EUROPEAN COMMISSION
Education and Culture

Education and Culture DG

Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME (LLP)

GENERAL CALL FOR PROPOSALS 2008

PART II: ADMINISTRATIVE AND FINANCIAL PROVISIONS

Applicants are also invited to consult regularly the website of the European Commission and, depending on the action concerned, the website of their National Agency or of the Education, Audiovisual and Culture Executive Agency to familiarise themselves with any clarification of the present call that may subsequently have been published.

Applicants presenting a proposal on behalf of a consortium (partnerships, multilateral projects and networks, accompanying measures) are also invited to consult the version of the documents in the language to be used by the consortium when drafting the proposal and implementing the work programme.

Table of Contents

PART II-A: GENERAL PROVISIONS

CHAPTER 1. TIMETABLE

CHAPTER 2. BUDGET AVAILABLE

CHAPTER 3. ELIGIBILITY CRITERIA FOR COUNTRIES, APPLICANTS AND APPLICATIONS

CHAPTER 4. EXCLUSION CRITERIA FOR APPLICANTS

CHAPTER 5. SELECTION CRITERIA FOR APPLICANTS

CHAPTER 6. CRITERIA FOR ASSESSING APPLICATIONS

CHAPTER 7. FINANCIAL CONDITIONS

CHAPTER 8. PUBLICITY

CHAPTER 9. PROCEDURE TO BE FOLLOWED FOR THE SUBMISSION OF GRANT APPLICATIONS

CHAPTER 10. APPLICABLE RULES

CHAPTER 11. PROTECTION OF PERSONAL DATA

CHAPTER 12. CONTACTS

CHAPTER 13. OTHER EUROPEAN COOPERATION PROGRAMMES WITH RELATED OBJECTIVES

PART II-B: ANNEXES

ANNEX I: REMINDER OF ADMINISTRATIVE PROVISIONS

ANNEX II: LIST OF "OVERSEAS COUNTRIES AND TERRITORIES"

ANNEX III: ACTIONS MANAGED BY THE NATIONAL AGENCIES

ANNEX IV: ACTIONS MANAGED BY THE EXECUTIVE AGENCY

ANNEX V: SCALE OF UNIT COSTS AND LUMP SUMS

Part II-A: GENERAL PROVISIONS

For the management of the Lifelong Learning Programme (LLP), the European Commission is assisted by **National Agencies** for decentralised actions (notably mobility and partnerships) and by **the Education, Audiovisual & Culture Executive Agency** for centralised actions (notably multilateral projects and networks, with the exception of Leonardo da Vinci projects for the transfer of innovation and accompanying measures) (see Annex 1).

Both the National Agencies (hereafter referred to as NAs) and the Executive Agency (hereafter referred to as EA) shall be referred to, in parts of the text that concern both entities, as "Agency".

Chapter 1. TIMETABLE

Annex I indicates for each action the milestones from submission of the grant application to the starting date and maximum duration.

No applications shall be accepted for actions scheduled to run for a longer period than that specified in this call for proposals.

If, after the signing of the agreement and the start of the action, it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the action within the scheduled period, an extension to the eligibility period may be granted.

The period of eligibility of costs starts on the day indicated in the grant agreement. Under no circumstances can the eligibility period start before the date of submission of the grant application.

Chapter 2. BUDGET AVAILABLE

Annexes III and IV also provide the detailed breakdown per action of the available budget, which is estimated at 901 million euros in total.

All budget figures are indicative. Transfers of the budget between the various actions are possible. Furthermore, the European Commission, the NAs and the EA reserve the right not to distribute all the funds available.

Chapter 3. ELIGIBILITY CRITERIA FOR COUNTRIES, APPLICANTS AND APPLICATIONS

Only applications that fulfil the eligibility criteria shall be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons shall be sent to the applicant.

3.1. Eligible countries

Applicants must be located in a country participating in the LLP[1] .

In 2008 the following countries are eligible:

- 27 EU Member States[2]
- Iceland, Liechtenstein, Norway
- Turkey

[1] Except for the Jean Monnet programme which is open to higher education institutions world wide.

[2] Includes applicants from the following regions: Canary Islands, Guadeloupe, Martinique, French Guiana, Réunion, Azores, Madeira. Where specific financial provisions apply to the Overseas countries and Territories listed in Annex II, these rules also apply to these regions.

3.2. Eligibility criteria for applicants

3.2.1. Applicants must be either:

- nationals of a country participating in the Lifelong Learning Programme;
- nationals of other countries, provided that they are either permanent[3] residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.

3.2.2. Applicants must comply with the provisions laid down in Decision of the European Parliament and of the Council establishing the LLP, and notably Article 4 "access to the Lifelong Learning programme". Applications may be submitted only by institutions and organisations having the status of legal body, with the exception of Comenius and Grundtvig mobility actions and study visits in the Transversal Programme for which grant applications may be submitted by individuals.

3.2.3. It should be noted that for the Erasmus programme:

– To be eligible for the programme, higher education institutions must hold an Erasmus University Charter (EUC), except if they are merely participating as a non-coordinating partner in Multilateral Projects or Networks or in Accompanying Measures. As concerns student placements, higher education institutions must hold an "Extended" Erasmus University Charter.

– However, the Erasmus programme is open to a wide spectrum of actors (companies, social partners, research centres etc) as defined in Article 20 of the Decision of the European Parliament and the Council establishing the LLP. These actors are of course not required to apply for an Erasmus University Charter in order to organise student placements or to participate in multilateral projects or networks or accompanying measures.

– During the course of his or her studies, an individual may receive a maximum of three Erasmus grants: one grant for a period of study, one for a placement and one for participation in an Erasmus Mundus Masters Course.

3.3. Eligibility criteria for grant applications

To be eligible, applications must:

(1) comply with the requirements laid down in the Decision of the European Parliament and of the Council establishing the LLP, specifically Article 2 (Definitions), as well as the articles regarding access to the sub-programmes: Article 16 (Comenius), Article 20 (Erasmus), Article 24 (Leonardo da Vinci), Article 28 (Grundtvig), Article 32 (Transversal Programme) and Article 34 (Jean Monnet);

(2) comply with the application procedures defined in Chapter 9;

(3) comply with the deadlines set out in this call (see Annexes III and IV and Chapter 9);

(4) comply with the minimum and maximum duration of projects and the minimum number of partners and countries (see Annexes III and IV). For mobility, at least one EU Member State must be involved. For multilateral projects, European associations with members in several LLP participating countries shall be considered to fulfil the requirement regarding the minimum number of countries, without having to involve other bodies in the consortium, although this is recommended where appropriate;

(5) be drawn up in one of the official languages of the European Union[4] [5] [6] [7]. In case of an application submitted by a consortium[8], the applicant (coordinator of the action) shall

[3] In compliance with national legislation.

[4] With the exception of mobility grant applications submitted to National Agencies in the EFTA/EEA and candidate countries to the European Union. These grant applications may be drafted in the national language of the applicant but they must include a summary in English, French or German.

submit the application in the language which will be used in the consortium for the implementation of the work programme (see also Chapter 5.1); otherwise all languages are eligible for funding;

(6) be submitted exclusively using the official application form for the action concerned and be electronically completed in full [9];

(7) include a budget in Euro;

(8) be signed by an authorised person;

(9) be sent to the appropriate Agency (NA[10] or EA – see Annex I), as indicated in the application form;

(10) in the case of an application submitted by a consortium, include at least one organisation established in an EU Member State. This condition does not apply to unilateral projects and Jean Monnet multilateral projects.

In addition to the above-mentioned criteria, applications submitted by legal bodies must:

(11) be endorsed by the signature of one person in the applicant organisation who is authorised to enter into legally binding commitments;

(12) for consortia submitting an application for Multilateral Projects and Networks, Accompanying Measures, Studies and Comparative Research and Jean Monnet Projects, include original letters of intent from the partners[11], carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of the partner organisation. Furthermore, at least one of the organisations participating in the consortium must be from an EU Member State;

(13) be accompanied by a declaration of honour[12] signed by an authorised signatory in which the latter certifies that the legal body is not in a situation of exclusion(see Chapter 4);

(14) except for public bodies, be accompanied by a declaration of honour[13] signed by an authorised signatory, attesting to their status of as the legal body and to its financial and operational capacity to successfully implement the project described in the grant application submitted.

Specific eligibility criteria are contained in Annexes III and IV.

Chapter 4. EXCLUSION CRITERIA FOR APPLICANTS

Applicants shall be excluded from participating in the call for proposals if they are in any of the following situations defined in Article 114 of the Financial Regulation applicable to the general budget of the European Communities:

---

[5] Applicants for the Erasmus University Charter are required to provide the Erasmus Policy statement also in English, French or German.

[6] Applicants for the Jean Monnet Programme shall submit their applications in English, French or German.

[7] Applicants for the study visits in the Transversal Programme are required to provide the application form in the language of the study visit.

[8] Multilateral partnerships, projects and networks consisting of a "coordinator" and "partners" are defined as a “consortium" in the present document.

[9] Applicants in some actions will have to complete an on-line application form.

[10] In the case of a consortium, to the NA of the country in which the project coordinator is established.

[11] A signed fax version will be accepted at grant application stage. The originals must be available at the moment of establishing the agreement.

[12] This declaration is included in the application form.

[13] This declaration is included in the application form.

a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

Applicants shall not be awarded a grant if, during the grant award procedure, they:

a) are subject to a conflict of interest with the organisation or persons who are directly or indirectly involved in the grant award procedure;

b) are guilty of misrepresentation or have failed to provide the information required.

Administrative and financial penalties may be imposed on grant holders who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a contract or previously awarded grant, in accordance with Articles 93 to 96 of the Financial Regulation.

Chapter 5. SELECTION CRITERIA FOR APPLICANTS

The following provisions do not apply to individuals applying for a grant.

The eligibility conditions below allow assessment of the applicant's operational and financial capacity, in order to establish whether s/he can carry out the proposed action or work programme.

Applicants may be required to provide documents to attest to their operational and financial capacity (see below). If, on this basis, the Agency considers that operational and/or financial capacity has not been proved or is not satisfactory, it may reject the grant application or ask for further information.

5.1. Operational Capacity

Applicants will be evaluated as regards the professional competencies and qualifications necessary for carrying out the proposed action or work programme.

If required in the application forms, applicants must submit the CVs of key staff involved in the action showing relevant professional experience. For consortia, this obligation applies to all partners.

These documents must be provided in one of the official languages of the European Union.

5.2. Organisations considered having sufficient financial and organisational stability

For the purpose of this call for proposals, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial stability: schools and higher education institutions recognised as such by participating countries), as well as institutions or organisations in the education and training sector which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives. These applicants are nevertheless required to sign a declaration of honour stating that they comply with the conditions mentioned above[14]. The European Commission and the Agencies reserve the right to request additional documentation to prove the veracity of this declaration.

5.3. Financial Capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the proposed action will be carried out and to participate in its co-funding.

5.3.1. The following does not apply to public bodies, or to the organisations referred to in paragraph 5.2, which are considered to have the necessary capacity and financial and administrative stability to carry out actions under the Lifelong Learning Programme.

5.3.2. For other participants in the programme and in order to permit the assessment of their financial capacity, applicants must submit, if required by the application form:

- for grant applications over EUR 25.000, one copy of the official annual accounts for the most recent financial year[15] for which accounts have been closed.
- for grant applications over EUR 500.000, an external audit report produced by an approved auditor, certifying the accounts for the last year available.

Subject to the outcome of the assessment of the application (see chapter 6) and the examination of the applicant's financial capacity in relation to the grant application, the Agency may offer the applicant a grant agreement/decision with an obligation to provide a guarantee for pre-financing, a grant agreement without pre-financing or a grant agreement with pre-financing payments in several instalments.

Chapter 6. CRITERIA FOR ASSESSING APPLICATIONS

Eligible applications shall be assessed, taking into account the priorities set out in Part I of this Call for proposals, on the basis of the award criteria mentioned in Annexes III and IV. Any weighting of these criteria shall be published on the websites of the National Agencies and the Executive Agency respectively, as well as in the relevant application forms.

During the assessment of applications, the degree of coverage of the thematic priorities for the action concerned may also be taken into account.

The Decision establishing the Lifelong Learning programme encourages the participation in decentralised actions of individuals or organisations having not participated in the Lifelong Learning programme or its predecessors (Article 1.3.f) and of people with special needs and disadvantaged groups.

[14] This declaration is included in the application form.

[15] "Official" means accounts certified by an appropriate external body and/or published and/or approved by the organisation's general assembly.

Grants shall be awarded on the basis of the budget available and the relative quality of grant applications, taking into account the maximum contribution of the European Union and the maximum co-financing percentage (see Chapter 7 and Annexes III and IV).

All applicants will be informed in writing of the results of the assessment.

Chapter 7. FINANCIAL CONDITIONS

7.1. General Financial Conditions

The decision to award a grant in respect of an action is formalised either through the issue of a Grant Agreement to be signed by the two parties (the Agency and the grant beneficiary) or through a unilateral Decision of the Agency, notified to the grant beneficiary.

This Agreement or Decision shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred.

Each action may give rise to the award of only one grant from the Community budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be awarded retrospectively for actions already completed.

This grant may under no circumstances exceed the amount initially requested and may be below the amount requested by the applicant

These grants are incentives to carry out projects which would not be feasible without the financial support of the European Union and are based on the principle of co-financing. Beneficiaries of grants equal to or less than EUR 25.000 are not required to provide evidence of co-financing.

The general conditions will lay down the arrangements and time limits for modification, suspension and termination of the Agreement or the Decision. Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements or Decisions may be amended only by additional written Agreements or Decisions. Such additional Agreements or Decisions shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants.

N.B. Where the implementation of actions requires the beneficiary to have recourse to one or more procurement procedures (calls for tender), the simplified procedures for low-value contracts shall apply (see Chapter 9.2 which refers to the "Guide for applicants").

7.2. Financial Conditions for mobility actions (Comenius, Erasmus, Leonardo da Vinci, Grundtvig, Transversal Programme)

Mobility grants are based on various components of costs. The rates proposed in Annex V represent maximum amounts. NAs are allowed to establish a co-financing percentage or to revise these amounts downwards. This information must be published on the websites of the National Agencies. Persons with special needs may benefit from specific financing measures.

7.2.1. Subsistence costs

For all mobility actions, the contribution to subsistence costs will be a lump sum calculated on the basis of daily, weekly[16] or monthly rates (see Annex V). Subsistence costs cover accommodation, meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries.

[16] A week is equivalent to five full consecutive working days.

For mobility actions with a duration of up to and including 12 weeks, the awarded grants do not cover travel costs; these costs will be reimbursed on the basis of real costs. For mobility actions of a duration longer than 12 weeks, the awarded grants will be considered a global flat-rate contribution to cover all costs, including travel costs.

7.2.2. Travel costs

For mobility actions with a duration of up to and including 12 weeks , the NA will reimburse travel costs, on the basis of real costs incurred (including any costs for entry/exit visas as required), either in total or in part only (by applying a ceiling or a maximum covering percentage).

However, if individuals reside in one of the overseas countries and territories listed in the Decision 2001/822/EC of the Council (see Annex II) or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

7.2.3. Other costs

Costs incurred by the bodies responsible for the organisation of a mobility action may be calculated with reference to the information in Annex V, paragraph 3 "Mobility - other costs".

7.3. Financial Conditions for partnerships (Comenius, Grundtvig, Leonardo da Vinci)

Grants shall be awarded in the form of a lump sum to each partner as a contribution to all eligible partnership costs: travel, subsistence during mobility periods and local project activities (See Annex V).

7.4. Financial Conditions for Multilateral projects and Networks, Accompanying measures, Studies and Comparative Research (Comenius, Erasmus, Leonardo da Vinci, Grundtvig, Transversal Programme) and Jean Monnet projects

Grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The estimated budget for the action to which the application refers must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget. The applicant must indicate the sources and amounts of any other Community funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The percentage of own resources indicated in the revenue part of the estimated budget is considered a guaranteed minimum, to be respected in the final account. As indicated in Annex I, the allocated grant will not cover more than 75% of the eligible costs.

For Multilateral projects and Networks, Accompanying measures, and Studies and Comparative Research the maximum rates for staff costs and subsistence costs are indicated in Annex V.

Applicants shall base the project budget:

- on real daily staff cost rates. Under no circumstances may these exceed the maximum rates indicated in Table 5e. Any excess amount will be considered as ineligible. The veracity of these costs may be the subject of an audit;
- on real daily subsistence rates. Under no circumstances may these exceed the maximum rate indicated in Table 5f. Any surplus will be considered as ineligible;
- on real costs with regard to other categories of cost, as indicated in the application form.

For Jean Monnet projects the amounts presented under staff costs and subsistence costs must be justified by the applicant. If these costs exceed the maximum rates indicated in (see the Executive Agency web site), the surplus will be considered ineligible.

Chapter 8. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. This information may also be published using any other appropriate medium, including the Official Journal of the European Union. The names of individuals having received a grant will not be published in the Official Journal or on the Europa website.

For legal entities which have received a grant:

a) the following information will be published[17]:

- name and address of the beneficiary;
- subject of the grant;
- amount awarded and rate of funding.

b) they must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, they are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed action. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

c) they are required to make available on-line the description of the action and its interim and final results via a website to be maintained during the project and for a set period after its completion. The website details should be notified to the relevant Agency at the beginning of the action and confirmed in the final report;

d) they are required to, as these results become available, provide them to the public make these results available via a European Commission-supported informatics platform

Chapter 9. PROCEDURE TO BE FOLLOWED FOR THE SUBMISSION OF GRANT APPLICATIONS

9.1. Publication

The present call for proposals is published in the Official Journal of the European Union (OJ C230 of 2.10.2007, p. 4) and on the Internet address:

http://ec.europa.eu/education/programmes/llp/index_en.html.

9.2. Application forms and Guide for applicants

These documents can be obtained, depending on the action concerned:

- on the NA Internet website
- on the EA Internet website: www.eacea.ec.europa.eu .
- on the Lifelong Learning Programme Internet website: www.llp.europa.eu

Applicants are strongly advised to familiarise themselves with the relevant sections of the Guide for Applicants.

[17] The application forms include an explicit agreement from the applicant allowing the Commission or the Agency to publish the above mentioned data if the grant application is approved. However, a beneficiary may request an exemption from this provision if publication would jeopardise its security or financial interests.

9.3. Submission of the grant application

9.3.1. *Applications under all actions must be submitted according to the instructions published annually by the relevant Agency. Besides the possibility of on-line submission, applicants must also submit* a signed paper version of the form, accompanied by any annexes required. This form, clearly identified as the original must be sent to the appropriate address mentioned below (see paragraphs 9.3.3 and 9.3.4).

This original (applications sent by fax or colour scanned copies of an original application will not be accepted) should preferable be presented unbound (so that copies of relevant parts may be made easily), each applicant being responsible for ensuring the secure presentation and packaging of his/her application. It must carry the clearly recognisable signature of a person in the applicant organisation authorised to enter into legally binding commitments on behalf of the applicant organisation.

9.3.2. In addition to the original, the applicant must respect the following additional provisions:

- For grant applications to be sent to a National Agency (see Annex III): see the website of the relevant Agency;
- For grant applications to be sent to the Executive Agency (see Annex IV): see the website of the Executive Agency. .

9.3.3. The application must be addressed, according to the information provided in Annex I, to either the NA of the country in which the applicant is established or to the EA.

9.3.4. The addresses of the NAs and the EA are available at www.llp.europa.eu ;

9.3.5. The outer envelope containing the grant application must indicate the following information

- The name of the relevant programme: Comenius, Erasmus, Leonardo Da Vinci, Grundtvig, Transversal Programme, Jean Monnet programme;
- The reference of the specific Action (as indicated in the application form).

Proof of delivery of the grant application by the closing date will be the postmark on the outer envelope. Applicants are strongly advised to obtain a receipt indicating the date of postage.

9.3.6. All additional information considered necessary by the applicant can be included on separate sheets.

9.3.7. No changes to the application can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose.

9.3.8. Applicants will be informed of the receipt of their grant application within 30 working days after deadline for submission (see Annexes III and IV).

Chapter 10. APPLICABLE RULES

The following rules are applicable to the administration and financing of the actions supported by the LLP:

- Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 (establishing the Lifelong Learning programme);
- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002

on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Commission Regulation No 478/2007 of 23 April 2007.

The decision establishing the LLP shall take precedence over the other applicable rules.

This call has also to be read in conjunction with the "Guide for applicants" and the application forms (see section 9.2).

The order of precedence of documents in the context of the Call for proposals is:

(1) The Decision No 1720/2006/EC establishing the Lifelong Learning programme;

(2) The official announcement of the Call for proposals TO BE UPDATED, published in the Official Journal TO BE UPDATED;

(3) The text of the Call (parts I and II) as published on the LLP website ;

(4) The "Guide for applicants", which includes the "Administrative and Financial rules" supplementing those in the present document.

(5) The application forms.

Chapter 11. PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data[18].Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. (http://www.edps.europa.eu/00_home.htm).

Chapter 12. CONTACTS

Further details on the programme, depending on the action concerned, are available:

- from the Lifelong Learning programme website: http://ec.europa.eu/llp
- from the NA's of the programme, the list of which is available on the LLP website;
- from the EA website: www.eacea.ec.europa.eu .

Chapter 13. OTHER EUROPEAN COOPERATION PROGRAMMES WITH RELATED OBJECTIVES

The attention of potential applicants is also drawn to other Community programmes and initiatives in the field of Higher Education which pursue complementary objectives to those of the Lifelong Learning programme, notably:

- The Erasmus Mundus programme.
- The Tempus programme (a trans-European mobility scheme for university studies) enables universities from European Union Member States to cooperate with those in Western Balkans, Eastern Europe and Central Asia, and the Mediterranean partner countries in higher education modernisation projects.

[18] Official Journal L 8, 12.1.2001.

- The EU-US (Atlantis) and the EU-Canada Cooperation Programmes in Higher Education and Vocational Education Training as well as the pilot projects for cooperation in higher education with Australia and New Zealand aim to promote intercultural understanding and to improve the quality of their human resource development.
- The 7th research and development framework programme of the European Union (FP7) for the period 2007- 2013.
- The Council regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999, OJ L 210/25 of 31.07.2006.

Part II-B: ANNEXES

ANNEX I: REMINDER OF ADMINISTRATIVE PROVISIONS (ANNEX A OF THE LLP DECISION)

	***National Agency Procedure 1* – NA1**	***National Agency Procedure 2* – NA2**	***Commission Procedure* - COM**
Applicable to ***(typology of action)***	❖ Transnational mobility ❖ Bilateral and multilateral partnerships	❖ Leonardo da Vinci - Multilateral Projects for Transfer of Innovation	❖ Unilateral and national projects (Transversal Programme & Jean Monnet) ❖ Multilateral projects and networks ❖ Observation and analysis ❖ Operating grants ❖ Accompanying Measures
To whom the grant application has to be sent	The relevant National Agency for the applicant	The relevant National Agency for the applicant	The Education, Audiovisual and Culture Executive Agency

ANNEX II: LIST OF "OVERSEAS COUNTRIES AND TERRITORIES" DEFINED BY COUNCIL DECISION 2001/822/EC

— Greenland
— New Caledonia and Dependencies
— French Polynesia
— French Southern and Antarctic Territories
— Wallis and Futuna Islands
— Mayotte
— St Pierre and Miquelon
— Aruba
— Netherlands Antilles
— Bonaire
— Curaçao
— Saba
— Saint Eustatius
— Saint Martin (Sint Maarten)
— Anguilla
— Cayman Islands
— Falkland Islands
— South Georgia and the South Sandwich Islands
— Montserrat
— Pitcairn
— Saint Helena, Ascension Island, Tristan da Cunha
— British Antarctic Territory
— British Indian Ocean Territory
— Turks and Caicos Islands
— British Virgin Islands

ANNEX III – ACTIONS MANAGED BY THE NATIONAL AGENCIES

See the website of your National Agency which will translate this annex and complete it wherever appropriate.

III.1 COMENIUS

III.2 ERASMUS

III.3 LEONARDO DA VINCI

III.4 GRUNDTVIG

III.5 TRANSVERSAL PROGRAMME

ANNEX IV – ACTIONS MANAGED BY THE EXECUTIVE AGENCY

See the website of the Executive Agency which will translate this annex and complete it wherever appropriate.

IV.1 COMENIUS

IV.2 ERASMUS

IV.3 LEONARDO DA VINCI

IV.4 GRUNDTVIG

IV.5 TRANSVERSAL PROGRAMME

ANNEX V – SCALE OF UNIT COSTS AND LUMP SUMS

See the website of your National Agency or of the Executive Agency which will translate this annex and complete it wherever appropriate.