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International Programme – 2022 manual

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1 The 2022 International Programme

The International Programme is a funding measure by the Federal Government **to ensure and increase the quality of Swiss education including extracurricular youth work**[1]. Promotion of international cooperation between Swiss and foreign educational institutions and actors in the form of **cooperation projects** allows for the **development of new knowledge and new practices, and also enables greater exchange of experiences**.

The International Programme is one of multiple funding instruments financed by the Federal Government that are available to Swiss institutions in 2022. It will be implemented under the new legal provisions, which will go into effect in spring 2022. International cooperation projects that offer added value for Switzerland, whether with partner institutions inside or outside of Europe, will be eligible to receive funding. In addition to the International Programme, in 2022, offers for funding international mobility and participation in Erasmus+ cooperation projects (for all areas of education) will also be available. In 2022, non-European mobility for the tertiary level and participation in Erasmus+ projects will be funded as previously via the Swiss Programme for Erasmus+ in accordance with the current legal provisions. You can find more information under "Further information and support" or at www.movetia.ch. Further adjustments to the funding instruments are expected from 2023 onwards.

2 Target groups and programme objectives

Who is the target of the 2022 International Programme?
The programme is aimed at institutions involved in school education, vocational education, tertiary level education, adult education and extracurricular youth work, as well as at institutions that work across multiple areas or fields (e.g. career guidance centres, communal or cantonal administrators, chambers of commerce).

What are the overarching objectives of the programme?
In terms of the International Programme, the following impact objectives are the main areas of focus; cooperation projects are intended to contribute to these objectives:

Institutional networks and communication

- To establish new international partnerships or strengthen existing international partnerships (establishing international networks and building capacity)
- To establish or strengthen Swiss partnerships, including partnerships between language regions (capacity building in Switzerland for international educational cooperation)
- To provide opportunities for the transnational exchange of knowledge and experience between institutions regarding shared challenges
- To institutionally establish (new) forms of international cooperation
- To ensure that Swiss employees and experts have the necessary skills and networks to develop international educational cooperation at their institutions

Development of educational offers

- To increase the quality of work, activities and practices amongst the institutions involved
- To implement innovative approaches in the field of education at the institutions involved
  - To implement new forms of learning and teaching, in particular establishing international classrooms (e.g. working on projects in international teams, international language tandems, distance learning, transdisciplinary learning)
  - To develop new organisational practices and structures, e.g. to promote inclusion, interdisciplinarity and transdisciplinarity, and diversity (e.g. practices to support underrepresented target groups in the fields of education and youth work, digital lessons, recognising non-formal and informal learning, support during educational and professional transitions, sustainable schools)
  - To make exchange and mobility formats more environmentally friendly, to ensure equal opportunities and access to exchange and mobility, and to optimally use digital forms of cooperation

[1] The term "education" hereinafter refers to both formal and informal education, e.g. including youth work.

Strengthening and further development of the quality and competitiveness of the Swiss educational system, including youth work

- To increase visibility and strengthen the position and reputation of the involved institutions or educational offers
- To develop joint (quality) standards
- To set national or international standards/benchmarks
- To increase visibility and strengthen the position and reputation of the Swiss educational system (e.g. Swiss degrees)

Furthermore, by extension, the International Programme also contributes to the following impact objectives:

- To establish awareness of different realities and perspectives as well as intercultural and global competence, including amongst personnel at educational institutions
- In addition to intercultural and global competence, to build additional skills among participants (e.g. in the areas of foreign languages, mathematics, use of digital technologies, entrepreneurial thinking and approaches) for the job market and for being a member of society
- To increase mobility numbers (within cooperation projects and subsequently, in the long term, also beyond

The projects funded by the programme can emphasize different objectives (depending on the needs of the institutions and organisations) and do not need to contribute to every programme objective.

3 What type of projects are eligible for funding?

In 2022 the programme supports **cooperation** projects; it does not support projects that solely involve individual learning mobilities. **Participation of Swiss institutions in Erasmus+ projects in 2022** that will be supported in 2022, as in previous years, through the Swiss Programme for Erasmus+ **will not be funded through the International Programme** (see "Further information and support"). As part of funded cooperation projects, institutions in Switzerland work together with institutions abroad. The institutions and activities and not individuals are the focus of these projects. Projects should strive for an impact on at least one of the following levels:

- institution/organisation
- educational and training offers
- the local, regional, national or international educational/youth work ecosystem

Learning mobilities can be carried out as part of a cooperation project, and the project can also have a positive impact on the individuals who are directly involved; however, as a rule, the project and the project results should benefit more than just the persons who are directly involved in the project.

The specific structure and design of the individual cooperation projects should be aligned with the needs of the institutions or the educational area. The cooperation can be used, for example, to assess the standards and performance of the home institution with other institutions, to make qualified decisions on institutional development, address common themes or challenges, and even to work together to develop new practices or products.

Possible activities to be implemented jointly in the project:

- Exchanging knowledge about and experiences with a certain topic that affects the respective institutions, the respective educational area or extracurricular youth work
- Developing or developing further or testing out learning modules or educational units (to be used nationally or transnationally) that, ideally, can also be implemented after the completion of the project
- Creating products that are relevant to the institution or the educational area and disseminating or embedding the products amongst the corresponding stakeholder groups

Do cooperation projects necessarily have to include mobilities and stays abroad, or can a cooperation project also be implemented exclusively in digital format?
Mobilities and stays abroad are not mandatory. However, we assume that, in many cases, they would be helpful in terms of networking and working on the project results. If no mobility is planned, we recommend explaining why and providing good reasons in the application.

4 Applying for funding and funding criteria

Who is eligible to apply for funding and who is eligible to implement a project?
Projects must be submitted by **Swiss institutions**. Institutions must be public or private organisations that are active in an area of school education, vocational education, higher education, adult education, or extracurricular youth work, or that work across multiple areas (e.g. a communal or cantonal administrator, chamber of commerce, cultural organisation, or career guidance centre). The applicant organisation submits the application on behalf of all of the institutions involved in the project. The application can also be submitted by a Swiss consortium[2].

Any employees of the applicant Swiss institution may implement a project – including those who were hired as part of the project for which the institution is requesting funding – as can persons who have volunteered for this institution over a longer period of time: instructors in all subjects and disciplines, managers, youth workers, adult educators, module managers, librarians, educational data specialists, guidance counsellors, cantonal exchange managers, etc.

In order to promote the institutional anchoring of the projects, the funding must be applied for formally by the management of the respective institution.

Private individuals are not eligible to apply.

Which institutions can be involved in projects as partners?
The programme is open to partnerships with institutions **around the world (Europe and beyond)** that are active in the field of education or extracurricular youth work, or work across multiple relevant fields.

As a rule, when it comes to the composition of the Swiss institutions involved in the project, participants must ensure that the project offers sufficient value for the involved Swiss institutions or the Swiss educational system (see "Evaluation and selection criteria"). Standard development aid projects will not be funded.

How many institutions can participate in a project?
The project must involve the applicant institution in Switzerland and at least one foreign institution (from inside or outside of Europe). There is no maximum number of Swiss or foreign partner institutions. One or more cooperation agreements must be submitted together with the application. The cooperation agreements must outline how the involved institutions will contribute to the project. During the evaluation process, projects in which foreign partners mostly finance themselves will be given priority (see "Evaluation and selection criteria").

Do the projects need to have a specific thematic focus?
There are no thematic requirements in 2022. Your project should be aligned with the programme objectives and be relevant for the Swiss educational system. In terms of content, the project may also be aligned with Switzerland's educational policy goals or the key topics related to youth work:

- digitalisation
- sustainable development
- equal opportunities
- sector-specific political focal points

Alignment with Switzerland's educational policy goals is optional (see "Evaluation criteria").

You can find more information about national political priorities for education here and for youth work here (German, French and Italian only). For more information about the joint federal and cantonal educational policy goals, click here (German and French only).

How long can a project run?
The maximum duration of projects funded under the programme is 24 months for grants of CHF 15,000, CHF 30,000, CHF 60,000 and CHF 100,000. Projects with grants of more than CHF 100,000 may not exceed 48 months. After expiry of the contribution period, a new application can be submitted. The then current rules apply.

[2] A "Swiss consortium" is made up of at least three involved institutions from Switzerland that all participate equally in terms of preparation, implementation and follow-up processing of a project.

When can projects start?
Projects can start between 1 July 2022 and 31 October 2022[3].

Is it possible to extend a project that has already received funding?
In principle, it is possible for a cooperation project to receive funding a second time, provided that the project has evolved.

Projects that are funded as part of the International Pilot Programme (IPP), for example, can be submitted again in principle. However, all projects must meet the current requirements and will be evaluated on the basis of the current funding and selection criteria. To this effect, it is not possible to apply for an extension; a new application must be submitted. The evolution of the project must be clear. In 2022, IPP projects with a focus on mobility should shift their focus to international cooperation between educational institutions if they want to receive additional funding. You can find information about complementary offers in the area of international mobility on our website and under "Further information and support".

5 Exclusion criteria

The project may not already be financed with funds for cooperation from Erasmus+ or the Swiss Programme for Erasmus+. However, the project may be supplemented with funding for mobility from the Swiss Programme for Erasmus+.

Moreover, the following projects will not be funded:

- Projects that promote racist, xenophobic, antisemitic ideas or discrimination against minorities
- Projects with connections to extremist organisations in terms of content or organisation
- Projects that incite or glorify violence
- Projects that are carried out by cults or cult-like organisations

The following projects/types of activities will not be funded:

- Meetings of organisations held in accordance with those organisations' statutes
- Political assemblies in the sense of regular, partisan political events
- Spiritual activities
- Tournaments and for-profit festivals
- Exchange activities that could be labelled as tourism
- For-profit activities

6 Evaluation and selection criteria

The evaluation criteria are divided into four categories:

[3] Provided that the ICEMO goes into effect on 1 June 2022 at the latest and is, for the most part, approved in the form in which it was submitted for consultation in summer 2021.

Evaluation category	Assessment

Project relevance (30%)	The evaluation will assess the extent to which:
	- the project is relevant in terms of the programme objectives and brings added value to Switzerland (programme objectives: see above)
	- the project offers added value to the Swiss educational system in one **or** more of the following areas:
	  ○ Institutions from different language regions in Switzerland are involved in the project
	  ○ Institutions at different educational levels or different educational fields are involved in the project (e.g. primary schools and youth organisations)
	  ○ Swiss stakeholders involved in the project have little or no experience with Erasmus+, the Swiss Programme for Erasmus+, or Movetia's International Pilot Programme (for the purpose of capacity building for international educational cooperation)
	  ○ The project can serve as a model or "lighthouse"
	- the project is aligned with the needs of the institution, sector or the educational system

Quality of the project concept and implementation (20%)	The evaluation will assess the extent to which: - the project objectives are clearly defined and their achievability is plausibly presented - there are compelling links between the project objectives, activities and products - the selection and guidance of participants is plausibly justified in the case of transnational learning and teaching activities - the project plan (schedule, responsibilities, etc.) is compelling - logical measurement criteria are defined to evaluate the quality of the project - the cost-benefit ratio of the project seems justified overall
Project team and agreement (20%)	The evaluation will assess the extent to which: - the partner institution(s) selected is/are compelling and make(s) sense - the participating institutions want to work together in the sense of a partnership of equals
Impact and results (30%)	The evaluation will assess the extent to which: - there is a compelling dissemination strategy - the institutions involved, Switzerland or other relevant areas can expect to profit from the project (e.g. further international activities, informed decisions, integration of results into day-to-day work, etc.)

Projects from all domains are selected on the basis of the results of the application evaluation. Should the sums applied for exceed the available funds, further aspects will be considered, such as:

- the type of institution, newcomers and language region
- the degree of commercialisation of the institution, whereby non-commercial institutions and organisations will be prioritised
- the amount of funds coming in from foreign institutions
- alignment with superordinate political priorities (digitalisation, sustainable development, equal opportunities)
- the degree to which project implementation is sustainable and inclusive[4]

7 Funding principles

How much funding is available in 2022 under the International Programme?In 2022, around CHF 3 million in funding is available for all areas of education. These funds will be given out as part of a competitive process. However, the following approximate average percentages are planned per area:

[4] In terms of sustainable mobility, you can find some ideas here. We look forward to learning more about other approaches.

- Sectors: 75%
  - School education: (10–15%)
  - Vocational education and training: (15–20%)
  - Tertiary education: (30–40%)
  - Adult education: (5–10%)
  - Youth work: (5–10%)
- Buffer/cross-sector projects: 25% (25%)

What is the maximum funding amount that the International Programme will grant?
See "Funding contributions and amounts".

Who contributes to the project funding?
Movetia will cover **up to 60%** of the total costs. The **institutions involved in the project** must contribute **at least 40%** in the form of their own funds or third-party funds. Third-party funds are funds that are obtained from another source.

It is possible to combine funding from Movetia with federal funding, if these funds will be used to finance **different** activities.

What are eligible costs/what will the programme cover financially?
Personnel, travel and other material costs that are directly connected to the project are eligible because they are considered necessary to carry out project activities. However, not all costs are eligible. Only costs that are considered necessary and appropriate, are directly related to the project activities, and are initially paid for by the project heads and partners can be included in a final invoice. These are costs that are proportionate with the project in question and therefore can be attributed to the project in the cost analysis.

Costs that fall under basic equipment for institutions or are covered by financial compensation from other involved institutions are not eligible.

In order to be reimbursed, all costs must be incurred during the contractual duration of the project.

What can be claimed as a personal contribution?
Institutions involved in the project can claim personal contributions, including unpaid volunteer work, as long as they contribute to achieving one or more of the project objectives and are proportional.

In order to be reimbursed, all contributions must be made during the contractual duration of the project.

Third-party funds (e.g. funds that do not come from the institution(s) involved in the project) must be labelled separately.

8 Funding contributions and amounts

The programme aims to make the application process, the evaluation of submitted applications and the awarding of funding flexible, low-threshold and transparent. Against this background, there are four different predefined, non-changeable funding contributions to choose from as standard:

1. CHF 15,000
2. CHF 30,000
3. CHF 60,000
4. CHF 100,000

These grants are limited to a maximum duration of 24 months.

However, it is also possible to apply for grants of more than CHF 100,000. These grants do not have a fixed amount. Projects with grants of more than CHF 100,000 are limited to a maximum duration of 48 months.

In the project application, the applicant institution describes the objectives, activities and intended results of the project. Larger projects can be divided up into “work packages” (e.g. WP management, WP implementation, WP communication and dissemination, etc.), but this is not mandatory. If larger projects are going to be divided into work packages, the funding required per work package must be presented (based on effective costs, broken down into personnel costs, travel costs and other material costs). Afterwards, the total project funding must be presented (e.g. including any third-party funding). In this step, the applicant institution also specifies which funding amount she is requesting from Movetia.

You can find a template for the application form on the International Programme website.

The implementation of the project is key. Funds will be paid out in full when all of the activities of a work package or project are completed and when the quality of the work is satisfactory. The quality criteria must be defined in the application. If activities are not carried out, only partially carried out, or if the quality is not satisfactory, the funding amount may be reduced accordingly.

9 What costs can be integrated into the budget?

Experience has shown that the following activities generate relevant costs for cooperation projects and therefore could be relevant in terms of budget:

- **Project management and implementation**
  Project management: e.g. project planning, bookkeeping, reporting, coordination, internal and external communication, participation in cross-border project meetings, including preparation and follow-up.
  Smaller project implementation activities: e.g. virtual exchange, local project activities such as project work with the class/group involved, youth activities, organisation and mentoring for learning and training activities.
- **Working on project results**
  Development of new practices or products, e.g. curricula, pedagogical materials, materials for youth work, open educational resources, IT tools, analyses, studies, further development of an educational sector or youth area, toolbox for internationalisation strategies, etc.
- **Networking and dissemination activities**
  Networking with actors who are not directly involved in the project, disseminating the results of the project, PR work, etc.; e.g. venue costs, catering, promotional materials.
  This category may not include: guest lectures at externally organised conferences.
- **Mobility (travel and lodging)**
  For travel times of up to six hours, train travel is preferred as a rule; in terms of air travel, direct flights are preferred as a rule.
- **Measures for environmentally friendly project implementation**
- **Measures for equal-opportunity project implementation** (supporting participants with special needs: see e.g. here)

10 Application submission, evaluation process, project start and end dates

Applications for projects can be submitted on Movetia’s application platform (my.movetia) until **31 March 2022**. Movetia reserves the right to launch a second call for applications or define additional deadlines.

To submit its application, the institution must create an account. This can be done in advance.

The responsible project managers at Movetia are happy to answer any questions or offer feedback on project ideas. The earlier you contact Movetia, the better the chances that we will be able to respond to your inquiry.

Only complete applications that have been submitted before the deadline will be evaluated. A complete application consists of:

- **An online application**

plus the following documents, attached separately:

- A **declaration of honour**, signed by the legal representative of the coordinating organisation
- The **current cooperation agreement with every partner institution**
- A **commercial register extract or by-laws, the latest annual financial statement, the minutes of the last annual general meeting for associations, audit report** (not applicable for public-sector institutions)
- Detailed project planning (optional)
- A detailed overview of the budget (optional)

You can find documents and templates on my.movetia and online at www.movetia.ch/en/ip.

Movetia formally reviews the applications, evaluates them on the basis of the aforementioned criteria, and presents them to the State Secretariat for Education, Research and Innovation (SERI) for a final decision.

Applicants will receive **the formal decision** as to whether or not their project will be funded **around three months after the deadline for applications**.

Projects can start between **1 July 2022 and 31 October 2022**[5].
If another deadline is defined, additional dates will be communicated at a later time.

11 Project implementation and follow-up

Project heads must submit reports to Movetia. **Interim reports** (only apply to selected projects, e.g. longer projects, projects receiving greater amounts of funding or in which certain aspects are unclear) and **final reports** (apply to all projects) must be submitted in writing and must account for the project activities both in terms of content and finances. The final report may be submitted to Movetia up to 60 days after the contractually agreed-upon end date of the project. Movetia will visit select projects around the halfway point of the project. For some projects, financial controls will be carried out after analysis of the final report (audits).

In order for the full funding amount to be paid out, all activities must be carried out in full in accordance with the quality criteria described in the application. You must inform us regarding the implementation of the activities in the final report. If one or more activities was not completed or only partially completed, or is determined to be unsatisfactory during the quality evaluation, the amount of funding can be reduced accordingly.

[5] Provided that the ICEMO goes into effect on 1 June 2022 at the latest and is, for the most part, approved in the form in which it was submitted for consultation in summer 2021.

12 Further information and support

Further information, for example about receiving advice from Movetia, is available on our website https://www.movetia.ch/international-programme.

Furthermore, information about complementary funding offers available in 2022 for international exchange and mobility activities is also available on our website. The following may be of particular interest to you:

- Swiss Programme for Erasmus+:
  - Participation in Erasmus+ cooperation projects as a (full or associated) partner institution[6]
  - Management of mobility projects in Europe and, in part, outside of Europe
- The International Classroom programme:
  - Management of mobility projects outside of Europe for Swiss lower and upper secondary level school classes (exchanges with school classes from non-European countries)

[6] Applications for support of Swiss institutions as full partners in Erasmus+ projects are submitted directly to Erasmus+ (by the foreign institution responsible for managing the project). As in previous years, in 2022, Swiss associated partners in Erasmus+ projects can apply for financial support via the Swiss Programme for Erasmus+.