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|  | EEA+Grants+-+JPG |

# Minimum requirements for training work programme

1. Basic data
   * Name of the participant
   * Unit in the sending institution, position
   * Name of the sending institution / contact person (name, email)
   * Name of the host institution / contact person (name, email)
   * Subject area
   * Working language of the training
   * Duration (days) of training mobility
   * Number of training hours/day
2. Overall objectives of the mobility
3. Content of training programme
4. Tasks of the participant before and after the mobility period
5. Mentoring of the participant before and after the mobility period
6. Skills to be developed and related necessary steps to be taken
7. Added value of the mobility / expected outcomes (both for the institution and for the participant)
8. Expected results
9. The approved work programme shall be signed by the Participant, Sending and Host Institutions