

Nikolaiplatz 4/1, A-8020 Graz

Tel: +43 316 323554-0, Fax: +43 316 323554-4

information@ecml.at, www.ecml.at

Graz, 27 February 2020

**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  
2020-2023 *Inspiring innovation in language education: changing contexts, evolving  
competences***

Dear colleagues,

Please find enclosed an invitation to nominate participants for an activity within the ECML's 2020-2023 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.

\* \* \* \*

The number of participants at ECML activities is limited to 55. These places will be distributed as follows:

- i. maximum of two participants per member state (if two different persons are in charge of the functions of National nominating authority and National contact point) 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, North Macedonia, Norway, Poland, Romania, Serbia, Slovak Republic, Slovenia, Sweden, Switzerland).
- ii. one participant from Canada.

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 up to an amount of € 43.60 (forty-three Euros and sixty cents).

Please inform the ECML of your nominee(s) by sending their name and e-mail address to [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.

With greetings from Graz.

Yours sincerely,

A handwritten signature in black ink that reads "Sarah Breslin". The signature is written in a cursive, flowing style.

Sarah BRESLIN  
Executive Director  
European Centre for Modern Languages