

MOBILITY

GUIDE TO RESOURCES

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Guide to Resources - Mobility support instruments

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Guide to Resources - Mobility support instruments

Introduction

During the European Year of Workers' Mobility 2006, it became apparent that a large number of services and instruments were available to support workers' geographical mobility. These were being provided by both public and private organisations and at the regional, national and European levels. It also became apparent that, if they cooperated with each other, they could more effectively help to remove some of the remaining obstacles, and in particular to provide more complete and accurate information to users.

One of the functions of the EURES Network is to provide workers planning to move to another country with comprehensive advice on the various issues involved in a mobility project. It must therefore be able to provide *first-rate* information on the various mobility support instruments available and to refer users to other organisations responsible for providing these instruments.

That is why the **Guide to Mobility Support Resources** was originally produced. This reference document, which is checked/updated every year, provides information on cross-border geographical mobility support instruments and also other useful information to be borne in mind, such as details of responsible organisations and relevant national and regional contacts, particularly in the areas of:

- transparency and recognition of academic and professional qualifications;
- support for entrepreneurs and micro- and small companies;
- voluntary and seasonal work programmes aimed at young people;
- cross-border study and work placement programmes;
- mobility support services for specific target groups, such as researchers, trainees and trainers, or students;
- language learning support/facilitating services;
- social security;
- taxes;
- other geographical mobility support and incentives;
- European information resource centres.

This Guide to Mobility Support Resources is primarily intended to be used by EURES Advisers.

Guide to Resources - Mobility support instruments

Name	Europass – Passport to Europe
Area Covered	Education/Vocational Training/Employment
Type of Instrument	Promotion of transparency of qualifications
Objectives	Help to clearly and effectively describe qualifications and skills, by bringing together five European instruments to promote transparency (Europass CV, Europass Language Passport, Europass Mobility and Europass Certificate Supplement). Remove obstacles to work, study and training in Europe.
Beneficiaries	Students – job applicants – workers; Employers – companies (human resources management); Higher education establishments; Education and training establishments.
Conditions for Access	The service is free and provides users with a well-organised record of their qualifications, skills, knowledge and competences that have been acquired in their country of origin and abroad.
Application	
Support	Helps people to effectively describe their qualifications and skills. Offers a comprehensive tool to users based on an accessible electronic format. Allows people with different training and experience to access learning and employment opportunities across Europe, particularly by helping them to move between countries or between job sectors. Promotes strong links between education and training, and commercial and industrial activities, ensuring constant relevance and correct assessment of qualifications and skills.
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	An initiative of the European Commission
Main Contact	Europass National Centre Avenida Infante Santo, 2 - Piso 4 1350-178 Lisbon Tel.: 213 944 733 Fax: 213 944 737 E-mail: coliveira@proalv.pt
Other Useful Contacts	National Reference Point for Vocational Qualifications
Websites	http://europass.proalv.pt http://portal.iefp.pt/pnrq/index.html http://europass.cedefop.europa.eu
Supporting Documents	http://www.europass.proalv.pt/np4/15.html

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Name	Europass – Curriculum Vitae
Area Covered	Education/Vocational Training/Employment
Type of Instrument	Instrument for transparency of qualifications
Objectives	Provide information on the holder as follows: Language skills; Work experience; Academic and vocational training; Personal aptitudes and skills.
Beneficiaries	General public
Conditions for Access	See the instructions for filling in the CV at: http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVInstructions/navigate.action http://europass.cedefop.europa.eu/img/dynamic/c1345/type.FileContent.file/CVInstructions_pt_PT.pdf
Application	
Support	This instrument does not have to be completed.
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	Instrument completed independently by each person
Main Contact	
Other Useful Contacts	Europass National Centre National Reference Point for Vocational Qualifications
Websites	http://europass.proalv.pt http://portal.iefp.pt/pnrq/index.html http://europass.cedefop.europa.eu http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action
Supporting Documents	CV Template (for download) http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate/navigate.action http://europass.cedefop.europa.eu/img/dynamic/c1344/type.FileContent.file/CVTemplate_pt_PT.doc Examples of completed CVs http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVExamples/navigate.action http://europass.cedefop.europa.eu/img/dynamic/c1346/type.FileContent.file/CVExamples_pt_PT.pdf

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Name	Europass – Mobility
Area Covered	Education/Vocational Training/Higher Education
Type of Instrument	Instrument for transparency of qualifications
Objectives	Record any organised period of time that a person spends in another European country (<i>called European Mobility Experience</i>) for the purpose of learning or training. This may involve a work placement in a company, an academic term as part of an exchange programme or a voluntary placement in an NGO.
Beneficiaries	Any person undergoing a mobility experience in a European country, whatever their age or level of education.
Conditions for Access	The mobility experience is monitored by two partner organisations, the first in the country of origin and the second in the host country. Both partners agree on the purpose, content and duration of the European Mobility Experience; a mentor is identified in the host country. The partners may be universities, schools, training centres, companies, NGOs, etc.
Application	Contact the organisation sending you abroad and ask them to contact their National Europass Centre.
Support	
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	Application completed by the home and host organisations involved in the mobility project in a language agreed between both organisations and the person concerned, and then sent to the National Europass Centre, which will assess the application.
Main Contact	The home and host organisations involved in the mobility project
Other Useful Contacts	Europass National Centre National Reference Point for Vocational Qualifications
Websites	http://europass.proalv.pt http://portal.iefp.pt/pnrq/index.html http://europass.cedefop.europa.eu http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassMobility/navigate.action
Supporting Documents	Examples of Europass Mobility (for download) http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/img/dynamic/c1386/type.FileContent.file/MobExamples_pt_PT.pdf http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/Mobility/MobExamples/navigate.action

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Name	Europass – Certificate Supplement
Area Covered	Education/Vocational Training
Type of Instrument	Instrument for transparency of qualifications
Objectives	Accompany the certificate and provide additional information. Add information to that which is already included in the official certificate, making it more easily understood, especially by employers or institutions outside the issuing country.
Beneficiaries	People who hold a vocational education and training certificate
Conditions for Access	Hold a vocational training certificate
Application	At the end of the course/vocational training
Support	This instrument does not have to be completed
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	Document issued by the authorities awarding the original vocational certificate
Main Contact	Schools/Vocational Training Centres where the relevant course was attended
Other Useful Contacts	National Reference Point for Vocational Qualifications National Europass Centre
Websites	http://portal.iefp.pt/pnrq/index.html http://europass.proalv.pt http://europass.cedefop.europa.eu http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassCertificateSupplement/navigate.action
Supporting Documents	Template for download http://www.europass.proalv.pt/np4/15.html http://portal.iefp.pt/pls/gov_portal_iefp/docs/PAGE/PNRQ/INSTRUMENTOS_TRANSPARENCIA_SUPLEMENTO/EUROPASSSUPLEMENTOCERTIFICADO.PDF Examples of Europass Certificate Supplements http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CSupplement/CSEexamples/navigate.action http://europass.cedefop.europa.eu/img/dynamic/c1387/type.FileContent.file/CSEexamples_pt_PT.pdf

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Name	Europass – Diploma Supplement
Area Covered	Higher Education
Type of Instrument	Instrument for transparency of qualifications
Objectives	Help to ensure that higher education qualifications are more easily understood, especially outside the country where they were awarded.
Beneficiaries	People who hold a higher education degree or diploma
Conditions for Access	Hold a higher education degree or diploma. Document issued to graduates of higher education establishments along with their degree or diploma.
Application	At the end of the first degree/master's degree/doctorate
Support	
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	Document issued by the higher education establishment awarding the first degree/master's degree/doctorate
Main Contact	Higher education establishment awarding the first degree/master's degree/doctorate
Other Useful Contacts	Europass National Centre National Reference Point for Vocational Qualifications
Websites	http://europass.proalv.pt http://portal.iefp.pt/pnrq/index.html http://europass.cedefop.europa.eu http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassDiplomaSupplement/navigate.action
Supporting Documents	Examples of Europass Diploma Supplements (for download) http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/img/dynamic/c1388/type.FileContent.file/DSupplementExamples_pt_PT.pdf http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/DSupplement/DSupplementExamples/navigate.action

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Name	Europass Language Passport
Area Covered	Education/Vocational Training
Type of Instrument	Instrument for transparency of qualifications
Objectives	Describe language skills that are vital for learning and working in Europe.
Beneficiaries	General public
Conditions for Access	See the instructions for filling in the Europass Language Passport at http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/LangPassport/ELPInstructions/navigate.action http://europass.cedefop.europa.eu/img/dynamic/c1348/type.FileContent.file/ELPInstructions_pt_PT.pdf
Application	
Support	This instrument does not have to be completed
Legal Framework	The Europass instruments were created by Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences.
Responsible/Managing Body	Completed by the person concerned
Main Contact	
Other Useful Contacts	Europass National Centre National Reference Point for Vocational Qualifications
Websites	http://europass.proalv.pt http://portal.iefp.pt/pnrq/index.html http://europass.cedefop.europa.eu http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+Language+Passport/navigate.action
Supporting Documents	Examples of Europass Language Passports (for download) http://www.europass.proalv.pt/np4/15.html http://europass.cedefop.europa.eu/img/dynamic/c1349/type.FileContent.file/ELPEexamples_pt_PT.pdf http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/LangPassport/ELPEexamples/navigate.action

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Name	European Portal for Recognition of Professional Qualifications
Area Covered	Recognition of Professional Qualifications
Type of Instrument	Website - Portal [German, French and English]
Objectives	Provide EU citizens with easy access to information on EU rules guaranteeing the mutual recognition of professional qualifications between Member States. Provide information on regulated professions and recognition procedures. Overcome obstacles to the rights of EU citizens to establish themselves or to provide services anywhere in the EU.
Beneficiaries	General public
Conditions for Access	Free and open access
Application	
Support	Makes the following available online: Information on regulated professions and contact details of contact points and competent authorities. Database of regulated professions by country or by name (name of profession). Statistics on decisions taken by each country on applications for recognition of qualifications.
Legal Framework	Directive 2005/36/EC of 7 September 2005 (which came into effect on 20.10.2007) consolidates and modernises the rules currently in force on the recognition of professional qualifications.
Responsible/Managing Body	European Commission, Internal Market and Services DG
Main Contact	http://ec.europa.eu/internal_market/qualifications/contactpoints/index.htm
Other Useful Contacts	National Reference Point for Vocational Qualifications http://portal.iefp.pt/pnrg/index.html E-mail: pnrg@iefp.pt ENIC/NARIC Network http://www.enic-naric.net/ If you encounter problems related to the recognition of professional qualifications, you can get free personalised advice from the European Commission – Citizens Signpost Service . http://ec.europa.eu/citizensrights/front_end/index_en.htm
Website	http://ec.europa.eu/internal_market/qualifications/index_en.htm
Supporting Documents	Database of Regulated Professions http://ec.europa.eu/internal_market/qualifications/regprof/index.cfm?lang=en Recognition procedures http://portal.iefp.pt/pnrg/index.html

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Name	NARIC Portugal
Area Covered	Recognition of Academic and Professional Qualifications
Type of Instrument	Service
Objectives	<ul style="list-style-type: none"> - Answer questions about recognition of foreign degrees, diplomas and certificates; - Issue statements proving the level of training completed abroad; - Provide information on job mobility; - Coordinate and implement Council Directive 89/48/EEC of 21 December 1989 on a general system for the recognition of higher education diplomas awarded on completion of professional education and training of at least three years' duration; - Promote and monitor the application of the <i>Council of Europe/UNESCO Convention on the recognition of qualifications concerning higher education in the European Region</i> (Lisbon Convention); - Promote the uniform application of Directive 89/48/EEC; - Coordinate the activities of national competent authorities; - Disseminate relevant information on this subject, specifically the list of regulated professions in the various EU Member States. <p>This centre forms part of the ENIC/NARIC Network, which consists of EU Member State information centres and similar centres in Member States of the Council of Europe and UNESCO.</p>
Beneficiaries	<p>Students, graduates studying in another country/wanting their qualifications to be recognised in another country, professionals (national and foreign).</p> <p>Higher education establishments and national and international organisations.</p>
Conditions for Access	
Application	
Support	<p>Information services on:</p> <ul style="list-style-type: none"> - Equivalence or recognition of foreign higher education qualifications; - Continuation of studies at national and foreign higher education establishments; - Level of foreign training for the purposes of equivalence, recognition or continuation of studies; - Applicable national and Community legislation on academic and/or professional recognition, specifically under Directive 89/48/EEC and the Sectoral Directives.
Legal Framework	Community initiative
Responsible/Managing Body	<p>Directorate-General for Higher Education NARIC Portugal Av. Duque de Ávila, 137 1069 - 016 Lisbon Tel.: +351 21 312 60 00 E-mail: info.naric@dges.mctes.pt</p>

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Main Contact	<p>Manuela Paiva NARIC Coordinator Tel.: +351 213 126 098 E-mail: manuela.paiva@dges.mctes.pt</p> <p>Susete Mourão Tel.: +351 213 126 145 E-mail: susete.mourao@dges.metes.pt</p> <p>Hugo Sena Tel.: +351 213 126 099 E-mail: hugo.sena@dges.mctes.pt</p> <p>Call Centre: Mondays, Wednesdays and Fridays, 09.30 - 12.30</p> <p>Reception Centre: Tuesdays and Thursdays, 09.30 - 12.30</p>
Other Useful Contacts	ENIC-NARIC Network: www.enic-naric.net
Websites	www.naricportugal.pt
Supporting Documents	

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Name	Europa Languages – Europa Languages Portal
Area Covered	Employment, Placements, Services and Policies
Type of Instrument	Multilingual Information Website - Portal
Objectives	Support and increase multilingual communication in Europe and help Europeans to understand EU policies. In particular, the work of translators allows the EU to meet its legal obligations in terms of communicating with its citizens. Improve the EU's openness, legitimacy and effectiveness through the translation work carried out by the European institutions. Help the cause of European integration.
Beneficiaries	Graduates with translation skills
Conditions for Access	Various
Application	The functions and working methods of the translation services of each institution vary according to the role of that institution. Application requirements and deadlines are defined by the EU institutions and bodies.
Support	Links on the portal allowing the websites of the various EU translation services to be accessed. Information on Employment and Training Opportunities at EU institutions and bodies, in the areas of: Translation - http://europa.eu/languages/pt/chapter/35 - http://ec.europa.eu/dgs/translation/workwithus/index_en.htm Interpretation - http://europa.eu/languages/pt/chapter/42 - http://scic.ec.europa.eu/europa/jcms/j_8/pagina-principal
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	On the portal content: http://europa.eu/languages/pt/contact/
Other Useful Contacts	European Commission, Interpretation DG: http://ec.europa.eu/dgs/scic/index.htm European Commission, Translation DG: http://ec.europa.eu/dgs/translation/ http://ec.europa.eu/dgs/translation/index_en.htm http://ec.europa.eu/education/languages/index_pt.htm
Website	http://europa.eu/languages/pt/home
Supporting Documents	

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Name	Lingu@net Europa
Area Covered	Language learning
Type of Instrument	Multilingual, online resource centre for foreign language learning
Objectives	Provide information about and links to good online resources relating to the learning and teaching of any modern foreign language. Support adult learners on how to learn a language, how to assess your level and how to communicate with other learners online.
Beneficiaries	Young and adult language learners and language teaching professionals
Conditions for Access	Free
Application	
Support	Makes resources available for testing/assessing language skills. Helps identify personalised pathways to learn languages. Provides access to catalogued resources for language learning.
Legal Framework	
Responsible/Managing Body	Project coordinated by CILT, the National Centre for Languages (United Kingdom) http://www.cilt.org.uk/home.aspx .
Main Contact	Lingu@net Europa Information Unit CILT, the National Centre for Languages (UK) 20 Bedfordbury - Covent Garden - London WC2N 4LB United Kingdom Telephone: +44 (0) 20 7379 5101 Ext. 249 Fax: +44 (0) 20 7379 5082 E-mail: info@linguanet-europa.org
Other Useful Contacts	European Commission, Education and Culture DG http://ec.europa.eu/education/languages/index_en.htm http://ec.europa.eu/education/languages/language-learning/index_pt.htm Instituto Camões http://cvc.instituto-camoes.pt/Linguanet/linguanet.html
Website	http://www.linguanet-europa.org/plus/welcome.htm
Supporting Documents	

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Name	Erasmus Programme
Area Covered	Higher education and advanced vocational education
Type of Instrument	Programme
Objectives	Develop lifelong learning; Increase active citizenship and European citizenship; Encourage creativity, competitiveness and employability; Encourage language learning and linguistic diversity; Allow students and teachers to work in multinational groups.
Beneficiaries	Teachers, students, trainees and other higher education staff; Higher education establishments; Associations and representatives of parties involved in higher education; Companies, social partners and other representatives of the world of work; Public and private bodies responsible for organising and offering vocational education and training at the local, regional and national levels; Research centres and bodies connected with lifelong learning; Bodies providing guidance, advice and information services connected with lifelong learning.
Conditions for Access	
Application	Annual. Information to be made available by the National Agency for the Management of the Lifelong Learning Programme.
Support	Student mobility (duration: 3 to 12 months): studies, placement or traineeship; Staff mobility for teaching and non-teaching staff (duration: 5 hours/1 week to 6 weeks): education or training activities; Staff mobility for other staff (duration: 1 to 6 weeks): training at higher education establishments and in companies; Erasmus Intensive Programmes organised multilaterally (duration: 10 days to 6 weeks): work by students and teachers in multinational groups
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 – 1350-178 LISBON Telephone: +351 213 944 760 – Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Erasmus Programme: erasmus@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm Executive Agency: http://eacea.ec.europa.eu/index.htm Search for Partners EUNet - http://www.eun.org/portal/index.htm Lifelong Learning - http://www.lifelonglearning.info
Website	http://www.proalv.pt/
Supporting Documents	You should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications.

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Name	Lifelong Learning Programme Transversal Programme – Policy Cooperation and Innovation
Area Covered	Education/Higher Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Support policy cooperation and innovation, and also innovation in lifelong learning, and provide comparable data, statistics and analyses.
Beneficiaries	Establishments providing learning opportunities in the areas covered by the programme; - Associations and representatives of those involved in vocational education and training, including Associations of Parents, Trainers and Teachers; - Companies, social partners and other representatives of working life; - Entities that provide support, advice and information services on lifelong learning; - Entities responsible for those systems and policies including any aspect of lifelong education and training; - Higher education establishments, research centres and entities connected with lifelong learning; - Non-profit-making organisations, voluntary organisations and non-governmental organisations (NGOs).
Conditions for Access	Personal mobility in the context of lifelong learning; Multilateral projects that aim to prepare and test policy proposals produced at Community level; Multilateral networks consisting of experts and/or institutions working together on policy issues or organising forums on strategic aspects of lifelong learning; Observation and analysis of policies and systems in the area of lifelong learning; Support measures for the recognition of qualifications and skills, including those acquired during non-formal and informal learning.
Application	
Support	
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Transversal Programme: transversal@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm
Website	http://www.proalv.pt/
Supporting Documents	http://www.proalv.pt/np4/98.html http://www.proalv.pt/np4/90.html

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Name	Lifelong Learning Programme Transversal Programme – Languages
Area Covered	Education/Higher Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Promote language learning and linguistic diversity; complements the specific programmes of the Lifelong Learning Programme (i.e. covering more than one area of the sub-programme), with actions focused on language teaching and learning needs in any area at the level of lifelong learning.
Beneficiaries	Trainees in initial vocational training and people present in the labour market (also the unemployed); Professionals in vocational education and training, particularly trainers and career guidance advisers, and also those responsible for training establishments and people in charge of training and career guidance in companies.
Conditions for Access	Multilateral projects (particularly to develop new materials for language teaching (LWULT languages)) for pre-school and first-year primary pupils; Develop online courses and create skills to reinforce Europe's competitiveness in the world (e.g. Chinese, Hindi, Arabic, Russian, Japanese, Korean); develop methods to motivate language learners; promote multilingualism; create instruments and courses to train teachers and trainers; Multilateral networks promoting language learning and linguistic diversity (to be set up among organisations promoting language learning and linguistic diversity at national or regional level; create links between universities; exchange good practices); Networks that promote and develop early language learning and multilingual comprehension skills.
Application	
Support	Support for actions that meet the identified needs
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Transversal Programme: transversal@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm
Website	http://www.proalv.pt/
Supporting Documents	http://www.proalv.pt/np4/98.html http://www.proalv.pt/np4/90.html

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Name	Lifelong Learning Programme Transversal Programme – ICT
Area Covered	Education/Higher Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Develop innovative content, services, teaching methods and practices based on ICTs, in the area of lifelong learning.
Beneficiaries	Establishments providing learning opportunities in the areas covered by the programme; - Associations and representatives of those involved in vocational education and training, including Associations of Parents, Trainers and Teachers; - Companies, social partners and other representatives of working life, including chambers of commerce; - Entities that provide support, advice and information services on lifelong learning; - Entities responsible for those systems and policies including any aspect of lifelong education and training, at the local, regional and national levels; - Higher education establishments, research centres and entities connected with lifelong learning issues; - Non-profit-making organisations, voluntary organisations and non-governmental organisations (NGOs).
Conditions for Access	Intended to meet teaching and learning needs. These actions may be: <ul style="list-style-type: none"> - Multilateral projects to promote the development and exploitation of innovative methods, content, services and environments; improve understanding of the benefits and impact of ICTs; design, develop and test new educational methods and resources (contribute to the development of innovative teaching environments); provide access and support dissemination (information services and educational method and resource systems involving the use of ICTs); - Networks that aim to share and exchange knowledge and good practices; support the creation of partnerships and networks of learning communities in the area of ICTs in education, through the organisation of conferences, workshops, forums, summer university courses, etc.
Application	
Support	
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Transversal Programme: transversal@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm
Website	http://www.proalv.pt/
Supporting Documents	http://www.proalv.pt/np4/98.html http://www.proalv.pt/np4/90.html

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Name	Lifelong Learning Programme Transversal Programme – Dissemination and exploitation of results
Area Covered	Education/Higher Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Promote awareness of the need to publicise the programme's existence and the availability of funding; disseminate by providing information in a planned manner to relevant audiences and exploit, with particular emphasis on the multiplier effect on final beneficiaries.
Beneficiaries	Establishments providing learning opportunities in the areas covered by the programme; - Associations and representatives of those involved in vocational education and training, including Associations of Parents, Trainers and Teachers; - Companies, social partners and other representatives of working life, including chambers of commerce; - Entities that provide support, advice and information services on lifelong learning; - Entities responsible for those systems and policies including any aspect of lifelong education and training, at the local, regional and national levels; - Research centres and entities connected with lifelong learning issues; - Higher education establishments ; - Non-profit-making organisations, voluntary organisations and non-governmental organisations (NGOs)
Conditions for Access	
Application	
Support	Exchange of good practices, with a view to their large-scale application. Support will be provided to: <ul style="list-style-type: none"> - Unilateral and national projects; - Multilateral projects supporting the dissemination of innovative products and processes, stimulating cooperation between projects in the same area, and developing good practices with regard to methods of preparing and exploiting reference material (e.g. statistical data, conduct of studies, dissemination of results and exchange of good practices).
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Transversal Programme: transversal@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm
Website	http://www.proalv.pt/
Supporting Documents	http://www.proalv.pt/np4/98.html http://www.proalv.pt/np4/90.html

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Name	Leonardo da Vinci Programme – Mobility Projects
Area Covered	Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Help to improve the acquisition and use of qualifications, skills and knowledge in order to facilitate personal development, employability and participation in the European labour market. Qualitatively improve and quantitatively increase across Europe the mobility of participants in initial vocational education and training and in-service training.
Beneficiaries	Trainees in initial vocational training and people present in the labour market (also the unemployed); Professionals in vocational education and training, particularly trainers and career guidance advisers, and also those responsible for training establishments and people in charge of training and career guidance in companies.
Conditions for Access	
Application	Annual. Information to be made available by the National Agency for the Management of the Lifelong Learning Programme
Support	Cross-border placements in companies and/or training establishments, as well as exchanges, will be funded.
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Leonardo da Vinci Programme: leonardo@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/index_en.htm Search for Partners EUNet - http://www.eun.org/portal/index.htm
Website	http://www.proalv.pt/
Supporting Documents	You should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications.

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Name	Leonardo da Vinci Programme – Multilateral Projects
Area Covered	Education/Higher Education/Vocational Training/Employment
Type of Instrument	Programme/Action
Objectives	<p>Improve and increase cooperation between establishments or bodies offering learning opportunities, companies, social partners and other relevant bodies throughout Europe.</p> <p>Facilitate the development and transfer of innovative practices in the area of vocational education and training (other than at higher education level), specifically from each participating country to the others.</p> <p>Improve the transparency and recognition of qualifications and skills, including those acquired through non-formal and informal learning.</p> <p>Encourage the learning of modern foreign languages.</p> <p>Support the development of innovative content, services, teaching methods and practices, based on ICTs, in the area of lifelong learning.</p>
Beneficiaries	<p>Establishments providing learning opportunities in the areas covered by the Leonardo da Vinci Sectoral Programme; - Associations and representatives of those involved in vocational education and training, including Associations of Parents, Trainers and Teachers; - Companies, social partners and other representatives of working life, including chambers of commerce; - Entities that provide support, advice and information services on lifelong learning; - Entities responsible for those systems and policies including any aspect of lifelong education and training, at the local, regional and national levels; -Research centres and entities connected with lifelong learning issues; - Higher education establishments; -Non-profit-making organisations, voluntary organisations and non-governmental organisations (NGOs).</p>
Conditions for Access	
Application	
Support	
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	<p>National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Leonardo da Vinci Programme: leonardo@proalv.pt</p>
Main Contact	
Other Useful Contacts	<p>http://ec.europa.eu/education/programmes/newprog/index_en.html#call Search for Partners EUNet - http://www.eun.org/portal/index.htm</p>
Website	http://www.proalv.pt/
Supporting Documents	You should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications.

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Name	Grundtvig Programme – Grundtvig Learning Partnerships (formerly Grundtvig 2)
Area Covered	Adult education
Type of Instrument	Programme/Action
Objectives	<p>Improve the quality and reinforce the European dimension of adult education through various cooperation activities at European level, focused on issues of common interest to the participating organisations.</p> <p>Allow adult learners and trainers to work together by introducing a European dimension into their activities, bearing in mind that these partnerships are particularly based on the exchange of experiences, practices and methods.</p>
Beneficiaries	<p>All those establishments offering adult education opportunities, adult education trainers, teachers and other staff of these establishments or bodies.</p> <p>People and bodies responsible for adult education systems and policies, in all their aspects, at the local, regional and national levels.</p> <p>Bodies providing guidance, advice and information services connected with any aspect of lifelong learning.</p> <p>Research centres and bodies concerned with issues connected with lifelong learning.</p>
Conditions for Access	
Application	
Support	Each of the partners involved will receive funding from their National Agency (NA).
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	<p>National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Grundtvig Programme: grundtvig@proalv.pt</p>
Main Contact	
Other Useful Contacts	<p>http://ec.europa.eu/education/programmes/newprog/index_en.html#call Search for Partners EUNet - http://www.eun.org/portal/index.htm</p>
Website	http://www.proalv.pt/
Supporting Documents	To make an application, you should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications

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Name	Grundtvig Programme – In-Service Training Grants for Adult Education Staff (formerly Grundtvig 3)
Area Covered	Adult education
Type of Instrument	Programme/Action
Objectives	<p>Improve the quality and reinforce the European dimension of adult education through cooperation activities at European level.</p> <p>Enable visits to other European countries in order to take part in formal or informal training activities.</p> <p>Training activities must help to improve applicants' professional skills and their work in their home establishment. They may take several forms, including:</p> <p>Structured courses, taken from the Comenius-Grundtvig Training Database; practical placements/job shadowing/study periods in foreign establishments/organisations; European conferences, trade fairs, seminars and workshops in the area of adult education.</p>
Beneficiaries	<p>All those establishments offering adult education opportunities, adult education trainers, teachers and other staff of these establishments or bodies.</p> <p>People and bodies responsible for adult education systems and policies, in all their aspects, at the local, regional and national levels.</p> <p>Bodies providing guidance, advice and information services connected with any aspect of lifelong learning.</p> <p>Research centres and bodies concerned with issues connected with lifelong learning.</p>
Conditions for Access	
Application	
Support	Training activities may last for 6 weeks at most and the grants will cover any enrolment, travel and subsistence expenses.
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	<p>National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Grundtvig Programme: grundtvig@proalv.pt</p>
Main Contact	
Other Useful Contacts	<p>http://ec.europa.eu/education/programmes/newprog/index_en.html#call Comenius-Grundtvig Training Offers Comenius-Grundtvig Training Database – http://ec.europa.eu/education/trainingdatabase/</p>
Website	http://www.proalv.pt/
Supporting Documents	You should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications.

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Name	Comenius Programme – School Partnerships
Area Covered	Education/Vocational Training
Type of Instrument	Programme/Action
Objectives	Promote the European dimension of education, by supporting the development of joint cooperation activities between schools, offering students and teachers from different European countries an opportunity to work together on one or more issues of common interest.
Beneficiaries	All establishments offering public or private education under the supervision of the Ministry of Education may take part in this activity.
Conditions for Access	Multilateral Partnerships must include schools from at least three countries participating in the Lifelong Learning Programme. Bilateral Partnerships are only possible for language learning projects and must include a Pupil Exchange for pupils over the age of 12, lasting at least 10 days.
Application	The application form must be sent directly to the National Agency (NA) in your country, in line with the procedures set out in the application form itself. The projects to be supported may focus on the following areas: active participation by pupils; educational or management issues involving teachers and other educational staff; language learning offering pupils contact with the language of a partner country.
Support	Approved Comenius School Partnerships will receive fixed funding for the full duration of the project. This will cover the costs of local activities and mobility activities, calculated according to the minimum number of mobilities planned, which will be indicated in the application form. The duration of Comenius School Partnerships will be two years, and may not be renewed.
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Comenius Programme: comenius@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/programmes/newprog/index_en.html#call Search for Partners EUNet - http://www.eun.org/portal/index.htm
Website	http://www.proalv.pt/
Supporting Documents	You should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications. The National Priorities for Comenius School Partnerships are available at: http://ec.europa.eu/education/programmes/newprog/index_en.html#call

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Name	Comenius Programme – Mobilities (formerly Comenius 2) – Comenius Assistantships
Area Covered	In-Service Training and Language Learning
Type of Instrument	Programme/Action
Objectives	Give future teachers the opportunity to improve the quality and European dimension of the education/learning process, expand their knowledge of foreign languages, other European countries and other education systems, and also improve their teaching skills.
Beneficiaries	Qualified teachers who have never worked as teachers. People who have completed at least two years of teacher training at higher education level.
Conditions for Access	Only individuals who have never benefited from the Comenius Assistantships action will receive funding.
Application	
Support	Comenius Assistants receive a grant allowing them to spend 3 to 10 months assisting in a Host School in another country participating in the Lifelong Learning Programme.
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Comenius Programme: comenius@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/programmes/newprog/index_en.html#call Search for Partners EUNet - http://www.eun.org/portal/index.htm
Website	http://www.proalv.pt/
Supporting Documents	To make an application, you should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications

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Name	Comenius Programme – Mobilities (formerly Comenius 2) – In-Service Training Grants for School Education Staff
Area Covered	In-Service Training
Type of Instrument	Programme/Action
Objectives	Help to improve the quality of school education, by giving educational staff the opportunity to attend in-service training activities lasting up to six weeks in another European country. This is intended to encourage participants to improve their practical skills and knowledge in the area of education, by improving the quality and European dimension of the training of teachers and non-teaching staff working in school education.
Beneficiaries	Teachers and non-teaching staff working in school education
Conditions for Access	
Application	
Support	Subsidised training activities may take several forms, provided that it is clearly demonstrated how these will help to improve applicants' professional skills and their work at their home establishment: Structured courses, taken from the Comenius-Grundtvig Training Database; Practical placements or a period of job shadowing; Participation in European conferences, seminars or workshops.
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 1350-178 LISBON Telephone: +351 213 944 760 Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt Comenius Programme: comenius@proalv.pt
Main Contact	
Other Useful Contacts	http://ec.europa.eu/education/programmes/newprog/index_en.html#call Comenius-Grundtvig Training Offers Comenius-Grundtvig Training Database http://ec.europa.eu/education/trainingdatabase/
Website	http://www.proalv.pt/
Supporting Documents	To make an application, you should consult the following documentation: Guidelines for Applicants; General Call for Proposals; Application Form; National Call for Applications

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Name	Lifelong Learning Programme – Contact Seminars
Area Covered	Education/Vocational Training
Type of Instrument	Programme
Objectives	<p>Encourage partnerships between establishments wanting to initiate European cooperation activities in the area of any of the Sectoral Programmes (Comenius, Grundtvig, Erasmus and Leonardo da Vinci) within the Lifelong Learning Programme.</p> <p>These will take the form of workshops, intended to incubate ideas for the development of projects and to search for international partners, covering a given topic and aimed at specific target groups.</p>
Beneficiaries	Representatives of establishments, provided that they have no ongoing projects
Conditions for Access	
Application	The application form must be downloaded, completed and sent to the National Agency (NA) within the time-limits set for each Seminar.
Support	<p>The NA funds the participation of Portuguese participants in these initiatives, by awarding a grant per person in each establishment, intended to cover travel and subsistence expenses.</p> <p>The NA will fund 2 to 3 grants at most per Contact Seminar, which is why applications will be prioritised according to their assessment and date of receipt by the NA.</p>
Legal Framework	Lifelong Learning Programme
Responsible/Managing Body	<p>National Agency for the Management of the Lifelong Learning Programme Avenida Infante Santo, n.º 2 – Piso 4 – 1350-178 LISBON Telephone: +351 213 944 760 – Fax: +351 213 944 737 General e-mail: agencianacional@proalv.pt E-mail: visitaspreparatorias@proalv.pt</p>
Main Contact	
Other Useful Contacts	<p>http://ec.europa.eu/education/programmes/newprog/index_en.html#call Register your establishment in the following databases: - EUNet - http://www.eun.org/portal/index.htm - Etwinning - http://www.etwinning.net/ww/en/pub/etwinning/search_in_europe.cfm</p>
Website	http://www.proalv.pt/
Supporting Documents	<p>Consult the documents on the Seminar (Call/Programme): http://alv.addition.pt/np4/90.html</p>

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Name	INOV CONTACTO Programme
Area Covered	Work Placements
Type of Instrument	INOV CONTACTO Programme
Objectives	<p>Train young workers in the area of international trade through effective integration in foreign markets.</p> <p>Fill gaps in knowledge of those workers specialising in the areas of export and internationalisation of companies by equipping them with the necessary skills.</p> <p>Develop specific studies and projects in the areas of export and internationalisation of Portuguese companies.</p> <p>Gather and organise information on international markets.</p>
Beneficiaries	Graduates from Portugal or any other EU Member State, under 35 years of age. Companies.
Conditions for Access	<p>Graduates from Portugal or any other EU Member State, under 35 years of age, in their first job or unemployed on the start date of the programme, with good knowledge of English and one of the following languages: German, Spanish, French, Italian or other.</p> <p>IT knowledge at user level, readiness to work abroad, appropriate attitude, sense of responsibility and enterprising spirit, ability to adapt and develop interpersonal relations, and compliance with the terms of the Placement Agreement concluded between AICEP and each of the trainees.</p>
Application	<p>Application period closed. Dates are published at:</p> <p>http://live.networkcontacto.com/pt/Paginas/default.aspx</p>
Support	Human Potential Operational Programme - HPOP / NSRF
Legal Framework	Human Potential Operational Programme - HPOP / NSRF and Cabinet Decision No 63/08 of 07/04/08 , amended by Cabinet Decision No 93/08 of 05/06/08 .
Responsible/Managing Body	<p>AICEP Portugal Global – Agência para o Investimento e Comércio Externo de Portugal, E.P.E. (Portuguese Agency for Foreign Investment and Trade)</p> <p>E-mail: aicep@portugalglobal.pt</p> <p>Tel: 808 214 214</p>
Main Contact	<p>Applications must be made online using the form provided for this purpose.</p> <p>In the event of any doubt, please contact: gestor.conteudos@networkcontacto.com.</p>
Other Useful Contacts	AICEP: http://www.portugalglobal.pt
Website	http://live.networkcontacto.com/pt/Paginas/default.aspx
Supporting Documents	http://live.networkcontacto.com/pt/inovc/inovcontacto/Paginas/apresenta%C3%A7%C3%A3o1.aspx

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Name	INOV VASCO DA GAMA Programme
Area Covered	International Qualification
Type of Instrument	INOV VASCO DA GAMA Programme
Objectives	<p>Train entrepreneurs/managers in the area of internationalisation in best-practice multinationals.</p> <p>Share knowledge and experience between national companies with international potential and reference multinationals, with a view to replicating their success in one or more areas of business.</p> <p>Improve the competitiveness of national companies by boosting their internationalisation.</p> <p>Raise awareness of the benefits and opportunities of internationalisation among managers, entrepreneurs and Portuguese companies.</p>
Beneficiaries	<p>Young entrepreneurs and technical staff in Portuguese companies with international potential.</p> <p>Multinational companies and international organisations.</p>
Conditions for Access	<p>Requirements for Young Entrepreneurs/Technical Staff: - At least 2 years' work experience; - National of Portugal or another EU Member State; - Under 35 years of age; Qualification level V (completion of 3-year degree)/completion of 4-year degree or proven relevant work experience; - Knowledge of 2 foreign languages/IT knowledge at user level; - Manager/Prominent position in company with proven international potential/defined internationalisation project.</p> <p>Host entities: - Multinationals widely recognised at European level; - Best practices in one or more areas of management; - Particular impact on area of internationalisation; - Readiness to share knowledge/experience in key management areas, particularly where they are regarded as the BEST; - Monitoring and Assessment of Young Entrepreneurs/Technical Staff.</p>
Application	<p>Online registration:</p> <p>http://live.networkcontacto.com/pt/inovvgama/inovvg/Paginas/candidaturas.aspx</p>
Support	<p>Human Potential Operational Programme - HPOP / NSRF</p> <p>Placements lasting up to 3 months (sharing of knowledge/experience in foreign multinational): Return travel; Accommodation abroad up to EUR 4 500, and Continuation of pay</p>
Legal Framework	<p>Human Potential Operational Programme - HPOP / NSRF and Cabinet Decision No 63/08 of 07/04/08, amended by Cabinet Decision No 93/08 of 05/06/08.</p>
Responsible/Managing Body	<p>AICEP Portugal Global – Agência para o Investimento e Comércio Externo de Portugal, E.P.E. (Portuguese Agency for Foreign Investment and Trade.</p> <p>Tel: 808 214 214 - E-mail: aicep@portugalglobal.pt</p>
Main Contact	<p>Applications must be made online using the form provided for this purpose.</p>
Other Useful Contacts	<p>AICEP Portugal Global: http://www.portugalglobal.pt</p>
Website	<p>http://live.networkcontacto.com/pt/Paginas/default.aspx</p>
Supporting Documents	

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Name	INOV Mundus Programme
Area Covered	International Placements
Type of Instrument	INOV Mundus Programme
Objectives	Help to boost job creation. Increase national competitiveness based on international negotiation.
Beneficiaries	Young graduates. Public or private entities and national or international organisations involved in development cooperation.
Conditions for Access	Applicants: Higher education qualifications in the cooperation area, fluent in foreign languages and with a proven desire to develop their career in this direction. Host entities should preferably meet the following requirements: <ul style="list-style-type: none"> • Development of good practices in programme/project management; • Experience of at least three years; • Appropriate financial capacity.
Application	Application period closed - Online registration: http://www.ipad.mne.gov.pt/index.php?option=com_content&task=view&id=557&Itemid=333
Support	
Legal Framework	Human Potential Operational Programme - HPOP / NSRF and Cabinet Decision No 63/08 of 07/04/08 , amended by Cabinet Decision No 93/08 of 05/06/08 .
Responsible/Managing Body	IPAD – Instituto Português de Apoio ao Desenvolvimento (Portuguese Institute for Development Support) Avenida da Liberdade, n° 192 - 2° 1250-147 Lisbon Tel: +351 213 176 700 Fax: +351 213 147 897 E-mail: cooperacao.portuguesa@ipad.mne.gov.pt
Main Contact	Applications must be made online using the form provided for this purpose. E-mail: inov_mundus@ipad.mne.gov.pt
Other Useful Contacts	
Website	http://www.ipad.mne.gov.pt
Supporting Documents	Registration Form http://www.ipad.mne.gov.pt/images/stories/INOVMUNDOS/Ficha%20Pre%20Adesao.pdf

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Name	INOV-ART Programme
Area Covered	International Placements
Type of Instrument	INOV-ART Programme
Objectives	<p>Encourage the qualification and entry into the labour market of young professionals in cultural and artistic areas.</p> <p>Develop young people's specific skills in cultural and artistic areas, through placements at reference international institutions in the areas of art and culture.</p> <p>Encourage the international movement of young people with a view to developing skills in the creative industries.</p> <p>Help to increase international cultural and artistic cooperation within Europe and in Portuguese-speaking and Ibero-American countries.</p>
Beneficiaries	Young people with proven qualifications or abilities in the areas of art and culture. Reference international institutions in cultural and artistic areas.
Conditions for Access	<p>Young people: - Under 35 years of age; - Unemployed, looking for their first job or a new job; - With specific qualifications or experience in the cultural and/or artistic areas; - Fluent in Portuguese and another official language of the European Union; - Competent in IT at user level.</p> <p>Host entities: - Public or private organisations that are carrying out a relevant action in the cultural or artistic area.</p>
Application	<p>Application period closed (the last period in 2009 closed on 28 February for young people). A second application period will be opened in 2009 only if all the vacancies in the first period have not been filled.</p> <p>Online application:</p> <p>Individuals – http://www.dgartes.pt/inov-art/candidaturas.htm</p> <p>Host entities – http://www.dgartes.pt/inov-art/entidades.htm</p>
Support	<p>During placements lasting 3 to 9 months in the first application period, or 3 to 6 months in the second application period (if opened), trainees will be entitled to:</p> <ul style="list-style-type: none"> - Placement grant; - Food and accommodation allowance; - Electronic communication costs (Internet); - Cost of return ticket to the country where the placement is taking place; - Personal accident and health insurance.
Legal Framework	Human Potential Operational Programme - HPOP / NSRF, Cabinet Decision No 63/08 of 07/04/08 , amended by Cabinet Decision No 93/08 of 05/06/08 , and Order No 1103/2008 of 2 October 2008
Responsible/Managing Body	<p>Ministry of Culture - Directorate-General for the Arts</p> <p>Av. Liberdade n.º 144 - 3.º Andar – 1250-146 Lisbon</p> <p>Tel: +351 21 155 70 07 - Fax: +351 21 150 72 61</p> <p>E-mail: geral@dgartes.pt</p>
Main Contact	<p>E-mail: inov-art@dgartes.pt</p> <p>Tel.: +351 21 150 71 29 (Application period: 10.00 to 13.00)</p>
Other Useful Contacts	www.dgartes.pt
Website	http://www.dgartes.pt/inov-art/index.htm
Supporting Documents	<p>Regulation: http://www.dgartes.pt/inov-art/regulamento.htm</p> <p>Manual for Applicants: http://www.dgartes.pt/inov-art/manual_candidato.pdf</p>

Guide to Resources - Mobility support instruments

Name	European Youth Portal
Area Covered	Traineeships, Employment and Volunteering
Type of Instrument	Information website
Objectives	Increase the active participation of young people as citizens. Meet the information needs of those working with and for young people.
Beneficiaries	Young people
Conditions for Access	Various
Application	
Support	Information on traineeship and volunteering programmes and opportunities: http://europa.eu/youth/working/traineeships/index_eu_pt.html http://europa.eu/youth/volunteering - exchanges/index_eu_pt.html Access to information on seasonal/holiday work opportunities: http://europa.eu/youth/working/working_holidays/index_eu_pt.html
Legal Framework	The European Youth Portal is an initiative of the European Commission, which arose following the preparation of the White Paper entitled "A New Impetus for European Youth", available at: http://eur-lex.europa.eu/LexUriServ/site/pt/com/2001/com2001_0681pt01.pdf
Responsible/Managing Body	European Commission, Youth Unit of the Education and Culture DG
Main Contact	Free service answering questions on issues connected with the European Youth Portal: http://europa.eu/youth/ask_general_question.cfm?l_id=PT
Other Useful Contacts	
Website	http://europa.eu/youth/
Supporting Documents	

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Name	Youth in Action Programme European Voluntary Service (EVS)
Area Covered	Volunteering
Type of Instrument	Programme
Objectives	Encourage volunteering in a country other than the one where young people live. Allow volunteers to acquire new skills and languages and discover new cultures. Develop solidarity and encourage active citizenship and mutual understanding between young people.
Beneficiaries	Young people
Conditions for Access	Aged between 18 and 30 years. Resident within or outside the European Union.
Application	Application Form: http://www.juventude.pt/index.php?cat=9&PHPSESSID=ee81299e6af2e29539c4635a0790d31a
Support	Travel, Accommodation and Grant The work is not paid, is not for profit and is full time
Legal Framework	Decision No 1719/2006/EC of 15 November 2006 Cabinet Decision No 94/2007
Responsible/Managing Body	National Agency for the Management of the Youth in Action Programme
Main Contact	National Agency for the Management of the Youth in Action Programme Rua de Santa Margarida, n.º 6 4700-306 Braga Tel: 253 204 260/ Fax: 253 204 269 E-mail: geral@juventude.pt
Other Useful Contacts	European Commission website: http://ec.europa.eu/youth/index_en.htm Instituto Português da Juventude (Portuguese Youth Institute): http://juventude.gov.pt/portal/ European database on EVS accredited organisations: http://ec.europa.eu/youth/evs/aod/hej_en.cfm European Voluntary Service – Associação de Ex-voluntários (Association of Former Volunteers) http://www.aneve.pt
Website	www.juventude.pt
Supporting Documents	Programme Guide http://www.juventude.pt/index.php?cat=9&item=195

Guide to Resources - Mobility support instruments

Name	Youth in Action Programme – Cooperation with the Neighbouring Countries of the European Union
Area Covered	Cooperation
Type of Instrument	Programme
Objectives	Develop mutual understanding between peoples in a spirit of openness, at the same time helping to improve the quality of support systems for youth activities in the respective countries. Supports activities designed to link and develop the capacity of NGOs in the youth area, recognising the important role that these organisations can play in the development of civil society in neighbouring countries. Includes training for people working in the youth area and in youth organisations, and exchange of experiences and good practices between them. Supports activities that may lead to the establishment of long-term projects, quality projects and partnerships.
Beneficiaries	Young people
Conditions for Access	Aged between 13 and 30 years (main target group between 13 and 25 years). Resident within or outside the European Union.
Application	
Support	EU and National Agency for the Youth in Action Programme Projects last a maximum of 15 months
Legal Framework	Decision No 1719/2006/EC of 15 November 2006 Cabinet Decision No 94/2007
Responsible/Managing Body	National Agency for the Management of the Youth in Action Programme
Main Contact	National Agency for the Management of the Youth in Action Programme Rua de Santa Margarida, n.º 6 4700-306 Braga Tel: 253 204 260/ Fax: 253 204 269 E-mail: geral@juventude.pt
Other Useful Contacts	European Commission website: http://ec.europa.eu/youth/index_en.htm European database on EVS accredited organisations: http://ec.europa.eu/youth/evs/aod/
Website	www.juventude.pt
Supporting Documents	Programme Guide http://www.juventude.pt/index.php?cat=9&item=195

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Name	Youth in Action Programme – Training and Networking of Professionals Working in the Youth Area
Area Covered	Training
Type of Instrument	Programme
Objectives	Supports training for professionals working in the youth area and in youth organisations, in particular leadership projects, youth counsellors and supervisors of these projects. Also supports the exchange of experiences, knowledge and good practices of these professionals, as well as activities leading to the establishment of long-term projects, quality projects, networks and partnerships.
Beneficiaries	Young people
Conditions for Access	Aged between 13 and 30 years. Resident within or outside the European Union.
Application	
Support	EU and National Agency for the Management of the Youth in Action Programme Projects last between 3 and 18 months at most
Legal Framework	Decision No 1719/2006/EC of 15 November 2006 Cabinet Decision No 94/2007
Responsible/Managing Body	National Agency for the Management of the Youth in Action Programme
Main Contact	National Agency for the Management of the Youth in Action Programme Rua de Santa Margarida, n° 6 4700-306 Braga Tel: 253 204 260/ Fax: 253 204 269 E-mail: geral@juventude.pt
Other Useful Contacts	European Commission website: http://ec.europa.eu/youth/index_en.htm
Website	www.juventude.pt
Supporting Documents	Programme Guide http://www.juventude.pt/index.php?cat=9&item=195

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Name	Universia Portal
Area Covered	Employment, Research
Type of Instrument	Information website
Objectives	Advertise job opportunities. Offer advice and guidance on finding a job. Provide access to CV and application letter templates in several languages.
Beneficiaries	Students, teachers and graduates PRE: Pre-university UNI: University POST: Post-university TRS: Teaching and Research Staff
Conditions for Access	Various
Application	
Support	Information on job opportunities, study grants and assistance, advice and guidance on finding a job, partnerships with private recruitment services. Access to CV and application letter templates in several languages. Job opportunities: http://www.emprego.universia.pt/ Study grants and assistance: http://bolsas.universia.net/pt/index.jsp
Legal Framework	
Responsible/Managing Body	Universia Network – Network of Universities (Ibero-American university cooperation network)
Main Contact	
Other Useful Contacts	
Website	http://www.universia.pt/
Supporting Documents	

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Name	On-The-Move Portal – The Performing Arts Traveller's Toolkit
Area Covered	Information, job opportunities and specialised publications
Type of Instrument	Website - Portal [German and English]
Objectives	Provide performing artists intending to travel in Europe with easy access to information on job opportunities, funding of activities, and administrative/tax/legal aspects. Practical information on solving problems associated with cultural mobility.
Beneficiaries	Performing artists and general public
Conditions for Access	Free and open access
Application	
Support	<ul style="list-style-type: none"> • News and opportunities (with information on calls for participation, grants, jobs, resources, meetings and competitions) - includes a "How To" supplement in order to find grants, contact the main bodies involved, search for work opportunities, find practical information on each country, and also solve all kinds of problems associated with mobility. • Searchable database with over 2 000 links on mobility, arranged into four groups: funding opportunities, administrative/tax/legal information, general tips for travelling, and other sources of information. • Specialised publications, easy to use and covering all aspects of cultural mobility (e.g. taxation, co-productions and touring, global roaming): programme assessments with best practice examples and success stories on former projects, documents on the policies of the main international organisations (European Parliament and European Commission, for example), and also a critical analysis by prominent opinion leaders of trends in the sector in terms of issues associated with the mobility of artists. • Forum.
Legal Framework	
Responsible/Managing Body	
Main Contact	On-the-Move.org aisbl. c/o IETM - International Network for Contemporary Performing Arts 19 Square Sainctelette - 1000 Brussels - Belgium Judith Staines: General Editor E-mail: info@on-the-move.org
Other Useful Contacts	European Commission, Education and Culture DG: http://ec.europa.eu/dgs/education_culture/index_en.html Cultural actions in the EU: http://ec.europa.eu/culture/our-programmes-and-actions/doc421_en.htm EU prizes: http://ec.europa.eu/culture/our-programmes-and-actions/doc511_en.htm
Website	www.on-the-move.org
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	CEDEFOP
Area Covered	Education and Training
Type of Instrument	Programme - Study Visits
Objectives	Promote a European area of lifelong learning throughout an enlarged EU. In this context, provide information on and analyses of vocational education and training systems, policies, research and practice.
Beneficiaries	Vocational Education and Training Experts
Conditions for Access	Institutions/entities working in lifelong education and training
Application	Applications may be submitted during the periods set each year
Support	Short-term study visits (3 to 5 days) by groups of 10 to 15 participants. Study visits are organised locally or regionally and are coordinated by the National Agencies - CEDEFOP.
Legal Framework	Decision No 1720/2006/EC, OJ L 327, 24.11.2006
Responsible/Managing Body	CEDEFOP – European Centre for the Development of Vocational Training
Main Contact	
Other Useful Contacts	http://europa.eu/agencies/community_agencies/cedefop/index_pt.htm http://www.cedefop.europa.eu/ http://studyvisits.cedefop.europa.eu/ http://www.trainingvillage.gr/etv/default.asp
Website	http://www.cedefop.europa.eu/
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	AIESEC
Area Covered	Education, Training and Traineeships
Type of Instrument	Service
Objectives	Through its programmes and actions, AIESEC provides and facilitates intensive management experiences, training in various practical skills, and international exchanges for thousands of students and recent graduates, as well as unique ties between universities and companies, and the recruitment of international talent by the most prestigious and diverse companies.
Beneficiaries	Students and companies
Conditions for Access	Trainee Selection Process: - The company selects a trainee with the profile required by the company; - The company with subsidiaries in other countries selects trainees with the aim of integrating them into its subsidiaries after their traineeship in Portugal; - The company with subsidiaries in other countries selects trainees who undertake a preparatory traineeship in the respective subsidiaries; - The company with subsidiaries in other countries selects Portuguese trainees for a traineeship in its subsidiaries.
Application	Open
Support	International Traineeship Programme for companies. Help from AIESEC with administrative procedures (visas) and logistical procedures (accommodation, meeting at the airport, introduction to the company, visit to the city and main points of reference, etc.).
Legal Framework	
Responsible/Managing Body	AIESEC Portugal Rua do Quelhas, n° 6, 1200-781 Lisbon Tel.: +351 213 963 156 Fax: +351 213 963 152 E-mail: aiesecportugal@aiesec.pt
Main Contact	
Other Useful Contacts	http://www.aiesec.org/cms/aiesec/AI/Western%20Europe%20and%20North%20America/PORTUGAL/contactus.html Fac Economia do Porto (FEP) (Porto Economics Faculty) E-mail: portofep.pt@aiesec.net Univ Portucalense (UP) (Portucalense University) E-mail: portucalense@aiesec.pt Univ Beira Interior (UBI) Covilhã (Beira Interior University – Covilhã) E-mail: ubi@aiesec.pt Fac Economia Univ Coimbra (Coimbra University – Economics Faculty) E-mail: geral@aiesec-coimbra-nefe.org Inst Sup Economia Gestão (ISEG) (Higher Economics and Management Institute) E-mail: aiesec.iseg@gmail.com ISCTE (Higher Institute of Business and Labour Sciences) – Lisbon E-mail: iscte@aiesec.pt Univ Católica Portuguesa (UCP) (Portuguese Catholic University) E-mail: catolica@aiesec.pt Fac Econ da Univ Nova Lisboa (New University of Lisbon – Economics Faculty) E-mail: nova@aiesec.pt Univ. do Algarve (University of the Algarve) E-mail: faro@aiesec.pt
Website	http://www.aiesec.org/portugal/
Supporting Documents	

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Name	STUDY GRANTS – Instituto Camões
Area Covered	Education, Language Training and Placements
Type of Instrument	Grant Programme
Objectives	Encourage learning of and improvement in the language and culture of each country and/or research into various areas of knowledge through placements and postgraduate, master's or doctorate studies.
Beneficiaries	Students, graduates (with 3 or 4 year degrees) and researchers
Conditions for Access	Varies according to the programme
Application	The grants available for each academic year are advertised by the Instituto Camões at universities and through its webpage: www.instituto-camoes.pt , when the embassies of the respective countries notify the award of grants through competitions. Application forms and instructions are provided, as applicable, by the Instituto Camões or by the embassies of the countries offering grants.
Support	Award of grants for the attendance of one-month summer courses and for research work up to a maximum of 9/10 months. Monthly payments are made by the country offering the grant.
Legal Framework	Bilateral cultural cooperation programmes and specific protocols concluded between the Instituto Camões and foreign institutions and universities
Responsible/Managing Body	Instituto Camões and foreign institutions and universities
Main Contact	
Other Useful Contacts	Instituto Camões Rua Rodrigues Sampaio, 113 1150-279 LISBON Tel.: +351 213 109 100 Fax: +351 213 143 987 E-mail: icgeral@instituto-camoes.pt
Website	www.instituto-camoes.pt
Supporting Documents	http://www.instituto-camoes.pt/entrada/bolsas-de-estudo/cidadaos-portugueses.html

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Name	STUDY, POSTGRADUATE AND PROFESSIONAL DEVELOPMENT GRANTS – Fundação Calouste Gulbenkian
Area Covered	Training/Placements
Type of Instrument	Grant Programme
Objectives	Support the development of postgraduate projects in the academic field, in the areas of artistic creation or theoretical research, and also in the area of professional development and updating.
Beneficiaries	Graduates (with 3 or 4 year degrees) and qualified professionals
Conditions for Access	Graduates and also those who, although not graduates, are working or have an impressive CV in the area in which they intend to specialise.
Application	Information on competitions/applications is available through the Fundação's webpage "Activities and Grants" at: www.gulbenkian.pt Eligible study sectors/areas are defined each year by the Fundação.
Support	Grants cover general expenses, travel costs, set-up allowance and insurance.
Legal Framework	Regulamento de Bolsas de Especialização e Valorização Profissional no Estrangeiro (Rules on Grants for Postgraduate Studies and Professional Development Abroad) – Fundação Calouste Gulbenkian.
Responsible/Managing Body	Fundação Calouste Gulbenkian
Main Contact	
Other Useful Contacts	FUNDAÇÃO CALOUSTE GULBENKIAN Av. de Berna, 45A 1067-001 Lisbon Tel.: +351 217 823 000 Fax: +351 217 823 021 E-mail: info@gulbenkian.pt
Website	www.gulbenkian.pt
Supporting Documents	http://www.gulbenkian.pt/index.php?section=65&artId=413

Guide to Resources - Mobility support instruments

Name	Traineeships at the European Commission
Area Covered	Traineeships
Type of Instrument	Traineeships at the Commission
Objectives	<p>Give trainees an opportunity to work in a multicultural, multilingual and multiethnic environment, contributing to the development of mutual understanding, trust and tolerance.</p> <p>Create an awareness of true European citizenship.</p> <p>Give young university graduates the opportunity to put into practice knowledge acquired during their studies, particularly in their specific areas of competence.</p> <p>Help to introduce these graduates to the professional world and its constraints, duties and opportunities.</p>
Beneficiaries	Young university graduates
Conditions for Access	<p>Have completed the first cycle of university studies and hold the corresponding degree or equivalent qualification by the deadline for submission of applications.</p> <p>Have a very good knowledge of at least two EU languages, one of which will be a working language of the European Commission (English, French or German).</p>
Application	<p>There are two application periods:</p> <ul style="list-style-type: none"> - 1 June to 1 September (traineeship period – 1 March to the end of July); - 1 December to 15 February (traineeship period – 1 October to the end of February). <p>The traineeship lasts at least three and at most five months within the periods indicated.</p> <p>All the instructions and forms needed to submit applications are available at: http://ec.europa.eu/stages</p>
Support	<p>Trainees will receive a monthly grant, health insurance, accident insurance and travel subsidy.</p> <p>The amount of the grant is determined each year by the Traineeships Office and depends on budgetary limitations.</p>
Legal Framework	Commission Decision of 2 March 2005 - C(2005)458
Responsible/Managing Body	European Commission
Main Contact	
Other Useful Contacts	<p>Traineeships in other institutions:</p> <p>http://ec.europa.eu/stages/information/links_en.htm</p> <ul style="list-style-type: none"> • European Parliament • Council of the European Union • Court of Justice • Committee of the Regions • European Economic and Social Committee • European Ombudsman • Joint Research Center (JRC) • European Data Protection Supervisor • Community Training Programme for Junior Experts in the Commission Delegations

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Website	http://ec.europa.eu/stages
Supporting Documents	http://ec.europa.eu/stages/rules/rules_en.htm

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Name	Vacancies at international organisations Ministry of Foreign Affairs
Area Covered	Employment, Traineeships, Volunteering
Type of Instrument	Information website
Objectives	Advertise recruitment/contract opportunities, particularly through secondments, at international organisations.
Beneficiaries	Public officials Graduates in general
Conditions for Access	Variable
Application	Limited application periods, generally identified in each case
Support	Regularly updated compendium of information on recruitment opportunities at international organisations, with particular emphasis on: <ul style="list-style-type: none"> - UN agencies, programmes and organisations; - in the area of defence, NATO and OSCE; but also at certain international non-governmental organisations.
Legal Framework	
Responsible/Managing Body	Ministry of Foreign Affairs
Main Contact	Rua da Cova da Moura, 1 PT-1350-115 LISBON Tel.: +351 21 393 57 50/53/40 +351 21 393 55 00 Fax: +351 21 393 56 78/57 99 +351 21 395 45 39/40/41/42 Website: www.min-nestrangeiros.pt
Other Useful Contacts	UN: http://jobs.un.org Council of Europe / European Court of Human Rights: www.coe-recruitment.com International Institute for the Unification of Private Law: www.unidroit.org International Trade Centre: www.intracen.org/jobs NATO: www.nato.int/structur/recruit/ www.nato.int/structur/interns/ OSCE: www.osce.org/employment/
Website	http://www.mne.gov.pt/mne/pt/ministerio/coi/oi/
Supporting Documents	

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Name	Recruitment to EU Institutions Ministry of Foreign Affairs Directorate-General for European Affairs
Area Covered	Employment, Study and Work Placements, Traineeships, Initial and In-Service Training
Type of Instrument	Information website / Training actions
Objectives	Advertise recruitment opportunities for jobs and traineeships at EU institutions, and also at other bodies with a European vocation. Provide training to prepare for competitions to enter the EU civil service.
Beneficiaries	Public officials Graduates
Conditions for Access	Seconded National Experts: by competition
Application	Limited application periods, generally identified in each case
Support	Information on recruitment opportunities at EU institutions, in particular: <ul style="list-style-type: none"> • Competitions to enter the EU civil service; • Contracts for the EU administration; • European Commission External Service Delegations; • Secondment of national experts; and also other bodies with a European vocation (Associations, Authorities/Regulatory Bodies, Banks, Foundations, Centres, Colleges, Institutes, Observatories, etc.). Information on traineeships at the European Commission, European Parliament, European Economic and Social Committee and other EU institutions, as well as on the European Commission's Junior Experts in Delegation Programme.
Legal Framework	Rules on the secondment of national experts: http://www.mne.gov.pt/NR/rdonlyres/EC5294AF-FA17-470C-83AC-4BFAA2D561AD/0/RegimePNDs2006.pdf
Responsible/Managing Body	Ministry of Foreign Affairs - Directorate-General for European Affairs (body responsible for contacts with <i>REPER - Portuguese Permanent Representation to the European Union</i> , on recruitment to EU institutions).
Main Contact	Rua da Cova da Moura, 1 PT-1350-115 LISBON Tel.: +351 21 393 57 50/53/40 -- +351 21 393 55 00 Fax: +351 21 393 56 78/57 99 -- +351 21 395 45 39/40/41/42 E-mail: func.port.ue@dgac.pt Website: www.min-nestrangeiros.pt
Other Useful Contacts	REPER-Portugal – Representação Permanente de Portugal junto da União Europeia (Portuguese Permanent Representation to the European Union) Av. de Cortenbergh, 12 / 12 Kortenberglaan Tel.: +32 2 286 42 11 Fax: +32 2 231 00 26/36 E-mail: reper@reper-portugal.be Website: www.reper-portugal.be
Website	http://www.mne.gov.pt/mne/pt/ministerio/coi/ue/ http://www.reper-portugal.be/

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Supporting Documents	Rules on the secondment of national experts http://www.mne.gov.pt/NR/rdonlyres/EC5294AF-FA17-470C-83AC-4BFAA2D561AD/0/RegimePNDs2006.pdf
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Name	EPSO: European Personnel Selection Office
Area Covered	Employment, Study and Work Placements, Traineeships
Type of Instrument	Selection and Recruitment Service / Employment and Traineeship Grants
Objectives	Provide the public with up-to-date and accurate information on recruitment processes (for careers, short-term contracts and traineeships) at the EU institutions. Organise open competitions for the selection and recruitment of highly qualified staff for the EU institutions.
Beneficiaries	Public officials Graduates Translators/Interpreters Researchers
Conditions for Access	Employment Grant: <i>Online registration</i>
Application	Limited application periods, generally identified in each case
Support	Information on recruitment opportunities and personnel selection and recruitment services at the EU institutions, in particular: <ul style="list-style-type: none"> • Open competitions for long-term careers; • Short-term contracts; • Traineeships for graduates; • Opportunities for researchers; • Opportunities for translators/interpreters.
Legal Framework	Decision of the Secretaries-General of the European Parliament, the Council and the Commission, the Registrar of the Court of Justice, the Secretaries-General of the Court of Auditors, the Economic and Social Committee and the Committee of the Regions, and the Representative of the European Ombudsman of 25 July 2002 on the organisation and operation of the European Communities Personnel Selection Office: http://eur-lex.europa.eu/LexUriServ/site/pt/oj/2002/l_197/l_19720020726pt00560059.pdf
Responsible/Managing Body	European Personnel Selection Office
Main Contact	European Personnel Selection Office Info Recruitment Avenue de Cortenbergh / Kortenberglaan 80 Office C80 4/11 B-1049 Brussels BELGIUM Reception centre: prior appointment necessary Tel.: +32 2 299 31 31 Fax: +32 2 295 74 88 http://europa.eu/epso/infos/contact_en.htm

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Other Useful Contacts	REPER-Portugal – Representação Permanente de Portugal junto da União Europeia (Portuguese Permanent Representation to the European Union) Av. de Cortenbergh, 12 / 12 Kortenberglaan Tel.: +32 2 286 42 11 Fax: +32 2 231 00 26/36 E-mail: reper@reper-portugal.be Website: www.reper-portugal.be Ministério dos Negócios Estrangeiros (Ministry of Foreign Affairs) Direcção Geral dos Assuntos Europeus (Directorate-General for European Affairs) Rua da Cova da Moura, 1 PT-1350-115 LISBON Tel.: +351 21 393 57 50/53/40 +351 21 393 55 00 Fax: +351 21 393 56 78/57 99 +351 21 395 45 39/40/41/42 E-mail: func.port.ue@dgac.pt
Website	http://europa.eu/epso/ (available in English, French and German)
Supporting Documents	European Careers: http://europa.eu/epso/discover/index_pt.htm#

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Name	European Commission's Junior Experts in Delegation Programme – JED Programme
Area Covered	Training, Employment
Type of Instrument	Programme
Objectives	Provide young qualified graduates with invaluable experience in the European Commission's External Service Delegations situated in developing countries and with a better understanding of EU procedures and institutions. Offer External Service Delegations important development and cooperation expertise.
Beneficiaries	Graduates (preferably in the areas of Economics, Engineering or Agronomics, Social and Political Sciences, Law, Environment and Human Rights - areas important to the Commission's work in these countries)
Conditions for Access	<ul style="list-style-type: none"> • National of an EU Member State; • Under 30 years of age; • University degree completed (minimum 4 years); • Fluent in English and/or French and at least basic knowledge of the language(s) spoken in the destination country; other languages commonly used in DCs (such as Spanish, Portuguese, Russian, Arabic, etc.) are highly valued; • Compulsory military service completed (where applicable); • Preferred: work experience of 1 to 4 years (of which a maximum of 1 year in the European Commission); • Medical examination by the European Commission's Medical Service.
Application	Limited application period for 2-year missions Last application period closed on 1 April 2008 Next application period planned: start of 2010
Support	Conclusion of 1-year work contracts, which may be renewed once only; contracts regulated by Belgian labour law. Three-week preparatory course in Brussels, which must be attended prior to leaving for the destination countries. There are two action/funding lines in this Programme: <ul style="list-style-type: none"> - <i>Community folder</i>: limited to the recruitment of just 2 young experts per Member State, for a 2-year period; contracts financed entirely by the European Commission; - <i>Bilateral folder</i>: allows the recruitment of the number of young people agreed under the Bilateral Agreement between the Member State and the European Commission; contracts financed by the Member State.
Legal Framework	
Responsible/Managing Body	In Portugal: IPAD - Instituto Português de Apoio ao Desenvolvimento, I.P. (Portuguese Institute for Development Support) In Brussels: REPER-Portugal – Representação Permanente de Portugal junto da União Europeia (Portuguese Permanent Representation to the European Union)

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Main Contact	<p>Ministério dos Negócios Estrangeiros (Ministry of Foreign Affairs) IPAD - Instituto Português de Apoio ao Desenvolvimento, I.P. (Portuguese Institute for Development Support) Av. Liberdade, 192 – 2º PT-1250-147 LISBON Tel.: +351 21 317 67 00 Fax: +351 21 314 78 97 E-mail: cooperacao.portuguesa@ipad.mne.gov.pt Website: www.ipad.mne.gov.pt</p> <p>REPER-Portugal – Representação Permanente de Portugal junto da União Europeia (Portuguese Permanent Representation to the European Union) Av. de Cortenberg, 12 / 12 Kortenberglaan Tel.: +32 2 286 42 11 Fax: +32 2 231 00 26/36 E-mail: reper@reper-portugal.be Website: www.reper-portugal.be</p>
Other Useful Contacts	<p>Pessoa de Contacto REPER (REPER Contact): Maria José Salazar Leite Tel.: +32 2 286 42 48 Fax: +32 2 231 00 39 E-mail: slm@reper-portugal.be</p> <p>Pessoa de Contacto IPAD (IPAD Contact): Isabel Beja e Costa Direcção de Serviços dos Assuntos Europeus e Multilaterais (European and Multilateral Affairs Service Directorate) E-mail: isabel.costa@ipad.mne.gov.pt</p>
Website	<p>http://ec.europa.eu/external_relations/delegations/jed/index_en.htm</p>
Supporting Documents	

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Name	deGRAU Científico
Area Covered	Traineeships, Employment
Type of Instrument	Scientific Employment Grant
Objectives	<p><i>General:</i> Improve interaction between the supply and demand of scientific jobs; Encourage postgraduate scientific jobs in companies; Help to increase the research and development capacity and competitiveness of the Portuguese business fabric.</p> <p><i>Specific:</i> Encourage mobility in Portugal and abroad of Portuguese graduates with master's degrees and doctorates so that they can live abroad; Encourage mechanisms to attract mid-career Portuguese researchers and professionals back to Portugal; Enable companies to access advanced technical and scientific knowledge that is fundamental to consolidating their competitiveness; Meet the integration needs of highly qualified human resources, in functions such as research and development, industrial property, designs, processes, manufacturing, testing and inspection, technical support, etc.</p>
Beneficiaries	Researchers, postgraduates with master's degrees, doctorates and post-doctorates, doctorate applicants, trainees in scientific and technological organisations Companies
Conditions for Access	Online registration
Application	Varies according to the measures announced
Support	<p>Makes available to companies an extensive database containing profiles of highly qualified applicants (postgraduates with master's degrees, doctorates and post-doctorates; master's degree, doctorate and post-doctorate grant holders; trainees in international scientific and technological organisations – CERN, ESA and ESO) wanting to develop their career in a business environment;</p> <p>Provides financial support for the integration of these human resources into companies, by increasing applications for measures that support the placement of qualified human resources and the promotion of scientific jobs in companies;</p> <p>Promotes and advertises important national and international initiatives in the area of scientific employment and advanced qualification of human resources.</p>
Legal Framework	N/A
Responsible/Managing Body	ADI – Agência de Inovação (Innovation Agency) Partnership with the Fundação para a Ciência e Tecnologia (Foundation for Science and Technology)

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Main Contact	Agência de Inovação, S.A. (Innovation Agency) Lisbon Campus do Lumiar, Ed. O, 1º Estrada do Paço do Lumiar 1649-038 Lisbon Tel.: +351 214 232 100 Fax: +351 214 232 101 Porto Rua de Sagres, 11 4150-649 Porto Tel.: +351 226167820 Fax: +351 226185406 E-mail: adi@adi.pt degraucientifico@adi.pt Online: http://www.degraucientifico.pt/PresentationLayer/adi_contacto_00.aspx Website: www.adi.pt
Other Useful Contacts	Fundação para a Ciência e Tecnologia (Foundation for Science and Technology): http://alfa.fct.mctes.pt/ Grants for CERN, ESA and ESO Trainees
Website	www.degraucientifico.pt
Supporting Documents	

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Name	IEFA – International Education Financial Aid
Area Covered	Education
Type of Instrument	Information service: Database
Objectives	Provide information on grants (study, placement, research) given by institutions around the world.
Beneficiaries	Students wanting to work abroad
Conditions for Access	
Application	
Support	Provides regularly updated information on over 1 000 funding/grant programmes (study, placement, research) established by institutions around the world.
Legal Framework	
Responsible/Managing Body	IEFA.org
Main Contact	
Other Useful Contacts	
Website	http://www.iefaf.org/
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	<i>Europe Direct Information Centres</i>
Area Covered	Various European matters
Type of Instrument	Network of Information Centres
Objectives	Provide EU citizens with information and guidance on EU policies. Actively promote debate at local and regional level on the European Union. Allow EU institutions to publish local and regional information. Provide citizens with the opportunity to make their views known to the EU institutions.
Beneficiaries	EU general public
Conditions for Access	Free and open access
Application	
Support	<ul style="list-style-type: none"> • Provides general information on EU issues in all the official languages of the European Union. • Answers questions on EU policies. • Provides practical information on a number of subjects: for example, how to get qualifications recognised or how to submit a complaint about dangerous goods. • Provides names, addresses and telephone numbers of organisations that citizens may need to contact in order to solve problems connected with the European Union. • Provides support for browsing on the Europa web portal. • Provides guidance to help solve practical problems that citizens may face when exercising their rights in the European Union. • For more complex issues, refers citizens to an expert in the relevant area or gives advice on one of the various EU problem solving services, such as the Citizens Signpost Service or SOLVIT. • Sends by post certain EU publications free of charge.
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	<p>Europe Direct Contact Centre: Freephone number: 00 800 67891011 (free, available from anywhere in the EU) Tel.: +32 2 299 96 96 (number subject to charges, for service in Portuguese)</p> <p><i>Online:</i> http://ec.europa.eu/europedirect/write_to_us/web_assistance/index_pt.htm Opening hours: Monday to Friday, 08.00 to 17.30 (Portuguese time)</p> <p>Europe Direct Information Centres in Portugal</p> <p>Centro Europe Direct de Entre Douro e Minho (Entre Douro e Minho Europe Direct Centre) Direcção Regional Agricultura e Pescas do Norte R. Dr. Francisco Duarte, 365, 1º - Apart. 3073 4711-906 Braga Tel.: 253 206 417 Fax: 253 206 401 E-mail: europedirect@drapn.min-agricultura.pt Website: http://www.drapn.min-agricultura.pt/europedirect/</p>

	<p>Centro Europe Direct de Bragança (Bragança Europe Direct Centre) Instituto Politécnico de Bragança Campus de Stª Apolónia - Apart. 1172 5301-854 Bragança Tel.: 273 303 282 Fax: 272 325 405 E-mail: ciedbraganca@ipb.pt Website: http://www.ciedbraganca.ipb.pt</p> <p>Centro Europe Direct do Alto Tâmega (Alto Tâmega Europe Direct Centre) Associação de Desenvolvimento da Região do Alto Tâmega - AD RAT Avenida da Cooperação - Edifício INDITRANS - Lote A1, nrº2 5400-673 Outeiro Seco Tel.: 276 340 920/276 928 018 Fax: 276 340 929 E-mail: europedirect@adrat.pt Website: http://www.adrat.pt</p> <p>Centro Europe Direct de Lamego (Lamego Europe Direct Centre) Câmara Municipal de Lamego "Loja Ponto Já" Bloco da Feira 5100-096 Lamego Tel.: 254 611 342 / 254 609 694 Fax: 254 609 601 E-mail: europa.direct@cm-lamego.pt Website: http://www.cm-lamego.pt</p> <p>Centro Europe Direct de Aveiro (Aveiro Europe Direct Centre) Escola Profissional de Aveiro Rua 1º Visconde da Granja, 4 3800-244 Aveiro Tel.: 234 373 170 Fax: 234 373 179 E-mail: europa-direct-aveiro@aeva.eu Website: http://www.europa-direct-aveiro.aeva.eu</p> <p>Centro Europe Direct da Alta Estremadura (Alta Estremadura Europe Direct Centre) Associação de Desenvolvimento da Alta Estremadura - ADAE Av. Dr. José Jardim, 18 2410-124 Leiria Tel.: 244 822 152 Fax: 244 822 796 E-mail: adae@adae.pt / europedirect@adae.pt Website: http://www.adae.pt / http://www.europedirect.adae.pt</p>
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	<p>Centro Europe Direct do Oeste (Oeste Europe Direct Centre) Direcção Regional de Agricultura e Pescas de Lisboa e Vale do Tejo Delegação Regional do Oeste Rua Dr Leonel Sotto Mayor Manuel Travessa do Hospital, 14 2500-277 Caldas da Rainha Tel.: 262 889 200 Fax: 262 889 250 E-mail: europedirect.oeste@draplvt.min-agricultura.pt Website: http://europedirect.oeste.draplvt.min-agricultura.pt</p> <p>Centro Europe Direct da Beira Litoral (Beira Litoral Europe Direct Centre) Direcção Regional de Agricultura e Pescas do Centro Av. Fernão de Magalhães, 465 – R/Ch 3000-177 Coimbra Tel.: 239 800 505 Fax: 239 833 679 E-mail: edbl@drabl.min-agricultura.pt Website: http://edbl.drabl.min-agricultura.pt</p> <p>Centro Europe Direct do Alto Alentejo (Alto Alentejo Europe Direct Centre) Instituto Politécnico de Portalegre Escola Superior Agrária de Elvas Rua da Cadeia, 14 - Apartado 254 7350-146 Elvas Tel.: 268 626 511 Fax: 268 626 512 E-mail: europedirect@esaelvas.pt Website: http://www.esaelvas.pt/europedirect</p> <p>Centro Europe Direct do Algarve (Algarve Europe Direct Centre) Comissão de Coordenação e Desenvolvimento Regional do Algarve Rua do Lhetes, 32 8000-387 Faro Tel.: 289 895 272 Fax: 289 895 279 E-mail: europedirect@ccdr-alg.pt Website: http://www.ccdr-alg.pt/europedirect</p> <p>Centro Europe Direct da Madeira (Madeira Europe Direct Centre) ACIF-CCIM (Câmara de Comércio e Indústria da Madeira) Rua dos Aranhas, nºs 24/26 9000-064 Madeira - Funchal Tel.: 291 206 800 Fax: 291 206 868 E-mail: europedirect.madeira@acif-ccim.pt</p>
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	<p>Centro Europe Direct do Baixo Alentejo (Baixo Alentejo Europe Direct Centre) Associação de Defesa do Património de Mértola Largo Vasco da Gama, s/n 7750-328 Mértola Tel.: 286 610 000 Fax: 286 610 001 E-mail: europedirect@adpm.pt Website: http://europedirect.adpmweb.org/index.php</p> <p>Centro Europe Direct da Península de Setúbal (Península de Setúbal Europe Direct Centre) Delegação da Direcção Regional da Agricultura e Pescas de Lisboa e Vale do Tejo na Península de Setúbal Parque das Exposições Rua dos Bombeiros Voluntários 2870-219 Montijo Tel.: 265 509 422 Fax: 265 509 427 E-mail: europedirect.psetubal@draplvt.min-agricultura.pt Website: http://europedirect.psetubal.draplvt.min-agricultura.pt</p> <p>Centro Europe Direct do Porto (Porto Europe Direct Centre) Câmara Municipal do Porto Praça General Humberto Delgado 4049-001 Porto Tel.: 222 090 412 Fax: 222 090 409 E-mail: europedirect@cm-porto.pt Website: http://www.cm-porto.pt/gen.pl?sid=cmp.sections/889</p> <p>Centro Europe Direct de Santarém (Santarém Europe Direct Centre) Escola Superior de Gestão de Santarém Complexo Andaluz - Apart. 295 2091-904 Santarém Tel.: 243 322 427 Fax: 243 322 427 E-mail: europedirect.santarem@esgs.pt Website: http://europedirect.esgs.pt</p> <p>Centro Europe Direct dos Açores (Açores Europe Direct Centre) Universidade dos Açores Estrada Gaspar Corte-Real 9700-030 Angra do Heroísmo - Açores Tel.: +351 295 214 005 Fax: +351 295 214 005 E-mail: europedirect@uac.pt Website: http://www.europedirect.uac.pt</p>
Other Useful Contacts	http://ec.europa.eu/portugal/redes/ced/index_pt.htm
Website	http://ec.europa.eu/europedirect/index_pt.htm

Guide to Resources - Mobility support instruments

Supporting Documents	
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Name	<i>European Information and Documentation Centres + Eurocid Portal</i>
Area Covered	Various European matters
Type of Instrument	Network of Information Centres
Objectives	Encourage public participation, in particular by young people, in European life and integration, primarily through training, information and debate on EU issues. Inform the general public, by meeting the needs of different groups, and create a permanent place for meetings, information and actions on European issues. Help higher education and research establishments to promote and develop education and research on European issues.
Beneficiaries	Students, Researchers, Teachers and Lecturers, Professionals involved in European issues and General public Companies, Public bodies, Universities.
Conditions for Access	Eurocid Portal: access to some facilities requires online registration. Access to some of the Information Centres (e.g. CIEJD) also requires pre-registration.
Application	
Support	Eurocid Portal: public access point to European information, in Portuguese. <i>European Information and Documentation Centres.</i> Wide-ranging information services on EU issues and support provided by the European Union: <ul style="list-style-type: none"> • Multi-channel answers to various questions; • Advice and support; • Access to publications and other information resources; • Promotion and advertising of and participation in events, conferences, seminars, etc.; • Internet access in order to search for information on Europe; • Training and technical support services. Training services, for different target groups, on European issues (particularly CIEJD).
Legal Framework	
Responsible/Managing Body	
Main Contact	<i>Centros de Informação Europeia (European Information Centres)</i> CIEJD - Centro de Informação Europeia Jacques Delors (Jacques Delors European Information Centre) Palacete do Relógio Cais do Sodré 1200-450 Lisbon Tel.: +351 211 225 000 E-mail: geral@ciejd.pt Website: www.ciejd.pt Website: www.eurocid.pt Centro Europeu Jean Monet (Jean Monet European Centre) Lg. Jean Monet, n° 1 1069-068 Lisbon Tel.: 213 509 800 Fax: 213 509 801/2

	<p>Centros de Documentação Europeia (European Documentation Centres)</p> <p>Universidade de Aveiro (Aveiro University) Serviços de Documentação Campus Universitário de Santiago 3810-193 Aveiro Tel.: 234 370 346 Fax: 234 337 997 E-mail: cde@doc.ua.pt</p> <p>Instituto Politécnico de Beja (Beja Polytechnic Institute) Centro de Documentação Europeia Rua Pedro Soares 7800-295 Beja Tel.: 28 315 000 Fax: 284 389 835 E-mail: cde@ipbeja.pt</p> <p>Universidade do Minho (Minho University) Escola Superior de Economia e Gestão Estrada Nova de Gualtar Novo Edifício da Escola de Economia e Gestão, Sala 1.24 – 1.25 4700-057 Braga Tel.: 253 604 519 Fax: 253 676 375 E-mail: irene@cdeum.uminho.pt</p> <p>Universidade de Coimbra (Coimbra University) Centro de Documentação Europeia Rua de Aveiro, 11 - 11º 3000-065 Coimbra Tel.: 239 825 954 Fax: 239 833 929 E-mail: cdeuc@ci.uc.pt</p> <p>Universidade da Beira Interior (Beira Interior University) Centro de Documentação Europeia Rua Marquês d'Ávila e Bolama 6200-053 Covilhã Tel.: 275 319 710 Fax: 275 319 888 E-mail: cde@ubi.pt</p> <p>Universidade de Évora (Évora University) Centro de Documentação Europeia Largo dos Colegiais, 2 7002-554 Évora Tel.: 266 740 825 Fax: 266 740 854 E-mail: cde@uevora.pt</p>
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	<p>Universidade do Algarve (University of the Algarve) Centro de Documentação Europeia Biblioteca Central Campus de Gambelas 8005-134 Faro Tel.: 289 800 906 Fax: 289 819 025 E-mail: cde@ualg.pt</p> <p>Instituto Politécnico de Leiria (Leiria Polytechnic Institute) Biblioteca José Saramago Centro de Documentação Europeia Campus 2, Morro do Lena - Alto Vieiro Apartado 4163 2411-901 Leiria Tel.: 244 830 013 Fax: 244 813 010 E-mail: cde@iplei.pt</p> <p>Universidade Nova de Lisboa (New University of Lisbon) Faculdade de Ciências e Tecnologia Centro de Documentação Europeia Quinta da Torre 2829-516 Caparica Tel.: 212 948 555 Fax: 212 948 347 E-mail: amap@fct.unl.pt</p> <p>Universidade Católica Portuguesa - Lisboa (Portuguese Catholic University - Lisbon) Centro de Documentação Europeia Edifício João Paulo II - Rua da Palma de Cima 1649-023 Lisbon Tel.: 217 214 016 Fax: 217 214 010 E-mail: cde@libri.ucp.pt</p> <p>Universidade de Lisboa (Lisbon University) Centro de Documentação Europeia Alameda das Universidades - Cidade Universitária 1649-014 Lisbon Tel.: 217 931 566 Fax: 217 931 566 E-mail: cdeul@fd.ul.pt</p> <p>Universidade Lusíada de Lisboa (Lusitanian University of Lisbon) Centro de Documentação Europeia Rua da Junqueira, 188-198 1349-001 Lisbon Tel.: 213 611 617 Fax: 213 622 955 E-mail: cde@lis.ulusiada.pt</p>
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	<p>Universidade Técnica de Lisboa (Lisbon Technical University) Instituto Superior de Economia e Gestão Centro de Documentação Europeia Rua do Quelhas, 6 1200-781 Lisbon Tel.: 213 922 899 Fax: 213 976 971 E-mail: cde@iseg.utl.pt</p> <p>INA - Instituto Nacional de Administração (National Institute of Administration) Centro de Documentação Europeia Palácio dos Marqueses de Pombal 2784-540 Oeiras Tel.: 214 465 452 Fax: 214 465 347 E-mail: cde@ina.pt</p> <p>Universidade Lusíada do Porto (Lusitanian University of Porto) Centro de Documentação Europeia Rua Dr. Lopo de Carvalho 4369-003 Porto Tel.: 225 570 811 Fax: 225 570 897 E-mail: cde@por.ulusiada.pt</p> <p>Universidade Católica Portuguesa -Porto (Portuguese Catholic University - Porto) Centro de Documentação Europeia Centro de Recursos do Porto Rua Diogo Botelho, 1327 4169-005 Porto Tel.: 226 196 208 Fax: 226 196 241 E-mail: cde@porto.ucp.pt</p> <p>Universidade do Porto (Porto University) Faculdade de Direito Centro de Documentação Europeia Rua dos Bragas, 223 4050-123 Porto Tel.: 222 04 1 653 Fax: 222 041 654 E-mail: mjp@direito.up.pt</p> <p>Universidade da Madeira (Madeira University) Centro de Documentação Europeia Campus Universitário da Penteada 9000-390 Funchal Tel.: 291 70 50 71 Fax: 291 70 50 89 E-mail: cdeuma@uma.pt</p>
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	Universidade dos Açores (University of the Azores) Centro de Documentação Europeia Campus de Ponta Delgada Biblioteca Central Rua Mãe de Deus, 58 Apartado 1422 9501-801 Ponta Delgada - S. Miguel - Azores Tel.: 296 650 000 Fax: 296 650 057 E-mail: cde@notes.uac.pt
Other Useful Contacts	Rede Portuguesa de Centros de Documentação Europeia (Portuguese Network of European Documentation Centres): http://ec.europa.eu/portugal/redes/cde/index_pt.htm http://ec.europa.eu/portugal/redes/index_pt.htm
Website	EUROCID Portal: www.euroid.pt
Supporting Documents	

Name	Enterprise Europe Network
Area Covered	SME local support services
Type of Instrument	Network of Information Centres
Objectives	The “ Enterprise Europe Network ” is a new network of services to help businesses innovate and compete better in the European area. It consists of more than 500 contact points for European entrepreneurs. It offers a full range of local support services to SMEs, covering the whole EU territory and third countries .
Beneficiaries	Small Enterprise Creators/Entrepreneurs
Conditions for Access	Free and open access
Application	
Support	<p>Inform businesses about European issues, by using tools providing quick access to information on the applicable EU and national legislation relevant to businesses.</p> <p>Support SMEs in their positioning on the European market, by giving access to country and market information that is vitally important to businesses intending to expand their activities beyond their national borders.</p> <p>Support and encourage the formation of cross-border partnerships between businesses, by:</p> <ul style="list-style-type: none"> • providing useful information tools for finding out about and accessing new markets (particularly the new EU Member States and candidate countries) and for designing and implementing internationalisation strategies appropriate to businesses; • assisting with contacts between potential business partners in the most diverse sectors of activity and geographical areas. <p>Report back to the European Commission, using the <i>Feedback Mechanism</i>, on doubts, difficulties and opinions of Portuguese business, in order to refine EU policies and legislation in terms of promoting an effective single European Market within everyone’s reach.</p>
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	<p>Online contact http://www.enterpriseeuropenetwork.pt/Paginas/atendimento.aspx</p> <p>Enterprise Europe Network - Portugal</p> <p>IAPMEI - Instituto de Apoio às PME e à Inovação (SME and Innovation Support Institute) Rua Do Valasco 19 C 7000-878 Évora Tel.: 351 266 739 700 Fax: 351 266 739 701 E-mail: eenetwork@iapmei.pt</p> <p>ADI - Agencia de Inovação (Innovation Agency) Rua de Sagres, 11 4150-649 Porto Tel.: 351 226 167 820 Fax: 351 226 185 406 E-mail: eenetwork@adi.pt</p> <p>ACIF - Associação Comercial e Industrial do Funchal (Funchal Business and Industrial Association) - Câmara de Comércio e Indústria da Madeira (Madeira Chamber of Commerce and Industry) Rua dos Aranhas N°24-26 9000-044 Funchal Tel.: 351 291 206 800</p>

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	<p>Fax: 351 291 206 868 E-mail: eenetwork@acif-ccim.pt</p> <p>AIDA - Associação Industrial do Distrito de Aveiro (Industrial Association for the District of Aveiro) Rua Da Boavista - Z. I. de Taboeira - Apartado 3184 3800-115 Aveiro Tel.: 351 234 302 493 Fax: 351 234 312 366 E-mail: eenetwork@aida.pt</p> <p>AIMinho - Associação Industrial do Minho (Minho Industrial Association) Av. Dr. Francisco Pires Gonçalves, N° 45 - Ap 99 4711-954 Braga Tel.: 351253 202 500 Fax: 351253 276 601 E-mail: eenetwork@aiminho.pt</p> <p>CCDR – Algarve Comissão de Coordenação e Desenvolvimento Regional do Algarve (Regional Development and Coordination Commission of the Algarve) Praça da Liberdade N° 2 8000-164 Faro Tel.: 351 289 895 270 Fax: 351 289 895 279 E-mail: eenetwork@ccdr-alg.pt</p> <p>CCIPD - Câmara do Comércio e Indústria dos Açores (Azores Chamber of Commerce and Industry) Rua Ernesto Do Canto, 13 9504-531 Ponta Delgada Tel.: 351296 305 000 Fax: 351 296 305 050 E-mail: eenetwork@ccipd.pt</p> <p>CEC - Conselho Empresarial do Centro/Câmara de Comércio e Indústria do Centro (Business Council of the Centre/Chamber of Commerce and Industry for the Centre of Portugal) Rua Coronel Júlio Veiga Simão 3025-307 Coimbra Tel.: 351 239 497 161 Fax: 351 239 494 066 E-mail: eenetwork@cec.org.pt</p> <p>INPI - Instituto Nacional da Propriedade Industrial (National Industrial Property Institute) Campo das Cebolas 1149-035 Lisbon Tel.: 351 218 818 100 Fax: 351 218 878 508 E-mail: eenetwork@inpi.pt</p>
Other Useful Contacts	
Website	<p>http://www.enterpriseeuropenetwork.pt http://www.enterprise-europe-network.ec.europa.eu/index_en.htm</p>
Supporting Documents	

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Name	EPE – Ensino Português no Estrangeiro (Teach Portuguese Abroad)
Area Covered	Education/Employment
Type of Instrument	Information website
Objectives	Advertise competitions for the placement of teachers of Portuguese abroad, in Portuguese-speaking African countries and East Timor. This allows teachers to be seconded abroad every year, with their work being fully supported by the body requesting the service.
Beneficiaries/Target Public	Teachers of Portuguese (pre-school education, 1st, 2nd and 3rd years of primary education and secondary education)
Conditions for Access	Teachers: by competition
Application	Annual application period (limited periods). Online registration
Support	Information on recruitment opportunities.
Legal Framework	Supporting documentation for the <i>Concurso para o Ensino Português no Estrangeiro</i> (Competition to Teach Portuguese Abroad): Decree-Law No 165/2006 of 11 August 2006. Regulatory Decree No 13/2006 of 11 August 2006. Decree-Law No 27/2006 of 10 February 2006. Notice of competition. Supporting documentation for the Selection of graduates to teach in Portuguese-speaking African countries under cooperation agreements: Notice for the Selection of graduates to teach.
Responsible/Managing Body	Ministry of Education
Main Contact	Call Centre ... open between 10.00 and 18.00 (working days) on telephone number 213943480. Reception Centre ... at the DGRHE (Directorate-General for Human Resources in Education), located at Av. 24 de Julho n° 142, 1° andar, Lisbon, open between 10.00 and 18.00 (working days).
Other Useful Contacts	
Website	http://www.dgrhe.min-edu.pt/Portal/ “Recrutamento” (Recruitment)
Supporting Documents	http://www.dgrhe.min-edu.pt/Portal/WebForms/Docentes/Recrutamento_EPE.aspx http://www.dgrhe.min-edu.pt/Portal/WebForms/Docentes/Recrutamento_PALOP_TL.aspx

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Name	ADI – Agência de Inovação (Innovation Agency)
Area Covered	Traineeships/Training
Type of Instrument	Traineeship Grants
Objectives	Provide advanced training for young Portuguese graduates in large international scientific organisations, such as CERN (European Laboratory for Particle Physics), ESA (European Space Agency) and ESO (European Southern Observatory), in areas in which these organisations are internationally recognised. Help to improve the country's international image.
Beneficiaries	Graduates in Scientific and Technological fields.
Conditions for Access	Degree in areas in which CERN, ESA and ESO are internationally recognised. Fluent in English or French. Submission of application form, accompanied by CV in English, and copy of qualifications.
Application	Annual application periods - next application period will be opened in 2010 on a date to be announced.
Support	Grant for Traineeship at International Scientific and Technological Organisations, which includes the following: Monthly allowance, travel allowance, set-up allowance and insurance.
Legal Framework	
Responsible/Managing Body	Agência de Inovação, SA (ADI)
Main Contact	Lisbon: Campus do INETI, Ed. O, 1º, Est. do Paço do Lumiar 1649 – 038 Lisbon Tel.: 214 232 100 - Fax: 214 232 101 Porto: Rua de Sagres, 11 4150-649 Porto Tel.: 226 167 820 - Fax: 226 185 406 ADI general e-mail: adi@adi.pt
Other Useful Contacts	http://www.eso.org/ – European Southern Observatory (ESO) www.esa.int – European Space Agency (ESA) www.cern.ch – European Laboratory for Particle Physics (CERN)
Website	http://www.adi.pt/ http://www.adi.pt/3410.htm
Supporting Documents	

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Name	European Graduate Career Guide
Area Covered	Education, Training, Traineeships, Employment
Type of Instrument	Service
Objectives	
Beneficiaries	Graduates
Conditions for Access	Online registration
Application	
Support	Provides Careers and Education Databases
Legal Framework	
Responsible/Managing Body	
Main Contact	
Other Useful Contacts	
Website	http://www.eurograduate.com
Supporting Documents	

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Name	Era careers
Area Covered	Education, Employment, Research
Type of Instrument	Service/Website
Objectives	Portuguese portal developed to help researchers looking for opportunities to pursue a research career. Forms part of the European network of Researcher's Mobility Portals. Also provides useful information for foreigners who want to pursue their careers in Portugal.
Beneficiaries	Researchers, organisations involved in research
Conditions for Access	
Application	
Support	
Legal Framework	
Responsible/Managing Body	Fundação para a Ciência e Tecnologia (Science and Technology Foundation)
Main Contact	<p>16 Mobility Centres throughout the country and 200 in Europe</p> <p>Fundação para a Ciência e Tecnologia (Science and Technology Foundation) Av. D. Carlos I, 126 1249-074 - Lisbon Contact: Ana Margarida Santos Telephone: +351 213 924 446 Fax: +351 213 964 396 E-mail: anamargarida.santos@fct.mctes.pt Website: www.fct.mctes.pt</p> <p>Agência de Inovação (Innovation Agency) Campus do INETI, Edifício 0 - Estrada do Paço do Lumiar 1649-038 - Lisbon Contact: Jorge Liz Telephone: +351 214 232 100 / 01 Fax: +351 214 232 101 E-mail: pegadoliz@adi.pt Website: www.adi.pt</p> <p>Instituto Gulbenkian de Ciência (Gulbenkian Institute of Science) Apartado 14 2781-901 - Oeiras Contact: Greta Martins Telephone: +351 214 464 643 / 407 924 E-mail: gmartins@igc.gulbenkian.pt Website: www.igc.gulbenkian.pt</p> <p>Universidade da Beira Interior (Beira Interior University) Convento de Santo António 6201-001 - Covilhã Contact: Pedro Manuel da Silva Esteves Telephone: +351 275 319 058 Fax: +351 275 319 079 E-mail: pmse@ubi.pt Website: www.ubi.pt</p>

Guide to Resources - Mobility support instruments

	<p>Universidade da Madeira (Madeira University) Colégio dos Jesuítas/Praça do Município 9000-081 - Funchal Contact: Emília Pimenta Telephone: +351 291 109 400 Fax: +351 291 209 410 E-mail: emilia@uma.pt Website: www.uma.pt</p>
	<p>Universidade de Aveiro (Aveiro University) Campus de Santiago 3810-193 - Aveiro Contact: Niall Power Telephone: +351 234 370 060 Fax: +351 234 378 192 E-mail: gri@ua.pt Website: http://www.ua.pt/PageText.aspx?id=453</p>
	<p>Universidade de Coimbra (Coimbra University) Colégio de S. Jerónimo, Apartado 3026 3001-401 - Coimbra Contact: Cláudia Regina Sá Freitas Telephone: + 351 239 857001 Fax: +351 239 857 002 E-mail: intstudy@ci.uc.pt Website: www.uc.pt/cmpg</p>
	<p>Universidade de Évora (Évora University) Largo dos Colegiais, 2 7004-516 - Évora Contact: Ana Mafalda Dourado Telephone: +351 266 740 837 (direct) Fax: +351 266 740 804 E-mail: amd@uevora.pt Website: www.uevora.pt</p>
	<p>Universidade de Lisboa (Lisbon University) Alameda da Universidade 1649-004 - Lisbon Contact: Eugénia Balsas Telephone: +351 217 939 193 E-mail: eugenia.balsas@reitoria.ul.pt Website: www.ul.pt</p>
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Guide to Resources - Mobility support instruments

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Other Useful Contacts	
Website	http://www.eracareers.pt/
Supporting Documents	http://www.eracareers.pt/mobility/Guia%20investigador_uk.pdf

Guide to Resources - Mobility support instruments

Name	EURAXESS – Support for European researchers
Area Covered	Employment, Research
Type of Instrument	Service
Objectives	Support researchers and their families at all stages of the process of relocating abroad for work purposes, from the country of origin until fully adapting to the new host country. Operate as a support platform for research institutions and centres.
Beneficiaries	Researchers and organisations involved in research
Conditions for Access	
Application	
Support	Full up-to-date information on jobs and grants in all research areas throughout Europe. Advice and guidance on visas, work permits, accommodation, legal issues, social security, medical care, taxes, family support, language learning, etc. Information on rights of research and funding institutions.
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	
Other Useful Contacts	EURAXESS Services Network, in Portugal: http://www.eracareers.pt/mobility/index.aspx?task=map
Website	http://ec.europa.eu/euraxess/
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	Marie Curie Actions
Area Covered	Education, Employment, Research
Type of Instrument	Service
Objectives	
Beneficiaries	Researchers, organisations involved in research, businesses
Conditions for Access	Based on experience
Application	
Support	Grants, Training actions
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	
Other Useful Contacts	http://alfa.fct.mctes.pt/apoios/mariecurie/ http://cordis.europa.eu/mariecurie-actions/ National Contact Point: Ana Margarida Santos anamargarida.santos@fct.mctes.pt
Website	http://ec.europa.eu/research/mariecurieactions/
Supporting Documents	http://cordis.europa.eu/fp7/people/international-dimension_en.html

Guide to Resources - Mobility support instruments

Name	CORDIS European Information Service for Research and Development
Area Covered	Education, Employment, Research
Type of Instrument	Service
Objectives	Provide the scientific community with information on R&D and Innovation programmes, projects and initiatives in Europe.
Beneficiaries	Researchers, organisations involved in research and businesses
Conditions for Access	Free and open access to information in English, German, French, Italian and Polish. By registering, the user can access various services, such as tools to find information, news alerts or participation in online forums.
Application	
Support	Access to information on local, regional or national research projects. Encouragement of partnerships between researchers, R&D units and funding bodies. Information on European R&D funding instruments, as well as publications, reports and events.
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	http://cordis.europa.eu/guidance/helpdesk/home_en.html
Other Useful Contacts	
Website	http://cordis.europa.eu/en/home.html
Supporting Documents	Miniguide http://www.estatisticas.gpeari.mctes.pt/archive/doc/cordis_miniguide_en.pdf

Guide to Resources - Mobility support instruments

Name	European Health Insurance Card (EHIC)
Area Covered	Social Security
Type of Instrument	Document ensuring access to healthcare
Objectives	Ensure access to healthcare when beneficiaries of a social security system in one of the Member States of the European Union, European Economic Area or Switzerland travel within this area.
Beneficiaries	General public
Conditions for Access	The EHIC is personal to the individual named on it and may be held by: Workers, including international transport workers, pensioners and their families who are covered by a social security system. Beneficiaries of social welfare subsystems that have assumed responsibility for the financial costs of healthcare provided to EHIC holders.
Application	An EHIC can be obtained: In mainland Portugal, from the <i>Centro Distrital de Segurança Social</i> (Social Security District Centre) (or <i>Caixa de Previdência</i> (Welfare Fund)) where you live or to which your contributions are sent, and also from their <i>Serviços Locais</i> (Local Services) and <i>Lojas do Cidadão</i> (Public Offices). In the Autonomous Regions, from <i>Centros de Prestações Pecuniárias</i> (Financial Benefits Centres) in the Autonomous Region of the Azores, and from the <i>Centro de Segurança Social da Madeira</i> (Madeira Social Security Centre) in the Autonomous Region of Madeira. From the relevant health subsystem (institution responsible for health protection: e.g. ADSE, SAMS, etc.).
Support	
Legal Framework	
Responsible/Managing Body	Social Security
Main Contact	Social Security - Beneficiaries of the general social security system - Local Services and District Centres http://www1.seg-social.pt/ - Electronically (How to apply for or renew the EHIC) http://195.245.197.202/left.asp?03.11.01.02 ADSE - Beneficiaries of the welfare scheme for public officials - Reception Centres http://www.adse.pt/page.aspx?idCat=173 - Electronically http://www.adse.pt/Atend_online_benef.aspx?idcat=238&idMastercat=0
Other Useful Contacts	http://www.adse.pt/page.aspx?idCat=328&IdMasterCat=123&MenuLevel=2 http://www2.seg-social.pt/inst.asp?05.07.05
Website	http://ec.europa.eu/social/main.jsp?catId=559&langId=pt
Supporting Documents	http://195.245.197.202/preview_formularios.asp?r=22731&m=PDF http://www.adse.pt/page.aspx?idCat=328&IdMasterCat=123

Guide to Resources - Mobility support instruments

Name	EUIsses – Guide to Pension Mobility in Europe
Area Covered	Social Security
Type of Instrument	Multilingual Website - Portal
Objectives	Provide easy access to information on national and EU pension schemes to citizens moving around Europe.
Beneficiaries	General public
Conditions for Access	Free and open access
Application	
Support	<p>EUIsses is the acronym of EU Links & Information on Social Security. It aims to help citizens:</p> <ul style="list-style-type: none"> • find out about their social security rights and obligations at national and EU levels; • find the social security institutions that they need in the various EU countries; • access national social security services online.
Legal Framework	
Responsible/Managing Body	European Commission, Directorate-General for Employment, Social Affairs and Equal Opportunities
Main Contact	E-mail: empl-eulisses-contact@ec.europa.eu
Other Useful Contacts	
Website	http://ec.europa.eu/employment_social/social_security_schemes/eulisses/jetspeed/
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	EU Health – European Union Public Health Portal
Area Covered	Healthcare
Type of Instrument	Multilingual Website - Portal
Objectives	<p>Provide European citizens with easy access to full information on public health initiatives and programmes at EU level.</p> <p>The aim is to provide citizens with easy access to the benefits of European integration and the single European market. The EU is also committed to providing information that will give its citizens a clearer view of the applicable EU legal framework. This is an important step in raising awareness among people about their rights and the benefits of being EU citizens.</p>
Beneficiaries	General public
Conditions for Access	Free and open access
Application	
Support	Information on measures for the reimbursement of healthcare provided in another EU Member State.
Legal Framework	
Responsible/Managing Body	European Commission, Directorate-General for Health and Consumers
Main Contact	http://ec.europa.eu/health-eu/contact_pt.htm
Other Useful Contacts	http://ec.europa.eu/social/main.jsp?catId=509&langId=pt
Website	http://ec.europa.eu/health-eu/index_pt.htm
Supporting Documents	

Guide to Resources - Mobility support instruments

Name	European Portal on Taxes and Customs Duties
Area Covered	Taxation
Type of Instrument	Website - Portal [German, French and English]
Objectives	Provide European citizens with easy access to practical information on individual or corporate taxation, VAT, indirect taxes and vehicle taxes. Provide information on the work carried out by the European Commission on taxation and customs union, in order to promote the growth, development and competitiveness of European business.
Beneficiaries	General public and businesses
Conditions for Access	Free and open access
Application	
Support	Online information on the main taxes applicable in the EU Member States and on the instruments available to prevent double taxation.
Legal Framework	
Responsible/Managing Body	European Commission, Directorate-General for Taxation and Customs Union
Main Contact	http://ec.europa.eu/taxation_customs/common/contact/index_en.htm Tel.: 00800 67 89 10 11 http://ec.europa.eu/europedirect/write_to_us/mailbox/index_pt.htm
Other Useful Contacts	Portal das Finanças (Finance Portal) – Direcção Geral dos Impostos (Directorate-General for Taxes) http://info.portaldasfinancas.gov.pt/pt/informacao_fiscal/ DSRI - Direcção de Serviços das Relações Internacionais (International Relations Service Directorate) Av. Eng. Duarte Pacheco, 28 - 4º 1099 - 013 Lisbon Tel.: +351 21 383 42 00 Fax: +351 21 383 44 14 E-mail: dsri-duvidas@dgci.min-financas.pt
Website	http://ec.europa.eu/taxation_customs/index_en.htm
Supporting Documents	"Taxes in Europe" database http://ec.europa.eu/taxation_customs/taxation/gen_info/info_docs/tax_inventory/index_en.htm Agreements for the Prevention of Double Taxation signed by Portugal http://info.portaldasfinancas.gov.pt/pt/informacao_fiscal/convencoes_evitar_dupla_tributacao/

Guide to Resources - Mobility support instruments

Name	SOLVIT
Area Covered	Relations with public authorities
Type of Instrument	Service - "online problem solving network"
Objectives	Help to find a pragmatic solution to problems resulting from poor application of internal market legislation by public authorities.
Beneficiaries	General public and businesses
Conditions for Access	Free and open access
Application	
Support	<p>The SOLVIT Network can assess any cross-border problem between a business or a citizen on the one hand and a national, regional or local public authority on the other, where there is possible misapplication of EU law. The policy areas with which the SOLVIT Network has mostly dealt so far are:</p> <p>Citizens: - Recognition of professional qualifications and diplomas; - Access to education; - Residence permits; - Voting rights; - Social security; - Employment rights; - Driving licences; - Motor vehicle registration; - Taxation: "Double taxation".</p> <p>Businesses: - Market access for products; - Market access for services; - Establishment as self-employed; - Public procurement; - Taxation: "VAT refunds"; - Free movement of capital or payments; - Border controls.</p> <p>SOLVIT cannot deal with problems between businesses or between consumers and businesses. It also cannot help in situations in which legal actions have already been started or in relation to complaints about EU institutions.</p>
Legal Framework	
Responsible/Managing Body	European Commission
Main Contact	There is a SOLVIT centre in all EU Member States (and also in Norway, Iceland and Liechtenstein). Contact: http://ec.europa.eu/solvit/site/centres/index_pt.htm
Other Useful Contacts	To try and solve problems that SOLVIT cannot solve and to obtain personalised legal help: http://ec.europa.eu/solvit/site/links/index_pt.htm
Website	www.europa.eu/solvit
Supporting Documents	<p>Online Complaint Form: https://webgate.ec.europa.eu/solvit/application/index.cfm?method=webform.homeform&language=pt</p> <p>Word form for sending complaint by e-mail or fax: http://ec.europa.eu/solvit/site/centres/addresses/index.htm#portugal</p>

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