

Task Force Education and Youth

Enhanced Graz Process

Working Table 1 Stability Pact for South Eastern Europe



APPLICATION FORM for Hosting the ERI SEE Secretariat

I. APPLICANT INFORMATION:

Full Name of Ministry	
Street Address	
Country	
Contact person	
Position	
Email	
Telephone, Telefax	

II. LEGAL FRAMEWORK OF THE ENVISAGED ERI SEE SECRETARIAT

Please specify the envisaged **legal status** of the ERI SEE Secretariat(*please tick only one box*)

A. as an independent legal entity

B. as part of a host institution (*please fill out ad B section*)

C. Other

(legal position within the country and/or within the institution, relationship to other laws and directives, legal capacity, applicable laws (public or private law), internal/external contracting and financial regulations etc.)

Use extra sheet if required

ad B. PROPOSED HOST INSTITUTION - Profile of the host institution

(fill out only if you have ticked box B.)

Legal status of the ERI SEE Secretariat as a part of a*:

national/regional or local authority

Non-governmental unit

Other

Please specify in more detail

Please give a short description of the aims and objectives of the proposed host institution, details of relevant activities and the scope of international experience

Use extra sheet if required

Please describe in detail the envisaged **financial and administrative/operational structure** of the ERI SEE Secretariat

- **Staff related:** financial regulations e.g. employment law, labour legislation, direct or indirect financing of staff costs etc.
- **Operative budget/money transaction related:** tax regulations, internal/external auditing procedures, payroll management, internal/external contracting (also additional services e.g. accounting, tax consultancy) etc.

Use extra sheet if required

III. LOCATION AND FACILITIES OF THE ENVISAGED ERI SEE SECRETARIAT

Street address	
Description of office space	
Available office space in square meters	
Technical details of telephone/access to internet	
Accessibility by public transport (give details)	

IV. EXPENDITURES TO BE COVERED BY THE HOST COUNTRY

Specify the annual costs of the ERI SEE Secretariat.

In-kind contribution by the host country in Euro

Office	
Running costs	
Secretary	

Other costs that might occur

Please specify the costs of any additional services or equipment needed and indicate also whether they could be provided by the host country or not (e.g. accounting, tax consultancy etc)	
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Please note that the application 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.