Programme	**LIFELONG LEARNING**
Subprogramme	**COMENIUS**
Action Category	**MOBILITY**
Action	**COMENIUS Preparatory Visits**
Objectives and description of the action	The objective of the action is to help any institution eligible for the Comenius Programme wishing to establish a Comenius School Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project to get to know suitable partner institutions and develop a work plan in order to prepare the project/partnership application form. Any institution wishing to establish a new Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measure may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms: - a visit to an eligible partner institution in another country participating in the Lifelong Learning Programme; - participation in a partner-finding "contact seminar" organised by a National Agency. Details of the seminars are available on request from National Agencies. Preparatory visits allow potential partners to meet in order to: - define the aims, objectives and methodology of a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project; - define partner roles, responsibilities and tasks within a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project; - develop a work plan for a future Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project, including methods for monitoring, evaluation and dissemination; - complete the joint Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project application form. Comenius preparatory visits may be extended to prepare for actions in the field of school education under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.
Who can benefit	Individuals working in an institution wishing to establish a Comenius Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project. Individuals working in an institution wishing to prepare for actions in the field of school education under the successor programme of the LLP, once adopted. Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per Partnership, Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted.
Who can apply	Institutions wishing to establish a Comenius School (multilateral or bilateral) Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures project. Institutions wishing to prepare for actions in the field of school education under the successor programme of the LLP, once adopted.
PRIORITIES	There are no European priorities for Comenius Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency.
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Deadlines set by each National Agency.
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on January 1st 2013 at the earliest and must end by April 30th 2014 at the latest.
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments

EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures **Eligibility Criteria** **General eligibility rules:** The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by bodies which are legal entities and eligible to apply for a Comenius Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures. As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU. Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible. Institutions located in Cyprus, Germany, Ireland and the UK are not eligible for a Preparatory Visit grant for the preparation of a Comenius Individual Pupil Mobility grant application, as these countries are not participating in the Comenius Individual Pupil Mobility action. Preparatory visits aiming at establishing a Comenius School Partnership, Comenius Regio Partnership, Comenius Individual Pupil Mobility, Multilateral Project, Multilateral Network or Accompanying measures must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.
	Please verify with the National Agency to which you will apply if any additional national requirements exist.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No comments
Award criteria	**1. Content and duration**
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance
	There is a clear link between the activities and strategy of the applicant's home institution, the proposed partnership/project/network/accompanying measure/individual pupil mobility/action in the field of school education under the successor programme of the LLP, and the purpose and content of the preparatory visit.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website