**4. pielikums**

informatīvajam ziņojumam “Par Izglītības un

zinātnes ministrijas dalību Eiropas skolu tīklā”

**From:** Marc Durando [mailto:marc.durando@eun.org]   
**Sent:** Tuesday, March 3, 2020 11:00 AM  
**To:** Anita Vahere-Abražune <Anita.Vahere-Abrazune@izm.gov.lv>  
**Subject:** RE: Membership of Latvia in the European Schoolnet network

Dear Anita,

Many thanks for your e-mail. Please find hereafter a certain number of clarifications regarding the various questions raised in your e-mail.

**Situation regarding the participation of the Ministry in EC funded projects**

One of the important activities of EUN is to prepare cooperation projects and to associate within the projects as much as we can our ministries of education when it is relevant. Of course, depending on the project and the priorities of each country, we are never in a position to have all our ministries involved in one project. Some projects may have two or three ministries, whereas other projects may have seven or eight ministries, depending on the type of project, the call issued by the Commission and the funding available.

Generally, the projects in which our ministries are associated are grant proposals. Therefore, the project is never funded 100% by the Commission. This means that each partner of the project will receive of course a certain funding for the activities that the ministry will have to develop within the project, but part of the co-funding will also have to be covered directly by the ministry itself. Generally, the co-funding comes from the time spent by the personnel to develop a certain number of activities.

Generally the procedure we have when there are particular calls which may be of interest to our ministries of education is the following:

* We inform our ministries that a call has been issued and on which topic. We also inform our ministries that we intend to prepare a potential project proposal.
* When the project idea is mature enough and developed enough, we then contact all ministries of education of the network to share the project idea and ask them whether they would have an interest to be associated to this particular project.
* Depending on the number of answers of ministries (generally, we have more positive answers than negative ones), we try to organise the proposal associating as many ministries as possible. In the elaboration of the proposal, we define the appropriate budget for each ministry to cover the activities.
* Generally, this type of projects are grant proposals, they are never funded 100% by the Commission and generally, the percentage of funding varies between 70 to 75%, depending on the calls. It is then up to each partner of the consortium to cover the remaining parts, which generally is covered by human resource efforts at the level of the ministry. Therefore, in case your ministry of education is associated to future projects, it will receive a specific funding for the project to be developed, but you will have to cover this co-funding from your own sources.
* Also, in this type of projects, we also have applied a matching funding procedure to support European Schoolnet globally, which coordinates the project, to support also the part of the co-founding to be covered also by EUN in this type of proposal. This matching funding procedure applies to all ministries involved in the project, and a complex formula has been agreed by the Steering Committee members of EUN to define the contribution that each ministry will provide to European Schoolnet. I do not want to enter into a technical discussion on this, but I can provide you at a later stage how the matching funding procedure operates.

I hope that I have answered your questions on the projects.

**Situation regarding the participation to Steering Committee and working groups meetings**

As regards the participation to the Steering Committee, working groups and projects, please find hereafter more detailed information.

* Generally, we plan two steering committee meetings per year, one in June and one in November. The steering committee in November is combined with the organisation of our annual Eminent conference. The steering committee in June is planned in Brussels, generally, and the steering committee of November is planned in the country hosting our annual Eminent conference. This year, Eminent will take place in Ireland. Please note that the travel and accommodation for attending the steering committee meeting have to be covered by the ministry itself.
* Depending on the various working groups, generally, you should not count more than two physical meetings per year maximum for participating to the working groups. We try to give priority to online meetings and online exchanges with the members of the working groups, but there may be a necessity to organise one or two physical meetings per year. Therefore, you should plan the travel and accommodation accordingly. Please note that the travel and accommodation to attend the working group meetings have to be covered by the ministry itself. In addition, please note that one working group and one subcommittee are on a fee basis, whereas the other working groups have no fee at all to be paid by ministries of education. The Interactive Classroom working group has defined an annual fee of 7000 € on top of the normal EUN annual fee. The LRE subcommittee has also defined a fee of 7000 €.
* We also organise for our ministries 1 or 2 study visits per year on a particular topic of interest. The first study visit took place in the Sweden and Norway on computational thinking, and the second study visit took place in Denmark on digital formative assessment. We are now reflecting on the next study visit which will take place in 2020, and we are waiting to identify the priority topics and the location of this third study visit. Here as well, the costs of travel and accommodation have to be covered by each ministry, but there is no fee for participating to the study visit.

I hope I have answered all your questions.

Do not hesitate to come back to me in case you have any additional question.

Kind regards,   
Marc

**Marc Durando**

*Executive Director*EUN Partnership AISBL, Rue de Trèves 61, B-1040 Brussels  
*t* +32 (0)2 790 75 70|*f* +32 (0)2 790 75 85 |*m*+33 (0)6291 81 362  | *m* +32(0)473 28 60 24 |   
*Skype* durandomarc

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