

Cerknica, 26. 11. 2012

Dear colleagues

We invited you that you join us in EU educational program named Leonardo da Vinci (LdV). As EU member you have opportunity to benefit EU funds **for adult educational programs**. This can present the first step of our partnership in energy filed.

With the program of LdV we already have 10 years experiences as a sending and receiving organization. If it necessary, we can help you in the preparation of the first and / or second step. Experience shows that the role of the exchange of a higher probability of approval, if previously implemented a preparatory visit.

Therefore, we propose cooperation in two steps.

1. The preparatory visit (2 to 5 working days)

The purpose of this activity is a partner's meeting (you are sending organization, VITRA is hosting organization). This will be our first practical meeting. During the visit we prepare the plan of activities and write a rough program for international exchange. You will also know and visit some of the points NEP Slovenia, which will be included in a future program of international exchange.

- **Duration:** 2 to 5 working days without travel
- **Deadline for submission:** OPEN CALL
- **Time:** we suggest till 15. 01. 2013
- **The submission date:** at least 20 days before the start of the preparatory visit

On your national agency (NA) http://ec.europa.eu/education/lifelong-learning-programme/national_en.htm you submitted the application for preparatory visit. This cover a cost for stay (fixed lump sum) and 100% travel cost for one person from organisation, which will be on preparatory visit in the host country (Slovenia).

2. The international exchange for adult (expected in autumn 2013)

- **Target group:** adults, mentors, tutors, persons responsible for education and human sources, in organisation, teachers, ..
- **Duration:** at least 5 working days
- **Financing:** 100% travel costs for all participants
- The week fixed lump sum for each participants for all costs in host country
- We will prepare project during and after the preparatory visit.
- **Deadline for submission:** at least 01. 02. 2013 (to your National agency)
- **Implementation:** expected start from 01. 06. 2013
- **Good practise:** The reports from last group in energy program
 - http://nep.vitra.si/datoteke/drugi_o_nas2/Report_of_Study_visit_NEP_Slovenia_okt11_Fiona_Stewart.pdf
 - http://nep.vitra.si/datoteke/drugi_o_nas2/Report_of_Study_visit_NEP_Slovenia_okt11_John_A_Ross.pdf
 - http://nep.vitra.si/datoteke/drugi_o_nas2/Report_of_Study_visit_NEP_Slovenia_okt11_John_Whitfield.pdf
 - http://nep.vitra.si/datoteke/drugi_o_nas2/Report_of_Study_visit_NEP_Slovenia_okt11_Colin_Norton.pdf

If you have any questions or need further clarification let me know. However, I ask you to **confirm or reject the invitation**. The invitation you can send to other organisations, which you consider to be appropriate for the exchange.

Best regards from Slovenia
Bojan Žnidaršič, Vitra Cerknica