University Jaume I-UJI

Careers Service

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May 2022

**Letter of Intent for hosting a trainee**

Dear Erasmus + Traineeship project coordinator at Universitat Jaume I,

I hereby confirm that our institution is participating as a partner (host organization) in the **Erasmus+ Programme 2021-2023** promoted by Universitat Jaume I (UJI).

We would like to mention that (***your institution, address***) has extensive experience in supervising work placements. Our contribution to the project is described in this proposal.

Each partner collaborates in this proposal of student mobility for traineeships, and should take the necessary measures for the selection of students according to their position, skills and knowledge. The host organisation is responsible for the student’s training during the placement period, and should collaborate with the sending organisation, with the best interest of the trainees in mind. They should evaluate and inform the sending organisation about the student's performance, based on the tasks outlined in this proposal.

The host organization should provide guidance to help students find accommodation. Furthermore, the host organisation is expected to respect the principles of the [**Erasmus Charter for Higher Education 2021-2027**](https://ujiapps.uji.es/ade/rest/storage/5Z5V5OMJC4F4QG3DPZANNCSHEUERD4WD).

Our institution is mainly devoted to (***area of activity***), and we are willing to receive student/s or graduates from the UJI for *(please checkmark only your preferred option, or check both)*:

[ ]  **Short traineeships** (**5-30 days** of physical traineeship, **with an additional mandatory virtual traineeship period** for non-doctoral students) *(Virtual traineeships consist on remote work from the student’s country of origin)*

[ ]  **Long traineeships** (**2-12 months** of physical traineeship; additional virtual period is possible but not mandatory)

Short traineeships are funded by UJI (using EU funds) for up to **22 days**, and long traineeships for up to **3 months**.

*(If known, please state traineeship start-end dates. Otherwise leave as is.)*

Physical traineeship start date (**Any from July 1st 2022 or later**) and end date (**no later than** **Oct. 31st 2023**)

If applicable, Virtual traineeship start date (**Any from July 1st 2022 or later**) and end date (**no later than** **Oct. 31st 2023**) *[Mandatory for short traineeships (5-30 days) of non-doctoral students. No combination of physical + virtual traineeship should exceed 12 months.]*

*(Economic contribution: If you choose to pay a grant directly to the student to compensate living expenses, you can provide an estimation)*

Our economic contribution will consist of \_\_\_\_\_Euros per graduate/student per month.

All the details mentioned above are outlined in the proposal and are agreed upon mutually.

Our contact person is:

**Your name and your position**

**(Location, date, signature and stamp if available)**

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| **Name of the Organisation** |  |
| **Contact person**Mr/Mrs |  |
| **Function of the contact person** |  |
| **Address** |  |
| **Company or VAT number** |  |
| **Country Code (table G)** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |
| **Internet site** |  |
| **Name of the trainee to be hosted** **(if applicable)** |  |
| **Student job position***Of high importance: Please, make sure you state all specific positions that you are interested in - if you offer more than one different position-* |  |
| **Number of students** *Please, specify the number of students for each position if applicable* |  |
| **Preferred Start and end dates*** *Short traineeships must be from 5 to 30 days.*
* *Short traineeships of non-doctoral students must include a virtual traineeship period.*
* *No combination of physical + virtual traineeship should exceed 12 months.*
 | **Physical mobility Start and end dates:****Virtual mobility Start and end dates (if applicable):** |
| **Tasks to be developed***OF HIGH IMPORTANCE: Please, detail the tasks for each students’ position, if applicable.* |  |
| **Covid-19 commitments** | As a host organisation collaborating in the Erasmus+ programme in times of Covid-19:1. you agree to ensure measures to guarantee the students’ health.
2. You agree to inform and train the students about risks and preventive measures
3. You agree to provide them with personal protective equipment ( masks, hydro-alcoholic gel…)
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| **Commercial orientation** | ProfitNon profit |
| **Legal status** | PB PublicPR Private |
| **Size Code (table E)** |  |
| **Regional Code (table A)** |  |
| **Language Code (table F)** |  |
| **Field of Education (table B)**  |  |
| **Erasmus Code (if available)** |  |
| **European Projects in which your organisation participates, number and title** |  |

*In accordance to the provisions of Articles 28 and 29 of UE Data Protection 2016/679 (RGPD) the signing institution/ entity/ organization is in charge of processing the Universitat Jaume I’s students personal data specified in this document with the only aim of hosting them as trainees under the tutoring of professors.*

*A) Access to such data, is a requirement for the aim of this document.*

*B) The signing institution/ entity/ organization is committed to make use of these data according to the intended purpose so that data cannot be used with a different aim, or be transferred to third parties.*

*C) Data will be provided to the signing institution/ entity/ organization by email, paper or computer-readable format. It is responsibility of the institution/ entity/ organization to adopt the organizational measures and necessary techniques to ensure, from the very moment of its reception, the personal data, its security and prevent their modification, loss or not authorized treatment.*

***The following chart is a detail of references and codes you might find useful so as to correctly fill in some fields in the Letter of Intent. Therefore, when you send us back the Letter of Intent, please do not include the following sheets.***

**Reference Tables to be used in connection with application form**

**ERASMUS + TRAINEESHIPS**

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| TABLE a - REGION codes |

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| **BE** | **BELGIUM** |  |
| **BE1** | BRUXELLES CAP. BRUSSEL HOF |

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| **BE21** | ANTWERPEN |  | **BE31** | BRABANT WALLON |  |
| **BE22** | LIMBURG |  | **BE32** | HAINAUT |
| **BE23** | OOST-VLAANDEREN |  | **BE33** | LIEGE |
| **BE24** | VLAAMS BRABANT |  | **BE34** | LUXEMBOURG |
| **BE25** | WEST VLAANDEREN |  | **BE35** | NAMUR |
| **BEZZ** | EXTRA-REGIO |  | **BEZZ** | EXTRA-REGIO |

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| **DK** | **DANMARK** |  |

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| **DK001** | Københaven og Frederiksberg Kommuner |  |
| **DK01** | HOVEDSTADE |
| **DK02** | SJAELLAND |
| **DK03** | SYDDANMARK |
| **DK04** | MIDTJYLLARD |
| **DK05** | NORDJYLLAND |

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| **DK002** | KØBENHAVNS AMT |  | **DK009** | SØNDERJYLLANDS AMT |  |

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| **DK003** | FREDERIKSBORG AMT |  | **DK00A** | RIBE AMT |  |

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| **DK004** | ROSKILDE AMT |  | **DK00B** | VEJLE AMT |  |

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| **DK005** | VESTSJÆLLANDS AMT |  | **DK00C** | RINGKØBING AMT |  |

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| **DK006** | STORSTRØMS AMT |  | **DK00D** | ÅRTHUS AMT |  |

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| **DK007** | BORNHOLM AMT |  | **DK00E** | VIBORG AMT |  |

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| **DK008** | FYNS AMT |  | **DK00F** | NORDJYLLANDS AMT |  |
| **DK01** | HOVEDSTRADE |  | **DK02** | SJÆLLAND |
| **DK03** | SYDDANMARK |  | **DK04** | MIDTJYLLANRD |
| **DK05** | NORDJYLLAND |  | **DKZZ** | EXTRA-REGIO |

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| **DE** | **GERMANY** |  |

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| BADEN WÜRTTEMBERG |  | NIEDERSACHSEN |  |
| **DE11** | STUTTGART |  | **DE91** | BRAUNSCHWEIG |
| **DE12** | KARLSRUHE |  | **DE92** | HANNOVER |
| **DE13** | FREIBURG |  | **DE93** | LÜNEBURG |
| **DE14** | TÜBINGEN |  | **DE94** | WESER-EMS |
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| BAYERN |  | NORDRHEIN-WESTFALEN |
| **DE21** | OBERBAYERN |  | **DEA1** | DÜSSELDORF |
| **DE22** | NIEDERBAYERN |  | **DEA2** | KÖLN |
| **DE23** | OBERPFALZ |  | **DEA3** | MÜNSTER |
| **DE24** | OBERFRANKEN |  | **DEA4** | DETMOLD |
| **DE25** | MITTELFRANKEN |  | **DEA5** | ARNSBERG |
| **DE26** | UNTERFRANKEN |  |  |  |
| **DE27** | SCHWABEN |  | RHEINLAND-PFALZ |
|  |  |  | **DEB1** | KOBLENZ |
| **DE3** | BERLIN |  | **DEB2** | TRIER |
|  |  |  | **DEB3** | RHEINHESSEN - PFALZ |
| **DE4** | BRANDENBURG |  |  |  |
| **DE5** | BREMEN |  |  |  |
|  |  |  |  | SACHSEN |
| **DE6** | HAMBURG |  | **DED1** | CHEMNITZ |
|  |  |  | **DED2** | DRESDEN |
|  |  |  | **DED3** | LEIPZIG |

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| HESSEN |  | SACHSEN-ANHALT |  |
| **DE71** | DARMSTADT |  | **DEE1** | DESSAU |
| **DE72** | GIEßEN |  | **DEE2** | HALLE |
| **DE73** | KASSEL |  | **DEE3** | MAGDEBURG |
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|  |  |  | **DEF** | SCHLESWIG-HOLSTEIN |
| **DE8** | MECKLENBURG-VORPOMMERN |  |  |  |
|  |  |  | **DEG** | THÜRINGEN |
|  |  |  | **DEZ** | EXTRA-REGIO |

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| **GR** | **ELLADA** |  |

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| VOREIA ELLADA |  | **GR3** | ATTIKI |  |
| **GR11** | ANATOLIKI MAKEDONIA, THRAKI |  |  |  |
| **GR12** | KENTRIKI MAKEDONIA |  | NISIA AIGAIOU, KRITI |
| **GR13** | DYTIKI MAKEDONIA |  | **GR41** | VOREIO AIGAIO |
| **GR14** | THESSALIA |  | **GR42** | NOTIO AIGAIO |
|  |  |  | **GR43** | KRITI |
| KENTRIKI ELLADA |  |  |  |
| **GR21** | IPEIROS |  |  |  |
| **GR22** | IONIA NISIA |  | **GR24** | STEREA ELLADA |
| **GR23** | DYTIKI ELLADA |  | **GR25** | PELOPONNISSOS |

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| **FR** | **FRANCE** |  |

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| **FR1** | ILE DE FRANCE |  | SUD-OUEST |  |
|  |  |  | **FR61** | AQUITAINE |
| BASSIN PARISIEN |  | **FR62** | MIDI-PYRENEES |
| **FR21** | CHAMPAGNE - ARDENNE |  | **FR63** | LIMOUSIN |
| **FR22** | PICARDIE |  |  |  |
| **FR23** | HAUTE NORMANDIE |  | CENTRE-EST |
| **FR24** | CENTRE |  | **FR71** | RHÔNE-ALPES |
| **FR25** | BASSE NORMANDIE |  | **FR72** | AUVERGNE |
| **FR26** | BOURGOGNE |  |  |  |

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| **FR3** | NORD - PAS DE CALAIS |  | MEDITERRANNEE |  |
|  |  |  | **FR81** | LANGUEDOC-ROUSSILLON |
| EST |  | **FR82** | PROVENCE-ALPES-CÔTES D’AZUR |
| **FR41** | LORRAINE |  | **FR83** | CORSE |
| **FR42** | ALSACE |  |  |  |
| **FR43** | FRANCHE-COMTE |  |  |  |
|  |  |  | DEPARTEMENTS D’OUTRE-MER |
| OUEST |  | **FR91** | GUADELOUPE |
| **FR51** | PAYS DE LOIRE |  | **FR92** | MARTINIQUE |
| **FR52** | BRETAGNE |  | **FR93** | GUYANE |
| **FR53** | POITOU-CHARENTE |  | **FR94** | REUNION |

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| **IE** | **IRELAND** |  |

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| **IE011** | BORDER |  | **IE023** | MID-WEST |  |

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| **IE021** | DUBLIN |  | **IE024** | SOUTH-EAST (IRL) |  |

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| **IE022** | MID-EAST |  | **IE025** | SOUTH-WEST (IRL) |  |

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| **IE012** | MIDLAND |  | **IE013** | WEST |  |

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| **IT** | **ITALIA** |  |

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| NORD OVEST |  | **IT6** | LAZIO |  |
| **IT11** | PIEMONTE |  |  |  |
| **IT12** | VALLE D’AOSTA |  | ABRUZZO-MOLISE |
| **IT13** | LIGURIA |  | **IT71** | ABRUZZO |
|  |  |  | **IT72** | MOLISE |
| **IT2** | LOMBARDIA |  |  |  |
|  |  |  | **IT8** | CAMPANIA |
| NORD EST |  |  |  |
| **IT31** | TRENTINO-ALTO ADIGE |  | SUD |
| **IT32** | VENETO | **.../...** | **IT91** | PUGLIA |
| **IT33** | FRIULI-VENEZIA GIULIA |  | **IT92** | BASILICATA |
|  |  |  | **IT93** | CALABRIA |
| **IT4** | EMILIA-ROMAGNA |  |  |  |
|  |  |  | **ITA** | SICILIA |
| CENTRO |  |  |  |
| **IT51** | TOSCANA |  | **ITB** | SARDEGNA |
| **IT52** | UMBRIA |  |  |  |
| **IT53** | MARCHE |  |  |  |

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| **LU** | **LUXEMBOURG (Grand Duché)** |  |

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| **NL** | **NEDERLAND** |  |

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| NOORD-NEDERLAND |  | WEST-NEDERLAND |  |
| **NL11** | GRONINGEN |  | **NL31** | UTRECHT |
| **NL12** | FRIESLAND |  | **NL32** | NOORD-HOLLAND |
| **NL13** | DRENTHE |  | **NL33** | ZUID-HOLLAND |
|  |  |  | **NL34** | ZEELAND |
| OOST-NEDERLAND |  |  |  |
| **NL21** | OVERIJSSEL |  | ZUID-NEDERLAND |
| **NL22** | GELDERLAND |  | **NL41** | NOORD-BRABANT |
| **NL23** | FLEVOLAND |  | **NL42** | LIMBURG (NL) |

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| **AT** | **AUSTRIA** |  |

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| OSTÖSTERREICH |  | WESTÖSTERREICH |  |
| **AT11** | BURGENLAND |  | **AT31** | OBERÖSTERREICH |
| **AT12** | NIEDERÖSTERREICH |  | **AT32** | SALZBURG |
| **AT13** | WIEN |  | **AT33** | TIROL |
|  |  |  | **AT34** | VORARLBERG |
| **AT21** | KÄRNTEN |  | **ATZZ** | EXTRA-REGIO |
| **AT22** | STEIERMARK |  |  |  |

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| **PÁT** | **PORTUGAL** |  |

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| CONTINENTE |  | **PT2** | AÇORES |  |
| **PT11** | NORTE |  |  |  |
| **PT12** | CENTRO |  | **PT3** | MADEIRA |
| **PT13** | LISBOA E VALE DO TEJO |  |  |  |
| **PT14** | ALENTEJO |  |  |  |
| **PT15** | ALGARVE |  |  |  |

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| **FI** | **SUOMI / FINLAND** |  |

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| MANNER-SUOMI |  | **FI15** | POHJOIS-SUOMI |  |
| **FI12** | ETELÄ-SUOMI |  | **FI19** | LÄNSI-SUOMI |
| **FI14** | VÄLI-SUOMI |  | **FI2** | ÅLAND |
| **FI19** | LÄNSI-SUOMI |  |  |  |

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| **SE** | **SVERIGE** |  |

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| **SE01** | STOCKHOLM |  | **SE06** | NORRA MELLANSVERIGE |  |

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| **SE02** | ÖESTRA MELLANSVERIGE |  | **SE07** | MELLERSTA NORRLAND |  |

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| **SE04** | SYDSVERIGE |  | **SE08** | ÖEVRE NORRLAND |  |

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| **SE0A** | VÄESTSVERIGE |  | **SE09** | SMÅLAND MED ÖEARNA |  |

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| **UK** | **UNITED KINGDOM** |  |

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| NORTH EAST |  | south west(uk) |  |
| **ukC1** | TEES VALLEY AND DURHAM |  | **ukK1** | gloucestershire, wiltshire AND NORTH SOMERSET |
| **ukC2** | NORTHUMBERLAND, TYNE and WEAR |  | **ukK2** | dorset, somerset |
| **UKC11** | HARTLEPOOL AND STOCKTON-ON-TEES |  | **ukK3** | CORNWALL AND ISLES OF SCILLY |
| **UKC12** |  SOUTH TEENSIDE |  | **UKK4** | DEVON |
| **UKC13** | DARLINGTON |  | **UKK11** | BRISTOL, CITY OF |
| **UKC14** | DURHAM CC |  | **UKK12** | BATH AND NORTH EAST SOMERSET, NORTH SOMERSET AND SOUTH SOMERSET |
| **UKC21** | NORTHUMBERLAND |  | **UKK13** | GLOUCESTERSHIRE |
| **UKC22** | TYNESIDE |  | **UKK14** | SWINDON |
| **UKC23** | SUNDERLAND |  | **UKK15** | WILTSHIRE CC |
|  |  |  | **UKK21** | BOUNEMOUTH AND POOLE |
|  |  |  | **UKK22** | DORCET CC |
|  |  |  | **UKK23** | SOMERSET |
|  |  |  | **UKK30** | COMWALL AND ISLES OF SCILLY |
|  |  |  | **UKK41** | PLYMOUTH |
|  |  |  | **UKK42** | TORBAY |
|  |  |  | **UKK43** | DEVON CC |
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| yorkshire and THE humber |  | west midlands |  |
| **ukE1** | EAST RIDING AND N. LINCOLNSHIRE |  | **ukG1** | HEREFORD & WORCESTERSHIRE, WARWICKSHIRE |
| **ukE2** | north yorKshire |  | **ukG2** | Shropshire, staffordshire |
| **ukE3** | south yorKshire |  | **ukG3** | west midlands |
| **ukE4** | west yorkshire |  | **UKG11** | HEREFORDSHIRE, COUNTRY OF |
| **UKE11** | KINGSTONE UPON HULL, CITY OF |  | **UKG12** | WORCESTERSHIRE |
| **UKE12** | EAST RIDING OF YORKSHIRE |  | **UKG13** | WARWICKSHIRE |
| **UKE13** | NORTH AND NORTH EAST LINCOLNSHIRE |  | **UKG21** | TELFORD AND WREKIN |
| **UKE21** | YORKSHIRE |  | **UKG22** | SHROPSHIRE CC |
| **UKE22** | NOTH YORKSHIRE CC |  | **UKG23** | STOKE-ON-TRENT |
| **UKE31** | BARNSLEY, DONCESTER AND ROTHERDAM |  | **UKG24** | STAFFORDSHIRE CC |
| **UKE32** | SHEFFIELD |  | **UKG31** | BIRMINGHAM |
| **UKE41** | BRADFORD |  | **UKG32** | SOLINHULL |
| **UKE42** | LEEDS |  | **UKG33** | COVENTRY |
| **UKE43** | CALDERDALE, KIRKLEES AND WAKEFIELD |  | **UKG34** | DUDLEY AND SANDWELL |
|  |  |  | **UKG35** | WALSALL AMD WOLVERHAMPTON |

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| EAST MIDLANDS |  | **ukD1** | north west (uk) |  |
| **ukF1** | Derbyshire, nottinghamshire |  | **UKD1** | CUMBRIA |
| **ukF2** | leicestershire, RUTLAND northamptonshire |  | **ukD2** | cheshire |
| **ukF3** | lincolnshire |  | **ukD3** | greater manchester |
| **ukF11** | DERBY |  | **ukD4** | lancashire |
| **UKF12** | EAST DERBYSHIRE |  | **UKD5** | merseyside |
| **UKF13** | SOUTH AND WEST DERBYSHIRE |  | **UKD11** | WEST CUMBRIA |
| **UKF14** | NOTTINGHAM |  | **UKD12** | EAST CUMBRIA |
| **UKF15** | NORTH NOTTINGHAMSHIRE |  | **UKD21** | HALTON AND WARRINGTONG |
| **UKF16** | SOUTH NOTTINGHAMSHIRE |  | **UKD22** | CHESHIRE CC |
| **UKF21** | LEICESTER |  | **UKD31** | GREATER MANCHESTER SOUTH |
| **UKF22** | LEIXESTHERSHIRE CC AND RUTLAND |  | **UKD41** | BLACKBUM WITH DARWEN |
| **UKF23** | NOTHHAMPTONSHIRE |  | **UKD42** | BLACKPOOL |
| **UKF30** | LINCOLNSHIRE |  | **UKD51** | EAST MERCYSIDE |
|  |  |  | **UKD52** | LIVERPOOL |
|  |  |  | **UKD53** | SEFTON |
|  |  |  | **UKD54** | WIRRAL |

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|  |  | LONDON |  |
| EASTERN |  | **UKI1** | INNER LONDON |
| **UKH1** | EAST ANGLIA |  | **UKI2** | OUTER LONDON |
| **UKH2** | BEDFORDSHIRE AND HERTFORDSHIRE |  | **UKI11** | INNER LONDON – WEST |
| **UKH3** | ESSEX |  | **UKI12** | INNER LONDON – EAST |
| **UKH11** | PETERBOROUGH |  | **UKI21** | OUTER LONDON – EAST AND NOTH EAST |
| **UKH12** | CAMBRIGESHIRE CC |  | **UKI22** | OUTER LONDON – SOUTH |
| **UKH13** | NORFOLK |  | **UKI23** | OUTER LONDON – WEST AND NORTH WEST |
| **UKH14** | SUFFOLK |  |  |  |
| **UKH21** | LUTON |  |  |  |
| **UKH22** | BEDFORDSHIRE |  |  |  |
| **UKH23** | HERTFORDSHIRE |  | wales |
| **UKH31** | SOUTHEND-ON-SEA |  | **ukL1** | WEST WALES AND THE VALLEYS |
| **UKH32** | THURROCK |  | **ukL2** | EAST WALES |
| **UKH33** | ESSEX CC |  | **UKL11** | ISLE OF ANGLESEY |
|  |  |  | **UKL12** | GWYNEDD |
|  |  | **UKL13** | CONWY AND DENBYSGHIRE |
|  |  | **UKL14** | SOUTH WEST WALES |
|  |  | **UKL15** | CENTRAL VALLEYS |
|  |  | **UKL16** | GWENT VALLEYS |
|  |  | **UKL17** | BRIDGEND AND NEATH PORT TALBOT |
|  |  | **UKL18** | SWANSEA |
|  |  | **UKL21** | MONMOUTHSHIRE AMD NEWPORT  |
|  |  | **UKL22** | CARDIFF AND VALE OF GLAMORGAN |
|  |  | **UKL23** | FINTSHIRE AND WREHAM |
|  |  | **UKL24** | POWYS |
|  |  |  |  |
|  |  |  |  |
| south east (uk) |  |  |  |
| **ukJ1** | Berkshire, Buckinghamshire, Oxfordshire |  | scotland |
| **ukJ2** | surrey, east-west sussex |  | **ukM5** | NORTH EASTERN SCOTLAND |
| **ukJ3** | HamPshire, isle of wight |  | **ukM2** | EASTERN SCOTLAND |
| **uk55** | greater london |  | **ukM3** | SOUTH WESTERN SCOTLAND |
| **ukJ4** | KENT |  | **ukM6** | HIGHLANDS AND ISLANDS |
| **UKJ11** | BERKSHIRE |  | **UKM21** | ANGUS AND DUNDEE CITY |
| **UKJ12** | MILTON KEYNES |  | **UKM22** | CLACKMANNANSHIRE AND FIFE |
| **UKJ13** | BUCKINGHAMSHIRE CC |  | **UKM23** | EAST LOTHIAN AND MIDLOTHIAN |
| **UKJ14** | OXFORDSHIRE |  | **UKM24** | SCOTTISH BORDERS |
| **UKJ21** | BRIGHTON AND HOVE |  | **UKM25** | EDINBURGH, CITY OF |
| **UKJ22** | EAST SUSSEX CC |  | **UKM26** | FALKIRK |
| **UKJ23** | SURREY |  | **UKM27** | PERTH AND KINROSS AND STIRLING |
| **UKJ31** | PORTSMOUTH |  | **UKM28** | WEST LOTHIAN |
| **UKJ32** | SOUTHAMPTON |  | **UKM31** | EAST DUNBARTONSHIRE, WEST DUNBARTONSHIRE AND HELENSBURGH AND LOMOND |
| **UKJ33** | HAMPSHIRE CC |  | **UKM32** | DUMFRIES AND GALLOWAY |
| **UKJ34** | ISLE OF WIGHT |  | **UKM33** | EAST AYRSHIRE AND NORTH AYRSHIRE MAINLAND |
| **UKJ41** | MEDWAY |  | **UKM34** | GLASGOW CITY |
|  |  |  | **UKM35** | INVERCLYDE, EAST RENFREWSHIRE AND RENFREWSHIRE |
|  |  |  | **UKM36** | NORTH LANARKSHIRE |
|  |  |  | **UKM37** | SOUTH AYRSHIRE |
|  |  |  | **UKM38** | SOUTH LANARKSHIRE |
|  |  |  | **UKM50** | ABERDEEN CITY AND ABERDEENSHIRE |
|  |  |  | **UKM61** | CAITHNESS AND SUTHERLAND AND ROSS AND COMARTY |
|  |  |  | **UKM62** | INVERNESS AND NAIRN AND MORAY, BADENOCH AND STRATHSPEY |
|  |  |  | **UKM63** | LOCHABER, SKYE AND LOCHALSH, ARRAN AND CUMBRAE AND ARGYLL AND BUTE |
|  |  |  | **UKM64** | EILEAN SIAR (wesTERN ISLES) |
|  |  |  | **UKM65** | ORKNEY ISLANDS |
|  |  |  | **UKM66** | SHETLAND ISLANDS |
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|  |  |  | **ukN** | northern ireland |
|  |  |  | **UKN01** | BELFAST |
|  |  |  | **UKN02** | OUTER BELFAST |
|  |  |  | **UKN03** | EAST OF NORTHERN IRELAND |
|  |  |  | **UKN04** | NORTH OF NORTHERN IRELAND |
|  |  |  | **UKN05** | WEST AND SOUTH OF NORTHERN IRELAND |
|  |  |  | **UKZ** | EXTRA-REGIO |
|  |  |  | **UKZZ** | EXTRA-REGIO |
|  |  |  | **UKZZZ** | EXTRA-REGIO |
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| **IS** | **ISLAND** |  |

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| **LI** | **LIECHTENSTEIN** |  |

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| **NO** | **NORGE** |  |

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| **NO01** | OSLO OG AKERSHUS |  | **NO05** | VESTLANDET |  |
| **NO02** | HEDMARK OG OPPLAND |  | **NO06** | TRØNDELAG |
| **NO03** | SØr-ØSTLANDET |  | **NO07** | NORD-NORGE |
| **NO04** | AGDER OG ROGALAND |  |

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| **CY** | **KYPROS** |  |

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| **BG** | **BĂLGARIJA** |  |

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| **BG1** | SOFIA STOLITSA |  | **BG3** | YUZHNA BĂLGARIJA |  |
| **BG2** | SEVERNA BĂLGARIJA |  |

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| **CZ** | **ČESKÁ REPUBLIKA** |  |

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| **CZ01** | PRAHA |  | **CZ03** | JIHOZÁPAD |  |
| **CZ02** | STŘEDNI ČECHY |  | **CZ04** | SEVEROZÁPAD |
| **CZ05** | SEVEROVÝCHOD |  | **CZ07** | STŘEDNI MORAVA |
| **CZ06** | JIHOVÝCHOD |  | **CZ08** | OSTRAVSKO |

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| **EE** | **EESTI** |  |
| **HU** | **MAGYARORSZÁG** |

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| **HU01** | KÖZÉP-MAGYARORSZÁ |  | **HU05** | ÉSZAK-MAGYARORSZÁG |  |
| **HU02** | KÖZÉP-DUNÁNTÚL |  | **HU06** | ÉSZAK-ALFÖLD |

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| **HU03** | NYUGAT- DUNÁNTÚL |  | **HU07** | DÉL-ALFÖLD |  |
| **HU04** | DÉL- DUNÁNTÚL |  |

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| **LT** | **LIETUVA** |  |

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| **LV** | **LATVIJA** |  |

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| **MT** | **MALTA** |  |

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| **PL** | **POLSKA** |  |

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| **PL01** | DOLNOŚLASKIE |  | **PL09** | PODKARPACKIE |  |
| **PL02** | KUJAWASKO-POMORSKIE |  | **PL0A** | PODLASKIE |
| **PL03** | LUBELSKIE |  | **PL0B** | POMORSKIE |
| **PL04** | LUBUSKIE |  | **PL0C** | ŚLASKIE |
| **PL05** | ŁÓDZKIE |  | **PL0D** | ŚWIETOKRZYSKIE |
| **PL06** | MAŁOPOLSKIE |  | **PL0E** | WARMIŃSKO-MAZURSKIE |
| **PL07** | MAZOWIECKIE |  | **PL0F** | WIELKOPOLSKIE |
| **PL08** | OPOLSKIE |  | **PL0G** | ZACHODNIOPOMORSKIE |

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| --- | --- | --- |
| **RO** | **ROMÂNIA** |  |

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| **RO01** | NORD-EST |  | **RO03** | SUD |  |
| **RO02** | SUD-EST |  | **RO04** | SUD-VEST |
| **RO05** | VEST |  | **RO07** | CENTRU |
| **RO06** | NORD-VEST |  | **RO08** | BUCUREŞTI |

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| **SI** | **SLOVENIJA** |  |

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| **SK** | **SLOVENSKÁ REPUBLIKA** |  |

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| **SK01** | BRATISLAVSKÝ KRAJ |  | **SK03** | STREDNÉ SLOVENSKO |  |
| **SK02** | ZÁPADNÉ SLOVENSKO |  | **SK04** | VÝCHODNÉ SLOVENSKO |

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| **TR** | **TURKEY** |  |

**Table B. Fields of Education**

|  |  |  |
| --- | --- | --- |
| **Code** | **Description**  |  |
| **1** | **Education**  |
| **14** | **Teacher training and education science**  |
| 141 | Teaching and training    |
| 142 | Education science    |
| 146 | Training for teachers of vocational subjects    |
| **2** | **Humanities and Arts**  |
| **21** | **Arts**  |
| 210 | Arts (broad programmes)    |
| 211 | Fine arts    |
| 212 | Music and performing arts    |
| 213 | Audio-visual techniques and media production    |
| 214 | Design (Graphic Design, Industrial Design, Fashion, Textile) |
| 215 | Craft skills    |
| **22** | **Humanities**  |
| **3** | **Social sciences, Business and Law**  |
| **31** | **Social and behavioural science**  |
| 311 | Psychology    |
| 312 | Sociology and cultural studies    |
| 313 | Political science and civics    |
| 314 | Economics    |
| 316 | International Relations, European Studies, Area Studies |
| 317 | Anthropology |
| 318 | Development Studies |
| **32** | **Journalism and information**  |
| 321 | Journalism and reporting    |
| 322 | Library, information, archive    |
| **34** | **Business and administration**  |
| 340 | Business and administration (broad programmes)    |
| 341 | Wholesale and retail sales    |
| 342 | Marketing and Sales Management |
| 343 | Finance, banking, insurance    |
| 344 | Accounting and taxation    |
| 345 | Management and administration    |
| 346 | Secretarial and office work    |
| 347 | Working life    |
| **38** | **Law**  |
| **4** | **Science, Mathematics and Computing**  |
| **42** | **Life science**  |
| **44** | **Physical science**  |
| **46** | **Mathematics and statistics**  |
| **48** | **Computing**  |
| 482 | Computer use    |
| **5** | **Engineering, Manufacturing and Construction**  |
| **52** | **Engineering and engineering trades**  |
| 520 | Engineering and engineering trades (broad programmes)    |
| 521 | Mechanics and metal work    |
| 522 | Electricity and energy    |
| 523 | Electronics and automation    |
| 524 | Chemical and process    |
| 525 | Motor vehicles, ships and aircraft    |
| **54** | **Manufacturing and processing**  |
| 540 | Manufacturing and processing (broad programmes)    |
| 541 | Food processing    |
| 542 | Textiles, clothes, footwear, leather    |
| 543 | Materials (wood, paper, plastic, glass)    |
| 544 | Mining and extraction    |
| **58** | **Architecture and building**  |
| 581 | Architecture and town planning    |
| 582 | Building and civil engineering    |
| **6** | **Agriculture and Veterinary**  |
| **62** | **Agriculture, forestry and fishery**  |
| 620 | Agriculture, forestry and fishery (broad programmes)    |
| 621 | Crop and livestock production    |
| 622 | Horticulture    |
| 623 | Forestry    |
| 624 | Fisheries    |
| **64** | **Veterinary**  |
| **7** | **Health and Welfare**  |
| **72** | **Health**  |
| 721 | Medicine |
| 722 | Medical services    |
| 723 | Nursing, Midwifery, Physiotherapy |
| 724 | Dental studies    |
| 725 | Medical diagnostic and treatment technology    |
| 726 | Therapy and rehabilitation    |
| 727 | Pharmacy    |
| **76** | **Social services**  |
| 761 | Child care and youth services    |
| 762 | Social work and counselling    |
| **8** | **Services**  |
| **81** | **Personal services**  |
| 810 | Personal services (broad programmes)    |
| 811 | Hotel, restaurant and catering    |
| 812 | Travel, tourism and leisure    |
| 813 | Sports    |
| 814 | Domestic services    |
| 815 | Hair and beauty services    |
| **84** | **Transport services**  |
| 840 | Transport services    |
| **85** | **Environmental protection**  |
| **86** | **Security services**  |
| 860 | Security services (broad programmes)    |
| 861 | Protection of persons and property    |
| 862 | Occupational health and safety    |
| 863 | Military and defence    |

**Table C. Organisation Types**

|  |  |  |
| --- | --- | --- |
| ASC | Associations working in the field of lifelong learning, including students´, trainees´, pupils´. Teachers´, parents´, and adult learners ‘associations. |  |
| ASC-OTH | Other type of Association |
| ASC-PUP | Pupils´ Associations |
| ASC-RESEUI | Association of professors and researchers specialising in European integration |
| ASC-SCH | Schools associations |
| ASC-STD | Students associations |
| ASC-UNIV | Associations of Universities |
| CONS-CNST | Consultancy |
| CONS-CSLL | Counselling |
| CONS-OTH | Other type of Counselling Service |
| EDU | Institutions or organisations providing learning opportunities within the context of LLProgramme, or within the limits of its sub-programmes. |
| EDU-HE | Non-university higher education |
| EDU-HEIVoc | Vocational training institute tertiary level |
| EDU-SCHArt | Secondary art education |
| EDU-UNIV | University or higher education institution (tertiary level) |
| ENT | Enterprises social partners and their organisations at all levels |
| ENT-FIN | Financing bodies |
| ENT-OTH | Other types of enterprises |
| NFP | Non-profit organisations, voluntary bodies , non-govemmental organisations (NGO´s) |
| NFP-CS | Non-profit civil society organisation with a legal status |
| NFP-FAMV | Non-profit association of families of victims |
| NFP-FLA | Non-profit federation/association of local authorities |
| NFP-NETSTAT | European network having formal statutory member organisation |
| NFP-NETY | European network representing bodies on behalf of young people |
| NFP-OTH | Other type of Not for Profit body |
| NFP-PLAT | Platform of pan-European organisations |
| NFP-SURV | Non-profit association of survivors |
| NFP-THINK | European public policy research organisation (think tank) |
| NFP-TWING | Non-profit twinning committee |
| NFP-UMBR | Umbrella Organisation (platform) |
| NFP-UMBRY | Umbrella Organisation performing its activities on behalf of young people at European level (platform) |
| NFP-WIDE | Organisation developing activities with a wide impact at European level |
| PPGR | Part of publishing group |
| PUB | The persons and bodies responsible for systems and policies at logal, regional and national level |
| PUB-MEM | Memorial |
| PUB-NYC | National Youth Council |
| PUB-OTH | Other type of public organisation |
| RES | Research centres and bodies |
| RES-NFP | Non-profit research institutions |
| RES-OTH | Other type of Research organisation |
| RES-THTK | Think Tank |

**Table D. Economic Sector (NACE)**

|  |  |  |
| --- | --- | --- |
|  | **Description** |  |
|  **A** | **AGRICULTURE, FORESTRY AND FISHING** |
| A 1 | Crop and animal production, hunting and related service activities |
| A 2 | Forestry and logging |
| A 3 | Fishing and aquaculture |
| **B**  | **MINING AND QUARRYING** |
| B 5 | Mining of coal and lignite |
| B 6 | Extraction of crude petroleum and natural gas |
| B 7 | Mining of metal ores |
| B 8 | Other mining and quarrying |
| B 9 | Mining support service activities |
| **C**  | **MANUFACTURING** |
| C 10 | Manufacture of food products |
| C 11 | Manufacture of beverages |
| C 12 | Manufacture of tobacco products |
| C 13 | Manufacture of textiles |
| C 14 | Manufacture of wearing apparel |
| C 15 | Manufacture of leather and related products |
| C 16 | Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials |
| C 17 | Manufacture of paper and paper products |
| C 18 | Printing and reproduction of recorded media |
| C 19 | Manufacture of coke and refined petroleum products |
| C 20 | Manufacture of chemicals and chemical products |
| C 21 | Manufacture of basic pharmaceutical products and pharmaceutical preparations |
| C 22 | Manufacture of rubber and plastic products |
| C 23 | Manufacture of other non-metallic mineral products |
| C 24 | Manufacture of basic metals |
| C 25 | Manufacture of fabricated metal products, except machinery and equipment |
| C 26 | Manufacture of computer, electronic and optical products |
| C 27 | Manufacture of electrical equipment |
| C 28 | Manufacture of machinery and equipment n.e.c. |
| C 29 | Manufacture of motor vehicles, trailers and semi-trailers |
| C 30 | Manufacture of other transport equipment |
| C 31 | Manufacture of furniture |
| C 32 | Other manufacturing |
| C 33 | Repair and installation of machinery and equipment |
| **D**  | **ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY** |
| D 35 | Electricity, gas, steam and air conditioning supply |
| **E**  | **WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES** |
| E 36 | Water collection, treatment and supply |
| E 37 | Sewerage |
| E 38 | Waste collection, treatment and disposal activities; materials recovery |
| E 39 | Remediation activities and other waste management services |
| **F**  | **CONSTRUCTION** |
| F 41 | Construction of buildings  |
| F 42 | Civil engineering  |
| F 43 | Specialized construction activities |
| **G** | **WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES** |
| G 45 | Wholesale and retail trade and repair of motor vehicles and motorcycles |
| G 46 | Wholesale trade, except of motor vehicles and motorcycles |
| G 47 | Retail trade, except of motor vehicles and motorcycles |
| **H**  | **TRANSPORTATION AND STORAGE** |
| H 49 | Land transport and transport via pipelines |
| H 50 | Water transport |
| H 51 | Air transport |
| H 52 | Warehousing and support activities for transportation |
| H 53 | Postal and courier activities |
| **I**  | **ACCOMMODATION AND FOOD SERVICE ACTIVITIES** |
| I 55 | Accommodation |
| I 56 | Food and beverage service activities |
| **J**  | **INFORMATION AND COMMUNICATION** |
| J 58 | Publishing activities |
| J 59 | Motion picture, video and television programme production, sound recording and music publishing activities |
| J 60 | Programming and broadcasting activities |
| J 61 | Telecommunications |
| J 62 | Information technology service activities |
| J 63 | Information service activities |
| **K**  | **FINANCIAL AND INSURANCE ACTIVITIES** |
| K 64 | Financial intermediation, except insurance and pension funding |
| K 65 | Insurance, reinsurance and pension funding, except compulsory social security |
| K 66 | Other financial activities |
| **L**  | **REAL ESTATE ACTIVITIES** |
| L 68 | Real estate activities |
| **M**  | **PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES** |
| M 69 | Legal and accounting activities |
| M 70 | Activities of head offices; management consultancy activities |
| M 71 | Architectural and engineering activities; technical testing and analysis |
| M 72 | Scientific research and development |
| M 73 | Advertising and market research |
| M 74 | Other professional, scientific and technical activities |
| M 75 | Veterinary activities |
| **N**  | **ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES** |
| N 77 | Rental and leasing activities |
| N 78 | Employment activities |
| N 79 | Travel agency, tour operator and other reservation service and related activities |
| N 80 | Security and investigation activities |
| N 81 | Services to buildings and landscape activities |
| N 82 | Office administrative, office support and other business support activities |
| **O**  | **PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY** |
| O 84 | Public administration and defence; compulsory social security |
| **P**  | **EDUCATION** |
| P 85 | Education |
| P 85.1 | Pre-primary education |
| P 85.10 | Pre-primary education |
| P 85.2 | Primary education |
| P 85.20 | Primary education |
| P 85.3 | Secondary education |
| P 85.31 | General secondary education |
| P 85.32 | Technical and vocational secondary education |
| P 85.4 | Higher education |
| P 85.41 | Post-secondary non-tertiary education |
| P 85.42 | Tertiary education |
| P 85.5 | Other education |
| P 85.51 | Sports and recreation education |
| P 85.52 | Cultural education |
| P 85.53 | Driving school activities |
| P 85.59 | Other education n.e.c. |
| P 85.6 | Educational support activities |
| P 85.60 | Educational support activities |
| **Q**  | **HUMAN HEALTH AND SOCIAL WORK ACTIVITIES** |
| Q 86 | Human health activities |
| Q 87 | Residential care activities |
| Q 88 | Social work activities without accommodation |
| **R**  | **ARTS, ENTERTAINMENT AND RECREATION** |
| R 90 | Creative, arts and entertainment activities |
| R 91 | Libraries, archives, museums and other cultural activities |
| R 92 | Gambling and betting activities |
| R 93 | Sports activities and amusement and recreation activities |
| S   | OTHER SERVICE ACTIVITIES |
| S 94 | Activities of membership organizations |
| S 95 | Repair of computers and personal and household goods |
| S 96 | Other personal service activities |
| **T**  | **ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE** |
| T 97 | Activities of households as employers of domestic personnel |
| T 98 | Undifferentiated goods- and services-producing activities of private households for own use |
| **U**  | **ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES** |
| U 99 | Activities of extraterritorial organizations and bodies |

**Table E. Size (Staff or Trainees)**

|  |  |  |
| --- | --- | --- |
| Code | Description |  |
| S1 | 1 to 20 |
| S2 | 21 to 50 |
| S3 | 51 to 250 |
| S4 | 251 to 500 |
| S5 | 501 to 2.000 |
| S6 | 2.001 to 5.000 |
| S7 | more than 5.000 |

**Table F. Languages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bulgarian |  | Latvian |  |
|  | Czech |  | Lithuanian |
|  | Danish |  | Maltese |
|  | German |  | Polish |
|  | Dutch |  | Portuguese |
|  | English |  | Romanian |
|  | Estonian |  | Slovak |
|  | Finnish |  | Slovenian |
|  | French |  | Spanish; Castilian |
|  | Irish |  | Swedish |
|  | Greek |  | Icelandic |
|  | Hungarian |  | Norwegian |
|  | Italian |  | Turkish |

**Table G. Country**

|  |  |  |
| --- | --- | --- |
| AT | Austria |  |
| BE | Belgium |
| BG | Bulgaria |
| CY | Cyprus |
| CZ | Czech Republic |
| DE | Germany |
| DK | Denmark |
| EE | Estonia |
| ES | Spain |
| FI | Finland |
| FR | France |
| GB | United Kingdom |
| GR | Greece |
| HU | Hungary |
| IE | Ireland |
| IT | Italy |
| LT | Lithuania |
| LU | Luxembourg |
| LV | Latvia |
| MT | Malta |
| NL | Netherlands |
| PL | Poland |
| PT | Portugal |
| RO | Romania |
| SE | Sweden |
| SI | Slovenia |
| SK | Slovakia |
| TR | Turkey |
| IS | Iceland |
| LI | Liechtenstein |
| NO | Norway |

**NB:** If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity