STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Project Number: SI0203.01
1.2 Title: Mobility Schemes Complementary Fund
1.3 Sector: Free Movement of Persons
1.4 Location: SLOVENIA (Ministry of Education, Science and Sport)

2. Objectives

2.1 Overall Objective(s):

The present proposal Mobility Schemes Complementary Fund aims at supporting the participation of Slovenia in the basic areas of European cooperation in education, training and youth. The overall objective is to assist the EU integration process through enhancing the participation of Slovenians in Community Exchange and Mobility Actions.

2.2 Project purpose:

Following the Accession Partnership Priority to familiarise Slovenia with aspects of full EU membership by participation in a range of Community programmes (the education, training and youth programmes being identified as a top priority), the immediate objective of the Mobility Schemes Complementary Fund is to support the Ministry of Education, Science and Sport in ensuring the "highest quality and quantity" in the implementation of the Community programmes exchange and mobility actions by offering additional financial support to participants in the programmes such as Socrates and Leonardo da Vinci.

Priority is given to mobility actions within the Socrates and Leonardo da Vinci programmes since they will have a considerable impact on actions aiming at raising quality, EU internal labour market relevancy and transparency of education and training, as well as at promoting innovation with a view to improve competitiveness of the Slovenian economy.

Inception estimations showed that in this period there was no need for additional financial support for the Community Programme Youth.

In view of the expected impact of mobility actions, it is important to assure a constant sufficiently high number of participants (c.f. 3 Description).

2.3 Accession Partnership and NPAA priority

The proposed project is in full conformity with the short and medium term priorities of the Accession priorities of the Republic of Slovenia:

Free movement of persons

- Complete alignment of mutual recognition of professional qualifications and diplomas and introduce required administrative structures, education and training programmes.
The Community Programmes exchange and mobility actions represent one of the most important instruments to achieve international comparability of curricula and transparency of diplomas and professional qualifications, with an important impact to actions aiming at ensuring a more flexible and quality education and training systems.

Firstly, they act through the implementation requirements such the need to generalise systems of recognition and equivalence of diplomas and training; secondly, they bring international references to the processes of modernisation in education and training, considering specific economic and social needs of the internal market in a “Europe of Knowledge”.

Social policy and employment

In the context of the European Social Fund and Employment Policies, the project relates in particular to the

(i) European Social Fund policy for “promoting and improving training, education and counselling, as part of lifelong learning policy to facilitate and improve access to, and integration into, the labour market, improve and maintain employability, and promote job mobility” and

(ii) The Employment Guidelines 2001, stating that the strategies for Lifelong Learning should cover the development of systems for initial, secondary and tertiary education, further education and vocational training for young people and adults to improve their employability, adaptability and skills, as well as their participation in the knowledge based society.

- Reinforce administrative capacity in the area of social and employment policy; in particular strengthen the capacity of the labour and health inspectorates.

The project will in parallel contribute to the preparation of the EU Programmes Agency (created by the Ministry of Education, Science and Sport to perform the tasks of Leonardo da Vinci and Socrates National Agencies, as well as of other EU programmes and instruments, such the European Structural Funds) for its possible involvement in the implementation of the European Social Fund’s activities.

The proposed project is in full conformity with the NPAA field of:

Education, training and youth

Slovenia continues with the activities that are included as priorities in the NPAA: human resources development, raising educational quality, measures promoting the European dimension in all fields, and life-long learning.

In order to assure a smooth transposition of the acquis, the Ministry of Education, Science and Sport, in cooperation with other competent ministries, continues to pursue a further simplification of procedures, stipulated by the Aliens Act, to facilitate mobility within Community programmes.

Slovenia continues to implement measures supporting equal opportunities, school success, mobility in general, higher education and vocational education and training, language learning, safety at school, non-discrimination, educational technologies and distance education, academic and professional recognition of qualifications, educational statistics,
overall development of general education and vocational training, development of undergraduate and the modernisation of postgraduate studies.

In the next decade, Slovenia will give priority to those objectives that were adopted by the European Commission in its guidelines and action programme in compliance with the Lisbon Summit conclusions. Slovenia is already actively participating in joint European activities targeting an increase in quality and efficiency, openness and cooperation in the field of education and the recognition of the importance of life-long learning.

2.4 Contribution to National Development Plan

The project will contribute to the achievement of the NDP priority Knowledge, human resources development and employment, more specifically to its measures aiming at introducing a Lifelong Learning culture (as defined at the Lisbon Summit) in Slovenia by increasing the accessibility to education and skills training.

The EU integration processes, globalisation and development of new technologies, in particular the information and communication technologies, bring additional requirements for the education policies and systems. One of the priority tasks in this field, as state the Strategy for Economic Development of Slovenia (SEDS) and the NDP, is to improve flexibility and transparency (national and transnational) of education and training.

In this context, the project will support the NDP objective aiming at assuring the improvement of professional qualifications and competitiveness of individuals and at the improvement of educational and vocational mobility on national and international level.

The project refers to the National Development Plan Priority Axis 2, Programme 2 (Improving flexibility and transparency of education and training).

2.5 Cross Border Impact

Not relevant.

3. Description

3.1 Background and justification:

The Mobility Schemes Complementary Fund has been created within the Ministry of Education and Sport of the Republic of Slovenia in 1999, with the aim to offer additional financial support to participants in the Community programmes' mobility actions. An amount of 300,000,00 EUR has been awarded to participants in both programmes within the Phare SL9907.04 Programme.

More specifically, the grants aimed at enhancing mobility of pupils, students and apprentices/young-employed workers in school/study programmes at educational institutions and companies participating in the Community programmes, in particular Socrates and Leonardo da Vinci.

Due to the differences in social support systems in different EU member states, the costs of the period of stay of Slovenian participants abroad in exchange and mobility

---

1 NDP-RS 2001-2006 is in a preparatory phase: the established links might be subject to further modifications.
actions are relatively higher compared to the costs of individual mobility among EU member states. The financial support awarded to participants from the programmes themselves is therefore essential for the realisation of the exchange or mobility. In the first year of participation of Slovenia in the Community programmes, the EU Programmes Agency learned which was the minimum financial support needed to realise individual mobility or exchange. In order to raise the number of participants in the following years, it was necessary to keep the average amount of financial support on the approximate level of the first year’s participation.

The purpose of the project is therefore to enable Slovenia to keep the average financial support, i.e. the average amount of Euro given to participants, on the level of the first year, in particular to enable the mobility and exchange of those participants who have no other financial resources – that is of those from socially and economically disadvantaged environments. The second important goal is to assure a constant sufficiently high number of participants.

3.2 Linked activities:

Socrates

Socrates programme covers all types and all levels of learning and is relevant to all players involved in education. It consists of eight actions, where Comenius, Erasmus and Grundtvig correspond to the three stages of education throughout life (school, university and adult education). Other five actions (Lingua, Minerva, Observation and innovation of educational systems and policies, Joint actions and Accompanying measures) are horizontal.

Socrates as a European educational programme involves over 30 European countries. Its main objective is precisely to build up a Europe of knowledge and thus to provide a better response to the major challenges of the new century: to promote lifelong learning, to encourage access to education for everybody and to assist people in acquiring recognized qualifications and skills. It promotes and encourages in particular language learning, mobility and innovation, underlining the multi-cultural character of Europe as one of the cornerstones of the active EU citizenship. The Socrates programme pays particular attention to the education of less advantaged groups, it promotes equal opportunities, and it fights racism and social exclusion.

Leonardo da Vinci

Following-on directly from the aims laid down for the first phase of the programme, the Leonardo da Vinci II seeks to support and complement action taken by and in the Member States, while fully respecting their responsibility for the content and organisation of vocational training, and their cultural and linguistic diversity. It does this by supporting transnational co-operation projects in the field of vocational training.

There are other Community programmes and initiatives, which provide support for projects in associated fields. The Commission and the Member States are mindful of the need to ensure the consistency and complementarities between the Leonardo da Vinci programme and these related programmes; they also have regard to the priorities set out in the employment guidelines. The Commission, in partnership with the Community social partners, is making efforts to develop co-ordination with the European social dialogue, including the related actions at sectoral level.

3.3 Results:
The project will result in a growing number of participants in exchange and mobility actions of Community programmes, in the order of 20% average yearly take-up-rate of planned participation, comparable to the previous years data:
Erasmus 1999/2000 171 students 883 months
      2000/2001 261 students 1274 months
      2001/2002 400 students (foreseen)

Ex Lingua C 2000/2001 7 assistants

Comenius 1 school projects 2001/2002 50 projects/24 projects with pupils mobility

Comenius 2 language assistants 2001/2002 10 assistants (30 months)

Leonardo da Vinci
Placements 1999/2000 69 students 43 HE students 25 young workers
      2000/2001 80 students 50 HE students 30 young workers
      Exchanges 2000/2001 100 mentors (tutors, teachers) 25 mentors (tutors, teachers of languages)

Comenius 1 school projects 24 schools (66 pupils) (35,000,00 EUR)
Comenius 2 language assistants 13 assistants (15,000,00 EUR)

Leonardo da Vinci (80,000,00 EUR)

3.4 Activities:

The project activities consist of the realisation of placements and exchanges of individuals (pupils, students, apprentices, young workers, graduate and post-graduate students, tutors, teachers) under the Community programmes, which is oriented and monitored by the Community Programmes Co-ordinators at the EU Programmes Agencies.

In view of the accession preparations, the basis for the criteria is linked to the objectives stated in the National Programme for the Adoption of the "Acquis Communaute" (in particular, related to the regulated professions and the occupational standards development, leading to increased international mobility prospective for workers within the European internal market), on the one hand, and on the other, to the EC guidelines for the distribution of Community Programmes Mobility Grants.

Applications have to demonstrate that the visits/exchanges would essentially contribute to the defined aims, that they meet a demonstrable need of the individuals and the institution. Interim and final reports are the basis for the evaluation of the mobility actions performance and the award of further grants. In the selection of candidates for the Mobility Schemes Complementary Fund, the Ministry takes into consideration the socio-economic background of applicants, as well as an equal repartition of grants between men and women.

Methodology

Based on the

- Article 3 of the present Memorandum of Understanding between the CFCU, Ministry of the Republic of Slovenia for Finances, and the EU Programmes Agency, Centre of the Republic of Slovenia for Vocational Education and Training (Phare project SL 9907.04),
agreement on the Ministry of Education, Science and Sport EU Co-ordination Committee,
Erasmus and Leonardo da Vinci Programmes Steering Committees decisions and
Comenius Programme Commission

the following criteria will be used for the Phare financial contributions:

- Common rules and criteria defined in programme guidelines for each particular programme by the European Commission,
- Additional priorities, defined by the Erasmus and Leonardo da Vinci Programme Steering Committees and Comenius Programme Commission,
- Participant status – young people in initial VET, student, young worker, unemployed; priority will be given to disadvantaged (individuals with psychical or mental disabilities, socially disadvantaged, individuals from less developed areas and regions; those with lower family income).

These funds will be distributed to the participants in the projects submitted under the Calls for Project proposals for each of the Programmes and selected by the Programmes Committees and Commissions, following the rules set by the European Commission for each Programme within the school/academic years 2002/2003 (for the Phare 2002 MoSCoF).

**Erasmus Action 2**

*General Requirements*

On national level and under the basic rules provided by the European Commission it has to be decided upon the management of Erasmus Action 2 in the National Action 2 Plan. If the Plan is in accordance with the rules of Erasmus programme the Commission confirms it and the NA2Plan is annexed to the contract between the European Commission and the NA for Erasmus Action 2 funds.

The expert body for the national coordination of Erasmus in Slovenia is the Erasmus Programme Steering Committee. It is appointed by the Ministry of Education, Science and Sport and consists of representatives of two Slovenian universities, representative of independent higher education institutions, representatives of students and Ministry of Education and an expert.

The Erasmus Programme Steering Committee will discuss the management of the Erasmus Action 2 funds and the National Action 2 Plan will be accepted on the Steering Committee meeting in March 2002 for the academic year 2002/03.

**Erasmus student selection procedure (at present)**

All institutions which apply for student mobility in the Erasmus Action 1 – Institutional Contract (deadline 1st of November) prepare a public call for applications for available placements in early spring of the year for the academic period starting in the autumn of the same year. The application procedure, application forms for students and selection procedure is under the responsibility of each institution. They have to follow general rules mentioned above, however they can apply additional criteria (language knowledge, motivation, etc.).
The selected students fill in the Transcript of Records and Learning Agreement and send both to the partner institution. At the same time they fill in the Erasmus Action 2 funds application form and send it to the National Agency.

After the home institution receives the students’ Learning Agreement confirmed by the host institution (actual acceptance of the student to the partner institution) it sends a list of accepted students to the NA. The NA calculates the individual Erasmus grants for accepted students and informs the individual student. Each student signs the Erasmus grant contract with the NA.

Eligibility criteria for Erasmus and Mobility Scheme

Specific eligibility criteria are set by the national Erasmus Programme Steering Committee in the National Action 2 Plan for each academic year separately. For the academic year 2000/01 the criteria is as follows. Only students, selected as Erasmus students can apply for financial support. Each student’s means are tested. If student’s gross monthly income per family member is lower than 80% of average gross monthly income in Slovenia in 1999, the student is eligible to receive financial support from the Mobility Scheme Complementary Fund. Their Erasmus grant is topped-up according to the rules of 2000/2001 National Action 2 Plan (Annex 2).

The NA follows the same criteria in the use of additional support from the Phare Mobility Schemes Complementary Fund.

Comenius

General Requirements

Are defined in the Agreement on Decentralised actions, and Operational Handbook for Comenius decentralised actions.

The expert body for the national coordination of the Comenius Programme is the Comenius Commission, appointed by the Ministry of Education, Science and Sport.

Comenius – Selection Procedures

The applicant institution has to submit the project application to the EU Programmes Agency by the deadline set out in the Call for proposals, published in official EU papers and in Slovenian official paper.

The applications for Comenius 1 (School projects) and Comenius 2 (language assistants) are sent to the National agency by the defined deadline. In addition to the general eligibility criteria for Socrates described in Guidelines for applicants, applicants are selected also on the basis of the selection criteria which are set in the Guidelines and in the Operational Handbook for Comenius decentralised actions as well as national criteria and priorities approved by the Comenius Commission and National Programme Committee.

The National Agency collects all the applications and sends the receipts of receiving the applications to the applicant institutions.

NA makes a first assessment (give the overall opinion to the applications) and prepares evaluation forms for the evaluation group.
NA proposes the evaluation group members to the national Comenius Commission. This nominates five members of evaluation group (representatives from Ministry of Education, Science and Sport, National Board of Education and Centre of the Republic of Slovenia for Vocational Education and Training) and approve or adjust the proposed selection criteria.

The evaluation group examines the applications received, evaluates them in accordance with selection criteria and evaluation questionnaires, discusses possible difficult issues and confirms, rejects or gives an expert opinion on the proposals. NA EU prepares a range list of proposals and submits it to the Comenius Commission (representatives from national bodies, nominated by the Ministry of Education, Science and Sport) for discussion and approval of the national selection in order to start inter-agency consultation.

After the inter-agency consultation is finished, the final selection of project proposals goes to the National Programme Committee for approval and when the approval obtained, the NA issues the contracts. Groups of pupils that will be involved in the selected projects (mobility and project work) are selected by the schools.

**Eligibility criteria for Comenius and Mobility Scheme**

For mobility of pupils in Comenius school, school development and language projects, eligibility criteria are set out in the Socrates Guidelines for Applicants and the annual Call for proposals. Any additional selection criteria/priorities at the national level must be in accordance with the Community guidelines.

The activities for which a school or individual future teacher may request financial support are:

- project work carried by pupils and staff,
- transnational mobility of staff and pupils.

All specific selection criteria, e.g. technical, financial, thematic, quality, are set out in the Operational handbook for Comenius decentralised actions, that have to be followed by all National agencies.

The NA follows the same criteria in the use of additional support from the Phare Mobility Schemes Complementary Fund.

**Leonardo da Vinci**

*General Requirements*

The Leonardo da Vinci National Agency is responsible to prepare and realise a yearly: Work programme for the National Agency and Operational plan for mobility.

The NA has the administrative responsibility for the selection process drawn up by the national authorities for this measure, in full compliance with the various European Commission documents for this activity. Beyond the elements common to all the measures, the NA follows the Community rules set out in the “Specifications for the Mobility measure” and in the “Work programme for the NA” accepted by the Commission.
Priorities will be given to mobility projects aiming at:

- improving the quality of, and access to, vocational education and training systems and qualifications, and to guidance systems, in order to enhance the employability of young people in the labour market,

- encouraging equal access to training and to guidance for disadvantaged persons in the labour market, and the fight against discrimination,

- promoting actions in support of the policies and initiatives of the Member States for specific disadvantaged groups in the labour market.

All the project proposals are evaluated on the basis of the quality criteria and the evaluation forms established at Community level. External experts are nominated by the National Leonardo da Vinci Programme Committee and appointed by the NA. They are: representative from the Ministry of Education, Science and Sport, representative from Ministry of Labour, Family and Social Affairs, representative from Centre of the Republic of Slovenia for VET and one representative from Slovene enterprise.

Final project selection is discussed and approved by the National Leonardo da Vinci Programme Committee.

Eligibility criteria for Leonardo da Vinci Mobility and Phare Mobility Scheme

The National Agency follows the same eligibility criteria in awarding support to mobility in Leonardo da Vinci and Phare Mobility Schemes Complementary Fund, as follows:
<table>
<thead>
<tr>
<th>Type of action</th>
<th>Who can go?</th>
<th>Where?</th>
<th>How long?</th>
<th>What is the financial contribution?</th>
</tr>
</thead>
</table>
| **Placements** | Persons undergoing initial vocational training | Vocational institutions and undertakings | Normally 3 weeks to 9 months | - Per capita grant levels vary according to the duration of the placement with a maximum of 5,000 euro per beneficiary. This maximum amount can be increased if the participant is a disabled person. In addition:  
  - a maximum amount of €500 per promoter is available to help SME promoters submitting their first application under this measure of the Leonardo da Vinci programme;  
  - funds are available to all promoters for the pedagogical, cultural and linguistic preparation of the target group. Funding may not exceed €200 per beneficiary for a placement of less than three months, or €500 per beneficiary for a placement of more than three months, with a ceiling of €25,000 per promoter. |
|              | Students$^3$ | Undertakings$^5$ | 3 months to 12 months |  |
|              | Young workers and recent graduates | Vocational institutions and undertakings$^5$ | 2 months to 12 months |  |
| **Exchanges** | Human resources managers in undertakings, vocational training programme planners and managers, trainers and occupational guidance specialists | Exchanges between undertakings$^5$, on the one hand, and vocational training organisations or universities, on the other. | 1 to 6 weeks | - Per capita grant levels vary according to the duration of the exchange with a maximum of €5,000 per beneficiary. This maximum amount can be increased if the participant is a disabled person. In addition:  
  - a maximum amount of €500 per promoter is available to help SME promoters submitting their first application under this measure of the Leonardo da Vinci programme.  
These amounts apply over and above the funding set aside for the sending organisation, for the management and monitoring of transnational exchange projects. They may not exceed €100 per beneficiary, with a ceiling of €25,000 per promoter and per year of selection. |
| Trainers and mentors in the areas of language competences | Exchanges between the business sector, on the one hand, and the specialised language vocational training establishments (incl. universities) and vocational training bodies, on the other | 1 to 6 weeks |
3.5 Monitoring and checks

Monitoring and checks are described in each contract for Leonardo da Vinci and Socrates decentralised actions as well as in Operating Agreement between the European Commission and the NA.

The NA will make sure by means of appropriate checking procedure that the grants are solely used for the activities for which they have been awarded.

The NA will set up a general system for keeping account and for the administrative and financial monitoring of grant contracts – insofar as a system is not yet available within the computer-based programme management tool supplied by the Commission.

In light of the specific requirements in the various programmes’ actions, the NA will systematically request from all the contractors progress and final reports as well as financial accounts in accordance with the procedure decided at Community level and on the basis of the modes provided by the Commission. In case of delay the NA will send reminder letters and take other necessary follow-up measures.

3.6 Financial control and Audit

The NA will submit a representative sample of contracts managed under each agreement for the decentralised action to an in-depth check by requesting certified copies of receipts for all expenditure covered by grant amount at final account stage. In addition the NA will undertake the in situ audit checks of a representative sample of contracts.

In selecting the sample, the NA will take into account both, the overall number of contracts managed under each agreement for the decentralised action as well as the level of the grant amounts involved.

The results of the in-depth checks on the basis of receipts and the findings of the in situ checks must be communicated to the Commission.

3.7 Lessons learned

The present project has been designed based on the experience from the first year of participation of Slovenia in the Community Programmes, in particular on the minimum financial support needed to realise individual mobility or exchange. The MoSCoF was created with the aim to enhance the mobility actions within these programmes, in order to achieve an impact on the raising of quality and international transparency of education and training (as a condition for the implementation of procedures related to mutual recognition of qualifications).

Based on the experience from the first Phare Mobility Scheme Complementary Fund project, the present project proposes also a slight change in the implementation arrangements, which would simplify the payment procedure and improve the management of the scheme.

4. Institutional Framework
The Ministry of Education, Science and Sport has established a unit outside the structures of the Government, an EU Programmes Agency within the Centre of the Republic of Slovenia for Vocational Education and Training. Its priority task is to assure a technical management of EU programmes in the fields of education and training. The technical management of the Phare Mobility Schemes Complementary Fund project has also been delegated to the EU Programmes Agency, since the Fund and the project activities are directly linked and complementary to those in Community Programmes. The EU Programmes Agency and the Steering Committees for Leonardo da Vinci and Socrates prepare and accept the statutes and guidelines for the definition of priorities, criteria for funding and procedures following orientations and practices from similar EU grants.

Steering Committees of Leonardo da Vinci and Socrates programme, will ensure that the distribution of grants follow the pre-defined priorities, criteria for funding and procedures set out by the European Commission.

Composition of the evaluation committee and of the steering committee: the committees consist of representatives of the Ministry of Education, Science and Sport, Ministry of Labour, Family and Social Affairs, National Institute for Education, Centre for Vocational Education, Chamber of Crafts, Chamber of Commerce, and representatives from the schools.

Experience from the Phare MoSCoF project

No major difficulties were found in the contracting procedure. All contracts were signed on time and there were no delays concerning any signing party. Major observation from the EU Programme Agency’s point of view is that regarding relatively very small amount per contract the extent of involved bureaucracy in unreasonable high.

Problems appeared at the disbursement procedure because of very long and complicated checking and signing procedure according to the state budgetary rules at the Ministry of Education, Science and Sport and at the Ministry of Finance.

Simplification of payment procedure would considerably shorten delays in payment of grants to beneficiaries, and improve the management and implementation of the project activities.

5. Detailed Budget (EUR)

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co financing*</th>
<th>IFI*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 1</td>
<td>300,000</td>
<td>300,000</td>
<td>60,000</td>
<td>360,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>300,000</td>
<td>300,000</td>
<td>60,000</td>
<td>360,000</td>
<td></td>
</tr>
</tbody>
</table>

* private co-financing by beneficiaries

The funds will be allocated to participants in the Community Programmes, Socrates and Leonardo da Vinci. The national co-financing is of a private nature and represents an average 20% of co-financing on individual or project levels.
6. Implementation Arrangements

6.1 Implementing Agency

The Ministry of Finance
Central Finance and Contracting Unit (CFCU)
Beethovnova 11
1000 Ljubljana.

Programme Authorising Officer: Mr. Peter Škofic
Tel: +386.1.478.63.05
Fax:+386.1.478.62.04

6.2 Contracting authority

Centre of the Republic of Slovenia for Vocational Education and Training
EU PROGRAMMES AGENCY
Ob železnici 16
1000 Ljubljana

Head of the Agency: Mrs. Majda ŠIROK
phone: +386.(0)1.5864234
fax: +386.(0)1.5864231

The Contracting authority, responsible for the implementation of the project and signing the contracts with mobility grant beneficiaries, will be the EU Programmes Agency. All the grant contracts will be endorsed by the Ministry of Finance, Central Finance and Contracting Unit.

6.3 Twinning

Not applicable.

6.4 Non-standard aspects

The non-standard aspect is in specific implementation arrangements: the project will be implemented through a Memorandum of Understanding which is not a standard document and does not follow a standard format from the PRAG. It will have to be approved by the European Commission in Brussels.

6.5 Contracts

The Memorandum of Understanding will be signed between the EU Programmes Agency in charge of the Community Programmes Socrates and Leonardo da Vinci and the CFCU. Following approval of the text by the headquarters of the European Commission in Brussels, the Memorandum of Understanding will be endorsed by the EC Delegation in Ljubljana.

According to the EC guidelines for Leonardo da Vinci and Socrates fund complementary grants will be publicly announced and the candidates will be selected on the basis of pre-defined priorities and criteria of funding and procedures prescribed in the exchange and mobility actions (c.f. the above Description of the Project). The selection follows the Leonardo da Vinci and Socrates rules.
The number of individual contracts with selected participants is estimated to (size and number):

Erazmus: 120 Contracts 170,000,00 EUR
Comenius I: 30 Contracts 40,000,00 EUR
Comenius II: 15 Contracts 20,000,00 EUR
Leonardo da Vinci: 10 Contracts 70,000,00 EUR

7. Implementation Schedule

7.1 Start of tendering/call for proposals

The estimated launch of the project upon approval of the FM is June 2002.

7.2 Start of project activity

The estimated start of the project activity is academic year 2002 - 2003.

7.3 Project Completion

The project will be completed, i.e. the Phare Mobility Scheme Complementary Funds committed in 2004.

8. Equal Opportunity

Socio-economic background of applicants and the principle of ensuring equal access to grants for men and women will be established as one of the main criteria in the selection of beneficiaries of the Mobility Schemes Complementary Fund.

9. Environment

Not applicable.

10. Rates of return

Not applicable.

11. Investment criteria

Not applicable.

12. Conditionality and sequencing

Milestones of the project will be:
Preparation of a Memorandum of Understanding between the EU Programmes Agency and the CFCU.
Approval of the MoU by the European Commission in Brussels, approved by the Steering Committee and sent to MoESS, CFCU, GOEU and EC Delegation in Ljubljana.
Endorsement by the MoU by the EC Delegation in Ljubljana.
Inception Report prepared by the EU Programmes Agency.
Definition of specific priorities, criteria for funding and procedures following the Phare PRAG and Community Programmes rules.
Approval of the priorities and criteria by the Socrates and Leonardo da Vinci Steering Committees and Commission.
Tendering Procedures following the specific Community Programmes Procedures (see above 3.4)
Nomination of Evaluation Committees, Assessment Groups.
Evaluation process executed and selected projects approved by the Steering Committees
Preparation of grant contracts.
Grant contracts signed and transmitted to beneficiaries.
On-going monitoring and evaluation by Contracting Authority, Steering Committees and Commission and MoESS.
Interim and Final Report prepared by the EU Programmes Agency, approved by the Steering Committee and sent to MoESS, CFCU, GOEU and EC Delegation in Ljubljana.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)

2. Detailed implementation chart (compulsory)

3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)

4. Reference to feasibility /pre-feasibility studies. For all investment projects, the executive summary of the economic and financial appraisals, and the environmental impact assessment should be attached (compulsory)

5. List of relevant Laws and Regulations (optional)

6. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc) (optional)
## ANNEX 1

### Phare log frame

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR Project</th>
<th>Programme name and number</th>
<th>SI0203.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility Schemes Complementary Fund</td>
<td>Contracting period expires</td>
<td>30. 6. 2004</td>
</tr>
<tr>
<td></td>
<td>Disbursement period expires</td>
<td>30. 6. 2005</td>
</tr>
<tr>
<td></td>
<td>Total budget:</td>
<td>360,000 EUR</td>
</tr>
<tr>
<td></td>
<td>Phare budget:</td>
<td>300,000 EUR</td>
</tr>
</tbody>
</table>

### Overall objective

The overall objective of the Mobility Schemes Complementary Fund is to assist the Slovene EU integration process through enhancing the participation of Slovenians in Community Exchange and Mobility Actions.

### Objective verifiable indicators

- Progress of Slovenian integration in the EU.

### Sources of Verification

- Regular accession progress reports.

### PROJECT PURPOSE

The purpose of the project is to support the Ministry of Education, Science and Sport in ensuring the “highest quality and quantity” in the Community programmes exchange and mobility actions.

<table>
<thead>
<tr>
<th>Objective verifiable indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly amounts per participant</td>
</tr>
<tr>
<td>Grant contracts signed by 2003</td>
</tr>
<tr>
<td>A raise of 20% in Socrates Erazmus individual mobility and Comenius exchange projects by 2003</td>
</tr>
<tr>
<td>A raise of 30% raise in the Socrates Ex Lingua exchange projects by 2003 (students)</td>
</tr>
<tr>
<td>A raise of 30% in Leonardo da Vinci Mobility Project (students, young workers and trainees)</td>
</tr>
</tbody>
</table>

### Sources of Verification

- Monitoring and evaluation Reports by the EU Programmes Agency.
- Participants Reports.

### Assumptions

- The Memorandum of Understanding approved and the Phare Mobility Scheme Complementary funds available in time to ‘top up’ the Community Programmes grant funds.
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A growing number of participants in Community Programmes exchange and</td>
<td>Number of participants raised in average by 20% by 2004.</td>
<td>EU Programmes Agency Reports. Participants reports.</td>
<td></td>
</tr>
<tr>
<td>mobility actions.</td>
<td>Average amount of Euro given to participants kept at the level of the first year of Slovene</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equal and constant quality of life abroad for all participants assured.</td>
<td>participation in the CP mobility and exchange actions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and ‘mise en application’ of the Memorandum of Understanding</td>
<td>Community Programmes (Socrates and Leonardo Vinci ‘entry ticket’)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on the modalities of implementation of the MoSCoF.</td>
<td>National co-financing of the EU Programmes Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation and submission of Inception Report.</td>
<td>Phare Mobility Scheme Complementary Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Definition of specific priorities, criteria for funding and procedures</td>
<td>Private (individual) participation of participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>following the Phare PRAG and Community Programmes implementation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>systems.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realisation of Tendering Procedures, Evaluation and Selection.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation, signature and submission of Grant Contracts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring and evaluation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation and submission of Interim and Final Reports.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preconditions
# ANNEX 2

## Detailed Implementation Chart

<table>
<thead>
<tr>
<th>Activities</th>
<th>Project period in quarters of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>a. Preparation of Financing Scheme</strong></td>
<td></td>
</tr>
<tr>
<td>1. Preparation of MoU between the EU Programme Agency and the CFCU</td>
<td></td>
</tr>
<tr>
<td>2. Approval of the MoU by the EC</td>
<td></td>
</tr>
<tr>
<td>3. Inception report prepared</td>
<td></td>
</tr>
<tr>
<td>4. Steering Committees meetings</td>
<td></td>
</tr>
<tr>
<td><strong>b. Implementation of Financing Scheme</strong></td>
<td></td>
</tr>
<tr>
<td>1. Call for proposals for Socrates and Leonardo da Vinci</td>
<td></td>
</tr>
<tr>
<td>2. Evaluation process</td>
<td></td>
</tr>
<tr>
<td>3. Preparation of grant schemes</td>
<td></td>
</tr>
<tr>
<td>4. Contracts signed and send to beneficiaries</td>
<td></td>
</tr>
<tr>
<td>5. Implementation of projects</td>
<td></td>
</tr>
<tr>
<td><strong>c. Monitoring and Evaluation</strong></td>
<td></td>
</tr>
<tr>
<td>1. On-going monitoring by contracting authority and steering committee</td>
<td></td>
</tr>
<tr>
<td>2. Steering Committee meetings</td>
<td></td>
</tr>
<tr>
<td>3. Interim report</td>
<td></td>
</tr>
<tr>
<td>3. Final Report</td>
<td></td>
</tr>
</tbody>
</table>
# ANNEX 3

**Cumulative Contracting and Disbursement schedule (MEUR)**

*Phare funds only*

<table>
<thead>
<tr>
<th>Activities</th>
<th>Project period in quarters of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANT SCHEME</strong></td>
<td></td>
</tr>
<tr>
<td>Commitment</td>
<td>0.3</td>
</tr>
<tr>
<td>Disbursement</td>
<td>0.03</td>
</tr>
</tbody>
</table>
ANNEX 4

REFERENCE TO FEASIBILITY/PRE-FEASIBILITY STUDIES.

Not applicable.
ANNEX 5

LIST OF RELEVANT LAWS AND REGULATIONS (OPTIONAL)

THE LAW ON THE ORGANISATION AND FINANCING OF EDUCATION IN THE REPUBLIC OF SLOVENIA

LAWS AND REGULATIONS FOR DIFFERENT SUB-SYSTEMS OF EDUCATION AND TRAINING IN THE REPUBLIC OF SLOVENIA (KINDERGARTENS, PRIMARY SCHOOLS, SECONDARY GENERAL, GYMNASIA, VET, HIGHER EDUCATION AND EDUCATION OF ADULTS)

THE LAW ON PROFESSIONAL QUALIFICATIONS AND CERTIFICATION
ANNEX 6

REFERENCE TO RELEVANT GOVERNMENT STRATEGIC PLANS AND STUDIES
(MAY INCLUDE INSTITUTION DEVELOPMENT PLAN, BUSINESS PLANS, SECTOR
STUDIES ETC) (OPTIONAL)

The key development orientations in the field of education and training are defined in the White Book on education and training in RS\(^2\) (1995), which gave basic conceptual foundations for the structural reform of education and training systems in Slovenia. The reform of the system was accompanied by a process of review and modernisation of educational programmes, based on the special Guidelines for curriculum reform and stressing the importance of their responding to global development changes in the fields of culture, science, technology and economy, as well as in the social and political life.

The development orientations outlined in the White Book were operationally upgraded in second half of the nineties, mainly by two national strategic documents: the National Programme for Adult Education and the National Programme for Higher Education.

A draft National Programme for Youth was prepared in 1999 and it was developed later into a Resolution on the Strategy for the Youth Policy Development until 2001.

A series of important strategic documents have been prepared also with the support of the Phare Programme, such the Phare 97 MOCCA (for Modernisation of Curricula, Certification and Assessment in Vocational Education of for Youth and Adults) Accession Strategy for the Republic of Slovenia in the Field of Human Resource Development and the Memorandum on further development of occupational and vocational education in the Republic of Slovenia (2000).

---

\(^2\) Promoting life-long education, providing the possibility to acquire general education for the whole population and highest possible education to as many people as possible, while keeping the already reached level of expertise, and also providing the possibility of reaching highest possible level of creativity, equal opportunities and preventing social exclusion.