

Centralised Support to Higher Education Reform Experts (HERE)

Call for proposals 2017 *Technical Assistance Missions*

The *SPHERE (Support and Promotion for Higher Education Reform Experts)* team, composed of the University of Barcelona (UB) and the European University Association (EUA), would like to invite the National Erasmus+ Offices (NEOs) to submit proposals for Technical Assistance Missions (TAM) for their country in 2017¹. Please fill out the attached form where details about the motivations for the visit, the themes to be covered, and possible learning outcomes should be specified. Up to five proposals may be submitted per country.

Note: In addition to requesting one or several experts in the framework of a national event or initiative, NEOs and HERE are encouraged to consider the possibility of 'joint' or 'regional TAM' – in which two or several participating countries could “pool” their TAM allocation and propose an event involving several experts. The NEOs' HERE budget can be used to cover travel costs and costs of stay of HEREs participating in a TAM in another country. Other participants will have to cover their own travel and subsistence costs.

Please be generally reminded about the following:

- NEOs should **carefully read the 'Guidelines' for the TAM** that have been circulated with this call, which clarify the mechanism as well as the role of the expert, the NEOs, the SPHERE team and the EACEA in this endeavor.
- The proposals for TAM should include the type of activity/activities to which the expert will contribute, its topic, rationale and intended learning outcomes of the event/activity, and the target audience. **Proposals should be as detailed as possible.** Please consult all necessary actors (ministry, HEREs and host institution, etc.) before submitting.
- In the case of a joint or regional TAM, it should be clearly indicated in the proposal a) who coordinates the event, b) how coordination will be ensured with NEO from other countries, and c) how many HERE per country would attend.
- **The deadline for proposals is 7 October 2016.**
- **As with the procedure in 2016**, TAM proposals will be first **pre-selected**, and grouped according to two semesters:
 1. TAM taking place between February and June
 2. TAM taking place between July and December.

¹ TAM are financed through a service contract awarded by the Education, Audiovisual and Culture Executive Agency (EACEA) to the SPHERE team for the period 2015-17.

- Pre-selected proposals will be returned with feedback, on which the NEO would have to revise the proposal, if needed, provide a draft programme and suggestions for specific dates: These must be submitted by the deadline of:
 1. **1 December for TAM in the first semester**
 2. **1 May for TAM in the second semester**
- Once proposals have been finally approved, SPHERE Team will identify an expert and put NEOs in touch with the experts so as to refine the details of the programme. Once a final programme has been agreed, this should be sent to the SPHERE Team.
- In the case of a regional TAM, the countries involved should designate one NEO/contact point to take responsibility for the TAM proposal (submission) and organization.

Proposals and any further queries should be directed to: here@ub.edu