



# Leopass

**Leonardo Mobility Application form  
Manual 2009**

**Version 1.0**

## **INTRODUCTION**

### **1. BEFORE YOU START**

<a href="#">1.1</a>	THE LOGON PAGE	4
1.2	INFORMATION TO APPLICANT ALREADY REGISTERED IN MULTIPASS	4
1.3	THE MAIN SCREEN	5
1.4	REGISTERING AN APPLICANT ORGANISATION	6

### **2. REGISTERING APPLICATIONS**

2.1	APPLICATIONS FROM PROVIOUS CALL YEARS	9
2.2	FILLING IN THE APPLICATION FORM	9
2.3	CREATING A NEW APPLICATION	11
2.4	REGISTER SECTION 1.2	13
2.5	REGISTER THE APPLICATION CORE DATA	14
2.6	REGISTER PARTNER INFORMATION	14
2.7	REGISTER SECTION 3.4 PREVIOUS PROJECTS	15
2.8	REGISTER FLOWS IN SECTION 4	16
2.9	REGISTER THE PROJECT BUDGET IN SECTION 5	17
2.10	COMPLETE AND SUBMIT THE APPLICATION	18

### **3. OTHER IMPORTANT FUNCTIONS**

3.1.	PARTNER INFORMATION	20
------	---------------------	----

# Introduction

## Welcome to the Leopass database!

The electronic application form for the Leonardo da Vinci programme is an integrated part of the database where all persons traveling on a Leonardo da Vinci placement are registered. To log on to the database, you need a username and password. If your organisation is a registered user of the Multipass database, you can continue to use your existing username and password to access the electronic application form.

New applicant organisations must register in the database in order to get a username and password. The registration form is available at <http://is.leopass.org>. Click the link at the bottom of the page to access the form. After registration, the username and password will be mailed to the contact person's email address you registered with your organisation.

When your application has been registered in the database, you have to **export** it as a Word document and **print it out in three copies, sign and send it to your Leonardo da Vinci National Agency together with all necessary attachments within the application deadline.**

Registering an application is done in 3 steps:

1. **Register your organisation**  
(for organisations not already registered in the database)
2. **Register the application**
3. **Submit the application**

These steps are explained in detail in this user manual.

**Útprentaðar og undirritaðar umsóknir skulu sendar í frumriti og með 2 afritum í síðasta lagi 6. febrúar 2009 til:**

**Landskrifstofa Menntaáætlunar ESB, Leonardó áætlunin  
Dunhagi 5  
107 Reykjavík  
Ísland**

**Aðstoð og upplýsingar eru veittar á Leonardo skrifstofu Menntaáætlunar ESB. Sími: 525 4900.**

Hafið samband við

Margréti Jóhannsdóttur – beinn sími 525 4291 – email: [marjoh@hi.is](mailto:marjoh@hi.is)

Ástu Vigdísí Jónsdóttur – beinn sími 5254151 – email: [astavig@hi.is](mailto:astavig@hi.is)

## 1. Before you start

### 1.1. The logon page

You need access to the Internet to be able to register a Leonardo application in the database. You reach the logon page by writing **http://is.leopass.org** in the address field of your Internet browser.

The database supports Microsoft Internet Explorer 5.5 or compatible browsers.



If you are a registered user of the database, you can enter your username and password and click "**Log in**".

If you are a registered user of the database but have forgotten your username and password, enter your e-mail address in the field: "**Your email**" and click the "**Send**" button. You will then receive your username and password by e-mail, provided the e-mail address you entered matches the one registered in the database.

To register a new applicant organisation, click the link "**click here**" at the bottom of the page. You will then get access to the registration form where you will enter information about your organisation and contact person(s). See chapter 1.3: Registering an applicant organisation.

### 1.2. Information to applicant already having username and password to Leopass:

From 2008 there are more information to be registered about your organisation, these are:

- Legal status
- Commercial orientation (profit/non profit)
- Geographical scope
- Number of trainees (if any)
- An update of EU region, organisation type, organisation size and organisation sector may be needed

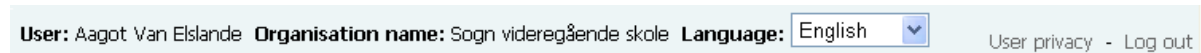
If this information is missing, you will see the organisation form after you have clicked "Log in" Register the missing information and click "Save", you will then be logged into Leopass.

### **1.3. The main screen**

After logging on, you will see the start page of the Leopass database.

Your name and the name of your organisation is displayed at top left.

Click "Log out" to end your session.



Wherever you are in the database, you will always see the main menu to the left.

NOTE: All other menu choices than **Applications and Partners** are only used by organisations with Leonardo da Vinci contracts.

### **1.4. Registering an applicant organisation**

Navigate to the login page and click the link "**click here**" at the bottom of the page. The form for registering information about your organisation and contact person(s) will be displayed in a new window.

#### Organisation

**Organisation name** - enter name of organisation

**Name of the organisation in EN,FR or DE** - enter name of the organisation in EN,FR or DE

**Official legal form** - enter official legal form

**Organisation identifier** - enter organisation identifier

**Vat number** - enter vat number

**Commercial orientation** - select profit/Non profit

**Legal status** - choose from the drop down menu

**Geographical scope** - choose from the drop down menu

**Is the organisation able to recover VAT?** - select Yes/No

**Address 1** - enter postal address

**Address 2** - use if needed

**Postal code** - enter postal code

**City** - enter city

**Sub county/Municipality** - enter sub county/municipality

**County** - enter county

**Country** - enter country

**EU region** - choose EU region. Only EU regions valid for the selected country are available.

**Phone** - enter phone number

**Fax** - enter fax number if available

**Homepage** - enter if available

**Organisation type** - choose from the drop down menu

**Organisation size** - choose from the drop down menu

**Organisation sector** - choose from the drop down menu

**Number of trainees** - choose from the drop down menu

Organisation

<b>Organisation name</b>	<input type="text"/>
Name of the organisation in EN, FR or DE	<input type="text"/>
Official legal form	<input type="text"/>
Organisation identifier	<input type="text"/>
VAT number	<input type="text"/>
<b>Commercial orientation</b>	Profit <input type="radio"/> Non-profit <input type="radio"/>
<b>Legal status</b>	Choose a value <input type="text"/>
<b>Geographical scope</b>	Choose a value <input type="text"/>
Is the organisation able to recover VAT?	<input type="radio"/> Yes <input type="radio"/> No
<b>Address 1</b>	<input type="text"/>
Address 2	<input type="text"/>
<b>Postal code</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
Subcounty/Municipality	<input type="text"/>
County	<input type="text"/>
<b>EU region</b>	Choose a value <input type="text"/>
<b>Phone</b>	<input type="text"/>
Fax	<input type="text"/>
Homepage	<input type="text"/>
<b>Organisation type</b>	Choose a value <input type="text"/>
<b>Organisation size</b>	Choose a value <input type="text"/>
<b>Organisation sector</b>	Choose a value <input type="text"/>
Number of trainees	Choose a value <input type="text"/>

Organisation contact person

**Gender** - select gender

**Title** - enter title

**Last name** - enter family name

**First name** - enter first name

**Position** - enter position

**Phone** - enter phone number

**Mobile phone** - enter mobile phone number

**Fax** - enter if available

**E-mail** - enter e-mail address

**Department** - enter department

Contact person

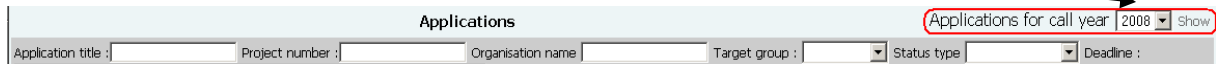
Gender	<input type="radio"/> Male <input type="radio"/> Female
Title	<input type="text"/>
Last name	<input type="text"/>
First name	<input type="text"/>
Position	<input type="text"/>
Phone	<input type="text"/>
Mobile phone	<input type="text"/>
Fax	<input type="text"/>
e-mail	<input type="text"/>
Department	<input type="text"/>

Click the **Save** button at the bottom of the page. The information you have entered will be saved, and you will receive a username and password as soon as your National Agency has verified the information. The username and password will be sent to the email address of the contact person you registered with your organisation.

# 2. Registering applications

## 2.1. Access to applications from previous call years

If your organisation has registered applications in Leopass for previous call years, you will find these applications by selecting call year in the menu and clicking 'Show'.



Applications

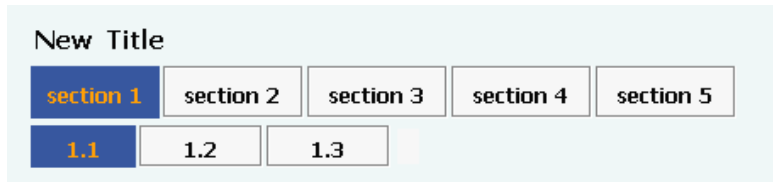
Application title :  Project number :  Organisation name  Target group :  Status type  Deadline :

Applications for call year 2008 Show

## 2.2. Filling in the application form

The application form screens are divided in 3:

At the top you can click the buttons to go directly to any of the 5 sections. Each section may have one or more subsections. The section you are working on is marked in blue.

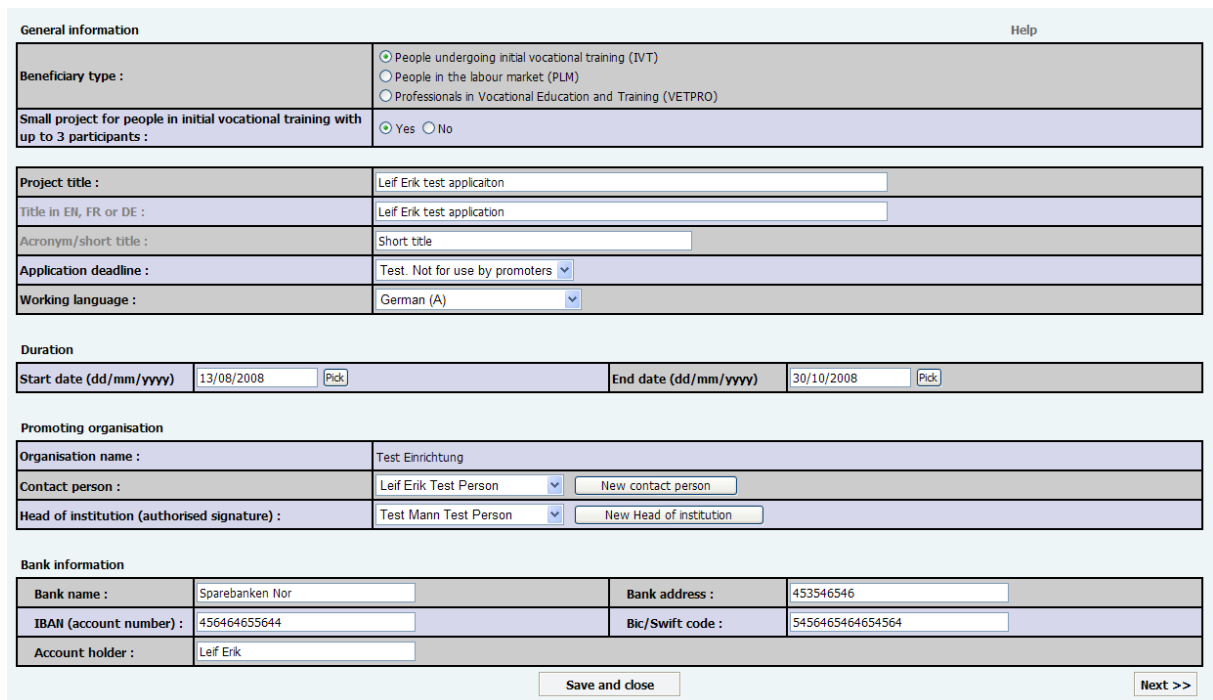


New Title

section 1 section 2 section 3 section 4 section 5

1.1 1.2 1.3

The active section of the application form is displayed in the middle:



General information Help

Beneficiary type :  People undergoing initial vocational training (IVT)  
 People in the labour market (PLM)  
 Professionals in Vocational Education and Training (VETPRO)

Small project for people in initial vocational training with up to 3 participants :  Yes  No

Project title :

Title in EN, FR or DE :

Acronym/short title :

Application deadline :

Working language :

Duration

Start date (dd/mm/yyyy)  Pick End date (dd/mm/yyyy)  Pick

Promoting organisation

Organisation name :

Contact person :

Head of institution (authorised signature) :

Bank information

Bank name :  Bank address :

IBAN (account number) :  Bic/Swift code :

Account holder :

The buttons for navigation and closing are shown at the bottom:

Go to the previous section (any data entered will be automatically saved)

Save and close the application form

Go to the next section (any data entered will be saved automatically)

In large text boxes, the counter to the left displays the character limit of the box.

Please note that it sometimes could be necessary to scroll the window horizontal or vertical.

You can stop the registration and continue later at any time by clicking the "Save and close" button. The application(s) you are working on are shown in the list of unsubmitted applications.

Unsubmitted applications							
Application title :	<input type="text"/>	Deadline :	<input type="text"/> ▾	<input type="button" value="Search"/>	<input type="button" value="Show all"/>	<input type="button" value="Create new"/>	
Application title	Sections					Export	Actions
Application title	1	2	3	4	5	Export	Actions
petter test	✓	✓	✓	✓	✓		

The symbols in the sections column will give you an indication of the registration progress.  
NOTE: This is only a technical indication for whether or not data has been entered in all fields.

✓ = Data has been entered in all mandatory fields in the section

📄 = Data has been entered in some fields in the section

🗑️ = No data has been entered in the section

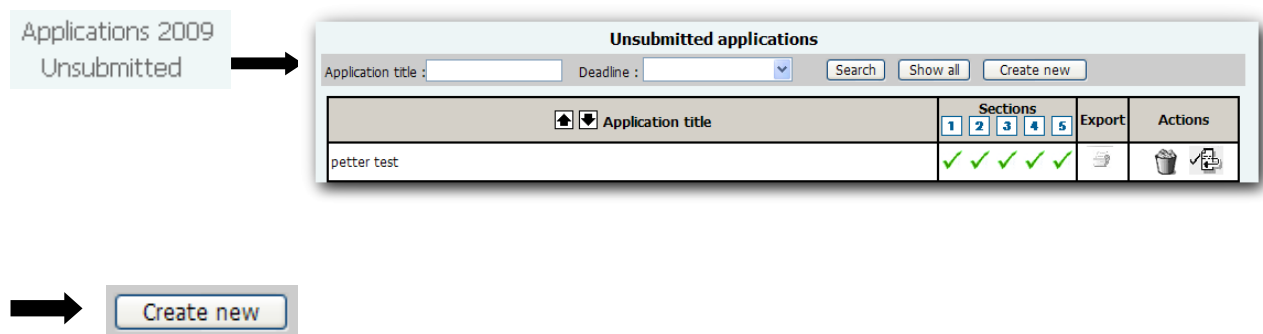
Click the 🗑️ symbol to delete an application

To edit an application, click one of the symbols in the "Sections" column described above to enter the section you want to continue working on.

**NOTE:** If some of the questions in the application form are irrelevant to your application, please enter "Not relevant" or "X" in the field.

### 2.3. Creating a new application

Click **Applications** -> Unsubmitted, and then the **"Create new"** button at the top. Section 1.1 in the application form will be displayed, and you can start entering data.



General information		Help	
Beneficiary type :	<input checked="" type="radio"/> People undergoing initial vocational training (IVT) <input type="radio"/> People in the labour market (PLM) <input type="radio"/> Professionals in Vocational Education and Training (VETPRO)		
Small project for people in initial vocational training with up to 3 participants :	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Project title :	Leif Erik test applicaton		
Title in EN, FR or DE :	Leif Erik test application		
Acronym/short title :	Short title		
Application deadline :	Test. Not for use by promoters		
Working language :	German (A)		
Duration			
Start date (dd/mm/yyyy)	13/08/2008	Pick	End date (dd/mm/yyyy)
			30/10/2008
			Pick
Promoting organisation			
Organisation name :	Test Einrichtung		
Contact person :	Leif Erik Test Person		New contact person
Head of institution (authorised signature) :	Test Mann Test Person		New Head of institution
Bank information			
Bank name :	Sparebanken Nor	Bank address :	453546546
IBAN (account number) :	456464655644	Bic/Swift code :	5456465464654564
Account holder :	Leif Erik		
Save and close			Next >>

**Beneficiary type** - select target group

**Small projects for people in initial vocational training with up to 3 participants** - Yes/No #

**Project title** - enter project title

**Title in EN,FR or DE** - enter project title if EN, FR or DE is not your national language

**Acronym/short title** - enter short project title

**Application deadline** - select deadline from the menu

**Working language** - select working language from the menu

Duration:

**Start date (dd/mm/yyyy)** - enter start date of the contract

**End date (dd/mm/yyyy)** - enter end date of the contract

Promoting organisation:

**Organisation name** - the name of your organisation is displayed

**Contact person** - choose from the menu or click "New contact person"

**Head of institution (authorized signature)** - choose from the menu or click "New head of institution"

Bank information:

**Bank name** - enter bank name

**Bank address** - enter bank address

**IBAN (account number)** - enter IBAN (account number)

**Bic/Swift code** - enter Bic/Swift code

**Account holder** - enter account holder

Click "**Next**" to continue, or "**Save and close**"

# See guidelines. Only questions in the application form marked with an asterix need to be covered if you apply for funding of a "small project".

**NOTE:** The other sections in the application form will not be available before section 1.1 has been saved.

## 2.4. Register section 1.2

Which objective(s) of the Lifelong Learning Programme does your project address?  
Please tick at least one objective in each section

1. General Objectives of the Leonardo da Vinci Programme

a. To improve the quality and to increase the volume of mobility throughout Europe of people involved in initial vocational education and training and in continuing training, so as to increase placements in enterprises to at least 80 000 per year by the end of the Lifelong Learning Programme	<input checked="" type="checkbox"/>
b. To improve the quality and to increase the volume of cooperation between institutions or organisations providing learning opportunities, enterprises, social partners and other relevant bodies throughout Europe	<input type="checkbox"/>
c. To facilitate the development of innovative practices in the field of vocational education and training other than at tertiary level, and their transfer, including from one participating country to others	<input checked="" type="checkbox"/>
d. To improve the transparency and recognition of qualifications and competences, including those acquired through non-formal and informal learning	<input type="checkbox"/>
e. To encourage the learning of modern foreign languages	<input type="checkbox"/>
f. To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning	<input type="checkbox"/>

2. Please indicate in the table below if your mobility project addresses one of the priorities of the call for proposals 2008 for Leonardo da Vinci mobility

1. Mobility in Initial vocational training and of people on the labour market: Persons in a dual apprenticeship system or other vocational education system based on alternate learning or work-related training in enterprises	<input type="checkbox"/>
2. Mobility of professionals in vocational education and training: Development of the competences of teachers, trainers and tutors	<input checked="" type="checkbox"/>
3. Mobility of professionals in vocational education and training: Cooperation with SMEs	<input type="checkbox"/>
4. Other	<input type="checkbox"/>

**1. General objectives of the Leonardo da Vinci Programme** – select objectives

**2. Priorities of the Leonardo da Vinci Programme** – select objectives

**National priorities** – enter text

Click **"Next"** to continue, or **"Save and close"**

**NOTE:** the first general objective is preselected according to Commission regulations and cannot be deselected.

## 2.5. Register the application core data

Sections: 2.3 – 2.3.1 – 2.3.2 – 3.1 – 3.2a – 3.2.b- 3.3 contain only text boxes as shown below:

**Project summary ...**

Please provide a short summary of your proposal explaining who will be involved in the project, what needs are addressed, what are the main aims and expected outcomes, where and when the mobility will take place. Are special needs addressed?

**Summary**

1499 x

It's possible to draft the application in the Word version of the application form and copy and paste between the Word document and the electronic application form.

## 2.6. Register partner information

Section 2.1: Information regarding the partners responsible for sending the beneficiaries

(The information in this chapter is also valid for sections 2.2 in the application form)

**2.1 Sending partners**

#	Country code	Organisation name	City	Is the organisation's involvement in this proposal the result of contact seminars/preparatory visits?	Grant agreement number	Partner role	Actions
A1	GERMANY	Test Einrichtung	Köln	Preparatory visit <span style="font-size: small;">▼</span>	45654444		
A2	GERMANY	A new partner for this Test	Solbergelva	-	-	Intermediary Partner <span style="font-size: small;">▼</span>	 
A3	GERMANY	Nother partner to be registered	Berlin	-	-	Management co-ordinator <span style="font-size: small;">▼</span>	 

Your organisation will always be displayed with the number A1.


Section 2.1 only:

**Is the organisation's involvement in this proposal the result of contact seminars/preparatory visits** - Select preparatory visit/contact seminar

**Grant agreement number** – enter the grant agreement number if you selected "Preparatory visit" in the menu to the left.

To register a new organisation, click the button "**Add new organisation**". After filling in the registration form, the organisation will be added to the list of partners.

For each partner (except A1) in the sending and receiving countries, you must also select the partner role.

To remove an organisation from the list, click the  symbol.  
 NOTE: The organisation is not deleted from the database, it is only removed from the list.  
 More information in chapter 3.1: Partner information.

You can also pick an already registered organisation by clicking the button “**Choose existing organisation**”. A list of registered organisations will be displayed. Click “**Pick existing**” to add an organisation from the list.

**NOTE: If your organisation has had Leonardo contracts previously, project partners may already be registered in the database. We therefore recommend that you always click “Choose existing organisation” to check if the project partner you want to add already exists in the database. This way, you will avoid ending up with duplicate entries.**

Sending partners			
Organisation name :		<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Show all"/>
Pick existing	Country	  Organisation name	  Organisation type
Pick existing	NORWAY	Opplæringskontoret for Nordhordaland	Partner
Pick existing	NORWAY	Harstad University College	Partner
Pick existing	NORWAY	Internasjonalt Servicekontor	Partner

## 2.7. Register section 3.4 previous projects:

3.5 PREVIOUS PROJECTS							
Please indicate similar or related projects funded by the LLP programme and/or former programmes and actions in the last three years							
Year	Type of action	Programme or initiative	Project number	Contracting organisation	Project title	Web site	Actions
Choose a value ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
<input type="button" value="Add a row"/>							
<input type="button" value="« Previous"/>		<input type="button" value="Save and close"/>				<input type="button" value="Next »"/>	

- Year** – select year in the menu
- Type of action** – enter type of action
- Programme or initiative** – enter programme or initiative
- Project number** – enter project number
- Contracting organisation** – enter contracting organisation
- Project title** – enter project title
- Web site** – enter web site

Click the “Add a row” button to register another project,

## 2.8. Register flows:

### Section 4.1 (Participants), 4.2 (Participants with special needs), 4.3 (Accompanying persons)

**NOTE: Section 2.2 (receiving partners) must be completed before you can register flows. Only the countries of the receiving partners you register in section 2.2 will be available in the "To" menu.**

4 ESTIMATED DETAILS ON THE FLOWS

-> Registered flows

Flow	From	To	Number of participants	Field of education	Envisaged duration by participant	Subsistence (includes travel costs if 3 months or more)		Travel costs (only if less than 3 months)		Actions
						Rate applied	Total funding requested	Estimated cost per participant	Total funding requested	
1	GERMANY	NORWAY	10	Social and behavioural science	8 months	4616	46160	100	1000	
Subtotal participants			10	-		46160	-	1000	-	

<< Previous      Add flow      Save and close      Next >>

The table on top displays the list of registered flows.

Click the "Add flow" button

**From** - country is locked to the country of the sending organisation(s)

**To** - select country in the menu

**Number of participants** – enter number of beneficiaries

**Field of education** – select value

**Duration** – select duration

**Subsistence rate applied**– enter rate\*

**Subsistence total funding requested** – automatically calculated

**Travel estimated cost per participant** – enter number

**Travel total funding requested** – automatically calculated

To register more flows, click the "Add flow" button

Athugið að í íslenskum umsóknum er ekki gerður greinarmunur á uppihaldi (subsistence) og ferðum (travel) og eingöngu er fyllt inn í reitinn fyrir uppihald – subsistence, rate applied. Dálkurinn sem á myndinni hér fyrir ofan er merktur Travel er ekki virkur.

Því skal fylla inn heildarstyrk fyrir uppihald og ferðir í dálkinn sem merktur er Subsistence, rate applied, þ.e. heildarstyrk per mann miðað við áætlaðan dvalartíma.

Dæmi:

Reiknað er með að 10 nemendur fari til Spánar og dvelji þar í 3 vikur. Heildarupphæð á mann er því 1650 evrur (1500 fyrir 2 vikur + 150 á viku eftir það). Þessi upphæð er sett inn í dálkinn sem heitir Rate applied. Athugið síðan að heildaupphæðin, Total funding requested sé rétt miðað við fjölda nemenda.

## 2.9. Register the project budget in section 5

**5 Budget**  
**Summary table (all figures in Euro)** Help

	Number of persons	Unit rate	Total EU Funding requested
<b>PROJECT ORGANISATION</b>			
Management and monitoring	<input type="text" value="1"/>	<input type="text" value="4"/>	4
Preparation of participants	<input type="text" value="3"/>	<input type="text" value="4"/>	12
<b>Subtotal</b> Project organisation			16
Travel costs (participants)			1200
Travel costs (participants w/special needs)			0
Travel costs (acc. persons)			0
Subsistence costs (participants)			33600
Subsistence costs (participants w/special needs)			0
Subsistence costs (acc. persons)			0
<b>Total – Organisation of Mobility</b>			34816

The budget table consists of 3 columns:

**Number of persons** – enter the relevant number of persons

**Unit rate management and preparation per participant** – enter number

**Total EU funding requested** - the amount you apply for (in Euro) automatically calculated

### Budget details

Details about the financial calculation can be registered in section 5.2.

## 2.10. Complete and submit the application

When you have finished filling in the electronic application form, you need to print it out, sign it and post it to your Leonardo da Vinci agency with the required attachments. You also need to submit the application electronically.

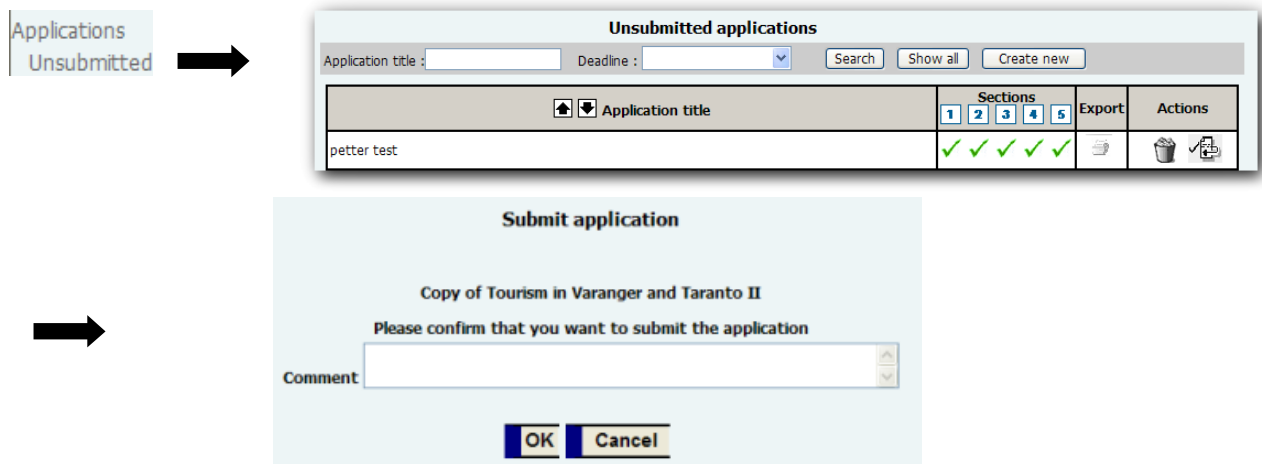
**NOTE:** All changes must be made in the online form, not in the Word document. It's important that you check your application before you print it out and submit it in the database. When you have submitted your application electronically, the form will be locked and you can no longer edit the application.

Your Leonardo da Vinci agency can unlock the application form after submission if necessary, but only if the application deadline hasn't expired.

### 2.10.1 Submitting the application electronically

When you have finished filling in the electronic application form, you must submit the online version of the application to your Leonardo da Vinci agency. Please note that all sections must be completely registered (only green ticks), if not the submit icon will not be visible.

Click **Applications** -> Unsubmitted, and then the  icon.



The screenshot illustrates the submission process. On the left, a navigation menu shows 'Applications' and 'Unsubmitted'. An arrow points to a table titled 'Unsubmitted applications'. The table has columns for 'Application title', 'Sections' (1-5), 'Export', and 'Actions'. A row with 'petter test' shows green ticks in all five section columns and a submit icon in the actions column. Below the table, a 'Submit application' dialog box is shown for the application 'Copy of Tourism in Varanger and Taranto II'. It asks the user to confirm submission and includes a 'Comment' field and 'OK' and 'Cancel' buttons.

Click the "OK" button to confirm.

The application has now been moved to Applications > Submitted in the database.


**NOTE: It is not possible to submit an application unless each section has a "green tick".**

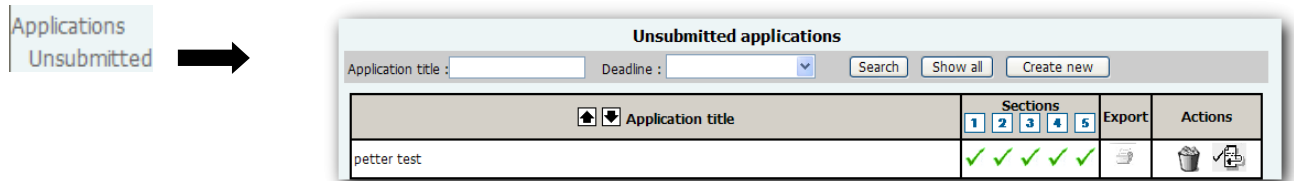
Sections				
1	2	3	4	5
✓	✓	✓	✓	✓

## 2.10.2 Export and print the application

When you export your application, the content of the online form is copied into a Word document. The application can be exported at any time, but note that the **final version must be exported after submission** (see below).

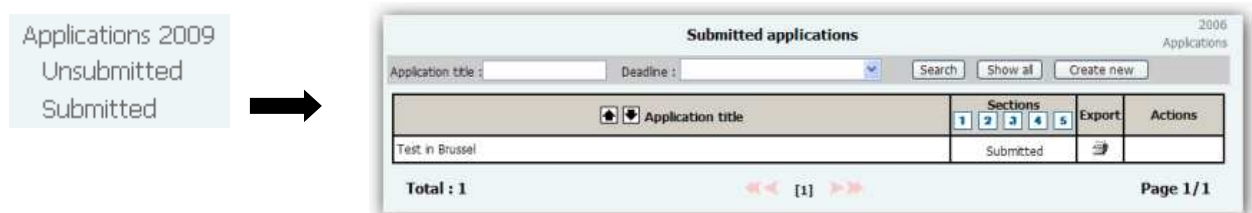
To export and print a draft:

Click **Applications** -> Unsubmitted, and then the  icon.



**To export and print the final version:**

Click **Applications** -> Submitted, and then the  icon.



Click the "Save" button to save the Word document. The document can then be checked and printed. You need to print two copies of the application, sign them and post them to your Leonardo da Vinci agency together with the required attachments within the application deadline.

Takið eftir því að nauðsynlegt er að senda/SUBMIT umsóknina í kerfinu áður en lokaútgáfan er prentuð út. Ef ekki er búið að senda / SUBMIT verður word eintakið uppkast þar sem stendur skrifað DRAFT á allar blaðsíður. Passið að senda ekki slíkt eintak inn til Landskrifstofu.


### IMPORTANT:


**THE FINAL VERSION OF THE APPLICATION MUST BE EXPORTED AFTER THE APPLICATION HAS BEEN SUBMITTED ELECTRONICALLY IN THE DATABASE. THE FINAL WORD DOCUMENT IS LOCKED, AND AN AUTOMATICALLY GENERATED PROJECT NUMBER IS MERGED TO THE FOOTER OF EACH PAGE.**

**NOTE: Submitted applications posted and stamped after the application deadline are considered ineligible.**

# 3. Other important functions

## 3.1. Partner information

Click **Organisations** in the left menu to see a list of all registered partners. Click the symbol  to see detailed information about an organisation.

To edit partner information, click the symbol .

NOTE: You cannot delete an organisation connected to an application or to a previous Leonardo placement.

Partners →

### Organisations

Organisation name :  Organisation role :  Contact person  Country

 Organisation name	 Organisation type	Country	Contact person	e-mail	Actions
THE COLLEGE	Partner	UNITED KINGDOM	x x	x@x.xx	 
HILDEN BERUFSSKOLLEG	Partner	GERMANY	x x	info@berufskolleg.de	 
Lycee Regional du Batiment	Partner	FRANCE	Particie Sery	patsey@wanadoo.fr	 

**Modify organisation**

Organisation

<b>Organisation name</b>	test in Norwegen
Name of the organisation in EN, FR or DE	
Official legal form	
Organisation identifier	
VAT number	
Is the organisation able to recover VAT?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Commercial orientation</b>	Profit <input type="radio"/> Non-profit <input checked="" type="radio"/>
<b>Legal status</b>	Private law
<b>Geographical scope</b>	Local
<b>Address 1</b>	jdsfdish
Address 2	
<b>Postal code</b>	5675677
<b>City</b>	dfghg
Subcounty/Municipality	
County	
<b>Country</b>	NORWAY
<b>EU region</b>	Nord Norge
<b>Phone</b>	ghfghgh
Fax	
Homepage	
<b>Organisation type</b>	CONS-INF - Other Body providing guidance and information on LLP
<b>Organisation size</b>	S1 - 1 - 20 people
<b>Organisation sector</b>	C25 - Manufacture of fabricated metal products, except machinery and equipment
<b>Number of trainees</b>	S1 - 1 - 20 people
Description	dgvd£g

Organisation contact person

Contact person priority	Position	Last name	First name	Actions
1	Chief	Toneff	Petter	 