impact and to create this impact in other organisations, other sectors and other countries.

Decision makers of the target organisations will participate in the development of the project and in the project valorisation.

4) It is rather easy to transfer results to other groups, sectors and countries.

The needs assessment carried out before the project started showed much interest in the project from youth care organisations in Europe. The valorisation strategy is aimed at a stimulation of the use of the results by these organisations.

It is important to know that VIT–method is not restricted to youth care. In many countries it is used in other sectors as well. It is a way to observe the interaction and communication between people. This means that VIT can be applied in much more sectors.

In the Czech Republic VIT is much used in education (teacher training course), in Hungary it is used in psychiatric care, in the Netherlands it is used in different types of care and even in the private sector. Even in Romania, another sector was involved in the first VIT–exerts: handicapped people (by the organisation of Pentru Voi).

The new tools could be interesting for these sectors as well, because other sector did not develop the new tools yet. So there is a need by other organisations and the method is already used in other sectors.

See more details in the valorisation plan.

D. PARTNERS

Please provide information on all partners using the table below. **Indicate the promoter as P1, the co-ordinator (if applicable) as P2, and then the other partners in alphabetical order of country code** (see annex 3).

D.1 OVERVIEW OF PARTNERS

N°	Country code ⁶	Name of Organisation/Institution in national language ⁷	Org. type code ⁶	Region code ⁶	Sector code ⁶	Size code ⁶	Contact person		Street, Street N° Town/City Postal code Country code	Telephone Fax E-mail	Budget	
							Name	Gender			Total	Requested from Leonardo
P1	NL	JARABEE JEUGDZORG TWENTE JARABEE YOUTH CARE TWENTE	OPR	NL21	M80	S5	G.A.J. Teunissen	Mr	W. ten Catestraat 59 7550 AE HENGELO NL	074-256 19 12 074- 256 19 10 gteunissen@jarabee.nl	124966	92025
P2	CZ	SPIN CZECH REPUBLIC	OF	CZ01	N85	S1	K. Beaufortova	Ms	Ke kamyku 686/2 14200 Praha 4 CZ	2-41714650 2-41711637 spin@spin-vti.cz	32635	26124
P3	HU	MAGYAR VIDEOTRENING EGYESÜLET Hungarian Videotraining Association	OF	HU01	N85	S1	J. Szilvasi	Ms	Rottenbiller utca 26 1077 Budapest HU	0036-1-413-6490 0036-1-413-6491 videotraining@freemail.hu	58406	46503
P4	RO	BUNA ZIUA COPII DIN ROMANIA	O	RO01	N85	S1	M. Zanoschi	Ms	Bulevardul Primaverii 15blC2;B;1 Burlad RO	0235- 42 35 63 bunaziucopiidinromania@yahoo.com	30816	25276
P5	RO	SCOP SCOP	OF	RO04	N85	S1	O. Goleanu	Ms	Milcov 4, bl.10 6 300553 Timisoara RO	0256- 29 31 76 0256 - 29 31 76 infodrug@rdslink.ro	12326	8756
P6	RO	WEST UNIVERSITY OF TIMISOARA WEST UNIVERSITY OF TIMISOARA	U	RO04	M80	S5	A. Muntean	Ms	Bd. v Parvan 4 300223 Timisoara RO	0256- 216 958 0256 -216 958 cepcopil@rdslink.ro	51257	40178
P7	TR	UNIVERSITY OF ISTANBUL	U	TR	M80	S7	Prof. Dr. Oya Güngmormös Ozkardes	Ms	Besim Omer Pasa Cd. 11 34452 Beyazit-Istanbul	090 212 519 10 83 090 212 513 05 61 hay_dekan@istanbul.edu.tr	20678	14744

									TR				
P8	UK	UNIVERSITY OF DUNDEE University of Dundee	U	UKM2	M80	S4	H. Kennedy	Ms	Gardyne Road Campus 0 DD5-1-NY Dundee UK	03182-46 43 07 h.a.kennedy@dundee.ac.uk	71298	47984	
											Total	402382	301590

N.B. Attach letters of intent from partners (see Annex 1)

Please add extra sheets if necessary

⁶Please use codes as in the lists annexed (annex 3 to 7)

⁷Please provide this information also in EN, FR or DE if available.

D.2 CHARACTERISTICS OF THE PARTNERSHIP

1. Please describe each partner organisation (including promoter and co-ordinator, if applicable), as follows:

- description of the organisation,
- skills, knowledge, expertise and experience of the organisation in relation to its role in the project,
- role of the organisation in the project. Clearly identify, in particular, partners playing a fundamental role in the dissemination and implementation of the interim and final results of the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of partners' relevant published works in the last three years.

(max 4000 characters)

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

JARABEE JEUGDZORG TWENTE (NL)

Jarabee Youth Care Twente (450 employees) is an organisation for support and service to children, youngsters and their parents. Jarabee provides several services: from ambulatory help to full day care. Aim is to realize that children, youngsters and their parents can participate independently and with self confidence in society.

Jarabee has experiences with the VIT-method for family support. Jarabee is looking for more ICT-application in the own, learning organisation. By linking ICT to a concrete method like VIT it will have an added value because it offers the opportunity to support and supervise families with digital video tools at a distance.

In addition, Jarabee is interested to participate in an international VIT network and is willing to have a leading role in creating this. Intercultural interaction and communication experiences are usefull for Jarabee, also because of the fact that Jarabee has to work with target groups from other cultures in an increasing way.

Jarabee will provide knowledge and experience about the professional practice in the Netherlands to the partnership. Jarabee collaborates with trainer Ab Molewijk (CV enclosed in Annex) from VIT-training center Orbis Pictus. Orbis Pictus was established in 1993. Mr. Molewijk will work under name of Jarabee and will have an important role in the project as a trainer, supervisor and partly project coordinator, especially related to the training activities. Mr. Molewijk has a lot of experiences in international projects. He successfully introduced VIT (with MATRA-support form the Dutch Ministry of Foreign Affairs) in the Czech Republic (1993– 1997), Poland (1997–2000) and Hungary (1999–2002). At the moment in all these countries there are independently operating VIT-centers, of which the Hungarian and the Czech organisations will participate as partners in this project. As a supervisor Mr. Molewijk is involved in the VIT-introduction in Ukraine and Slovakia.

Beside the planned training activities Mr. Molewijk will have an important task to mobilise the international network in order to stimulate the use of the website and to participate in the planned conferences.

Beside the international and very relevant experiences of Mr. Molewijk, Jarabee has many international experiences as well. Jarabee participated in a joint project with Buna Ziua (RO, also project partner) and the regional direction of child protection in Vaslui (RO). Aim of this project (2002–2004) was to exchange knowledge regarding management skills and youth care methods. The VIT-experiment in Barlad (Buna Ziua, Jarabee, Orbis Pictus) was a result of this collaboration and the precursor of this project.

Jarabee's administrative organisation is capable and has qualified people (including financially) to run the project administration.

SPIN CZECH REPUBLIC (CZ)

SPIN CZ is established in 1993 in Prague as a result of the VIT-introduction in the Czech Republic. VIT was introduced in the country by Orbis Pictus (see Jarabee).

Since 1993, trainers and supervisors of SPIN trained hundreds of professionals in different types of care, including youth care.

SPIN CZ is supported by the government of the Czech Republic (Ministry of Education). The VIT-method is a mandatory part of the training programme for teachers. In 2005 Spin CZ developed a CD Rom for teachers. SPIN CZ has a leading role with regard to the integration of ICT in the VIT method. It has an advanced website:

<http://www.spin-vti.cz>.

In the project SPIN CZ will provide their knowledge and experiences regarding the integration of VIT and ICT. SPIN CZ will have a leading role in the development of the new VIT-tools and the international website (see work packages).

SPIN CZ is very much interested in participating in an active, structured international network in order to exchange knowledge and experiences.

Next to the contact with the Dutch partner, SPIN has good contact with the Hungarian VIT-trainers, because SPIN CZ supported Orbis Pictus during the VIT introduction in Hungary.

MAGYAR VIDEOTRENING EGYESÜLET (HU)

The Hungarian Video Training Association (Magyar Videotrening Egyesulet) was established in 1998. Aim of the association was to implement the VIT-method in Hungary.

Today, there are 7 VIT-supervisors and many more trainers. The supervisors are training professionals and students in Hungarian youth care sector, but also in other sectors. The supervisors are linked to several Hungarian universities.

The VIT method is used in Hungary for:

- improvement of the relationship between parents and children in multi-problem families
- the support of teachers regarding their communication with students
- the improvement of the relationship between psychiatric clients and their care workers.

The Hungarian organisation will have a leading role in training Romanian students, teachers and professional. They will introduce this method in Romania with support of Mr. Molewijk from Jarabee.

Like the Czech VIT-experts were involved in the VIT-introduction in Hungary, the Hungarians will be involved in the introduction of VIT in Romania.

They have the appropriated experiences and were able to create a successful VIT-infrastructure in their own country.

The situation around 1998 in Hungary is comparable to the situation of Romania in 2006. The experiences of the Hungarian supervisors are therefore very relevant for the project.

During the project 2 supervisors will train the Romanian partners. The Hungarian association will be participating in the VIT-network and the website and will inform other partners about their experiences with the new VIT-tools in Romania.

BUNA ZIUA COPII DIN ROMANIA (RO)

Buna Ziua Copii din Romania (Romanian for: Hello children in Romania) was established in Barlad (region of Vaslui, in the Moldavian part of Romania).

In the first years, the Romanian organisation was a sister organisation of the foundation Buna Ziua Kinderen in Roemenië, a Dutch organisation established in 1995 in De Lutte.

In collaboration both NGO's executed a project with the aim to make 5 placement centres for abandoned children more family type, between 1999 and 2002. The collective approach was replaced by an individual approach with more attention for the social-emotional development of a child. Staff and management were trained by Dutch professionals at the start of the project, and Romanian professionals in the course of the project.

After 2002 Buna Ziua Copii din Romania works increasingly independent. New projects were implemented, for instance: stimulation of voluntary work by local people for the benefit of the children. Buna Ziua participated in a joint

project with Jarabee (NL, promotor) and the regional direction of child protection in Vaslui (RO). Aim of this project (2002–2004) was to exchange knowledge regarding management skills and youth care methods.

In 2004 and 2005, Buna Ziua made a start with the VIT–introduction with support of Jarabee and Orbis Pictus.

During the project experts of Buna Ziua will be trained to become adequate VIT–trainers and VIT–supervisors. At the end of the project, they will provide VIT–training to profesionels in youth care

Buna Ziua has the skills, knowledge, expertise and experience because:

- Buna Ziua has the lead regarding VIT in the country
- It has a strong relationship with the regional direction of child protection in Vaslui
- It has experiences with international projects and has experiences with collaboration with some partners in this project.

SCOP (RO)

SCOP is an association for children and parents and is established in 1996. The mission of SCOP is to offer support to improve the quality of life from children, youngsters, women and families who need help. Almost hundred professionals and volunteers are providing this support. SCOP provides information, education and support. This varies from pedagogical aid in general to addiction problems, financial problem, foster care families, young mothers, families at risk. SCOP is very active in the region of Timisoara and is involved in projects for foster care, street children and abandoned children in placement centers. For SCOP the interest of the child is always the central issue.

In 2005, SCOP offered services to more than 600 beneficiaries.

Due to contacts with Buna Ziua and Orbis Pictus, SCOP became interested in the VIT–method and the possibilities for the own organisation.

During the project some experts from SCOP will be trained to become VIT–trainers, and therefore this will contribute to the realisation of the VIT–infrastructure in the country. As a consequence, SCOP will be able to add VIT to their instruments of support to families at risk. This fits with the mission of the organisation.

WEST UNIVERSITY OF TIMISOARA (RO)

The West University of Timisoara is one of the leading universities in the country.

The West University of Timisoara develops the programs "Training of experts in child and family welfare" and the master program "Supervision in mental care and social work" within the Faculty of Sociology and Psychology.

These curricula are aimed at a transfer of knowledge about preventive approaches regarding child assault and child neglect. The program is increasingly popular among students and recognized by the Romanian government. This resulted in the establishment of the first national research center regarding mother–child interaction (CICOP)

The West University of Timisoara demonstrates to have a leading position in Romania with respect to Social Pedagogical knowledge.

The university is very interested in the VIT–method and will integrate this in the current curricula.

Since 2004, the university was looking for support of partners for VIT–introduction.

Contacts were made with Orbis Pictus and the university became involved in thee plans for this project. The university will have an important role in the project. It will have a key role regarding VIT–implementation in Romania. In addition, it will be involved in the development of the new VIT tools to be tested in Romania as a pilot project. This is possible because the University has a lot of expertise of ICT.

It will participate in the international network (including use of the website) and it will coordinate project activities in Romania.

Beside this, it will have a leading role regarding the valorisation of the project results.

UNIVERSITY OF ISTANBUL (TR)

The Hasan Ali Yucel Education Faculty of the University of Istanbul will participate in the project. The University of Istanbul (established in 1453) is a leading university in Turkey for centuries. The university is the provider of teaching staff for all the universities in Turkey today.

The Hasan Ali Yucel Education Faculty is the most recently established faculty of the university.

This faculty is very interested in VIT-training. At the moment Turkey is lacking a VIT-infrastructure. The results of the project pilot in Romania are therefore very interesting for the Turkish partner. They can learn from the Romanian experiences. Besides this, they will become a part of the international VIT-network.

The new VIT tools realise VIT-supervision at a distance. Like in Romania, also in Turkey this is very interesting because of the long distance and the insufficient traffic infrastructure in the country.

UNIVERSITY OF DUNDEE (UK)

The University of Dundee (Scotland, UK), Faculty of Education and Social work will participate in this project. A number of internationally leading VIT-supervisors are linked to this university. VIT is used by the university in the sectors of youth care and education (from primary education to university).

In 2005 a professor was appointed who is specialized in e-learning in relation to working methods in the social pedagogical work.

Because this project combines ICT/ e-learning with the work method of VIT, this project is therefore very appropriate for the University of Dundee.

The University will be involved in the development of the new VIT-tool, the development of the website, the valorisation and the project evaluation. The university will have a leading role in the internal evaluation activities and will be responsible for the external evaluator (they will appoint the external evaluator).

The University is very interested in a more structural exchange of knowledge with the colleagues in Europe.

Please add extra sheets if necessary

2. Please present the partnership as a whole, and describe its structure, functioning and experience in transnational co-operation.

(max 4000 characters)

The partnership includes different types of organisations in the youth care sector. Universities, professional organisations, NGO's and associations of trainers are represented. The partners have a common interest in VIT.

The project management will be shared by Jarabee (Mr. A. Molewijk), a professional youth care organisation in the Netherlands and The West University of Timisoara (Mrs. A. Muntean). The project administration will be executed by the Jarabee administration.

A project steering committee will steer the project management. Members of the steering committee are decision makers and are representing the project partners. The steering committee will steer and monitor the general project progress and will communicate on macro level with authorities in order to shape the conditions for a maximal use of project results (part of the valorisation strategy).

The project management will coordinate the project activities. There will be installed 4 work groups related to project products / results:

- a work group needs assessment
- a work group development of the website
- a work group VIT-innovation
- a work group implementation of the pilot project in Romania.

The project manager will be a member of each work group in order to have a good overview and to be able to be the linking pin between the execution of the activities and the steering committee.

In the work groups, one partner will have a leading role, because of the expertise or logical position.

For the development of the website and the VIT-innovation the Czech organisation Spin will have a leading role. The

Hungarian organisation of VIT–trainers Magyar Videotrening will have a leading role regarding the training program to be implemented in Romania. This will be supervised by Mr. Molewijk from Jarabee, since he is a VIT–supervisor and introduced the VIT–method in Poland, Hungary and the Czech Republic.

The University of Timisoara will have a leading role regarding the implementation of VIT in Romania, and will be supported by the Romanian NGO's SCOP and Buna Ziua. These NGO's are very much interested in offering VIT to their target groups: multi problem families.

The Scottish University of Dundee will be involved in the development of the new tools and is responsible for the internal and external evaluations. The Turkish partner is will participate in several project activities in order to implement this in the own organisation and is intersted to start with the realisation of a VIT–infrastructure in Turkey. All the partners have to execute valorisation activities in order to maximize the use of the project results.

(see part D1 for more details about the partners)

End of the pre–proposal

E. ORGANISATION AND MANAGEMENT OF THE PROJECT

E.1. WORK PROGRAMME

Please describe your work programme by sub-dividing it into **work-packages**. For each work-package please describe :

- the aims,
- the start and finish dates and overall duration,
- the total number of staff days (broken down by categories – see table E.2.2),
- the role and the tasks of each partner involved
- the role and the tasks of sub-contractors, if any,
- the working methods and techniques,
- the expected outcomes/results of the work package,
- (for "Reference material" proposals only):the field of analysis, methods (including samples, size and its composition) techniques and tools to be used in particular for international comparison.

The work programme is required to include explicitly a detailed **valorisation plan**⁹, indicating:

- the timetable,
- all activities planned during and after the end of the project in order to make results properly disseminated and exploited, including activities involving the target group(s), representatives of the target sector(s) the potential users and/or other groups (political decision makers, professional/sectoral organisations, social partners, media ...),
- the human and financial resources assigned to valorisation activities,
- any commercialisation, if foreseen.

The work programme must also include a **quality management plan**: procedures, criteria and resources for monitoring and evaluation of the progress of the project, and for internal and/or external evaluation – including quality control and testing, if applicable – of the interim and final results in comparison with the needs of the target group(s) and sector(s) and of the potential users. Please explain, in particular, how the target group(s) and/or potential users will be involved in these activities.

(max 4000 characters)

For the sake of clarity, you may wish to add diagrams, additional explications and tables as appropriate.

Work-package 1

1.Start conference

introduction:

The project begins with a start conference in Timisoara. It will be the official kick off and it will be a moment to tighten the network and to make further appointments about the project implementation and to determine starting points for subsequent project activities.

objective:

to prepare the implementation of subsequent project activities and to shape the conditions for project implementation.

location:

Timisoara (Romania)

date and duration:
October 2006; 2 days

participants and days:

two experts (managers, VIT–experts and ICT–experts) of each project partner (total:16 people).

Each partner 8 days, except Jarabee (2 days extra) and West University Timisoara (5 days extra) for preparation and organisation. Extra days are needed because of preparation work to organise the conference.

activities:

1. official starting point of the project
2. exchange of knowledge about the current situation of the use of VIT in every country
3. to make a plan for a detailed needs assessment in each country (on national level)
4. determine the list of demands for the project website
5. to make further appointments about the implementation of project: discuss the input of each partner, cooperation, communication, monitoring, accountability. This will be based on the work package of project organisation
6. to discuss the conditions to realise an optimal sustainability of the project, to achieve a lasting impact (valorisation)
7. to establish of 4 product related work groups (needs assessment, VIT–innovation, development of the website, VIT implementation Romania).
8. instalment of the steering committee

results:

1. a well prepared project, ready for implementation and with consensus of all partners
2. a project management plan with detailed appointments about the input of each partner, cooperation, communication, monitoring and accountability
3. starting points, requirements and instructions for the needs analyses
4. a list of demands regarding the project website.

⁹ See specific guidelines for valorisation plan

Work–package 2

2. Needs assessment:

introduction:

The project has to address to well defined needs. These needs are identified in advance of the project (see chapter C1 of this project proposal and Annex 1). During this activity the needs will be assessed in more details in every participating country. These needs are related to the type and form of ICT–application to the VIT–programme (which new tools are needed?), the needs regarding the international exchange of VIT–knowledge (what are the needs of the international partners?), and the needs related to the pilot project in Romania (what are the needs of the target groups: students, universities and professionals in youth care?).

objective:

to determine detailed needs assessment for each country both for implementation and for valorisation of the project results. The project has to address the identified needs.

location:

Romania, Hungary, Scotland, Czech Republic, the Netherlands and Turkey

date and duration:

3 months: November 2006 to January 2007

participants and days:

each project partner: members of the work groups needs assessment

Input of each partner related to activity number:

Jarabee (NL) : 1, 2, 3, 4, 5

Spin (CZ) : 1, 2, 3

Magyar Videotrening (HU) : 1, 2, 3, 4

West University Timisoara (RO) : 1, 2, 3, 4, 5

Buna Ziua (RO) : 1, 2, 3, 4

SCOP (RO) : 1, 2, 3, 4

University of Dundee (UK) : 1, 2, 3

University of Istanbul(TR) : 1, 2, 3

Jarabee: 10 days; West University: 20 days; Magyar Videotrening: 16 days; Spin: 25 days; Buna Ziua: 16 days; SCOP: 16 days; University of Dundee: 12 days; University of Istanbul: 12 days.

activities:

1. execute a needs assessment regarding the needs from training institutes and universities regarding the use of ICT for the current VIT–course in each country
2. execute a needs assessment regarding the needs from professional youth care institutes regarding the use of ICT for the current VIT–course in each country
3. execute a needs assessment in each country beyond the scope of the own organisation for the interest of renewed VIT (training institutes, universities, other sectors etc.) in each country (see also project valorisation plan)
4. execute a needs assessment in Romania (youth care institutes) for VIT in general and participation in the course in particular
5. reporting of the needs assessment (250 copies)

results:

3 reports (one of each country) with answers of the research question described before and based on the starting points, the requirements and instructions formulated in work package 1. This result will be an important input for work packages 3, 4, and 5.

⁹ See specific guidelines for valorisation plan

Work–package 3

3. Design of new VIT–tools

introduction:

Based on the needs assessed in work package 2, new tools for VIT will be developed with use of ICT. Students and professionals will be recorded while they are working with clients. Teachers are recorded while they are training students in VIT. The new tool has to be designed in such a way that supervision at a distance will be possible. This can be supervision of teachers, of students or professionals depending on the situation. All the interaction will be recorded and presented to the supervisor with use of ICT.

In addition, recorded images will become training material for students via e-learning.

objective:

to realise new ICT-related tools for the support of VIT-method, which makes supervision at a distance possible. The new tool will be available for all project partners.

location:

meetings in the Netherlands, UK and Czech Republic, development activities in all the participating countries.

date and duration:

5 months: February 2007 to June 2007

participants:

members of the work group VIT-innovation

Jarabee (NL) : 1, 2, 3, 4, 5, 6

Spin (CZ) : 1, 2, 3, 4, 5, 6

Magyar Videotrening (HU) : 1, 2, 3, 4, 5, 6

West University Timisoara (RO) : 1, 2, 3, 4, 5, 6

University of Dundee (UK) : 1, 2, 3, 4, 5, 6

University of Istanbul (TR) : 1, 2, 3, 4, 5, 6

Jarabee: 25 days; West University: 35 days; Magyar Videotrening: 25 days; Spin: 40 days; Buna Ziua: 0 days; SCOP: 0 days; University of Dundee: 35 days; University of Istanbul: 25 days.

Activities:

- 1.Meeting in the Netherlands of the members of the work group VIT-innovation. Results of the needs assessment will be evaluated and translated into an implementation plan to innovate the tools used for VIT. The implementation plan is based on the innovation cycles of research, design, development, testing, adaptation and final tests.
- 2.Start with the execution of the implementation plan (research, design, development)
- 3.First small-scale tests in the Netherlands with the new methodology
- 4.Organisation of a working conference in the UK in order to present and discuss the tests and to generate ideas for improvements regarding the new tools.
- 5.Adaptation of the tools as a result of the first tests and the outcomes of the working conference. Execution of final tests.
- 6.Meeting in Czech Republic to evaluate the final tests (combined with meeting to discuss the website)

Results:

New tools with ICT applications in order to provide supervision at a distance.

⁹ See specific guidelines for valorisation plan

Work-package 4

4. Website

introduction:

The website will be very important during this project for several reasons. It will provide a part of the environment for

the new VIT-tool (digital exchange of information, in particular linked to the website for the e-learning part for students). Beside this it will be an important communication tool for the project participants and other interested people (see valorisation plan). It will support the creation of the international VIT-network. The website will include:

- project information
- forum (discussion)
- publications about VIT
- news and events
- contact data
- e-learning modules for students (protected area)
- links to relevant websites

objective:

to develop a website to be used by project partners, VIT-trainers, students and other interested people.

location:

World wide web, The Netherlands, Romania and Czech Republic. No meetings planned. Communication by internet and video conference.

date and duration:

November 2006 to Sep 2008

participants:

members of the work group website development

Jarabee (NL) : 1, 2, 3, 4, 5, 6

Spin (CZ) : 1, 2, 3, 4, 6

Magyar Videotrening (HU) : 6

West University Timisoara (RO): 1, 2, 3, 4, 6

Buna Ziua (RO) : 6

SCOP (RO) : 6

University of Dundee (UK) : 6

University of Istanbul (TR) : 6

Jarabee: 25 days; West University: 30 days; Magyar Videotrening: 0 days; Spin: 20 days; Buna Ziua: 0 days; SCOP: 0 days; University of Dundee: 0 days; TU: 0 days.

activities:

1. formulation of a list of demands for website (Nov. 2006)
2. development of website with project information, discussion forum for project partners contact and links (Feb. 2007 website on line)
3. adjustment of the website as a result of the development of the renewed VIT programme, including the e-learning part (July 2007)
4. completion of the definitive website (Oct. 2007)
5. maintenance and website management (Feb. 2007 to)
6. use of the website (Feb. 2007 to)

results:

an accessible website to exchange knowledge and suitable for use of the new tools for VIT

⁹ See specific guidelines for valorisation plan

Work-package 5

5. Implementation of the VIT-method with the new tools in a pilot project

Introduction:

After the needs assessment, the VIT-training with new tools will start as a pilot project in Romania.

Objective:

- to test the new VIT-tool in the VIT-method in practice
- to start a VIT-structure in the regions of Timisoara and Barlad

Date and duration:

March 2007 till September 2008

Participants:

Jarabee (NL) : 1, 2, 3, 4, 5, 6

Spin (CZ) : 6

Magyar Videotrening (HU) : 1, 2, 3, 6

West University Timisoara (RO) : 1, 2, 3, 4, 5, 6

Buna Ziua (RO) : 1, 2, 3, 4, 5, 6

SCOP (RO) : 1, 2, 3, 4, 5, 6

University of Dundee (UK) : 6

University of Istanbul (TR) : 6

Jarabee: 82 days; West University: 82 days; Magyar Videotrening: 120 days; Spin: 6 days; Buna Ziua: 94 days; SCOP: 24 days; University of Dundee: 4 days; Istanbul: 4 days.

Activities:

1. VIT-Introductory Courses (Module 1)

Each Introductory Course takes 25 hours, spread over 3-6 days.

Each course is given to:

- (a) students of the West University Timisoara (WUT)
- (b) care workers from SCOP in Timisoara
- (c) care workers from Buna Ziua in Barlad.

The participants become acquainted with the VIT-method, including basic training in communication skills and receive a certificate. Participants are able to identify (interaction-) problematic, and to refer to specialists.

The participants have enough acknowledge and communication skills to start the official training for VIT-worker.

In Module 1 the Supervisors/ teachers alternate life-trainings with supervisions by video-conferencing: the new VIT-tool

2. Training to teacher VIT Module (Module 2). in ca. 20 supervisions

- (a) teachers of the West University in Timisoara
- (b) care workers from SCOP in Timisoara,
- (c) care workers from Buna Ziua in Barlad

are trained as Teacher VIT Module. After a positive result the supervisors will receive the certificate Teacher VIT Module, and they are capable to give the Module 2.

In Module 2 the Supervisors/ Teachers alternate life-supervisions with supervisions by video-conferencing: the new VIT-tool

3. Training to VIT-worker (Module 3)

In 36 supervisions

- (a) care workers from SCOP in Timisoara
- (b) care workers from other Romanian NGO's

will be trained as VIT-worker. After a positive result the supervisors will receive the certificate VIT-worker, and they are capable to use the VIT-method in their professional working field.

In Module 3 the Supervisors alternate life-supervisions with supervision by video-conferencing: the new VIT-tool

4.Implementation in the practice of care working (Module 4).

VIT-workers of Buna Ziua are VIT-skilled. They will use the video-conferencing in the VIT-practice of training and care working.

In this Module 4 the Supervisors alternate life-supervisions with supervision by video-conferencing: the new VIT tool.

5. Research of the results of the modules.

WUT collects and assesses the results of the 5 modules, by using questionnaires and by analysing video-pictures.

6.Conference

Conference by all participants with the goal to discuss the results of the pilot project in Romania and to start with implementation in their own organisations.

Results:

Ad 1. Minimal 10 Introductory-Courses Module 1 (partly with video-conferencing) must be realized, with minimal 150 participants.

Ad 2. Min. 4 Instructors (WUT, BZ, SCOP) must be trained (partly with video-conferencing) and certificated as Teacher VIT Module:

Ad 3. Min. 10 care-workers in Timisoara must be certificated as VIT-worker.

Ad 4. In min. 20 cases Buna Ziua must have practised new tool.

Ad 5. WUT will report the results. After positive results the WUT will integrate VIT in curricula

⁹ See specific guidelines for valorisation plan

Work-package 6

6. Project organisation

project organisation structure:

In order to realize a successful project it is important to have a clear and transparent project organisation.

The project organisation will have 3 levels:

– a steering committee which members operate on management level (decision makers) within their organisation. Each project partner will participate in this committee.

– project management. Project management will be carried out by Jarabee and the West University of Timisoara.

– 4 work groups: (needs assessment, VIT-innovation, website, implementation Romania).

The project manager will participate in both the steering committee and the work groups and will be the linking pin within the organisation.

responsibilities:

steering committee will:

– steer the project management

– monitor the general progress of the project

– communicate on macro level (national authorities)

– be responsible for project evaluation (both intern and extern)

– create conditions for sustainability and valorisation of the project results

– participate in project conferences

– have meetings with support of video-conferencing

project management will:

- make a project management handbook with working methods and a communication model (including financial appointments). This is also related to the quality management.
- coordinate and monitor all operational project activities
- participate in and report to the steering committee
- participate in the 4 project work groups
- communicate with all participants (multilateral, bilateral)
- report about the project progress to the Leonardo da Vinci programme (including end report)
- be responsible for the project (financial) administration.

the work groups will:

- execute their specific tasks and participate in the related project activities
- report about the progress to the project manager

Participants:

Jarabee: 75 days; West University: 75 days; Magyar Videotrening: 18 days; Spin: 15 days; Buna Ziua: 20 days; SCOP: 15 days; University of Dundee: 15 days; University of Istanbul: 12 days.

Jarabee will be responsible for the general project management, including the (financial) administrative part. For the coordination of the activities regarding VIT–implementation in Romania, Jarabee will be assisted by the West University of Timisoara.

All other partners will participate in the steering committee.

⁹ See specific guidelines for valorisation plan

Work–package 7

7. Project evaluation and quality management

Together with work package 8 Project management, this work package will form the quality management plan

description:

in order to improve the quality of the project results it is important to evaluate the project during and after the project implementation.

The steering committee will install an evaluation committee with members of some of the project partners. The University of Dundee will have a leading role during the project evaluation since this University has a strong reputation for both VIT and e–learning.

The evaluation committee will interview participants and users of the project results like teachers, students and professionals. The committee will develop questionnaires, including a questionnaire to be used on the website.

Evaluation moments are:

- evaluation of the new VIT–tool after finishing work package 3
- after completion of the website (work package 4)
- after the implementation of the VIT–introduction course in Romania (halfway work package 5)
- after completion of the VIT–introduction in Romania (halfway work package 5).

At the end of the project an extern evaluator will execute an external evaluation of the project.

Result of the evaluation will be presented at the closing project conference.

This closing conference will include one day for evaluation and one day for valorisation.

Participants:

Jarabee: 10 days; West University: 10 days; Magyar Videotrening: 0 days; Spin: 10 days; Buna Ziua: 0 days; SCOP: 0 days; University of Dundee: 20 days; University of Istanbul: 0 days.

The University of Dundee will have a leading role during the project evaluation and quality management

⁹ See specific guidelines for valorisation plan

Work-package 8

Valorisation

introduction and objective:

In order to realize maximal use of the project results during and after the project implementation, the project partners formulated a project valorisation plan (see Annex 2).

The valorisation plan includes valorisation activities, some of them are an integrated in other project activities (for example the needs assessment in word-package 2).

date and duration:

October 2006 to September 2008

Participants:

All project partners have to take care for the valorisation in their own country.

Jarabee: 20 days; West University: 20 days; Magyar Videotrening:20 days; Spin: 15 days; Buna Ziua: 20 days; SCOP: 20 days; University of Dundee: 20 days; TU: 15 days.

activities:

1. Composition of an international database with contact information of networks of all partners by project management. The involved people will be informed about project results and selections in this database will be invited for participation in website or conferences
2. Conference about valorisation of realised VIT-structure in Romania
3. Establishment of a Romanian association for VIT-trainers
4. Implementaion of the new VIT-tools in the organisations of all partners as a result of the experiences of the test project in Romania.
5. Make appointments (organisation, financial) about the continuation of the website
6. Final conference by all project partnes and other interested people from other organisations, groups, sectors and countries in Timisoara. Valorisation of all the project aactivities will be the central issue.
7. Promotion and dissemination activities by all partners to spread the information about the project and the results. Target groups for dissemination are: own organisation of partners,teachers,students,professionals in youth care, authorities, associations of professionals and/or trainers. Planned dissemination activities are: personal contacts, meetings, internet, publication in newspapers, (professional) magazines, radio and television, conferences etc. Promotion materials (CDRoms, brochures etc.) will be developped for valoristaion.

⁹ See specific guidelines for valorisation plan

E.2 FINANCIAL PLAN

For filling out section E2 please refer to the Administrative and Financial Handbook concerning Pilot projects (including Thematic actions), Language competences, Transnational networks and Reference material.

NB: You must use the four tables below in the given format.

E.2.1 ESTIMATED EXPENDITURES BY WORK-PACKAGE AND TYPE OF COSTS

It is recommended to foresee one specific work package for the valorisation strategy of the project (dissemination and exploitation activities)

All figures in Euro

Work-package	Staff	Operational	Subcontracting	Total
1	10460	14860	0	25320
2	16096	10400	0	26496
3	31295	38464	0	69759
4	11150	6900	0	18050
5	50744	70045	5000	125789
6	41280	10200	0	51480
7	13420	6365	10000	29785
8	24845	30756	0	55601

E.2.2 ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro Staff by category:	Total			JARABEE JEUGDZORG TWENTE (NL)			SPIN CZECH REPUBLIC (CZ)		
	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	560	155.84	87270.4	78.0	373.0	29094	44.0	81.0	3564
2. Researchers	184	174.45	32098.8	35.0	327.0	11445	59.0	71.0	4189
3. Teachers/trainers	545	136.04	74141.8	114.0	308.0	35112	36.0	78.0	2808
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	30	193	5790	30.0	193.0	5790	0.0	0.0	0
Total	1319		199302	257		81441	139		10561

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro Staff by category:	Total			MAGYAR VIDEOTRENING EGYESÜLET (HU)			BUNA ZIUA COPII DIN ROMANIA (RO)		
	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	560	155.84	87270.4	38.0	119.0	4522	64.0	72.0	4608
2. Researchers	184	174.45	32098.8	0.0	0.0	0	0.0	0.0	0
3. Teachers/trainers	545	136.04	74141.8	169.0	99.0	16731	94.0	53.0	4982
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	30	193	5790	0.0	0.0	0	0.0	0.0	0
Total	1319		199302	207		21253	158		9590

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro Staff by category:	Total			SCOP (RO)			WEST UNIVERSITY OF TIMISOARA (RO)		
	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	560	155.84	87270.4	59.0	72.0	4248	146.0	72.0	10512
2. Researchers	184	174.45	32098.8	0.0	0.0	0	55.0	55.0	3025
3. Teachers/trainers	545	136.04	74141.8	24.0	53.0	1272	84.0	53.0	4452
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	30	193	5790	0.0	0.0	0	0.0	0.0	0
Total	1319		199302	83		5520	285		17989

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro Staff by category:	Total			UNIVERSITY OF ISTANBUL (TR)			UNIVERSITY OF DUNDEE (UK)		
	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	560	155.84	87270.4	76.0	109.0	8284	55.0	408.0	22440
2. Researchers	184	174.45	32098.8	0.0	0.0	0	35.0	384.0	13440
3. Teachers/trainers	545	136.04	74141.8	0.0	0.0	0	24.0	366.0	8784
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	30	193	5790	0.0	0.0	0	0.0	0.0	0
Total	1319		199302	76		8284	114		44664

¹⁰Indicate the average cost per day.

E.2.3 ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	JARABEE JEUGDZORG TWENTE (NL)	SPIN CZECH REPUBLIC (CZ)	MAGYAR VIDEOTRENING EGYESÜLET (HU)	BUNA ZIUA COPII DIN ROMANIA (RO)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	81441	10561	21253	9590		199302	50
Operations :							
1. Travelling	27625	12124	30503	16676		123680	31
2. ICT	6500	6000	2000	500		21500	5
3. Production	2400	2000	2000	2000		19900	5
4. Overheads	3500	1950	2650	2050		19500	5
5. Other	3500	0	0	0		3500	1
B. Total operational costs	43525	22074	37153	21226		188080	47
Subcontracting :							
1. Translation costs	0	0	0	0		5000	1
2. Evaluation costs: consultancy	0	0	0	0		10000	2
3.	0	0	0	0		0	0
4.	0	0	0	0		0	0
5.	0	0	0	0		0	0
C. Total Subcontracting costs	0	0	0	0		15000	4
Total costs of the project = A + B + C	124966	32635	58406	30816		402382	100

E.2.3 MORE ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	SCOP (RO)	WEST UNIVERSITY OF TIMISOARA (RO)	UNIVERSITY OF ISTANBUL (TR)	UNIVERSITY OF DUNDEE (UK)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	5520	17989	8284	44664		199302	50
Operations :							
1. Travelling	2256	12768	8744	12984		123680	31
2. ICT	500	6000	0	0		21500	5
3. Production	2000	5500	2000	2000		19900	5
4. Overheads	2050	4000	1650	1650		19500	5
5. Other	0	0	0	0		3500	1
B. Total operational costs	6806	28268	12394	16634		188080	47
Subcontracting :							
1. Translation costs	0	5000	0	0		5000	1
2. Evaluation costs: consultancy	0	0	0	10000		10000	2
3.	0	0	0	0		0	0
4.	0	0	0	0		0	0
5.	0	0	0	0		0	0
C. Total Subcontracting costs	0	5000	0	10000		15000	4
Total costs of the project = A + B + C	12326	51257	20678	71298		402382	100

E.2.4 ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	JARABEE JEUGDZORG TWENTE (NL)	SPIN CZECH REPUBLIC (CZ)	MAGYAR VIDEOTRENING EGYESÜLET (HU)	BUNA ZIUA COPII DIN ROMANIA (RO)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	92025	26124	46503	25276		301590	75
National support	0	0	0	0		0	0
Regional support	0	0	0	0		0	0
Other sources (please specify)	0	0	0	0		0	0
Partners own funds	32941	6511	11903	5540		100792	25
Other Community programmes ¹¹	0	0	0	0		0	0
Total financing	124966	32635	58406	30816		402382	100
Total financing = Total costs of project (from table E.2.3)	124966	32635	58406	30816		402382	100

¹¹ Only applicable for pre-accession countries

E.2.4 MORE ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	SCOP (RO)	WEST UNIVERSITY OF TIMISOARA (RO)	UNIVERSITY OF ISTANBUL (TR)	UNIVERSITY OF DUNDEE (UK)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	8756	40178	14744	47984		301590	75
National support	0	0	0	0		0	0
Regional support	0	0	0	0		0	0
Other sources (please specify)	0	0	0	0		0	0
Partners own funds	3570	11079	5934	23314		100792	25
Other Community programmes ¹¹	0	0	0	0		0	0
Total financing	12326	51257	20678	71298		402382	100
Total financing = Total costs of project (from table E.2.3)	12326	51257	20678	71298		402382	100

¹¹ Only applicable for pre-accession countries

F. ANNEXES

ANNEX. 1. LETTERS OF INTENT

- Partner organisations must provide letters of intent on their own official paper
- The letter must not be hand-written
- It must indicate :
 - the title of the proposal;
 - reference to the Leonardo da Vinci programme;
 - a brief description of the partner's role;
 - the partner's financial undertaking.
- It's must bear :
 - the date
 - the signature of an authorised person and her/his position within the organisation.
- For eligibility purposes, full proposals **must** include letters of intent from the obligatory minimum number of partners. This requirement does not apply to pre-proposals.
- If letters of intent were enclosed with the pre-proposal, the full proposal will be considered eligible if it includes **copies** of the letters previously sent. However, **new letters** of intent must be sent with the full proposal if any changes have occurred since the pre-proposal to the partners that make up the required minimum transnational partnership. Changes requiring new letters of intent include changes to the role or financial contribution in the project of any of the original partners, or the replacement of a partner.
- Without prejudice to the previously mentioned eligibility condition, proposals accompanied by **all** letters of intent will be evaluated more favourably.
- Originals are not obligatory in the pre-proposal and full proposals phases; copies and faxes will be accepted. If your full proposal is selected, you will be asked to provide originals before the contract is drawn up.

ANNEX. 2.1 ELIGIBILITY CHECK–LIST

Please make sure that your application meets the following formal eligibility conditions. These are extensively described in section VI of the General Guide. **Only proposals meeting all the eligibility conditions will go forward for qualitative assessment.**

References to sections in this form are given in brackets.

- Compliance with the deadline, as published in the call for proposals
- Compliance with the minimum size of the partnership (B1 and D)
- Participation of at least one partner from the European Union (B1)
- Compliance with the following administrative rules:
 - ◆ the application is being submitted by a private, public or semi–public organisation (A)
 - ◆ the application is written in one of the EU official languages
 - ◆ the application bears the **original** signature of an authorised person (A.1)
 - ◆ the application form used for the proposal is the official Leonardo da Vinci application form (available on the Leonardo da Vinci Programme Website)
 - ◆ the application is sent to the exact addresses specified in the applicable call for proposals
 - ◆ the application is accompanied by the declaration on honour signed by the promoter (original signature) certifying that the applicant organisation is not in one of the indicated situations and that it has the financial and operational capacity for successfully implementing the proposal (A.2)
 - ◆ the **pre–proposal** indicates a global cost estimation of the project (B1)
 - ◆ the **full proposal** includes a detailed budget (E2)
 - ◆ the **full proposal** includes letters of intent at least for the minimum size of the partnership (F1)

ANNEX 2.2 SELECTION CRITERIA CHECK–LIST

These selection criteria only apply to full proposals submitted under procedures B and C. They are described in section VI of the General Guide.

The selection criteria make it possible to assess the promoter's financial and operational capacity to carry out the work programme and to make sure that the promoter has sufficient and stable financial sources to continue the activities throughout the project and assure its co–financing¹.

For this purpose, make sure you have submitted the following documents:

- documents on the Legal Entity of the promoter:
 - ◆ for private companies, associations, etc.:
 - ◇ the relevant Legal Entity Form² duly completed and signed by an authorised person;
 - ◇ a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
 - ◇ a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;

◆ for public organisations.³

◇ the relevant Legal Entity Form⁴ duly completed and signed by an authorised person;
◇ copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity;

- the official annual accounts for the previous three financial years.⁵ Public organisations⁶ are exempted from fulfilling this obligation;
- when the application for Community financial support exceeds 300,000 euro, an external audit report produced by an accredited auditor with the application. This report must certify the accounts of the last available financial year and provide an assessment of the promoting organisation's financial viability. Public organisations⁷ are exempted from fulfilling this obligation;
- CVs of the key persons in the partnership, giving detail of the relevant professional experience;
- the financial identification form⁸ completed by the promoter and certified by the bank (original signature as required). This account or sub-account must make it possible to identify funds paid by the Commission. This account must be held in one of the countries participating in the programme.

These documents must be transmitted with the original of the proposal only. It is not necessary to include them with the various copies of the proposal requested.

¹ This is due to the fact that Community financial assistance likely to be awarded to selected projects is awarded in the form of grants.

² The Legal Entity Form (for private companies, associations) is inserted in the application form (section A.4).

³ Including secondary and higher education institutions.

⁴ The Legal Entity Form (for public organisations) is inserted in the application form (section A.4).

⁵ "Official" means accounts certified by an appropriate external body and/or published and/or approved by the organisation's general meeting.

⁶ Including secondary and higher education institutions.

⁷ Including secondary and higher education institutions.

⁸ The financial identification form is inserted in the application form (section A.5).