

Task Force Education and Youth

Enhanced Graz Process

Working Table 1 Stability Pact for South Eastern Europe



Guidelines for Applicants

A. FORMAL REQUIREMENTS

Eligibility of applicants:

All signatory SEE ministries of education and higher education of the Memorandum of Understanding (MoU).

Sufficient and detailed information required

Please complete the application form as clearly as possible providing enough details in order get a full picture of your

Where and how to send the applications?

Applications (application form and supporting documents) are to be submitted in electronic format and also send by fax (signatures). Applications should be sent in English to:

Kanita Kovacevic

Task Force Education and Youth/ Enhanced Graz Process

Email: kanita.kovacevic@kulturkontakt.or.at

Fax: ++43 1 524 66 55

(postal address: KulturKontakt Austria/ Task Force Education and Youth, Spittelberggasse 3/8, A-1070 Vienna)

Deadline – 26 March 2004

Applications must be submitted not later than 26 March 2004 .

Acknowledgement of receipt

The Task Force Education and Youth will send an acknowledgement of receipt to all applicants.

Evaluation/Selection Procedure

Applications will be evaluated and sent out to SEE Senior Officials by the Task Force Education and Youth. Applications will also be presented to donors interested in supporting the ERI SEE.

The final decision will be made by Senior Officials from SEE who will be asked to select the Secretariat's host country for a minimum period of three years by a secret ballot at the Fourth Senior Officials Meeting planned to be held in May 2004.

Further information:

If you have further questions or queries, please contact:
Kanita KOVACEVIC
Task Force Education and Youth/ Enhanced Graz Process
Email: kanita.kovacevic@kulturkontakt.or.at
Phone: ++43 1 523 87 65 72
Fax: ++43 1 524 66 55

B. Supporting documents

Letters of Commitment

Applications must be accompanied by a Letter of Commitment from the respective Ministry of Education as well as from the host Institution securing the offered services for a period of minimum three years.

other

In case the Secretariat will be hosted by another institution please provide the additional letter of commitment by the host Institution as well as the Statutes and/or Articles of Association of the host institution. This document should be a public act, issued on the occasion of the formal establishment of an institution and describing the scope and objectives of its activities.

Please provide a declaration concerning the financial liquidity by an approved external auditor of the hosting organisation.

C. Evaluation Criteria

The application must be based upon the Joint Proposal of the Education Reform Initiative of South Eastern Europe/ Terms of Reference, the Memorandum of Understanding and its Action Plan and has to be accompanied by all necessary supporting documents.

All applications submitted by SEE signatory ministries of the MoU meeting the deadline will be assessed according to the following criteria:

- **Complete and detailed information**
- **Independence of the Secretariat** with regard to its programming, delivering, staffing and financing;
- **Clear legal status of the Secretariat**
- **Professional operational and financial capacity**