**EEA/NFM Programme**

**Staff Mobility - Staff Training**

Training programme/Work plan

[Minimum requirements]

The minimum requirements are:

Information about the home institution and the host institution or enterprise:

* Name of the staff member
* Name of the home institution (and the Erasmus ID code)/department:
* Name of the host institution (and, if available – as no EUC is required -, the Erasmus ID code)/department or enterprise/department (and country of host enterprise):
* Name of the contact person from the sending institution:
* Name of the contact person from the receiving institution/enterprise:
* Position of the contact person from the sending institution
* Position of the contact person from the receiving institution/enterprise:
* Information relating to the sending institution or hosting enterprise:
  + Size of the enterprise (tick the appropriate size): small : 1-50 staff ,

medium: 51-250 staff ,

large: 251 or more staff

* + Type of host enterprise (sector NACE code)

Duration (days):

Overall objectives of the mobility

Added value of the mobility (both for the home institution and for the staff member)

Activities to be carried out and, if possible, the programme for the period

Expected results

**Endorsement**

|  |  |
| --- | --- |
| ***HOME INSTITUTION***  *We confirm that the proposed teaching/training programme is approved.* | |
| *Coordinator’s signature*  *.......................................................................* | *Date:* |

|  |  |
| --- | --- |
| ***HOST INSTITUTION***  *We confirm that the proposed teaching/training programme is approved.* | |
| *Coordinator’s signature*  *........................................................................* | *Date:* |