1. Basic Information

1.1 CRIS Number: 2003/004-938-20
1.2 Title: Mobility Schemes Complementary Fund III
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. After three years of participation it has been clearly observed, that the impact of mobility is very high and positive not only for participants themselves but also for their home institutions. The participation gives individuals international experience, it improves their self image and improve access to new international learning possibilities. Many participants join other European activities after having participated in one of the mentioned programmes.

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”.

In this context, the Community Programmes with the Phare Complementary Fund will be of a considerable support to the recently adopted Act on Regulating the Procedures for Recognition of Qualifications of Citizens of EU Member States and concerning access to Regulated Professions in the Republic of Slovenia (2002-01-0909).

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.

*Reference to the Action Plan*

Chapter 2.2 Free movement of persons

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.

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 € has been awarded to participants in both programmes within the
Phare SL9907.04 Programme, and the same amount will be available for the enhancement of EU mobility in 2003 and first three quarters of 2004.

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 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 gained experience about 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 approximately on the level of the first year’s participation.

Despite of the fact that the funds on the respective programmes’ budget lines rise slightly if the number of participants increase, this doesn’t allow to keep the same level of co-financing from year to year. The increase of participants in the Community Programmes mobility and exchange actions, which is in accordance with the Slovene education and training policy priorities, has thus resulted in a considerable decrease of average financial support from the CP funds in the last two years (c.f. the statistical data on Student Mobility 2000/2001, particularly the Table 2 Erasmus student mobility 2000/2001: Total number of students and the Table 7 Erasmus student mobility: Average grants 1994/95 to 2000/2001).

Average grants per student month are in considerable decrease in all the candidate countries, in Slovenia, the average grant has decreased from €371 in 1999/000 to €270 in 2001/2002. The estimate for 2002/2003 is of €130.

The purpose of the project is therefore to enable Slovenia to keep the approximate average financial support and number of 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. With that the primary goal of the project will be achieved: to raise the number of participants in the Community Programmes’ exchange and mobility actions and thus achieve their real impact on national actions aiming at improving quality, internal market relevancy and transparency in education and training - will be achieved.

The Slovene participants can’t be advantaged by the Mobility Schemes Complementary Fund, since the maximum grant is defined by EC common guidelines rules for each activity within the programme and in contracts for the CP decentralised actions between the European Commission and the National Agencies.

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 the Community programmes in the area of education and training, in the order of 20% average yearly take-up-rate of planned participation, comparable to the previous years data:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Year</th>
<th>Participants</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus</td>
<td>1999/2000</td>
<td>171 students</td>
<td>883 months</td>
</tr>
<tr>
<td></td>
<td>2000/2001</td>
<td>232 students</td>
<td>1235 months</td>
</tr>
<tr>
<td></td>
<td>2001/2002</td>
<td>340 students</td>
<td>900 months (not yet final numbers)</td>
</tr>
<tr>
<td></td>
<td>2002/2003</td>
<td>492 students</td>
<td>2493 months (foreseen)</td>
</tr>
<tr>
<td>Comenius language assistants</td>
<td>2000/2001</td>
<td>7 assistants</td>
<td></td>
</tr>
<tr>
<td>Comenius 1 school projects</td>
<td>2001/2002</td>
<td>55 projects/24 projects with pupils mobility</td>
<td></td>
</tr>
<tr>
<td>Comenius 1 school projects</td>
<td>2002/2003</td>
<td>43 projects</td>
<td></td>
</tr>
<tr>
<td>Comenius 2 language assistants</td>
<td>2001/2002</td>
<td>9 assistants (28 months)</td>
<td></td>
</tr>
<tr>
<td>Comenius 2 language assistants</td>
<td>2002/2003</td>
<td>9 assistants (27 months)</td>
<td></td>
</tr>
</tbody>
</table>

Leonardo da Vinci
Placements 1999/2000 69 students 43 HE students 25 young workers
Exchange 1999/2000 100 mentors and tutors
Placements 2000/2001 80 students 50 HE students 30 young workers
Exchanges 2000/2001 100 mentors (tutors, teachers) 25 mentors (tutors, teachers of languages)
Placements 2001/2002 80 students 50 pupils 25 young workers
Exchanges 2001/2002 110 mentors (tutors, teachers) 30 mentors (tutors, teachers of languages)
Placements 2002/2003 90 students 60 HE pupils 30 young workers
Exchanges 2002/2003 110 mentors (tutors, teachers) 35 mentors (tutors, teachers of languages)

**Financed from Phare MoSCoF 1999**

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus</td>
<td>121 students (going abroad in year 2001)</td>
<td>(170,000.00 €)</td>
</tr>
<tr>
<td>Comenius 1</td>
<td>24 schools (66 pupils)</td>
<td>(35,000.00 €)</td>
</tr>
<tr>
<td>Comenius 2</td>
<td>12 assistants</td>
<td>(15,000.00 €)</td>
</tr>
<tr>
<td>Leonardo da Vinci</td>
<td></td>
<td>(80,000.00 €)</td>
</tr>
<tr>
<td>Placements</td>
<td>9 students 9 HE students 14 young workers</td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td>8 mentors and tutors</td>
<td></td>
</tr>
</tbody>
</table>

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 Communautaire" (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 equal repartition of grants between men and women.

**Methodology**

Based on the
- Article 3 of the Memorandum of Understanding between the CFCU, Ministry of the Republic of Slovenia for Finances, and the EU Programmes National Agency,
- agreement of the Ministry of Education, Science and Sport EU Co-ordination Committee,
- Erasmus and Leonardo da Vinci Programmes 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 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).

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 2003/2004 (for the Phare 2003 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 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 Committee discussed the management of the Erasmus Action 2 funds and the National Action 2 Plan has been accepted on the Steering Committee meeting in April 2002 for the academic year 2002/03. From that ac.y. the home institutions will receive funds for their Erasmus students from the EU Programmes National agency and will distribute them to the Erasmus students according to the National Action 2 plan for 2002/2003 ac.y.

**Erasmus student selection procedure (from the ac.y. 2002/2003 on)**

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. The amount of funds from Erasmus grants fund is awarded in regard to which country the student is travelling (the table is published on the internet pages of the EU Programmes agency and is a part of the National Action 2 plan for
The new management of the funds is done by the home institutions themselves. They will sign contracts with Erasmus students and transfer the funds.

After the home institution receives the students’ Learning Agreement confirmed by the host institution (actual acceptance of the student to the partner institution) it prepares the student contracts, signs them and transfers the money to individual students’ accounts.

_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 ac. y. 2002/2003 there are fixed monthly amounts for individual destination countries and each Erasmus student, selected in the Erasmus spring call for participation. (see encl.) The NA follows the same criteria in the use of additional support from the Phare Mobility Schemes Complementary Fund. The NA (EU Programmes Agency) will publish separate call for Phare funds for all participating Erasmus students and will decide on the amount of additional (Phare) funding after the call is closed. The amount of financial support from both funds together (Erasmus and Phare) will not exceed the max amounts foreseen in the Erasmus programme rules (i.e. 500 € per month and 2000€ per student).

_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 rank 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 school education 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 procedure 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, other national professional institutions 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:
## The various mobility actions

<table>
<thead>
<tr>
<th>Type of action</th>
<th>Who can go?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placements</td>
<td>Persons undergoing initial vocational training</td>
</tr>
<tr>
<td></td>
<td>Students(^5)</td>
</tr>
<tr>
<td></td>
<td>Young workers and recent graduates</td>
</tr>
<tr>
<td>Exchanges</td>
<td>Human resources managers in undertakings, vocational training programme planners and managers, trainers and occupational guidance specialists</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where?</th>
<th>Vocational institutions and undertakings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undertakings(^5)</td>
</tr>
<tr>
<td></td>
<td>Vocational institutions and undertakings(^5)</td>
</tr>
<tr>
<td></td>
<td>Exchanges between undertakings(^5), on the one hand, and vocational training organisations or universities, on the other.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How long?</th>
<th>Normally 3 weeks to 9 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 months to 12 months</td>
</tr>
<tr>
<td></td>
<td>2 months to 12 months</td>
</tr>
<tr>
<td></td>
<td>1 to 6 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the financial contribution?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>- Per capita grant levels vary according to the duration of the placement with a maximum of 5,000 € per beneficiary. This maximum amount can be increased if the participant is a disabled person. In addition:</td>
</tr>
<tr>
<td>- 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;</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>These amounts apply, over and above the funding set aside for the sending organisation, for the management and monitoring of transnational placement projects. They may not exceed €200 per beneficiary with a ceiling of €25,000 per promoter and per year of selection.</td>
</tr>
</tbody>
</table>

- 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 |
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.

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.

3.5 Lessons Learned

The Ministry of Education, Science and Sport has been gaining experience with the implementation of Phare projects since 1994 and since 1999 by participating in the Community Programmes in the area of education, training and youth.

For the Phare MoSCoF SL9907.04, major observation from the EU Programme Agency’s and the EMS Interim Evaluation Report was that regarding relatively very small amount per contract the extent of involved bureaucracy was 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.

The establishment of an independent EU Programmes National Agency will considerably contribute to minimising of the approval cycle for student grants, since its status allows the simplification of signing procedure (delegation from the Ministry to the Agency under its competency).
As for the national co-financing, the project has this specificity that it has to be assured by through national financial participation, i.e. *entry tickets* (defined in Association Agreements) for the participation in the Community Programmes Socrates and Leonardo (2,237,000 € for 2004 and 2,329,000 € in 2005).

No other major problems have been identified, the absorption capacity for the Phare MoSCoF SL9907.04 is of 98.7%.

4. **Institutional Framework**

The Ministry of Education, Science and Sport has established in 1999 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 (CPI)*, with the priority task 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* as an organisational unit within the CPI Unit is presently (from October 2003, a by government decision) an independent *Centre of the Republic of Slovenia for Mobility and European Education and Training Programmes* in October 2002 (in continuation the *EU Programmes National Agency*).

The EU Programmes National Agency and the Programme 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.

Programmes 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 commission and of the programme committee: the commission 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.

5. **Detailed Budget (€)**

<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>300,000</td>
<td>300,000</td>
<td>60,000</td>
<td>360,000</td>
</tr>
<tr>
<td>Contract 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>83.33 %</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>300,000</td>
<td>300,000</td>
<td>60,000</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 indicated national co-financing is of a private nature and represents an average 20% of co-financing on individual or project levels.

However, the national co-financing is much higher, since a financial participation has to be assured by participating countries through the Community Programmes entry-tickets. They are defined in Association Agreements (Socrates and Leonardo da Vinci: 2,237,000 € for 2004 and 2,329,000 € in 2005).

6. Implementation Arrangements

6.1 Implementing Agency

The Ministry of Finance
Central Finance and Contracting Unit (CFCU)
Beethovenova 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 Mobility and European Educational and Training Programmes
Ob železnici 16
SLO-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 National 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.

7. Implementation Schedule

7.1 Start of tendering/call for proposals

The estimated launch of the project upon approval of the FM is June 2003.

7.2 Start of project activity

The estimated start of the project activity is academic year 2003 - 2004.

7.3 Project Completion

The project will be completed, i.e. the Phare Mobility Scheme Complementary Funds committed in September 2004 and disbursed by September 2005.

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, GOEA 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, GOEA 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>Disbursement period expires:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility Schemes Complementary Fund</td>
<td>Contracting period expires 30/11/2005</td>
<td>Total budget: 360,000 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phare budget: 300,000 €</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Progress of Slovenian integration in the EU.</td>
<td>Regular accession progress reports.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT PURPOSE</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Monthly amounts per participant Grant contracts signed by 2004 A raise of 10% in Socrates Erasmus individual mobility and Comenius exchange projects by 2003 on. A raise of 20% raise in the Socrates Comenius language assistants exchange projects by 2003 (students) A raise of 30% in Leonardo da Vinci Mobility Project (students, young workers and trainees)</td>
<td>Monitoring and evaluation Reports by the EU Programmes Agency. Participants Reports.</td>
<td>The Memorandum of Understanding approved and the Phare Mobility Scheme Complementary funds available in time.</td>
</tr>
</tbody>
</table>
### Results

A growing number of participants in Community Programmes exchange and mobility actions.

Equal and constant quality of life abroad for all participants assured.

### Objectively verifiable indicators

- Number of participants raised in average by 10% by 2005.
- Average amount of € given to participants kept at least at the level of the first year of Slovene participation in the CP mobility and exchange actions.

### Sources of Verification

- EU Programmes Agency Reports.
- Participant’s reports.

### Assumptions

### Activities

Preparation and ‘mise en application’ of the Memorandum of Understanding on the modalities of implementation of the MoSCoF.

Preparation and submission of Inception Report.

Definition of specific priorities, criteria for funding and procedures following the Phare PRAG and Community Programmes implementation systems.

Realisation of Tendering Procedures, Evaluation and Selection.

Preparation, signature and submission of Grant Contracts.

Monitoring and evaluation.

Preparation and submission of Interim and Final Reports.

### Means

- Community Programmes (Socrates and Leonardo Vinci ‘entry ticket’)
- National co-financing of the EU Programmes Agency
- Phare Mobility Scheme Complementary Fund
- Private (individual) participation of participants

### Preconditions

### Assumptions
# 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><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 (million €)
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

THE ACT ON REGULATING THE PROCEDURES FOR RECOGNITION OF QUALIFICATIONS OF CITIZENS OF EU MEMBER STATES AND CONCERNING ACCESS TO REGULATED PROFESSIONS IN THE REPUBLIC OF SLOVENIA (2002-01-0909)
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 (1995). The paper gave conceptual foundations for the structural reform of the education and training system, which was accompanied by a review of the educational programmes and learning contents. The basis for the latter was defined in the Guidelines for curriculum reform, which stresses the importance of responding to global development changes in the field of culture, science, technology and economy, as well as in the social and political life.

The development trends of the White Book were operationally upgraded in the second half of the nineties, mainly in the two national strategic documents: Professional Starting Points for the National Programme for the Education of Adults and National Programme for Higher Education in the Republic of Slovenia (adopted by the Parliament in February 2002). A proposal of the National Youth Programme in the field of youth policy was prepared in 1999 and was later developed into the Resolution on the Strategy for the Youth Policy Development until 2001.

Beside the mentioned documents, a series of important strategic documents have been prepared within the Phare '97 Modernisation of Curricula, Certification and Assessment in Vocational Education of for Youth and Adults project, in particular the 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).

Among the latest reference documents, a National report on Lifelong Learning (2001) has to be mentioned, in the framework of a Europe wide consultation on the Memorandum on Lifelong Learning launched at the EU Council in Lisbon (2000).

Among the latest reference government strategic documents and studies, the Strategy for Economic Development of Slovenia and the National Development Plan of the Republic of Slovenia 2000-2006 have to be mentioned.

Two main programmes were prepared by the Ministry of Education, Science and Sport for the introduction in the National Development Programme: Life-long Learning, Creativity and Culture of living and Improvement of Flexibility, Transparency and International Competitiveness of Education and Training in Slovenia. They were redesigned into structural type of measures under the priorities of Knowledge, Human Resources Development and Employment and Balanced Regional Development.

---

1 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.

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.