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| <b>Programme</b>   | <b>LIFELONG LEARNING</b>   |
| <b>Subprogramme</b>  | <b>COMENIUS</b>  |
| <b>Action Category</b>   | <b>MOBILITY</b>  |
| <b>Action</b>  | <b>COMENIUS Preparatory Visits</b>   |
| <b>Objectives and description of the action</b>  | <p>The objective of the action is to help any institution eligible for the Comenius Programme wishing to establish a Comenius School Partnership, Comenius Regio Partnership, Multilateral Project, Network or Accompanying measures project to get to know suitable partner institutions and develop a workplan in order to prepare the project/partnership application form.</p> <p>Any institution wishing to establish a new Partnership, Multilateral Project, Network or Accompanying measure may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> <li>- a visit to an eligible partner institution in another country participating in the Lifelong Learning Programme;</li> <li>- participation in a partner-finding 'contact seminar' organised by a National Agency.</li> </ul> <p>Details of the seminars are available on request from National Agencies.</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> <li>- define the aims, objectives and methodology of a future Partnership, Multilateral Project, Network or Accompanying measures project;</li> <li>- define partner roles, responsibilities and tasks within a future Partnership, Multilateral Project, Network or Accompanying measures project;</li> <li>- develop a work plan for a future Partnership, Multilateral Project, Network or Accompanying measures project, including methods for monitoring, evaluation and dissemination;</li> <li>- complete the joint Partnership, Multilateral Project, Network or Accompanying measures project application form.</li> </ul> |
| <b>Who can benefit</b>   | <p>Individuals working in an institution wishing to establish a Comenius Partnership, Multilateral Project, Network or Accompanying measures project.</p> <p>Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per Partnership, Multilateral Project, Network or Accompanying measures project will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted.</p>  |
| <b>Who can apply</b>   | Institutions wishing to establish a Comenius School (multilateral or bilateral) Partnership, Comenius Regio Partnership, Multilateral project, Network or Accompanying measures project.   |
| <b>PRIORITIES</b>  | There are no European priorities for Comenius Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.   |
| <b>HOW TO APPLY</b>  | Decentralised action. Applications have to be sent to the applicant's National Agency .  |
| Please consult the relevant Agency website for further information.  |  |
| <b>Selection Procedure:</b>  | NA1  |
| <b>Application Form Code:</b>  | PV   |
| <i>Please make sure you use the application form showing this code in the header.</i>  |  |
| <b>Application Deadline(s):</b>  | Deadlines set by each National Agency.   |
| <b>Duration</b>  |  |
| <b>Minimum Duration :</b>  | 1 day  |
| <b>Maximum Duration:</b>   | 5 days   |
| <b>Comment on Duration:</b>  | All activities can start on January 1 <sup>st</sup> 2010 at the earliest and must end by April 30 <sup>th</sup> 2011 at the latest.  |
| <b>FINANCIAL PROVISIONS</b>  |  |
| Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.   |  |
| <b>Applicable Grant Table(s):</b>  | Table 1a   |
| <b>Maximum Grant €:</b>  | Not applicable   |
| <b>Comment on Funding:</b>   | No comments  |
| <b>EVALUATION AND SELECTION PROCEDURES</b>   |  |
| Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures  |  |
| <b>Eligibility Criteria</b>  |  |
| <b>General eligibility rules:</b>  |  |
| The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?" |  |

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| <b>Specific eligibility rules:</b>  | <p>Applications must be submitted by bodies which are legal entities and eligible to apply for a Comenius Partnership, Multilateral Project, Network or Accompanying measures.</p> <p>As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU.</p> <p>Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible.</p> |
| <b>Minimum number of Countries:</b>   | Not applicable   |
| <b>Minimum number of Partners:</b>  | Not applicable   |
| <b>Comment on participants:</b>   | No comments  |
| <b>Award criteria</b>   | <p><b>1. Content and duration</b></p> <p>The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.</p> <p><b>2. Relevance</b></p> <p>There is a clear link between the activities and strategy of the applicant's home institution, the proposal partnership/project/network and the purpose and content of the preparatory visit.</p>   |
| <b>CONTRACTING PROCEDURES</b>   |  |
| <b>Probable sending date of pre-information on the results of the selection process</b> | <a href="#">See NA website</a>   |
| <b>Probable sending date of agreement to the beneficiaries</b>                          | <a href="#">See NA website</a>   |
| <b>Probable starting date of the action</b>   | <a href="#">See NA website</a>   |