

To the University of Foggia
Division for International Relations
Mrs Valeria Puccini
Via A. Gramsci, 89-91
71100 Foggia - IT
phone: +39 (0)881 338371
fax: +39 (0)881 338545
e-mail v.puccini@unifg.it

**LLP/LEONARDO DA VINCI Sectoral Programme 2011-2013
Mobility Action - PLM**

LETTER OF INTENT

For the participation to the project :
**"SOUTHERN UNIVERSITY for TRAINING HARMONIZATION II"
(SOUTH II)
2013-2015**

We hereby declare to cooperate with the University of Foggia within the framework of the LLP/LEONARDO DA VINCI Sectoral Programme – Mobility Action, for the realization of transnational placements in enterprises or training institutions of people available in the labour market (PLM).

The project aims to support participants in the acquisition and the use of knowledge, skills and qualifications through the realization of transnational placements. In this way, the project intends to facilitate personal development, employability and participation in the European labour market.

The total number of trainees we can receive is of **5**, for a period of **16 weeks**. The admitted period for the realization of the trainings goes from **January 2013 to December 2013**. In order to establish a defined training plan for the trainees, the undersigned organisation and the sending organisation will jointly analyse candidates' applications.

The placements offered by the undersigned organisation could deal with the following activity areas:

Candidates eager to work & learn. Flexible to work in a young and pro-active organisation.

COMPANY'S ACTIVITY : Tourist information office

TYPE of WORK OFFERED : We are a local tourist information, and our work is based principally on assistance to visitors: Provide information on cultural, sport, and leisure activities, personally and via telephone and e-mail. We have to have a control of Tourist statistics in the office and in town, we organise program of activities in the city every month, we make translation of touristic texts to be used for futures tourist brochures.

We will engage ourselves to fulfil the responsibilities as stated in the:

MOBILITY PROJECTS
LEONARDO PARTNERSHIP QUALITY COMMITMENT
PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

<i>Define</i>	<i>placement objectives in terms of the skills and competencies to be developed.</i>
<i>Choose</i>	<i>the appropriate target country, host organisation, project duration and placement content to achieve these objectives.</i>
<i>Select</i>	<i>beneficiaries on the basis of clearly defined and transparent criteria.</i>
<i>Prepare</i>	<i>beneficiaries in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.</i>
<i>Establish</i>	<i>a contract whose contents are transparent for all parties involved.</i>
<i>Manage</i>	<i>transport, accommodation, visa/work permit arrangements and social security cover and insurance.</i>
<i>Evaluate</i>	<i>with each beneficiary the personal and professional development achieved through participation in the Leonardo programme.</i>

The sending and host organisations jointly undertake to:

<i>Negotiate</i>	<i>a tailor-made programme for each beneficiary (if possible during preparatory visits).</i>
<i>Agree</i>	<i>monitoring and mentoring arrangements.</i>
<i>Implement</i>	<i>agreed validation procedures to ensure recognition of skills and competencies acquired.</i>
<i>Establish</i>	<i>appropriate communications channels for all parties including beneficiaries.</i>
<i>Evaluate</i>	<i>the progress of the project on an on-going basis and take appropriate action if required.</i>

The host organisation undertakes to:

<i>Foster</i>	<i>understanding of the culture and mentality of the host country.</i>
<i>Assign</i>	<i>to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.</i>
<i>Identify</i>	<i>a tutor to monitor the beneficiary's training progress.</i>
<i>Provide</i>	<i>practical support if required.</i>
<i>Check</i>	<i>appropriate insurance cover for each beneficiary.</i>

The beneficiary undertakes to:

<i>Comply</i>	<i>with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.</i>
<i>Abide</i>	<i>by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.</i>
<i>Communicate</i>	<i>with promoter/sending organisation about any problem or changes regarding the placement.</i>
<i>Submit</i>	<i>a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .</i>

Date: 23/01/2013

Official Name of the Organisation: Ayuntamiento de Tarifa

Reference person (tutor): Lucía Jiménez Gamero

Address: C/ Paseo de la Alameda SN

Phone: 956 68 09 93

Fax: 956 68 09 93

E-mail: turismo@aytotarifa.com

Name and Signature of an authorized person: Juan Andrés Gil García

His function in the organisation: City Mayor

Stamp of the organisation: