

**ADMINISTRATIVE STAFF MOBILITY PROGRAMME.  
MEETING HELD THE 9<sup>TH</sup> OF SEPTEMBER 2002.  
CONCLUSIONS**

- Introduction:

The aim of this programme is to provide opportunities for administrative staff mobility to enhance cross cultural experience and work placement experience.

- Conclusions:

All people at the meeting agreed to the benefits of the programme and are willing to participate.

- Action points:

1. That a summary of the programme and actions points be circulated to those who attended the meeting by 19<sup>th</sup> September and to the Secretariat of Compostela Group. In addition, an agreement of cooperation will be sent out, which will include the following points:

- . agreement participation for 1 year.
- . that there must be a contact-liaison person at the institution, responsible, among other aspects, for initiating the advertising and collecting applications (voluntary roll).
- . each institution will have a maximum of two applications.
- . all institutions will accept the decision of the steering group (regarding candidates selection and awarding of grants).

The steering group will meet twice a year. Members of the group (drawn from first meeting, February 2002):

- University of Masaryk (Czech Republic): Veronika Barankova
- University of Oulu (Finland): Ritta Kataja
- Universidade Portucalense (Portugal): Paulo Delgado
- University of Vigo (Spain): Eva Garea & Amelia Rodriguez
- University of Westminster (UK): Katherine Hewlett

Together with the agreement, the offer form and candidate's application form will sent to the institutions participating in the programme.

2. Deadline to send the documents to the Secretariat of the Compostela Group:

- The agreement: 1<sup>st</sup> week of October 2002
- The offer form: last week of October 2002

3. By the end of October the Compostela Secretariat will put a list of participants together and create the web page, including an introduction of the programme, the list of the participating institutions, and the link to the offer forms and candidate's application form (which needs the signature of the institution).

4. At the end of December, all applications need to reach Compostela Secretariat. The applications should be sent by each institution's contact. Maximum of two).

5. Mid-January the steering group meets to look at applications and offers and match. It will allocate grants according to needs (accommodation cost, flights and subsistence during a maximum of two weeks).

The steering group must communicate to the Compostela Secretariat its decisions and the Compostela Secretariat will communicate both home and host institutions with their decision (deadline: beginning of February).

Each participant will fill in an evaluation form.

6. The programme runs from March till September 2003 and during its first year, it will be a pilot scheme and will include the first interested institutions.