

# Why come to Barcelona for **Erasmus+ ?**

- Mediterranean / Southern Europe's Hotbed for Innovation
- Cosmopolitan city with excellent public transportation
- Host for extensive cultural, entertainment and sports events
- Recognized as home to technology and global industries
- Best beaches in Spain!



## **Global Skills Network**

**PIC 900388436 \* CIF/TAX ID B66955006**

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Welcome to Barcelona! Our greetings to all who seek expanded learning opportunities to acquire skills, experience and exposure to best practices. Erasmus Actions is the Department of EU Projects and Transnational Mobility of Global Skills Network, S.L.. We are headquartered in Barcelona, promoting and implementing European Union projects, International exchanges and other socio - cultural activities. Since 2003, we have been organizing, monitoring and certifying lifelong learning mobility programming, first as MS Barcelona Lifelong Learning, the mobility specialists under Lifelong Learning programming sponsored by the European Commission, and now as Global Skills Network, to specialize in transnational programming under Erasmus Plus. We have been an enthusiastic and capable partner in projects that benefit both European youth and professionals, and that support lifelong learning and mobility that focuses on the teaching and study needs of those in adult education and alternative education streams. Participants who successfully complete programming organised by the Global Skills Network are able to transfer new skills, knowledge, linguistic abilities and cultural awareness to their situations upon returning to their country of origin.

Barcelona is an excellent destination for people of all ages to enjoy. Situated directly on the Mediterranean Sea, Barcelona as a cosmopolitan city is full of cultural venues like museums, theatres and cinemas, extensive nightlife and leisurely activities, and a wide range of sports – home to FC Barcelona. The city is a blend of modern and medieval, progress and traditionalism, all while remaining typically Mediterranean. The diverse range of commerce and industry present in this region of Spain make it an excellent place for work, study, rest, play and inter-cultural exchange.

Barcelona is recognised as a global city because of its importance in technology, finance, commerce, media, entertainment, the arts and international trade. At Global Skills Network, we have come to specialize in a few industries and sector that are of paramount economic importance to this region of Spain: hospitality and tourism; fashion and retail; entrepreneurship; management, administration and international trade; ecology, sustainability and architecture; language training; and the wine industry . These sectors offer the most availability of host companies willing to participate in the framework of training and expert exchanges. Additionally, Barcelona is a hotbed of innovation,

## Erasmus+ in Barcelona?



Partner with the most experienced Host Organization,  
Working in Lifelong Learning since 2003,

**Global Skills Network**

We are the Barcelona Experts

*WE'LL TAKE CARE OF YOU!*

Our tutors are multilingual, including native English- and German-speaking staff

**Our Services Include:**

- Administration of mobility programmes for students, faculty and staff, including all documentation such as Europasses and reporting
- Accommodations in flats or hotels
- Host families for students
- Airport transfers and local transportation
- Language courses
- Cultural activities



Barcelona is home to the Mobile World Congress, Smart Cities Expo and Barcelona Net Activa business incubator and entrepreneurship ecosystem. Shp2B accelerates and invests in startups that have a social impact. Barcelona Institute for the Habitat supports economic, social and urban planning. Here you will find lots of innovation, including Barcelona Tech City/Pier 01 in Palau de Mar, Accenture's analytics center, European Institute of Innovation and Technology InnoLife consortium, Catalunya Apps Association of digital companies and professionals and Aijec Association. Furthermore, we have been successful at arranging placements and visits not only in a wide range of sectors, we also have a good track record of placements and visits in esoteric subject matters and unique interests for all types of mobility programming. Finally, Barcelona is the hometown for Barça.

### **- History**

Global Skills Network is a consultancy enterprise formed by a group of professionals from academia, business and the nonprofit sectors to lend their experience and expertise to transnational programming.

**Mission:** At Global Skills Network, we aim to promote the development and growth of skills in people over the age of 15

**Target:** We serve transnational mobility projects from any country within the European Union, European Economic Community or candidate countries to the European Union.

**Sectors:** While our focus is placed primarily on education, we work with most sectors and fields in placing work experience candidates in real-world working environments according to their studies, organising professional visits and teacher training with best practices.

Global Skills Network specialises in transnational project management. We were created in response to the need for capable, efficient project management of European projects, and the premiere hosting agency for transnational mobility programming in Barcelona. We have wide-ranging experience working with international organisations, from universities and colleges, Chambers of Commerce and Government entities, to private enterprise. The staff members of Global Skills Network have extensive experience in organizing and hosting programmes for mobility participants and in having created a strong network of contacts and relationships with local institutions in education and in the public and private sectors. As a result of this experience, we are well-positioned to provide the best possible services to people from across the world, to ensure that on their return to their country of origin, they can look back on an excellent and valuable experience with the capacities to apply what they have learned during their time in Barcelona in particular and in Spain in general. While the bulk of our experience comes from organizing and managing mobility programming, we are also interested in partnering with other organizations in the design and development of Pilot Projects, Transfer of Technology and Reference Material projects.

### **- Feedback about the collaboration with Partners**

We have served as the Receiving Agent for a wide variety of beneficiaries coming from EU Member States and EEAs as well as candidate countries, participating in sponsored under Erasmus+ bound for Barcelona. As it occurs with the growth and maturity of all SMEs, we passed through our learning curve of progress in the mastering of capabilities that allowed us to improve our ability to provide service as a Receiving Agent. For vocational training and work placements, we learned to develop training objectives and work with host companies to implement training plans, anticipate the needs of participants in terms of in-country support, and fine-tune our programming for maximum benefits to the participants. This has been a two-way street we have travelled with our sending partners; without their efficient management of mobility programming and careful selection of candidates in the country of origin, our success rate would have been less than stellar. Their top-rate staff perform the pre-departure administrative functions needed to process good candidates for the programme. We work together well in assuring that all details are tended to for the smooth progression of programming activities – on their end, screening and interviewing candidates, orientation, travel preparations and funding; on our end, tending to the minutiae of work experience programmes that provide skills acquisition and enhancement for high school students, recent university graduates and social inclusion projects with the goals of improving the skill sets of their beneficiaries.

## Vocational Training and Work Experience Projects

Projects around Initial Vocational Training and Transnational Placements in Enterprises or Training Institutions are centered around organizing, monitoring, and certifying internship and work placements. While IVT projects are training placements consisting of vocational training and/or work experience, PLM projects aim to support transnational mobility of workers, self-employed or people available for employment (including graduates) undergoing a training period abroad in a vocational training context. Global Skills Network programming places participants of both projects in local companies to gain real-world experience. Our history includes organizing, managing and certifying programmes for students, recent graduates, those new to the job market, beneficiaries from marginalized communities, and those who are chronically unemployed and with low skills sets who seek training and work experience abroad. Our programmes provide benefits for both trainee and host company and training objectives include:

- To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development;
- To increase the understanding of the commercial and industrial culture within the country where the participant is placed
- To assist beneficiaries in the development of his or her career, apply skills and knowledge in the job market and develop an improved Curriculum Vitae to contribute to future employment prospects
- To contribute to the development of the placement companies through completing a range of different projects and working as a member of the team in a work environment
- To develop a greater understanding of the use of Spanish in a business context and gain fluency in the working language

Upon completion of the programme, participants will have gained practical training, skill enhancements and sector knowledge through their work at their host companies, organizations and enterprises. With Spanish being the working language of most environments in which participants are placed during their stay in Barcelona, they are able to return to their country upon completion of the programme with improved language skills in a foreign language. Beneficiaries are able to integrate themselves into the work environment for a real-world work experience and achieve a wide-range of competencies in the work placement.

Additionally, some participants are able to practice the skills they had learned in an academic environment while others acquire new skills altogether. All participants are able to acquire and/or improve Professional Skills such as Leadership, Teamwork, Influencing/Negotiating and Communication. These programmes are especially successful at providing the participants with an opportunity to improve Business Skills, such as Flexibility, Adaptability, and Problem Solving within the environment in which they complete their internship. They master the skill of Planning, both in the workplace as well as in their private lives in a foreign country. Placements are also important to impart and fine-tune technical and specialty skills in their field of interest. Finally, all participants improve their Personal Skills, such as Self-Awareness, Self-Management, Motivation and Enthusiasm, Initiative, and Resourcefulness. Much of this improvement comes from having to live and work in a foreign country, negotiate their private lives in a totally-foreign environment, sometimes being away from their family or country for the first time and having to adapt to strange environments and people from other cultures.

Our placement process takes place over several months. We require an application form accompanied by a CV and motivational letter from all applicants at least six weeks prior to their anticipated arrival. We look for indicators that inform us of the applicant's background, studies, interests and capabilities as well as his or her language fluency. With this information, we set in motion the search for appropriate host companies in the industries indicated in the application form. Once an appropriate host is identified, the negotiations spearheaded by Global Skills Network staff for the placement take place.

We have had the experience of hosting groups throughout the year for varying periods of time, with the majority of training programming being about three months. We are able to accommodate projects between two weeks and one year. When participants become members of the host company's workplace team, they work under the same environment and working conditions as normal employees. They must observe company policy with regards to timekeeping, discipline, standards of dress, health and safety. It is expected that participants work the same hours as are the regular business hours of the host company – in most cases that means 8h30 to 14h00 and 16h00 to 20h00, Monday through Friday. Except in the case where there might be weekend business hours, shift work (morning shift from 06h00 to 15h00 or afternoon shift 14h00 to 23h00 with an hour off for meals), or a special event the company is involved in, interns pretty much have the weekends as free time. Under sponsored programme, beneficiaries are expected to work a minimum of 30 hours a week but cannot exceed 40 hours in their work week except by mutual consent between the beneficiary and the host company. We have found in our experience that many participants coming for work experience programming seek additional work during their time off to practice a new language, improve their skills, or earn some money with part-time paid employment.

In addition to the evaluations carried out by the host company supervisor, Work Experience programme participants receive an Activities and Achievements Progress Form for their supervisors to track their acquisition of skills and experiences in other areas throughout the course of their placement. Participants are evaluated on their progress once at the mid-point of their internship in order to make adjustments in their work where improvement is required. They are evaluated by their work supervisor from 1 to 10

## Vocational Training and Work Experience Projects (continued)

on their performance against the training plan with an eye toward grading them on the following attributes: punctuality, presentation, attitude, flexibility, conduct, initiation, motivation and communication. The supervisor also has an opportunity at this point to make specific comments that are taken into consideration by the participant to improve his or her performance of the assigned tasks. Participants also receive a final evaluation at the end of their internship. Upon completion of the programme, participants are presented with the evaluation regarding whether he or she has successfully achieved an acceptable level of competency in several skills germane to mobility programme objectives and outcomes. They also receive a Certificate of programme completion as well as a certified Europass to be used for future employment searches.

We serve as the liaison between the participant and the host company to arbitrate problems, address any issues that surface and assure that compliance to the terms of the placements are met by both participant and host company. There have been several instances where the placement just does not work because of personality conflicts, motivational issues or a host of other reasons. In these cases, it was necessary for us to step in and reassign the participant to another placement, which required that we engage in the placement process more than once. We readily do this so that each participant will maximize the short period of time they have here to gain experience and training.

Prior to their arrival, language classes can be scheduled according to a participant's level of comprehension and conversation in Spanish and/or Catalan, the two official languages of the northeast region of Spain. The majority of beneficiaries coming from romance-language-speaking countries – Portugal, Italy, France, Romania – usually have a very good level of the languages spoken throughout Spain because of the similarities among our languages. These are placed in group classes that focus on listening skills to enhance their conversation and comprehension, on the industry's terminology, and on interview techniques to help them with the interview process. Those from other countries usually come with basic or beginning Spanish, or intermediate Spanish, and their classes are focused on comprehension and vocabulary. The host companies are advised that language training is an important component of the programme and are always willing to wait for their intern to complete the course.

In terms of accommodations, we started our partnership under sponsored programming being able to offer shared housing for the groups. These included flats rented out for the specific purpose of accommodating interns. Our experience with this housing scheme, however, proved to be less than favourable in terms of the personality conflicts that would arise, immature behaviour and destruction of property caused by the tenants. Because student residences are so expensive, we resorted to identifying accommodations for the interns of the later programmes with families and professionals. Most of these hosts are native Spanish or Catalan, which provided the additional benefit to the intern of being immersed in the culture and language of the host. Many were expatriates who wanted to participate as hosts, and we were able to accommodate those needing a more familiar environment and language with them. These types of accommodations, along with university residences if there is sufficient budgets, are the options we are now able to offer participants coming under sponsored programming. For future groups, especially if the estimated number of beneficiaries to be sent is high, we will have to resort to more conventional student housing such as university residences. Our criteria for accommodations is that not only the place be safe, clean and close to public transportation, but that the participants have a place to cook their meals. This turns out to be a cost-saving measure of the project avoiding the need to eat out in expensive restaurants and bars/cafes.

We offer the services of a Welfare Officer, on-call 24/7 for any emergency. Many a times we have found ourselves sitting with a beneficiary in the emergency room of the local hospital for some health crisis. For this reason, it is imperative that all participants come with their European Health Card, as they are able to access the local healthcare system sponsored by the Catalan government. Interns are able to contact us at any time they need reinforcements of the emotional type, especially important for the younger interns and those away from home for the first time. They can also contact us if they have questions, concerns or even advice on how we can improve our services. We also intervene for problems they might have with their transportation passes, if they have become a victim of theft, or if they need our help. In other words, we are always there for them during their time in our care. We also offer a whole range of auxiliary services such as airport transfers, local transportation and cultural programming.

As a side note, one that is important to note: host companies are now requiring that all interns come with an insurance policy against third party liability, as they come as trainees, not employees, and are consequently not covered under the company's insurance plan.

All beneficiaries must interview with their work supervisor for their placement. They will be accompanied to the interview site but must go through the interview unaccompanied – i.e. they must come with a level of the language spoken in the work environment to get through the interview. If they do not possess the sufficient level of that language, be it Spanish, Catalan, English or other languages, they can either enroll in additional language training or choose an internship where Spanish is not required, like marketing, IT, logistics or tourism. During the interview, work schedules are established, duties and tasks outlined and the review of the training plan takes place.

Over the years, we have successfully identified appropriate work environments to fit the diverse interests and backgrounds of the participants, serve as liaison with their host companies, and process the placements, including managing, monitoring, evaluating and certifying placements. Our history of having secured high quality placements for their beneficiaries in enterprises that are both large and small, national as well as international is unmatched. There are certain industries where we are not able to organize placements. These include medicine (not dentistry, for we have successfully placed dental technology interns), toxic wastes, and chemical engineering. Additionally, we have not been able to place in the public sector or interns interested in public administration, as all official activity here is conducted in Catalan, and very few people outside our region of Spain speak the language. Interns in all other sectors are encouraged to participate in what turns out to be the most invaluable foreign work experience possible. And, of course, we make sure all certification and documentation is in order.

## - Induction

Once the beneficiaries arrive and get settled in, they participate in an induction, or orientation session, that explains the programme. It is the time when expectations are expressed, concerns addressed, and questions answered. They will already have received their orientation material prior to their departure from their country of origin. An important component of the orientation session is the introduction participants receive to the public transportation system. They are guided to the city center as a starting place to explore the many sites Barcelona has to offer and begin to ride the metro to orient themselves to navigating their way around the city.

## - Capacity

Each year, Global Skills Network organizes mobility projects benefitting participants looking for work experiences to acquire skills and experience in the labour market, increase language skills or seek a cultural experience, and professional exchanges to develop relationships with their colleagues in diverse sectors and gain access to best practices. In terms of being able to accommodate groups with specialized service, we are able to receive groups of up to 20 beneficiaries at one time. These partnerships have worked extremely well, and we have a long list of success stories from participants successfully finishing the programme.

## - Programme Timetable/Schedule

Our personalized attention to the needs of participants begins with our introductory correspondence prior to their arrival, where they are informed of tentative placements and are given information on their project and a lot of information about Barcelona, its landscape, people, language and culture. Upon their arrival to Barcelona, they are met at the airport by our staff with their orientation packets of information.

Participants will also receive information about the public transportation system for the metropolitan area and receive their passes for public transportation. This is an important note to make, as the success of their programme will depend on their ability to move around freely on public transportation, the most cost-effective and efficient transportation mode available. For this reason, we make sure that their accommodations are located within walking distance of a metro, bus or train where they can use the passes that are provided by the programme.

We have come to realize that having the public transportation option leads to participants achieving a more intense cultural experience during their time in Barcelona, as they are able to explore the different areas of the city, immerse themselves in the culture of the people, and improve their language skills as they visit with the natives. Barcelona is an important cultural centre and a major tourist destination with a rich cultural history. Particularly renowned are architectural works that have been designated UNESCO World Heritage Sites, and these are taken-in and savoured by participants visiting our city. They also take advantage of their weekends to travel throughout the region and many have taken the initiative to travel beyond our province to explore other areas of Spain. Augmenting these experiences are the cultural outings we organize for the groups to expose them to the uniqueness of our region.

We have in the past organized excursions to a wide variety of popular destinations, such as the Mediterranean resort areas of the Costa Brava, the birthplace and work place of Salvador Dalí, the spiritual natural retreat of Montserrat and wine-tasting to the various wine regions, which is a staple to the economy of Catalonia. Last, but not least, is the opportunity to visit the world-class football team, FC Barça.

## - Erasmus+ Application Details

**PIC: 900388436**

### PROFILE:

**Type of Organisation:** Small and medium sized enterprise

**Total Staff:** 5

**Total number of learners:** Can accommodate cohorts of up to 20

### EXPERIENCE:

**GLOBAL SKILLS NETWORK** is a Spanish organization constituted in Barcelona with a consolidated experience in organising qualified professional, educational and work placement experiences as well as training and trade missions in Spain, with a concentration on the metropolitan area of Barcelona. As a training organisation, **GLOBAL SKILLS NETWORK** has extensive experience in the overall organisation of transnational mobility projects.

The aims of **GLOBAL SKILLS NETWORK** are aligned with the general goals set by the Erasmus Plus programme: enhancing attractiveness, improving the quality and increasing the volume of mobility and co-operation between educational institutions and enterprises. Participants who successfully complete programming organised by the **GLOBAL SKILLS NETWORK** gain real-world work experience and are able to transfer new skills, knowledge, linguistic abilities and cultural awareness upon returning to their country of origin.

**GLOBAL SKILLS NETWORK** is very active in the participation of European projects with the aim of enhancing the development, transfer and implementation of innovative practices in education, training and labour market.

Since 2003, **GLOBAL SKILLS NETWORK** has been a strategic partner in the Lifelong Learning Programmes with countries in and candidate countries to the European Union and The European Economic Area: Bulgaria, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Lithuania, The Netherlands, Norway, Poland, Portugal, Romania, Sweden, The United Kingdom and Turkey.

Global **SKILLS NETWORK** is a network of experts in transnational programming that leads toward innovation in the fields of education and training. We are headquartered in Barcelona, Catalonia, Spain with an extension office outside Granada.. Our purpose is to facilitate the participation of organizations and educational institutions taking part in Erasmus+ programming. We have been working with European Commission Lifelong Learning Programmes since 2003, previously with Leonardo da Vinci and Grundtvig and now with Erasmus+ in Professionals in Vocational Education and Training (VETPRO) and other projects that aim to support transnational mobility of persons responsible for vocational training, primary and secondary education, and human resources.

**GLOBAL SKILLS NETWORK** collaborates with a wide network of local companies, developed over many years by creating personal and professional relationships with representatives at the highest levels of management and governance, and is actively involved in EU projects that compile innovative experiences and good practices on active participation of SMEs as host partners in mobility projects.

Thanks also to a solid network of international partners and an on-going process of transnational experiences exchange, Global Skills Network is able to provide work placement experiences with a relevant impact on the learning process, by applying standardized methods such as implementation of The European Credit system for Vocational Education and Training (ECVET) and a common approach to plan and deliver successful training on the job preparing for work experiences.

While our strength is in organising, monitoring and certifying work experience placements, **GLOBAL SKILLS NETWORK** also offers a unique hybrid training programme consisting of pre-mobility training delivered via asynchronous online systems and tools. This is particularly valuable for teacher training and the professional development of trainers in business, government and higher education, as participants can begin to gain a thorough understanding of the topics at the center of the mobility experience prior to leaving their country of origin. In- country training during the mobility component of such a project is delivered through didactic teaching methodologies in seminar-format training workshops, complemented with professional visits. For the most part, English is the language of training, although with prior arrangements, training can be conducted in other languages. Other hybrid projects include actual work experience through placements coupled with professional visits, which give participants an opportunity to see how other companies in their industry organise the workplace and engage in activities relevant to their field or sector. These are usually shorter- term projects.

Finally, GLOBAL SKILLS NETWORK offers professional exchanges and trade mission projects for participants to access best practice in a particular sector, meet their colleagues in the field and return to their country with improved skills, knowledge and a network of contacts.

Although we are headquartered in Barcelona where the dual official languages of Catalan and Spanish are spoken, our specialty is in organising, monitoring and certifying lifelong learning programming in English. Barcelona is an excellent destination for people of ages to enjoy. Situated directly on the Mediterranean Sea, Barcelona as a cosmopolitan city is full of cultural venues like museums, theatres and cinemas, extensive nightlife and leisurely activities, and a wide range of sports. The city is a blend of modern and medieval, progress and traditionalism, all while remaining typically Mediterranean. The diverse range of commerce and industry present in this region of Spain make it an excellent place for work, study, rest, play and inter- cultural exchange. Barcelona is recognised as a global city because of its importance in technology, finance, commerce, media, entertainment, the arts and international trade.

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**SKILLS AND EXPERTISE OF KEY STAFF/PERSONS INVOLVED IN AN ERASMUS+ APPLICATION:**

<b>Name of staff member</b>	Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.
Sandra Lund-Diaz, M.Ed.	<p>Sandra is the Co-founder and Director of Strategic Partnerships of Global Skills Network. With a Master’s degree in Education, Adult Learning/Post-Secondary Education and Instructional System Design, her academic training positions her as an expert in coursework design for training and learning programming. With a Bachelor’s degree in Organizational Management, she has extensive experience in workforce needs. Together, they enable her to devise programming that bridges the gap between what is taught in higher education and vocational training with what is needed in the 21st Century workforce. She also serves as Programming Coordinator for the various extensions of Global Skills Network programmes.</p> <p>Sandra maintains active membership in the following professional associations: Association of Teacher Education in Europe (Co-Chair, Global Education Research and Development Community), European CareerCon Career Development Network, World Federation of Associations for Teacher Education, International Technology and Engineering Educators Association, International Academy of Technology Education and Development, Association for Education Communications and Technology. She also represents Global Skills Network at the international level, and participates in EU Commission-sponsored training projects to improve the organization’s ability to serve as a competent and reliable receiving partner for Erasmus+ projects. A native-English speaker, Sandra specialises in working within Spanish and Catalan-speaking work environments.</p>
Montse González Fernandez	<p>Montse is the Co-founder and Director of Global Skills Network, S.L. She serves as Programme Coordinator to process programming needs from partner solicitations in terms of training and work placements. She is the contact person for the organization with the sending organisation at the definition phase of the project and immediately before the arrival of the group, asking for all necessary information/documents and defining the services to be provided, and during the course of the participants’ stay serves as the Beneficiary Welfare Officer, available 24/7 to help with any emergencies that might arise. She is responsible for signing Memorandum of Understanding, Erasmus+ Contracts with the host companies and the sending partners, and learning agreements with sending organisations, processing certification and documentation of completion, especially Europasses, and maintaining a liaison with host companies serving to supervise participants in work experience projects and processing mid-term and final evaluations in conjunction with training program objectives and supervisor’s comments. Finally, Montse is responsible for closing all projects with a comprehensive final report to the sending organization. Montse is a native-Spanish and native-Catalan speaker, and speaks Portuguese and Gallego.</p>

Manuela Kleinmann	Ela is responsible for translations and interpretation from Spanish or Catalan required to implement specific programming that require that services be provided in English or German. She has earned a Diplom-Übersetzerin (German University Title in Translation/Interpretation) A native German speaker, Ela also speaks English, Spanish and French.
Raichin Rachev	Raichin is the President of Future 21 Century Foundation, a social enterprise organisation whose mission is to provide solutions and maintain activities for bridging the Digital Divide. F21CF supports digital training through the iPortal, a platform that provides virtual classrooms, videoconferencing and other e-learning and distance learning mechanisms for both synchronous and asynchronous teaching and learning. They are the host of the regional Cisco Academy. Raichin is speaks Bulgarian, English, Russian and German.
Asesoria Gimor	Asesoria is responsible for fiscal controls of programming, including accounting, compliance issues, taxes and other financial activity required of an enterprise in Spain

**LEGAL REPRESENTATIVE:**

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Gender	Female
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Telephone 1	+34 676593090

**CONTACT PERSON:**

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Gender	Female
First Name	Sandra
Family Name	Lund-Diaz
Position	Director of Strategic Partnerships and Training Instructional Design
E-mail	info@erasmusactions.com
Telephone 1	+34 676593090

In closing, we have cherished our partnerships in the Erasmus+ Programmes and in all the Lifelong Learning Projects in which we have participated in over the years. We stand ready to serve you and your beneficiaries. Please do not hesitate to contact us if you would like to partner with us to send the beneficiaries of your mobility programmes for the most invaluable experience possible, in beautiful Barcelona!

Global Skills Network, SL

*España*

Transnational Project Management Group



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2014-2020  
ERASMUS PLUS

## ERASMUS PLUS PROGRAMME (2014-2020)

### LETTER OF INTENT

**Full legal name of the organization:** Global Skills Network, S.L.  
**PIC Number:** 900388436  
**Type of organisation:** S.L. – Hosting/Intermediary organization  
**Legal Status:** Private (PR)  
**Commercial orientation:** S.L.  
**Size (staff):** S1  
**Legal Representative:** Ms. Montserrat Gonzalez, Director  
**Contact person:** Ms. Sandra Lund  
**Role:** European Project Manager/Director of Strategic Partnerships  
**Address:** : Apartado Correos 19029  
**Postcode:** 08027 Barcelona  
**Region:** Catalunya **Country:** Spain  
**Telephone:** 0034 676.593.090  
**E-mail:** info@erasmusactions.com **Website:** www.ErasmusActions.com

With this letter we confirm that in case of its approval and co-financing of the we will start cooperation in the frame of the Erasmus + project called (title) .....

Organised by:

**Name of the organisation:**  
**Responsible person:**  
**Role:**  
**Address:**  
**Telephone:**  
**Fax number:**  
**E-mail:**  
**Type of organisation:**

**Number of Participants:**  
**Duration:**

In compliance with the Erasmus+ Quality Commitment we are agree to regulate our partnership in relation to the development and implementation of the translational initiative, and we undertake to:

- Organise the reception of candidates upon arrival at the airport;
- Provide practical support (accommodation, local transport, transfer from/to airport if needed) of candidates for the duration of the programme; they will be accommodated in flats for the duration of their stay;
- Organising socio-cultural program and, where required, language preparation: it will take place prior to the placements; in particular, to provide a language training and a cultural preparation, to improve the understanding of the culture and mentality of the host country
- Planning the training itinerary of the beneficiary with the company mentor and the beneficiary together;

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- Provide a work placement according to the professional profile and to agree with the beneficiary to tailor a training programme for each participant, based on the issues of the previous meetings with the beneficiary, the sending organisations and the co-applicant organisation
- To respect the Partnership Quality Commitment.
- To implement the follow up procedures: monitoring and tutoring will be on a regular basis, guidance and support will be available at all times to the trainees;
- Evaluating placements and collection of all qualitative/quantitative information necessary to produce a final report based on sending organisations' procedures described in the application;
- To participate to the issuing of the final certificates;
- To co-operate at all times with the sending organization;
- To disseminate and transfer of results during the forthcoming period of mutual co-operation;
- To check appropriate insurance cover for each participant;
- To monitor the participants training progress, making sure the assigned tasks and responsibilities match participants knowledge, skills, competencies and training objectives;
- To work in close collaboration whit the beneficiary, the participants and the other partners to solve possible problems;
- To implement agreed validation procedures to ensure recognition of skills and competencies acquired to fill in the Europass Mobility Document.

We declare to contribute to the correct development of the project, using all the necessary resources in terms of materials and tutors.

Name position and signature of legal representative

Montserrat Gonzalez, Directora

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