

# EU Funding Possibilities for Mobility of Employees

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## 1. Possibilities under EU's Lifelong Learning Programme

Lifelong Learning Programme (LLP) enables individuals at all stages of their lives to pursue stimulating learning opportunities across Europe. It is an umbrella programme integrating various educational and training initiatives. LLP is divided in four sectorial sub programmes and four so called 'transversal' programmes.

### 1.1. Grundtvig Programme

Grundtvig aims to provide adults with ways to improve their knowledge and skills, keeping them mentally fit and potentially more employable. It not only covers learners in adult education, but also the teachers, trainers, education staff and facilities that provide these services. These include relevant associations, counselling organisations, information services, policy-making bodies and others involved in lifelong learning and adult education at local, regional and national levels, such as NGOs, enterprises, voluntary groups and research centres.

#### *1.1.1. Grundtvig Mobility of individuals - In-service Training for Adult Education Staff (training and professional development of adult education staff)*

The objective of this action is to help improve the quality of lifelong learning by enabling persons working in adult education institutions, in the broadest sense, or engaged in the training of such persons, to undertake training of up to six weeks in a country other than that in which the participant normally works. In this way, participants are encouraged to improve their practical teaching/coaching/counselling skills and to gain a broader understanding of lifelong learning in Europe.

The training must in all cases take place in another European country and may take the form of:

- A structured course for adult education staff with a strong European focus in terms of subject matter and profile of trainers and participants normally lasting at least 5 full working days

- More informal training such as a placement or observation period in an adult education organisation or a public or non-governmental organisation involved in adult education
- Participation in a European conference or seminar organised by a Grundtvig Network, Grundtvig Project, National Agency or genuinely representative European association active in the field of adult education, where this is considered to be conducive to achieving the objectives mentioned above.
- For foreign language teachers, the courses normally take place in a country where the target language is spoken and taught. Language training should provide teachers with learning and teaching methodologies; only in a few cases are “pure language” courses eligible for a Grundtvig grant. This is the case for: training in the less widely taught and less used languages; staff teaching non-language subjects through a foreign language; staff re-training as a foreign language teacher; and staff participating in a Grundtvig Learning Partnership who request training in a Partnership language.

The training for which grants are awarded may relate to the candidate’s professional activities in any aspect of adult education, whether formal, non-formal or informal. This may have to do with:

- The content and delivery of adult education
- The accessibility of learning opportunities for adults
- The management of adult learning
- The system/policy level of adult education

Grants are awarded for participation in training which is suitable for achieving the applicant’s stated in-service training objectives and which complies with the necessary quality criteria (e.g. appropriate to general Grundtvig objectives, European dimension and added value compared to training in the applicant’s home country).

An on-line database of training activities is available to help applicants identify training which is eligible for funding under this action and which best meets their training needs:

<http://ec.europa.eu/education/trainingdatabase/>

Applicants may also choose training which is not listed in the database.

Who can benefit

- Staff working on a part-time or full-time basis, which may include volunteer staff, in any sector of adult education, formal, non-formal or informal, including:
- Teachers/trainers in adult education, and the trainers of such teachers/trainers
- Heads and managerial staff of organisations providing adult learning opportunities
- Staff involved in intercultural adult education, or working with migrant workers and travellers
- Staff working with adults with special educational needs
- Staff working with adults at risk, for example mediators and street educators
- Counsellors or career advisors
- The inspectorate
- Other education staff at the discretion of national authorities

For a grant for language teacher training, applicants must be one of the following:

- A qualified and practising foreign language teacher working in adult education
- A trainer of such foreign language teachers
- A teacher re-training as an adult education foreign language teacher
- An adult education teacher of another subject through a foreign language
- An inspector or advisor in the field of adult education language teaching

For a grant for pure language training, applicants must be one of the following:

- An adult education teacher of non-language subjects through a foreign language
- A teacher retraining as an adult education foreign language teacher
- A member of staff participating in a Grundtvig Partnership and requesting training in a Partnership language
- A member of adult education staff requesting training in a less widely taught and less used language for teaching purposes

### *1.1.2. Grundtvig Senior Volunteering Projects*

Grundtvig Senior Volunteering Projects support bilateral partnerships and exchanges of senior volunteers between local organisations located in two countries participating in the Lifelong Learning Programme (LLP).

The Lifelong Learning Programme aims to offer various kinds of educational opportunities to people of all ages, in order to facilitate formal, non-formal or informal learning. Volunteering is increasingly recognised as a very valuable informal learning experience, for people of all ages. In particular, it has been recognised as a way of offering new learning opportunities to senior citizens in Europe, promoting the process of active ageing and emphasising the contribution of seniors to our societies. Indeed, senior citizens are a rich source of wisdom and experience from which society should derive far greater benefit than has usually been the case in the past. This Action therefore offers a new form of mobility to European senior citizens and will allow them to learn, to share knowledge and experience in a European country other than their own. The term "volunteering" refers to all forms of voluntary activity, whether formal or informal. It is undertaken of a person's own free-will, choice and motivation, and is without concern for financial gain. It benefits the individual volunteer, communities and society as a whole. It is also a vehicle for individuals and associations to address human, social or environmental needs and concerns, and is often carried out in support of a non-profit organisation or community-based initiative. Thus voluntary activities add value to society, but do not replace professional, paid employees.

This form of mobility also fosters collaboration between the organisations which will send and host volunteers. It should allow new types of organisations to join the Grundtvig programme, enrich their work, through the exchange of good practice, and create sustainable European collaboration between them.

The Action pursues the following interlinked, equally important, objectives:

1. To enable senior citizens to volunteer in another European country for any kind of non-profit activity, as a form of informal (and mutual) learning activity (learning / sharing knowledge).
2. To create lasting cooperation between the host and sending organisations around a specific topic or target group, and thanks to the exchange of volunteers.

Expected outputs:

- For the volunteers:
  - 1) increase of personal, linguistic, social and intercultural skills and competences,
  - 2) contribution to the development and implementation of non-profit activities, and beyond this, contribute to the community as an active citizen,
  - 3) acquisition / development / transmission of specific task-related skills (the learning and competence development outcomes of the mobility period for the volunteers will be given appropriate recognition by the participating organisations, i.e. validation of informal learning);

- For the sending and hosting organisations and the local communities in which the volunteers spend their mobility period abroad:

- 1) exchange and mutual acquisition of experience, knowledge and good practice,
- 2) development of European collaboration around a particular theme,
- 3) intensified European outlook.

Bilateral and reciprocal cooperation:

Projects should involve two organisations, i.e. one from each of the two LLP countries participating in the project. One of these countries must be an EU Member State. Each organisation will be expected to send 2-6 volunteers and to host 2-6 volunteers during the grant period. 2 volunteers are regarded as an absolute minimum. Organisations may send/receive more than 6 volunteers, but this will not lead to an increase in Grundtvig funding. Volunteers may move in a group or individually. If, after the two-year funding period is over, a further grant is awarded to the Project to continue the exchange, the individual volunteers involved must be different (each individual person can only participate as a volunteer once over a period of three years). Sending and hosting may take place at the same time but does not necessarily have to do so.

Profile of volunteers:

The action is open to all adult citizens aged 50 or above, subject to the conditions set out in the Specific Eligibility Criteria below. Particular emphasis will be given to encouraging the participation of volunteers from socially disadvantaged groups and ethnic minorities, thereby helping to strengthen their integration in Europe and to combat racism and xenophobia. Equal participation of both genders should be encouraged. It is expected that in many cases volunteers will be experienced local volunteers, and this will enhance the exchange of experiences between the host and sending organisations. However, this is not compulsory, and volunteers may also be people wishing to volunteer for the first time.

Profile of sending and hosting organisations and of the volunteering activity:

Any organisation may send and host volunteers, provided that it can show that it has the necessary capacity to do so in an effective manner. It should, however, be noted that:

- the activities in which the volunteers will be involved must be non-profit making and should provide real learning opportunities - whether formal, non-formal or (most usually) informal - for the volunteers. The volunteers should not only observe but also participate actively in the partners' activities.
- the sending and hosting organisations that are the project partners are expected to build a lasting cooperation around a specific theme / activity / target group, through the exchange of volunteers. They should therefore have similar or complementary profiles. For the same reason, the volunteers should be sent by and hosted in the organisations which are the partners in the project.

Duration of the activity:

The volunteering activity in the other country is carried out in one continuous period of 3-8 weeks (i.e. minimum 21 days, which can include travel), not including the necessary preparation and debriefing phases. 3 weeks are an absolute minimum. The volunteering period may extend beyond 8 weeks, but this will not lead to an increase in the Grundtvig funding. Both the volunteering activities as such and the preparatory and debriefing activities, should be clearly described in the application.

Funding for Senior Volunteering Projects is provided in the form of a lump-sum grant to each of the two organisations participating in the Project concerned. The level of the grant is based on pre-defined flat rate amounts which depend on the number of volunteers the applicant organisation envisages sending and receiving, the duration of the mobility periods, and the countries involved. It is designed to help cover both the travel and subsistence costs of the volunteers and the costs incurred by the organisations involved in the Project.

## 1.2. Leonardo da Vinci

The Leonardo da Vinci programme links policy to practice in the field of vocational education and training (VET). Projects range from those giving individuals the chance to improve their competences, knowledge and skills through a period abroad, to Europe-wide co-operation between training organisations.

### 1.2.1. Leonardo da Vinci People in the Labour Market

The action aims at the support of transnational mobility of workers, selfemployed or people available for employment (including graduates) undergoing a training period abroad in a vocational training context. The general objectives of this mobility action within Leonardo da Vinci sectoral programme are:

- To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European Labour Market.
- To enhance the attractiveness of vocational education and training and mobility for individuals and to facilitate the mobility of working trainees and to facilitate the mobility of working trainees.

A transnational mobility for People in the Labour Market consists in a **training placement** for a period of vocational training and/or work experience undertaken by an individual participant in an enterprise or a training institution in another participating country. In case the training placement is done in a training institution, the link to the practical experience and to the training needs of the participant shall be clearly defined.

**Individual participants** will receive their grants within a mobility project organised by a coordinating organisation. They **cannot directly apply** for a grant to National Agencies. Within the project, **co-operation** will exist between the sending institution and the host organisations, such as training institutions, VET schools or enterprises. Their respective roles and involvement in the different steps for implementation of the mobility activities have to be clearly defined, especially in case intermediary organisations are participating. Their quality can be assessed on the basis of past performance and the satisfaction of the beneficiary and participants in previous projects.

Applications are submitted to the National Agency of the sending country (country of the applicant organisation) and can only cover **outgoing mobility**, i.e. individual participants residing and/or enrolled and/or employed in the country of application moving to another participating country.

The beneficiary of the project grant, generally the coordinating institution, will have to ensure that the partners of this co-operation, including the intermediaries, meet the principles contained in the **Quality Commitment** ([http://ec.europa.eu/education/leonardo-davinci/doc1027\\_en.htm](http://ec.europa.eu/education/leonardo-davinci/doc1027_en.htm)):

- Clear description of objectives, content and duration of the training period abroad
- Clear match between the training needs of the individual beneficiary reflected against his professional background and the content of the placement (traineeship)
- Individual, linguistic and cultural preparation of the individual beneficiaries is ensured
- Pedagogical monitoring of the individual beneficiaries is ensured (tutoring and mentoring in cooperation between sending and host organisation, follow-up of learning agreement)
- Validation of the competences acquired by the individual beneficiary and assessment of the general outcome within the specific vocational training field (use of Europass Mobility on request, use of ECVET, when applicable)
- Logistic support to individual beneficiary (travel, accommodation, host organisation)
- Dissemination activities are foreseen

Who can benefit

People in the labour market (workers, selfemployed or people available for employment (including graduates from vocational education and training and higher education) undergoing a training period abroad in a vocational training context).

Who can apply

- Institutions or organisations providing learning opportunities in the fields covered by the Leonardo da Vinci programme;
- Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations;
- Enterprises, social partners and other representatives of working life, including chambers of commerce and other trade organisations;
- Bodies providing guidance, counselling and information services relating to any aspect of lifelong learning;
- Bodies responsible for systems and policies concerning any aspect of lifelong learning vocational education and training at local, regional and national level;
- Research centres and bodies concerned with lifelong learning issues;
- Higher education institutions;
- Non-profit organisations, voluntary bodies, NGOs

Further information concerning the possibilities offered by Lifelong Learning Programme at:

[http://ec.europa.eu/education/llp/doc1943\\_en.htm](http://ec.europa.eu/education/llp/doc1943_en.htm) (short descriptions of each action in all EU languages)

[http://eacea.ec.europa.eu/llp/index\\_en.php](http://eacea.ec.europa.eu/llp/index_en.php) (main pages)

## 2. Europe for Citizens Programme

The aim of this programme is to bring Europe closer to its citizens and to enable them to participate fully in the European construction. Through this programme, citizens have the opportunity to be involved in transnational exchanges and cooperation activities, contributing to developing a sense of belonging to common European ideals and encouraging the process of European integration.

### 2.1. Measure 1.1 — Town twinning citizens' meetings

Town Twinning Citizens' Meetings consist in bringing together a wide range of citizens from twinned towns, taking benefit of the partnership between the municipalities for strengthening mutual knowledge and understanding between citizens and between cultures.

*Town Twinning Citizens' Meetings projects are expected to:*

- Experience an active civic participation at local level based on structured cooperation with civil society. This can be achieved through involving the local community in the planning and implementation of the project, fostering civic participation through volunteering as well as giving participants an active role during the event;
- Encourage citizens to become more involved at European level, thus contributing to the development of an active European citizenship. This can be achieved for example through learning about participation of European citizens in the democratic life of the EU, discussing the equal opportunities in political life;

- Reinforce the participants' commitment to European integration. This can be achieved through exchanging points of view and experiences in relation to the priorities of the Programme; sharing the experience of concrete benefits of European integration at local and individual levels; experiencing cultural diversity and discovering common cultural heritage in Europe; demonstrating solidarity and developing a feeling of belonging to the same community in Europe as a whole.

The applicants and partners must be: towns/municipalities or their twinning committees or other non profit organisations representing local authorities. The same town (i.e. town represented by its municipality, twinning committee or a non profit organisation) can receive only one grant per year

A project must involve municipalities from at least 2 participating countries of which at least one is an EU Member State. A project must involve a minimum of 25 invited participants. "Invited participants" are international participants sent by the eligible partner/s. At least half of the participants should not be elected local government representatives or municipal officials.

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

- Minimum eligible grant for a project: 5 000 EUR
- Maximum eligible grant for a project: 25 000 EUR

The activities must take place in any of the eligible programme countries participating to the project.

Maximum duration of the meeting: 21 days.

## 2.2. Measure 1.2 Networks of Twinned Towns

Local authorities are regularly confronted with new issues and are involved in the implementation of a variety of policies, which are often linked to policy developments taken at European level. The networking between municipalities on issues of common interest appears to be an important means for enabling informed discussions and exchange of good practices.

Twinning is a strong link that binds municipalities; therefore, the potential of the networks created by a series of town twinning links should be used for developing *thematic* and *long-lasting* cooperation between towns. The Commission supports the development of such networks, which are important for ensuring structured, intense and multifaceted cooperation, therefore contributing to maximizing the impact of the Programme.

*Networks of Twinned Towns' projects are expected to:*

- Integrate a range of activities around the subject(s) of common interest to be addressed in the context of the Programme's priorities and having relevance for European integration;
- Produce communication tools in the context of these events with the aim of promoting structured and sustainable thematic networking and disseminating the results of the actions;
- Have defined target groups for which the selected themes are particularly relevant and involve community members active in the subject area (i.e. experts, local associations, citizens and citizens' groups directly affected by the theme, etc.);
- Serve as a basis for future initiatives and actions between the towns involved, on the issues addressed or possibly on further issues of common interest.

Eligible organizations are towns/municipalities or their twinning committees or networks, other levels of local/regional authorities and federations/associations of local authorities.

A project must involve municipalities from at least 4 participating countries of which at least one is an EU Member State.

A project must involve a minimum of 30 invited participants. "Invited participants" are international participants sent by the eligible partner/s.

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

- Minimum eligible grant for a project: 10 000 EUR
- Maximum eligible grant for a project: 150 000 EUR

The activities must take place in any of the eligible programme countries participating to the project. At least 3 events per project have to be foreseen.

Maximum project duration is 24 months.

Maximum duration of each event is 21 days.

Further information at: [http://eacea.ec.europa.eu/citizenship/programme/about\\_citizenship\\_en.php](http://eacea.ec.europa.eu/citizenship/programme/about_citizenship_en.php)