A LIST OF THINGS

**1.** PIC number: if you don’t have it:

Before registering your school, you must register the person (you, for example) who will register your organisation.
You must go to: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
then register yourself, or the person who will write the organisation registration. You will receive a username and a password.

Then you must go to: <http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>   then click on Register Organisation.

Before, you must know some bureaucratic information on your school (date of constitution identification number, and so on); after obtaining the PIC, you must upload (before the deadline) in the Documents section two compulsory documents: the legal entity form that your headmaster must write, sign and then print, scanner in pdf; the same for the financial identification.

**2.** When I send the eform, in the section C.2 (or, in order, C.3, C.4, etc.) write the PIC number and then click on ‘check PIC; all the data of your school will fill the fields. Then fill the section C.\*.1 Profile – C.\*.2 Background and Experience (all the Comenius Grants received in the years 2011-2012-2013) – C.\*.3 Legal Representative (e.g. Headmaster)– C.\*.4 Contact Person

**3.** use the Distance calculator <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm> to calculate the distance from your school to each of the partner schools – in the eform there are two choices a. 100-1999 km - b. >= 2000km, and send the table to all the other partners.

**4.** Calculate how many teachers will be into each mobility (as ‘Short term staff training events’ or as ‘Accompanying persons for short-term exchanges of groups of pupils’), and how many students (as ‘Short term exchanges of groups of pupils’) into each mobility. (in the draft I speculate about 5-8 pupils) and I think at the most 4 teachers for each mobility.

**5.** Contact your local organizations, museums, port authorities, etc., of your city and/or of bigger city in the vicinity (es. Heraklion for Gari), for receiving support in the mobility phase in your city and in the dissemination phases.

**6.** Think about the activities for students and teachers in the mobility in your city: organizations, accommodations, tours, seminars, training events, local peculiarities, etc.

**7.** Think about the dissemination phase (It’s one of the more important): how involve the organizations of point 5., what to do, how use the grant for this phase ate the end of the Project.

**8.** Indicate all kind of international experience of your school and/or your teachers: where, when, with what kind of school or organization, on which subject, and so on.

**9.** Be sure that the teachers involved have a level of at least A2 or B1 CEFR in English Language (self certificate)