



EDUCATION AND CULTURE

LEONARDO DA VINCI

Community Vocational Training Action Programme

Second phase: 2000-2006

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

Version 2006

Reserved for the European Commission or the National Agencies

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

EUROPEAN COMMISSION

RECEIPT ACKNOWLEDGEMENT

Name of promoting organisation	European Observatoire of Sport and Employment
Name of contact person	Allan Pilkington
Street Number Street	1, New Market Street
Country code - Postcode - Town/City	UK – BB7 2JW – CLITHEROE

Title of proposal:	Building key methodological blocks for the implementation of the Copenhagen/EQF Process in the Sports Sector EUR/06/C/P/PP-84704
Date you sent in your proposal	10 / 02 / 2006

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

Reserved for National Agencies and European Commission:

We acknowledge receipt of your application concerning your proposal:

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

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

Yours sincerely,

Date:

LEONARDO DA VINCI PROGRAMME

Application form
PP - TH -LA - NT - RF



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

Please note that:

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

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



A. PROMOTING ORGANISATION

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

A.1 . Data concerning the promoting organisation

Name of the organisation in national language (full and abbreviated if applicable)	European Observatoire of Sport and Employment – EOSE –
Name of the organisation in EN, FR or DE (if available)	European Observatoire of Sport and Employment – EOSE –
Type of organisation ¹	016 EUR – European Organisation

Head Office

Street	New Market Street
Number	1
Postcode	BB7 2JW
Town/city	Clitheroe, Lancashire
Country	United Kingdom

Contact person²

Name	Mr <input checked="" type="checkbox"/> Ms <input type="checkbox"/>	Allan Pilkington
Position	General Secretary	
Street	New Market Street	
Number	1	
Postcode	BB7 2JW	
Town/city	Clitheroe, Lancashire	
Country	United Kingdom	
Telephone	++44 (0) 1200 427232 - ++44 (0) 7976 288 378 (mobile)	
Fax	++44 (0) 1200 429384	
E-mail	allan@sprito.org.uk	
Website	http://www.eose.org/	

Authorised signatory

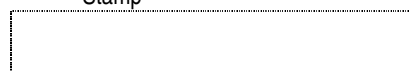
Name	Mr <input checked="" type="checkbox"/> Ms <input type="checkbox"/>	Allan Pilkington
Position	General Secretary	

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

Date: 10/02/2006

Signature

Stamp



¹ Please use type codes as in annex 4.

² See definition in the General guide.



A.3 CO-ORDINATING ORGANISATION

To be completed only if project co-ordination is delegated to an organisation other than the promoting organisation

Name of the organisation in national language (full and abbreviated if applicable)	SkillsActive
Name of the organisation in EN, FR or DE (if available)	SkillsActive
Type of organisation ³	04 OE – Employer Organisation –

Head Office

Street	New Oxford Street
Number	77-91
Post code	WC1A 1PX
Town/city	London
Country	UK

Contact Person⁴

Name	Mr <input checked="" type="checkbox"/> Ms <input type="checkbox"/>	Stephen Studd
Position	Chief Executive	
Street	New Oxford Street	
Number	77-91	
Postcode	WC1A 1PX	
Town/city	London	
Country	UK	
Telephone	0044 (0) 207 632 2000	
Fax	0044 (0) 207 632 2001	
E-mail	stephen.studd@skillsactive.com	
Website	www.skillsactive.com	

³ Please use type codes as in annex 4.

⁴ See definition in the General guide.



A 4. Legal Entity Form

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

Please complete the appropriate Legal Entity form for the promoting organisation and attach the requested documents.

Note that 2 different forms are provided: one for private companies, associations, etc. and one for public organisations.



LEGAL ENTITY FORM (1)

PUBLIC ENTITIES

TYPE OF ORGANISATION	
NAME(S)	
ABBREVIATION	
OFFICIAL ADDRESS	
POSTAL CODE	
P.O. BOX	
TOWN/CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION	(dd-mm-yy)
REGISTRATION NR.	
PHONE	
FAX	
E-MAIL	
CONTACT PERSON	

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

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

Date:

Name and function of the authorised representative:

Signature:

Stamp:



LEGAL ENTITY FORM (2)

PRIVATE COMPANIES

TYPE OF COMPANY	016 EUR – European Organisation
NGO (Non Governmental Organisation)	<input checked="" type="checkbox"/> YES NO
NAME(S)	European Observatoire of Sport and Employment
ABBREVIATION	EOSE
ADDRESS OF HEAD OFFICE	43, Boulevard du 11 Novembre 1918 – CRIS Bâtiment 404
POSTAL CODE	69100
P.O. BOX	n/a
TOWN/CITY	Villeurbanne
COUNTRY	France
VAT NUMBER	n/a
PLACE OF REGISTRATION	Préfecture du Rhône et de la région Rhône-Alpes, 106 rue Pierre Corneille, 69419 Lyon Cedex 03
DATE OF REGISTRATION	30 December 2003
REGISTRATION NR.	0691050021
PHONE	0033 (0) 4 72 61 61 44
FAX	0033 (0) 4 72 61 61 45
E-MAIL	n/a
CONTACT PERSON	Ms Evelyne d'Orazio

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

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

Date: 10/02/2006

Name and function of the authorised representative: Mr Allan Pilkington, General Secretary

Signature:

Stamp:



A.5 FINANCIAL IDENTIFICATION FORM

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

ACCOUNT HOLDER

NAME	European Observatoire of Sport and Employment
ADDRESS	1, New Market Street
TOWN/CITY	Clitheroe
POST CODE	BB7 2JW
COUNTRY	United Kingdom
VAT NUMBER	-
CONTACT PERSON	Allan Pilkington
TELEPHONE	0044 (0) 1200 42 72 32
FAX	0044 (0) 1200 42 93 84
E-MAIL	allan@sprito.org.uk

BANK

BANK NAME	LA BANQUE POSTALE
BRANCH ADDRESS	LA BANQUE POSTALE CENTRE DE LYON
TOWN/CITY	LYON CEDEX 20
POST CODE	69900
COUNTRY	FRANCE
ACCOUNT NUMBER	13 487 10 M 038
IBAN	FR 84 20041 01007 1348710M038 13

Remarks:

BANK STAMP + SIGNATURE of BANK REPRESENTATIVE (Both obligatory):	DATE + SIGNATURE of ACCOUNT HOLDER (Obligatory):



B. PROJECT OUTLINE

B.1 GENERAL INFORMATION

Measure: <i>(Please tick one box only)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> Pilot projects (PP) <input checked="" type="checkbox"/> </td> <td style="width: 50%; padding: 2px;"> Transnational Networks (NT) <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 2px;"> Reference Material (RF) <input type="checkbox"/> </td> <td style="padding: 2px;"> Language Competences (LA) <input type="checkbox"/> </td> </tr> </table>	Pilot projects (PP) <input checked="" type="checkbox"/>	Transnational Networks (NT) <input type="checkbox"/>	Reference Material (RF) <input type="checkbox"/>	Language Competences (LA) <input type="checkbox"/>																															
Pilot projects (PP) <input checked="" type="checkbox"/>	Transnational Networks (NT) <input type="checkbox"/>																																			
Reference Material (RF) <input type="checkbox"/>	Language Competences (LA) <input type="checkbox"/>																																			
If your Pilot project is a Thematic action (TH), to be submitted in the framework of procedure C, please tick also here <input type="checkbox"/>																																				
Title <i>(max. 200 characters, including spaces)</i>	Building key methodological blocks for the implementation of the Copenhagen/EQF Process in the Sports Sector																																			
Acronym/short title <i>(max. 25 characters)</i>	EQF-Sports																																			
Which objective(s) of the Programme does your project address? <i>(Please refer to the General Guide)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>a “to improve the skills and competences of people, ...”</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>b “to improve the quality of, and access to, continuing vocational training”</td> </tr> <tr> <td><input type="checkbox"/></td> <td>c “to promote and reinforce the contribution of vocational training to the process of innovation ...”</td> </tr> </table>	<input type="checkbox"/>	a “to improve the skills and competences of people, ...”	<input checked="" type="checkbox"/>	b “to improve the quality of, and access to, continuing vocational training”	<input type="checkbox"/>	c “to promote and reinforce the contribution of vocational training to the process of innovation ...”																													
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<input checked="" type="checkbox"/>	b “to improve the quality of, and access to, continuing vocational training”																																			
<input type="checkbox"/>	c “to promote and reinforce the contribution of vocational training to the process of innovation ...”																																			
Which priority in Call 2005-2006 does your proposal address? <i>(Please indicate only one priority)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>1 Promoting transparency of qualifications</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2 Developing the quality of VET systems and practices</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 Developing relevant and innovative e-learning content</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 Continuous training of teachers and trainers</td> </tr> </table>	<input type="checkbox"/>	1 Promoting transparency of qualifications	<input checked="" type="checkbox"/>	2 Developing the quality of VET systems and practices	<input type="checkbox"/>	3 Developing relevant and innovative e-learning content	<input type="checkbox"/>	4 Continuous training of teachers and trainers																											
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<input type="checkbox"/>	4 Continuous training of teachers and trainers																																			
For Thematic actions (TH) only: Which theme in the current Call does your proposal address?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>TH.1 Credit transfer in VET</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TH.2 Validation of non-formal and informal learning</td> </tr> </table>	<input type="checkbox"/>	TH.1 Credit transfer in VET	<input type="checkbox"/>	TH.2 Validation of non-formal and informal learning																															
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<input type="checkbox"/>	TH.2 Validation of non-formal and informal learning																																			
If your project targets directly one or more of the following issues, please tick the relevant box(es):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people</td> </tr> <tr> <td><input type="checkbox"/></td> <td>equal opportunities for women and men, with a view to combating discrimination in training provision</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>the promotion of social dialogue in vocational training</td> </tr> </table>	<input type="checkbox"/>	the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people	<input type="checkbox"/>	equal opportunities for women and men, with a view to combating discrimination in training provision	<input checked="" type="checkbox"/>	the promotion of social dialogue in vocational training																													
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<input checked="" type="checkbox"/>	the promotion of social dialogue in vocational training																																			
Which of the following categories does your project fall into?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input checked="" type="checkbox"/></td> <td>development of innovation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>transfer of innovation</td> </tr> </table>	<input checked="" type="checkbox"/>	development of innovation	<input type="checkbox"/>	transfer of innovation																															
<input checked="" type="checkbox"/>	development of innovation																																			
<input type="checkbox"/>	transfer of innovation																																			
Total number of partners per country, including promoter and co-ordinator <i>(Please indicate numbers in relevant spaces)</i>	<table style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">_2_ BE</td> <td style="width: 12.5%;">_1_ ES</td> <td style="width: 12.5%;">_1_ IT</td> <td style="width: 12.5%;">_ _ MT</td> <td style="width: 12.5%;">_ _ SI</td> <td style="width: 12.5%;">_ _ IS</td> <td style="width: 12.5%;">_ _ BG</td> </tr> <tr> <td>_ _ CZ</td> <td>_ _ EE</td> <td>_ _ LV</td> <td>_1_ NL</td> <td>_ _ SK</td> <td>_ _ LI</td> <td>_ _ RO</td> </tr> <tr> <td>_ _ DK</td> <td>_5_ FR</td> <td>_1_ LT</td> <td>_ _ AT</td> <td>_ _ FI</td> <td>_ _ NO</td> <td>_ _ TR</td> </tr> <tr> <td>_1_ DE</td> <td>_ _ CY</td> <td>_ _ LU</td> <td>_ _ PL</td> <td>_ _ SE</td> <td></td> <td></td> </tr> <tr> <td>_1_ EL</td> <td>_1_ IE</td> <td>_1_ HU</td> <td>_1_ PT</td> <td>_1_ UK</td> <td></td> <td></td> </tr> </table>	_2_ BE	_1_ ES	_1_ IT	_ _ MT	_ _ SI	_ _ IS	_ _ BG	_ _ CZ	_ _ EE	_ _ LV	_1_ NL	_ _ SK	_ _ LI	_ _ RO	_ _ DK	_5_ FR	_1_ LT	_ _ AT	_ _ FI	_ _ NO	_ _ TR	_1_ DE	_ _ CY	_ _ LU	_ _ PL	_ _ SE			_1_ EL	_1_ IE	_1_ HU	_1_ PT	_1_ UK		
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1 EL	_1_ IE	_1_ HU	_1_ PT	_1_ UK																																
Total number of partners, including promoter and co-ordinator	17																																			
Total number of countries	12 + 4 European Organisations																																			
Duration of project	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/> 12</td> <td style="width: 33%; text-align: center;"><input type="checkbox"/> 18</td> <td style="width: 33%; text-align: center;"><input checked="" type="checkbox"/> 24</td> <td style="text-align: right;">months</td> </tr> </table>	<input type="checkbox"/> 12	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 24	months																															
<input type="checkbox"/> 12	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 24	months																																	



Total budget	533,322 EURO
Grant requested from the Leonardo da Vinci programme	399,932.52 EURO
% of total budget	74.99 %

Target group(s)	Those working and involved in Sport Sector across Europe, Employers organisations, Employees, Social Partners Organisations and Training Providers, Policy Makers, Decision Takers, Students.
Target sector(s)	Codes: O92 M80 (max. the main three - please use the NACE codes as in annex 7)
Users of the project outcomes	Codes: 04OE 07OF 016EUR (max. the main three - please use the codes in annex 4)

If this is a "Language competences" project:

Which languages are targeted? (please use language codes as in annex 8)
At which levels of proficiency?	beginner <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/>

B.2 COMBINED PROPOSALS SUBMITTED IN THE CURRENT SELECTION YEAR

Is your proposal combined ⁵ with one or more Leonardo da Vinci proposals in the current selection year?	YES (please give details in table below) <input checked="" type="checkbox"/> NO
--------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

Measure	Country of submission	Promoting organisation	Title of the proposal

B.3 PROPOSALS BASED ON RESULTS OF PREVIOUS PROJECT(S)

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

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

Year	Programme or Initiative	Identification number	Contracting organisation	Title of the project	Body to which the proposal was submitted and country



B.4 OTHER PROJECTS CARRIED OUT WITH COMMUNITY FUNDING

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

Year	Programme or Initiative	Identification number	Contracting organisation	Title of the project	Body to which the proposal was submitted and country
2003-2005	Leonardo Da Vinci	UK/03/B/F//PP-162_017	SPRITO Directions, UK	Harmonised European Fitness Qualifications and Training (EUROFIT-qst)	ECOTEC UK
2003-2005	Leonardo Da Vinci	UK/03/B/F//NT-162_018	SPRITO Directions, UK	European Observatory for Sport Education and Employers Network (EUROSEEN)	ECOTEC UK
2003-2006	EU Erasmus Thematic Network	110058-CP-1-2003-1-DE	German University Cologne, DE	Aligning a European Higher Education Structure in Sport Science (AEHESIS)	European Commission
2003	DG EAC EU EYES	2003-4463/001-001	European Observatoire of Sport and Employment, FR	Vocational education and training in the field of sport in the European Union: situation, trends and outlook (VOCASPORT)	European Commission
2003-2004	DG Employment and Social Affairs	VS 2003/003 – DG/EMPL/D/2-S-	European Association of Sport Employers (EASE)	“Building the Social Dialogue in the Sport Sector” (BSDSS)	European Commission
2003-2004	Leonardo Da Vinci	E/01/B/F/PP-115.545	Diputació Barcelona	“OLYMPIA” – e-learning environment in Sport training	Leonardo Spain Agency
2002-2004	EQUAL	180757	Greek Organisation Football Prognostics	Sport Business programme	Ministry of Labour and Social Affairs, Greece

Please add extra sheet if necessary

⁵ Relation may concern, for instance, theme(s), target group(s) and/or sector(s), partnership structure, methodological approach, etc.



B.5 SUMMARY

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

1. The EQF-Sports project is part of a process lasting since more than ten years intending to link all individual stakeholders of the sports sector (public authorities, social partners -employers and employees representatives-, the European sport movement, the VET providers, and support organisations such as EOSE) to specific European networks/organisations collaborating with each other in the field of vocational education and training.

2. Its content is a direct outcome of the “Vocasport” project, funded by the European commission (sports unit) and run in 2004 under the scientific direction of the European Observatoire of Sports and Employment (EOSE). Within that framework, more than 100 key stakeholders coming from the 25 EU countries have been invited to comment a pre-report on the situation, trends and perspectives of the VET in sports in Europe and to present their views on key actions to be promoted. They have considered that the Copenhagen process was providing key responses to sectoral problems. In particular, **implementing the flexibility and the transparency of the sports VET systems** has been seen as a priority to tackle 4 of the main weaknesses of sports national systems: a) short careers; b) high mobility of workers; c) dominant non formal learning; d) numerous volunteers with no recognition of their competences.

3. In line with that statement, our intention is to develop three “building blocks” related to the implementation of the Copenhagen/EQF process in our sector:

- the development of a methodology and tools to provide common European references on sport sector activities, sport standard occupations and related competences.
- the development of a methodology and tools to provide “better understanding, transparency and mutual trust” between the qualification systems, frameworks and authorities active in the sports sector;
- the development of a methodology and tools to achieve “credit transfer and accumulation” , including “unitisation” and “modularisation” of learning outcomes, the assessment process and the allocation of credit points;

Those methodologies and tools will be adapted to the sectors needs from documents produced by the related Technical Working Groups and/ or from previous experiences run on a smaller scale (sports sub-sectors). They will be tested in sports pilot sub-sectors before being disseminated in the whole sector, primarily to policy makers, “developers” and training providers. Based on the strength of the European networks and organisations participating to our project, we intend to have these methods and tools used by 50% of the training providers within two years after the project, and 75% within 4 years.



C. PROJECT AIM

15-20 lines max per question

C.1. JUSTIFICATION OF THE PROPOSAL

1. Describe the target group(s) and target sector(s) concerned by your proposal. Describe also the final and potential users of your project's results.
2. What needs, in relation to these target group(s) and sector(s), does your project address? How did you identify these needs?



1. The **sports sector** represents a group of varied activities and services ranging from organised competition within clubs as a means of training and education, to the events put on by professional sportspeople, leisure sporting pursuits practiced for pleasure or fitness purposes, and the use of sports to boost social integration of population groups in difficult circumstances. Together, these largely interdependent practices concern over half of European citizens, with nearly a million employees working in the field as their main professional activity (employment has grown by nearly 60% in 10 years) and almost 10 million volunteers throughout the European Union.

- The **target groups** concerned by our project are **key stakeholders of the development of VET** in the **sports sector at European level**: We can divide them into two categories from which different targets are expected:

⇒ The key **decision makers for the development of VET in the sports sector at European level** we are targeting are **the social partners** (employers and employees representatives of the sector at European level); **the sports public authorities** (EC sports Unit, E.U. informal Council of Ministers in charge of sports, E.U. parliament) in relation with **education public authorities** when needed (E.U. Education Units, Education and training Ministers...); **the sport movement** (Umbrella organisations representing the sports association movements at European level); **the sports VET providers** (both vocational and higher education, through their representative organisation/network, ENSSEE); **the sports qualification and training analysts and promoters** in relation with the labour market needs (gathered in the European Observatoire of Sports and Employment, EOSE, including National Qualification Authorities such as INCUAL); some **sports sub-sectoral pilot organisations** in the implementation of the European VET policy (such as EHFA for the health and fitness sports sub-sector). Expressed by numbers, they are in total 13 organisations, most of them being either partner of the project or in direct relations with some of them. We expect their contribution to guaranty the suitability and sustainability of project results

⇒ The **sports training providers** and the **training "regulators"** (qualification authorities and public authorities in charge of sports regulated professions) are our second category of target groups. With the support of their representatives at European level, present as partners in the project, we intend to build the tools they are expecting for the implementation of a Sports VET European policy, including European cooperation, transparency, mutual trust and increased sectoral mobility.

- The **expected potential users** are the **sports training providers** (around 1800 training organisations specialized in sports vocational training in the 25 E.U. countries) and more indirectly, **the individual trainees** or potential trainees (around 200 000 people enrolled each year in initial and further non formal and formal learning in sports). We foresee that 50% of the training providers will use our tools within two years after the end of the project and 75% two years later.

2. The need has been identified by the Sub-sectors to work towards a harmonised global structure for EQF and quality validation.

Within the framework of a European project (the "Vocasport" project run in 2004) funded by the European Commission (Sports Unit) more than 100 key stakeholders (as defined in the previous paragraph) coming from the 25 EU countries have been invited to comment a pre-report on the **situation, trends and perspectives of the VET in sports** and to present their views on key actions to be promoted. Four areas of development have been collectively chosen, namely:

- Improving the flexibility and transparency of the VET systems;
- Improving the quality assessment in sports VET;
- Improving the organisation of the VET systems in order to matching sectoral qualifications to the labour market needs;
- Improving the European governance of Sports VET;

A first **Priority** has been identified: **improving the flexibility and transparency of the sports VET systems and programmes**. In our project, it will be developed under the two following main headings:

- The development of a **methodology for better understanding, transparency and mutual trust** between the qualification systems, frameworks and authorities active in the sports sector;
- The development of a **methodology for credit transfer and accumulation**, including the "unitisation" of competences, the "modularisation" of training and allocation of credit points.



3. What are the specific aims of the project?

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

3. The specific aims of our project are related to three main points:

- **Conceive a methodology and tools for the implementation of the three following “building stones” of the “Copenhagen/EQF process”:**

- **common European references** on sport sector activities, sport standard occupations and related competences
- **transparency and mutual trust** between the qualification systems, frameworks and authorities active in the sports sector in the E.U. countries;
- **credit transfer and accumulation**, including “unitisation” of competences and “modularisation” of training and the allocation of credit points. Including a coordinated approach to the **quality validation of formal and non formal learning**.

Those three dimensions are part of a broader methodological framework that we have already been settled for sectoral development purposes (see C. 10)

- **Test the methodology in “pilot sub-sectors”:** some of these methodologies have already been tested in fitness, a pilot sector for us. Some other sub-sectors are intending to apply it to their own situation (“outdoors”, coaching, sport management...). Our intention is to take support on these experiences, to conceive “reshaped tools” taking into account the differences we can find in the sub-sectors and tests them to build tools adapted to the whole sector.

- **Organise a regular information, feed back endorsement of methods and tools, dissemination** by the key stakeholders, with the support of their representatives acting in the project: There is no chance to go further if the 1800 main training providers (institutions), the whole sports movement (more than 2500 national governing bodies and nearly 40 national umbrella organisations), the employers (around 40) and employees (nearly 60) national organisations, the public authorities in charge of sports (and of education and training related to sports), the national qualification authorities would not be informed regularly, asked to give their advices and endorse the methods and outcomes of the project. A special attention will be given to that key element in our project.

4. We address mainly the programme objective “**to improve the quality of, and access to, continuing vocational training**” and the call priority “**Developing the quality of VET systems and practices**”

Employment in the sports sector is characterised by 4 main traits: a) rather short careers (10 years as an average); b) high mobility in generally regulated professions; c) great presence and importance of non formal/informal learning; d) strong presence of voluntary human resources with weak further recognition of their competences. The first two items are in favour of the development of lifelong learning; the two last ask for the validation of non formal/informal learning. It is expected that our work will modernise the actual VET systems in ensuring consistency and transparency of qualification systems across Europe, high level quality of professionals, comparability of programme across Europe, possible mobility of employees within the sport industry and adapted training programmes content with the need of the market and employers.

The credit transfer and accumulation approach is a key tool for the lifelong learning route as well as for the validation of non formal/informal learning. For the targeted final users, initial learners or workers already engaged in their professional life, credit transfer and accumulation will enable them to move from one system to another (we have already said how numerous and varied they are in our sector) without losing the benefits of prior learning and give them opportunities to “accumulate” needed competences for their mobility and career development.

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



5. In a previous European project (see C.10) EOSE has been associated to the “building of a sectoral dialogue committee in the sports sector”. Social partners have considered that lifelong learning and the validation of non formal/informal learning are priorities in their agenda to ensure the quality and sustainability of human resources and employment. The two organisations, representatives of employers and employees in the sports sector at European level are partners (or represented) in our project. The development of methodologies and tools to improve transparency and flexibility of qualifications and credit transfer and accumulation in the sports sector will be a topic for social dialogue, even if a formal “European collective agreement” on these matters it is not yet on the agenda. The European Association of Sports Employers (EASE) is one of the key stakeholders in the project working at the European level to implement a social dialogue for the sports sector. The development of a common methodology within this project will provide clear mechanisms that will support the dialogue process in the sports sector.



6. Please explain in what way your proposal makes an original contribution to:
- introducing changes into national vocational training systems and practices,
 - European strategies for vocational training.
- (You may wish to refer here to existing work and information at national and European level)
7. Does the innovation contributed by your proposal involve:
- new approaches to the use of existing methods, instruments, products, so as to apply them to new theme(s) and/or target group(s),
 - new processes or products in response to existing problems,
 - new forms of co-operation/networking between partner organisations and/or political decision makers,
 - other (please specify)
- Please give detailed explanations.
8. If this is a “Reference material” proposal, please specify also the innovative aspects as regards the existing field of knowledge and the methods and tools for observation and analysis.



6. Our intention is to use the “European dimension appeal”, quite strong in our sector which is characterised by a high international/ European mobility, to **encourage national sports VET systems, on a voluntary base, to consider their interest in taking into account the “comparability” of their training with the other European ones.** The common reference will be the domain of activity present in the Copenhagen process with a particular attention to the EQF principles. By emphasising lifelong training, the validation of informal learning, the development of sandwich courses and apprenticeships, the assessment of the quality of courses with a view to transparency of qualifications, and credit transfer, the European vocational training and education policy constitutes a real challenge for joint mobilisation of the two types of training which are dominating the scene of national sports VET systems, short non formal practical training run by sports federations or enterprises and the high-level academic courses which do not always match the needs expressed in the job market. By developing a range of “Building Blocks” through quality system and transparency process our work will support strategic development of an EQF system for the whole sector.

7. Our project is clearly **in line with the Copenhagen process and, as such, proposing a new and innovative approach to VET through new forms of cooperation and networking between partner organisations** for most of the E.U. countries involved. In a previous research (Vocasport, see C.1) we have studied the state of application of the Copenhagen declaration key measures in Sports VET in the 25 E.U. countries (our project has also been related to a more general research run by QCA on the implementation of the Copenhagen process in the E.U. countries). Our findings have been that only some measures (sometimes in a limited number of countries) have been implemented. The validation of non formal/informal learning is rarely done as well as the credit transfer and accumulation and a systematic quality assessment process. The principles of Copenhagen/EQF could not be implemented without the support of instruments/tools that we intend to develop through the partner organisations and representatives of the sub sectors (following the guidelines of the related TWG). Our perception is that the credit transfer and accumulation approach gathers all the key elements needed to go in the direction of transparency and mutual trust, as well as elements for the accreditation of prior informal/non formal learning and a real lifelong learning process. At the same time, it gives a good base for quality assurance. That the reason why, as we have already said (3.), we will develop and adapt to the peculiarities of our sector, three main components of the credit transfer and accumulation approach:

- a unitisation/modularisation approach linking functional maps (competences) to learning outcomes.
- a credit points approach which will be based on the attainment of learning outcomes, using the amount of learning activities and workload necessary (in average) to attain the set of corresponding qualification (in choosing such a definition our intention is to facilitate a convergence between ECVET and ECTS).
- a coordinated approach to the quality validation of formal and non formal learning.
- a memorandum of understanding taking into account the existing types of qualification authorities operating in the sport sector and facilitating a “European sectoral perspective” supported by social partners.

This work could be achieved properly with the support and collaboration of networks gathering key stakeholders (see composition in table D.1)

8. Not Applicable



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



9. Our proposal is related to but not combined with a number of other proposals presented in this selection year, which cover sports sub-sectors and will be used (if accepted) as references at sub-sectoral level for our own project. Our intention is to take advantage of these experiences to conceive and test methodologies and tools which can be used at sectoral level.

- EQSF-2 is in support of an existing project which has realised a detailed functional map for the health and fitness area. This new project will be focuses on the development of an ECVET approach.
- EQF-Outdoor Animators is applying the previous methodology to the “outdoors activities” sub-sector.
- VALNFL Yacht Skippers is dealing with the validation of non formal/ informal learning in another occupation, leisure skippers in sailing boats.

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

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



10. Whist this project is not strictly based on any one previous project our project is a new step in a long term global approach which has been developed over fifteen years for the improvement of vocational education and training in the sports sector. A methodology has been elaborated/adapted by experts under the guidance and with the contribution of sectoral key stakeholders to relate more efficiently the labour market needs and the education and training activities. That methodology respond to seven inter related challenges some of them having already been covered (in a partial or total way) through European projects:

- a) **Identify the main components of the sports activities** (sector identity);
- b) **Identify the standard occupations related to these activities** (professional identity); both of these questions have been approached through the elaboration, under the guidance of Eurostat, of a European “satellite” classifications of sports activities and sports occupations (NEARS and NEORS-TNP Socrates project- 1998)
- c) **Establish the core competencies of reference professionals** (“functional maps”); the first contributions have been done in projects related to some occupational areas such as coaches, mountain leaders and mountain guides, life savers and life guards...Since two years a Leonardo project (Eurofit-qst) has developed systematically the functional map approach to fitness instructors and a try to do it in four professional areas both related to secondary and higher education level is on the way in a TNP project (Aehesis) run under the responsibility of the DSHS Köln (ending in 2006)
- d) **Include the corresponding qualifications in a qualification framework** (in relation with EQF); till now a first try to connect a European qualification framework to coaches has followed merely the 2 general directives framework. This approach is now on the process to be renewed in relation with the EQF and it will be **one of the core element of our project**
- e) **Relate competencies to a learning process** (unitisation, modularisation, credit load, assessment, quality assurance); Except some tries related to ECTS, this domain is a new one for us, which has been considered as a priority by key stakeholders and is **the other core element of our project**.
- f) **Organise a wide range of training routes to access to the targeted qualifications**; that point will be developed in the coming years in collaboration with key stakeholders;
- g) **Relate the training to the situation and trends of the labour market** (LMI, stocks and flows, skills gaps and shortages); a first empirical research has been undertaken in a European commission project in 1999 to analyse and measure the sports labour market in Europe. A methodological tool has been conceived and tested at sub-sectoral level in an on going Leonardo project (Euroseen) to be achieved in 2005.



C.2. RESULTS

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

- type of result (e.g. handbook, curriculum, recognition procedure, new teaching/training method, etc.),
- when they will be available,
- target group(s) concerned (final users of the results),
- languages in which they will be available,
- medium that will be used (e.g. CD-Rom, Internet, etc.),
- didactic methodology (if applicable),
- number of copies foreseen (if applicable).

For the sake of clarity, you may wish to use a table to present project results.

The results of the projects will be mainly composed of *methodological guides* to be used by policy makers, training providers and regulators at sub-sectoral and national levels to implement the mapping of competences in sports standard occupations, unitisation of those competences and the transfer and accumulation of credits in more transparent conditions (memorandum of understanding). They will be available in an electronic (website) format as soon as produced during the project. They will be printed copies of all key documents at the end of the project. Some of the results are more oriented to serve policy makers and "developers" needs (results 3, 4, 5, 9) others to be used directly by training providers/organisations (products 6,7 and 8):

N°	Type of Results	Lan.	Types support		Target Group(s)	Available When
			Web site	Printed		
1	Project Website	EN	√		social partners of the sector, sports and education public authorities, training providers	April 2007
2	Project Leaflet	EN	√	√	social partners of the sector, sports and education public authorities, training providers	November 2006
3	European Map of the sports sector and sub sectors activities	DE, EL, EN, ES, FR, HU, IT, LT, NL, PT	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
4	European Map of sports standard occupations	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
5	European Guide for the design of sports competences/ learning outcomes	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
6	Guide of the European qualifications systems operating in the sports sector	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
7	Guide on principles and methods to produce/endorse qualifications in the sport sector	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
8	Guide of the existing qualifications in the sports sector (related to EQF)	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
9	Guide on principles and methods for the "unitisation/modularisation" of learning outcomes in sports VET	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project



10	Guide on principles and methods for the loading of credits in sports VET	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project
11	Guide on principles and methods to establish a Memorandum of Understanding for the comparison of qualifications in the sports sector	EN / FR	√	√	social partners of the sector, sports and education public authorities, training providers	At the end of the project

C.3. VALORISATION (DISSEMINATION + EXPLOITATION OF RESULTS)⁶

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



The valorisation plan is attached separately to the full proposal.

1. Our valorisation strategy is prepared to accompany the project from the beginning to its foreseen achievement (at this stage, 4 years after the end of the project).

- The main support for that continuity is the existence of permanent organisations/networks participating (or been represented) as partners in the project. All of them have websites and other communication tools and we will ensure an early linkage (if not already done) between their website and the EOSE website. Sustainability and updating of results will be ensured through **regular national and European forum of training providers** (with the participation of public authorities and social partners). In particular, ENSSEE is organising a bi-annual Forum of training providers in the sports sector, which is a perfect place to discuss and experiment new training tools. During the project, through those networks, draft documents will be submitted to final users to get feed back and advice.
- The partners will be in charge of the dissemination and exploitation activities in their own area and EOSE secretariat to the organisations not belonging to the sector. The size of the population targeted and the individual e-mail addresses are already available.
- The final users, policy makers and “developers” and training providers will be informed and consulted regularly by their representatives in the project to ensure an on going adequacy between their needs and the project results.
- The results will be produced under the responsibility of EOSE. The products are free of rights and our common intention is to disseminate them as broadly as possible.

2. Our valorisation strategy is based on 4 main activities:

- A regularly updated EOSE website, with a specific area for the project, a reserved zone for partners and a broader information desk for the organisations they represent. Use of online questionnaires at key phases of the project in particular to test, in a systematic way, our methods and tools before their final adoption.
- An electronic newsletter published monthly, presenting the advancement of the project to members of the participating networks/organisations.
- Participation of partners to meetings organised by their organisations (regular meetings of social partners at European and national level, European council of Ministries of sports, regular meetings of European sports organisations, regular and virtual meetings of national qualification authorities, meetings of training providers at national and European level) to present draft documents and interact with final users.
- A regular participation to the existing CEDEFOP training village virtual communities related to our project. That participation will be used to disseminate our work and results to the broader VET community of experts.

⁶ See specific guidelines for valorisation plan.



3. It has taken nearly fifteen years to build a set of networks able to gather, at European levels, all the key stakeholders of the sports sector. All these organisations are either present or represented in our project and its definition has been handled under their control. All of them have regular direct connections (through specific websites, newsletters, meetings) with their members at national level and, most of them, regular contacts with their individual members at local level. Using a link between our website and their website they will benefit from the regular update we will undertake, and they will keep the responsibility, if needed, to present our activities in terms corresponding to their own member's expectations.

Most of the partners have already been involved in various projects funded by the European Commission and have demonstrated their capacity and experience to deliver the valorisation activity. There is a lot of expertise in this partnership and all the partner organisations are recognised as leaders in the sport sector, by national governments, and are more than capable to deliver and organise dissemination in their countries, to ensure that the results are made known to professionals and that the guidance developed are followed by organisations involved in the national VET system.

The EASE, EOSE and ENSSEE European organisations and their networks are the key elements in the valorisation strategy: EOSE members will facilitate the process of dissemination due to the existing contacts and influence at European, national and local level; ENSSEE, with its 200 members made up by Universities and vocational training providers, will encourage greater European co-operation amongst all organisations involved in the development of Education, Training, Research and Employment in Sport and Physical Education; EASE mission, will be to gather employers' unions in the Sport sector and facilitate social dialogue in terms of Vocational Training. EASE Network will validate the work of the project and disseminate the results to a wide range of national partner organisations. The presence of these bodies amongst the partnership will ensure that the valorisation strategy will be properly managed during and after the project's life insofar as they are the unique representative of the sport sector at the European level; their members are spread all around Europe, and therefore in a position to disseminate European standards to the right targets in each current country.

C.4. IMPACT

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

1. The impact of the project is foreseen to affect two kinds of groups:
 - On the one side the “policy makers” (public sports and education authorities, social partners, sports movement umbrella organisations...). We expect their representatives acting as project partners to benefit from that experience and to become promoters in direction of their colleagues with the support of the experts and “developers” (broadly, EOSE members).
 - On the other side the “training providers” network which is also represented in the project (ENSSEE). In that case, considering the number of training providers in the E.U. countries (around 1800) we will have to count on two main processes to expect an effective impact: the intervention of the policy makers and regulators (top-down approach) and the direct relation between training providers/organisations (horizontal approach) to promote the methodology and tools developed in the project. Previous experiences have shown that both processes are useful and complementary.
 - A reasonable expectation will be to have, within 2 years after the project, 50% of users of our methods and tools in the whole sector and to reach 75% after 2 more years.

2. The integration of methods and tools in the target groups will mainly depend on their quality and simplicity.
 - The quality in that case, is related to the production process, with a regular feed back and validation procedure for the work done and for the outcomes. No chance to convince the final users if they are not, by some means, associated to the production process. That's the reason of the choice of project partners.
 - The simplicity is always difficult to obtain in this complex matters. We are ready, working in a facilitating environment based on cultural diversity, to challenge this goal.

3. We have planned to use the networks representing the target groups as permanent providers of results after the end of the project. The different guides and reports we will produce have different target groups. As we have already said (C.2), some are mainly dedicated to “policy makers” and “developers”, other to training providers/organisations. We consider that the use of these documents in both groups is under the responsibility of both groups at national level (even if our members can support them). They are the response to needs which have clearly been expressed by the target groups. On the other side, the strength and commitment of the network they represent, is our guarantee of success. The foreseen creation of a “pilot group for the development of education and training in sports” under the initiative of the European Commission (sports unit) will contribute very efficiently to this aim.



4. Our project could be seen as a pilot experience to adapt the Copenhagen/EQF process to a sector in the E.U. on two key dimensions, transparency of qualifications and credit transfer and accumulation. As such it will provide key information for other sectors as well as give a chance to improve radically the sports VET.

- One of the key elements that will permit a transfer of that sectoral experience to other sectors or levels is the participation of the project leaders and partners to the CEDEFOP training village communities in charge of credit transfer and accumulation and validation of non formal/informal learning. This will give us an opportunity to present and discuss our results in a broader context and to compare it with other sectoral approaches (such as the one developed in the ICT sector or the Marketing area).
- The involvement of key national authorities/bodies in our project (such as policy makers or regulators) will also contribute to a systematic extension of the project in their countries.



D PARTNERS

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

D.1.- OVERVIEW OF PARTNERS

No.	Country code ⁷	Name of organisation/institution in national language ⁸	Org. type code ⁷	Region code ⁷	Sector code ⁷	Size code ⁷	Contact person		Street and No. Town/City Postcode Country	Telephone Fax E-mail	Budget	
							Name	M/ F			Total	Requested from Leonardo
P1	FR	EOSE – European Observatoire of Sport and Employment	016 EUR	UKD4	92	S1	Allan Pilkington	M	EOSE Secretariat 1, New Market Street Clitheroe, BB7 2JW England	+44 (0)1200427232 +44 (0)1200429384 allan@sprito.org.uk	105,200	93,572
P2	UK	SkillsActive	04 OE	UKL1	92	S3	Steve Studd	M	Castlewood House 77-91 New Oxford St. WC1A 1PX London England	+44 (0)207 632 2000 +44 (0)207 632 2001 john.thorpe@skillsactive.com	107,470	74,330.20
P3	BE	CMOS - Chaire en Management des Organisations Sportive	08 U	BE31	92	S1	Thierry Zintz	M	1 Place Pierre Coubertin 1348 Louvain La Neuve Belgium	+32 10 474 444 +32 10 474 444 Thierry.Zintz@iepr.ucl.ac.be	23,196	16,669.36
P4	BE	UNI-EUROPA	05 OS	BE1	92	S4	Johannes Studinger Jean Roger	M	Rue de l'Hôpital, 31 B - 1000 Brussels	+322 234 56 56 +322 235 08 70 johannes.studinger@union-network.org	22,188	16,004.08
P5	DE	DSK – Deutsche Sporthochschule Koln – German Sport University cologne	08 U	DEA2	92	S4	Richard Keiner	M	Carl-Diem Weg 6 50933 Cologne Germany	+49 221 4982 6390 +49 221 4982 8190 keiner@dshs-koeln.de	19,675	14,345.50
P6	EL	Ministry of Culture General Secretariat of Sport	015 PP	GR3	92	S4	Aggelos Koutianos	M	7, Kifisias Avenue 115 23 Athens Greece	+30 210 6496284 +30 210 6458890 dmandafounis@sportsnet.gr	18,569	13,615.54
P7	ES	INCUAL – Instituto Nacional de las Cualificaciones – National Institut for Qualifications	015 PP	ES3	92	S3	Alejandro Ruiz	M	Rafael Calvo 18 28010 Madrid Spain	+34 913 106 602 +34 (913) 106 635 a.ruiz@mc28.net	26,401	18,784.66

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

⁸ Please provide this information also in EN, FR or DE, if available.



P8	FR	EASE – European Association of Sport Employers	016 EUR	FR1	92	S1	Marie Leroux	F	Maison du Sport 1, Av. Pierre de Coubertin 75640 Paris Cedex 13 France	+33 (0) 1 40 78 29 41 +33 (0) 1 40 78 29 69 marieleeroux@franceolympique.com	14,705	11,065.30
P9	FR	ONMAS – Observatoire National des Métiers de l'Animation et du Sport	015 PP	FR1	92	S1	Philippe Germain	M	UFR APS Université Grenoble BP53 38041 Grenoble France	+33 (0) 4 76 63 50 45 +33 (0) 1 40 45 90 77 Philippe.Germain@ujf-grenoble.fr	32,459	22,782.94
P10	FR	RUNOPES - Réseau Universitaire d'Observation et de Prospective de l'Emploi Sportif	017 REC	FR24	92	S1	Pascal Bauger	M	13, rue Emile Davoust 45000 Orleans France	+33 (0)2 38 24 15 47 +33 (0) p.bauger@alfacentre.org	20,450	14,857
P11	FR	ENSSEE - European Network Sports Science Education and Employment	016 EUR	IT6	92	S1	Alberto Madella	M	Scuola dello Sport Largo Giulio Onesti, 1 00194 Roma Italy	+39 (0) 6 369 591 58 +39 (0) 6 368 592 36 mad.albert@aliceposta.it ; info@enssee.org	21,777	15,732.82
P12	HU	TF – Továbbképző Intezet ICSE – Institute of Coaching and Sport Education	07 OF	HU01	92	S1	Ladislav Petrovic	M	Alkotás u.44 Budapest 1123 Hungary	+ 36 1 4879272 + 36 1 3565966 Laci@ice.hupe.hu	10,342	8,185.72
P13	IE	INOS – Irish National Observatory of Sport	018 O	IE013	92	S1	Catherine Carty	F	Institute of Technology Tralee, County Kerry Ireland	+353 (0) 66 714 5600 +353 (0) 66 712 5711 catherine.carty@staff.ittralee.ie	34,625	24,212.50
P14	IT	ISEF – Istituto Superior di Educazione Fisica – Institute of Physical Education	08 U	IT51	92	S2	Marcello Marchioni	M	Via di Ripoli, 88 50126 Firenze Italy	+39 (0)55 6818272 +39 (0)55 6818346 m.marchioni@inwind.it	24,711	17,669.26
P15	LT	LAPE – Lithuanian Academy of Physical Education	08 U	LT	92	S3	Vilma Cingiene	F	Sporto 6 Kaunas LT-44221 Lithuania	+370 37 30 26 72 +370 37 20 45 15 v.cingiene@lkka.lt	7,192	6,106.72
P16	NL	W.J.H. Mulier Institute	017 REC	NL11	92	S1	Jo Lucassen	M	Postbus 188 5201 AD 's-Hertogenbosch Netherlands	+31 73 612 64 01 +31 73 612 64 13 j.m.h.lucassen@mulierinstituut.nl	31,537	22,174.42
P17	PT	IDP – Instituto do Desporto de Portugal – Sport Institute of Portugal	015 PP	PT13	92	S5	Ana Vaz	F	Av. Infante Santo, 76 1399-032 Lisboa Portugal	+351 21 0034700 +351 21 3978200 ana.vaz@idesporto.pt	12,825	9,824.50
Total											533,322	399,932.52

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

Please add extra sheets if necessary





D.2. CHARACTERISTICS OF THE PARTNERSHIP




1. Please describe each partner organisation (including promoter and co-ordinator, if applicable), as follows:
- description of the organisation,
 - skills, knowledge, expertise and experience of the organisation in relation to its role in the project,
 - role of the organisation in the project. Clearly identify, in particular, partners playing a fundamental role in the dissemination and implementation of the interim and final results of the project.

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

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


P1	<p> EOSE is the European Observatoire of Sports and Employment that wishes to:</p> <ul style="list-style-type: none">– Provide a central focus for data collected and disseminated on sport employment in Europe.– Provide a mechanism that links European databases of employment based on the recently approved nomenclatures.– Provide statistical analysis on the enterprises and occupations in the sport and sport related sector across Europe. Develop comparative and qualitative studies of sport and sport related organisations involved in the employment of sports professionals (i.e. fitness centres, mountain guides companies).– Provide a structure that enables the development of European skills forecasting mechanisms identifying trends, changes and skill gaps in the job market.– Develop an occupational map and guidance to occupational opportunities. <p>Provide expert guidance, tools and mechanisms to the appropriate competent authorities in each country that will enable them to establish National Observatoires.</p> <p>EOSE will manage the project and provide direction related to the methodologies used in the project. EOSE will be a key organisation in the dissemination and implementation of the interim and final results and will have the role of supervisor of all the other work packages and activities.</p>
P2	<p> SkillsActive (Project Promoter): SkillsActive is the Sector Skills Council for Active Leisure and Learning. SkillsActive is recognised and licensed by Government and is charged with leading the skills and productivity drive within the Sport and Recreation, Health and Fitness, Playwork, The Outdoors and Caravan industries – known as the Active Leisure and Learning Sector.</p> <p>SkillsActive is a registered charity and a membership organisation for employers and voluntary organisations in active leisure and learning sector; with members ranging from small family-run caravan parks to large multi-national health and fitness chains. Funding for SkillsActive's core activities comes from the Sector Skills Development Agency, as a result of being licensed by Government. SkillsActive is committed to increasing the number of industry recognised qualifications and developing a quality assured supply network supporting the growth of a highly committed and competent workforce.</p> <p>SkillsActive is committed to developing fit for purpose frameworks across the Sector and, by utilising the valuable feedback and concerns voiced by those on the delivery side of the models, adapting and developing Active Leisure and Learning Apprenticeships into clearly defined and coherent pathways which produce a highly qualified and motivated workforce. SkillsActive will use its experience of working towards a qualifications framework, writing standards and approving qualifications to help develop the EQF.</p> <p>SkillsActive with its expertise will be responsible for the general management of the project activities such as Work Plan, Finance, Dissemination, organisation and participation to the full and MG meetings, productions of the official reports to deliver to the EC, responsible for the quality control of the project, the finance updates and to verify the state of advancement of the external evaluation. Concerning the technical part, they will lead, in collaboration with the Greek General Secretariat of Sport, the activities of the work package 3 of the project aiming at developing some methodological tools and guides on principles for activity mapping, occupational mapping and job description, competence framework and learning outcomes in the sport sector. SkillsActive will also be part of the Management Group of the project and will attend the corresponding meetings.</p>



P3	<p> The Chair "Management of Sports Organisations" (CMOS - UCL) has been created by September, 1st, 2005, by the Ministry of Sports of the French speaking Community with the support of the "Comité Olympique Interfédéral Belge", as a part of the Unit EDPH of the Institut d'Education Physique et de Réadaptation inside the Catholic University of Louvain (UCL). It is the aim of the Chair to develop tools for a better management of sports organisations in Belgium. This aim is supported by the responsible of the Chair, Professor Thierry Zintz PhD, who has gain expertise in this kind of management and in the leading of sports organisations. Student's researchers and PhD candidate(s) will be involved in the further developments of the Chair. The participation of CMOS – UCL in the EQF-Sports project has to be find in WP6 "Feedback authorities" and should consist in the management and development of feedback to the sport authorities (European Non governmental Sports Organization – ENGSO - and European Olympic Committees – EOC -).</p> <p>CMOS will be actively involved in the work package 3 of the project aiming at developing processes for activity mapping, occupational map and job description, competence framework and learning outcomes. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P4	<p> UNI-EUROPA is a regional as well as a global organisation.</p> <p>In Europe, with seven million members, UNI-Europa is a major trade union player in Brussels. Its aim is to be relevant to affiliates and members and effective at the heart of Europe - through social dialogue in a range of industries, in contacts and lobbying with the European Commission and, increasingly, taking our issues and campaigns to Members of the European Parliament.</p> <p>UNI-Europa plans to contribute to the development of a fair, social Europe. A network of European Works Councils already exists and UNI-Europa is campaigning for unions to have a much more clearly defined role in the operations of those councils. UNI-Europa also has an important and active role to play in the European Trade Union Confederation (ETUC). Other priorities include:</p> <ul style="list-style-type: none"> • developing equal opportunities, • assisting trade unions in Central and Eastern Europe, • representing highly qualified and professional staff, • pressing for better training at work • reaching out new work areas (like call centres) - and to young people. <p>The role of UNI-EUROPA will be to mobilise its network for the consultation process to validate the products developed but also to ensure dissemination and exploitation of the results to encourage modifications at the European levels. They will also provide our expertise in the work package 4 to support the analysing of the European and National Qualification systems, the procedures of qualifications' endorsement, and the existing types of qualifications in the sports sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P5	<p> The German Sport University Cologne (DSK) is the only sport university in Germany and has ca. 5700 students. It was founded in 1920 in Berlin and reopened 1947 in Cologne. It has partnerships with more than 30 universities all over the world. The main areas of research are sport management, media and communication, leisure and creativity, rehabilitation and prevention, performance and training. The University is leading a European Thematic Network called AEHESIS for "the alignment of higher education and training in the field of Sport in Europe" in the name of ENSSEE.</p> <p>They will be actively involved in the work package 3 of the project aiming at developing processes for activity mapping, occupational mapping and job description, competence framework and learning outcomes. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>




P6

 **Secretariat General of Sport (S.G.S) of Greece** is responsible for the national executive planning and has overall responsibility for all issues concerning progress, organisation and function of Sports in our country. More specifically, it is responsible for supervising sports activities, drawing up short-term and long-term projects on sports development, providing all the necessary facilities for the implementation of these projects and promoting sports development in every field of social activity.

Staffed with skilled and experienced personnel, S.G.S. implements sport policy at national level. Having participated in other community programmes, such as "Olympia", "Vocasport" and, more particularly "Equal", it has gained valuable experience and has contributed to the mapping of sport business activities and sport occupations in Greece – requirements and individual job descriptions.

They will be responsible for leading, in collaboration with SkillsActive, the activities of the work package 3 of the project aiming at developing some methodological tools and guides on principles for activity mapping, occupational mapping and job description, competence framework and learning outcomes in the sport sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.

P7

 **The National Institute for Qualifications (INCUAL)** was set up, by Royal Decree 375/1999 of 5 March, to regulate and coordinate the National Qualifications and Vocational Training System, the main activities were to support the General Council on VET for the observation of qualifications and their evolution, the definition of qualifications and their accreditation, the development of the integration on qualifications and the following up and evaluation of the National Programme for VET. The INCUAL, as a technical instrument, endowed with capacity and independence of criteria, provides through its own professional Observatory information about occupations in the labour market. The INCUAL is responsible for defining, preparing and keeping up to date the national Catalogue of Occupational Qualifications and the proper Catalogue of VET by Modules" (Art. 5.3 of Organic Act 5/2002 of 19 June on Qualifications and Vocational Training).

1- INCUAL as instrument for development of National Qualifications System.

Is based on the idea established by the European Union of life-long learning, so that the measures provided for the subsystems of initial regulated training, continuous training and vocational training are defined and interconnected, starting from the principle of active cooperation among the General State Administration, the Autonomous Communities and the social agents.

2- Training and Certification Standards for Sport Sector Spain is now designing his National Vocational Qualifications catalogue. Physic & Sport Activities (AFD); Definition of standards in Physic & Sport Activities & Hotels and tourism (HOT); Design of training associated to competence in AFD & HOT; Assessment and recognition of competence in AFD & HOT.

In the project, they will lead, in collaboration with the "French Observatory of Sports and Recreation Activities Employment" (ONMAS), the activities of the work package 4 related with the analysing of the European and National Qualification systems, the procedures of qualifications' endorsement, and the existing types of qualifications in the sports sector. INCUAL will also be part of the Management Group of the project and will attend the corresponding meetings. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.



P8

 **EASE** is the **European Association of Sport Employers** operating in Amateur and Professional Sport and Recreation, Fitness and the Outdoors. It is an independent membership association of national sport employer groups and associations wishing to promote Social Dialogue. It is a European not-for-profit organisation registered in France. The principal aim of EASE is to establish a Social Dialogue committee for the sports sector at a European level that is recognised by the European Commission. This is being moved forward in collaboration with UNI-Europa as the organised voice of employees in the sports sector.


The agreed objectives of EASE are:

- *to understand and defend the rights and the material and moral interests of its members and employers in the sport sector,*
- *to work together to ensure the harmonious development of the sport sector,*
- *to participate in the Social Dialogue sport committee at a European level,*
- *to negotiate at a European level on behalf of employers in sport..*

EASE has already participated in Leonardo projects on qualifications in the sport sector and has experience in the dissemination process.

In the EQF project, the role of EASE will be to mobilise their Employers' network for the consultation process to validate the products developed but also to ensure dissemination and exploitation of the results to encourage modifications at the European levels. They will also provide its expertise in the work package 4 to support the analysing of the European and National Qualification systems, the procedures of qualifications' endorsement, and the existing types of qualifications in the sports sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.

P9

 **The French Observatory of Sports and Recreation Activities Employment (ONMAS)** was initiated in 1999 by the Education and Sports Ministries'. The mission of the ONMAS is to encourage greater National co-operation amongst all organisations involved in the development of Education, Training, Research and Employment in Sport, Physical Education and Recreation Activities. The ONMAS gathers all the key partners in this area. The ONMAS responded to the fact that it was becoming more and more important for the industry and training organizations in France to have an understanding of the needs of the labour markets related to sport, and the changes affecting that market. What is The ONMAS? A governmental organisation. It is run by a Management Group that comprises all significant partners. The ONMAS is responsible for both sports and sports related activities.




Objectives: To establish a French umbrella organisation within the scope of sport and recreation activities' employment that can:

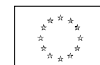
- Provide a central focus for data collected and disseminated on sport and recreation activities' employment in France.
- Provide a mechanism that links National databases of employment based on the recently approved nomenclatures.
- Develop qualitative studies of sport and sport related organisations involved in the employment of sports professionals.
- Provide a structure that enables the development of French skills forecasting mechanisms identifying trends, changes and skill gaps in the job market.
- Provide expert guidance, tools and mechanisms to the appropriate competent authorities




Work as brokers between employers and education and training providers to ensure that current and future skill needs of the sector are met by specifying qualifications, education and training programmes that meet the needs of employers. Recognised by all of the following as an appropriate and competent authority: government, key national bodies, and social partners. Able to provide expertise and labor market intelligence in the area of sport and recreation activities.

In this project, they will lead, in collaboration with the National Institute for Qualifications (INCUAL), the activities of the work package 4 related with the analysing of the European and National Qualification systems, the procedures of qualifications' endorsement, and the existing types of qualifications in the sports sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.



P10	<p> RUNOPES (<i>“Réseau Universitaire d’Observation et de Prospective de l’Emploi Sportif”</i>) is a French association which gathers researchers and trainers involved in the creation of trainings programmes in the sport sector. All members are involved in the study of the labour market and qualifications in the sport sector. Founded in 1999, by the Conference of the Deans of Sport Department and Faculties in French Universities, its principals aims are the followings: Promote the relationships between researchers and people involved in the creation of training programmes; Collect, produce and analyse quantitative and qualitative data on sport employment and qualifications; Diffuse this information to the providers and social partners.</p> <p>This organisation will be actively involved in the work package 3 of the project aiming at developing processes for activity mapping, occupational map and job description, competence framework and learning outcomes. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P11	<p> The European Network of Sport Science, Education and Employment (ENSSEE) is an International non-profit making Association that was originally established in 1989 in Luxembourg (at that time with its old name of ENSSHE). It includes university and non university Institutes involved in education, research and employment.</p> <p>The role of ENSSEE in this Leonardo project will be to support the activities of the work package 5 related with ECVET and more precisely to participate actively in the development of a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. They will also use their European network to disseminate the results and products achieved during the project to increase the impact of these innovative outcomes on the existing systems.</p> <p>As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P12	<p> The Institute of Coaching and Sport Education (ICSE) was established in 1975 in order to organise coaching courses and continuing education courses for physical education and sport professionals. The ICSE is primarily an educational institution and is working closely with the Faculty of Physical Education and Sport Sciences of Semmelweis University.</p> <p>The Institute is located on the campus of the University in Budapest and cooperates with over 50 national sport bodies, with the Hungarian Olympic Committee and the National Sport Office. The Institute is fortunate to be in a position to utilise the excellent facilities of Semmelweis University. All educational activities are nation wide, beside our Budapest based programmes there is a local education unit in each (19) county capital.</p> <p>Research projects:</p> <ul style="list-style-type: none"> • Experience based competence research in professions of aerobics instructor and personal trainer and the link with educational programmes. • The effect of low glycemic index diet and physical activity in childhood obesity • Research about inclusion of new educational modules for disabled sport into coach certification programme <p>Their role in this Leonardo project will be to support the activities of the work package 5 related with ECVET and more precisely to participate actively in the development of a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. They will also be responsible for assuring a strong link with the European Coaching Council to inform them on the latest developments.</p> <p>As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>



P13	<p> The National Observatory of Sport represents a partnership between the Irish Sports Council, the National Coaching and Training Centre, the Institute of Leisure and Amenity Management Ireland, Recreation Educators Forum and The Institute of Technology Tralee. The Observatory is housed in Tralee.</p> <p>The skill base is broad from ground level sport and recreation operators to statutory and national policy makers, to training and education agencies.</p> <p>The role of our Organisation in the project will be to feed in with information from the most relevant experts in the group regarding the Irish perspectives.</p> <p>The major role of INOS in this Leonardo project will be to provide its expertise to lead, in collaboration with W.J.H. Mulier Institute, the activities of the work package 5 related with ECVET in which they will develop a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. They will also be part of the Management Group of the project and will attend the corresponding meetings.</p> <p>As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P14	<p> ISEF is a regional Observatoire for Italy. They have a proven track record for cooperating within the Italian Observatoire system and working within the sports sector. All members are involved in the study of the labour market and qualifications in the sport sector., The principal aims are the followings: Promote the relationships between researchers and people involved in the creation of training programmes; Collect, produce and analyse quantitative and qualitative data on sport employment and qualifications; Diffuse this information to the providers and social partners</p> <p>In this Leonardo project, ISEF's role will be to support the activities of the work package 5 related with ECVET and more precisely to participate actively in the development of a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>
P15	<p> Lithuanian Academy of Physical Education (LAPE) founded in 1934 is a unique higher education institution offering studies in the field of physical education and sports science in Lithuania. Located in Kaunas, the second largest Lithuania's city, LAPE is an important centre of sports science and a fosterer of physical education and sports values and traditions in Lithuania. Since its foundation the institution has trained over 9000 teachers of physical education, highly skilled coaches in various sports, physiotherapists, tourism and sport managers, etc. LAPE is a university-type higher education institution offering study programmes in three cycles of studies where more than 2600 students are enrolled. The academic staff includes 165 lecturers. LAPE has 3 faculties, 15 departments and 5 research laboratories. The Academy is focused on initiating and developing strong ties with higher education institutions with the aim to exchange experience and improve quality of education, training and research. LAPE has exchange activities with 31 European universities from 15 countries.</p> <p>Academy's bachelor and master programs in tourism and sport management motivate continual observations of a sport development in the society. The research in the sport industry that is carried by academy's staff members as well as the students deepens the knowledge and forms corresponding skills.</p> <p>Their role in this Leonardo project will be to support the activities of the work package 5 related with ECVET and more precisely to participate actively in the development of a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.</p>



P16

 **The W.J.H. Mulier Institute** is a national Centre for Research on Sport in Society in the Netherlands. The institute is a not-for profit foundation founded in 2002 by four Universities in the Netherlands and an existing sport research enterprise. The research executed comprises a broad field of subjects e.g. sport participation, sport and health, sport and education, (elite) sport and media, social inclusion, quality management in sport and physical education. Research projects are partly financed by the government, partly through commissions from communities, NOC*NSF and other sport organisations. In the area of employment and (vocational) education the institute is active/ has been active in research concerning:


- the development of a labour market monitoring system (i.c.w. IVA Tilburg)
- implementation of a national qualification structure of competency based education in sport
- development of methods for validation of formal and informal learning
- quality assurance and management in sport.

In line with this expertise the involvement of the institute in the EQS project will be concentrated on:

- ECVET: Conceiving and testing a methodology for the creation of units of competences in the sport sector;
- ECVET: Conceiving and testing a methodology for the weighting of credits in the sport sector.
- The role they will take in the project is to support the lead partners within the work packages they will be a key organisation in the dissemination and implementation of the interim and final results in the Netherlands

The role of the institute in this Leonardo project will be to provide its expertise to lead, in collaboration with the Irish National Observatory of Sport (INOS), the activities of the work package 5 related with ECVET in which they will develop a guide on principles and methods for units, one for credits and also a memorandum of understanding and a quality system for the sport sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.

P17

 **Sport Institute of Portugal (IDP)** is the public institute responsible for the area of sport in Portugal. It is endowed with corporate entity, administrative autonomy, financier and proper patrimony, but is subject to regulation and supervision of the member of the Government responsible for the area of sport.

In 2004, Sport Institute of Portugal started a project for the establishment of a national OBSERVATORY OF SPORT EMPLOYMENT AND TRAINING, with the mission of: a) collection, analysis and diffusion of information regarding the evolution of the sport employment and training system; b) and the production of diagnosis with interest for the agents involved in the sector. The primary aim of the OBSERVATORY is to deepen the knowledge of sport employment and training reality in Portugal so that IDP may be able to define, execute and evaluate efficient policies for the training and qualification of human resources in sport.

IDP's role will be to provide our expertise in the activities of the work package 4 to support the analysing of the European and National Qualification systems, the procedures of qualifications' endorsement, and the existing types of qualifications in the sports sector. As partner of the project, they will also be involved in the subsequent consultations and will assist the promotion, dissemination and transfer of the project results during and after the forthcoming period of co-operation.

Please add extra sheets if necessary



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



The partnership for this proposal is made up of European organisations, National Observatoires in the sports sector. EOSE as the promoter has within its organisation much experience of managing projects at the European level and the Board of EOSE will have responsibility for the overall management of the project whilst partners will take responsibility for individual work-packages and project outcomes in a equitable way depending on their expertise. Most partners included in this project have worked together in the past and so project dynamics and partner understanding should be easily managed.

Coordinator such as SkillsActive is now very experienced in Leonardo da Vinci Project management, reporting and financial requirements and will support EOSE in the specific and unique requirements of the Leonardo da Vinci strand of work.

Most partners have had additional European project experience working on the Vocasport project for the European Commission DG Culture and Sport and previous experience on Socrates projects. This will also assist the transnationality element of the partnership. In addition it should be noted that each organisation has committed one or more of their senior managers to work on this project and within that cohort of individuals there is a wealth of experience that can only enrich the project.

⇒ The organisation of the project is based on three different levels of responsibilities corresponding to equivalent **division of tasks**:

- The lead of the project ensured by the promoter (EOSE) and the coordinator (SkillsActive). Their role is to create efficient synergies, to realise regular up-to-dates of the state of achievement of the work undertaken and to be reactive to manage eventual obstacles and difficulties.
- The management of the diverse components of the project expressed in the 5 work packages. Each of them is led by two partner organisations (one as main responsible the other one as second) and for the three research packages, three to four partners are serving as working group members, delivering the expected services. All partners are involved at least in one of those working groups.
- The responsibility to represent the project in a country and/or towards a special category of stakeholders, collecting information and experiences, testing proposals and looking for feed back. All of partners will be involved in that function

⇒ The **coordination dimension** of the organisation is based on three main processes:

- Meetings of a “management group” (8 meetings during the project) composed of the promoter, the coordinator and the three leaders of the research work packages (EOSE, SkillsActive, INCUAL and INOS) mostly dedicated to preparation and feedback of working groups functioning and coordination of their initiatives;
- Meetings of the whole group of partners to discuss topics related to the project and share decisions (8 meetings during the project). The method we will use during these meetings will be a mix between plenary sessions, discussions and debates, presentations, face-to-face (if necessary) and working groups to work on specific topics.
- Regular communication with partners through e-mails, newsletters and website.

⇒ Concerning the **achievement of the official project reports** (Financial, Interim and Final), the coordinator, supported by the promoter of the project, will be responsible for updating the content of these documents regularly after each partner meeting and they will regularly meet together to finalise the content by the deadlines fixed by the European Commission. To fill some specific sections and obtain precise information, they will probably have to communicate and exchange with the partnership on these aspects during but also between the meetings via email or phone discussion.

⇒ The **quality control of the system** will consist on a regular update and revision of the work plan to ensure that each task and outcome targeted in the initial plan will be achieved in the deadlines and budget indicated in the original proposal. SkillsActive (Coordinator) with the support of EOSE (Promoter) will take in charge this task and to achieve it efficiently will organise some meetings with EOSE to discuss more in depth on some specific elements.

End of the pre-proposal



E. ORGANISATION AND MANAGEMENT OF THE PROJECT

E.1. WORK PROGRAMME

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

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

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

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

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

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



Document attached part E1:

- Work programme
- Work packages description
- Budget detailed per work package per partner
- Valorisation Plan
- Quality Management Plan

⁹ See specific guidelines for the valorisation plan.



E.2. FINANCIAL PLAN

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

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

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

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

All figures in Euro

Work Package	Staff	Operational	Subcontracting	Total
I	148,141	57,500	10,000	215,641
II	50,965	28,500	27,500	106,965
III	65,533	0	7,500	73,033
IV	60,362	0	2,500	62,862
V	67,321	0	7,500	74,821
Total	392,322	86,000	55,000	533,322



E.2.2 ESTIMATED STAFF NEEDS AND COST BY PARTNER

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

All costs in Euro	Total			P1			P2			P3			P4		
				EOSE			SKILLSACTIVE			CMOS			UNI-EUROPA.		
Staff by category:	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
1. Managers	968	315,9	305,799	75	394	29,550	169	408	68,952	40	353	14,120	38	353	13,414
2. Researchers	270	251,6	67,925	14	300	4,200	48	350	16,800	15	302	4,530	14	302	4,228
3. Teachers/trainers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4. Technical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5. Administrative	113	164,6	18,598	3	150	450	63	186	11,718	3	182	546	3	182	546
Total	1351		392,322	92		34,200	280		97,470	58		19,196	55		18,188

Please add extra sheets if necessary

¹⁰ Indicate the average cost per day.

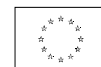


All costs in Euro		P5 DSK			P6 General Secretary Sport Greece			P7 INCUAL			P8 EASE			P9 ONMAS		
		Total number of days (a)	Cost per day ¹¹ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
Staff by category:																
1.	Managers	40	300	12,000	60	198	11,880	75	248	18,600	38	260	9,880	60	394	23,640
2.	Researchers	14	225	3,150	14	170	2,380	15	223	3,345	12	55	660	13	334	4,342
3.	Teachers/trainers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.	Technical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.	Administrative	3	175	525	3	103	309	4	114	456	3	55	165	3	159	477
Total		57		15,675	77		14,569	94		22,401	53		10,705	76		28,459

All costs in Euro		P10 RUNOPES			P11 ENSSEE			P12 ICSE			P13 INOS			P14 ISEF		
		Total number of days (a)	Cost per day ¹² (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
Staff by category:																
1.	Managers	40	300	12,000	40	350	14,000	40	119	4,760	75	343	25,725	40	400	16,000
2.	Researchers	16	250	4,000	12	275	3,300	14	104	1,456	13	300	3,900	14	302	4,228
3.	Teachers/trainers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.	Technical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.	Administrative	3	150	450	3	159	477	3	42	126	4	250	1,000	3	161	483
Total		59		16,450	55		17,777	57		6,342	92		30,625	57		20,711

¹¹ Indicate the average cost per day.

¹² Indicate the average cost per day.



All costs in Euro		P15 LAPE			P16 MULIER INSTITUTE			P17 IDP		
		Total number of days (a)	Cost per day ¹³ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
Staff by category:										
1.	Managers	40	60	2,400	60	373	22,380	38	171	6,498
2.	Researchers	14	51	714	14	327	4,578	14	151	2,114
3.	Teachers/trainers	-	-	-	-	-	-	-	-	-
4.	Technical	-	-	-	-	-	-	-	-	-
5.	Administrative	3	26	78	3	193	579	3	71	213
Total		57		3,192	77		27,537	55		8,825

¹³ Indicate the average cost per day.



E.2.3 ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet – See Annex attache

All figures in Euro

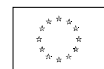
	Total	%	P1 EOSE	P2 SkillsActive	P3 CMOS	P4 UNI- EUROPA	P5 DSK	P6 General Secretary Sport Greece	P7 INCUAL	P8 EASE
A. Total staff cost (Copy from E.2.2)	392,322	73,6%	34,200	97,470	19,196	18,188	15,675	14,569	22,401	10,705
Operations:										
1. Travelling	75,500	14,1%	5,500	10,000	4,000	4,000	4,000	4,000	4,000	4,000
2. ICT	500	0,1%	500	0	0	0	0	0	0	0
3. Production	0	0	0	0	0	0	0	0	0	0
4. Overheads	0	0	0	0	0	0	0	0	0	0
5. Others: rooms' hire, conference fees, travel and subsistence costs to experts with no subcontract.	10,000	1,9%	10,000	0	0	0	0	0	0	0
B. Total operational costs	86,000	16,1%	16,000	10,000	4,000	4,000	4,000	4,000	4,000	4,000
Subcontracting (please specify):										
1. External Evaluation	10,000	1,9%	10,000	0	0	0	0	0	0	0
2. Website	10,000	1,9%	10,000	0	0	0	0	0	0	0
3. Printing/Design	5,000	0,9%	5,000	0	0	0	0	0	0	0
4. Translation	5,000	0,9%	5,000	0	0	0	0	0	0	0
5. Conference Organisation	15,000	2,8%	15,000	0	0	0	0	0	0	0
6. Experts	10,000	1,9%	10,000	0	0	0	0	0	0	0
C. Total Subcontracting costs -	55,000	10,3%	55,000	0	0	0	0	0	0	0
Total cost of the project = A + B + C	533, 322	100%	105,200	107,470	23,196	22,188	19,675	18,569	26,401	14,705

Please add extra sheets if necessary



All figures in Euro

	P9 ONMAS	P10 RUNOPES	P11 ENSSEE	P12 ICSE	P13 INOS	P14 ISEF	P15 LAPE	P16 Mulier Institute	P17 IDP
D. Total staff cost (Copy from E.2.2)	28,459	16,450	17,777	6,342	30,625	20,711	3,192	27,537	8,825
Operations:									
1. Travelling	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
2. ICT	0	0	0	0	0	0	0	0	0
3. Production	0	0	0	0	0	0	0	0	0
4. Overheads	0	0	0	0	0	0	0	0	0
5. Others: hire of rooms, conference fees, travel and subsistence costs to experts with no subcontract.	0	0	0	0	0	0	0	0	0
E. Total operational costs	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Subcontracting (please specify):									
1. External Evaluation	0	0	0	0	0	0	0	0	0
2. Website	0	0	0	0	0	0	0	0	0
3. Printing/Design	0	0	0	0	0	0	0	0	0
4. Translation	0	0	0	0	0	0	0	0	0
5. Conference Organisation	0	0	0	0	0	0	0	0	0
6. Experts	0	0	0	0	0	0	0	0	0
F. Total Subcontracting costs -	0	0	0	0	0	0	0	0	0
Total cost of the project = A + B + C	32,459	20,450	21,777	10,342	34,625	24,711	7,192	31,537	12,825



E.2.4 ESTIMATED FINANCING BY TYPE OF FUNDS AND PARTNER

All figures in Euro

	Total	% breakdown	P1 EOSE	P2 SkillsActive	P3 CMOS	P4 UNI- EUROPA	P5 DSK	P6 General Secretary Sport Greece	P7 INCUAL	P8 EASE
Amount requested from LEONARDO DA VINCI	399,932.52	74.99%	93,572	74,330.20	16,669.36	16,004.08	14,345.50	13,615.54	18,784.66	11,065.30
National support	0	0	0	0	0	0	0	0	0	0
Regional support	0	0	0	0	0	0	0	0	0	0
Other sources (please specify)	0	0	0	0	0	0	0	0	0	0
Partners' own funds	133,389.43	25.01%	11,628	33,139.80	6,526.64	6,183.92	5,329.50	4,953.46	7,616.34	3,639.70
Other Community programmes ¹⁴	0	0	0	0	0	0	0	0	0	0
Total financing = Total cost of project (from table E.2.3)	533, 322	100%	105,200	107,470	23,196	22,188	19,675	18,569	26,401	14,705

Please add extra sheets if necessary.

¹⁴ Only applicable to candidate countries.



	P9 ONMAS	P10 RUNOPES	P11 ENSSEE	P12 ICSE	P13 INOS	P14 ISEF	P15 LAPE	P16 Mulier Institute	P17 IDP
Amount requested from LEONARDO DA VINCI	22,782.94	14,857	15,732.82	8,185.72	24,212.50	17,669.26	6,106.72	22,174.42	9,824.50
National support	0	0	0	0	0	0	0	0	0
Regional support	0	0	0	0	0	0	0	0	0
Other sources (please specify)	0	0	0	0	0	0	0	0	0
Partners' own funds	9,676.06	5,593	6,044.18	2,156.28	10,412.50	7,041.74	1,085.28	9,362.58	3,000.50
Other Community programmes ¹⁵	0	0	0	0	0	0	0	0	0
Total financing = Total cost of project (from table E.2.3)	32,459	20,450	21,777	10,342	34,625	24,711	7,192	31,537	12,825

¹⁵ Only applicable to candidate countries.



F. ANNEXES

ANNEX.1. LETTERS OF INTENT

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



ANNEX.2.1 ELIGIBILITY CHECK-LIST

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

References to sections in this form are given in brackets.

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

ANNEX.2.2 SELECTION CRITERIA CHECK-LIST

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

The selection criteria make it possible to assess the promoter's financial and operational capacity to carry out the work programme and to make sure that the promoter has sufficient and stable financial sources to continue the activities throughout the project and assure its co-financing¹⁶.

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

¹⁶ This is due to the fact that Community financial assistance likely to be awarded to selected projects is awarded in the form of grants.



- documents on the Legal Entity of the promoter:
 - for private companies, associations, etc.:
 - the relevant Legal Entity Form¹⁷ duly completed and signed by an authorised person;
 - a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
 - a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;
 - for public organisations:¹⁸
 - the relevant Legal Entity Form¹⁹ duly completed and signed by an authorised person;
 - copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity;

- the official annual accounts for the previous three financial years²⁰. Public organisations²¹ are exempted from fulfilling this obligation;

- when the application for Community financial support exceeds 300,000 euro, an external audit report produced by an accredited auditor with the application. This report must certify the accounts of the last available financial year and provide an assessment of the promoting organisation's financial viability. Public organisations²² are exempted from fulfilling this obligation;

- CVs of the key persons in the partnership, giving detail of the relevant professional experience;

- the financial identification form²³ completed by the promoter and certified by the bank (original signature as required). This account or sub-account must make it possible to identify funds paid by the Commission. This account must be held in one of the countries participating in the programme.

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

¹⁷ The Legal Entity Form (for private companies, associations) is inserted in the application form (section A.4).

¹⁸ Including secondary and higher education institutions.

¹⁹ The Legal Entity Form (for public organisations) is inserted in the application form (section A.4).

²⁰ "Official" means accounts certified by an appropriate external body and/or published and/or approved by the organisation's general meeting.

²¹ Including secondary and higher education institutions.

²² Including secondary and higher education institutions.

²³ The financial identification form is inserted in the application form (section A.5).



ANNEX 4. ORGANISATION TYPE CODES

01	PME	SMALL AND MEDIUM SIZED ENTERPRISE (LESS THAN 250 WORKERS)
02	GE	LARGE ENTERPRISE (250 WORKERS AND MORE)
03	GRE	GROUP OR ASSOCIATION OF COMPANIES
04	OE	EMPLOYER ORGANISATION
05	OS	TRADE UNION ORGANISATION
06	OP	JOINT BODY
07	OF	TRAINING ORGANISATION
08	U	UNIVERSITY
09	AUEF	UNIVERSITY ENTERPRISE TRAINING PARTNERSHIP
010	CR	REGIONAL CONSORTIUM
011	OST	SECTORAL ORGANISATION
012	CC	CHAMBER OF COMMERCE, INDUSTRY, AGRICULTURE
013	OPR	PROFESSIONAL ORGANISATIONS/FEDERATIONS/GROUPINGS
014	OQ	ORGANISATIONS CONCERNED WITH CERTIFICATION AND RECOGNITION OF QUALIFICATIONS
015	PP	PUBLIC AUTHORITIES
016	EUR	EUROPEAN ORGANISATIONS
017	REC	RESEARCH CENTRES OR INSTITUTES
018	O	OTHER ORGANISATIONS



ANNEX 5. ORGANISATION SIZE CODES

S1	1 – 20 PEOPLE
S2	21 - 50 PEOPLE
S3	51 - 200 PEOPLE
S4	201 - 500 PEOPLE
S5	501 - 2000 PEOPLE
S6	2001 - 5000 PEOPLE
S7	MORE THAN 5000 PEOPLE



ANNEX.6. REGION CODES (NUTS)

BE	BELGIUM
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BE1	BRUXELLES CAP. BRUSSEL HOF
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BE21	ANTWERPEN
BE22	LIMBURG
BE23	OOST-VLAANDEREN
BE24	VLAAMS BRABANT
BE25	WEST VLAANDEREN

BE31	BRABANT WALLON
BE32	HAINAUT
BE33	LIEGE
BE34	LUXEMBOURG
BE35	NAMUR

DK	DANMARK
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DK001	København og Frederiksberg Kommuner
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DK002	KØBENHAVNS AMT
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DK003	FREDERIKSBORG AMT
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DK004	ROSKILDE AMT
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DK005	VESTSJÆLLANDS AMT
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DK006	STORSTRØMS AMT
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DK007	BORNHOLM AMT
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DK008	FYNS AMT
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DK009	SØNDERJYLLANDS AMT
--------------	--------------------

DK00A	RIBE AMT
--------------	----------

DK00B	VEJLE AMT
--------------	-----------

DK00C	RINGKØBING AMT
--------------	----------------

DK00D	ÅRTHUS AMT
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DK00E	VIBORG AMT
--------------	------------

DK00F	NORDJYLLANDS AMT
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DE	DEUTSCHLAND
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BADEN WÜRTTEMBERG	
DE11	STUTT GART
DE12	KARLSRUHE
DE13	FREIBURG
DE14	TÜBINGEN

BAYERN	
DE21	OBERBAYERN
DE22	NIEDERBAYERN
DE23	OBERPFALZ
DE24	OBERFRANKEN
DE25	MITTELFRANKEN
DE26	UNTERFRANKEN
DE27	SCHWABEN

DE3	BERLIN
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DE4	BRANDENBURG
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DE5	BREMEN
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DE6	HAMBURG
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HESSEN	
DE71	DARMSTADT
DE72	GIEßEN
DE73	KASSEL

DE8	MECKLENBURG-VORPOMMERN
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GR	ELLADA
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VOREIA ELLADA	
GR11	ANATOLIKI MAKEDONIA, THRAKI
GR12	KENTRIKI MAKEDONIA
GR13	DYTIKI MAKEDONIA
GR14	THESSALIA

KENTRIKI ELLADA	
GR21	IPEIROS
GR22	IONIA NISIA
GR23	DYTIKI ELLADA

NIEDERSACHSEN	
DE91	BRAUNSCHWEIG
DE92	HANNOVER
DE93	LÜNEBURG
DE94	WESER-EMS

NORDRHEIN-WESTFALEN	
DEA1	DÜSSELDORF
DEA2	KÖLN
DEA3	MÜNSTER
DEA4	DETMOLD
DEA5	ARNSBERG

RHEINLAND-PFALZ	
DEB1	KOBLENZ
DEB2	TRIER
DEB3	RHEINHESSEN - PFALZ

DEC	SAARLAND
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SACHSEN	
DED1	CHEMNITZ
DED2	DRESDEN
DED3	LEIPZIG

SACHSEN-ANHALT	
DEE1	DESSAU
DEE2	HALLE
DEE3	MAGDEBURG

DEF	SCHLESWIG-HOLSTEIN
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DEG	THÜRINGEN
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GR3	ATTIKI
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NISIA AIGAIU, KRITI	
GR41	VOREIO AIGAIO
GR42	NOTIO AIGAIO
GR43	KRITI

GR24	STEREA ELLADA
GR25	PELOPONNISSOS



ES	ESPAÑA
NOROESTE	
ES11	GALICIA
ES12	ASTURIAS
ES13	CANTABRIA
NORESTE	
ES21	PAÍS VASCO
ES22	NAVARRA
ES23	LA RIOJA
ES24	ARAGÓN
ES3	COMUNIDAD DE MADRID
ES7	CANARIAS
ESTE	
ES51	CATALUÑA
ES52	COMUNIDAD VALENCIANA
ES53	ISLAS BALEARES
SUR	
ES61	ANDALUCIA
ES62	MURCIA
ES63	CEUTA Y MELILLA
CENTRO	
ES41	CASTILLA-LEÓN
ES42	CASTILLA- LA MANCHA
ES43	EXTREMADURA

FR	FRANCE
FR1	ILE DE FRANCE
BASSIN PARISIEN	
FR21	CHAMPAGNE - ARDENNE
FR22	PICARDIE
FR23	HAUTE NORMANDIE
FR24	CENTRE
FR25	BASSE NORMANDIE
FR26	BOURGOGNE
FR3	NORD - PAS DE CALAIS
EST	
FR41	LORRAINE
FR42	ALSACE
FR43	FRANCHE-COMTE
OUEST	
FR51	PAYS DE LOIRE
FR52	BRETAGNE
FR53	POITOU-CHARENTE
SUD-OUEST	
FR61	AQUITAINE
FR62	MIDI-PYRENEES
FR63	LIMOUSIN
CENTRE-EST	
FR71	RHÔNE-ALPES
FR72	AUVERGNE
MEDITERRANEE	
FR81	LANGUEDOC-ROUSSILLON
FR82	PROVENCE-ALPES-CÔTE D'AZUR
FR83	CORSE
DEPARTEMENTS D'OUTRE-MER	
FR91	GADELOUPE
FR92	MARTINIQUE
FR93	GUYANE
FR94	REUNION

IE	IRELAND
IE011	BORDER
IE021	DUBLIN
IE022	MID-EAST
IE012	MIDLAND
IE023	MID-WEST
IE024	SOUTH-EAST (IRL)
IE025	SOUTH-WEST (IRL)
IE013	WEST



IT	ITALIA
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NORD OVEST	
IT11	PIEMONTE
IT12	VALLE D'AOSTA
IT13	LIGURIA

IT2	LOMBARDIA
-----	-----------

NORD EST	
IT31	TRENTINO-ALTO ADIGE
IT32	VENETO
IT33	FRIULI-VENEZIA GIULIA

IT4	EMILIA-ROMAGNA
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CENTRO	
IT51	TOSCANA
IT52	UMBRIA
IT53	MARCHE

.../...

IT6	LAZIO
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ABRUZZO-MOLISE	
IT71	ABRUZZO
IT72	MOLISE

IT8	CAMPANIA
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SUD	
IT91	PUGLIA
IT92	BASILICATA
IT93	CALABRIA

ITA	SICILIA
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ITB	SARDEGNA
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LU	LUXEMBOURG (Grand Duché)
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NL	NEDERLAND
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NOORD-NEDERLAND	
NL11	GRONINGEN
NL12	FRIESLAND
NL13	DRENTHE

OOST-NEDERLAND	
NL21	OVERIJSEL
NL22	GELDERLAND
NL23	FLEVOLAND

WEST-NEDERLAND	
NL31	UTRECHT
NL32	NOORD-HOLLAND
NL33	ZUID-HOLLAND
NL34	ZEELAND

ZUID-NEDERLAND	
NL41	NOORD-BRABANT
NL42	LIMBURG (NL)

AT	ÖSTERREICH
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OSTÖSTERREICH	
AT11	BURGENLAND
AT12	NIEDERÖSTERREICH
AT13	WIEN

SÜDÖSTERREICH	
AT21	KÄRNTEN
AT22	STEIERMARK

WESTÖSTERREICH	
AT31	OBERÖSTERREICH
AT32	SALZBURG
AT33	TIROL
AT34	VORARLBERG

PT	PORTUGAL
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CONTINENTE	
PT11	NORTE
PT12	CENTRO
PT13	LISBOA E VALE DO TEJO
PT14	ALENTEJO
PT15	ALGARVE

PT2	AÇORES
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PT3	MADEIRA
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FI	SUOMI / FINLAND
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MANNER-SUOMI	
FI12	ETELÄ-SUOMI
FI13	ITÄ-SUOMI
FI14	VÄLI-SUOMI

FI15	POHJOIS-SUOMI
FI16	UUSIMAA (SUURALUE)

FI2	ÅLAND
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SE	SVERIGE
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SE01	STOCKHOLM
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SE06	NORRA MELLANSVERIGE
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SE02	ÖSTRA MELLANSVERIGE
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SE07	MELLERSTA NORRLAND
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SE04	SYDSVERIGE
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SE08	ÖVRE NORRLAND
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SE05	VÄSTSVERIGE
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SE09	SMÅLAND MED ÖARNA
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UK	UNITED KINGDOM
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NORTH EAST	
UKC1	TEES VALLEY AND DURHAM
UKC2	NORTHUMBERLAND, TYNE AND WEAR

SOUTH WEST(UK)	
UKK1	GLOUCESTERSHIRE, WILTSHIRE AND NORTH SOMERSET
UKK2	DORSET, SOMERSET
UKK3	CORNWALL AND ISLES OF SCILLY
UKK4	DEVON

YORKSHIRE AND THE HUMBER	
UKE1	EAST RIDING AND N. LINCOLNSHIRE
UKE2	NORTH YORKSHIRE
UKE3	SOUTH YORKSHIRE
UKE4	WEST YORKSHIRE

WEST MIDLANDS	
UKG1	HEREFORD & WORCESTERSHIRE, WARWICKSHIRE
UKG2	SHROPSHIRE, STAFFORDSHIRE
UKG3	WEST MIDLANDS

EAST MIDLANDS	
UKF1	DERBYSHIRE, NOTTINGHAMSHIRE
UKF2	LEICESTERSHIRE, RUTLAND NORTHAMPTONSHIRE
UKF3	LINCOLNSHIRE

NORTH WEST (UK)	
UKD1	CUMBRIA
UKD2	CHESHIRE
UKD3	GREATER MANCHESTER
UKD4	LANCASHIRE
UKD5	MERSEYSIDE

EASTERN	
UKH1	EAST ANGLIA
UKH2	BEDFORDSHIRE AND HERTFORDSHIRE
UKH3	ESSEX

LONDON	
UKI1	INNER LONDON
UKI2	OUTER LONDON

SOUTH EAST (UK)	
UKJ1	Berkshire, Buckinghamshire, Oxfordshire
UKJ2	SURREY, EAST-WEST SUSSEX
UKJ3	HAMPSHIRE, ISLE OF WIGHT
UK55	GREATER LONDON
UKJ4	KENT

WALES	
UKL1	WEST WALES AND THE VALLEYS
UKL2	EAST WALES

SCOTLAND	
UKM1	NORTH EASTERN SCOTLAND
UKM2	EASTERN SCOTLAND
UKM3	SOUTH WESTERN SCOTLAND
UKM4	HIGHLANDS AND ISLANDS

UKN	NORTHERN IRELAND
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IS	ISLAND		
LI	LIECHTENSTEIN		
NO	NORGE		
NO01	OSLO OG AKERSHUS	NO05	VESTLANDET
NO02	HEDMARK OG OPPLAND	NO06	TRØNDELAG
NO03	SØR-ØSTLANDET	NO07	NORD-NORGE
NO04	AGDER OG ROGALAND		
BG	BĂLGARIJA		
BG1	SOFIA STOLITSA	BG3	YUZHNA BĂLGARIJA
BG2	SEVERNA BĂLGARIJA		
CY	KYPROS		
CZ	ČESKÁ REPUBLIKA		
CZ01	PRAHA	CZ03	JIHOZÁPAD
CZ02	STŘEDNÍ ČECHY	CZ04	SEVEROZÁPAD
CZ05	SEVEROVÝCHOD	CZ07	STŘEDNÍ MORAVA
CZ06	JIHOVÝCHOD	CZ08	OSTRAVSKO
EE	EESTI		
HU	MAGYARORSZÁG		
HU01	KÖZÉP-MAGYARORSZÁ	HU05	ÉSZAK-MAGYARORSZÁG
HU02	KÖZÉP-DUNÁNTÚL	HU06	ÉSZAK-ALFÖLD
HU03	NYUGAT- DUNÁNTÚL	HU07	DÉL-ALFÖLD
HU04	DÉL- DUNÁNTÚL		
LT	LIETUVA		
LV	LATVIJA		
MT	MALTA		
PL	POLSKA		
PL01	DOLNOŚLASKIE	PL09	PODKARPACKIE
PL02	KUJAWASKO-POMORSKIE	PL0A	PODLASKIE
PL03	LUBELSKIE	PL0B	POMORSKIE
PL04	LUBUSKIE	PL0C	ŚLASKIE
PL05	ŁÓDZKIE	PL0D	ŚWIETOKRZYSKIE
PL06	MAŁOPOLSKIE	PL0E	WARMIŃSKO-MAZURSKIE
PL07	MAZOWIECKIE	PL0F	WIELKOPOLSKIE
PL08	OPOLSKIE	PL0G	ZACHODNIOPOMORSKIE



RO	ROMÂNIA
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R001	NORD-EST
R002	SUD-EST
R005	VEST
R006	NORD-VEST

R003	SUD
R004	SUD-VEST
R007	CENTRU
R008	BUCUREȘTI

SI	SLOVENIJA
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SK	SLOVENSKÁ REPUBLIKA
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SK01	BRATISLAVSKÝ KRAJ
SK02	ZÁPADNÉ SLOVENSKO

SK03	STREDNÉ SLOVENSKO
SK04	VÝCHODNÉ SLOVENSKO

TR	TURKEY
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ANNEX 7. NACE CODES OF ECONOMIC ACTIVITY

SECTION A	AGRICULTURE, HUNTING AND FORESTRY
01	AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES
02	FORESTRY, LOGGING AND RELATED SERVICE ACTIVITIES
SECTION B	FISHING
05	FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING
SECTION C	MINING AND QUARRYING
10	MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT
11	EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING
12	MINING OF URANIUM AND THORIUM ORES
13	MINING OF METAL ORES
14	OTHER MINING AND QUARRYING
SECTION D	MANUFACTURING
15	MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES
16	MANUFACTURE OF TOBACCO PRODUCTS
17	MANUFACTURE OF TEXTILES
18	MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR
19	TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR
20	MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS
21	MANUFACTURE OF PULP, PAPER AND PAPER PRODUCTS
22	PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA
23	MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL
24	MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS
25	MANUFACTURE OF RUBBER AND PLASTIC PRODUCTS
26	MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS
27	MANUFACTURE OF BASIC METALS
28	MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT
29	MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C.
30	MANUFACTURE OF OFFICE MACHINERY AND COMPUTERS
31	MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.
32	MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS
33	MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL INSTRUMENTS, WATCHES AND CLOCKS
34	MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS
35	MANUFACTURE OF OTHER TRANSPORT EQUIPMENT
36	MANUFACTURE OF FURNITURE; MANUFACTURING N.E.C.
37	RECYCLING



SECTION E	ELECTRICITY, GAS AND WATER SUPPLY
40	ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY
41	COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER
SECTION F	CONSTRUCTION
45	CONSTRUCTION
SECTION G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS
50	SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL
51	WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
52	RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS
SECTION H	HOTELS AND RESTAURANTS
55	HOTELS AND RESTAURANTS
SECTION I	TRANSPORT, STORAGE AND COMMUNICATION
60	LAND TRANSPORT; TRANSPORT VIA PIPELINES
61	WATER TRANSPORT
62	AIR TRANSPORT
63	SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES
64	POST AND TELECOMMUNICATIONS
SECTION J	FINANCIAL INTERMEDIATION
65	FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING
66	INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY
67	ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION
SECTION K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES
70	REAL ESTATE ACTIVITIES
71	RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS
72	COMPUTER AND RELATED ACTIVITIES
73	RESEARCH AND DEVELOPMENT
74	OTHER BUSINESS ACTIVITIES
SECTION L	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
75	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
SECTION M	EDUCATION
80	EDUCATION
SECTION N	HEALTH AND SOCIAL WORK
85	HEALTH AND SOCIAL WORK



SECTION O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES
90	SEWAGE AND REFUSE DISPOSAL, SANITATION AND SIMILAR ACTIVITIES
91	ACTIVITIES OF MEMBERSHIP ORGANIZATION N.E.C.
92	RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES
93	OTHER SERVICE ACTIVITIES
SECTION P	PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS
95	PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS
SECTION Q	EXTRA-TERRITORIAL ORGANIZATIONS AND BODIES
99	EXTRA-TERRITORIAL ORGANIZATIONS AND BODIES



ANNEX 8. LANGUAGE CODES

CZ	CZECH	LU	LETZEBURGESCH*
DA	DANISH		
DE	GERMAN	IS	ICELANDIC*
EE	ESTONIAN	NO	NORVEGIAN*
EL	GREEK		
EN	ENGLISH		
ES	SPANISH	BG	BULGARIAN*
FI	FINNISH	RO	ROMANIAN*
FR	FRENCH	TR	TURKISH*
HU	HUNGARIAN	OT	OTHER*
IT	ITALIAN		
LT	LITHUANIAN		
LV	LATVIAN		
MT	MALTESE		
NL	DUTCH		
PL	POLISH		
PT	PORTUGUESE		
SL	SLOVENE		
SK	SLOVAK		
SV	SWEDISH		

(*) applications may not be submitted in these languages.

