

**MINUTES OF THE EXECUTIVE BOARD MEETING HELD IN
DUBROVNIK, CROATIA ON MARCH 7TH 2009**

○ **Present:**

COUNTRY/PAYS	Name/Nom
AEHT Head Office Siège de l'AEHT	REES SMITH John
AEHT Head Office Siège de l'AEHT	SCHINTGEN Nadine
AUSTRIA AUTRICHE	ENENGL Klaus
BELGIUM BELGIQUE	WILDIERS Hilde
CROATIA CROATIE	BARANASIC Vesna
DENMARK DANEMARK	BECK Christian
ESTONIA ESTONIE	RAND Neeme
FINLAND FINLANDE	NIEMINEN Marit
FRANCE FRANCE	COLLINET Annie
GERMANY ALLEMAGNE	WEBER-POHL Sibylle
HONGRIE HUNGARY	SASVARI Akos
ICELAND ISLANDE	PEDERSEN Helene H.
IRELAND Irlande	OWENS Mary
ITALY ITALIE	BITTI Marie Rosella
LUXEMBOURG LUXEMBOURG	ROBERT Louis
MALTA MALTE	ABELA Reginald
MACEDONIA MACEDOINE	NIKOLOVSKI Zoran
NORWAY NORVEGE	ANDREASSEN Stig
POLAND POLOGNE	PIENKOWSKA Boguslawa
PORTUGAL PORTUGAL	PAIS Ana Paula
RUSSIA RUSSIE	KAGAKINA Irina
SLOVAKIA SLOVAQUIE	SENKO Jozef SOTAK Marek

SLOVENIA SLOVENIE	SOLAR Janez SPEC Jana
SWEDEN SUEDE	LARSSON Arne
THE NETHERLANDS PAYS-BAS	LUYCKX-WILLEMS Ans

○ **Guests: Council of Elders**

FRANCE FRANCE	GAILLOT Michel
ITALY ITALIE	BENVENUTO Alfonso
GERMANY ALLEMAGNE	CLAUSEN Jürgen
AUSTRIA AUTRICHE	STEINDL Adolf
THE NETHERLANDS PAYS-BAS	VAN SASSEN Roy

○ **Apologies had been received from:**

AUSTRIA AUTRICHE (Council of Elders)	RUSSEGGER Hans
CYPRUS CHYPRE	ANDILIOS Nicos / PISTOS Costas
LATVIA LETTONIE	OZOLINA Silva
LITHUANIA LITUANIE	STASIUNIENE Birute
MONACO	GHENASSIA Robert
CZECH REPUBLIC REPUBLIQUE TCHEQUE	PODOLAKOVA Jana
TURKEY TURQUIE	CELIKTAS Aydin ARDA Serpil

1. Introduction

After his short welcome speech Louis Robert asked the National Representatives and the members of the Council of Elders to introduce themselves around the table. He took the opportunity to thank John Rees Smith for his work as translator and interpreter, and Nadine Schintgen for carrying out the Association's administrative tasks.

2. Agenda for the Executive Board meeting

The agenda for the meeting was agreed unanimously.

3. Minutes of the previous meeting (Kuressaare, October 16th 2008)

The minutes were unanimously adopted as a true record of the meeting

4. President's Report (Louis Robert, LR):

A. AEHT Events and Representation

Since the 2008 Annual Conference LR had represented the AEHT at Christmas in Europe in Château-Chinon (France) and at the 15th edition of Eurocup 2008 – the Young Bartender Competition in Prešov (Slovakia). He encouraged all schools who had not yet experienced these events to register for the very next editions. According to Louis these are exceptional international events which are very much in keeping with the AEHT spirit. The 2009 edition of Christmas in Europe would take place in Poznan in December 2009, while the young bartender competition would run in Prešov at the end of October 2009.

For several years, information about events organised under the aegis of the AEHT had been published on the website and sent by e-mail to the AEHT membership. For this second method to work, it was vital that the AEHT had working e-mail addresses. After sending each batch of e-mails the head office always received around thirty e-mails which are bounced back – so the help of the national representatives was needed more than ever to solve this problem. The head office would as soon as possible send to national representatives a list of the e-mail addresses which are causing problems, asking them to check them and to send back the corrected contact details as quickly as they can.

B. Elections

The templates for use in organising the elections were handed to all the National Representatives present at the meeting. They were requested to have them translated into the appropriate national language if necessary, and to send them to all the 'active' members in their respective countries. Nadine Schintgen presented the elections calendar and stressed the importance of adhering to the stated dates so that preparations for elections to the Presidium could begin at the start of the autumn term. LR pointed out that some countries had only one member, so that in these cases it was not necessary to organise elections. However the representatives in these countries were requested to sign the declaration undertaking to continue their mandate for a further three years (or possibly four years, see 4.C.) Ana Paul Pais asked whether it was possible to conduct the elections by e-mail; LR replied that there would be no problem as long as all the country's members were in agreement.

Mary Owens asked who was eligible to stand for election. According to the statutes, only the official representative of the educational establishment could stand, though thereafter he or she could always delegate to a colleague the task of attending meetings.

Marit Nieminen asked if it was necessary to proceed to elections if there were only one candidate, for example that of the present representative. In this case elections were not needed, and all that was required was to inform the country's membership of the situation.

C. Modifications to the statutes

As had been discussed at the Executive Board and General Assembly in October 2008, Louis Robert proposed to extend the mandate of Executive Board members by one year. Only an extraordinary General Assembly may pronounce on such a modification to the statutes, and may only do so in accordance with the procedure set out below:

'The Extraordinary General Assembly, called to debate the proposed modifications, must consist of two thirds of the active members, either present or represented. Each member present can have only one properly drawn up proxy vote, and this must be declared on the attendance list at the entrance to the meeting room. If the meeting is inquorate, a second Extraordinary General Assembly is called within six weeks. This will be a valid meeting, whatever the number of active members present or represented. A two-thirds majority vote of the members present or represented is necessary for the proposal to be adopted'. (Article 18 of the AEHT statutes).

LR asked the National Representatives for their agreement for this vote to be held via e-mail; this would have the advantage of providing a dry run for electronic voting in the 2012 elections.

Reginald Abela asked whether the AEHT statutes made provision for such a procedure; LR replied that official documents make no mention of electronic voting since the first statutes were drafted and applied before the internet era (the AEHT was created in 1989). However he had consulted lawyers in Luxembourg who had assured him that if the entire membership is in agreement, elections may be conducted electronically. As the change in question was not significant, LR recommended that we take this risk.

5. Report on Professional Placements (Bogusława Pienkowska, BP)

At the end of 2008 Magda Wagłowska-Krzciuk, a teacher at the 'SZKOLA POLICEALNA NR 13' in Warsaw (Poland) took over the day-to-day administration of the placements in ACCOR group units. Bogusława Pienkowska and Magda Wagłowska-Krzciuk are in regular contact with the ACCOR head office, and in particular with Céline Jeantet-Gorre who is in charge of school partnerships within ACCOR's department of Human Resources for Hotels in Europe, the Middle East and Africa. This department had just sent out a memorandum to directors of the Group's hotels which have more than 100 rooms in eight countries - Austria, Belgium, Germany, Luxembourg, The Netherlands, Spain, Switzerland, United Kingdom – asking them to accept a teacher on placement for one or two weeks between June 15th and September 14th 2009, as part of the partnership with the AEHT and/or with the French National Education Ministry (CERPET). Their reply is expected by March 23rd at the latest. The list of participating hotels will be published on the AEHT website by mid-April. BP encouraged all teachers in AEHT member schools to take part in this enriching experience.

6. Report from the Vice-President Responsible for Higher and Continuing Education (Annie Collinet, AC)

Since Annie Collinet had only taken over the higher and continuing education portfolio at the last Annual Conference, there had not yet been sufficient progress in this area to justify a report. Nevertheless the Council of Elders had studied the question of higher education and had formulated some ideas which they wished to develop in collaboration with AC.

7. Report from the Vice-President Responsible for Seminars and Occasional Events, for the Publication of Information on National Training Systems and for EU Educational Programmes (Ana Paula Pais, APP)

A. Occasional Events

Ana Paula PAIS talked the meeting through the events organised in 2009 under the aegis of the AEHT. The following events have either already taken place or will do so this year:

FEBRUARY

February 21st – 22nd Golden Trophy of Brescian Gastronomy, Colorno, Italy

MARCH

March 3rd - 4th *Francoli Cup 2009 in Stresa, Lake Maggiore, Italy.*

March 10th – 14th The Dining-Table of Ferenc József (Franz Joseph) – Tradition and Revival in the Middle-European Gastronomy from the 19th to the 21st Century, Budapest, Hungary

March 22nd – 25th 5th International Hot Dishes Competition “Antonio Nebbia”, Cingoli, Italy

March 25th -29th Atlantic Tea Festival, Ponta Delgada, São Miguel Island, Azores, Portugal

APRIL

April 1st Bartenders’ competition G&T Cup, Bled, Slovenia

April 16th – 19th International Festival of Gastronomy: Sports and Health (Topic: Motor sports), Faro, Portugal

April 20th – 22nd “Il Pesce dell’Adriatico – The fish of the Adriatic Sea” Competition, San Benedetto del Tronto, Italy

April 21st – 24th “Bartolomeo Scappi” International Competition 2009, Castel San Pietro Terme, Italy

April 27th – 30th ‘Dining with the ancient Romans’, their gastronomy, culture, history, art and music, Oristano, Sardinia, Italy

MAY

1st week of May ‘Gioacchino Rossini Gourmet’ culinary competition », Loreto, Italy

Beginning of May ‘GASTRO 2009’ Gastronomy Competition, Komiža Island, Croatia

May 7th – 10th 5th competition for Hotel Receptionists and 3rd competition in City tourism (Topic: mountains), Giulianova, Italy

JUNE

June 17th -21st Mediterranean Cuisine with summer flavour, Funchal, Madeira, Portugal

OCTOBER

October Workshop on the Baltic Sea Gastronomy, Warsaw, Poland

October Seminar on "Mushrooms in Traditional Polish Cuisine", Swidnica, Poland

October Eurocup 2009 - Junior bartenders competition (16th ed.), Prešov, Slovakia

NOVEMBER

November 17th – 22nd 22nd AEHT Annual Conference, Dubrovnik, Croatia

DECEMBER

December 3rd – 8th 18th Christmas in Europe, Poznan, Poland

The Presidium had just taken the decision to alter the co-financing regulations for AEHT events, which were now as follows:

- Maximum payment of €1000 for each event (seminar, festival, competition)
- Participation of a minimum of six schools from four different countries (including the organising school and the organising country)

The regulations are the same for conferences involving more than 25 participants, except that a subsidy of up to €2000 may be granted.

These new regulations would shortly be published at www.aeht.eu.

Reginald Abela was disappointed that the 2009 programme contained only events on gastronomic themes, and it was time to widen the range of subjects; for example we could hold a conference on the subject of the changes at higher education level resulting from the Bologna process. As the staffing level of the Head Office was insufficient to organise events, LR and APP appealed to member schools to offer a broader range of events. Reginald Abela would try to organise a European conference on higher education as part of the 20th anniversary celebrations of his school.

B. EU Training Projects

APP asked the meeting to consult the table giving details of the three Leonardo da Vinci project applications submitted in February 2009 (see below) in which the AEHT is included as a prospective partner. The European Commission's response would be forthcoming this summer.

Project title	Promoter et Partners	Object	Results/ Products	
English2Go for hotel and catering education	<ul style="list-style-type: none"> - Colorez V.O.F. International Holding BV - Hotelschool ter Duinen - Sole Cose Buone - Albrecht-Dürer- Schule, Berufsschule der Stadt Düsseldorf - VET at HRC Culinary Academy Bulgaria OOD - Visshe uchilishte "Mezhdunaroden kolezh - Albena" - Regionaal Opleidingcentrum van Amsterdam - Bornova Technical for Girls Anatolian Vocational and Vocational High School - Association Européenne des Ecoles d'Hôtellerie et de Tourisme (AEHT) 	<p>NETHERLANDS NETHERLANDS</p> <p>BELGIUM ITALY GERMANY</p> <p>BULGARIA BULGARIA</p> <p>NETHERLANDS</p> <p>TURKEY</p> <p>LUXEMBOURG</p>	<ul style="list-style-type: none"> ■ Creation of an international comparable English program for a better language preparation of students for work placements abroad ■ Encouragement of students to look for work placements abroad, ■ Improvement of the curriculum, ■ Improvement of teacher training including assessments, ■ Improvement of language teaching methods and resources of all partner schools, ■ greater awareness of intercultural communication among teachers , ■ Publication of videos of teaching programs (e.g. master classes, theoretical classes and kitchen training, experiences of teachers and students) on the internet as well as in a digital handbook for instruction purposes and for further dissemination. 	<ul style="list-style-type: none"> ■ Improvement of the students ability to actually speak English and put their knowledge into practice by: <ul style="list-style-type: none"> - developing <u>training for teachers</u> to encourage Hotel and Catering students to look for work placements abroad. This includes training <u>in international cultural awareness and intercultural communication</u>. - creating a <u>program of teaching English in Hotel and Catering schools</u> and training of teachers in its implementation. - organizing of <u>guest lessons</u> (also master classes) and teacher training by partners. Some partners will provide and focus on theoretical classes (actual English lessons), other partners will focus on practical classes (such as kitchen training) and how to best use English in a training setting. - making <u>videos</u> of these guest lessons by one partner - discussion of the videos and the difficulties in implementing these guest lessons using videoconferencing meetings. <p>The schools have a different starting point for improving English language training. Common goal among all partners is to find a (selection of) <u>language training tools</u> (VIRTEX 4all, Picture/ Common European Frame Work and the Language Portfolio: Dilaport) that will help <u>improve language training</u>.</p> <p>All participating schools serve as a test platform and all are currently looking for <u>more international exposure</u> for the teachers and students.</p>

Project title	Promoter et Partners		Object	Results/Products
Healthy Menu	<ul style="list-style-type: none"> - Colorez V.O.F. - Regionaal Opleidingcentrum van Amsterdam - Association Européenne des Ecoles d'Hôtellerie et de Tourisme (AEHT) - Kuressaare Ametikool - Evers Specials BV - Turismusschulen Bad Leonfelden - CANKAYA IMKB ANATOLIAN HOTEL MANAGEMENT AND TOURISM VOCATIONAL SCHOOL - AYSE BETSKI ANADOLU OTEL CILIK VETURIZM MESLEK LISESI 	<p>NETHERLANDS NETHERLANDS</p> <p>LUXEMBOURG</p> <p>ESTONIA NETHERLANDS AUSTRIA TURKEY</p> <p>TURKEY</p>	<ul style="list-style-type: none"> ■ Investigation by students of economical and local agricultural aspects with a nexus to healthy food and eating habits, ■ Better understanding by students of the diversity of cultures in Europe through an exchange of knowledge and of research results between partner schools. 	<ul style="list-style-type: none"> ■ Creation by students of a digital module including: <ul style="list-style-type: none"> - <u>videos</u> about healthy menus acceptable and eatable for all the participating countries, - information about science of nutrition, - aspects of economics and local agriculture, - marketing strategies. An industry partner will collaborate in this last part of the module. ■ Organization of a cooking competition of the best European healthy menu including an English presentation by participating students. (This will motivate the students to obtain theoretical knowledge and to use English in everyday professional practice). <u>Assessment</u> of students will be done according to the Common European Framework and the European Language Portfolio. ■ Establishment of an extensive and durable network of European hotel and catering schools collaborating on this new subject of healthy food and healthy eating habits connected to fight against obesity.

Project title	Promoter et Partners		Object	Results/Products
PlayHost TOI - The Hospitality Entrepreneur game	<ul style="list-style-type: none"> - FASE.net - ASOCIACION PROFESIONAL DE CAFES BARES Y SIMILARES - ROC van Amsterdam, Hospitality department - VUMK - Kuressaare Ametikool - AEHT asbl - Associazione CNOS-FAP Regione Sicilia 	<ul style="list-style-type: none"> Spain Spain Netherlands Bulgaria Estonia Luxembourg Italy 	<ul style="list-style-type: none"> ■ Business software tailored to the hotel and catering sector improving young potential entrepreneurs' abilities to make decisions in simulated situations of setting up a company. 	<p>The project will build on existing 'business game' software (http://www.emia.es/creij) aimed at training young people (18-25 years) to create businesses; this software will be adapted for use by those wishing to set up hotel and catering businesses.</p> <p>The game is designed to analyze the success points of a new company and the more common mistakes that can occur. The game aims at improving the potential entrepreneurs' abilities of taking decisions in simulated environment of setting up companies. Simulations will show actual cases that encourage students to participate in an active way and interact with the didactic media. Several years of activity may be simulated in hours or minutes and students may get immediate feedback on their decisions/actions and assess their consequences in a limited risk environment.</p>

8. Report form the Vice-President Responsible for Promotion and for the AEHT Website (Neeme Rand, NR)

In 2008 our webmaster Ahti Paju had developed a new software programme to manage registrations at the Annual Conference, and since the last Annual Conference this programme had been further developed and refined. An improved version would therefore be available to the organisers of the Dubrovnik conference. The AEHT code is the only link between this programme and the AEHT database. For security reasons, and to avoid double bookings, the programme will accept only one contact person for each school. It is vital that at the pre-registration stage the schools register their students for the competitions, even under fictitious names, in order to guarantee a place in the appropriate contest. Changes could then be made as the situation developed. Furthermore Neeme Rand emphasised the importance of national representatives informing their national membership that they need to let the organisers have in good time the details of their arrival and departure times. Without this information it would be impossible to ensure efficient transfers.

9. Report from the Vice-president Responsible for Finances, and Treasurer (Klaus Enengl, KE)

A. Financial Year 2008

Each National Representative was handed a copy of the balance sheet and the provisional profit and loss account for 2008 – the accountant had not yet completed his work for this financial year.

The 2008 profit and loss table showed an increase in travelling costs; this was the result of covering the travelling expenses of the newly-formed Council of Elders, as well as the Presidium's higher expenses in travelling to Kuressaare compared with the more easily accessible Jesolo Lido the previous year. Furthermore, a half-time post was no longer sufficient to carry out all the tasks required in running the Head Office, so the General Secretary's working hours had increased, resulting in an increase in both salary costs and overheads. Given the fact that some schools were in arrears with their subscriptions, a provision of €10,000 had been made in the accounts. The profit and loss table therefore currently showed a loss of around €15,000.

B. Exclusions, resignations and new members

The provisional balance sheet showed a figure of around €34,000 corresponding to unpaid subscriptions. Demanding overdue subscriptions was a tedious and frequently fruitless task: letters may not reach their destination or remain unanswered. For this reason Klaus Enengl would be sending a letter to the National Representatives, asking them to contact the defaulting schools and urge them to pay their subscriptions in order to remain AEHT members. He read out a list of 23 schools which risk exclusion for non-payment of their subscription for two consecutive years:

1. DK08 Esbjerg
2. F28 Amiens
3. F81 Le Gosier
4. F84 Sainte Savine
5. GB07 London
6. I117 Vallo della Luciana-Salerno
7. I128 Firenze
8. I14 Sciacca
9. I23 Ferrara
10. I81 Anzio
11. I89 Torino
12. PL13 Krakow
13. RUS02 Samara
14. S37 Haninge
15. S56 Smedjebacken
16. SRB01 Subotica
17. TR03 Bolu
18. TR18 Mugla
19. TR20 Istanbul
20. TR22 Bozuyuk

21. TR24 Kumburgaz
22. UKR03 Mykolaiv
23. VE01 Isla Margarita

Six schools had just joined the AEHT:

1. F90 Illkirch
2. N02 Orskog
3. LV04 Kuldiga
4. CR21 Krk
5. RUS09 Cherkessk
6. CZ07 Znojmo

The following membership applications were being processed:

1. CY02 Iskele
2. CR22 Zapresic
3. I149 Castellana Grotte
4. I150 Gravellona Toce
5. I151 Roccaraso
6. TR30 Kirklareli
7. TR31 Konak / Izmir

10. Annual Conference in Dubrovnik

Antun Perusina and Nedjeljko Jančić announced the official dates of the Dubrovnik Annual Conference, which would take place from 17th to 22nd November 2009.

Iva Svetac, Marketing Coordinator for the Valamar Hotels & Resorts Group, gave the meeting a presentation of the Valamar Lacroma Resort, a new hotel currently being built by the group, which would be opening for business in May 2009. This hotel would be the main location for the 2009 Annual Conference. It would have just under 400 bedrooms and suites with around 800 beds. The two restaurants offer seating for this number of clients. The conference hall could accommodate 1000 people and could be partitioned into four equal spaces. In addition the hotel had three spas and three swimming pools.

The students would be accommodated mainly in the Argosy hotel which had 80 bedrooms with double beds and 228 rooms with twin beds, a 250 seat interior restaurant and a 320 seat restaurant on the covered terrace. Three conference rooms with a capacity ranging from 30 to 70 seats would be available to the AEHT during the 2009 Annual Conference.

As the rates for this Annual Conference are still high, Louis Robert asked if it would not be possible to add a third bed in students' rooms. Unfortunately these hotels do not offer the possibility of providing an additional bed for an adolescent or adult in each room.

As of now the rates were as follows:

HOTEL ARGOSY ***+

Single room at Hotel Argosy ***+

640 € per person (registration and payment before July 15)

690 € per person (registration and payment after July 15)

Double room at Hotel Argosy ***+

550 € per person (registration and payment before July 15)

594 € per person (registration and payment after July 15)

Double room for students at Hotel Argosy ***+

495 € per person (registration and payment before July 15)

534 € per person (registration and payment after July 15)

*LACROMA RESORT****+*

Single room at Lacroma Resort ****+

720 € per person (registration and payment before July 15)

777 € per person (registration and payment after July 15)

Double room at Lacroma Resort ****+

620 € per person (registration and payment before July 15)

670 € per person (registration and payment after July 15)

N.B. The registration fees for the 22nd Annual Conference and Competitions include accommodation, meals, transfers and attendance at all events in the programme.

II – COMPETITIONS AND VENUES

Competition:

1. Culinary Arts
2. Pastry
3. Restaurant service
4. Cocktail bar
5. Flambé
6. Management
7. Front office
8. Tourist destination presentation

Venue:

Restaurant Popiva
Hotel Tirena
Restaurant Popiva
Lacroma Resort
Lacroma Resort
Lacroma Resort
Hotel Tirena
Lacroma Resort

Workshop:

1. Traditional handicrafts of Dubrovnik region
 - Konavle embroidery
 - Lace work and weaving on national costumes
 - Home made soap production
 - Wild orange jam production

Venue:

Lacroma Resort

2. Discovery dive

Lacroma Resort - swimming pool

III – SOCIAL EVENTS

Folklore nights

Traditional Dalmatian songs

Disco nights

Live music in the hotel

Jazz café

IV – EXCURSIONS

1. Guided sightseeing tour of the old town of Dubrovnik -
English, French, German and Italian guide provided
2. The peninsula of Pelješac (Ston)
 - Wine road
 - Shellfish cultivation
 - Salt production
3. Konavle
 - Agrotourism
 - Silk road (lace and embroidery road)
4. The Elaphites
 - Sailing on „Karak“ – the old Dubrovnik sailing ship replica
 - Lunch aboard
5. Međugorje – Whole day excursion to the Marian Shrine

We expect about 1000 persons, but could accommodate up to 2000 participants.

Teachers and students from the Dubrovnik Tourism and Catering School would be participating in:

- welcoming and transfer of the participants
- giving information (hospitality desk)
- organisation of the competitions
- data processing
- organisation of workshops and excursions
- organisation of the social events

Further information is available at www.tusdu.hr.

At the request of René van Paridon, European programmes director of the Amsterdam school, Nadine Schintgen asked the organisers to programme an evening drinks party that would allow teachers of different subjects to meet their counterparts in rooms or spaces set aside for this purpose; such an arrangement would make it easier for them to meet their opposite numbers from other countries, and such meetings could lead to subsequent cooperation, for example as partners in European programmes.

At the request of Rosella Bitti, a conference room would be made available for the directors and secretaries of the Italian hotel and tourism schools so that they could hold a seminar on the new educational reform which would come into effect in Italy in 2010/2011.

Antún Perusina asked Rosella Bitti to give details of her request in an official letter to the AEHT Head Office. The Head Office would compile a list of all the requests and send them together to the organisers.

More detailed information, including tips on travelling to Dubrovnik, would shortly be published at www.tusdu.hr which would have a link to www.aeht.eu. Louis Robert thanked Antún Perusina and Nedjeljko Jančić for their warm welcome and for the work which they had already carried out and for that which lay ahead.

11. Other Business

The Italian schools in Senigallia and Crispiano (Martina Franca) were seeking to appoint a Grundtvig assistant to carry out duties for between 13 and 45 weeks in their institutions.

Grundtvig assistantships are subsidised as part of the EU programme for life-long education and training, and enable present or future adult education teachers – be it formal, non-formal or informal teaching – to spend a period of more than 12 weeks and up to 45 weeks as an assistant in an adult education institution in another country which is participating in the programme.

The assistants are selected by the National Agency of their country of origin on the basis of the application they have submitted. If they are selected they receive a grant in the form of a lump sum intended to cover their travelling and living expenses, calculated according to the destination country concerned.

Applications for Grundtvig assistantships must be submitted by the deadline of March 31st 2009 to the National Agency of the applicant's country of origin. The agencies which are responsible for the Grundtvig programme in different countries are listed at: http://ec.europa.eu/education/programmes/llp/national_fr.html .

Note: More detailed information about the Grundtvig programme may be found at the following address: http://ec.europa.eu/education/lifelong-learning-programme/doc86_fr.htm .

Those requiring further information about accommodation in Senigallia or in Crispiano, should contact:

- Ms Maria Caroli at the 'IPSSARCT A. Panzini', email: m.caroli@libero.it
- Ms Grazia at the I.S.I.S.S. CRISPIANO, email: grazia.san@libero.it .

12. Date of the next Executive Board meeting

The next meeting of the Executive Board would take place in November during the Annual Conference in Dubrovnik, Croatia.

Diekirch, March 18th 2009



Louis Robert,
President



Nadine Schintgen,
General Secretary