



Valsts izglītības
attīstības aģentūra

Projektu pieteikumu sagatavošanas seminārs Sagatavošanas vizītēm

Sagatavošanas vizīšu pieteikumu sagatavošana un iesniegšana Espresso sistēmā

2023.gada 6. septembrī.

VIAA Izglītības atbalsta un starptautiskās
sadarbības departamenta
Starptautisko sadarbības programmu nodaļas
vec. proj.vad. **Linards Deidulis**



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Kam ir jābūt zināmam sagatavošanas vizītes pieteikuma iesniegšanas brīdī

- ✓ Kādā apakšprogrammā (*Junior, Adult, Nordic Languages*) paredzēts iesniegt projektu?
- ✓ Kas būs projekta partneri?
- ✓ Projekta ideja – ko un kāpēc plānots darīt, kādi būs iespējamie rezultāti un ietekme.
- ✓ Sagatavošanas vizītes paredzamā darba kārtība.



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Vispārīgā informācija

✓ Iesniegums
jāsagatavo un
jāiesniedz tiešsaistē,
aizpildot elektronisko
pieteikuma veidlapu.

✓ Espresso sistēmas uzturētājs ir
**Norvēģijas Augstākās izglītības un
kompetenču aģentūra HKDIR**
(*Direktoratet for høyere utdanning og
kompetanse*); iepriekšējais nosaukums
– DIKU



<https://hkdir.no/>



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Projekta iesniegšana Espresso sistēmā

<https://espresso.diku.no/espresso/login?1>

Login

Login

Please log in with user name (e-mail address) and password

If you have previously used Diku's online services, you can use the same user name and password as before.

If you experience technical problems with registration or login, please use our [support](#) page.

Username

Password

Login

Register new user

Forgot password



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Projekta iesniegšana Espresso sistēmā

<https://espresso.diku.no>

User registration - step 1 of 2

Enter your full name and e-mail address to start the registration process. Note that a message will be sent to entered e-mail address, and that you must be able to read this message to complete the registration.

Given/First name
Family/Last name
E-mail
Confirm e-mail

Write the letters in the image
in the text box below



If the letters are difficult to read
[try a different image](#)

Register



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Projekta iesniegšana Espresso sistēmā



Norwegian Directorate
for Higher Education
and Skills

Espresso
Application and Reporting



linards.deidulis@gmail.com

Help

My account

Logout

Home

HK-dir application and reporting

Welcome to HK-dir's application and reporting system. Please choose your actions from the menus below.

Programmes open for new applications

This section lists programmes currently open for new applications.
Click the programme name to get a list of open call for proposals for each programme.
After creating a new application, you can continue working on it under "My applications".

> Coordinating Committee for Nordic Studies Abroad (SNU)

> Erasmus Plus Project Development

> Frankrikeprogrammet

> Godkjenning av utvekslingsorganisasjoner

> Godkjenning av utvekslingssamarbeid

> Lærebokordningen

> Nordplus

> Norwegian Studies Abroad

> Universell utforming i høyere utdanning

> Utdanningskvalitetsprisene



Nordplus



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Izvēlamies apakšprogrammu



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My account

Logout

Home > Nordplus



Nordplus

Available application forms

This section lists available application forms for this programme.

Nordplus Junior 2023 - Preparatory visit and Study visit

This application form is available between **Aug 25, 2023 9:00 AM** and **Oct 2, 2023 11:59 PM**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

Nordplus Adult 2023 - Preparatory visits

This application form is available between **Aug 25, 2023 9:00 AM** and **Oct 2, 2023 11:59 PM**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

Nordplus Nordic Languages 2023 - Preparatory visit

This application form is available between **Aug 25, 2023 9:00 AM** and **Oct 2, 2023 11:59 PM**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)




Nordplus



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- ✓ Iesniegums
jāsagatavo un
jāiesniedz
tiešsaistē,
aizpildot
elektronisko
pieteikuma
veidlapu.

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Application and Reporting

travels.chick@icloud.com

HelpMy accountLogout

Home > Nordplus > Document editor

Nordplus Junior - Preparatory visit and study visit autumn 2023
NPJR-2023-Autumn/10007 - Test_application_LinardsLV

1.Start2.Institutions3.Project description PV4.Budget5.Preview/check list6.Submit

Basic Information

... 1.1. Project information ...

Title of project*
Test_application_LinardsLV

Project number
NPJR-2023-Autumn/10007

... Type of visit ...

Type of visit*
Preparatory visit (PV) ▼

... 1.2. Project access ...

State the persons who will have access to the application. These persons need to register/create accounts in Espresso. After registration you can choose these persons from the list of registered users.
Maximum 4 persons can have editor access. For read access there is no limitation.

Project read access
Read only access means that the person that you give access can read everything in the application, but not make changes.
Search among registered users
Search

Project editor access
Project editor access means that the person that you give access can edit the application.
Search among registered users
Search

SaveSave and CloseCancel

* If you use the BACK button, all unsaved changes on the current page is lost.
The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



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- ✓ Izvēlamies projekta veidu – šajā gadījumā – **sagatavošanas vizīti** («**Preparatory visit**»).

- ✓ **! Studiju vizīte** ir cits projektu veids



Norwegian Directorate
for Higher Education
and Skills

Espresso
Application

Home > Document editor

Basic information

1.1. Project information

Title of project *

Test_application_LinardsLV

Project number

NPJR-2023-Autumn/10007

Type of visit

Type of visit *

- Preparatory visit (PV) ✓
- Preparatory visit (PV)
- Study visit

State the persons who will have access to the application. These persons are the list of registered users.



Valsts izglītības
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Par studiju vizītēm – jaunu projektu veidu Nordplus Jauniešu apakšprogrammā - būs atsevišķs seminārs 13.09.23.

[https://www.viaa.gov.lv/lv/jaunums/
aicinam-pieteikties-seminaram-par-
nordplus-jauno-aktivitati-studiju-
vizitem](https://www.viaa.gov.lv/lv/jaunums/aicinam-pieteikties-seminaram-par-nordplus-jauno-aktivitati-studiju-vizitem)



Aicinām pieteikties semināram par Nordplus jauno aktivitāti – studiju vizītēm

Atskaņot tekstu

Publicēts: 31.08.2023.

Nordplus



Jauna aktivitāte Jauniešu apakšprogrammā –
studiju vizītes



Valsts izglītības
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Projektā iesaistītās organizācijas – koordinators un partneris

- ✓ Nepieciešams ievadīt informāciju par savu un partneru organizāciju **Nordplus datubāzē** (ja tās vēl nav reģistrētas datu bāzē!)

Abām organizācijām sistēma ģenerē **apliecinājuma vēstules**, kuras jāparaksta visu projektā iesaisto organizāciju/iestāžu paraksttiesīgajām personām, jāieskanē un jāpievieno pieteikumam

Norwegian Directorate for Higher Education and Skills **Espresso** Application and Reporting

linards.deidulis@gmail.com Help My account Logout

Home > Document editor

2.1.Coordinating institution 2.2.Partnerinstitution 2.3.Letter of Intent (LOI)

... 2.1.1 Registration of coordinating institution ...

Register the coordinating institution. Please, first search among the registered institutions if your institution is already in the system. (You can search by writing a part of the institution's name). If you do not find your institution, you register it by pressing "Add institution".

Add institution

Coordinating institution * Latvian Adult Education Association (LV-LAEA)

Please choose type of institution. (If you can't find your type, choose "other" and specify when you describe the institutions under "Project description".)

Type of institution *

Latvian Adult Education Association

Postal address Merķeļa iela 11, Merķeļa iela 11, Rīga, LV-1050 Rīga, LV-1050 Telephone no +371 26178703

Address for courier delivery E-mail laea@laea.lv Web page www.laea.lv

... 2.1.2. Legal representative ...

Press "edit" to register the legal representative for your institution. By Legal representative you refer to the person at your institution who can sign contracts on behalf of the institution.

Name	E-mail	Action(s)
<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

... 2.1.3. Contact person ...

Press "edit" to register contact person for the project. Contact person will be the person at the coordinating institution who will receive information from Nordplus regarding the project (application and report).

Name	E-mail	Action(s)
<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>



Valsts izglītības
attīstības aģentūra

- ✓ Noteikti jāpārliecinās, vai partneru organizācija jau iepriekš nav reģistrēta Espresso sistēmā, ja nav, tad jāpievieno.

Angļu valodā jāizmanto tāds partneru organizācijas nosaukums, kādu organizācija lieto pati.

For Higher Education and Skills Application and Reporting

Home > Document editor > Search among institutions

Search among institutions

Search for the institution in Espresso's database. Choose country first to narrow your search

Country

Search among institutions

Cannot find the institution?
Check your spelling, and try broadening your search by using fewer letters and/or more search words separated by space.
Still no result? Add a new one by pressing the following button:

Showing 1 to 25 of 13025

<< 1 4 5 6 7 8 9 10 >>

	City	Country
-		Latvia
-		Norway
-		Iceland
"Education centre plus" Ltd.		Latvia
"Erudito" licejus - International private school - lyceum		Lithuania
"Erudito" lyceum		Lithuania
"HOTEL SCHOOL" Hotel Management College		Latvia

Norwegian Directorate for Higher Education and Skills Espresso Application and Reporting

Home > Document editor > Search among institutions > Add institution

Add institution

Country *

Name (in English) *

Name (in national language)

Institution type *

Abbreviation

Postal address *

Phone number

E-mail

Web page



Valsts izglītības
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Sagatavošanas vizītes apraksts

- ✓ Rokasgrāmata, 41. lpp (pdf), sadaļa [«The Application»](#)

Preparatory visits

A successful application for preparatory visits should describe:

- Project background and motivation
- The subject and target group(s) of the future project and which type of project activity is planned for
- Each organisation and its capacity within the project - e.g. the organisation's particular expertise and competencies as well as its role and contribution to the project
- The agenda and programme for the visit
- Place and date



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✓ Īsi jāapraksta
paredzamā
projekta
iecere

✓ Aprakstiem
jābūt
koncentrētiem
- un vienlaikus
tiem jāsniedz
skaidrs
priekšstats gan
par projekta
ieceri

Nordplus Junior - Preparatory visit and study visit autumn 2023
NPJR-2023-Autumn/10007 - Test_application_LinardsLV

1.Start	2.Institutions	3.Project description PV	4.Budget	5.Preview/check list	6.Submitt
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3.1.Relevance, purpose and target group	3.2.Description of preparatory visit	3.3. Mobility preparatory visit
---	--------------------------------------	---------------------------------

Preparatory visit

... Relevance, purpose and target group

Give a short outline of the future project you wish to prepare for *

- Which development needs underlie this application and the future project? - What will be the subject and target group(s) of the future project and which type of project activity do you intend to apply for in the upcoming spring round? - Shortly describe each institution and with what capacity it will participate in the project – i.e. its particular expertise, role and contribution to the project.

B **I** **U** **L** **Text** **Paragraph** **Link** **Image** **Table** **Table of contents** **Undo** **Redo**

Path: p

Specific aims of Nordplus Junior *

Choose one or more of the specific aims that suits your project best.

- ☐ Strengthening and developing cooperation between schools (including kindergarten/preschool) and working life
- ☐ Promoting the development of quality, creativity and innovation in education
- ☐ Promoting -Learning for all- by developing equal opportunities in inclusive education
- ☐ Strengthening the Nordic languages and promoting knowledge and understanding of Nordic and Baltic languages and cultures
- ☐ Revitalise national minority languages in the Nordic Region for cultural and inclusive purposes.

Save Save and Close Cancel

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Valsts izglītības
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- ✓ Jāapraksta **vizītes darba kārtība**
- ✓ **Vizītes darba kārtībai jābalstās uz projekta pieteikuma plānošanu** (mērķi, uzdevumi, rezultāti, norise...)

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1.Start 2.Institutions 3.Project description PV 4.Budget 5.Preview/check list 6.Submit

3.1.Relevance, purpose and target group 3.2.Description of preparatory visit 3.3. Mobility preparatory visit

...Description of preparatory visit

Description of preparatory visit *

- Present an agenda, day by day, for the preparatory visit meeting and indicate date and place. Describe the planned activities and their content. Explain why you chose these activities and how they will benefit the future project.

Path: p

Web page

If your project has a web page (or uses one of the institution's web pages), please write it below

Project period *

The project period can start as soon as you have received a letter of approval, November earliest.

N.B. The project period can last maximum one year.

From date (dd.mm.yyyy)

To date (dd.mm.yyyy)

Previous Nordplus projects *

Has your school or any of your partner institutions, individually or as a partnership, earlier been granted support from Nordplus? If Yes, state the project ID and explain shortly.

☐ No
☐ Yes

Save Save and Close Cancel

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Valsts izglītības
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- ✓ Jāieraksta dati –
apmeklējamā valsts,
braucēju skaits
(maks.2 personas)
un brauciena ilgums
(maks. 5 dienas,
ieskaitot ceļu)

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1.Start 2.Institutions 3.Project description PV 4.Budget 5.Preview/check list 6.Submit

3.1.Relevance, purpose and target group 3.2.Description of preparatory visit 3.3.Mobility preparatory visit

Registration of mobility/travels - Preparatory visit

... 4.1. Registration of mobility - Preparatory visit

Register who is travelling, which country they are travelling from and to, number of travellers and the duration of the exchange. The mobility can be registered in several turns. N.B. You can only apply for **one** visit of maximum 5 days duration (including travelling days) and maximum two participating representatives per institution. Choose a host organisation where the visit is organised.

Choose "Add mobility" to register the mobility.

Preparatory visit

Add mobility

Type	From Country	To Country	Number of travellers	Duration each traveler	Total grant	Action(s)
Preparatory visit	Latvia	Estonia	1	0m, 0w, 1d	430	Edit Delete
Total			1		430	

Ev. comments to the mobility

Paragraph

Path: p

Save Save and Close Cancel

Home > Document editor > Document editor > Mobility

Mobility - Preparatory visits

Type * Preparatory visit

From Country * Latvia

To Country * Estonia

Number of travellers * 2

If the duration for each traveler varies, you must do the registration in several turns.
If you apply for domestic travel, you must do the registration in a separate turn and enter "0" in duration.
For more information on eligible domestic travelers read the Nordplus Handbook at www.nordplusonline.org

Duration each traveler * 3 Days

Ev. Comments

Save Cancel



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✓ Pieprasīto
budžetu
sistēma
aprēķina
automātiski!

✓ Obligāti jāpievieno
partneru apliecinājuma
vēstules (tai skaitā arī
no savas organizācijas)!

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Budget

... 4.1. Budget

The Nordplus funds are calculated using fixed rates based on the countries involved, number of people travelling and the length of the stay.
NB If you apply for a Preparatory visit 1-2 persons/organisation can be approved for one visit so you have to choose a hosting county. If you apply for a Study visit 2-5 persons per organisation can be approved for one trip. For more details please read the Nordplus Handbook at www.nordplusonline.org

EUR - Euro	Nordplus contribution	Sum
Mobility		
Preparatory visit	1 280	1 280

... 4.2. Attachment

Signed Letter of Intent (LOIs) from all participant institutions shall be uploaded here.

File upload

Choose a file to upload

Upload

Current files on document:

No attachments



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✓Iespēja
aplūkot/lejuplādēt
projekta pieteikumu

✓Atgādinājums par
prasībām, kuras
neievērojot,
pieteikums netiks
izskatīts (vismaz 2
organizācijas no 2
dažādām valstīm;
apliecinājuma
vēstules no katras
iesaistītās
organizācijas)

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1.Start 2.Institutions 3.Project description PV 4.Budget 5.Preview/check list 6.Submitt

Submission

... 5.1.Preview ...

Print preview (opens in new window)

Download PDF

... 5.1. Check list ...

Before you submit your application, use the check list and confirm that everything is OK.

NB! Your application will not be assessed if there are not at least two different Nordplus countries represented OR there are missing LOIs from either the coordinating or the partner/host institution. The LOI:s must be signed by legal representative to be eligible.

☒ There are at least two institutions from two different Nordplus countries in the project. *

☒ Letters of Intent from all participants (coordinator and partner/host institution) are enclosed. *

Cancel



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- ✓ ! Ja sagatavošanas vizītes pieteikums tiks atbalstīts, šie bankas rekvizīti tiks ietverti līgumā un uz norādīto kontu tiks pārskaitīts piešķirtais finansējums.
- ✓ Pie bankas rekvizītiem – «Your reference» ir organizācijas iekšējais identifikators (ja tāds ir)

... 5.3. Bank information

The following bank information regards the coordinating institution. Observe that Nordplus does not transfer funds to private accounts

Bank name:*

Bank account holder:*

Address bank account holder:*

IBAN:*

BIC-code/SWIFT-address:*

VAT-number OR Organisation number*

Every organisation in the EU has a VAT number (Value added tax number). If the coordinating institution is from Norway, Iceland or Faroe Island you may use organisation number which is equivalent to VAT. Nordplus needs this number in order to identify that a certain organisation is really the owner of a certain bank account.

Your reference:

To identify the grant within your own organisation, you should state a reference relevant to your organisation. If unsure, check with your economy department. The maximum is 35 characters.

Save

Save and Close


Cancel

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✓ Pirms
iesniegšanas
sistēma pārbauda,
vai ir aizpildītas
visas pieteikuma
sadaļas un
nepieļauj iesniegt
daļēji aizpildītu
ieteikumu.

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1.Start

2.Institutions

3.Project description PV

4.Budget

5.Preview/check list

6.Submitt

The field "E-mail" in "2.1.2. Legal representative" is required. Please complete.

The field "First name" in "2.1.2. Legal representative" is required. Please complete.

The field "Last name" in "2.1.2. Legal representative" is required. Please complete.

The field "E-mail" in "2.1.3. Contact person" is required. Please complete.

The field "First name" in "2.1.3. Contact person" is required. Please complete.

The field "Last name" in "2.1.3. Contact person" is required. Please complete.

The field "Phone number" in "2.1.3. Contact person" is required. Please complete.

The field "E-mail" in "2.2.Partnerinstitution/Partner 1" is required. Please complete.

The field "First name" in "2.2.Partnerinstitution/Partner 1" is required. Please complete.

The field "Last name" in "2.2.Partnerinstitution/Partner 1" is required. Please complete.

The field "Give a short outline of the future project you wish to prepare for" in "Relevance, purpose and target group" is required. Please complete.

The field "Description of preparatory visit" in "Description of preparatory visit" is required. Please complete.

The field "Project period" in "Other information" is required. Please complete.

The field "Previous Nordplus projects" in "Other information" is required. Please complete.

The field "Bank name:" in "4.3. Bank information" is required. Please complete.

The field "Bank account holder:" in "4.3. Bank information" is required. Please complete.

The field "Adress bank account holder:" in "4.3. Bank information" is required. Please complete.

The field "IBAN:" in "4.3. Bank information" is required. Please complete.

The field "BIC-code/SWIFT-address:" in "4.3. Bank information" is required. Please complete.

The field "VAT-number OR Organisation number" in "4.3. Bank information" is required. Please complete.

... Submitt

Submit application



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Jautājumu gadījumā lūdzu sazināties

Linards Deidulis

***Nordplus* programma**

tālr. 67830837, 29554403 (GSM, WhatsApp)

linards.deidulis@viaa.gov.lv

Skype: [linards.deidulis](https://www.skype.com/people/linards.deidulis)

Espresso sistēmas administrators Norvēģijā:

Frank Krohn: frank.krohn@hkdir.no