

SECTION 3BIS – BUDGET

General instructions

- Before completing this section, please read carefully the *Explanatory notes on the budget (Annex 2)*. If you require further information, you may consult the *Administrative and Financial Handbook for Applicants for Transnational Cooperation Projects*.
- The budget should cover the entire period of the SOCRATES grant (one, two or three years). The budget should be coherent with the work plan in Section 4.
- All amounts should be provided in euros.
- Please adhere strictly to the format provided in the tables, and check carefully the figures provided (applications containing calculation errors will be penalised in the selection process).

You can find the **table 1, Overview of expenditure** and the **table 2, Overview of income** in the budget section of the on-line application.

Specification for Table 2

If income is indicated under items 3), 4) or 5), please specify the source envisaged.

IMPORTANT NOTE

While submitting the application on-line, a little calculus mistake was committed in the

Section 2 – Budget

Table 2 : **Overview of income**

Column: **Amounts**

And **must be corrected as follows**:

In the first row:

the amount for **grant requested** (562997) is wrong and must be replaced by **517997**

In the second row:

the amount for **contribution** 719687 is wrong and must be replaced by **764687**

The reason for this mistake was that the general costs were not added as contribution from regular budget of the participating institutions.

In the **Table 3**, as well as in the rest of the budget description these amounts **are correct**.

Table 3: Specification for Contribution per participating institution

The reference numbers (No 1, 2, 3, etc.) of the participating institutions must correspond to those used in Section 1, questions 5 and 6 of the application and be grouped by country in the same order as that indicated in Annex 1. Add copies of this present page for the additional participating institutions, if necessary.

All amounts in euros	Total (equals amount in Table 2, item 2)	Coordinating institution (=Participating institution No 1)	Participating institution No 2	Participating institution No 3	Participating institution No 4
Contribution from the regular budget of the participating institution	764.687	134.824,60	16.592,30	8.192,30	11.492,30

All amounts in euros	Participating institution No 5	Participating institution No 6	Participating institution No 7	Participating institution No 8	Participating institution No 9
Contribution from the regular budget of the participating institution	15.442,30	11.492,30	6.164,30	5.252,30	6.164,30

All amounts in euros	Participating institution No 10	Participating institution No 11	Participating institution No 12	Participating institution No 13	Participating institution No 14
Contribution from the regular budget of the participating institution	9.332,30	17.972,30	9.332,30	9.332,30	12.692,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution	Participating institution	Participating institution No
	15	16	No 17	No 18	19
Contribution from the regular budget of the participating institution	13.412,30	6.452,30	4.292,30	12.392,30	7.892,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution	Participating institution	Participating institution No
	20	21	No 22	No 23	24
Contribution from the regular budget of the participating institution	7.892,30	19.892,30	9.332,30	9.332,30	6.452,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution	Participating institution	Participating institution No
	25	26	No 27	No 28	29
Contribution from the regular budget of the participating institution	11.492,30	12.692,30	15.442,30	3.692,30	11.492,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution	Participating institution	Participating institution No
	30	31	No 32	No 33	34
Contribution from the reg. budget of the participating institution	7.892,30	11.492,30	11.492,30	18.692,30	16.592,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution No 37	Participating institution No 38	Participating institution No 39
	35	36			
Contribution from the regular budget of the participating institution	16.592,30	11.492,30	7.360,30	16.592,30	10.692,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution No	Participating institution No 43	Participating institution No 44
	40	41	42		
Contribution from the regular budget of the participating institution	11.492,30	11.492,30	15.442,30	11.492,30	7.892,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution No	Participating institution No 48	Participating institution No 49
	45	46	47		
Contribution from the regular budget of the participating institution	11.492,30	300,00	11.492,30	3.968,30	3.968,30

All amounts in euros	Participating institution No	Participating institution No	Participating institution No	Participating institution No 53	Participating institution No 54
	50	51	52		

Contribution from the regular budget of the participating institution	5.876,30	5.876,30	4.220,30	4.220,30	11.492,30
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All amounts in euros	Participating institution No 55	Participating institution No 56	Participating institution No 57	Participating institution No 58	Participating institution No 59
Contribution from the regular budget of the participating institution	7.064,30	6.946,30	4.940,30	540,00	9.199,30

All amounts in euros	Participating institution No 60	Participating institution No 61	Participating institution No 62	Participating institution No 63	Participating institution No 64
Contribution from the regular budget of the participating institution	7.548,30	8.684,30	9.332,30	8.792,30	5.192,30

All amounts in euros	Participating institution No 65	Participating institution No 66	Participating institution No 67		
Contribution from the regular budget of the participating institution	8.612,30	11.492,30	300,00		

Explanation for allocation of grant per participating institution

On what basis do you intend to distribute the SOCRATES grant among the participating institutions?

- The funds will be distributed in agreement with the commitments assumed by the participant institutions and with relation to the amount of funds of the project
- The use of not spent funds by a concrete participant institution, it will be distributed among the rest of the participant
- The funds dedicated to personnel will be dedicated to the coordination and establishment of: 1) the Administrative Office of the Network, that will be located in the University of Zaragoza (Law and Mathematics), 2) the Administrative Management of the public key infrastructure will be located in APTICE (Walqa, Huesca) and 3) the tool of the computer and communications infrastructure will be located in the Fundación San Valero (Zaragoza)
- The trips will be financed pro year (2005-2006 and 2006- 2007) in accordance with the following rules:

[1] The Meeting of the Network Steering Group (NSG) will be attended only by the Universities of this group (eight Universities) and the coordinating University. The initial Meeting of the NSG will have in a concrete place. The other will have place in the General Assembly of each year. Another eventual meetings will be carried out, insofar as possible, for videoconference, electronic mail and chat. The duration of this kind of meetings will be of one day.

[2] The Workshops of the Workgroups (WGs) will have multinational character. The Workshops will have a day of duration. Five meetings, one pro WG, will occur in the first year.

[3] A general workshop open to all participants in the WG on the LEFIS accreditation and quality system will have place in begin of 2007. The participation of a member per institution will be financed by LEFIS.

[4] The Workshops of scientific character will be three in the second year (2006-2007): one per Sub theme. The participation of a member per participant institution in one of these Workshops will be financed by LEFIS. The Workshops will have a duration of two days

[5] There are previsions on the subsidized participation of trip and stays of a member per participant institution in the two annual Assemblies /Conferences. The Conferences will have a duration of three days.

[6] Three trips pro year will be realized in the place of the partners that need special diffusion effort

- One Tuning counsellor pro year will be subcontracted (2005-2006 and 2006-2007)

One external auditor will be subcontracted pro year (2005-2006 and 2006-2007)

Table 4 : Specification for Staff costs

The reference numbers (No 1, 2, 3, etc.) of the participating institutions must correspond to those used in Section 1, questions 5 and 6 of the application and be grouped by country, using the same order as in Annex 1. Add copies of this present page for the additional participating institutions, if necessary.

All costs in euros	Total			Coordinating institution (=Participating institution No 1)			Participating institution No 2			Participating institution No 3			Participating institution No 4		
	Staff by category (*) : number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)															
Staff Category 2(*)	2915	235,81	687.396	556	240	133.440	53	300	15.900	30	250	7.500	36	300	10.800
Staff Category 3(*)	824	172,87	145.511	386	170	65.620			0			0			0
Staff Category 4(*)															
Total	3739	-	832.907	942	-	199.060	53	-	15.900	30	-	7.500	36	-	10.800

All costs in euros	Participating institution No 5	Participating institution No 6	Participating institution No 7	Participating institution No 8	Participating institution No 9

Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)															
Staff Category 2(*)	30	300	9.000	36	300	10.800	36	152	5.472	30	152	4.560	36	152	5.472
Staff Category 3(*)	23	250	5.750			0			0			0			0
Staff Category 4(*)															
Total	53	-	14.750	36	-	10.800	36	-	5.472	30	-	4.560	36	-	5.472

All costs in euros	Participating institution No 10			Participating institution No 11			Participating institution No 12			Participating institution No 13			Participating institution No 14		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)															
Staff Category 2(*)	36	240	8.640	72	240	17.280	36	240	8.640	36	240	8.640	50	240	12.000

Staff Category															
3(*)			0		0			0		0		140	170	23800	
Staff Category															
4(*)															
Total	36	-	8.640	72	-	17.280	36	-	8.640	36	-	8.640	190	-	35.800

All costs in euros	Participating institution No 15			Participating institution No 16			Participating institution No 17			Participating institution No 18			Participating institution No 19		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)															
Staff Category 2(*)	53	240	12.720	24	240	5.760	15	240	3.600	36	240	8.640	30	240	7.200
Staff Category 3(*)			0			0	0	0	0	18	170	3060			0
Staff Category 4(*)															
Total	53	-	12.720	24	-	5.760	15	-	3.600	54	-	11.700	32	-	7.200

All costs in euros	Participating institution No 20			Participating institution No 21			Participating institution No 22			Participating institution No 23			Participating institution No 24			
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																
Staff Category 2(*)	30	240	7.200	80	240	19.200	36	240	8.640	36	240	8.640	24	240	5.760	
Staff Category 3(*)			0	140	170	23800			0			0			0	
Staff Category 4(*)																
Total	30	-	7.200	220	-	43.000	36	-	8.640	36	-	8.640	24	-	5.760	

All costs in euros	Participating institution No 25			Participating institution No 26			Participating institution No 27			Participating institution No 28			Participating institution No 29			
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																

Staff Category															
2(*)	36	300	10.800	40	300	12.000	30	300	9.000	30	100	3.000	36	300	10.800
Staff Category															
3(*)			0			0	23	250	5750			0			0
Staff Category															
4(*)															
Total	36	-	10.800	40	-	12.000	53	-	14.750	30	-	3.000	36	-	10.800

All costs in euros	Participating institution No 30			Participating institution No 31			Participating institution No 32			Participating institution No 33			Participating institution No 34		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category															
1(*)															
Staff Category	24	300	7.200	36	300	10.800	36	300	10.800	60	300	18.000	53	300	15.900
Staff Category															
3(*)			0			0			0			0			0
Staff Category															
4(*)															
Total	24	-	7.200	36	-	10.800	36	-	10.800	32	-	18.000	53	-	15.900

All costs in euros	Participating institution No 35			Participating institution No 36			Participating institution No 37			Participating institution No 38			Participating institution No 39			
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																
Staff Category 2(*)	53	300	15.900	36	300	10.800	20	215	4.300	53	300	15.900	20	300	6.000	
Staff Category 3(*)			0			0	16	148	2368			0	16	250	4000	
Staff Category 4(*)																
Total	53	-	15.900	36	-	10.800	36	-	6.668	28	-	15.900	36	-	10.000	

All costs in euros	Participating institution No 40			Participating institution No 41			Participating institution No 42			Participating institution No 43			Participating institution No 44			
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																
Staff Category 2(*)																
Staff Category 3(*)																
Staff Category 4(*)																
Total																

Staff Category															
1(*)															
Staff Category															
2(*)	36	300	10.800	36	300	10.800	30	300	9.000	36	300	10.800	24	300	7.200
Staff Category															
3(*)			0			0	23	250	5750			0			0
Staff Category															
4(*)															
Total	36		10.800	36		10.800	53		14.750	36		10.800	24		7.200

All costs in euros	Participating institution No 45			Participating institution No 46			Participating institution No 47			Participating institution No 48			Participating institution No 49		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category															
1(*)															
Staff Category															
2(*)	36	300	10.800	1	300	300	36	300	10.800	36	91	3.276	36	91	3.276
Staff Category															
3(*)			0			0			0			0			0
Staff Category															
4(*)															

Total	36		10.800	1		300	36		10.800	36		3.276	36		3.276
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All costs in euros	Participating institution No 50			Participating institution No 51			Participating institution No 52			Participating institution No 53			Participating institution No 54			
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																
Staff Category 2(*)	36	144	5.184	36	144	5.184	36	98	3.528	36	98	3.528	36	300	10.800	
Staff Category 3(*)			0			0			0			0			0	
Staff Category 4(*)																
Total	36		5.184	36		5.184	36		3.528	36		3.528	36		10.800	

All costs in euros	Participating institution No 55			Participating institution No 56			Participating institution No 57			Participating institution No 58			Participating institution No 59		
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)
Staff Category 1(*)															
Staff Category 2(*)															
Staff Category 3(*)															
Staff Category 4(*)															
Total															

	(a)		x b)			x b)				(a)			(a)		
Staff Category 1(*)															
Staff Category 2(*)	36	177	6.372	53	118	6.254	36	118	4.248	36	15	540	30	177	5.310
Staff Category 3(*)			0			0			0			0	23	139	3197
Staff Category 4(*)															
Total	36	-	6.372	53	-	6.254	36	-	4.248	36	-	540	53	-	8.507

All costs in euros	Participating institution No 60			Participating institution No 61			Participating institution No 62			Participating institution No 63			Participating institution No 64		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)															
Staff Category 2(*)	20	222	4.440	36	222	7.992	36	240	8.640	36	225	8.100	36	125	4.500
Staff Category 3(*)	16	151	2416			0			0			0			0

Staff Category														
4(*)														
Total	36		6.856	36		7.992	36		8.640	36		8.100	36	4.500

All costs in euros	Participating institution No 65			Participating institution No 66			Participating institution No 67									
	Staff by category (*) :	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)																
Staff Category 2(*)	36	220	7.920	36	300	10.800	1	300	300			0				0
Staff Category 3(*)			0			0			0			0				0
Staff Category 4(*)																
Total	36		7.920	36		10.800	1		300	0		0	0			0

(*)Please refer to the International Standard Classification of Occupations (ISCO) as described in Annex 2.

Tables 5 : Specification for Direct costs

- 5.A - Travel and subsistence

Purpose of journey	Number of return journeys	Average costs per journey (€)	Total cost
	(a)	(b)	(a x b)
Stage 1 Activity B: Meeting of the NSG	8	700	5600
Stage 1 Diffusion Activities on the 1st year to the countries of the partners	3	600	1800
Stage 2 Activity C: General Assembly	66	731	48246
Stage 3 Activity WG's Workshops	62	500	31000
Stage 6: Diffusion Activities on the 2nd year to the countries of the partners	3	600	1800
Stage 7 Activity A NSG Meeting	8	700	5600
Stage 7 Activity A: Workshop on accreditation	66	731	48246
Stage 8 Activity A: Policy Principles	22	700	15400
Stage 8 Activity B E-commerce	22	700	15400
Stage 8 Activity C: E-governance	22	700	15400
Stage 9 Activity D: Final assembly	65	731	47515
Coordinator: Brussels, Tuning...	4	600	2400
		Total	238407

- 5.B - Equipment and materials

In the case of purchase of hardware costing over €1,000 per item, please indicate the depreciation rate. Before completing read carefully section D.2.2 of the explanatory note.

Description	Number of items	Cost of purchase or rent (€)	Usage rate %	Depreciation rate %	Total cost
Personal Computer	6	1000	100	100	6000
Laser Printers	2	650	100	100	1300
Secure Web server	1	1000	100	100	1000
AGACE Stamp	2	1000	100	100	2000
Conference Material Bags	160	7	100	100	1120
Books	600	90	100	100	54000
Software:	6	2000	100	1000	14000
TOTAL	Total identical to item 2.2 in Table 1				79.420

- 5.C - Sub-contracting, consultancy and other external services

Subcontract	Task description	Number of person days (a)	Cost per day (€) (b)	Other costs (€) (c)	Total cost (a x b)+c
Subcontrato 1	Stage 2. Activity B: Tuning Advisor	2	250	600	1100
Subcontrato 2	Satge 2 Gen Assembly Simultaneous Translation	4	535	4000	6140
Subcontrato 3	Stage6 External Audit	2	250	600	1100
Subcontrato 4	Stage 7 Activity A: Workshop on accreditation: Staff and Infrastructure	20	90	3000	4800
Subcontrato 5	Stage 9 Final Assembly: Staff and Infrastructure	20	90	3000	4800
Subcontrato 6	Stage 9: Final assembly: Staff and Infrastructure	20	90	3000	4800

Subcontrato 7	Satge 9 Final Assembly Simultaneous Translation	4	535	4000	6140	
Subcontrato 8	Stage 9. Activity B: Tuning Advisor	2	250	600	1100	
Subcontrato 9	Stage 10 External Audit	2	250	600	1100	
TOTAL					Total identical to item 2.3 in Table 1	31.080

- 5.D - Other costs

Description	Number of items (a)	Cost per item (€) (b)	Total cost (a x b)
Hiring of Conferences Halls	8	3000	24000
Publishing Documents/Teaching Material/	19	700	13300
Translating Documents and Web LEFIS	10	950	9500
Bank Charges	80	4	320
Conference Fees	25	350	8750
TOTAL	Total identical to item 2.4 in Table 1		55.870

Table 6: Subdivision of costs according to workplan

Please use below one of the subdivisions indicated in your workplan table in Section 4.

Indicate here the type of subdivision you choose	Staff Costs (€)	Direct Costs (€)	General Costs (€)	Total
	(a)	(b)	(c)	(a+b+c)
Stage 1	24748,796	18769	1875	45392,796
Stage 2	123715,927	74655	5625	203995,927
Stage 3	107678,585	45369	5625	158672,585
Stage 4	70429,642	11369	3750	85548,642
Stage 5	98132,914	11369	3750	113251,914
Stage 6	131430,68	14269	7500	153199,68
Stage 7 and 8	182648,376	142584	11250	336482,376
Stage 9	69901,83	73924	3750	147575,83
Stage 10	24219,805	12469	1875	38563,805
Total identical to the total of Table 1				1.282.684

SECTION 4.A– DESCRIPTION ERASMUS 3: ERASMUS NETWORKS

Please describe **all aspects** of your project set out below, on **numbered sheets**, using the **same order** and the **same numbering of questions** as given in the questions.

Please respect the maximum length of text indicated, and append **supporting documents** only where these have a direct and material bearing on the application for support.

1. Typology

Please tick the appropriate boxes.

- Disciplinary Network
- Disciplinary Project
- Multi-/Cross- disciplinary Network
- Multi-/Cross- disciplinary Project
- Theme

Target groups (select one or several items)

- universities
- university academic staff
- university managers/administrators
- other university staff. Please specify:
- academic associations
- professional associations
- multipliers (teachers/trainers)
- public sector third parties
- private sector third parties
- students and students associations
- other: Policies makers at different levels (European, national, regional and local), Administrations of Justice, Parliaments and legislative bodies, industrial standardisation offices.

Specific content(select one or several items)

- needs analysis
- comparative analysis
- curricular development matters
- teaching and learning methodologies
- teaching and learning materials
- convergence of higher education structures
- policy recommendations and formulation
- dissemination and exploitation of results
- other (please specify) : .

Information and Communication Technologies

- significant use of ICT/ODL (delete, if not applicable)
use for :
- pedagogy
- institutions
- student materials

2. Rationale, Objectives, Target Groups (maximum 3 pages)

2.1 Explain the *rationale* of and *background* to the project.

(1) The advent of the knowledge society has deeply affected the cultural, political and social structures of our world. The technological, interconnected and decentralized character of this society constitutes a **challenge to traditional legal paradigms, in particular as concerns the policy and regulation models we are moving towards**. Legislative bodies and public agencies fail in establishing cross-national and even worldwide regulative tools ensure citizen's basic rights, trust and security in electronic contexts, and appear to be incapable to cope with the fact that private self-regulation and regulation-by-technology approaches prove more efficient when legitimated political intervention is waived. Models of **good governance** are therefore needed which bring these diverging drives together.

(2) The new social and legal environment requires not only adequate regulative, political and theoretical responses but also **specific teaching and learning methodologies** which enable jurists and civil servants to deal with it. As legal experts are not the only actors steering the knowledge society, there is also an increasing need for appropriate educational models for non-legal professions dealing with ICT (e.g. technicians), as well as for training teaching staff which must be familiar with the European legal and technical ICT regulation. The underlying idea is that a shift is necessary from the teaching of IT law in legal faculties to the teaching of the *Information Society Law* (IS Law) in all institutions concerned, covering both legal and non-legal aspects of the knowledge society in a multidisciplinary approach. This shift must further cohere with the requirements of the European High Education Space and so be adapted to the societal needs and expectations (Tuning methodology). Within the legal field, however, no initiatives have been undertaken in this direction.

(3) Neither those societal changes nor the corresponding legal, political and educational needs were unforeseeable a couple of years ago. A number of research projects and initiatives have been developed across Europa to explore the ongoing development of modern IT-based societies. Yet, they remain in a sense isolated initiatives, inasmuch as there is little contact and knowledge-transfer among them. Having regard to the tight intertwinment of theoretical, political, legal, technical and educational aspects of the knowledge society, there is actually a certain lack of coordinated and integrative initiatives. In order to surmount this problem, it would be desirable to promote a strong, consistent and comprehensive **legal framework for the information society** in which both educational and policy aspects of the ICT regulation flow together. This very idea underlied the first **LEFIS-TN experience in 2003/04**, which under EU support has emerged as a solid teaching and research infrastructure on IT & IS Law. Conclusions drawn thereof point that the continuity and progress of this approach necessitates further work on its social and institutional impact, feasibility and acceptance [see LEFIS Final Report at: <https://www.lefis.org/report/draft.htm>].

(4) It is no doubt that such a infrastructure requires a highly qualified and experienced group of participants. In this regard, the LEFIS-TN has taken advantage from several previous EU-granted projects and initiatives with like-minded, albeit narrower scope. Three milestones may be underlined in this regard. First, LEFIS activities can be traced back to 1999, when nineteen universities from ten European countries joint together under coordination of the University of Zaragoza in order to develop and implement high-quality teaching models for both postgraduates and graduate courses on IT Law. This initiative was promoted by the SOCRATES/ERASMUS Programme, in particular through CDA, PROG and DISS actions; secondly, the EULISP consortium [see: www.eulisp.de] groups together eleven Universities from nine European countries and currently offers both post-graduate and undergraduate study programmes. Thirdly, in an attempt to bring together the academic, and the industrial and institutional perspectives, the LEFIS Thematic Network has taken these efforts to a new level and has significantly extended the dissemination activities [see www.lefis.org]. It is worth to highlight that these activities stretch worldwide through EU ALFA or TEMPUS programmes.

(5) The LEFIS TN targets the teaching on the governance of the information and knowledge society (IS Law) which may be distributed into three major teaching areas:

Teaching area 1 - Law and policy

Teaching area 2 - Business and management

Teaching area 3 - Informatics and telecommunications

From the thematic and research point of view, the working concept of IS Law addresses the legal and governance framework of the knowledge society, which covers topics formerly belonging to IT law as well as their related social, economical, and policy issues. In its turn, this legal framework may be split into **three major thematic areas**:

Thematic area 1 – Telecommunications Governance

Thematic area 2 – Legal and Policy Principles for Key Technical Issues

Thematic area 3 – Ethics, Rights & Control

From an organizational and operative point of view, the LEFIS TN activities will be conducted by five Working Groups, that will have the following denomination / field of work / institution in charge (provisionally):

- Work Group 1 (WG1).- **Graduate studies.**- The University of Bologna (Italia) will be the coordinator
- Work Group 2 (WG2).- **Postgraduate studies.**- The University Mikolas Romerys (Lithuania) will be the coordinator
- Work Group 3 (WG3).- **Continuous education .**- The firm FASE (Spain) will be the coordinator
- Work Group 4 (WG4).- **Public- Private relations .**- The Corvinus University (Hungary) will be the coordinator
- Work Group 5 (WG5).- **Quality.**- APTICE (Spain) will be the coordinator

2.2 *Define the concrete **aims and objectives** of the project and describe the ways in which the situation set out under 2.1 above will be changed and the needs set out in 2.1 addressed by the project.*

The LEFIS Thematic Network pursues to develop, implement and consolidate a cross-national teaching and research infrastructure which adequately responds to the needs and problems raised by the information and knowledge society. This overall goal may be split into three interwoven objectives, namely:

- (1) The design and development of coherent, common training and study programmes, providing for a teaching offer in IS Law and Governance (covering Law, ICT Law and related issues) which effectively matches the social needs and expectations according with the EU high education initiatives and the Tuning methodology. The initial reference is the LEFIS teaching offer for 2004-2005¹
- (2) The development of a certification and implementation system which assures the quality, consolidation, exploitation and dissemination of those programmes.
- (3) The consolidation of a research and policy-making infrastructure capable of carrying out legal, economic and social studies and regulative proposals on ICT, ICT Law and the governance of the information and knowledge society.

These major objectives give the LEFIS TN an outstanding strategic dimension. In particular, its potential impact regards the following aspects:

- (1) The development of modules in IS Governance for law, business, informatics and engineering students will have lasting impact inasmuch as they **can be integrated into the standard training and teaching system.**
- (2) The extension of education and training in IS Law and Governance to **professionals, stakeholders and actors involved in the governance of the knowledge society** both on the public administration and in the private sector.
- (3) The certification and implementation infrastructure will foster the **systematic dissemination and extension of the best practices** developed by LEFIS, as well as of the new materials and outcomes, **to other universities and research centres** outside the TN.
- (4) The **difussion of good governance principles** and practice both in European and non-European countries associated or connected with the LEFIS-TN.

All in all, the dissemination work, diffusion and consolidation of the project outputs, shall warrant the creation and spreading of integrated knowledge which reflect into several paramount spheres for the development of the forthcoming society, such as the theoretical framework for e-governance, the increased human capacity in terms of lawyers with strong skills in the ICT legal issues and of better prepared civil servants and technicians workforce. This last impact will be mainly achieved through two conduits: on the one hand, ICT law trained lawyers who join the public administration and, on the other, special ICT law courses for professionals, public managers and experts. The project results thus will reinforce the EU education policies and initiatives and will enrich it with additional knowledge on the legal implications of the knowledge society. Moreover a common understanding will allow for a further integration of the processes which in turn will result in more consistent European high education space.

2.3 Explain what you consider to be **innovative** about the project, in relation to defining or building a EU dimension.

A major outcome of the LEFIS-TN will be the creation of a non profit association integrated by international and national groups of public and private character to develop implementation strategies for its activities. As a previous step, the Association for the Promotion of the New Technologies and Electronic Commerce - APTICE [www.aptice.org], a non profit Association of international character with LEFIS-likeminded objectives, took up from Feb 12nd 2004 the responsibility to support the ongoing activities of LEFIS by the creation of a dedicated committee (named LEFIS), which it is added to its AGACE committee for Stamp of quality for e-commerce and e-government, and to its committees for

¹ See: www.lefis.org/CONTENIDOS/COURSES/FICHEROS/LEFIS_teaching_offer.pdf

Learning and Teaching and for Diffusion. A Memorandum of Understanding between LEFIS and APTICE has been elaborated to formalize that agreement. All participant members of LEFIS are encouraged to join APTICE and develop its foundational goals. Upon this previous co-operation, APTICE assumes a much more active role for the period 2005 and 2006, whereby contributing to strengthen the TN links between the public and the private scene. As a result, a forthcoming LEFIS Association will guarantee LEFIS permanence and activities beyond the grants received from the EC.

As for the innovative character of the LEFIS Thematic Network, the following aspects may be highlighted:

- 1) The LEFIS Network facilitates the integration of the different legal cultures and approaches partaking in it (legal cohesion) and contributes to foster an European **IS governance culture**.
- (2) **Interdisciplinary teaching approach**: the TN does not only attempt to set forth interdisciplinary approaches to legal training, but further pursues to extend this training, under the subject IS Law, to centres and schools of administration, social sciences business and engineering.
- (3) **IT-based materials** and e-learning modules shall be developed and made available and deliverable as a key part of the LEFIS Network.
- (4) One of the targets of this TN is to spread basic legal principles of the European legal culture and defend them in a global forum, whereby achieving a **worldwide impact**.
- (5) Because of its comprehensive and **integrative scope**, the LEFIS TN serves well as teaching and research platform which brings together a wide range of projects and initiatives carried out by its huge variety of members; enables them to interact and to benefit from each other and promotes the joint participation in new initiatives. On this reason, the activities of the LEFIS TN for the period 2005-2007 are coordinated with the help of the non-profit Association APTICE and will be finally backed by the constitution of the independent LEFIS organization.
- (6) Thanks to the dissemination activities, in particular through the web portal, the LEFIS TN will be able to develop a common and integrated **knowledge base** on the governance of the information society
- (7) Improvement of European **citizens cohesion and active involvement**, especially as regards young people
- (8) The LEFIS communication infrastructure resorts to free software in a significant rate, which further coheres with the governmental, academic and private initiatives to minimize the digital divide.

2.4 Indicate, if applicable, the main **pedagogical and didactical approaches** and concepts which will be promoted by means of the project.

The LEFIS Network aims at developing practical, professionally tinged, electronically available and socially acceptable teaching and training programmes. To fulfil these requirements, the following teaching approaches will be followed:

- (1) Matching social and professional needs (**Tuning**). The aim is to offer teaching and training programmes which are oriented to the professional practice and thus tightly connected to the political and economical activities
- (2) **Interdisciplinary approach**. The LEFIS Network intends to bridge the gaps that the isolation of legal subjects from related social economic and technical topics causes in traditional legal training models
- (3) The training programmes offered by the LEFIS Network will be strongly oriented to the use of **ICT-oriented teaching and e-learning**.

2.5 Specify the **direct beneficiaries** of the results or those that will implement the outputs from the project.

The direct beneficiaries in LEFIS are Universities, Research and Development Centres, Professional Associations and Industries that have interest in the teaching products or in the projects of Research and Development which are carried out by the LEFIS members.

Moreover, some particular groups are expected to benefit from this Network as well, such as:

- university academic staff and students in the participating institutions,
- academic associations and students associations
- non-university teaching staff (e.g. at high schools),
- policy makers of the respective participant countries at all levels, which will be involved in the doings of the Network through workshops and comparative studies; professional associations; European, national, regional and local administrations, ministries of justice, parliamentary bodies and industrial standardization offices.

A wide range of institutions of that kind has been already taking part in LEFIS activities, workshops and conferences since March 2004.

Furthermore, the LEFIS TN is highly pro-active in involving institutions outside the network and in extending the geographical coverage throughout the EU and its associated states. Universities and institutions from another countries participate in the activities of the Network from its very beginning, which is supported for these actions by the EU (ALFA, TEMPUS) as well as by national co-operation programmes (e.g. the Spanish AECI)

3. Envisaged outputs (maximum 2 pages)

3.1 Describe precisely the envisaged **outputs** of the project. **Specify** in each case the nature, volume, structure, content and language envisaged (where applicable).

The LEFIS-TN envisages to achieve a variety of organisational, managerial, educational (teaching&learning), research and policy outputs, which may be classified in nine **categories**, as it is explained in the following scheme [for explanation on ICT-related outputs see § 3..3]:

(1) LEFIS reports and surveys. This category comprises those internal and external reports drafted or those surveys across participating countries carried out by the LEFIS-TN, and should include at least (language will be English): a Report on the general and specific competences of the studies promoted by LEFIS (including a Report on the adequacy of LEFIS-defined competences to TUNING) / a Report on the LEFIS Teaching Model (including reports on feasibility and quality and e-learning issues) / a Final Report (including external evaluation reports)

(2) LEFIS model eLearning modules (pilot modules). The LEFIS-TN will design three model eLearning modules, one for each of the educational levels defined (graduate, postgraduate and continuous education). Language will be English, French, German, Italian or Spanish. *See also*: ICT-based Teaching Outputs [§ 3..3] and ICT competences [§ 3..3]

(3) LEFIS-qualified learning materials. The LEFIS-TN will design and publish nine sets of qualified learning materials, three for each defined teaching area (Law and Policy / Business and management / Informatics and Telecommunications) and educational level (graduate, postgraduate and continuous education). Language may vary depending on the institutions selected for implementation. *See also*: ICT-based Teaching Outputs

(4) LEFIS-adapted courses and modules on IS Law and related subjects: all partners will be encouraged to implement the LEFIS and Tuning requirements in their respective teaching offer where possible, so that LEFIS-adapted courses and modules can be offered for the period 2006-2007. *See also*: ICT competences [§ 3..3]

(5) LEFIS accreditation system, guidelines and codes of practice

(6) LEFIS association and trade mark, being the former integrated by international and national groups of public and private character to develop implementation strategies of the LEFIS-TN activities

(7) LEFIS business plan

(8) LEFIS conferences, workshops and studies. This category comprises conferences and workshops, as well as studies deriving thereof, in the three LEFIS thematic areas (Telecommunications Governance / Principles for Key Technical Issues / Ethics, Rights & Control)

(9) LEFIS web portal and secure communication infrastructure. Language will be English/Spanish, but selected information available on-line will be translated in all languages involved. *See also*: ICT-Organisational and management tools [§ 3..3]

3.2 Indicate **for each output** the ultimate target groups addressed and the teaching / learning / other professional environment / context in which the output will be used.

(1) LEFIS reports and surveys are addressed to partners, albeit some of them will be published or delivered online targeting university academic staff, multipliers, academic, professional and students associations, public and private sector third parties and policy makers at all levels.

(2) LEFIS model eLearning modules are addressed mainly to students and policy makers at all levels and secondarily to university academic staff, multipliers, and public and private sector third parties. The modules are conceived to be used and disseminated in educational contexts (at all levels) and to serve as a basis for further development.

(3) LEFIS-qualified learning materials are mainly addressed to students and professionals attending continuous education programmes. The materials are conceived to be used in educational contexts (at all levels)

(4) LEFIS-adapted courses and modules address mainly students (more than 1200 law/policy, business/management and informatics/telecom undergraduate and postgraduate students estimated by 2006) and continuous education trainees

(5) LEFIS accreditation system, guidelines and codes of practice address university academic staff, academic and professional associations, private and public sector third parties with IS Law educational relevance.

(6) The LEFIS association and trade mark will facilitate the teaching and research co-operation between its members and beyond, as well as the design, diffusion, exploitation and promotion of the LEFIS-certified products.

(7) The LEFIS business plan address professional associations, private and public sector third parties and policy makers at all levels, and will enable the dissemination and consolidation of the LEFIS teaching model.

(8) LEFIS conferences and scientific workshops will be organized/attended by academic and non-academic partners, but an active involvement of academic staff, academic and professional associations, multipliers, private and public sector third parties and policy makers is also foreseen. Studies resulting thereof will be published or delivered online, addressing training and integration of policies and aiming at experts in making legal policies for the regulation of the ICTs.

(9) LEFIS web portal and secure communication infrastructure are addressed to partners, and will be managed by the LEFIS Association.

- 3.3 Make specific reference to any outputs relating to **information and communication technologies**, as a pedagogical or management tool, or as a competence to be acquired by learners or other groups as a result of the project (where applicable).

Due to its object and scope, the LEFIS-TN outputs have an overall ICT-orientation, which gains specific significance in the following respects:

- (A) Organisational, management and dissemination tools: one of the key outputs of the LEFIS-TN is the development of a secure communication infrastructure at least partly on the basis of free-software. This infrastructure will comprise a web portal, a PKI infrastructure, a web portal, an online discussion groups tools (*fori*), IP phone, chat and email
- (B) ICT-based Teaching Outputs: as stated in § 3.1, three model eLearning modules and nine sets of learning materials will be designed and made available on-line as a result of the LEFIS-TN activities.
- (C) Taking the notion of ICT competences as covering theoretical, practical and policy aspects, it will be at the core of the competences of the studies promoted by LEFIS.

- 3.4 Indicate how and to what extent the organisations directly participating in the project would themselves **implement** each of the outputs of the project.

The participation in the activities of the TN of public administrations, consultories, lawyers offices, industries and non profit organizations will give the possibility to test and to exploit progressively the results of the project.

(1) Albeit LEFIS reports are not oriented to any specific implementation action, the LEFIS Association constituted as a result of the TN will grant their diffusion through the web portal.

(2) & (3) LEFIS model eLearning modules and LEFIS-qualified learning materials shall be offered and distributed both by the LEFIS-TN central organization and by the partners. In particular, partners with specific expertise in e-learning and e-resources (as FASE, LEX.bg or Thomson Legal) will be in charge of implementation, using dedicated platforms (e.g. Worklab from FASE)

(4) LEFIS-adapted courses and modules will be integrated into the study programmes of all institutions involved. The LEFIS-TN central organization (afterwards as LEFIS Association), will provide for a systematic and on-line available data base on them. All partners will be encouraged to implement the LEFIS and Tuning requirements in their respective teaching offer where possible, so that LEFIS-adapted courses and modules can be offered for the period 2006-2007

(5) The LEFIS accreditation system will be implemented by the LEFIS Association and other partners with special expertise in accreditation systems which will include the LEFIS mark in their general products offer. Guidelines and codes of practice shall be published and delivered online by the LEFIS-TN central organization (afterwards by the LEFIS Association). Some partners (as APTICE) will be specially active in the proposal of pan-European codes of practice for e-commerce, guidelines and standards for e-government.

(6) The establishment of the LEFIS Association will be co-ordinated by APTICE, which has agreed to establish a dedicated committee with the name LEFIS. Several TN-partners are already members of APTICE, and others can join it as full member or as associated institution (the latter applies for legal persons).

(7) The LEFIS business plan will be jointly developed by the LEFIS members and implemented in special by FASE.

(8) LEFIS Conferences and Workshops will be organized together with professional associations and public bodies, and some of them will be open to all interested persons. The publication of results will be made, specially, jointly with the JILT – Journal of Information Law & Technology, in on line format, and with Thomson Legal.

(9) The development of a secure communication infrastructure is a key-part of the TN from its very beginning and will be managed and regularly updated by the LEFIS-TN central organization (afterwards by the LEFIS Association). It is foreseen that the web portal (www.lefis.org and www.lefis.net) gets the stamp of quality AGACE.

- 3.5 Indicate any additional benefits and spin-offs expected from the project.

The LEFIS-TN is also expected to yield some additional benefits, among which the it may be highlighted the consolidation and new constitution of cluster of ICTs industries as TECNOVATION [www.tecnovation.org], promoting platforms as for development of technical and legal resources for small and medium enterprises; the establishment of an excellence network in e-learning under support of the IMPULSAN network [www.impulsan.com]; the integration of the LEFIS-TN activities into renamed and experienced research and teaching groups and institutions; the integration of LEFIS-TN related contents and products into portals offering web-based services on IS law and related subjects.

4. Evaluation and dissemination (maximum 2 pages)

4.1 Describe how the progress and functioning of the project will be monitored.

(1) *Overview of the LEFIS monitoring scheme.* (1.1) The overall co-ordination is taken up by the University of Zaragoza (general management, legal & technical aspects), with the help of APTICE (administrative organization of the PKI and quality) and San Valero (technical infrastructure); (1.2) representatives of the Universities of Belfast, Münster, Leuven, Linz, Namur, Rovaniemi, Vienna and Romeris University of Lithuania, together with the University of Zaragoza, form the Network Steering Group, which will monitor progress and use of resources and responds for management, supervision, organization of workshops and making of books and reports. (1.3) The Working Groups, in which all partners will be distributed, will be co-ordinated by specialized institutions according to the defined fields (WG1: U. Bologna; WG2: U. Romeris (Lithuania); WG3: FASE (Spain); WG4: U. Corvinus (Budapest); WG5: APTICE) [provisional appointments]

(2) *On-line monitoring.* The use of an internal communications infrastructure (portal and online workflow platform) enables the follow up of the LEFIS-TN progress and the effective delivery of instructions among the participants [www.lefis.org]

(3) *General assemblies (Paris and Wroklaw).* In each of the two LEFIS-TN general assemblies reports on the progress of the TN in relation with the established objectives will be discussed and elaborated. For this purpose, dedicated sessions with participation of all the members of the group are foreseen.

(4) *Workshops (Oslo, Florence, Bratislava).* The workshops organized for developing the Working Groups tasks will grant the monitoring of the accomplishment of the stated objectives. An special workshop on Quality (*Beja*), under supervision of the WG5, will reinforce this monitoring strategy by focusing on the quality of the LEFIS-TN outcomes.

(5) *Administrative monitoring.* Due to its wide scope, the LEFIS-TN poses a number of administrative and management aspects which deserve special consideration and which may influence the attainment of the stated objectives. Therefore the overall co-ordinator and the Network Steering Group shall specially monitor that the participant institutions fulfil the due administrative and management requirements.

(6) *Problem management.* The overall co-ordinator and the Network Steering Group shall provide for a system to solve and manage any problems which may arise within the LEFIS-TN, in particular those which may hamper the complete consecution of the stated objectives.

4.2 Describe how the project will be evaluated (indicate the means envisaged for both internal and external evaluation), particularly with regard to any impact evaluation envisaged.

(1) Internal evaluation

The LEFIS-TN includes inbuilt audit and evaluation procedures specifically devoted to the assessment of the goal attainments, being the assessment in the light of the Tuning methodology regarded as particularly significant for the success of the Network. The internal audit system rests upon the following elements. The quality of the produced training and teaching materials will be subject to a continuous assessment through the normal validation procedures used by the partners. By adapting the courses and modules to the LEFIS requirements, the Tuning handbooks shall be taken as an important point of reference, focusing on the surveys and questionnaires fulfilled by firms, professionals and university teachers and students, whether partaking or not in the LEFIS-TN. An internal audit (WG5) will review the quality, content and results of the teaching experiences by the end of Stage 6. By the beginning of the second year, the Network Steering Group will review the fulfillment of the objectives of the first year and will decide on its adaptation or enlargement. In particular, it will review the experiences and needs reported in previous internal and external documents (e.g. audits) and will contrast the LEFIS-TN results with the TUNING results in other areas. It must be finally stressed that internal audits will count on the co-operation of the TUNING-specializes advisors.

(2) External evaluation (I): Tuning Special Audits

The LEFIS-TN comprises external evaluation actions as well, which may be split into two categories: TUNING audits and overall audits. Being the Tuning methodology an important part of the LEFIS-TN, it must be assured that its activities and results do comply with the Tuning requirements. Therefore, at least two specific Tuning audits shall be carried out, whereby specialized Tuning advisors shall be hired for this purpose: firstly, an audit on the adequacy of LEFIS-defined competences in the Stage 2; and secondly, an comprehensive audit on the educational activities of the Thematic Network.

(3) External evaluation (II): General Audits

By the end of the first year the LEFIS-TN will be subject to a external audit made by independent experts, and furthermore it will be subject to a final external auditory (again, made by independent experts).

4.2 Give your assessment of the potential for the outputs from the project to be widely disseminated.

The targeted outputs of the LEFIS Network have a far-reaching dissemination potential, which will be conveyed through two major conduits: on the one hand, the network as such implements an intensive and systematic dissemination plan; and, on the other, the members of the Network operate in their turn as powerful intermediaries spreading and extending the Network's outputs. In short, the *LEFIS dissemination strategy* attempts to address both the public and private sectors and intends to achieve a worldwide impact. For this twofold purpose a variety of dissemination channels and mechanisms has been foreseen which grants an optimum coverage. The following may be underlined:

(1) *Legal infrastructure*. The registration of the LEFIS trade mark and the constitution of LEFIS as a formal association ensures a steady infrastructure which facilitates the dissemination activities;

(2) *Business plan*. The design and implementation of a business plan for the LEFIS products by private industries assures market-ready dissemination and distribution actions, in special as far as the LEFIS accreditation system is concerned. It is worth to mention that the TN profit from the dissemination experience gathered by its members (several IST projects, as EGOV, E-Justice and AEQUITAS II were put in practice by companies and government institutions partaking in the LEFIS-TN);

(3) *Web-based dissemination*. The active use of the Web Portal as a market place will serve as a dissemination mechanism for teaching and research materials, as well as for guidelines and reports;

(4) *Conference and meetings*. LEFIS events will include the participation of legal professionals, companies, universities, public institutions and public-private institutions from participating countries. The Network products and outcomes will be directly promoted and divulged at European and national meetings, as well as by inviting third parties beyond the Network to participate in selected meetings (e.g. in the general assemblies). The activities of previous LEFIS experiences and related projects have been presented in international and world conferences organized by DEXA, IFIP, the International Association of Comparative Law or the Int. Association of Philosophy of Law or JURIX, among others.

(5) *Worldwide scope*. The Network pursues to disseminate its outcomes worldwide and is highly pro-active in involving institutions outside the network and in extending the geographical coverage throughout the EU and its associated states. Universities and institutions from other countries participate from the beginning in the activities of the Network. As an example of this orientation, different LEFIS-supported meetings and conferences have taken place in Chile, Argentina, Cuba or Brasil (2003-2004). As concerns these actions, the LEFIS network is complemented and supported by the ALFA Programme of the EU (Project II-0258-FA on e-Government, 2003-2006) and the Spanish AECI (Teaching Network on e-Government, 2003-2005). The Irkutsk State Technical University (Russian Federation) has participated in LEFIS in topics related with standards of Russian Information Security with support of a TEMPUS Programme (IMG). A JEP application has been presented to the TEMPUS Programme.

(6) *Co-operation with external organisations*. The cooperation with external organizations is wide-ranging, as it is showed by the former LEFIS-TN experience. In 2004, the LEFIS regional workshop of central Europa in Münster was organized with the German Association of Professors of Legal Informatics; the regional workshop of West Europa in Durham was organized with BILETA (British & Irish Law, Education and Technology Association); the regional workshop of East Europa in Wroclaw (Poland) was organized with the Judges Training Foundation of Poland; the LEFIS workshop of south Europa in Roma was jointly organised by the Italian Senate, the High Patronage of the President of the Republic, the Ministry for Technological Innovation and the University Ministry. The LEFIS regional workshop in North Europa was organized with the Finnish Data Protection Authority. The LEFIS final conference 2004 was organized within the framework of the DEXA (Data Base and Expert Systems Applications) world congress. Further actions have been and will be co-ordinated with other scientific associations, such as the Int. Federation of Information Processing (IFIP WG 8.5: Informatics in Public Administrations). Special agreements with legal and administrative institutions (judges, lawyers, civil servants) are foreseen after LEFIS becomes a formal Association capable to distribute their common products.

Note (for items 4-6): the foreseen conferences for 2005 organized by LEFIS members are: IRIS 2005 Int. Rechtsinformatik Symposium Universität , Salzburg, 24-26 Februar 2005, Eastern Euroean e-Gov Days Vienna, 14-16 March, 2005, Budapest, 17-18 March, 2005; BILETA Annual Conference 2005 Belfast, 6-7 April 2005 (Call for Papers); V Conferencia Internacional de Gobierno Electrónico La Habana, 9-13 may 2005; III Simposio Español de Comercio Electrónico Palma de Mayorca, 9-10 Junio 2005; ICAL, the International Conference on Artificial Intelligence and Law Bologna, June 6-11, 2005; EGOV05 International Conference on E-Government. Copenhagen, 22-26 August, 2005; IFIP International Conference on eBusiness eCommerce and eGovernment Poznan POLAND, October 26-28, 2005. JuriTIC modules organized by CRID: the current programme goes from December 2004 to Mai 2005

(8) *Publications*. Continuing the intense efforts devoted to the dissemination in the framework of previous initiatives, the LEFIS Network pursues the publication of outcomes, reports and studies in paper and electronic format. Prestigious journals, such as the International Review of Law, Computers & Technology (IRLCT) or the Journal of Information, Law and Technology (JILT) have already published several LEFIS outputs and are ready to continue doing so. The same applies for the publishing offices of the participant universities and institutions.

(9) *LEFIS members as dissemination intermediaries*. The wide geographical scope and distribution of the LEFIS Network makes it possible to achieve an effective and worldwide dissemination of its results and products, inasmuch as the members of the Network render a valuable function as information and dissemination antennas.

5. Partnership composition and contribution

5.1 Provide for the **coordinating institution** and **each of the other institutions participating** in the project, the following information:

- **type** of institution, main areas and types of activity;
- **size** of the institution in terms of the total number of (a) personnel (absolute numbers and full-time equivalents) and (b) learners;
- **expertise** of the institution in the field covered by the project and **experience** in cooperation at local, regional, national and trans-national level (Socrates and other). Indicate experience both in content and project organisation.

The institutions participating in the LEFIS-TN may be classified in two major groups, namely in academic and in non-academic European institutions.

Academic institutions have been distributed in three major **teaching areas**: law and policy, business and management, and informatics and telecommunications. Please note that several institutions belong to more than one of these areas.

The expertise of the institution has been considered in relation to the LEFIS-TN defined thematic areas: governance of telecommunications, legal principles for key technical issues and ethics, rights and control. Please use the keys-table in the next page for identification of the thematic sub-areas.

After the table of thematic codes, detailed tables follow relating to **(1) Academic institutions** and **(2) Non-academic institutions**. A **(3) summary of common experiences** and activities are also provided.

Table of codes for thematic areas of expertise

Thematic Area 1	
Governance of Telecommunications	
<i>Code</i>	<i>Description</i>
TA.1.1	The governance of telecommunications. Features and functions of those organisations and institutions which regulate the deregulation of the telecommunications market. Governance of telecommunications markets through sector specific regulation, competition law and other tools
TA.1.2	The governance of electronic commerce through codes of practice. Basis for multi-cultural codes of practice for electronic commerce
TA.1.3	Telecommunications and juridical activities: interpretation and application, access to documentation, elaboration of theories of Law, teaching and learning.
TA.1.4	Telecommunications in the courts and electronic justice.
TA.1.5	Telecommunications, Rule of Law and electronic democracy

Thematic Area 2	
Legal Principles for Key-technical Issues	
<i>Code</i>	<i>Description</i>
TA.2.1	Rules for using the cryptography of electronic communications and organising networks of providers of certification services. Principles for the coexistence of the old and new networks of legal security: public notaries and providers of certification services of electronic communications.
TA.2.2	Principles of certification policies and regulations for the suppliers of certification services of electronic communications.
TA.2.3	Computer programs, rules for their design, development and implementation: the framework and limits of the standards approved by technical entities. The social study and legal review of the security manuals of information programs and systems.
TA.2.4	Electronic governance from a technical perspective. The principles for adapting its content and methodology to legal rules and to organisational operations.
TA.2.5	Preparation of codes of practice for the electronic government. The underlying principles Codes of practice and service charters.
TA.2.6	Intellectual and industrial property as regards the characteristics of computer programs and information systems. Establishing the legal basis for Regulatory proposals.
TA.2.7	Domain names, electronic commerce and government. Establishing the legal basis of regulation proposals and developing codes of practice.
TA.2.8	Legistic and legimatic applications to manage with the ICT the production of normative. ICT-based democratic debate inside institutions. Optimisation of "normative production lifecycle". Online Publication of Law.

Thematic Area 3	
Ethics, Rights and Control	
<i>Code</i>	<i>Description</i>
TA.3.1	Principles for legislation about computer programs, information systems, codes of conduct and standards for the persecution and proof of cyber crimes. Aspects of penal procedures.
TA.3.2	Universal telecommunications service: user rights. Principles that should underpin legislation designed for overcoming the digital divide.
TA.3.3	The right to access to networks and inter-connections. Principles for the design and use of personal identification documents as mechanisms for access to networks.
TA.3.4	Privacy, data protection and the security of information systems and programs. Identity management in the new society. Legislative concepts and proposals, codes of practice and standards.
TA.3.5	Ethics for engineers and ICT professionals. The conceptual, political and legal-theoretical basis for codes of conduct for ICT professionals.

(1) European academic Institutions

Number of institution and country	Type of institution	Main areas and Types of activity	Size -personal -learners	Expertise And Code of Thematic Area	Experience in cooperation
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AREAS 1 & 2 & 3: Law and policy – Business and management – Informatics and telecommunications

1 Spain (coordinator)	University of Zaragoza	Fast all Studies Teaching and Research	--2805 (fult 2084) (Admon. 1359) --40819	Philosophy of Law, Sociology of Law, Legal Informatics, Statistics, Civil Law, Commercial Law, Administrative Law. Center for Computers and Law TA.1.3 TA.2.1 TA.3.5	Erasmus, 5 th Framework, INFOSEC, IST, Integrated Actions with UK and Austria, ALFA. AECI --Content and project organization
2 Belgium	Catholic University of Leuven	Fast all Studies Teaching and Research	--1370 professors, 3441 researchers, 2672 administrative and technical staff --28057 students	1) privacy and identity management (PRIME, FIDIS, FIDELITY); 2) legal issues related to information security (e- signatures, cryptography, anonymity); 3) e-government (MODINIS, CyberVote); 4) electronic commerce and international taxation; 5) re-use of public sector information with the emphasis on geographical information systems (INSPIRE, WalkOnWeb, BridgeIT); 6) legal issues related to biometrics (BioSec); 7) legal issues related to	Erasmus.- 5 th Framework. IST

				secure software engineering (SERENITY); 8) market regulation of electronic communications; 9) content regulation in the context of electronic communications networks; 10) legal issues related to mobile communications + frequency spectrum management. TA.1.5 TA.2.1 TA.2.6 TA.3.4	
3 Belgium	University of Namur (FUNDP) Centre de recherches informatique et droit, DES en DGTIC.	Fast all Studies Teaching and Research	--1084 (Admon. 406) --4280	Information and Communication Technologies Law and Management. Centre de recherches informatique et droit TA.1.1 TA.1.2 TA.2.1 TA.2.5 TA.3.2 TA.3.3 TA.3.4	Erasmus, 5 th Framework, IST
5 Germany	University of Münster	Fast all Studies Teaching and Research	--3780 (Admon.1800) --44.000	Information and Comunication Law, Multimedia Law, Legal Informatics Institut für informations-Telekomumunikations- und Medienrechts TA.1.1 TA.1.2 TA.2.3 TA.2.6 TA.2.7 TA.3.3	Erasmus, IST, ESPRIT, Deutsche Forschung Gemeinschaft
6 Germany	University of Saarbrücken.	Fast all Studies Teaching and Research	--1090 (Admon. 900) --17425	Law and Informatics, Information Law, Internet Law, Law of E-Commerce Institute for Legal Informatics TA.2.6 TA.2.8 TA.3.1	Erasmus, AsialTC, E-Learning European Action, Info 2000, Robert Schuman Action, Deutsche

					Forschungsgemeinschaft
18 Spain	University of Deusto	Fast all Studies Teaching and Research	---1500 (fullt 750) ---15025	Data protection Law, Electronic commerce Law, Patents and Copyright Law Faculty of Engineering (ESIDE) and Faculty of Law TA 1.1 - TA 2.1 - TA 2.2 - TA 2.4 - TA 3.3 - TA 3.4 - TA 3.5	Socrates, Erasmus, Thematic networks, Tuning educational structures, Leonardo, ODL, Gruntvig, Minerva, Tempus Phare, ALFA I, ALFA II, SPIMFAX
25 France	University of Paris II. Centre d'étude et de recherche en sciences administratives (CERSA)	Research and Teaching	---18 ---12	Legal informatics, Public Law, Political Science, Linguistic Centre d'étude et de recherche en sciences administratives (CERSA) Administrative Sciences, Legal Informatics TA.1.3 TA.2.3 TA.3.1	Socrates, RISK, National Programmes
27 Italy	University of Bologna. Research Centre for History of law, Philosophy and Sociology of law and Computer science and law	Computer science and law, legal philosophy, legal sociology, legal history Teaching and Research	---70 ---4000	Legal Informatics, Information Technology Law, Electronic Commerce, Information Technology and public Administration TA.1.4 TA.2.8 TA.3.1 TA.3.5	Erasmus, National Programmes (MIUR, FID, MURST, CNR) European projects (IST), University
31 Netherlands	University of	Fast all Studies	---4500	Legal Informatics and Logic and Law	Erasmus, IST, Faculty of Law

	Amsterdam	Teaching and Research	(3500 ftime) ---22000	TA.1.3 TA.2.8 TA.3.4	
32 Netherlands	University of Rotterdam	Fast all Studies Teaching and Research	---3300 ---19500	Legal informatics TA.1.5 TA.2.8 TA.3.2	Erasmus, National Programmes
33 Netherlands	Tilburg University Center for Law, Public Administration and Informatization (CRBI), Faculty of Law	Law, public administration, and Information and Communication Technologies (ICT) Teaching and Research	---33 (25,70 fte) ---2679 (Faculty of Law)	Public administration, Political science, Sociology, Philosophy, Ethics, Constitutional and Administrative Law, Criminal Law, Private Law, Information Law, and Legal informatics Center for Law, Public Administration and Informatization (CRBI) TA.1.2 TA.1.3 TA.1.4 TA.2.1TA.2.2 TA.2.4 TA.2.5 TA.2.7 TA.3.4TA.3.5	National Programmes NWO, Erasmus, IST, EGPA
35 Austria	University of Vienna Research Center for Computers and Law	Fast all Studies Teaching and Research	--7000 --70000	International Law and Legal Informatics Research Center for Computers and Law TA.1.3 TA.2.8 TA.3.3	Erasmus
38 Finland	University of Rovaniemi. Institute for Law and Informatics	Law and modern society. Requirements of the constitutional state with regard to information. Skills of lawyers in the modern network society. Teaching and	--3 --20	Computers and Law, Legal information, information Law, Telecommunications Law TA.1.1 TA.2.3 TA.3.2	Socrates/ Erasmus, Regional and National Programmes

		Research			
42 United Kingdom	Queen's University, Belfast	Fast all Studies Teaching and Research	---1600 (Admon 1900) ---17500	Philosophy of Law, Sociology of Law and Legal Informatics TA.1.3 TA.2.3 TA.3.4	Socrates/Erasmus, ALFA, Regional and National Programmes
43 United Kingdom	Warwick University	Fast all Studies Teaching and Research	---1450 (Admon 2400) ---17904	Legal policies for the economical development, Legal informatics and juridical publications TA.1.5 TA.2.7 TA.3.2	Socrates/Erasmus, AsiaITC, national Programmes
47 Norway	University of Oslo	Fast all Studies Teaching and Research	--4600 --30000	-Automated decisions-making in public administration -Data protection, in particular related to decision-making -Democracy and ICT, in particular access to government-held information Section for Information Technology and Administrative Systems (SITAS) TA.1.5 TA.2.5 TA.3.4	Socrates/Erasmus, IST, Fifth Framework, National Programmes, Dutch Research Council
56 Lithuania	Law University of Lithuania	Faculties of Law, Public Management, Social Work Police Teaching and Research	--600 --11000	Legal informatics and communication technologies, e-Governance Department of Legal Informatics TA.1.5 TA.2.5 TA.2.7 TA.3.4	Erasmus/Socrates, 5FP IST, other International and national Programmes
60 Poland	University of Wroclaw Research Centre for Legal and	Legal Informatics Teaching and Research.	---7 ---7	Legal Informatics, Economics Research Centre for Legal and Economic Issues of Electronic Communication	Erasmus/Socrates, IST, National Programmes

	Economic Issues of Electronic Communication (CBKE) within the Faculty of Law, Administration and Economics			TA.1.4 TA.3.2	
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AREA 1: Law and Policy

10 Spain	University of Balearic Islands.	Fast all Studies Teaching and Research	---500 ---14000	Electronic commerce CEDIB, Center of Studies of Law and Computer science TA.1.3 TA.2.2 TA.3.2	Erasmus, IST, Regional Programmes
11 Spain	University of Burgos	Fast all Studies Teaching and Research	---630 ---8500	Procedural Law TA.1.4 TA.2.1 TA.2.6TA.3.1	Erasmus, AECI, ALFA
12 Spain	University of La Laguna (Canarian Islands)	Fast all Studies Teaching and Research	--1823 (Admon 771) ---25336	Civil Law TA.1.2 TA.3.2	Socrates/Erasmus, Seneca
13 Spain	University of Valladolid	Fast all Studies Teaching and Research	-- 2.727 (Admon 931) ---28538	Procedural Law Penal Law International Private Law TA.1.1 TA.2.7 TA.3.2	Socrates/Erasmus, National and Regional Programmes, University

29 Italy	University of Florence-CIUSPO	Teaching and Research		Political Sociology; Social Change and democratic issues in Italy and in Europe; Sociology of Youth; ethnic relations and territorial identities; political leadership and local government.	Erasmus; Integrated Actions with France, Spain, UK, Germany and; Seminars and international conferences about political values and new generations in contemporary Europe
45 Iceland	University of Iceland	Education, Folkloristics, Library and Information Science, Political Science, Psychology, Social Anthropology, and Sociology Teaching and Research	Faculty of Social Sciences Teachers: 6 Other staff: 3 Students: ~200	Sociology. E-Government. Parliaments TA.1.3 TA.2.5 TA.3.2	
53 Estonia	University of Tartu	Fast all Studies Teaching and Research.	--2900 --16000	Computers and Law Faculty of Law TA.1.1 TA.2.6 TA.3.1	National Projects
54 Cyprus	University of Cyprus	Fast all Studies Teaching and Research		Constitutional Law Department of Social and Political Sciences TA.1.1 TA.2.5 TA.3.5	
55 Latvia	Riga Graduate School of Law	International and European Law Teaching and Research	--37 (31.5 full-time) --55	EU Law, International Commercial Law TA.1.2 TA.2.5 TA.3.2	ELFA, Deutsch-Lettische Juristentagung
57 Lithuania	Vilnius University	Fast all Studies	--1206	European and International Law and	Erasmus/Socrates, National

		Teaching and Research	--21057	Legal Informatics Center of Legal Informatics TA.1.1 TA.2.5 TA.3.1	Programmes
58 Hungary	Eotvos Lorán University. Faculty of Law and Political Sciences	Fast all Studies Teaching and Research	--110 --4604	Philosophy of Law, Information and Communications Law, History Law Faculty of Law and Political Sciences TA.1.3 TA.2.5 TA.2.5 TA.3.5	Erasmus/Socrates, International programmes (bilateral and multilateral character
62 Poland	University of Torun Faculty of Law and Administration	Criminal Law Teaching and Research	--- 100 ---8600.	Penal Law and Legal informatics TA.2.1 TA.2.7 TA.3.1 TA.3.4	United Nations programmes, European Institute for Crime Prevention and Control – HEUNI – programme, Council of Europe, National Programmes
64 Slovakia	Comenius University of Bratislava Faculty of Law	Computer Law and Informatic Law Teaching and Research,	--123 --90	Informatic Law and Computer Law Telecommunication law, Medial law. Department of Informatic Law and Computer Law TA.1.3 TA.3.2 TA.3.5	
67 Malta	University of Malta	Fast all Studies Teaching and Research.	--817 --8500	Information technology, computer science and artificial intelligence. Law TA.1.2 TA.2.6 TA.3.2	EUA, Socrates/Erasmus, Leonardo, ISEP, EAN. International Programmes with USA and in Australia,

AREA 2: Business and management & AREA 3: Informatics and telecommunications

4 Denmark	Copenhagen Business School	Faculties: Modern Languages, Economics and Business Administration Teaching and Research	--750 --13706	E-Commerce, E-Government TA.1.1 TA.2.5 TA.3.1	EU IST (MAXCROP, EDIT, EQUIT)
37 Portugal	Polytechnic of Beja	Schools of Agriculture, Education, Nursing and Technology and Management Teaching and Research	--250 --4000	Computer Law and E-Business Law TA.1.2 TA.2.6 TA.3.5	Socrates/Erasmus, Jean Monet
39 Finland	University of Vaasa Department of Business Law	Legal Informatics and IT Law, Copy right, International Trade Law, Economic criminality, Modern Taxation, Procedure Law Teaching and Research	---8 ---170	Legal informatics Department of Business Law TA.2.7 TA.3.3	Socrates/Erasmus, Local, Regional , National e International Programmes: Nordic Countries, Russian Federation
50 Czech Republic	University of Hradec Králově	Faculty of Education, Faculty of Informatics and Management Teaching and Research	--352 (331 full time) (448 full time) --5000 students	Information and Knowledge Management, Applied Informatics Faculty of Informatics and Management TA.1.2 TA.2.5 TA.2.8 TA.3.2	Socrates/Minerva, National and university Programmes, Leonardo da Vinci , IST.
51 Czech Republic	Thomas Bata University in Zlin	Faculty of Management and Economics	-- 292	Economics, Applied Informatics,	Tempus (coord.), Socrates/Erasmus, Leonardo d.V.

		Teaching and Research	-- 3458	Law, eLearning TA.1.3 TA.3.1	
52 Estonia	Tallinn Technical University Institute of business Administration	Civil Engineering, Power Engineering, Humanities, Information Technology, Chemical and Materials Technology Economics and Business administration Science, Mechanical Engineering Teaching and Research	---280 ---9500	e-Government, eHealth, eEducation, social inclusion, work/skills/employment, eCommerce, Telecommunications Estonian Institute of Economic TA.1.2 TA.2.3 TA.3.1	IST
59 Hungary	Corvinus University of Budapest	Faculties of: Business Administration, Economics, Public Administration, Social Sciences Teaching and Research	-403 -12.000 students	Public and business administration applications: information systems design and implementation, e-government, infrastructure management, security issues, digital signature, PKI, workflow management, juridicial support systems, Department of Information Systems Technology Transfer Center TA.1.1 TA.2.3 TA.3.5	
63 Slovenia	University of Primorska Faculty of	Faculty of Management	--92 --1460	Management.- Management in Education.- Management in the European Environment	TEMPUS, PHARE – CBC, PHARE MOCCA, INTERREG, SOCRATES/ERASMUS,

	Management Koper			TA.1.1 TA.1.4	LEONARDO DA VINCI, 5 th FRAMEWORK PROGRAMME.
66 Spain	University of the Basque Country	Faculty of Economics. School of Business and Management Teaching and Research	- 3846 - 50220	IEconomics, Biusness, Management TA.1.1 TA.2.5 TA.3.3	- Socrates/Erasmus, Local, Regional , National e International Programmes:

AREA 3: Informatics and telecommunications

21 Spain	San Valero Foundation Higher Education School	High Studies Center Center of Multimedia Production Center of Secondary Formation Center of Technological Applications Work agency	-150 -3000	Teaching R&D&I European Projects Quality TA.1.1 TA.2.4 TA.3.4 TA.3.5	Center OSCUS San Valero in the Dominican Republique
22 Spain	Universidad Politecnica de Valencia (EDU4)	Technical areas: engineering, business,.. Teaching and research	(a) personnel: 2401 (full-time: 1871) (Admon: 1425) (b) learners: 35736	European Union Policy. Telecommunications Policy. Information Society Policy. E-government Policy. Legal informatics. Telecommunications Engineering. TA.1.1 TA.2.4 TA.3.5	5th Framework Erasmus (all areas) Leonardo Thematic Network coordinator ALFA Tempus AECI EC-USA

					Cooperation actions with Latin-America,USA,Australia,Japan,..
23 Spain	Autonomous University of Barcelona	Teaching and Research	--3009 (teaching and research) --1449 (administration) --50.048 (learners)	Legal Informatics. Computer Crime. Security on Networks. Computer Ethics. TA.1.1 TA.1.3 TA.2.7 TA.2.8TA.3.1 TA.3.4 TA.3.5	Socrates-Erasmus, IST, Integrated Actions with several european countries
34 Austria	University of Linz	Fast all Studies Teaching and Research	---578 (174 fte) --10415	E- Government from a technical perspective. Institute of Applied Computer Science Division: Business, Administration & Society TA.1.1 TA.2.4 TA.3.1	Erasmus, IST
36 Austria	Donau-Universität Krems	Fast all Studies Teaching and research	--206 (173) --2827	Information Communication Technology, Applied Informatics, New Media, Knowledge and Information Management, Telematic,(E-Government, E-Business, E-Learning) TA.1.5 TA.2.4 TA.3.1	EST, IIS, SCL, IFLA, EATA, TEPSA, CEPUS, IPSERA, ELI, STC,
40 Sweden	University of Örebro Department of Business Administration, Computer Science, Economics and Statistics	Fast all Studies Teaching and Research	Informatics: ---30 ---450	Informatics, E-Democracy TA.1.5 TA.2.4 TA.3.4	Socrates/Erasmus. Regional and National Programmes

41 Sweden	Blekinge Institute of Technology	Teaching, Research and Collaboration with businesses and society	Personal: 428, 7 Learners: 2846	Information Technology and its applications, Media Technology, Studies of Science and Technology, E-government, Physical Planning, IT and Gender Studies	Erasmus, 5 th and 6 th FP, Innovative Actions, Interreg, ISPO, IPS, TANGO.... --Content and project organization
62 Romania	University Politehnica of Bucharest	Technical Studies (12 Faculties) Teaching and Research	---1733 (Admon. 2667) ---20185	Information Systems Faculty of Control and Computers TA.1.3 TA.1.4 TA.2.3 TA.2.4TA.3.1 TA.3.5	National Programmes, Erasmus, Socrates, Tempus, World Bank
65 Turkey	Isik University	3 Faculties: Engineering, Arts and Sciences, Economics and Administrative Sciences Teaching and Research	-teaching staff: 85 -admin staff: 67 -undergraduate students: 1700 -graduate students: 430	Information and Communication Technologies, Applied Informatics TA.1.1 TA.2.4 TA.3.5	5 th Framework Programme (2 projects: TrainSEE, ISIS), EUMEDIS Programme (1 project: MEDFORIST), INCO2 (1 project: MIPS)

(2) Non academic european institutions

Number and Country	Name	Address	Type of institution And Code of Thematic Area	Contact person
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Research Centers

26 ITALY	Institute of Legal Information Theory and Technologies.	Via Panciatichi, 56/16 - 50127 Firenze	RES TA.1.5 TA.2.3 TA.2.5 TA.2.8 TA.3.1	Roberta Nannucci
30 LUXEMBOURG	Cellule de recherche études et de développement en informatique Centre de Recherche Public - Gabriel Lippmann	CEDI 162a, avenue de la Faiencerie L-1511 Luxembourg	RES TA.1.4 TA.2.3 TA.3.4	Fernand Feltz

Law Firms and Lawyers

7 GREECE	Maria Niovi Angelidi	43, Katsibiri str., 5th floor	SER	Maria Niovi Angelidi
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	Dikigoros	15561 Holargos Athens	TA.1.2 TA.1.4 TA.2.3 TA.3.2	
17 SPAIN	CUATRECASAS	Velázquez, 63 28001 Madrid	SER TA.1.1 TA.2.6 TA.3.3	Alberto Fortún
19 SPAIN	Cristina Malo Navarro	San Vicente de Paul nº 35 4º E Zaragoza	SER TA.1.2 TA.2.6 TA.3.1	Cristina Malo
20 SPAIN	Lexland Abogados	San Pablo, 3 41001 Sevilla	SER TA.1.2 TA.2.5 TA.3.2	Pedro Rodriguez

Service Firms

Services firms				
8 GREECE	EUROTECHNIKI	Meandrou 191 38445 Nea Ionia Volos	SER TA.2.3 TA.3.1	Konstantinos Minos
9 GREECE	MINDWELL S.A.	377, Singrou Avenue, Palaio Faliro 175 64 Athens	SER TA.1.1 TA.2.6 TA.3.3	Ezequiel Domínguez
15 SPAIN	FASE. NET	Avda. Clavé, 55 50004 Zaragoza	SER TA.1.3 TA.2.3 TA.3.4	Jose Antonio Campos
16 SPAIN	WEB DREAMS	Parque Tecnológico Walqa, Edif. 1. Crtra. Zaragoza N-	SER TA.1.1 TA.2.3	Conrado Toro

		330a, km. 566. 22197 CUARTE, Huesca (España).	TA.3.4	
28 ITALY	Insynergy Consulting Italia SRL	Via K.Mansfield, 1b 43100 Parma	SER TA.1.1 TA.2.3 TA.3.4	Máximo Vatteroni
44 UNITED KINGDOM	Thomson Legal & Regulatory Europe	100 Avenue Road NW3 3PF London	IND TA.1.4 TA.3.2	David Lennon
48 BULGARIA	LEX.BG	36B Patriarh Evtimii Blvd., 1000.- Sofia	SER TA.1.3 TA.2.6 TA.3.2	Miroslav Ognyanov
Associations				
14 SPAIN	APTICE.- Association for the Promotion of the Information technologies and the Electronic Commerce.	Parque Tecnológico Walqa, Edif. 1. Crtra. Zaragoza N- 330a, km. 566. 22197 CUARTE, Huesca (España).	ASS.2 TA.1.2 TA.2.5 TA.3.1	Pilar Lasala
24 SPAIN	Asociación IMPULSAN	Principe de Vergara 93-95 28006 Madrid	ASS.1 TA.1.2 TA.2.2	Javier Lozano
49 BULGARIA	Law and Internet Foundation (CLICT)	36 B Patriarh Evtimii Blvd. Entr. , Fl. 1 1000 Sofia	ASS.1 TA.1.1 TA.2.6 TA.3.1	George Dimitrov
Public institutions				
46 LIECHTENSTEIN	Liechtensteinische Landes Verwaltung Amst für Volkswirtschaft	Städtle 49 9490 Vaduz	PUB.3 TA.1.1 TA.2.3 TA.3.3	Sabine Althof

(3) Common experienceSOCRATES common past experience.

This network is the first to bring together this multidisciplinary group of partners. About half of the partners have been involved in the following programmes

COURSE 1999-2000.- EULISP (European Universities' Legal Informatics Study Programme) PROJECT SOCRATES PROGRAMME, CDA MODALITY NUMBER: 28666-IC-3-1998-1-ES-ERASMUS-CDA-2

COURSE 2000-2001.- EULISP (European Universities' Legal Informatics Study Programme) PROJECT SOCRATES PROGRAMME, CDA MODALITY NUMBER: 28666-IC-2-1999-1-ES-ERASMUS-CDA-2

COURSE 2001-2002.- EULISP (European Universities' Legal Informatics Study Programme) PROJECT SOCRATES PROGRAMME, PROG MODALITY NUMBER: 28666-IC-3-2000-1-ES-ERASMUS-PROG-1

COURSE 2002-2003.- LIACTES (Legal Informatics and Communications Technologies Studies) PROJECT SOCRATES PROGRAMME, DISS MODALITY NUMBER: 28666-IC-2001-1-ES-ERASMUS-DISS-2

COURSE 2003-2004.- LEFIS (Legal Framework for the Information Society) SOCRATES PROGRAMME, THEMATIC NETWORK, NUMBER 110733 - CP -1-2003-1- ES - ERASMUS -TN

ALFA Programme

COURSES 2003-2004 and 2004-2005, Academic Network on Electronic Government, II-0258-FA (ALFA Programme, 2003-2006)

AECI Programme

COURSES 2003-2004 and 2004-2005, Network on Electronic Government

TEMPUS Programme

COURSES 2003-2004, 2 Stays of Andrei Troufanov in the University of Zaragoza

- 5.2 Indicate for each **activity** within the project, the **specific tasks** to be assigned to the partner institution responsible, the other partner institutions involved, the number and the profile of **personnel** from within and outside the partnership to be **involved in the project**.

No	Activity	Responsible Institution Specific tasks	Other institutions Specific tasks	Staff profiles
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Stage 1

1	Administrative office	U. Zaragoza.- Coordination	APTICE, San Valero Establishment of the administrative & management office of LEFIS Support to the Administration of the Communications Tools, PKI and technical infrastructure	Professor Assistants Administrative personnel Technical personnel
2	Meeting of the NSG.- Vienna	U. Vienna.- U. Zaragoza.- Coordination	U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster Adoption of initial basic decisions	Professors

3	Constitution of WG	WG1: U. Bologna WG2: U. Romeris WG3: FASE WG4: U. Corvinus WG5: APTICE	All participant institutions must participate at least in one WG	Professors
4	Support planning for NSG and WG's	U. Zaragoza.- Coordination	APTICE, San Valero Plan to support the realization of all planned activities	Professors Assistants Administrative personnel Technical personnel
5	Drafting of use rules for the LEFIS communications secure infrastructure	U. Zaragoza.- Administrative Management	U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster, U. Zaragoza Policy and decision making on the communication infrastructure	Professors Administrative Management of LEFIS

Stage 2

6	NSG Activities	U. Zaragoza.- Administrative Management	U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster Development of the NSG planning	Professors Administrative Management of LEFIS
7	WG Activities	WG1: U. Bologna WG2: U. Romeris WG3: FASE WG4: U. Corvinus WG5: APTICE	WG1.- Graduate WG2.- Master WG3.- Permanent formation WG4.- Public- private relations WG5.- Quality Development of the planned WGs activities	Professors Administrative Management of LEFIS
8	Tuning Audit	U. Zaragoza.- Coordination	U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster Selection of Tuning Advisor	Professors
9	First General Assembly in Paris	University of Paris II. Centre d'étude et de recherche en sciences administratives (CERSA).- U. Zaragoza.-	All Members Definition of the general and specific competences to be acquired by students at all levels, classified by areas: - Law and policy - Business & management - Informatics & telecom	Professors Administrative Management of LEFIS

Stage 3

10	Workshop WG1.- Bologna	U. Bologna	Development of the planned tasks of WG1, in special as for the proposals of the teaching offer, activities and contents in relation with the competences defined in the Stage 2.	Participants in the WG1 Administrative Management of LEFIS
11	Workshop WG2.- Vilnius	U. Romeris	Development of the planned tasks of WG2, in special as for the proposals of the teaching offer, activities and contents in relation with the competences defined in the Stage 2.	Participants in the WG2 Administrative Management of LEFIS
12	Workshop WG3.- Zaragoza/Madrid	FASE	Development of the planned tasks of WG3, in special as for the proposals of the teaching offer, activities and contents in relation with the competences defined in the Stage 2.	Participants in the WG3 Administrative Management of LEFIS

13	Workshop WG4.- Budapest	U. Corvinus	Development of the planned tasks of WG4, in special as for the proposals of the teaching offer, activities and contents in relation with the competences defined in the Stage 2.	Participants in the WG4 Administrative Management of LEFIS
14	Workshop WG5.- Brussels/Luxemburg	APTICE	Proposal of normalization and quality requirements for LEFIS learning materials	Participants in the WG5 Administrative Management of LEFIS

Stage 4

15	Surveys	U. Zaragoza	All academic members Assessment of the current teaching offer in the light of the LEFIS model (Stages 2-3)	Professors Administrative Management of LEFIS
16	Practica	U. Corvinus	Non academic members Proposals on involvement of non academic members in the LEFIS model (e.g. "practica")	Professors Administrative Management of LEFIS
17	Model implementation: first step	U. Zaragoza	U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster Selection of participants for model implementation	Professors Administrative Management of LEFIS

Stage 5

18	Learning materials	WG1: U. Bologna WG2: U. Romeris WG3: FASE	WG1 WG2 WG4 Elaboration of nine sets of learning materials covering all levels (graduate, postgraduate and continuous education) in accordance to the LEFIS rules (Stage 2-3)	Selected participants Administrative Management of LEFIS
19	Design of eLearning modules	U. Zaragoza	WG1 WG2 WG3 WG4 WG5 Design of three eLearning model-modules	Selected participants Administrative Management of LEFIS

Stage 6

20	Tests: design	APTICE	WG5 Design of assessment quests and tests according to the criteria defined in Stage 3	Professor Administrative Management of LEFIS
21	Tests: surveys	U. Zaragoza	Selected centers Carrying out of tests and surveys	Professors Selected participants Administrative Management of LEFIS
22	Quality Audit	APTICE	WG5 Internal audit of the content and results of the teaching experiences	Professor Administrative Management of LEFIS
23	External audit	U. Zaragoza	NSG Selection of experts for external audit of LEFIS activities (first year)	Professors

Stage 7

24	Review	U. Zaragoza Review of experiences and needs (reports, audits)	NSG	Professors
25	Contrast with the TUNING results in another areas	U. Zaragoza	NSG WGs	Professors
26	Workshop on the LEFIS accreditation system.- In Beja (Portugal)	APTICE	All interested members	Professors Administrative Management of LEFIS
27	Drafting of accreditation rules	APTICE	NSG Drafting of accreditation rules for the LEFIS teaching model	Administrative Management of LEFIS

Stage 8

28	Scientific Workshop on Telecom. Governance	ITTG, Florence (Italy)	Members of the participant institutions	Professors Administrative Management of LEFIS
29	Scientific Workshop on Legal Principles for key technical issues	U. Oslo (Norway)	Members of the participant institutions	Professors Administrative Management of LEFIS
30	Scientific Workshop on Ethics, Rights & Control	U. Bratislava (Eslovaquia)	Members of the participant institutions	Professors Administrative Management of LEFIS

Stage 9

31	Tuning Audit	U. Zaragoza Selection of Tuning Advisor	NSG Review of the activities in co-operation with the TUNING advisor	Professors Administrative Management of LEFIS
32	Conclusions of every WGs	WG1: U. Bologna WG2: U. Romeris WG3: FASE WG4: U. Corvinus WG5: APTICE	WG1 WG2 WG3 WG4 WG5	Professors Administrative Management of LEFIS
33	Final General Assembly	U. Wroklaw.- U. Zaragoza	All members Assessment of activities	Professors Administrative Management of LEFIS

Stage 10

34	External audit	U. Zaragoza	NSG Selection of experts for external audit of LEFIS activities	Professors Administrative Management of LEFIS
35	Final report	U. Zaragoza	NSG	Professors Administrative Management of LEFIS

5.3 Specify how effective **cooperation and communication** will be ensured between the partner institutions, and the main working language(s) to be used.

(1) Apart from the cooperation granted by the LEFIS formal agreements and contracts, the LEFIS-TN will profit from a number of previous bilateral and multilateral agreements among its partners. A strong cooperation will be also ensured by the follow-up and problem management procedures and the mechanisms described under paragraph 4.1.

(2) Communication is a key-part of the LEFIS-TN. Thus a major emphasis is laid on fostering electronic interactions by means of the comprehensive LEFIS communication infrastructure. To this concern, the lefis.blogspot.com has been already launched which should serve to increase and spread the on-line presence of LEFIS. Video conferences for both management and academic purposes are also foreseen. The communications will be secured by electronic signature and the LEFIS portal will be hosted by a secure server (several proofs have been made with the secure server : <https://www.lefis.org>, and its certification authority is APTICE/LEFIS, the secure server will be used in the next future in the intranet).

(3) The common language used for communications, discussions and reports will be English. The LEFIS communication infrastructure will use both English and Spanish languages. The LEFIS-TN workshops, conferences and assemblies will be in English, albeit the use of other languages (depending on the organizing country) is also foreseen.

(4) LEFIS made the provisions to realize, eventually, three short diffusion activities (public meetings of one day of duration) by members of the Steering Committee Network each year in the places where the partners have more difficulties to expand the LEFIS activities in their context

5.3 **In addition** to the formal partner institutions, list any **other institutions** which will participate actively in the project without receiving support from the Socrates grant (name, address, type of institution, contact person).

Country	Name	Address	Type of institution	Contact person
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UNIVERSITIES

ARGENTINA	Universidad Nacional de la Plata Facultad de Derecho	Calle 48 (entre 6 y 7) 1900 La Plata	EDU.4	Alejandro Roberto Batista
BRASIL	Petropolis Catholic University. Faculty of Law	Rua Benjamin Constant 213 Centro - Petrópolis – RJ, Brasil Caixa postal 90.944	EDU.4	Jose Almeida
BRASIL	Instituto Brasileiro de Direito Eletrónico	www.ibde.org.br Rua Benjamin Constant 213 Centro - Petrópolis – RJ, Brasil Caixa postal 90.944	ASSO.2	Jose Almeida
BRASIL	Instituto de Governo Eletrónico, Inteligência Jurídica e Sistemas	www.ijuris.org Rua Lauro Linhares, 728 – Sala 212 Bairro Trindade - Florianópolis, Santa Catarina - Brasil	EDU.4	Aires Jose Rover

		CEP 88036-002		
BRASIL	Universidade Federal do Pará Belém - Pará - Brasil	www.ufpa.br Campus Universitário Do Guamá, Rua Augusto Côrrea, 01 CEP 66075-110 - Caixa postal 479	EDU.4	Mário Antônio Lobato de Paiva
CHILE	Universidad Diego Portales Facultad de Derecho	Avda. de la República 105 6520864 Santiago de Chile	EDU.4	Iñigo Andrés de la Maza Gazmurri
CHILE	Universidad de Talca	www.otalca.cl Avda. Lircay s/n Casilla 747 – 721 Talca. Chile	EDU.4	Ruperto Pinochet
CUBA	Universidad de La Habana Facultad de Derecho	San Lázaro y calle L, Vedado 10400 La Habana	EDU.4	Yarina Amoroso
GERMANY	Oldenburg Fakultät II. Informatik, Wirtschafts un Rechtswissenschaften. Institut für Rechtswissenschaften	Universität Oldenburg D 26111	EDU.4	Jürgen Taeger
RUSSIAN FEDERATION	Irkutsk State Technical University	Lermontova 83 664074 Irkutsk	EDU.4	Andrei Troufanov
UNITED STATES OF AMERICA	Universidad de Puerto Rico Facultad de Derecho	PO Box 21790 San Juan Puerto Rico	EDU.4	David Wexler
UNITED STATES OF AMERICA	University of Arizona School of Law	The University of Arizona Tucson, Arizona 85721	EDU.4	William E. Boyd
URUGUAY	Universidad de la República Facultad de Derecho. Unidad de Apoyo Pedagógico	Avda. 18 de Julio 1824 11200 Montevideo	EDU.4	Oscar Sarlo

SERVICES FIRMS, LAWYERS AND INDUSTRIES

SPAIN	ATOS ORIGIN	www.atosorigin.es Albarracin 25 28037 Madrid	IND	Aljosa Pasic
SPAIN	SAFELAYER SECURE COMMUNICATION S.A.	www.safelayer.com Edificio World Trade Center Edificio Sur Cuarta Planta 08039 Barcelona	IND	Helena Rifá

SPAIN	AGENCIA NOTARIAL DE CERTIFICACION	www.ancert.com General Martínez Campos, nº 46 – 60, Edificio Elcano, 28010 de Madrid	SER	Jordi Aymerich
SPAIN	PROMETRIC THOMSON LEARNING LIMITED	Prometric.com	SER	Gabrielle Gerbaud
SPAIN	TB-Solutions	www.tb-solutions.com Paseo de la Independencia, 32 - 1º 50004 · Zaragoza Zaragoza	SER	Santiago Baselga
SPAIN	NET 2 YOU SL.	www.net2u.es Paseo de Independencia 6, 4ª Planta, Oficina 3º CP:50004 Zaragoza	SER	Carlos Oehling
SPAIN	WIRELESSLAND SL	www.wonderlabs.info Wonderlands HQ Parque Tecnológico Walqa Crtra. Zaragoza N330a, km 566 E-22197 Huesca	SER	Alfonso Lahuerta
SPAIN	Análisis y Aplicaciones S.A.	www.ayanet.es ANÁLISIS Y APLICACIONES S.A. c/ Biarritz, 2 y 4 - Local • CP 50017 Zaragoza	SER	Juan Carlos Marin
SPAIN	Rodríguez Sahagún Estudio Jurídico S.L.	Ercilla 18 48009 BILBAO	SER	Gabriel Carasa

ASSOCIATIONS

SPAIN/URUGUAY	FIADI.- Federación Iberoamericana de Asociaciones de Derecho e Informática	Carlos Anaya 2679 Montevideo Uruguay	Ass.3	Valentin Carrascosa
URUGUAY	Asociación de Escribanos del Uruguay	Edificio del Notariado Avd. 18 de Julio 1730 11200 Montevideo	PUB.3	Juan Angel de la Fuente

6. Planning of activities (maximum 2 pages)

- 6.1 Describe and justify the **overall working methods** the partnership intends to use when carrying out the project (management procedures, research and pedagogical methods, data gathering, joint design, types of meetings, teleconferencing etc.).

As mentioned, the Network Steering Group will monitor the TN progress and the use of resources, whereas the distribution of work has been planned by specialized Working Groups, which will be defined and constituted as a means for increasing the effectiveness of the TN. All partners will participate in at least one Working Group and in the general Network activities (Workshops and General Assemblies). Partners will be able to participate in more than one teaching or thematic areas according to their expertise and needs. It is proposed to keep administration reduced to an essential minimum with a view to optimizing trans-network communications via ICTs. The University of Zaragoza (with the help of APTICE and San Valero) will coordinate the activities and will support the realization of each of them by means of the action of a team integrated by the coordinator of the project, a professor assistant and an office worker. This is that the University will aid to the organizers of meetings, workshops and assemblies to start their actions. All partners will be supported in the travel and accommodation for one person to each common (Workgroups and General Assemblies) or special activity (scientific workshops). Special emphasis will be laid in the Tuning methodology during the whole period. The University of Zaragoza will inform to the Network Steering Group on the development of the activities and will be responsible for the elaboration of Reports to the European Union on the development and results of the project. The preparation of the meetings will be carried out insofar as possible with IT tools, such as video conferences or electronic mail, or other tools provided by the lefis communication infrastructure.

- 6.2 Indicate how and to what extent **information and communication technologies** and /or **open and distance learning** will be used within the project or in the dissemination of its results.

As Stated under § 3.3. one of the key outputs of the LEFIS-TN is the development of a secure communication infrastructure (at least partly) on the basis of free-software. This infrastructure will be used for organisational, management and dissemination purposes. As stated in § 3.1, three model eLearning modules and nine sets of learning materials will be designed and made available on-line as a result of the LEFIS-TN activities.

- 6.3 Indicate the working **methods** envisaged in order to produce **each of the outputs** listed in question 3.1.

(1) LEFIS reports and surveys will be produced by following the overall methodology designed for the LEFIS-TN (see 6.1). As concerns the design and carrying out of surveys and tests, the Tuning Methodology will be paid special attention.

(2) & (3) For the LEFIS model eLearning modules (pilot modules) and for the LEFIS-qualified learning materials a common methodology will be followed, which consists of: establishment and analysis of quality criteria, design of modules and materials, implementation, assessment of quality and impact, approval in dedicated meetings, offer and dissemination.

(4) For LEFIS-adapted courses and modules on IS Law and related subjects, the working method will be: first, definition of requirements to be complied with by the LEFIS teaching model; second, assessment of the current teaching offer in order to identify needs and propose improvements; and third, adaptation of courses and modules and assessment of the experience.

(5) The LEFIS accreditation system including the guidelines and codes of practice will be first elaborated and discussed inside the involved workgroups, reviewed through internal and external audits, presented and discussed in dedicated workshops and finally approved by the general assembly.

(6) The LEFIS association shall be formally constituted in the final assembly.

(7) According to usual market strategies, the LEFIS business plan will be based methodologically in the following stages: products analysis, market analysis, design and implementation.

(8) LEFIS conferences, workshops and studies will be organized upon two premises. On the one hand, closed or internal meetings shall be organized following the overall working methods defined in § 6.1. Studies resulting thereof shall be published. On the other hand, there will be LEFIS open conferences, which will respect the common management scheme for scientific conferences (open call for papers, peer-review of papers, acceptance of papers, distribution of materials, publication of results or proceedings)

(9) The methodology conceived for the LEFIS web portal and secure communication infrastructure consists of: objectives and policy definition, design, implementation, maintenance, updating and upgrading.

- 6.4 Justify in overall terms the **duration** of the Socrates support (one, two or three years), in relation to the nature and number of the outputs envisaged.

The whole LEFIS project needs the Socrates grant during three years (the first was during 2003-04, **the next step is object of this application**) namely:

- a first year (2003-2004) for the transmission of past experiences, all the participants' mutual knowledge and finding and development of an adequate method of work between all participants. This is the stage reached after the first LEFIS experience in 2003-04.
- a second year (2005-2006) for designing and starting new educational experiences according to the EU High Education Space requirements.
- a third year (2006-2007) of consolidation of the initiative beginning the commercialization of several products of LEFIS and the definitive establishment of the infrastructure LEFIS as mark and as Association. LEFIS will be constituted as organization, establishing agreements or rules of bilateral and multilateral character at the same time that the participants Universities will offer teaching on the matter to proof the proposals of the LEFIS TN.

6.5 Describe any plans or intentions you may have for establishing **links with other projects** and / or networks, within Socrates or beyond.

The participant institutions are not only of academic character, but also companies, public institutions and non profit organisations. This has the objective to articulate mixed initiatives of research and productive character, promoting the creation of regional "clusters" of research and productive centers.

The APTICE Association takes part of a more broad network of Spanish firms on Internet with the name ANEI (www.a-nei.org), which assures an echo of the LEFIS activities among the "stakeholders".

The LEFIS-TN is taken as starting point to prepare another projects in relation to the Sixth Framework of Research and Development of the European Union, initiative 7 (Governance) and 3 (IST) especially . In the page www.lefis.org, section groups, research and development projects and learning initiatives, it is possible to find the numerous joint activities in activity in the present: PRIME, REIMDOC.GERSOKO, E-CREATOR...

The University of Zaragoza coordinates two educational Networks on Electronic Government with Universities of Center and Southamerica supported by the EU program ALFA and AECI of the Spanish Government.

The LEFIS project is part of the Archipelago Humanistic Thematic Network (www.archhumannets.net). LEFIS has participated in the Archipelago meeting and in the activities of the Network related to: 1. conceptualising, explaining and making visible the reasons for which the Humanistic Sciences are of vital importance for citizenship and employment; 2. defining and promoting cooperation in the archipelago for meaningful collaboration in research; 3. sharing insights and knowledge with respect to learning/teaching strategies; 4. mapping the 'missing' or 'emerging' islands in the humanistic archipelago and encouraging their formation; 5. "reaching out" and collaborating with (the) other archipelago/s.

[6] The San Valero Foundation as secondary education center enables connections with the Comenius Programme

[7] LEFIS wait for the resolution of the JEP TEMPUS applications to continue joint initiatives in Russia

[8] LEFIS members parttake in several ongoing or proposed Leonardo projects (E-Creator, LETS, TRIAL)

6.6 Indicate how, if at all, you intend to extend the project partnership / network during and beyond the period of support from Erasmus (development strategy).

(1) The LEFIS mark and the LEFIS Association are the principal instruments to be implemented in 2007 to definitively guarantee the permanence of the Network. This is, also, the objective of making the business plan for products developed by the LEFIS members. In addition, the use of both common multinational tools for the organizative use of the LEFIS (eg. the tool WEST LAW of Thomson Legal) and the infrastructure of industries and service firms partaking in the TN enables extension possibilities for the LEFIS products and activities all around the world. (2) The LEFIS-TN, as well as the LEFIS Association afterwards, is open to new members. The leading idea of the development strategy is to take the experience of a country like Spain as initial example, as the TN has in Spain representatives of all the basic elements to assure the permanency in the future: several Universities of different regions, companies, Associations as APTICE and public institutions. It is expected that this model can be adequate for another countries and European regions. (3) The TN has adopted a compromise with the Programme of the United Nations for the Development (PNUD) to develop solutions and proposals that contribute to overcome the digital breach in Cuba

6.7 Set out any strategy you may have for seeking to ensure that the activities conducted by the network can be continued when the financial support from Erasmus is reduced or phased out completely (sustainability strategy).

In this regard, the TN has adopted a multi-layered strategy, comprising: (1) The establishment of the LEFIS Association

and the LEFIS registred Mark; (2) The constitution and training of a coordination group in Zaragoza sufficiently experienced for the future, with enough experience in legal and technical aspects and in the management of the network, and which may develop a Portal or Market place on the teaching of IS Law with worldwide coverage; (3) Invitation to companies and public institutions to participate in the Network in all their activities, fomenting the realization of R&D projects; (4) Elaboration of the contents of Conferences and Workshops related with policies and normative demands of the Governments, Parliaments and Judges of the different countries of the European Union or the institutions of the Union to effect to prepare meetings of enough interest to another participants that can help to obtain resources for the Network. The contents must interest also to another countries that are non members of the European Union. (5) Development of products of courses related with the social needs as the Tuning Methodology proposes

6.8 On the basis of the above, provide an overall **work plan** using the table format given below. To this end, please:

- Divide the project into the relevant **stages** which you envisage in order to produce the project outputs identified;
- Show within each stage, what **activities** the partnership will undertake, which **partner(s)** will be responsible for each stage, how many **persons** (person / days or person / months) each activity will require and **by when** each activity will have been completed.

Work Plan

Project:	LEFIS APTICE (LEGAL FRAMEWORK FOR THE INFORMATION SOCIETY)				
<i>Stage in life of project</i>	<i>Outputs: By the end of this stage we will have achieved / produced</i>	<i>Activities leading to this output</i>	<i>Activity to be started / completed by this date</i>	<i>Partners / Persons involved</i>	<i>Time input (person / days or person / months)</i>
Stage 1 LEFIS-TN KICKOFF	<p>(1) General plan of activities and meetings for the two years (including places and dates)</p> <p>(2) Appointment of persons in charge of the Work Groups (WG) and initial planning of WG activities</p> <p>(3) Management rules and certification policy for the certification authority within the LEFIS PKI and for the LEFIS communications tools</p>	<p>(A) Administrative office</p> <p>(B) Meeting of the NSG-Network Steering Group.- Vienna</p> <p>(C) Constitution of work groups and appointment of in-charge-persons: - WG1: graduate studies - WG2: postgraduate studies - WG3: continuous education - WG4: public-private relations - WG5: quality</p> <p>(D) Support planning for the NSG and WG's activities by the coordinator</p> <p>(E) Drafting of use rules for the LEFIS communications secure infrastructure: PKI, web portal, online discussion groups (fori), IP phone, chat, email, blog</p> <p>(F) 3 Diffusion activities of the first year in countries of partners</p>	1.10.05 / 31.10.05	<p><u>NSG</u>: U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster, U. Zaragoza</p> <p>WG1: U. Bologna WG2: U. Romeris (Lithuania) WG3: FASE WG4: U. Corvinus (Budapest) WG5: APTICE</p>	18 persons 1 month

<p>Stage 2 COMPETENCES</p>	<p>(4) Draft document on general and specific competences of the studies promoted by LEFIS (5) Report on the adequacy of LEFIS-defined competences to TUNING (6) Agreement and final report on the general and specific competences of the studies promoted by LEFIS</p>	<p>(A) Development of the planned NSG and WGs activities as for - definition of competences to be acquired by LEFIS students - discussion on further teaching and learning issues (contents, teaching offer, materials...) (B) Assessment of initial results by a TUNING advisor (C) First-year General Assembly, focused on competences.- Paris (D) Definition of the general and specific competences to be acquired by students at all levels (graduate, postgraduate and continuous education), clasified by three major areas: - Law and policy area - Business and management - Informatics and telecom</p>	<p>1.11.05 / 31.1.06</p>	<p>NSG: U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster, U. Zaragoza</p> <p>WG1: U. Bologna WG2: U. Romeris (Lithuania) WG3: FASE WG4: U. Corvinus (Budapest) WG5: APTICE</p> <p>All Members</p>	<p>77 persons 3 months</p>
<p>Stage 3 PROPOSAL OF THE LEFIS TEACHING MODEL</p>	<p>(7) Proposal of contents, ECTS and work load of the modules elaborated by the Thematic Network (8) Draft proposal of the LEFIS Teaching Model (9) Proposal of e-learning modules</p>	<p>(A) WG's Workshops Development of the planned tasks of WG1, WG2, WG3, WG4 and WG5, in special as for the (A) proposals of the teaching offer, activities and contents in relation with the competences defined in the Stage 2. (B) proposal of normalization and quality requirements for LEFIS learning materials</p>	<p>1.2.06 / 30.4..06</p>	<p>WG1: U. Bologna WG2: U. Romeris (Lithuania) WG3: FASE WG4: U. Corvinus (Budapest) WG5: APTICE</p>	<p>74 persons 3 months</p>

Stage 4 FEASIBILITY OF THE LEFIS TEACHING MODEL	(9) Report on the feasibility of the LEFIS Teaching Model	(A) Assessment of the current teaching offer in the light of the LEFIS model (Stages 2-3) (B) Proposals on involvement of non academic members in the LEFIS model (e.g. "practica") (C) Selection of participants for model implementation	1.5.06 / 30.6.06	All Members and WGs	70 persons 2 months
Stage 5 LEARNING MATERIALS	(10) Online publication of learning material (and in printed form if possible) (11) eLearning model-modules	(A) Elaboration of nine sets of learning materials covering all levels (graduate, postgraduate and continuous education) in accordance to the LEFIS rules (Stage 2-3) (B) Design of three eLearning model-modules	1.7.06 / 30.9.06	All Members and WGs	70 persons 3 months
Stage 6 PROOF OF THE LEFIS MODEL	(12) Design of LEFIS tests (13) Report by the WG5 on quality issues (14) Evaluation report (external audit)	(A) Design of assessment quests and tests by the WG5 (Quality) according to the criteria defined in Stage 3 (B) Carrying out of tests and surveys in selected centers (C) Internal audit (WG5) of the content and results of the teaching experiences (D) External audit of LEFIS activities (first year) (E) 3 Diffussion activities of the second year in countries of partners	1.10.06 / 31.1.07	Several selected Members	74 persons 4 months

<p>Stage 7 LEFIS ACCREDITATION SYSTEM</p>	<p>(16) Working document on the LEFIS accreditation system and the LEFIS code of practices. LEFIS business plan</p>	<p>(A) Review of experiences and needs (reports, audits) (B) Contrast with the TUNING results in other areas (C) Workshop on the LEFIS accreditation system.- Beja (Portugal) (D) Drafting of accreditation rules for the LEFIS teaching model (E) Drafting of the LEFIS business plan</p>	<p>1.2.07/ 31.7.07</p>	<p>NSG: U. Leuven, U. Namur, U. Vienna, Q.U. Belfast, U. Romeris, U. Rovaniemi, U. Linz, U. Münster, U. Zaragoza</p> <p>WG1: U. Bologna WG2: U. Romeris (Lithuania) WG3: FASE WG4: U. Corvinus (Budapest) WG5: APTICE</p>	<p>74 persons 6 months</p>
<p>Stage 8 THEMATIC WORKSHOPS</p>	<p>(17) Online publication of materials and handbooks by each workshop</p>	<p>Scientific Workshops focused on the LEFIS thematic areas: (A) Telecom. Governance.- Florence (Italy) (B) Legal Principles for key technical issues. Communicating the Law.- Oslo (Norway) (C) Ethics, Rights & Control.- Bratislava (Eslovaquia)</p>	<p>1.3.07 / 30.6.07</p>	<p>All members</p>	<p>74 persons 5 months</p>
<p>Stage 9 FINAL ASSEMBLY</p>	<p>(18) Final document on the LEFIS accreditation system and the LEFIS code of practices (approval) (20) Approval and formal constitution of the LEFIS Association (21) Report by the TUNING advisor on the educational activities of the Thematic Network</p>	<p>(A) Assessment of activities (B) Review of the activities in co-operation with the TUNING advisor (C) Conclusions of every WGs (D) Final General Assembly.- Wroklaw (Poland)</p>	<p>1.8.07 / 30.8.07</p>	<p>All members</p>	<p>74 persons 2 months</p>

Stage 10 CONCLUDING TASKS	(22) Final report	(A) External audit (B) Final conclusions	1.9.07 / 30.9.07	Coordinator NSG WGs in-charge persons	19 persons 1 month
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7. Contribution to transversal policies (maximum 1 page)

In terms of (a) the **impact of the project** on the target group and (b) **participation in the project itself**, please specify where applicable how and to what extent the project will actively:

promote social and economic cohesion;

Promote social and economic cohesion

Besides the teaching model, one of the envisaged goals of the LEFIS-TN is to elaborate research work and policies on Information Society Law. These result from discussions coming from the different regions of the European Union, which assures them to be specifically suited for the needs, traditions and requirements of the groups of countries that integrate the Thematic Network. Four steps may be underlined in this direction: 1) In a first moment (2003-2004), the TN achieved a broad national/regional deliberative background by discussing the problems and their solutions, always tackled with interdisciplinary methods, or what is the same starting from juridical, economic and technical proposals. 2) The second moment (2004-2006) is of teaching and scientific character and is based on European policies. 3) The products of the different discussions are integrated in a solid teaching and certification system that the participant will adapt to the particular conditions and requirements of each country in which the participant Universities carry out their teaching and research on Information Society Law.

promote ICT in education and eLearning;

Promote ICT in education

As stated under subsection 3, the LEFIS-TN outputs altogether have an overall ICT-orientation. This goes in particular for education and e-learning products. To this concern, online available learning materials, as well as the pilot e-learning modules will be a key-part of the TN. All in all, the Thematic Network has as a major objective to introduce, starting from the elaboration of normative proposals and good solutions for the teaching of substantive Law in relation with real professional needs, the ICT in the Faculties and Schools of Law, and to promote the study of regulations and practice codes in the Business and Polytechnic Centers. LEFIS seeks to elaborate also didactic solutions with the possibilities that offers the use of the web and the didactic resources "on line"

promote the recent enlargement of the Union;

Consolidate and prepare the enlargement of the Union

The participation of nearly all the countries of the European space, including those which have accessed it recently or which may become future members, in particular as concerns the regulative issues of the use of ICT, will allow consolidating or preparing the amplification of the Union in a strategic sector for the development of the Union. The project will expand, also, the knowledge in English of the juridical Laws and organizations of the European Union in the new countries

8. Other aspects (maximum 1 page)

Please state any other aspects of the proposed project which you feel the Commission should take into account when assessing your proposal

(1) *Composition*. Some remarks must be first made concerning the composition of the LEFIS-TN. In the preparing stage of the TN, it counted on the participation of members from all European countries. Unfortunately, however, the contacted institution from Ireland decided in the last moment not to join the Network. Despite of this, the TN maintains one place of member for this country, and thus keeps a redistribution of the obtained funds for the future, as it is expected that a new institution from Ireland may join the TN in the short term.

(2) *Societal links*. It must be stressed that the TN seize the opportunity of their broad and ample membership to enable transfers of expertise from the legal profession and from industry, as well as that it foster interactions with ICT industrial

associations and groups. Anyway several reductions of the number of the initial members of the pre proposal made references to simplify the participation of institutions overrepresented in the pre proposal.

(3) *Spanish members*. In comparison to the former LEFIS experience, the number of Spanish participants has been reduced for the sake of minimizing national unbalances in the TN composition, attending to the evaluation of the independent expert assessment to the pre-proposal of LEFIS TN for the years 2005-2007. Nevertheless, there is still a certain predominance of Spanish partners, as this has been regarded as necessary due to the innovative character of the TN. In principle, as mentioned, one of the key-ideas of the TN is that qualitative changes in educational systems, in particular as concerns their relation with social forces and demands, must be first experienced at a narrower level. The TN has in Spain representatives of all the basic elements to assure the permanency of its activities in the future: several Universities (different academic and research groups) of different regions, companies and Associations as APTICE. We intend therefore to take the experience of a country like Spain as initial example, whereas it is expected that this model can be adequate for another countries and European regions.

(4) *6th Framework R&D Program*. The Network objectives cover the teaching on topics directly related to activities of Research and Development to be built by their group of members in relation to the 6th Framework of Research and Development of the European Union.

(5) *Staff*. The Network will contract for the office of the project in Zaragoza, APTICE (Walqa) and San Valero several persons (3), who will work in exclusive dedication (full time) all the two years of duration of the project. This staff will allow to put in practice dynamically all the activities of the partners in the Network.

Annex 1: Legal Entity Forms

The Legal Entity Forms are available on the Europa Server at the following address: http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm. There are two different forms provided for organisations, one for private organisations and one for public organisations. Please complete the appropriate Legal Entity form for the applying organisation **and attach the requested documents**.

Annex 2: Explanatory notes on the budget (Section 3)

A. Introduction

These Notes provide applicants with information concerning the financial procedure, the rules for eligibility of costs and guidance on how to complete Section 2 (Budget) of the application forms for transnational co-operation projects or networks under the following Actions:

- Comenius 2.1 and 3
- Erasmus 1 and 3
- Grundtvig 1 and 4
- Lingua 1 and 2
- Minerva

B. Financial procedure

1. Presentation of financial data by the Applicant

For the presentation of the budget, a distinction is made between the following main categories of expenditure (see section D below for details):

1. Staff costs
2. Direct costs:
 - 2.1 Travel and subsistence costs
 - 2.2 Costs relating to the purchase or rental of hardware and equipment
 - 2.3 Subcontracting costs
 - 2.4 Other costs
3. General costs

2. Financial analysis of proposals

The *budget proposed* by the co-ordinator is analysed by the Commission in order to:

- a) assess whether it is consistent with the proposed project and sufficiently clear and detailed;
- b) assess whether the proposed budget is appropriate for achieving the concrete objectives / results of the project;
- c) eliminate any item of expenditure which cannot be accepted according to the rules on eligible expenditure;
- d) propose, if necessary, a downward revision of some items of expenditure, where these are considered excessive compared to the nature of the project and/or to the volume of work to be implemented in order to

achieve the planned results.

At the end of this analysis, an *approved budget* for the project is drawn up by the Commission. If the proposed budget is realistic and acceptable in relation to Community rules, the proposed budget and the approved budget will be identical, and the Community grant may be the same as the amount requested by the applicant. In most cases, however, the analysis is likely to result in reductions.

3. Calculation of the Socrates grant

Once the approved budget has been defined, the grant to be awarded is calculated on the following basis:

- the total grant may not exceed the amount requested by the applicant;
- the total grant may not normally exceed 75% of the approved budget. In most cases, it is likely to be fixed at an appreciably lower level;
- the policy for awarding grants under the specific Socrates Action concerned;
- the available budget.

A table is drawn up by the Commission containing the approved budget and the grant envisaged distinguishing between staff costs and direct costs. General costs may not be covered by the grant.

C. Rules on Eligibility of costs

1. General Principles

The applicant must ensure that:

- all costs presented are necessary for the carrying out of the project and are not unnecessarily high;
- no member organisation of the partnership may derive a profit from financial assistance awarded by the European Community;
- each item of expenditure is only included under one heading.

All costs must be actual expenses, except for the lump sums allowed under these rules. At the end of the project, all expenditure except for items based on lump sums, must be justified by receipted invoices or equivalent accounting documents.

VAT may be included as an item of expenditure if it represents a final cost and is not recoverable under the national VAT system.

2. Eligible costs

Costs incurred by member organisations of the partnership are eligible if they are:

- directly related to the implementation of approved activities contained in the project work plan;
- related to activities involving the countries eligible to participate in the programme.

3. Ineligible costs

The following items of costs are not eligible and should therefore not be included under any headings in the Budget:

- entertainment or representation expenses
- replacement costs of persons involved in the project
- expenses for travel to countries other than those participating in the programme, unless explicit prior authorisation is granted by the Commission
- expenditure incurred before or after the period of eligibility for expenditure indicated in the contract
- expenditure already funded by another source, in particular by other Community funds (if complementarity between funds is envisaged, this must be explicitly justified)
- contributions in kind
- costs of invested capital
- provisions for possible future losses or debts
- provisions for liquidation, winding up of business, breaking off of a lease or legal liabilities
- provisions for contractual or moral obligations
- reserve funds
- debts and bad debts
- fines, financial penalties and costs of legal proceedings.

For Comenius 2.1 and Grundtvig 1 projects, see also the last two paragraphs of D.2.1 of these notes.

D. Principles applied to the different categories and types of costs

1. Staff costs

Staff costs refer to any payment made to a **person attached to a member organisation of the partnership or working on a regular or recurrent basis for the project** (regardless of his or her status). Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). A list of the occupations included in each of these ISCO categories is given in Appendix A.

Staff costs will be calculated on the basis of the actual daily salary/fees of the employee/service provider, multiplied by the number of days to be spent on the project. This calculation may include, if necessary, all the normal charges paid by the employer, such as social security contributions and related costs, but must exclude any bonus, incentive and profit-sharing arrangements or running costs. **Staff costs may not exceed the normal costs for each staff category in the country concerned.** In any case, the following maximum amounts apply:

- Staff category 1 (maximum amount 450 euros/day)
- Staff category 2 (maximum amount 300 euros/day)
- Staff category 3 (maximum amount 250 euros/day)
- Staff category 4 (maximum amount 125 euros/day)

If it is planned to employ or hire the services of persons, whose costs exceed these maximum amounts, the necessary explanations should be provided when submitting the application.

2. Direct costs

2.1 *Travel, accommodation and subsistence costs*

Only travel directly related to the project and concerning precise and clearly identifiable activities will be considered eligible.

Travel and insurance costs are based on the actual costs incurred. The most economical fares must be used. Several travel agencies should be contacted in order to obtain the best possible prices.

Rail travel (first class if the participant prefers and if this is allowed by the institution concerned) must be used for journeys of up to 400 kilometres, except in an emergency or where a sea crossing is involved.

For journeys of more than 400 kilometres (or less where a sea crossing is involved or in an emergency), air travel may be used. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class fare are not allowed.

The cost of travel by car will be eligible, provided it is calculated according to the following conditions:

- a) private car or taxi: the amount to be considered eligible is limited to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car);
- b) hired car (class A except where more than two persons are travelling, in which case maximum class B may be used): the actual costs will be eligible. However, a hired car may only be used if no other suitable transport is available.

Travel insurance costs will be considered eligible.

Travel costs incurred outside the countries participating in the SOCRATES programme are not eligible, unless explicit prior authorisation is granted by the Commission.

Accommodation and subsistence costs are eligible provided:

- they are indispensable and reasonable, taking into consideration the place of the stay;
- they are calculated in accordance with the internal regulations of the partner concerned;
- they do not exceed the maximum daily amounts per person detailed in the table below:

Country	Maximum in EUR	Country	Maximum in EUR
BE Belgium	150	IS Iceland	183
DK Denmark	179	LI Liechtenstein	174
DE Germany	127	NO Norway	171
GR Greece	113	BG Bulgaria	157
ES Spain	141	CZ Czech Republic	214
FR France	130	EE Estonia	129
IE Ireland	165	CY Cyprus	100
IT Italy	130	LV Latvia	174
LU Luxembourg	143	LT Lithuania	126
NL The Netherlands	148	HU Hungary	136
AT Austria	122	MT Malta	86
PT Portugal	143	PL Poland	227
FI Finland	156	RO Romania	185
SE Sweden	157	SI Slovenia	148
UK United Kingdom	199	SK Slovakia	164
		TR Turkey	114

The amounts specified in this table include all costs associated with the stay in the country concerned. If there is no overnight stay, the amounts are reduced by 50%.

Within these limits, accommodation and subsistence expenses may be reimbursed on an actual or fixed cost basis. However, if the internal regulations of the institution of the person making the journey impose a lower limit than the amounts in the above table, this lower amount must be used.

Projects are required to pay for up to two trips to Brussels a year from this budget item in order to attend the Co-ordinators Meetings.

For Comenius 2.1 and Grundtvig 1 projects, operating and mobility costs related to the organisation of continuous training activities are only eligible for testing the courses concerned. Costs related to the organisation of continuous training activities will be funded through mobility grants provided within the framework of Comenius 2.2. and Grundtvig 3.

Travel and subsistence costs, within the framework of Comenius 2.1, are not considered as eligible expenditure as far as

the students taking part in initial training activities are concerned.

2.2 *Costs related to the purchase, leasing or rental of hardware and other equipment*

The costs relating to the acquisition of hardware and other equipment, whether by purchase, leasing or rental, is only eligible if it is strictly necessary for carrying out the project.

The decision to lease, rent or purchase hardware or equipment must be based on the least expensive method. Several suppliers must be contacted in order to obtain the most economic terms.

In the case of rental or leasing, the cost of any buy-out option at the end of the lease or rental period is ineligible.

Where the purchase of hardware and equipment is allowed, installation, maintenance and insurance costs are also eligible, but limited to the proportional use of the equipment for the project. The whole of the costs for the reference period will be considered as eligible, but adapted according to the percentage of use within the scope of the project.

When the purchase of hardware or equipment is allowed, eligible expenditure is calculated as follows:

- a) for the purpose of calculating depreciation, hardware and equipment will be considered as having a life expectancy of three years, where the purchase price exceeds 1,000 EUR;
- b) costs per annum will be calculated on the basis of a depreciation factor of 33.33%, adjusted to the percentage use in the project concerned. For example, the allowable cost in year one for a piece of equipment worth 10,000 EUR, which is used 50 % for the project, amounts to 1,666 EUR:

$$10\,000 \times 33.33\% \times 50\% = 1,666 \text{ EUR}$$

In the second year of the project, eligible costs will also be 1,666 EUR if the percentage use of the hardware or equipment remains the same. If the hardware or equipment is not planned to be used for the project in the second year, then no cost (depreciation or other) will be considered eligible;

- c) where the total value of the hardware or equipment does not exceed 1,000 EUR, then the full purchase value will be allowed as eligible expenditure for the relevant year, adjusted to the percentage use in the project;
- d) depreciation or purchase costs will not be eligible if the hardware or equipment was purchased prior to the start of the period of eligible expenditure indicated in the contract, except in the cases of renewed projects where the depreciation costs were allowed as eligible expenditure for the previous contractual year.

2.3 Cost of subcontracting, consultancy and commissioning other outside experts

Any amount paid to an outside body **which is not part of a member organisation of the partnership** and which carries out **specific and limited work** for the project, shall be charged to the heading "Subcontracting costs". Work such as translation, interpretation and printing carried out by bodies outside the partnership organisations, is considered as subcontracting costs.

Such expenditure may only be allowed if the staff of the member organisations of the partnership do not have the skills required for the performance of the work concerned.

Subcontracting costs will only be considered eligible if they are in accordance with the provisions of the Agreement concluded with the Commission. If a member of the partnership is required to conclude a subcontracting contract, he/she must enter into an agreement with the subcontractor which assures that the subcontractor will comply with the main Agreement concluded between the applicant and the Commission.

Subcontracting agreements must contain at least the following information:

- subject of the subcontracting
- dates of start and end of subcontracting
- amount to be paid
- detailed description of costs
- work schedule or phases
- payment procedures (one or more instalments, staggered payment, etc.)
- penalty clause(s) in the event of non-fulfilment of the subcontracting agreement or delays in the performance of work.

None of the basic activities of the project may be subcontracted, in order not to distort the partnership concept. For this reason, the beneficiary may not subcontract the management and general administration of the project, and no member organisation of the partnership may subcontract the majority of the activities assigned to it.

If the subcontracting agreement for a particular kind of service (e.g. translations, publications, etc.) exceeds 10,000 EUR, the beneficiary must obtain three competitive quotes, and the partnership must confirm its agreement with the concluding of the subcontracting agreement.

If the beneficiary calls on the services of an outside expert (i.e. a person not on the payroll of the organisations constituting the project partnership) as a consultant, the costs will be eligible subject to the conditions mentioned above and provided that they are strictly necessary for the performance of the project and are reasonable in amount. The remuneration of the consultant should not normally exceed 400 EUR per day (VAT excluded). All the costs directly connected with sub-contracting must be declared under the subcontracting budget heading whatever the nature of the costs concerned (e.g. travel costs). The costs of an independent consultant working full-time or frequently for the project should normally be registered under Staff costs and not under subcontracting.

The total amount devoted to subcontracting may not exceed **30% of the total cost** of the project.

For translations, only expenditure directly related to translations from and into the official languages of the countries formally participating in the Socrates programme will be accepted, unless explicit prior authorisation is granted by the Commission. Translation costs may not be higher than the market prices in the country where the translation is done.

2.4 Other costs

Other costs, not covered by those indicated above, may be allowed, provided they are:

- necessary for the performance of the project
- reasonable in amount
- fully documented and clearly itemised in the application
- not indicated under another category or item of expenditure.

Specific items of expenditure eligible under this heading include:

- bank charges relating to the opening or maintaining of an account established especially for the project, as well as bank transfer and exchange costs relating to receipts and payments for eligible expenditure under the project. However, charges relating to establishing or maintaining lines of credit, overdraft or guarantee facilities are not eligible;
- the hiring of conference halls or training premises, provided that it is strictly necessary for achieving the objectives of the project;
- costs incurred in producing, translating and publishing documents, when those activities are performed by one of the member organisations of the partnership;

- communication costs (e.g. connection to the Internet) in duly justified cases for projects where activities require very intensive use of communications.

3. General costs

General costs are all administrative costs directly related to project management:

- communication costs (postage, fax, telephone, mailing, etc.)
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out, in proportion to the use of these premises by the project
- office supplies
- photocopies

The costs involved in reproducing documents and publishing are included under the budget item "Subcontracting costs" or "Other costs", as the case may be. The item "General costs" may not cover staff costs or any other costs already declared for another item.

General administrative costs must be calculated on the basis of an estimate of the actual costs borne by the beneficiary (all the member organisations of the partnership) for the activities concerned. General costs may not exceed a maximum of **7% of the total cost** of the project.

APPENDIX A
STAFF CATEGORIES

According to the International Standard Classification of Occupations
(ISCO-88 (COM))

STAFF CATEGORY 1

- 100 Legislators, senior officials and managers**
- 110 Legislators and senior officials**
- 111 Legislators and senior government officials
- 114 Senior officials of special-interest organisations
- 120 Corporate managers**
- 121 Directors and chief executives
- 122 Production and operation managers
- 123 Other specialist managers
- 130 Managers of small enterprises**
- 131 Managers of small enterprises

STAFF CATEGORY 2

- 200 Professionals**
- 210 Physical, mathematical and engineering science professionals**
- 211 Physicists, chemists and related professionals
- 212 Mathematicians, statisticians and related professionals
- 213 Computing professionals
- 214 Architects, engineers and related professionals
- 220 Life science and health professionals**
- 221 Life science professionals
- 222 Health professionals (except nursing)
- 223 Nursing and midwifery professionals
- 230 Teaching professionals**
- 231 College, university and higher education teaching professionals
- 232 Secondary education teaching professionals
- 233 Primary and pre-primary education teaching professionals
- 234 Special education teaching professionals
- 235 Other teaching professionals
- 240 Other professionals**

- 241 Business professionals
- 242 Legal professionals
- 243 Archivists, librarians and related information professionals
- 244 Social science and related professionals
- 245 Writers and creative or performing artists
- 246 Religious professionals
- 247 Public service administrative professionals

STAFF CATEGORY 3

- 300 Technicians and associate professionals**
- 310 Physical and engineering science associate professionals**
- 311 Physical and engineering science technicians
- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors
- 320 Life science and health associate professionals**
- 321 Life science technicians and related associate professionals
- 322 Health associate professionals (except nursing)
- 323 Nursing and midwifery associate professionals
- 330 Teaching associate professionals**
- 331 Primary education teaching associate professionals
- 332 Pre-primary education teaching associate professionals
- 333 Special education teaching associate professionals
- 334 Other teaching associate professionals
- 340 Other associate professionals**
- 341 Finance and sales associate professionals
- 342 Business services agents and trade brokers
- 343 Administrative associate professionals
- 344 Customs, tax and related government associate professionals
- 345 Police inspectors and detectives
- 346 Social work associate professionals
- 347 Artistic, entertainment and sports associate professionals

STAFF CATEGORY 4

- 400 Clerks**
- 410 Office clerks**
- 411 Secretaries and keyboard-operating clerks

- 412 Numerical clerks
- 413 Material-recording and transport clerks
- 414 Library, mail and related clerks
- 419 Other office clerks
- 420 Customer services clerks**
- 421 Cashiers, tellers and related clerks
- 422 Client information clerks