**INTERNAL CALL FOR OUTGOING STAFF MOBILITY FOR TRAINING FROM GIPA TO VEVU IN THE FRAME OF ERASMUS+ KA171 PROJECT**

**10 January 2023**

**GENERAL PROVISIONS**

Within the **Erasmus+ 2022-1-HR01-KA171-HED-000076870**, referring to cooperation with HEI College of Applied Sciences “Lavoslav Ružička” in Vukovar, (VEVU) HR VUKOVAR01 form program country Croatia,

Georgian Institute of Public Affairs, the project partner from partner country Georgia, (GIPA) -SENDING HEI, announces the Internal Call for Applications for selecting two (2) administrative staff members and awarding financial supports for individual staff mobility, which objective is training and participation in non-teaching staff meeting at the VEVU in Croatia. All incoming activities supported within this call are coordinated and administered by GIPA and VEVU.

The call is open to full-time admnistrative staff members of the following 2 programs:

-Master of Public Admnistration;

-Bachelor of Business Admnistration;

Mobility activities within the Internal Call refer to:

Training activity – to support professional development of staff in the form of scientific work or training events abroad (excluding conferences). In this call mobility activity will be non-teaching staff meeting - a form of professional training when the staff members observe and share the exprerince and knowledge with the colleagues from host institution as well as other project members.

The overall objective of individual mobilities to be realized within this project call is intensification of international cooperation, development of institutional capacities for international mobility, internationalization of curriculum, strengthening of social dimension in international exchanges, strengthening of international partner network, and development of professional scientific skills with sustainable impact on long-term cooperation activities.

Individual staff mobilities are to be realized according to the Mobility Plan that will be agreed with the host institution.

Administrative staff members have to be employed by the sending HEI GIPA throughout the whole process of application and realization of mobility.

**ELIGIBLE PERIOD**

Training/non-teaching staff activity from this Call is planned to be realized in Spring 2023.

**FINANCIAL SUPPORTS** are awarded to staff members of the GIPA as the incoming mobility at Host HEI.

Within this project call, staff can spend a training period at Host HEI in duration of 5 days, with financial support awarded from the project budget. The grant for staff will provide funding for maximum two additional days of travel.

**APPLICATION PROCEDURE**

All application documents shall be typed (not hand-written), except for signature.

The candidates should submit the applications electronically until January 30, 2023 to the following email address: n.bakradze@gipa.ge

APPLICATION DOCUMENTS FOR ADMINISTRATIVE STAFF MOBILITY

1. Application form for staff mobility

2. Curriculum Vitae

3. Knowledge of English language

4. Confirmation of the employer (home HEI) about the applicant’s employment status

5. Proof of citizenship (copy of passport, or certificate of nationality)

All application documents shall be prepared in English language.

**ASSESSMENT PROCEDURE**

All applications will be checked for formal eligibility criteria.

The submitted documents will be considered by the call commission of Georgian Institute of Public Affairs

The main assessment criteria for applications for staff mobilityare the following:

* Mobility outcomes at personal and institutional level
* Sustainability of cooperation
* Dissemination of mobility results
* Knowledge of English language (or other foreign language that will be the main language of communication within the mobility)

The Committee for Erasmus+ mobility programme will publish the resultsof the call and will inform all applicants by e-mail correspondence.

All applicants have a right to file a complaint against the assessment results within 8 days after public announcement of the results. Complaints shall be submitted to the GIPA commission of Georgian Institute of Public Affairs. Complaints have to be prepared in writing in form of a letter, and submitted as pdf document to the e-mail n.bakradze@gipa.ge. Applicants filing a complaint will receive a reply by the GIPA Committee for Erasmus+ mobility program at least within 8 days after complaint receipt

**CONSENT FOR PROCESSING THE PERSONAL DATA**

According to procedures of the Call for Applications for the mobility of Erasmus staff, the VEVU and GIPA shall collect and process the personal data for the purpose of Erasmus mobility implementation, applicatnts’ name and surname will be published on the lists of selected/refused candidates or on waiting lists, or on all subsequent lists if required, and the VEVU will prepare and execute the agreements on the allocation of financial support for the purpose of financial support payment.

The applicants are well acquainted that the implementation of Erasmus mobility implies entering their personal data in the databases of the VEVU and GIPA, foreign partner institutions, European Commission, Agency for Mobility and EU Projects, databases of the Ministry of Internal Affairs and other institutions/ public bodies that are authorised to request data on Erasmus scholars for the purpose of implementation of mobility.