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Graz, 15 February 2018

**To the National Nominating Authorities of the member states of the  
European Centre for Modern Languages (ECML)**

**Nomination of participants to activities organised within the ECML's medium-term programme  
2016 – 2019 *Languages at the heart of learning***

Dear colleagues,

Please find enclosed an invitation to nominate participants for an activity within the ECML's 2016-2019 programme.

General information concerning participation in ECML activities is given below. Details on the conditions for the specific activity for which you are hereby invited to nominate participants are appended to this letter.

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The number of participants at ECML activities is limited to 45. These places will be distributed as follows:

- i. one participant from each of the 33 states party to the Enlarged Partial Agreement (Albania, Andorra, Armenia, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, the Netherlands, Norway, Poland, Romania, Serbia, Slovak Republic, Slovenia, Sweden, Switzerland, "the former Yugoslav Republic of Macedonia");
- ii. one participant from each of the institutions/associations belonging to the ECML's partner network, where the theme of the event relates specifically to its domain of activity (the International Association of Applied Linguists (AILA), the Association of Language Testers in Europe (ALTE), the European Confederation of Language Centres in Higher Education (CercleS), European Association for Language Testing and Assessment (EALTA), the European Association for Quality Language Services (EAQUALS), European Federation of National Institutions for Language (EFNIL), Conseil européen pour les langues / European Language Council (CEL/ELC), the World Federation of Modern Language Associations (FIPLV), the International Certificate Conference (ICC), Official Languages and Bilingualism Institute, University of Ottawa (OLBI); European Parents Association (EPA); International Association for Multilingualism (IAM); European Union National Institutes for Culture (EUNIC));
- iii. the places not distributed on the basis of Paragraphs i. and ii. above may be opened to states party to the European Cultural Convention on a "first come, first served" basis.

Participants mentioned in Paragraph i. only will have their travel expenses paid by the ECML and will receive a lump sum allowance of € 110 (one hundred and ten Euros) per activity day towards accommodation, subsistence expenses and local transport.

Participants (Paragraph i.) travelling by air should arrange their journeys by the most economical route, using if possible tickets at reduced rate (excursion, PEX, low cost airline tickets etc.) Travel expenses will only be reimbursed upon presentation of documentary evidence of the sum actually paid (invoice, copy of a credit card slip etc). This evidence of the expenditure should be attached to the claim form for reimbursement together with the relevant travel tickets (plane, train, etc).

Participants needing a visa for Austria should obtain it before their departure. The Council of Europe will reimburse visa costs of participants from Paragraph i. up to an amount of € 43.60 (forty three Euros and sixty cents).

Please inform the ECML of your nominee by completing the enclosed form and sending it, in electronic format, by the deadline indicated, to the following address:

e-mail: [nomination@ecml.at](mailto:nomination@ecml.at)

Detailed practical information concerning the activity (address, programme, hotel, working documents, etc) will be sent directly to participants.

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You are reminded that all ECML participants are expected to be willing and able to take an active role before, during and after the activity they attend, and to disseminate the information and results obtained in their countries.

With greetings from Graz.

Yours sincerely,



Sarah BRESLIN  
Executive Director  
European Centre for Modern Languages