



EDUCATION AND CULTURE

LEONARDO DA VINCI

Community Vocational Training Action Programme

Second phase: 2000–2006

APPLICATION FORM for

Pilot projects (including Thematic actions), Language competences, Transnational networks, Reference material

Version 2006

Reserved for the European Commission or the National Agencies 20061,

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Projet number</i>
				PP- TH- LA- NT- RF-

EUROPEAN COMMISSION

Receipt Acknowledgement

Name of promoting organisation	
Name of contact person	
Street Number – Street	
Country code – Post code – Town/City	

Title of proposal:		
Date you sent in your proposal	/...../.....

This page will be returned to you when we have received your application form. Please therefore complete the information above clearly.

Reserved for National Agencies and Commission:

We acknowledge receipt of your application concerning your proposal:

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Projet number</i>
				PP- TH- LA- NT- RF-

Please use this number in all communication with your National Agency and/or the Commission.

Yours sincerely,

Date:

NB: Please consult the General Guide for promoters, the specific Guide for the measure under which you intend to submit your proposal, and the Administrative and Financial Handbook before completing the application form

Please note that:

- p.1: the authorised signatory is required to append his or her original signature at the bottom of the page**
- p.2: the authorised signatory is further required to append his or her original signature on the Declaration of Honour**

**PLEASE COMPLETE THE ON-LINE APPLICATION FORM, TOO,
AVAILABLE AT THE FOLLOWING ADDRESS:
<http://leonardo.cec.eu.int>**

A. PROMOTING ORGANISATION

The proposal must be submitted by a private, public or semi-public organisation

A.1 Data concerning the promoting organisation

Name of the organisation in national language (full)	INSTITUTE OF FIELD ARCHAEOLOGISTS
(abbreviated if applicable)	IFA
Name of the organisation in EN, FR or DE (if available)	
Type of organisation ¹	OPR

Head Office

Street	SHES, PO Box 227, University of Reading, Whiteknights
Number	
Postal code	RG6 6AB
Town/City	READING
Country	UNITED KINGDOM

Contact Person ²

Name	Mr. Kenneth Aitchison
Position	Head of Professional Development
Street	SHES, PO Box 227, University of Reading, Whiteknights
Number	
Postal code	RG6 6AB
Town/City	READING
Country	UNITED KINGDOM
Telephone	+44 114 281 0904
Fax	+44 870 126 7203
E-mail	kenneth.aitchison@archaeologists.net
Website	http://www.archaeologists.net

¹Please use type codes as in annex 4

²See definition in the General guide

A.1 Data concerning the promoting organisation

Authorised signatory

Name Mr. Kenneth Aitchison

Position Head of Professional Development

The undersigned certifies that all information given in this form is accurate.

Date

Signature

Stamp

A.2. Declaration of Honour

I, the undersigned,

.....
representative of the organisation:

.....
address:

.....
promoter of the proposal:

.....
hereby declare on my honour, on
this date, that this organisation:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning such matters, nor, in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been found guilty of grave professional misconduct;
- has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other

- illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations;
- is not subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the selection or the contracting of the proposal);
- is not guilty of misrepresentation in supplying the information required by the European Commission during the selection phase and has not failed to provide the requested information.

Furthermore, I hereby declare on my honour that this organisation, in order to successfully implement the submitted proposal, has:

- the adequate legal capacity
- sufficient and stable financial sources
- the required competencies and professional qualifications

I acknowledge that in case of false declarations, that administrative and financial sanctions could be implemented against

**me or against my
organisation.**

Date and Signature:

Stamp of the Organisation:

A.4. LEGAL ENTITY FORM

Only to be completed for full proposals under procedure B and C

Please complete the appropriate Legal Entity form for the promoting organisation and attach the requested documents. Note that 2 different forms are provided: one for private companies, associations, etc. and one for public organisations.

PUBLIC ENTITIES

TYPE OF ORGANISATION	
NGO <i>(Non Governmental Organisation)</i>	No
NAME(S)	
ABBREVIATION	"
OFFICIAL ADDRESS	
POSTAL CODE	
P.O. BOX	"
TOWN/CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION (dd/mm/yyyy)	
REGISTRATION NR.	
PHONE	
FAX	
E-MAIL	
CONTACT PERSON	

This "Legal entity" form should be filled in and submitted together with :

- copy of the resolution, law, decree or decision establishing the entity in question
- or, failing that, any other official document attesting to the establishment of the entity;

Date:

Name and function of the authorised representative:

Signature:

Stamp:

PRIVATE COMPANIES

TYPE OF COMPANY	company limited by guarantee
NAME(S)	Institute of Field Archaeologists
ABBREVIATION	IFA
OFFICIAL ADDRESS	SHES, University of Reading, Whiteknights
POSTAL CODE	RG6 6AB
P.O. BOX	227
TOWN/CITY	Reading
COUNTRY	United Kingdom
VAT NUMBER	not registered for VAT
PLACE OF REGISTRATION	England
DATE OF REGISTRATION (dd/mm/yyyy)	21/12/1982
REGISTRATION NR.	1918782
PHONE	+44 188 378 6446
FAX	+44 118 378 6448
E-MAIL	kenneth.aitchison@archaeologists.net
CONTACT PERSON	Kenneth Aitchison

This "Legal entity" form should be filled in and submitted together with :

- a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.

-

Date:

Name and function of the authorised representative:

Signature:

Stamp:

A.5. FINANCIAL IDENTIFICATION FORM

Only to be completed for full proposals under procedure B and C

ACCOUNT HOLDER	
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NAME	Institute of Field Archaeologists
ADDRESS	SHES, PO Box 227, University of Reading, Whiteknights
TOWN/CITY	Reading
POST CODE	RG6 6AB
COUNTRY	United Kingdom
VAT NUMBER	not registered for VAT
CONTACT PERSON	Alex Llewellyn
TELEPHONE	+44 118 378 6265
FAX	+44 118 278 6448
E-MAIL	alex.llewellyn@archaeologists.net

BANK	
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BANK NAME	The Cooperative Bank
BRANCH ADDRESS	34 St Mary's Butts
TOWN/CITY	Reading
POST CODE	RG1 2LQ
COUNTRY	United Kingdom
ACCOUNT NUMBER	0262000637
IBAN	GB23CPBK08021162000637

Remarks

<p>BANK STAMP + SIGNATURE of BANK REPRESENTATIVE (Both obligatory):</p> 	<p>DATE + SIGNATURE of ACCOUNT HOLDER (Obligatory):</p>
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B. PROJECT OUTLINE

B.1 GENERAL INFORMATION

Measure

Transnational Networks (NT)

Form drafting language

EN

Title

(max. 200 characters, including spaces)

Discovering the Archaeologists of Europe

Acronym/short title

(max 25 characters)

Which objective(s) of the Programme does your project address ?

(Please refer to the General Guide)

- a. "to improve the skills and competencies of people, ..."
- b. "to improve the quality of, and access to continuing vocational training ..."
- c. "to promote and reinforce the contribution of vocational training to the process of innovation ..."

Which priority in Call 2005–2006 does your proposal address?

(Please indicate only one priority)

- 1. Promoting transparency of qualifications
- 2. Developing the quality of VET systems and practices
- 3. Developing relevant and innovative e-learning content
- 4. Continuous training of teachers and trainers

If your project targets directly one or more of the following issues, please tick the relevant box(es):

the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people

equal opportunities for women and men, with a view to combating discrimination in training provision

the promotion of social dialogue in vocational training

Which of the following categories does your project fall into?	X	development of innovatation	transfer of innovation
Total number of partners per country, including promoter and co-ordinator.	1 BE 0 ES 0 IT 1 MT 1 SI 0 IS 0 BG 2 CZ 0 EE 0 LV 1 NL 0 SK 0 LI 0 RO 0 DK 0 FR 0 LT 0 AT 0 FI 0 NO 0 TR 1 DE 1 CY 0 LU 0 PL 0 SE 1 GR 1 IE 0 HU 0 PT 1 UK	automatically filled	
Total number of partners, including promoter and co-ordinator	11	automatically filled	
Total number of countries	10	automatically filled	

Duration of project 24 months

Total budget 482504 Euro

Amount requested from the Leonardo da Vinci Programme 225469 Euro3

% of total budget 47 %

Target group(s) (max 2000 characters) training providers; qualification providers; archaeologists; small medium enterprises in the archaeology sector; political decision makers; sectoral organisations

Target sector(s) (i.e. sectors which will benefit from the outcomes of the project) Codes: O92 M80

Users of the project outcomes Codes: OQ OF OPR

B.2 COMBINED PROPOSALS SUBMITTED UNDER THE CURRENT SELECTION YEAR

Is your proposal **combined** with one or more Leonardo da Vinci proposals in the current selection year?

NO
(please give details in table below)

Measure	Country	Promoting organisation	Title of proposal
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B.3 PROPOSALS BASED ON RESULTS OF PREVIOUS PROJECT(S)

If your proposal is based on the results of one or more previous projects under the Leonardo da Vinci or Socrates programmes, other Community programmes/initiatives (including Phare) or local/regional/national initiatives, please provide precise references to this/ these project(s) in the table below.

If you are submitting a full proposal, please enclose a copy of any products produced or in course of production within the previous project(s).

Year	Programme or Initiative	Identification number	Contact organisation	Title of project	Body to which the proposal was submitted and country
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B.4 OTHER PROJECTS CARRIED OUT WITH COMMUNITY FUNDING

Have you, or any of your partners, already obtained financial support for a project related to this proposal within the Leonardo da Vinci programme (1st or 2nd phase) or under other Community programmes/initiatives in the last five years?⁵

YES
(please fill the table below)

Year	Programme or Initiative	Identification number	Contact Organisation	Title of project	Body to which the proposal was submitted and country
12002	Da Vinci	UK/02/B/F/PP129_557	Institute of Field Archaeologists	Archaeological Field Skills: Training the Trainers	ECOTEC: UK

5. Relation may concern, for instance, theme(s), target group(s) and/or sector(s), partnership structure, metodologic approach, etc.

B.5 SUMMARY

Please provide a short description of your proposal (max 1 page/ 30 lines, if possible), explaining **what** you are going to do and **why**. For "Reference material", include a brief summary of the proposed research methodology. You are kindly requested to provide this summary in English, French or German. (*Parts of this summary may be used in directories of selected projects*).

(max 4000 characters)

This project seeks to improve understanding of the requirements for, and capacity to provide, transparent qualifications for archaeologists across Europe.

The project has a number of objectives at both European and individual state levels

- to identify barriers to entry to the profession of archaeology and to transnational mobility
- to identify labour market information and trends, including training investment, recruitment and career progression difficulties
- to establish the number of archaeologists working in each state
- to identify training needs and skills shortages
- to provide archaeological employers with information to aid business planning and improve organisational performance

It will achieve these objectives by identifying, collecting and disseminating information on archaeologists and archaeological employment across Europe (labour market intelligence), in order for employers, professional associations, the European Association of Archaeologists, training providers and other bodies

- to develop knowledge of practices and conditions in order to facilitate transnational mobility of labour
- to define specific criteria and methodologies to identify training needs across Europe
- to improve analysis and anticipation of skills requirements
- to enable comparisons between skills requirements in states

Currently this kind of information is unavailable in most individual states and has never been collected or applied on a transnational basis before.

C. PROJECT AIM

15–20 lines max per question

C.1 JUSTIFICATION OF THE PROPOSAL

1. Describe the target group(s) and target sector(s) concerned by your proposal. Describe also the final and potential users of your project's results.

2. What needs, in relation to these target group(s) and sector(s), does your project address? How did you identify these needs?

(max 4000 characters)

1. The target groups and sectors for this proposal are archaeologists working in public and private sector organisations across Europe, students of archaeology, training providers, SMEs and political decision makers.

By improving understanding of the requirements for, and capacity to provide, transparent qualifications for archaeologists across Europe, the findings will be relevant to archaeologists and the broader cultural heritage sector, as well as to environmentalists (concerned with both the natural and historic environment), planners and developers of both private projects and public infrastructure works, and universities and academies.

They will help governments, their agencies, SMEs and independent archaeologists structure their enterprises to promote and facilitate transnational working in archaeology, make proper provision for the protection of the heritage, and ensure that the results of investigations (including conserved and reconstructed monuments) into the past are presented in an accessible way that promotes an understanding of our common European heritage.

2. Initial surveys and discussions carried out by the European Association of Archaeologists (EAA) has shown anecdotally that the type and level of provision of archaeologists varies significantly across Europe, but that hard information is very rarely available.

To date, detailed labour market intelligence surveys appraising skills and qualifications as well as numerical quantification of workers have only been carried out in the UK (Aitchison, K. 1999. Profiling the Profession: a survey of archaeological jobs in the UK., Aitchison, K. Edwards, R. 2003. Archaeology Labour Market Intelligence: Profiling the Profession 2002/03.) and Ireland (CHL Consulting Co. Ltd. 2002. Profile of the Archaeological Profession and Education Resources in Ireland.). A less detailed assessment of the number of workers was carried out in France (Rubio, E. Bernard, S. 2001. Cartographie du Paysage Scientifique en Archéologie Métropolitaine).

There is a clear sectoral need, as the EAA and many national organisations related to it are concerned that this lack of data leads to a lack of understanding which fails to provide benchmarks against which less well provided for states can measure their performance and argue for improvements. The lack of common understanding of national structures, transnational labour market intelligence, and very varying educational and professional requirements for practice in archaeology are a significant impediment to the free movement of professional archaeologists between states.

The proposed project partners are all bodies with a firm grasp on sectoral needs in their countries and are well placed to respond to and deliver results addressing those sectoral needs.

3. What are the specific aims of the project?

4. How does your project address the programme objectives and the priority of the call for proposals which you indicated above?

3. The specific aims of the project is to form a Transnational Network of organisations with common interests and aims, and for the member organisations of that Network to work to establish and assess data for a group of states:

primarily –

- * educational and other professional requirements for archaeologists to practice in that state

secondarily –

- * the number of archaeologists employed

- * their gender

- * the age profile

- * their skills

- * their professional role

- * the salary profile compared to national average for all workers and for professionals (anecdotally, in most states archaeologists are thought to be significantly underpaid for their skills).

In all cases the data will be accompanied by a confidence rating depending on whether it has been compiled from sound data or informed understanding/perception. The report will give a provisional insight into the state of European archaeology and the problems it faces, as well as establishing the quality of the available data and therefore where additional more detailed research is required.

This information will be used to identify where training and qualification issues are forming barriers to transnational mobility, so leading to the development of sectoral strategies in VET to overcome these barriers.

The application of the project's results will enhance the employability of archaeologists, both within their own countries and across Europe. This will be achieved by demonstrating how learning can be set in the context of work, linking the application of theory to practice.

The data gathered will also be used to address the horizontal theme of equality of opportunity, assessing whether there are barriers to opportunity on the basis of gender, age or other discriminatory factors and will seek to develop measures to address and refute these barriers.

4. This project will focus on contributing towards the aim of the Lisbon strategy (2000), to create by 2010 a highly dynamic and competitive knowledge based economy in Europe that will deliver sustainable growth, generate more and better jobs and create greater social cohesion, and specifically the additional objective set at Barcelona in 2002 of making education and training a world quality reference by 2010, in particular through better insight into learning demand as the basis for a lifelong learning strategy.

This project specifically addresses Objective B of the Leonardo da Vinci II Programme, improving the quality of, and access to continuing vocational training, under Priority 1 of promoting transparency of qualifications in order to identify the barriers to transnational competitiveness and to identify means to overcome these barriers.

The project will also promote equality of opportunity through gathering relevant data on age, gender and other characteristics and identifying means to overcome any discriminatory barriers.

Currently, restrictions on commercial practice relating to archaeology exist in many member states. Much of this is based on the non transparency of qualifications issued in particular states, and so this project will work to identify where this is a problem, where it is not and to identify the means whereby this problem has been (and can be) ameliorated. As such, the project will be directly contributing towards two of the main objectives of the Copenhagen declaration (2002) – the single framework for transparency of qualifications and competences and the provision of support to the development of qualifications and competences at sectoral level. It will also directly follow the decision made at Maastricht in 2004 to offer all European the qualifications and competences they need to be fully integrated into the emerging knowledge based society, contributing to more and better jobs.

5. If you have indicated in B.1 that your project targets **directly** the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people, and/or equal opportunities for women and men, with a view to combating discrimination in training provision, and/or the promotion of social dialogue in vocational training, please explain how this will be achieved.

(max 4000 characters)

not applicable

6. Please explain in what way your proposal makes an original contribution to:

- introducing changes into national vocational training systems and practices,
- European strategies for vocational training.

(You may wish to refer here to existing work and information at national and European level)

7. Does the innovation contributed by your proposal involve:

- new approaches to the use of existing methods, instruments, products, so as to apply them to new theme(s) and/or target group(s),
- new processes or products in response to existing problems,
- new forms of co-operation/networking between partner organisations and/or political decision makers,
- other (please specify)

Please give detailed explanations.

8. If this is a "Reference material" proposal, please specify also the innovative aspects as regards the existing field of knowledge and the methods and tools for observation and analysis.

(max 4000 characters)

6. This project is original in that it will be the first attempt to gather data relating to the existing and required vocational training for archaeologists across a range of European countries, with the potential to subsequently build to a pan European dataset. No previous exercise has attempted to bring such data together in synthesis.

It is also clear from examining the database of past projects at http://leonardo.cec.eu.int/pdb/recherche_En2000_All.cfm that no comparable or immediately complimentary projects have previously been supported by the Leonardo da Vinci II fund.

This project will then use the data gathered as the foundation for the development of specific strategies both at the pan European level and within individual states.

Most of the states from which partners are drawn do not have a specifically archaeological body overseeing and advising on vocational education and training, and so the opportunity to take forward this initiative alongside fellow practitioners in other states is novel and valuable.

The European Association of Archaeologists has established a committee on Education and Training in Archaeology. Currently, this committee is able to collect data simply on an ad hoc basis, and is hampered by lack of information in guiding that Association's policies on a continental basis. This information that this project will produce will be used to guide to direction of that Committee's work on developing new VET strategies which will link in to work undertaken in the individual participating countries and beyond.

The chair of this committee (Prof Emeritus John Collis) will advise the project as a subcontracted consultant, ensuring the strength of the network and the quality of research and outcomes.

7. The project intends to apply methods of data collection and analysis that have been previously used in the United Kingdom but not elsewhere in Europe in relation to archaeological practice. This will be addressing the existing problems of scoping the scale and reach of skills shortages across European archaeology, and the obstacles to transnational mobility that are in place.

The application of these techniques to the new target groups of archaeologists elsewhere in Europe will allow closer comparison of data and so cooperation of organisations, facilitating the strengthening of ties between archaeological organisations and individuals as well as the political decision makers they advise.

The promotion of labour mobility has potential to improve social dialogue through bringing together representative organisations who will communicate with employers and government bodies.

The innovative techniques previously used in the UK (developed by the proposed project manager and external evaluator) have involved the development of a flexible methodology for data collection and analysis (CADI model) adapted and modified to suit different projects as appropriate, typically using postal or online questionnaires. This model lays emphasis on the analysis and review of labour market intelligence above and beyond simple data collection. The CADI cycle – Collection, Analysis, Dissemination, Implementation – is in many ways similar to the Kolbian four stage learning cycle (Kolb 1984), which echoes the underlying philosophy of these projects as having reflective aims that seek, in appropriate ways, to develop understanding about the professional workforce (a review of this model and the techniques applied in different situations is being published as Aitchison, K. Edwards, R., in prep., ‘Consultation overload: acquiring archaeological labour market intelligence’ in Carman, J. Sorenson, M.L.S. (eds) Making the Means Transparent: research methodologies in archaeological heritage studies.

8. not applicable

9. If your proposal is combined with other Leonardo da Vinci proposals presented in this selection year (see section B.2), please explain the interdependence with these proposals and the expected added value.

(max 4000 characters)

not applicable

10. If your proposal is based on results of one or more previous projects (see section B.3):

- Why did you choose to base it on that or those project(s)?
- How does your proposal use those results?
- What is the added value of your proposal compared to the previous project(s)?

(max 4000 characters)

not applicable

C.2 RESULTS AND IMPACT

What specific results are expected in the course of the project and on its completion? Please provide a detailed description of the expected results and specify:

- Type of result (e.g. handbook, curriculum, recognition procedure, new teaching/training method, etc.),
- When they will be available,
- Target group(s) concerned (final users of the results),
- Languages in which they will be available,
- Medium that will be used (e.g. Cd–Rom, Internet, etc.),
- Didactic methodology (if applicable),
- Number of copies foreseen (if applicable).

(max 4000 characters)

The end products of the project will be:

- * a published report (on line and in the European Journal of Archaeology), published following the conclusion of the project. The journal report will be in English with online publication in all the partner languages (English, French, Dutch, German, Czech, Greek, Maltese, Slovenian). The Journal print run is approximately 5000 copies.
- * review of and recommendations for vocational training techniques used in each partner country (published at the end of the project in all partner languages).
- * review of barriers to entry and transnational mobility, with recommendations for removing these barriers, presented to national policy making bodies (published at the end of the project in all partner languages).
- * a summary report (on line and in The European Archaeologist and relevant national press) published in the partner languages. Published during and immediately following the conclusion of the project.
- * conference papers (eg at the European Association of Archaeologists, Europae Archaeologiae Consilium ([federation of heads of state archaeological services]). These will primarily be in English, but may also be partner national languages, and will be presented during and immediately following the conclusion of the project.
- * proposals for follow–on work, which will both expand the Transnational Network and deepen commitment within it, will be published both as part of the final report and separately, in all the partner languages.

The target groups for all of these will be archaeologists, SMEs, training organisations, organisations concerned with establishing qualifications, sectoral organisations and political decision makers.

C.3 VALORISATION (DISSEMINATION + EXPLOITATION OF RESULTS)

1. How will your valorisation strategy ensure that the project results will be used as regards the target group(s), target sector(s) and potential users?
2. Please indicate the main activities of your valorisation strategy.
3. Please demonstrate that the partnership has the capacity and necessary experience to carry out the valorisation activities outlined above.

(max 4000 characters)

1.*Awareness raising exercises will bring the project to the attention of the individuals and organisations who will be the users. These will be the responsibility of each partner under the guidance of the promoter who will ensure consistency and quality. Feedback will ensure that the needs of the sector and users are being addressed; revisions to methodology will be made if necessary

*Sectoral organisations will be consulted in preparation for the data collection stage and during data collection to ensure that the project maintains a high profile

*Following the completion of the project, individual reports on the situation in each state will be produced and disseminated via the project website. These will also be presented to sectoral and training organisations and to political decision makers

*The products of the project will be protected by copyright over property rights (reproduction, adaptation, distribution and publication) and moral rights (authorship and integrity). The adequate management of Intellectual Property Rights will result in an Exploitation Agreement between the different project partners, which will also include arrangements for any commercialisation of products, so ensuring their continued availability and applicability to users beyond the completion of the project

The partnership will use a model IPR agreement and will employ best practice using the EQUAL guide "The Free Movement of Good Ideas: A Guide to Intellectual Property Rights for Equal Development Partnerships"

*The format and quantity of each product will be decided upon by the partners, responding to the needs of their sector and state by producing material in the most appropriate formats, using the best available technique not entailing excessive cost within set budgets

2.*Each partner will develop a separate valorisation strategy to ensure that the specific needs of their sector and state are addressed

*The individual strategies will be brought together in the overall project valorisation strategy, which will be a dynamic and evolving document, continually addressing needs as they emerge

*The project website will allow progress to be constantly displayed. This site will also be used as a reference point for gathering information. All relevant information (including pre project material) will be accessible from this site, which will also be used to announce all valorisation activities. It will be maintained and subsequently updated following the completion of the project

*Dissemination activities (publications, presentations, conference workshops) will be carried out on individual state and sector bases and also on a pan European scale, eg via the EAA conference and publications

*An external evaluator will work as a subcontractor to ensure continuous quality review. This person (Rachel Edwards of Arboretum Consultancy) is a recognised expert in archaeological labour market intelligence issues, with particular expertise in vocational training

*Funding will be sought to ensure the sustainability of the project from the European Commission and national sources, aiming to allow information to be collected in the future to create time series datasets allowing trends to be identified, and also to establish the process of data collection, analysis and valorisation in states that did not participate in the initial project, so maintaining, strengthening and expanding the network

*Representatives of the project will attend at least one valorisation seminar and one valorisation conference

*See also Work Package 6: Valorisation

3.*All of the partners have extensive experience of formal dissemination, evaluation and valorisation activities and each plays a central role in the sector and are recognised as lead organisations in their states. The promoter will facilitate and manage the valorisation of the project on a European scale. The promoter's staff have extensive experience of carrying out such work

C.4 IMPACT

1. What is the expected impact of the project, in the short and in the long term, as regards: target group(s), target sector(s), potential user(s) of the project results, and vocational training systems and practices?

2. How will the project final results be integrated and used inside training systems and training practices?

3. What is planned to ensure the expected impact of the project results at the end of Community funding?

4. To what extent are the results transferable to other groups, sectors, geographical contexts, etc.? Please explain the actions considered for this purpose.

(max 4000 characters)

1. *The results of the project are anticipated to have a wide ranging impact across the archaeological sector on a European basis, with particular impact in those countries that have not previously conducted an archaeological labour market intelligence review. The project will produce baseline data that will allow the identification and prioritisation of vocational training needs, so in turn subsequently leading to the development or importing of relevant vocational training systems and practices. In the participating countries where comparable data has been previously collected (UK, Ireland) this will begin to form a time series dataset, allowing changes over time to be tracked and to better help forward planning.

* The results and products of the project will influence long-term decision-making and so will continue to have a lasting effect beyond the conclusion of the project.

*Specific expected impacts are:

*Short term:

action to address identified immediate training needs (impact on individuals, SMEs, sectoral organisations)
delivery of training through development of training applications relevant to immediate training needs (impact on training organisations)

increased informed debate on mobility following identification of barriers to transnational mobility (impact on individuals, SMEs, policy makers)

*Long term:

improved training through the development and refinement of training strategies (impact on individuals, training organisations, SMEs, sectoral organisations, policy makers)

enhanced mobility through use transnationally transparent qualifications (impact on individuals, training organisations, sectoral organisations, policy makers)

enhanced mobility through action to remove barriers to transnational mobility (impact on individuals, SMEs, sectoral organisations, policy makers)

2. The final results will be used to inform priorities for training systems through identifying where skills gaps and shortages exist or can be anticipated to occur. Training providers, sectoral organisations and political decision makers will be informed of these gaps and shortages and advised of the consequences of not addressing them.

3. Once established, the network will seek to develop new projects that build upon the results and products of the project and sustainability funding, whether from the European Commission or elsewhere, will be sought to expand the range of countries participating, further enhancing the scope of transnational mobility. The network will also seek to continue to provide valued data and advice, and will aim to repeat the exercise in the countries where data has already been collected, leading to the creation of time series datasets.

4. The innovative and original methodology used under the CADI model, and the transnational nature of the project could be very easily used in other states. The Polish Academy of Sciences in Warsaw, the Universidade de Santiago de Compostela (Spain), the Institut National de Recherches Archeologiques Preventives (France) and Odessa II Mechnikov National University (Ukraine) have all expressed an interest in the project, and will be kept informed of progress and methodological developments (no Commission funding will be spent on this work). The methodology could easily be adapted to other sectors across Europe, and the project products will ensure that this transferability is made clear.

D. PARTNERS

Please provide information on all partners using the table below. **Indicate the promoter as P1, the co-ordinator (if applicable) as P2, and then the other partners in alphabetical order of country code** (see annex 3).

D.1 OVERVIEW OF PARTNERS

N°	Country code6	Name of Organisation/Institution in national language ⁷	Org. type code6	Region code6	Sector code6	Size code6	Contact person		Street, Street N° Town/City Postal code Country code	Telephone Fax E-mail		Budget	
							Name	Gender		Total	Requested from Leonardo		
P1	UK	INSTITUTE OF FIELD ARCHAEOLOGISTS	OPR	UKJ1	O92	S5	Kenneth Aitchison	Mr	SHES, PO Box 227, University of Reading, Whiteknights RG6 6AB READING UK kenneth.aitchison@archaeologists.net	+44 114 281 0904 +44 870 126 7203	124197	62099	
P2	BE	UNIVERSITY OF LEUVEN (KU LEUVEN)	U	BE33	M80	S2	Marc Lodewijckx	Mr	Departement Archeologie, Kunstwetenschappen Musicologie, Blude-Inkomstraat 21 B-3000 Leuven BE marc.lodewijckx@arts.kuleuven.ac.be	+32 16 32 48 91 +32 16 32 48 72	46070	21528	
P3	CY	MINISTRY OF COMMUNICATIONS AND WORKS, DEPARTMENT OF ANTIQUITIES	PP	CY	O92	S6	Maria Solomidou-Ieronymidou	Ms	Mouseiou 1 POBox 2024 1516 Lefkosia CY antiquitiesdept@da.mcw.gov.cy	+357 2 865864 +357 2 303148	35438	16560	
P4	CZ	ARCHEOLOGICKY ÚSTAV PRAHA Institute of Archaeology	U	CZ01	O92	S3	Natalia Venclova	Ms	Letenska 4 118 01 Prague CZ venclova@arup.cas.cz	+420 357014300 +420 257532288	22231	10431	
P5	CZ	EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS	OST	CZ01	O92	S5	Anthony Harding	Mr	c/o Institute of Archaeology CAS, Letenská 4 118 01 Praha CZ eaa@arup.cas.cz	+420 257014411 +420 257014411	4898	2289	
P6	DE	VERBAND DER DESARCHÄOLOGEN IN DER BRD EV	OST	DE8	O92	S2	Friedrich Luth	Mr	Landesamt für Bodendenkmalpflege Mecklenburg-vorpommern Schloss Wiligrad D-19069 Lübstorf DE friedrich.luth@archeologie-mv.de	+49 3867 8805 +49 3867 8806	65027	30387	
P7	GR	SYLLOGOS ELLINON ARCHAIOLOGON Association of Greek	OPR	GR3	O92	S3	Pantos Pantos	Mr	Odos Agion Asomaton 11 GR-10533 Athens GR pantos.pantos@damd.culture.gr	+30 210 322 5323 +30 210 3225628	29625	13876	

		Archaeologists											
P8	IE	INSTITUTE OF ARCHAEOLOGISTS OF IRELAND	SOPR	IE021	O92	S3	Margaret Gowen	Ms	Merrion Square 63 2 Dublin IE	+353 01 662 9517 +353 01 662 9517 mmgowen@mglarc.com	42172	19707	
P9	MT	SUPERINTENDENCE OF CULTURAL HERITAGE	PP	MT	O92	S2	Nathaniel Cutajar	Mr	Melita Street 138 VLT 08 Valletta MT	+356 21 230711 +356 21 251140 nathaniel.cutajar@gov.mt	23621	11038	
P10	NL	VERENIGING VAN ONDERNEMERS IN ARCHAEOLOGIE Association of Archaeological Entrepreneurs	GRE	NL33	O92	S2	Wilfried Hessing	Mr	VoIA c/o ARCHOL, Caroline Leeflang, PO Box 9515 2300 RA Leiden NL	+31 33 2779200 +31 33 2779201 w.hessing@vestigia.nl	56988	26630	
P11	SI	FILOZOFSKA FAKULTETA Faculty of Arts	U	SI	M80	S4	Predrag Novakovic	Mr	Askerceva 2 1000 Ljubljana SI	+386 1 241 85 00 +386 1 241 86 60 predrag.novakovic@guest.arnes.si	23382	10926	
											Total	3649	225471

N.B. Attach letters of intent from partners (see Annex 1)

Please add extra sheets if necessary

⁶Please use codes as in the lists annexed (annex 3 to 7)

⁷Please provide this information also in EN, FR or DE if available.

D.2 CHARACTERISTICS OF THE PARTNERSHIP

1. Please describe each partner organisation (including promoter and co-ordinator, if applicable), as follows:

- description of the organisation,
- skills, knowledge, expertise and experience of the organisation in relation to its role in the project,
- role of the organisation in the project. Clearly identify, in particular, partners playing a fundamental role in the dissemination and implementation of the interim and final results of the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of partners' relevant published works in the last three years.

(max 4000 characters)

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

INSTITUTE OF FIELD ARCHAEOLOGISTS (UK)

The Institute of Field Archaeologists is the professional association for archaeologists in the United Kingdom. Founded in 1982, it has over 2000 members, representing over 35% of professional archaeologists in the UK.

The objectives of the Institute are "to advance the practice of archaeology and allied disciplines by promoting professional standards and ethics for the conservation, management and study of the archaeological resource."

Specifically, the Institute works to

- * promote high standards of vocational training,
- * develop new training initiatives,
- * develop standards and guidance for archaeological work,
- * represent the profession to government and other bodies,
- * provide an exchange of information, and
- * provide services for its members and to the public.

The organisation has extensive experience of running major projects relating to archaeological heritage management and vocational training, on behalf of agencies such as English Heritage, the National Trust, Historic Scotland, the Sector Skills Development Agency and CCSkills, the sector skills council for creative and cultural skills.

The organisation was the coordinator of a previous project funded under Leonardo da Vinci II. The person who was project manager for that initiative, Kenneth Aitchison, will be the project manager for this project (he has been formally trained in these techniques), and will be supported by the IFA administrative secretariat.

Within the UK, the IFA has the express further support of English Heritage, the Council for British Archaeology and the Archaeology Training Forum for this project.

IFA will collect and analyse data for the United Kingdom, and will administer, manage and coordinate the project as a whole. It will also take responsibility for valorisation of the project results in the UK. IFA will also host one partner meeting.

Furthermore, IFA will also be responsible for the overall project and financial management of the project, and will ensure that partners are working to established and agreed timetables, budgets and quality thresholds. This organisation has experience of managing a previous transnational project funded under Leonardo da Vinci II, and has specialist staff

trained in and working in project management. IFA has recently expanded its professional staffing capacity regarding training and standards and has doubled the number of personnel working in support roles, so ensuring that the organisation will have the capacity to manage this project in parallel with multiple other simultaneous projects.

In the past year, IFA has been typically managing between five and eight projects simultaneously, with budgets of up to €1.25m. IFA has also applied to Leonardo da Vinci II to promote another project simultaneously with this one, 'Archaeology and Civil Engineering Skills'. IFA is confident in their staff's capabilities to manage both projects simultaneously if the bids are successful.

UNIVERSITY OF LEUVEN (KU LEUVEN) (BE)

Founded in 1425, the K.U. Leuven is a Belgian University of catholic signature with an international orientation. As a university it is a scientific institution in which research and knowledge transfer are both essential and complementary.

As a university it distinguishes itself from other research centres by its autonomous statement of problems, by the disinterested character of its fundamental research, by its focus on education and by the fact that it encompasses within its walls almost all the scientific disciplines. It distinguishes itself from other educational institutions by the fact that its teaching is based on and nourished by its own research and by its interdisciplinary approach. It transfers knowledge through high quality interdisciplinary scientific teaching. Its programmes integrate professional training into a broad ethical cultural and social context of education.

Within the Department of Archaeology, Art History and Musicology, the research group of Archaeology of Western Europe has a special interest in the participation in this project because of its frequent contacts not only with archaeologists from abroad but also with local archaeologists and organisations, amateurs, former students and other partners. In this project, it will work closely with the regional and federal organisations charged with responsibility for archaeology in Belgium

The Katholieke Universiteit Leuven will collect and analyse data for Belgium, and will also take responsibility for valorisation of the project results in Belgium. This partner will also be responsible for hosting one of the project partner meetings.

MINISTRY OF COMMUNICATIONS AND WORKS, DEPARTMENT OF ANTIQUITIES (CY)

The Department of Antiquities was formed in 1935 and has since been responsible for all archaeological sites, Ancient Monuments, Government Museums and all archaeological activity, in general, on the island of Cyprus. Its main functions include the excavation of archaeological sites ranging from the Neolithic period, ca 9th M.B.C., to the 19th century, the conservation and restoration of archaeological remains and ancient monuments of Schedule A and B as defined in the Antiquities Law, the maintenance and expansion of archaeological museums as well as the creation of new ones and the use of ancient monuments for educational purposes and for the promotion of cultural tourism.

For this purpose it organises conferences, lectures, and exhibitions in Cyprus and abroad.

The Department of Antiquities will collect and analyse data for the whole island of Cyprus, and will also take responsibility for valorisation of the project results in Cyprus.

ARCHEOLOGICKY USTAV PRAHA (CZ)

The Institute of Archaeology in Prague, founded in 1919, is now one of the institutes of the Academy of Sciences of the Czech Republic. It is the largest archaeological institution in the country. Its main aim is research in the field of archaeology together with a coordination role within archaeological heritage management in Bohemia.

In a close collaboration with the universities, the Institute is involved in teaching and also in postdoctoral education.

The Institute takes part in legislation work, manages the Archives of field reports and documentation from Bohemia and the related Czech Archaeological Database, and hosts the largest archaeological library in the Czech Republic. It publishes the two main archaeological periodicals in the country.

The Institute has many links to the other archaeological institutions in theoretical research as well as in fieldwork, as its staff participate in rescue excavations, in a range of field projects and other projects involving university students and museum archaeologists. The Institute's Archives collect data from the whole of Bohemia, offering its databases and bibliographical services to all researchers and students. There is a direct feedback between the Institute and all the other archaeological institutions. The Institute participates in a number of international projects in Europe, is experienced in the field of editing and publishing as well as in organising seminars, conferences and lectures for scholars, students as well as general public.

Archeologicky Ustav Praha will collect and analyse data for the Czech Republic, and will also take responsibility for valorisation of the project results in the Czech Republic. Archeologicky Ustav Praha will also host one partner meeting.

EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS (CZ)

The EAA is a membership-based association open to all archaeologists and other related or interested individuals or bodies. The EAA currently has over 1100 members from 41 countries working in prehistory, classical, medieval and later archaeology. They include academics, aerial archaeologists, environmental archaeologists, field archaeologists, heritage managers, historians, museum curators, researchers, scientists, teachers, conservators, underwater archaeologists and students of archaeology.

In 1994 at the Inaugural Meeting of the European Association of Archaeologists (EAA) held in Ljubljana, Slovenia, the EAA Statutes were formally approved. They stipulate that the EAA was created:

- * to promote the development of archaeological research and the exchange of archaeological information
- * to promote the management and interpretation of the European archaeological heritage
- * to promote proper ethical and scientific standards for archaeological work
- * to promote the interests of professional archaeologists in Europe
- * to promote co-operation with other organisations with similar aims

In this project, the EAA will play an internal evaluatory role (through its Committee on Education and Training) and a valorisation role, aiding in the dissemination and application of project material and results.

VERBAND DER LANDESARCHÄOLOGEN IN DER BRD EV (DE)

Under the umbrella of this organisation, the chief archaeologists of the 16 federal states of Germany come together to discuss, set standards and harmonise management issues concerning archaeological heritage; since there is no federal organisation and no formal institution, all responsibility in this field of the archaeological community lies with the state archaeologists.

The association organises regular meetings and acts as adviser to the Standing Conference of Ministers of Culture of the 16 states of the Federal Republic of Germany.

The Verband der Landesarchäologen in der BRD eV will take responsibility for collecting and analysing data for Germany, and will also be responsible for valorising the results of the project in Germany.

SYLLOGOS ELLINON ARCHAIOLOGON (GR)

The Association of Greek Archaeologists, founded in 1959, is the professional organisation of the Greek archaeologists (public servants of the Ministry of Culture) and has 415 members (the vacant positions in the archaeological service are more than 600 and it is foreseen to fill them up through successive calls of the Ministry during the next few years).

It is a nation wide organisation, representing the archaeologists who are public servants, working in the central service (the Directorate General of Antiquities and of Cultural Heritage of the Ministry) and in the regional units.

The protection of the Greek heritage has been since the founding of modern Greece (1830) an exclusively public affair, falling under the responsibility of the central government. The only other groups of archaeologists in Greece are (a) those working in the universities, research institutes, archaeological societies and private museums and (b) those working on a limited term in the works of the archaeological service.

The Association is governed by a Board, elected by members for a 3 year term. It publishes the newsletter Deltos. The Association is housed in a renovated neoclassical building near the archaeological site of Ceramicas in Athens. It includes office rooms, a hall for temporary exhibitions, a conference hall and some guest rooms.

Sylogos Ellinon Archailogon will collect and analyse data for Greece, and will also take responsibility for valorisation of the project results in Greece, and will host one partner meeting.

INSTITUTE OF ARCHAEOLOGISTS OF IRELAND (IE)

The Institute of Archaeologists of Ireland was formerly the Irish Association of Professional Archaeologists and was formally established in 2001.

The following are the seven objectives recorded in the Memorandum Articles of Association of the Institute of Archaeologists of Ireland at the establishment of the organisation in 2001.

1. To promote contact, collaboration co operation between professional archaeologists on the island of Ireland and the organisations to which they belong
2. To express corporate professional opinions on archaeological matters throughout the island of Ireland
3. To improve archaeological standards throughout the island of Ireland including through the adoption of a Code of Practice and guidelines on professional practice, and the promotion of the continued professional development of its members
4. To establish contacts with similar organisations of professional archaeologists, whether national or international in form or scope
5. To promote by discussion and action the solution of practical and academic problems of archaeology on the island of Ireland
6. To publish a newsletter at least once annually to be known as IAI News
7. To hold at least one conference annually on matters related to archaeology, either in conjunction with the Annual General Meeting or otherwise, and to organise such other conferences, seminars, symposia and related meetings with partner bodies, as collaborative events, as may be considered appropriate.

The institute has undertaken two studies, both completed in 2002, which form the basis of its interest in this project.

These studies are entitled:

- * Profile of the Archaeological Profession and Education Resources in Ireland
- * The Future demand for Archaeologists in Ireland

Institute of Archaeologists of Ireland will collect and analyse data for Ireland, and will also take responsibility for valorisation of the project results in Ireland.

SUPERINTENDENCE OF CULTURAL HERITAGE (MT)

The Superintendence of Cultural Heritage's mission is to fulfil the duties of the State in ensuring the protection and accessibility of Malta's cultural heritage.

The Cultural Heritage Act 2002 defines 'cultural heritage' as "movable and immovable objects of artistic, architectural, historical, archaeological, ethnographic, palaeontological and geological importance and includes information or data relative to cultural heritage pertaining to Malta or to any other country. This includes archaeological, palaeontological or geological sites and deposits, landscapes, groups of buildings, as well as scientific collections, collections of art objects, manuscripts, books, published material, archives, audio-visual material and reproductions of any of the preceding, or collections of historical value, as well as intangible cultural assets comprising arts, traditions, customs and skills employed in the performing arts, in applied arts and in crafts and other intangible assets which have a historical, artistic or ethnographic value."

The Cultural Heritage Act 2002 has defined a new cultural heritage framework for Malta. The main objective of this framework is to ensure that Malta's cultural heritage is adequately protected, conserved and promoted.

Within this legal framework, the Superintendence of Cultural Heritage was established and given the mission to ensure the protection and accessibility of cultural heritage. The Act also establishes the functions of the Superintendence.

The staff of the Superintendence of Cultural Heritage presently consists of eleven employees, headed by the Superintendent of Cultural Heritage. Members of staff include specialists in various aspects of cultural heritage, as well as assisting technical staff and administrative officers.

The Superintendence of Cultural Heritage will collect and analyse data for Malta, and will also take responsibility for valorisation of the project results in Malta.

VERENIGING VAN ONDERNEMERS IN ARCHAEOLOGIE (NL)

Vereniging van Ondernemers in Archeologie (VOiA – the Association of Archaeological Entrepreneurs) is a sectoral organisation, representing seventy private sector SMEs in Dutch commercial archaeology.

VOiA is an information network covering nearly all of the organisations who probably employ the majority of Dutch archaeologists, and so are ideally placed to both collect data and valorise the project results in the Netherlands.

Other Dutch organisations have agreed to support the proposal and assist in some way with the implementation of the project. These are:

- * Rijksdienst voor het Oudheidkundig Bodemonderzoek (ROB, Dutch State Service for Archaeological Heritage)
- * Rijksinspectie voor Archeologie (State Inspectorate for Archaeology)
- * Stichting voor Nederlandse Archeologie (SNA, Trust for Dutch Archaeology)
- * Het Archeologische Diensten Centrum (Centre for Archaeological Services)
- * Nederlandse Vereniging voor Archeologie (Association for Dutch Archaeologists).

VOiA will collect and analyse data for the Netherlands, and will also take responsibility for valorisation of the project results in the Netherlands.

FILOZOFSKA FAKULTETA (SI)

The University of Ljubljana has more than 56,000 students and was established in 1919 on the foundations of a long-established pedagogical tradition. The University of Ljubljana is famous for the quality of its study courses both in the humanities, and in scientific and technological fields, as well as in medicine, dentistry and veterinary science.

On a local and international level, the study courses run at the University of Ljubljana and its projects follow the latest world discoveries and trends in the field of art, science and technology. The University works in co-operation with

various economic institutions in both the public and private sectors, with the government and local authorities as well as other civil institutions.

The Faculty of Arts, University of Ljubljana (FA) is currently made of 21 departments with more than 6.500 students, 277 professors and lecturers, 106 assistant lecturers, 64 researchers, 41 librarians and 81 administrative employees. The Faculty has a long tradition in research and education in humanities and in archaeology, ancient history and related subjects in particular. In this field its major unit is the Department of Archaeology (DoA FA) which provides the undergraduate, MA and PhD curricula, and is also intensively involved in research activities on national and international scale.

In teaching, in the last two decades, professors from the USA, UK, Austrian, Italian and many other universities regularly participated in the undergraduate and graduate curricula, while staff from Ljubljana taught – as visiting or permanent teaching staff – at the Universities of Paris I, Berlin, Cambridge, Pisa, Besançon, Beijing. Currently, the DoA FF is coordinator of the Erasmus Intensive programme RESPAL (Remote sensing for past landscapes) within the network of 8 universities from Slovenia, UK, Italy, France, Austria and Germany, and is also a member of the Access GRID international network for long distance learning.

In the field of research, the DoA FF staff in the past two decades had very intensive collaboration with international partners within the EU frameworks and other multilateral and bilateral research schemes (PHARE, COST, Culture 2000 etc.).

Due to its developments in curricula and research references the DoA FF is recognized as an important regional center in SE Europe for teaching and research, and in the field of heritage management methodology. For its results the DoA FF itself and some of its publications were awarded several diplomas in the past.

Filozofska Fakulteta will collect and analyse data for Slovenia, and will, additionally, collect and analyse data from the other states of the former Yugoslavia (Croatia, Serbia and Montenegro, Bosnia and Herzegovina, Macedonia and Kosovo).

The work that is undertaken on practice in these countries will be explicitly funded separately from that funded by the project, but the results will be presented alongside the project results to give additional value to the project.

This partner will also take responsibility for valorisation of the project results in Slovenia and for dissemination of project results to the states of former Yugoslavia, and will host one partner meeting.

Please add extra sheets if necessary

2. Please present the partnership as a whole, and describe its structure, functioning and experience in transnational co-operation.

(max 4000 characters)

The partnership has been formed through professional contacts made at the European Association of Archaeologists, which meets annually to exchange information about archaeology and archaeological practice across Europe. Through contributing to the work of this organisation, all of the partners have the experience of transnational collaboration and some have further direct experience of working on specific projects.

The partnership represents a combination of private sector (both commercial and membership organisations), public sector and academic bodies. The partnership is a carefully considered combination of sectoral organisations, professional organisations, university training providers and employers who are best placed to identify and respond to

sectoral needs.

Workload and budget is spread evenly between all of the partners who are undertaking research and valorisation. The exception is EAA, which will be undertaking only a valorisation role. As the only body in Europe concerned with the development and maintainance of professional skills and capabilities on a transnational, continental basis, this organisation is ideally placed to take on this role.

Each partner will work independently, organising research and reporting on the findings of that research within their own country. But all of these will be satellite organisations, reporting to the project promoter (Institute of Field Archaeologists) which will act as the project's hub. The Institute of Field Archaeologists, in addition to undertaking research in the UK, will be responsible for the overall project and financial management of the project, and will ensure that partners are working to established and agreed timetables, budgets and quality thresholds. This organisation has experience of managing a previous transnational project funded under Leonardo da Vinci II, and has specialist staff trained in and working in project management. IFA has recently expanded its professional staffing capacity regarding training and standards and has doubled the number of personnel working in support roles, so ensuring that the organisation will have the capacity to manage this project in parallel with multiple other simultaneous projects.

Management of the project will be organised through five separate "project management meetings" at six-monthly intervals, with representatives from all partners being invited (1- or 2-day meetings). In addition to discussing management issues, each meeting will also focus on the activities of a particular work package.

Meeting 1: Autumn 2006. Reading, UK. Startup.

Meeting 2: Spring 2007. Athens, Greece. Data Collection.

Meeting 3: Autumn 2007. Ljubljana, Slovenia. Review.

Meeting 4: Spring 2008. Leuven, Belgium. Data Analysis.

Meeting 5: Autumn 2008. Prague, Czech Republic. Data Presentation.

Reports will be produced ahead of each meeting with contributions from all participants.

The third meeting will be a "mid-project assessment meeting", where an in-depth review of the project status will be carried out (ideally together with representatives from the Leonardo da Vinci programme).

Partners will also be in constant contact via email and the project's website.

The potential expense of a bank guarantee is being covered under the 'other' operational budgetary heading. The budgets for the advisory consultant and external evaluation are under the 'subcontracting' heading.

End of the pre-proposal

E. ORGANISATION AND MANAGEMENT OF THE PROJECT

E.1. WORK PROGRAMME

Please describe your work programme by sub-dividing it into **work-packages**. For each work-package please describe :

- the aims,
- the start and finish dates and overall duration,
- the total number of staff days (broken down by categories – see table E.2.2),
- the role and the tasks of each partner involved
- the role and the tasks of sub-contractors, if any,
- the working methods and techniques,
- the expected outcomes/results of the work package,
- (for "Reference material" proposals only):the field of analysis, methods (including samples, size and its composition) techniques and tools to be used in particular for international comparison.

The work programme is required to include explicitly a detailed **valorisation plan**⁹, indicating:

- the timetable,
- all activities planned during and after the end of the project in order to make results properly disseminated and exploited, including activities involving the target group(s), representatives of the target sector(s) the potential users and/or other groups (political decision makers, professional/sectoral organisations, social partners, media ...),
- the human and financial resources assigned to valorisation activities,
- any commercialisation, if foreseen.

The work programme must also include a **quality management plan**: procedures, criteria and resources for monitoring and evaluation of the progress of the project, and for internal and/or external evaluation – including quality control and testing, if applicable – of the interim and final results in comparison with the needs of the target group(s) and sector(s) and of the potential users. Please explain, in particular, how the target group(s) and/or potential users will be involved in these activities.

(max 4000 characters)

For the sake of clarity, you may wish to add diagrams, additional explications and tables as appropriate.

Work-package 1

Work Package I – Start up Preparation

Aims:

I/1 present results of previous labour market research assessments

I/2 present overview of qualification transparency issues

I/3 agree methodologies for data collection

I/4 national and sectoral bodies made aware of the project

Start Date: 1st October 2006

Finish Date: 30th November 2006

Overall Duration: 2 months

Total Number of Staff Days:

managers researchers administrators

IFA 16 0 4

KUL 6 0 2

AUP 6 0 2

EAA 0 0 0

DoA 6 0 2

VdL 6 0 2

SEA 6 0 2

IAI 6 0 2

SCH 6 0 2

VOiA 6 0 2

FF 6 0 2

Role, tasks and working methods by partner:

1. Institute of Field Archaeologists. The IFA project manager will facilitate a project meeting for all partners, hosted at the IFA offices in Reading, UK, where the consultant will present an overview of issues of qualification transparency in archaeology. The project manager will also introduce the results of previous studies of labour market intelligence for the project team to review.

He will lead the discussions and agreement on the appropriate data collection techniques to be used by each partner, exploring the existence and relevance of any pre-existing datasets and the appropriate methodologies for collecting new data, ensuring that methods agreed will produce consistent and quality datasets. The project manager will then make contact with relevant UK national and sectoral bodies as an initial awareness raising exercise and to prepare bodies for the subsequent data collection phase. He will also carry out general project management and administration duties.

2. University of Leuven. The University of Leuven team leader will contribute to the project meeting, agreeing a methodology for data collection in Belgium, and will subsequently make contact with relevant Belgian national and sectoral bodies as an initial awareness raising exercise and to prepare bodies for the subsequent data collection phase.

3. Department of Antiquities. As for University of Leuven, but in Cyprus.

4. Archeologicky Ustav Praha. As for University of Leuven, but in the Czech Republic.

5. European Association of Archaeologists. This partner plays no active role in this work package.

6. Verband der Landesarchäologen. As for University of Leuven, but in Germany.

7. Syllogos Ellinon Archaion. As for University of Leuven, but in Greece.

8. Institute of Archaeologists of Ireland. As for University of Leuven, but in Ireland.

9. Superintendence of Cultural Heritage. As for University of Leuven, but in Malta.

10. Vereniging van Ondernemers in Archeologie. As for University of Leuven, but in the Netherlands.

11. Filozofska Fakulteta. As for University of Leuven, but in Slovenia.

Role, tasks and working methods for subcontractors:

1. Consultant

- The consultant will present an overview to the project team meeting on qualification transparency issues, having previously organised a conference session on this theme at the European Association of Archaeologists' annual conference in September 2005.

2. Translators

- Overview of previous sectoral labour market intelligence reports translated into partner languages.
- Overview of qualification transparency issues translated into partner languages.
- Review of methodological approaches translated into partner languages.

Expected outcomes/results:

- Methodologies for data collection agreed
- Awareness raising exercise undertaken in all partner countries

⁹ See specific guidelines for valorisation plan

Work-package 2

Work Package II – Data Collection

Aims:

II/1 collect information relating to necessity and transparency of qualifications

II/2 collect labour market information

Start Date: 1st December 2006

Finish Date: 31st August 2007

Overall Duration: 9 months

Total Number of Staff Days:

managers researchers administrators

IFA 12 45 10

KUL 6 30 4

AUP 6 30 4

EAA 0 0 0

DoA 6 15 4

VdL 6 45 4

SEA 9 30 6

IAI 6 15 4

SCH 6 15 4

VOiA 6 30 4

FF 6 15 4

Role, tasks and working methods by partner:

1. IFA. The IFA project manager will lead a research team to collect information on the necessity and transparency of qualifications in the UK, and also to collect labour market information using a methodology agreed at the earlier project team meeting. Following data collection, the project manager will receive the teams' formal evaluation of the work, and will then produce a short report for the partners on the project's progress. He will also carry out general project management and administration. He will attend a project meeting hosted by SEA in Athens.

2. University of Leuven. The University of Leuven team leader will lead a research team to collect information on the necessity and transparency of qualifications in Belgium, and also to collect labour market information using a methodology agreed at the earlier project team meeting. The team leader will produce an evaluatory report on the data collection process in Belgium, and will attend a project meeting in Athens.

3. Department of Antiquities. As for University of Leuven, but in Cyprus.

4. Archeologicky Ustav Praha. As for University of Leuven, but in the Czech Republic.

5. European Association of Archaeologists. This partner plays no active role in this work package.

6. Verband der Landesarchäologen. As for University of Leuven, but in Germany.
7. Syllogos Ellinon Archaiologon. As for University of Leuven, but in Greece. The SEA will also host a project meeting in Athens, attended by representatives of all partners.
8. Institute of Archaeologists of Ireland. As for University of Leuven, but in Ireland.
9. Superintendence of Cultural Heritage. As for University of Leuven, but in Malta.
10. Vereniging van Ondernemers in Archeologie. As for University of Leuven, but in the Netherlands.
11. Filozofska Fakulteta. As for University of Leuven, but in Slovenia.

Role, tasks and working methods for subcontractors:

1. Consultant

- The consultant will advise the project partners on appropriate individuals and organisations to contact regarding qualifications issues.

2. Translators

- Reports on qualifications translated into English.
- Data results from partners translated into English.
- Evaluation reports from partners translated into English.
- Overall evaluation report translated into partner languages.

Expected outcomes/results:

- Draft reports on qualifications produced in all partner countries.
- Consistent datasets collected in all partner countries.
- Interim evaluation report.

⁹ See specific guidelines for valorisation plan

Work-package 3

Work Package III – Review

Aims:

III/1 review data collection process

III/2 present interim results to European Association of Archaeologists

Start Date: 1st September 2007

Finish Date: 30th September 2007

Overall Duration: 1 month

Total Number of Staff Days:

managers researchers administrators

IFA 12 0 2

KUL 6 0 2

AUP 6 0 2

EAA 2 0 0

DoA 6 0 2

VdL 6 0 2

SEA 6 0 2

IAI 6 0 2

SCH 6 0 2
VOiA 6 0 2
FF 9 0 4

Role, tasks and working methods by partner:

1. IFA. The IFA project manager will facilitate a project partner meeting hosted by Filozofska Fakulteta in Ljubljana, Slovenia, which will precede the European Association of Archaeologists' annual meeting which will be held in Croatia later in the same month. This meeting will review the project's progress to date and will discuss alternative methods of data analysis before agreeing the consistent methodologies that will be used. At this meeting, decisions will be made on which partners will take or share lead responsibility for the production of final products the overall, transnational report, the recommendations for future work and the development of a project proposal for a follow on project, involving a widened network. He will also carry out general project management and administration.

2. University of Leuven. The University of Leuven team leader will attend the project partner meeting, and will arrange for the dissemination of interim reports in Belgium.

3. Department of Antiquities. As for University of Leuven, but in Cyprus.

4. Archeologicky Ustav Praha. As for University of Leuven, but in the Czech Republic.

5. European Association of Archaeologists. EAA will distribute interim reports to its members.

6. Verband der Landesarchäologen. As for University of Leuven, but in Germany.

7. Syllogos Ellinon Archaiologon. As for University of Leuven, but in Greece.

8. Institute of Archaeologists of Ireland. As for University of Leuven, but in Ireland.

9. Superintendece of Cultural Heritage. As for University of Leuven, but in Malta.

10. Vereniging van Ondernemers in Archeologie. As for University of Leuven, but in the Netherlands.

11. Filozofska Fakulteta. As for University of Leuven, but in Slovenia. Filozofska Fakulteta will also host a project meeting, to be attended by representatives of all partners.

Role, tasks and working methods for subcontractors:

1. Consultant

- The consultant will work with the team to review achievements to date and plans for the data analysis phase, and will also advise on the delivery of conference presentations.

2. Translators

- Methodologies for data analysis translated into partner languages.

Expected outcomes/results:

- Agreed methodologies for data analysis.
- Agreed responsibilities for the production of final products.

⁹ See specific guidelines for valorisation plan

Work-package 4

Work Package IV – Data Analysis

Aims:

IV/1 quantified analysis of data
IV/2 preparation of final reports for each partner country
IV/3 preparation of overall, transnational report
IV/4 preparation of recommendations for future work
IV/5 preparation of project proposal for future work, involving a widened network

Start Date: 1st October 2007
Finish Date: 31st August 2008
Overall Duration: 11 months

Total Number of Staff Days:
managers researchers administrators
IFA 12 30 3
KUL 9 20 5
AUP 6 20 3
EAA 0 0 0
DoA 6 10 3
VdL 6 30 3
SEA 6 20 3
IAI 6 10 3
SCH 6 10 3
VOiA 6 20 3
FF 6 10 3

Role, tasks and working methods by partner:

1. IFA. The IFA project manager will lead a team undertaking the analysis of data collected for the UK, and will ensure that all of the teams are producing consistent results from their datasets. The team will also preparing a final report on the work and results of the project in the UK. He will also coordinate the preparation of the overall, transnational report and the preparation of the recommendations for future work and the development of a project proposal for a follow on project, involving a widened network. Actual responsibility for each of these objectives will have been devolved to one or more project partner team leaders at the WP3 review stage. Following data analysis, the project manager will receive the teams' formal evaluation of the work, and will then produce a short report for the partners on the project's progress. He will also carry out project management and financial administration roles. He will also facilitate a project meeting held in Leuven.
2. University of Leuven. The University of Leuven team leader will lead a team undertaking the analysis of data collected by that team. This team may have or be sharing lead responsibility for the production of one or more final products. This partner will also host a project partnership meeting in Leuven.
3. Department of Antiquities. The Department of Antiquities team leader will lead a team undertaking the analysis of data collected by that team. This team may have or be sharing lead responsibility for the production of one or more final products.
4. Archeologicky Ustav Praha. As for Department of Antiquities, but in the Czech Republic.
5. European Association of Archaeologists. This partner plays no active role in this work package.
6. Verband der Landesarchäologen. As for Department of Antiquities, but in Germany.
7. Syllogos Ellinon Archaiologon. As for Department of Antiquities, but in Greece.
8. Institute of Archaeologists of Ireland. As for Department of Antiquities, but in Ireland.
9. Superintendece of Cultural Heritage. As for Department of Antiquities, but in Malta.

10. Vereniging van Ondernemers in Archeologie. As for Department of Antiquities, but in the Netherlands.

11. Filozofska Fakulteta. As for Department of Antiquities, but in Slovenia.

Role, tasks and working methods for subcontractors:

1. Consultant

- The consultant will advise partners on the analysis process.

2. Translators

- Evaluation reports from partners translated into English.

- Overall evaluation report translated into partner languages.

Expected outcomes/results:

- Consistent datasets from each partner country.

- Draft final products.

- Second interim evaluation reports.

⁹ See specific guidelines for valorisation plan

Work-package 5

Work Package V – Results Presentation

Aims:

V/1 preparation of final reports for each partner country

V/2 preparation of overall, transnational report

V/3 preparation of recommendations for future work

V/4 preparation of project proposal for future work, involving a widened network

Start Date: 1st September 2008

Finish Date: 30th September 2008

Overall Duration: 1 month

Total Number of Staff Days:

managers researchers administrators

IFA 9 3 2

KUL 5 3 2

AUP 5 3 2

EAA 2 0 0

DoA 5 3 2

VdL 5 3 2

SEA 5 3 2

IAI 5 3 2

SCH 5 3 2

VOiA 5 3 2

FF 5 3 2

Role, tasks and working methods by partner:

1. IFA. The IFA project manager will facilitate a final project meeting, to be arranged or hosted by Archeologicky Ustav Praha. This project meeting will review and assess the final project products and agree any alterations required before their final production. He will then take responsibility for ensuring that any alterations to products for which he has held or shared responsibility are made and for the production of those products. He will also carry out project management and financial administration responsibilities.

2. University of Leuven. The University of Leuven team leader will attend the project team meeting, and will then take responsibility for ensuring that any alterations to products for which he has held or shared responsibility are made and for the production of those products.
3. Department of Antiquities. As for University of Leuven, but in Cyprus.
4. Archeologicky Ustav Praha. As for University of Leuven, but in the Czech Republic. AUP will also host a project partner meeting.
5. European Association of Archaeologists. EAA will distribute final reports to its members.
6. Verband der Landesarchäologen. As for University of Leuven, but in Germany.
7. Syllogos Ellinon Archaiologon. As for University of Leuven, but in Greece.
8. Institute of Archaeologists of Ireland. As for University of Leuven, but in Ireland.
9. Superintendece of Cultural Heritage. As for University of Leuven, but in Malta.
10. Vereniging van Ondernemers in Archeologie. As for University of Leuven, but in the Netherlands.
11. Filozofska Fakulteta. As for University of Leuven, but in Slovenia.

Role, tasks and working methods for subcontractors:

1. Consultant

- The consultant will advise on the preparation and presentation of the final products, including the appropriate individuals or organisations to approach to involve in a future, wider network.

2. Translators

- Final products translated into all partner languages

Expected outcomes/results:

- Final national reports produced.
- Final transnational project report produced.
- Recommendations for future work produced.
- Proposal for follow on project with wider partnership produced and submitted to relevant funding bodies (if funding body timetables permit).

⁹ See specific guidelines for valorisation plan

Work-package 6

Work Package VI Valorisation

Start Date: 1st October 2006

Finish Date: 30th September 2008

Overall Duration: 24 months

This work package is timetabled to last the entire length of the project, running in parallel with the series of five work packages that make up the body of direct practical work. Progress towards achieving the aims of this work package will be monitored at the same review points throughout the lifespan of the project (the end of each of the other work packages)

Total Number of Staff Days:
managers researchers administrators
IFA 20 30 4
KUL 10 20 3
AUP 10 20 3
EAA 10 0 0
DoA 10 10 3
VdL 10 30 3
SEA 10 20 3
IAI 10 10 3
SCH 10 10 3
VOiA 10 20 3
FF 10 10 3

Aims, Objectives and Outcomes:

Typical valorisation trajectories involve 2 phases of activities

1. transferring: the use of project results by discussing results with potential users and by organising debates with key players
2. disseminating: ensuring promotion of developed products, tools, and methods. The latter will involve the designing of a clear dissemination strategy which:
 - i. identifies the particular target groups;
 - ii. adapts dissemination support and messages to these groups;
 - iii. envisages a specific timetable of dissemination activities;

Promotion may occur through different methods and media.

- Each partner will develop a separate valorisation strategy to ensure that the specific needs of their sector and state are being addressed by the project
- Initial awareness-raising exercises by each of the partners
- The individual partner strategies will be brought together in the overall project valorisation strategy, which will be a dynamic and evolving document, continually addressing new needs as they emerge
- Sectoral organisations will be consulted to ensure that the project maintains a highly visible profile
- The project will establish a website at the outset of the project which will allow progress to be continually displayed.
- Following the completion of the project, individual reports on the situation in each state will be produced and disseminated freely via the project's website
- Dissemination activities (publications, presentations, conference workshops) will be carried out on individual state and sector bases and also on a pan-European scale
- Representatives of the project will attend at least one valorisation seminar and will report to the partners on the results of the seminar. At least once during the project representatives will attend a valorisation conference.
- IFA, as project promoter, will, if selected, participate in thematic monitoring activities such as attending a working meeting with promoters of projects covering the same domain with a view to exchange experience on both the content of their projects and their valorisation activities.

⁹ See specific guidelines for valorisation plan

Work-package 7

Quality Management Plan

- An initial risk assessment exercise, undertaken by the project manager in consultation with key team members, will identify all potential risks to the project. This will be recorded in a project risk log, identifying the likelihood of any potential risk and its potential impact on the project. Action to be taken and a containment plan will be prepared. This will be a dynamic document, updated whenever action is taken to contain risks or when new risks are identified.
- The project will then be managed under a programme of staged change control. This will ensure that at the end of each working package of the project, a decision can be made as to whether the project is still meeting the overall

requirements (in terms of products, budget and timetable). Brief progress reports will be prepared at each review point, which will include details of schedule variance (identifying how project progress is relating to the planned progress at any given point).

- This system will allow progress to be monitored against the project design, controlling any deviations from the project plan. Change from the project plan will only be allowed formally, via a formal request to the Leonardo national agency.
- An external evaluator (Rachel Edwards, archaeological consultant of Arboretum Archaeology) will work (as a subcontractor) on ensuring and advising on continuous quality review for the project. This person is a recognised expert in archaeological skills and labour market intelligence. She will attend project partner meetings and liaise with the project manager and consultant throughout the lifetime of the project.
- Internal evaluation will be undertaken by all project participants, feeding through their team leaders.
- The European Association of Archaeologists' Education and Training Committee will be informed and updated of the project's progress. This committee has offered advice in the development of the project bid, and will continue to do so throughout the period of the project.
- The resources for the enactment of the quality management plan have been distributed throughout the allocated budgets for the six working packages of the project.

⁹ See specific guidelines for valorisation plan

E.2 FINANCIAL PLAN

For filling out section E2 please refer to the Administrative and Financial Handbook concerning Pilot projects (including Thematic actions), Language competences, Transnational networks and Reference material.

NB: You must use the four tables below in the given format.

E.2.1 ESTIMATED EXPENDITURES BY WORK-PACKAGE AND TYPE OF COSTS

It is recommended to foresee one specific work package for the valorisation strategy of the project (dissemination and exploitation activities)

All figures in Euro

Work-package	Staff	Operational	Subcontracting	Total
1	21868	25178	17500	64546
2	80314	21072	17250	118636
3	20862	19146	8750	48758
4	60174	19626	9250	89050
5	23026	17358	9000	49384
6	71295	26836	14000	112131
7	0	0	0	0

E.2.2 ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			INSTITUTE OF FIELD ARCHAEOLOGISTS (UK)			UNIVERSITY OF LEUVEN (KU LEUVEN) (BE)		
	Staff by category:	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰
1. Managers	455	257.42	117126.1	81.0	350.0	28350	42.0	353.0	14826
2. Researchers	660	206.39	136217.4	108.0	229.0	24732	73.0	190.0	13870
3. Teachers/trainers	0	0	0	0.0	0.0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	25.0	148.0	3700	18.0	167.0	3006
Total	1290		277539	214		56782	133		31702

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			MINISTRY OF COMMUNICATIONS AND WORKS, DEPARTMENT OF ANTIQUITIES (CY)			ARCHEOLOGICKY USTAV PRAHA (CZ)		
	Staff by category:	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰
1. Managers	45	5257.42	17126.1	39.0	264.0	10296	39.0	81.0	3159
2. Researchers	660	206.39	36217.4	38.0	232.0	8816	73.0	71.0	5183
3. Teachers/trainers	0	0	0	0.0	0.0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	16.0	94.0	1504	16.0	41.0	656
Total	1290		277539	93		20616	128		8998

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS (CZ)			VERBAND DER LANDESARCHÄOLOGEN IN DER BRD EV (DE)		
	Staff by category:	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰
1. Managers	455	257.42	117126.1	14.0	77.0	1078	39.0	365.0	14235
2. Researchers	660	206.39	136217.4	0.0	0.0	0	108.0	292.0	31536
3. Teachers/trainers	0	0	0	0.0	0.0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	0.0	0.0	0	16.0	203.0	3248
Total	1290		277539	14		1078	163		49019

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			SYLLOGOS ELLINON ARCHAIOLOGON (GR)			INSTITUTE OF ARCHAEOLOGISTS OF IRELAND (IE)		
	Staff by category:	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰
1. Managers	455	257.42	117126.1	42.0	156.0	6552	39.0	343.0	13377
2. Researchers	660	206.39	136217.4	73.0	109.0	7957	38.0	343.0	13034
3. Teachers/trainers	0	0	0	0.0	0.0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	18.0	89.0	1602	16.0	328.0	5248
Total	1290		277539	133		16111	93		31659

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total SUPERINTENDENCE OF CULTURAL HERITAGE (MT)						VERENIGING VAN ONDERNEMERS IN ARCHAEOLOGIE (NL)		
	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	455	257.42	117126.1	39.0	128.0	4992	39.0	373.0	14547
2. Researchers	660	206.39	136217.4	38.0	101.0	3838	73.0	327.0	23871
3. Teachers/trainers	0	0	0	0.0	0.0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	16.0	62.0	992	16.0	193.0	3088
Total	1290		277539	93		9822	128		41506

¹⁰Indicate the average cost per day.

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			FILOZOFSKA FAKULTETA (SI)		
Staff by category:	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)	Total number of days (a)	Cost per day (b) ¹⁰	Total staff cost (a*b)
1. Managers	455	257.42	117126.1	42.0	136.0	5712
2. Researchers	660	206.39	136217.4	38.0	89.0	3382
3. Teachers/trainers	0	0	0	0.0	0.0	0
4. Technical	0	0	0	0.0	0.0	0
5. Administrative	175	138.26	24195.5	18.0	64.0	1152
Total	1290		277539	98		10246

¹⁰Indicate the average cost per day.

E.2.3 ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	INSTITUTE OF FIELD ARCHAEOLOGISTS (UK)	UNIVERSITY OF LEUVEN (KU LEUVEN) (BE)	MINISTRY OF COMMUNICATIONS AND WORKS, DEPARTMENT OF ANTIQUITIES (CY)	ARCHEOLOGICKY USTAV PRAHA (CZ)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	56782	31702	20616	8998		277539	58
Operations :							
1. Travelling	16665	5354	6504	5863		69649	14
2. ICT	0	0	0	0		0	0
3. Production	6000	1500	1500	1500		23000	5
4. Overheads	8694	3014	2318	1460		31565	7
5. Other	5000	0	0	0		5000	1
B. Total operational costs	36359	9868	10322	8823		129214	27
Subcontracting :							
1. Evaluator	8250	0	0	0		8250	2
2. Consultant	4000	0	0	0		4000	1
3. Translation	27500	4500	4500	4500		63500	13
4.	0	0	0	0		0	0
5.	0	0	0	0		0	0
C. Total Subcontracting costs	39750	4500	4500	4500		75750	16
Total costs of the project = A + B + C	132891	46070	35438	22321		482503	100

E.2.3 MORE ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS (CZ)	VERBAND DER LANDESARCHÄOLOGEN IN DER BRD EV (DE)	SYLLOGOS ELLINON ARCHAIOLOGON (GR)	INSTITUTE OF ARCHAEOLOGISTS OF IRELAND (IE)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	1078	49019	16111	31659		277539	58
Operations :							
1. Travelling	0	5754	5641	6254		69649	14
2. ICT	0	0	0	0		0	0
3. Production	3500	1500	1500	1500		23000	5
4. Overheads	320	4254	1943	2759		31565	7
5. Other	0	0	0	0		5000	1
B. Total operational costs	3820	11508	9084	10513		129214	27
Subcontracting :							
1. Evaluator	0	0	0	0		8250	2
2. Consultant	0	0	0	0		4000	1
3. Translation	0	4500	4500	0		63500	13
4.	0	0	0	0		0	0
5.	0	0	0	0		0	0
C. Total Subcontracting costs	0	4500	4500	0		75750	16
Total costs of the project = A + B + C	4898	65027	29695	42172		482503	100

E.2.3 MORE ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	SUPERINTENDENCE OF CULTURAL HERITAGE (MT)	VERENIGING VAN ONDERNEMERS IN ARCHAEOLOGIE (NL)	FILOZOFSKA FAKULTETA (SI)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	9822	41506	10246		277539	58
Operations :						
1. Travelling	6254	5754	5606		69649	14
2. ICT	0	0	0		0	0
3. Production	1500	1500	1500		23000	5
4. Overheads	1545	3728	1530		31565	7
5. Other	0	0	0		5000	1
B. Total operational costs	9299	10982	8636		129214	27
Subcontracting :						
1. Evaluator	0	0	0		8250	2
2. Consultant	0	0	0		4000	1
3. Translation	4500	4500	4500		63500	13
4.	0	0	0		0	0
5.	0	0	0		0	0
C. Total Subcontracting costs	4500	4500	4500		75750	16
Total costs of the project = A + B + C	23621	56988	23382		482503	100

E.2.4 ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	INSTITUTE OF FIELD ARCHAEOLOGISTS (UK)	UNIVERSITY OF LEUVEN (KU LEUVEN) (BE)	MINISTRY OF COMMUNICATIONS AND WORKS, DEPARTMENT OF ANTIQUITIES (CY)	ARCHEOLOGICKY USTAV PRAHA (CZ)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	62099	21528	16560	10431		225471	47
National support	70792	24542	18878	11890		254423	53
Regional support	0	0	0	0		0	0
Other sources (please specify)	0	0	0	0		0	0
Partners own funds	0	0	0	0		2609	1
Other Community programmes ¹¹	0	0	0	0		0	0
Total financing	132891	46070	35438	22321		482503	100
Total financing = Total costs of project (from table E.2.3)	132891	46070	35438	22321		482503	100

¹¹
Only
applicable
for
pre-accession
countries

E.2.4 MORE ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS (CZ)	VERBAND DER LANDESARCHÄOLOGEN IN DER BRD EV (DE)	SYLLOGOS ELLINON ARCHAIOLOGON (GR)	INSTITUTE OF ARCHAEOLOGISTS OF IRELAND (IE)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	2289	30387	13876	19707		225471	47
National support	0	34640	15819	22465		254423	53
Regional support	0	0	0	0		0	0
Other sources (please specify)	0	0	0	0		0	0
Partners own funds	2609	0	0	0		2609	1
Other Community programmes ¹¹	0	0	0	0		0	0
Total financing	4898	65027	29695	42172		482503	100
Total financing = Total costs of project (from table E.2.3)	4898	65027	29695	42172		482503	100

¹¹
Only
applicable
for
pre-accession
countries

E.2.4 MORE ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	SUPERINTENDENCE OF CULTURAL HERITAGE (MT)	VERENIGING VAN ONDERNEMERS IN ARCHAEOLOGIE (NL)	FILOZOFSKA FAKULTETA (SI)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	11038	26630	10926		225471	47
National support	12583	30358	12456		254423	53
Regional support	0	0	0		0	0
Other sources (please specify)	0	0	0		0	0
Partners own funds	0	0	0		2609	1
Other Community programmes ¹¹	0	0	0		0	0
Total financing	23621	56988	23382		482503	100
Total financing = Total costs of project (from table E.2.3)	23621	56988	23382		482503	100

¹¹
Only
applicable
for
pre-accession
countries

F. ANNEXES

ANNEX. 1. LETTERS OF INTENT

- Partner organisations must provide letters of intent on their own official paper
- The letter must not be hand-written
- It must indicate :
 - the title of the proposal;
 - reference to the Leonardo da Vinci programme;
 - a brief description of the partner's role;
 - the partner's financial undertaking.
- It's must bear :
 - the date
 - the signature of an authorised person and her/his position within the organisation.
- For eligibility purposes, full proposals **must** include letters of intent from the obligatory minimum number of partners. This requirement does not apply to pre-proposals.
- If letters of intent were enclosed with the pre-proposal, the full proposal will be considered eligible if it includes **copies** of the letters previously sent. However, **new letters** of intent must be sent with the full proposal if any changes have occurred since the pre-proposal to the partners that make up the required minimum transnational partnership. Changes requiring new letters of intent include changes to the role or financial contribution in the project of any of the original partners, or the replacement of a partner.
- Without prejudice to the previously mentioned eligibility condition, proposals accompanied by **all** letters of intent will be evaluated more favourably.
- Originals are not obligatory in the pre-proposal and full proposals phases; copies and faxes will be accepted. If your full proposal is selected, you will be asked to provide originals before the contract is drawn up.

ANNEX. 2.1 ELIGIBILITY CHECK–LIST

Please make sure that your application meets the following formal eligibility conditions. These are extensively described in section VI of the General Guide. **Only proposals meeting all the eligibility conditions will go forward for qualitative assessment.**

References to sections in this form are given in brackets.

- Compliance with the deadline, as published in the call for proposals
- Compliance with the minimum size of the partnership (B1 and D)
- Participation of at least one partner from the European Union (B1)
- Compliance with the following administrative rules:
 - ◆ the application is being submitted by a private, public or semi–public organisation (A)
 - ◆ the application is written in one of the EU official languages
 - ◆ the application bears the **original** signature of an authorised person (A.1)
 - ◆ the application form used for the proposal is the official Leonardo da Vinci application form (available on the Leonardo da Vinci Programme Website)
 - ◆ the application is sent to the exact addresses specified in the applicable call for proposals
 - ◆ the application is accompanied by the declaration on honour signed by the promoter (original signature) certifying that the applicant organisation is not in one of the indicated situations and that it has the financial and operational capacity for successfully implementing the proposal (A.2)
 - ◆ the **pre–proposal** indicates a global cost estimation of the project (B1)
 - ◆ the **full proposal** includes a detailed budget (E2)
 - ◆ the **full proposal** includes letters of intent at least for the minimum size of the partnership (F1)

ANNEX 2.2 SELECTION CRITERIA CHECK–LIST

These selection criteria only apply to full proposals submitted under procedures B and C. They are described in section VI of the General Guide.

The selection criteria make it possible to assess the promoter's financial and operational capacity to carry out the work programme and to make sure that the promoter has sufficient and stable financial sources to continue the activities throughout the project and assure its co–financing¹.

For this purpose, make sure you have submitted the following documents:

- documents on the Legal Entity of the promoter:
 - ◆ for private companies, associations, etc.:
 - ◇ the relevant Legal Entity Form² duly completed and signed by an authorised person;
 - ◇ a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
 - ◇ a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;

◆ for public organisations.³

◇ the relevant Legal Entity Form⁴ duly completed and signed by an authorised person;
◇ copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity;

- the official annual accounts for the previous three financial years.⁵ Public organisations⁶ are exempted from fulfilling this obligation;
- when the application for Community financial support exceeds 300,000 euro, an external audit report produced by an accredited auditor with the application. This report must certify the accounts of the last available financial year and provide an assessment of the promoting organisation's financial viability. Public organisations⁷ are exempted from fulfilling this obligation;
- CVs of the key persons in the partnership, giving detail of the relevant professional experience;
- the financial identification form⁸ completed by the promoter and certified by the bank (original signature as required). This account or sub-account must make it possible to identify funds paid by the Commission. This account must be held in one of the countries participating in the programme.

These documents must be transmitted with the original of the proposal only. It is not necessary to include them with the various copies of the proposal requested.

¹ This is due to the fact that Community financial assistance likely to be awarded to selected projects is awarded in the form of grants.

² The Legal Entity Form (for private companies, associations) is inserted in the application form (section A.4).

³ Including secondary and higher education institutions.

⁴ The Legal Entity Form (for public organisations) is inserted in the application form (section A.4).

⁵ "Official" means accounts certified by an appropriate external body and/or published and/or approved by the organisation's general meeting.

⁶ Including secondary and higher education institutions.

⁷ Including secondary and higher education institutions.

⁸ The financial identification form is inserted in the application form (section A.5).