



1.11.2006

## INVITATION

### TO HELSINKI AWARDS CEREMONY AND CONFERENCE

2<sup>nd</sup> - 5<sup>th</sup> December 2006 in Helsinki, Finland

Dear Ms Bénédicte Halba,

On the behalf of Finnish Leonardo da Vinci National Agency, we would like to congratulate you for having been selected as one of the ten projects in Europe to receive the Helsinki Award for best practice projects contributing to the aims of the Copenhagen process for the project

*the Leonardo da Vinci project VAEB – Valorisation des acquis de l'expérience benevole*

This nomination will be announced in the conference *From Copenhagen to Helsinki. Best Practices Supporting European Cooperation in VET*, where you are kindly invited to participate. The conference will take place on 4<sup>th</sup> of December 2006 in Helsinki, Finland and it is organised by the Finnish Leonardo da Vinci National Agency in CIMO in co-operation with the Ministry of Education in Finland and the European Commission.

The conference will supplement *the Ministerial Meeting of Ministers of Education and Training*, which is taking place on 4-5th December in Helsinki. The official awarding ceremony will be organised as part of the dinner of the Ministerial Meeting in the evening of 4<sup>th</sup> December and the projects will also be exhibited during the conference. You are, hence, also invited to participate in these events.

### Confidentiality

At this point in time, we would kindly ask you to keep the information concerning the nomination of your project confidential, since the award-winners will only be published at the conference on 4<sup>th</sup> December 2006 in Helsinki, Finland.

If it is absolutely necessary to inform some partners, for example if you would want them to join in the event (at their own expense) then you can pass on the minimum amount of the information that is necessary for this purpose and to the absolute minimum number of people.

However, we would wish that you do not publish this as news before the conference. After the event you will be provided with the necessary photos etc to publish it at your own will.

## The Helsinki Awards – the background

This Ministerial Meeting is, after Maastricht 2004, the second follow-up meeting of the Copenhagen process and is expected to issue a Helsinki Communiqué, reviewing the priorities and strategies for the Copenhagen process. To highlight the importance of LdV programme in implementing the process, ten best practice projects contributing to the aims of the Copenhagen process were chosen to receive the Helsinki Award.

At first stage of the nomination procedure for the Helsinki Awards, the National Agencies of Leonardo da Vinci programme chose 150 projects to be evaluated by 5 external evaluators nominated by the European Commission. Out of the 150 projects, 50 were chosen for closer evaluation, based on additional information concerning the project.

The selection committee with representatives from the European Commission and the Finnish Presidency as well as previous Presidencies finalised the selection procedure at the meeting on 19 October 2006 in Brussels.

## The Conference and the Ministerial Meeting

Whilst the Ministerial Meeting will take place on the highest political level with restricted attendance, the conference *From Copenhagen to Helsinki*, is aimed at a broader audience and to all practitioners in vocational education and training. The different activities arranged for the award winning projects are:

- 1) Each of the ten Helsinki Award winners have a possibility to showcase their project's results in the exhibition organised along with the conference on Monday 4<sup>th</sup> December in Marina Congress Center.
- 2) The projects are also asked to present their project shortly in either the plenary or the parallel sessions of the conference.

Your project has been chosen to present in the parallel session 3 at 11:30 – 13:00 under the heading “Validation of non-formal and informal learning”. Ms Paula Rouhiainen [paula.rouhiainen@cimo.fi](mailto:paula.rouhiainen@cimo.fi) from our office will be in contact to you shortly with more concrete advice and templates for the content of the presentation.

- 3) The official awarding ceremony will be organised during the dinner of the Ministerial Meeting in the evening of 4<sup>th</sup> of December. You will receive in due time a separate invitation for this event.
- 4) Each of the ten Helsinki Award winners have a possibility to showcase their project's results also in another exhibition, which is organised along with the Ministerial Meeting in Hotel Kalastajatorppa on 5<sup>th</sup> of December. The Finnish Leonardo da Vinci National Agency in CIMO will be responsible for producing the exhibition posters of all the ten projects with input and help from you.

For this purpose and at this point we would kindly ask you to check and correct the attached information (short descriptions and fact sheet) concerning your project:

- contact details
- description
- products
- www-pages etc

Please send us corrected and up-date information including any additional material **by 6.11.2006 at the latest to Ms Mirja Fagerholm [mirja.fagerholm@cimo.fi](mailto:mirja.fagerholm@cimo.fi).**

We would at least need the full list of partners of the project. Possible other additional materials could be ready brief descriptions, ready poster texts or promotional material in electronic format, covers of products, pictures of products, logos and good quality project photos not already sent etc. File format for logos or pictures should be JPEG, EPS, TIFF or AI and resolution at least 180 DPI (corresponds to 1-2 Mb in file size).

After we have received the information we will produce draft posters based on the material you have provided. The drafts will after that once more be sent to you for a final check before they are printed.

### **Preliminary programme for the Helsinki Award winners**

#### **Saturday 2<sup>nd</sup> December**

- Arrival in Helsinki

#### **Sunday 3<sup>rd</sup> December**

- Setting up of the project exhibition stands for the Ministerial Meeting
- Lunch, briefing for the activities of 4<sup>th</sup> and 5<sup>th</sup> of December
- Social programme
- Evening free

#### **Monday 4<sup>th</sup> December**

- Setting up the project exhibition stand for the conference venue in Marina Congress Center.
- Participation in the conference *From Copenhagen to Helsinki*
- Presentation of the project in the parallel sessions of the conference for some of the projects.
- Official awarding ceremony in the evening during the dinner of the Ministerial Meeting

## Tuesday 5<sup>th</sup> December

- 8.00 – 13.00 Presenting the project in the exhibition of the Ministerial Meeting at the Hotel Kalastajatorppa

Departure from Helsinki can happen according to your own schedules either Tuesday 5<sup>th</sup> after 13.00 or Wednesday 6<sup>th</sup> (public holiday in Finland).

## Confirmation of the participation

At this point we are looking forward to receiving a confirmation of the participation of your project to the programme described above. The person attending should be willing to present the project in all the different occasions mentioned above in Helsinki. It is not necessary that the person representing the project is the coordinator.

The confirmation and the name and contact details of the official representative of project should reach us **as soon as possible, but 6.11.2006 at the latest on the attached form**. A more detailed programme and other practical information will be sent after the confirmation.

The official representation of the project is limited to one person per project due to the limited participation to the dinner of the Ministerial Meeting on Monday 4<sup>th</sup> December. Other representatives of the project are very welcome to participate in the conference *From Copenhagen to Helsinki* at their own expenses.

## Practical information

The participation is free of charge and the travel and accommodation costs will be covered for one official representative of the project.

We have pre-reserved hotel rooms for one representative per project, but you are expected to take care of the travel arrangements individually. The travel costs will of course be reimbursed to you after the conference. More information on the reimbursement procedure will be provided to you later.

We hope you understand that the schedule is very tight for this process and hope that you would adhere to **deadline of 6.11.2006** for the first communication of information.

If you have any questions at this point, please do not hesitate to contact us via email [mika.saarinen@cimo.fi](mailto:mika.saarinen@cimo.fi) or [mirja.fagerholm@cimo.fi](mailto:mirja.fagerholm@cimo.fi) or by phone +358-9-7747 7219.

Best regards,

Mika Saarinen  
Head of Unit  
The Centre for International Mobility CIMO