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NOTE FOR THE ATTENTION OF
COMENIUS NATIONAL AGENCIES,
COMENIUS 2 PROJECT COORDINATORS AND
COMENIUS 3 NETWORK COORDINATORS

Subject : Participation in Comenius 3 network events

This note provides clarification of the conditions under which institutions and schools participating in a Comenius 2.1 project may receive financial support to participate in an activity organised by Comenius 3 networks. It also indicates the conditions under which financial support may be made available to education staff in general, to participate in a Comenius 3 network activity.

Preparatory Visit Grants

Preparatory visit grants may be allocated by National Agencies to support attendance by the staff of institutions interested in developing a Comenius 2 project within the context of a network seminar /activity where such an activity provides a genuine context for the development of such a project- for example a contact seminar or a 'contact time' during a conference which will contribute directly to the preparation of a new Comenius 2.1 project or projects.

The preparatory visit grant covers the costs of travel and subsistence of participants. All other organisational costs must be borne by the networks from their Comenius 3 network grant.

Preparatory visit grants may not be used to support the participation of staff of institutions or schools – whether or not in receipt of a Comenius 2 project grant, in any other type of event organised by Comenius 3 networks.

Comenius 2.2.C Mobility Grants

Education staff eligible to participate in Comenius 2.2.C may apply for funding to their National Agency to participate in a Comenius 3 network activity if this activity meets the criteria laid down in the Guidelines for Applicants for the award of grant aid for attendance at professional

development courses. Such applicants must satisfy the National Agency that their participation in the event will contribute to their professional development and have a significant impact within their institutions/school.

Ongoing Comenius 2.1 projects

Institutions and schools involved in a Comenius 2.1 project may use their Comenius grant to support¹:

- ? Travel and subsistence costs of maximum one staff member per year to take part in a Comenius 3 network event organised in the country of the institution and related to the thematic area of their project, and
- ? Travel and subsistence costs of a maximum of one staff member per year to take part in a Comenius 3 network event organised in another country participating in the Socrates programme which is related to the thematic area of their project.

In such cases, participation in the Comenius 3 network event must be coherent with the aims and objectives and content of the Comenius 2 project and be agreed by the coordinator/coordinating group.

Finalised Comenius projects

Institutions and schools whose project has been concluded cannot receive any support under Comenius 2.1 to participate in a Comenius 3 network event. In such cases networks may use part of their Comenius 3 grant to support the attendance at a network activity.

Comenius 1

For the conditions under which schools participating in a Comenius 1 project may participate in a Comenius 3 network activity please refer to the note to Comenius National Agencies and Comenius 3 Network coordinators of 11 March 2002 (ref. EAC/A/3/ALK/D(2002)5103)

Calendar

Applications for Preparatory Visits and Mobility Grants under Comenius 2.2.C must be made directly to the National Agency of the applicant. Some National Agencies operate a restricted number of closing dates per year, whereas others receive applications on an ongoing basis throughout the year.

The yearly closing date for project applications under Comenius 2.1 is 1 March.

Applications forms for preparatory visits and project proposals are available from the National Agency of the applicant or may be downloaded from the Europa Server and/or the National Agency site as appropriate :

¹ The following rules are in line with those referred to in the Operational Handbook for Comenius Decentralised Actions for participation by schools in Comenius network activities (P; 27/28 English language version)

<http://europa.eu.int/comm/education/socrates/download.html>

National Agencies have been given instructions along the lines set out above. These arrangements should allow for a fruitful cooperation between Comenius 2 projects and Comenius 3 networks.

Bertrand DELPEUCH
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