

SPLOŠNI POGOJI SODELOVANJA NA PODPORNIH AKTIVNOSTIH PROGRAMOV ERASMUS+ MLADINA (E+ MLADINA) IN EVROPSKA SOLIDARNOSTNA ENOTA (ESE)

Ti splošni pogoji veljajo za udeležbo na podpornih aktivnostih programov E+ Mladina in ESE, ki jih organizira Movit, nacionalna agencija programov E+ Mladina in ESE v Sloveniji, ali nacionalne agencije programov E+ Mladina in ESE iz drugih držav in so objavljene v evropskem koledarju usposabljanj na spletni strani SALTO:

<https://www.salto-youth.net/tools/european-training-calendar/>.

1. UPRAVIČENI UDELEŽENCI OZ. KDO SE LAHKO PRIJAVI NA AKTIVNOSTI?

Na podpornih aktivnostih lahko sodelujejo osebe, ki v času prijave in aktivnosti legalno prebivajo v Sloveniji ter ustrezajo profilu udeležencev, navedenemu v posameznem razpisu. Udeleženci morajo biti na dan začetka aktivnosti polnoletni. V izjemnih primerih, kadar razpisni pogoji tako predvidevajo, je dovoljeno tudi sodelovanje mladoletnih oseb. V tem primeru je treba Movitu na info@movit.si ob prijavi obvezno posredovati tudi izpolnjeno [dovoljenje staršev](#).

2. UPRAVIČENE AKTIVNOSTI OZ. NA KATERE AKTIVNOSTI SE SPLOH LAHKO PRIJAVIM?

Movit pušča prijaviteljem proste roke pri izbiri usposabljanj, ki se jim zdijo koristna za njihovo tekoče ali nadaljnje delo. To pomeni, da se lahko prijavite na katero koli aktivnost, ki je objavljena v [evropskem koledarju usposabljanj](#) in **katere organizator je bodisi nacionalna agencija bodisi podporni center SALTO** (iz katere koli države), ter na katerokoli aktivnost, ki jo organizira Movit in je objavljena na naši spletni strani www.movit.si ali ste nanjo prejeli povabilo.

Pomembno: Če ste aktivnost našli v evropskem koledarju usposabljanj in je v razpisu kot organizator navedena nevladna organizacija (NGO), Movit udeležbe ne more podpreti, saj gre najverjetneje za projekt, sprejet v program E+/ESE. V teh primerih se glede udeležbe in stroškov obrnite na kontaktno osebo, navedeno v razpisu.

3. FINANČNI POGOJI OZ. KOLIKO ME BO UDELEŽBA STALA?

Sodelovanje na aktivnostih je za izbrane udeležence iz Slovenije brezplačno. Namestitev, prehrano in program krijejo/krijemo organizatorji aktivnosti, po vrnitvi z aktivnosti pa vam povrnemo tudi potne stroške v višini 100 % dejanskih stroškov (do maksimalne višine 600,00 €). To pomeni, da si pot organizirate in plačate sami oz. vaša pošiljajoča organizacija, stroške pa dobite nato povrnjene po vrnitvi.

Pomembno: Če aktivnost poteka v Sloveniji, so slovenski udeleženci prav tako upravičeni do povračila potnih stroškov do kraja aktivnosti in nazaj, vendar le pri aktivnostih, ki trajajo več kot 1 dan.

4. POSTOPEK PRIJAVE OZ. KAKO SE PRIJAVIM ZA SODELOVANJE NA AKTIVNOSTI?

Pred prijavo obvezno v celoti preberite te Splošne pogoje, saj jih z oddajo prijavnice na usposabljanje v sistem v celoti sprejemate in z njimi soglašate. Prijavite se tako, da na portalu SALTO-YOUTH izpolnite ustrezni prijavi obrazec za posamezno aktivnost. O vaši prijavi Movita ni treba posebej obveščati, saj jo vidimo v sistemu SALTO in jo bomo obravnavali skupaj z vsemi ostalimi prispelimi prijavi po preteku prijavnega roka.

5. IZBOR UDELEŽENCEV OZ. KAKO VEM, ALI SEM BIL/-A IZBRAN/-A ZA SODELOVANJE?

Movit po preteku prijavnega roka pošlje vsem prijavljenim udeležencem potrditev prejema prijave, pregleda vse prejete prijave ter na podlagi pogojev razpisa in informacij v prijavnih obrazcih opravi predizbor, ki ga posreduje organizatorju oz. gostiteljski nacionalni agenciji oz. podpornemu centru SALTO, ki imajo pri izboru zadnjo besedo in o sprejemu tudi obvestijo vse sprejete udeležence. Kadar je organizator ali gostitelj aktivnosti Movit, sprejme končno odločitev Movit in kandidate neposredno obvesti o izboru. Odločitev organizatorja glede izbora kandidatov je dokončna. Movit pri izboru poleg kriterijev izbora, navedenih v razpisu, upošteva tudi naslednje kriterije:

- Zagotavljanje priložnosti za udeležbo na aktivnostih v tujini čim večjemu krogu prijaviteljev: Ena oseba ima v koledarskem letu trikrat (3) možnost udeležbe na aktivnosti v tujini (razen pri spletnih aktivnostih, kjer ni stroškov oz. omejitve št. udeležencev). Pri udeležbi na aktivnostih, ki potekajo v Sloveniji, ta omejitev ne velja.
- Predhodne izkušnje s podprtimi kandidati: V kolikor se oseba, ki je bila izbrana za sodelovanje na aktivnosti, aktivnosti ne udeleži in o tem Movita in organizatorja ne obvesti pravočasno, v tekočem koledarskem letu ne more biti več podprta za sodelovanje na podpornih aktivnostih. Izjema so izredne situacije in dogodki oz. višja sila, ki jo lahko kandidat oz. kandidatka izkaže z ustreznimi dokazili.
- Vpetost in delovanje kandidatov oz. kandidatke na področju programov: Podporne aktivnosti so namenjene dvigovanju kakovosti projektov E+ Mladina in/ali ESE ter razvoju osebja in organizacij prijaviteljic ter področij, ki jih programa pokrivata. Pri izboru imajo zato prednost kandidati oz. kandidatke, ki se prijavljajo pod okriljem organizacije¹ in pri katerih je jasno izkazana motivacija in aktivno delovanje oz. vpetost v siceršnje delo pošiljajoče organizacije. V kolikor oseba nima pošiljajoče organizacije, mora v prijavnem obrazcu razložiti svoje delovanje oz. vpetost v mladinski sektor, motivacijo za udeležbo in namen, kje in kako bo uporabila pridobljeno znanje po vrnitvi z aktivnosti. Prijave, iz katerih to ne bo jasno razvidno, bodo zavrjene.

Izbrani kandidati so dolžni po prejemu obvestila o izboru s strani organizatorja pisno (preko e-pošte) potrditi svoje sodelovanje čim prej oz. najkasneje do roka, določenega v obvestilu.

Pomembno: Svoje sodelovanje morate potrditi tako organizatorjem kot tudi na info@movit.si.

Če kandidat oz. kandidatka svoje udeležbe do roka ne potrdi, bo Movit takšno ravnanje štel kot odpoved udeležbe s strani kandidata oz. kandidatke.

Ko boste na naš e-naslov poslali potrditev svoje udeležbe, vam bomo poslali nadaljnja navodila glede organizacije poti in drugih obveznosti pred in po odhodu.

¹ Pošiljajoča organizacija mora biti registrirana v Sloveniji.

6. OBVEZNOSTI UDELEŽENCEV OZ. KAJ MORAM NAREDITI PRED ODHODOM IN PO VRNITVI?

Udeleženci s potrditvijo svoje udeležbe na aktivnosti v skladu s prejšnjo točko sprejemajo naslednje obveznosti:

a) Potrditev udeležbe na aktivnosti

Izbrani kandidati so dolžni po prejemu obvestila o izboru s strani organizatorja pisno (preko e-pošte) potrditi svoje sodelovanje čim prej oz. najkasneje do roka, določenega v obvestilu. **Pomembno:** Svoje sodelovanje morate potrditi tako organizatorjem kot tudi na info@movit.si.

b) Izpolnitev vprašalnika pred odhodom

Pred odhodom morate obvezno izpolniti [vprašalnik pred odhodom](#), ki je namenjen načrtovanju in kasnejšemu spremljanju vašega učenja na aktivnosti.

c) Organizacija poti in zavarovanja

Udeleženci si sami organizirajo pot in morebitno zavarovanje ali vstopni vizum, če je ta potreben, oz. za to poskrbi njihova organizacija. Upravičene stroške podrobno določa točka 7 teh Splošnih pogojev.

d) Sodelovanje na aktivnosti

Da so upravičeni do povračila, morajo sodelovati v celotnem trajanju aktivnosti.

e) Izpolnitev vsebinskega in finančnega poročila o udeležbi na aktivnosti

Udeleženci morajo po vrnitvi z usposabljanja **najkasneje v roku 30 dni po zaključku aktivnosti** na info@movit.si posredovati e-sporočilo, ki mora vsebovati:

- Zadeva/Subject: **Zahtevek za povračilo stroškov – IME PRIIMEK – Naziv aktivnosti;**
- **vsebinsko poročilo** v obliki PDF (poročilo izpolnite na spletu ter ga po oddaji shranite kot PDF in pripnete v e-sporočilo);
- **finančno poročilo** v obliki PDF (poročilo izpolnite in ga v obliki PDF pripnete v e-sporočilo);
- skene vseh finančnih dokazil za stroške, ki ste jih vključili v finančno poročilo (originalnih računov, vozovnic, vstopnih kuponov itd.); datoteke poimenujte glede na vrsto prevoza, relacijo in datum opravljanega prevoza (primer: vlak, Ljubljana–Dunaj, 1. 1. 2022).

f) Udeležba na evalvacijskem srečanju Movita

Udeleženci se morajo na povabilo Movita udeležiti evalvacijskega srečanja, ki je lahko organizirano v roku največ 12 mesecev po dnevu zaključka aktivnosti.

g) Hramba originalne dokumentacije

Upravičenec je dolžan hraniti originalno finančno dokumentacijo še tri leta po nakazilu sredstev s strani Movita.

7. UPRAVIČENI STROŠKI OZ. ZA KAJ VSE LAHKO ZAHTEVAM POVRAČILO?

Movit bo za upravičene stroške, ki jih je mogoče (so)financirati, štel:

- stroške javnega prevoza² upravičenca od kraja njegovega običajnega prebivališča na aktivnost in nazaj pod pogojem, da se je prevoz ob odhodu začel največ 72 ur pred dnevom začetka aktivnosti oziroma je prevoz ob povratku zaključen v roku 72 ur po dnevni zaključka aktivnosti (prevozi s taksijem so izključeni, razen v izjemnih in utemeljenih primerih);
- stroške dodatnega zdravstvenega zavarovanja udeležencev za tujino oziroma nezgodnega zavarovanja za čas trajanja potovanja in sodelovanja na aktivnosti;
- stroške plačila taks ali drugih dajatev za pridobitev vstopnega vizuma.

V primeru sodelovanja oseb s posebnimi potrebami se lahko s sredstvi iz programa Erasmus+ Mladina oz. Evropska solidarnostna enota krijejo tudi drugi stroški, ki omogočajo sodelovanje na aktivnosti osebam s posebnimi potrebami, pod pogojem, da sta se upravičenec in Movit najkasneje do odhoda na aktivnost preko e-pošte pisno dogovorila za naravo in višino takšnih stroškov, stroški pa so povrnjeni v višini 100 % dejanskih stroškov.

Uporaba drugih prevoznih sredstev je dovoljena, pri čemer bodo stroški takšnega prevoza povrnjeni v višini stroška prevoza z javnimi prevoznimi sredstvi na podlagi predloženega potrdila o višini cene vozovnice, iz katere bo poleg cene razvidna tudi relacija prevoza, potrdilo pa ne bo starejše od treh mesecev.

8. OBVEZNOSTI IN PRAVICE MOVITA OZ. K ČEMU SE OBVEZUJEMO MI IN KAJ LAHKO OD VAS ZAHTEVAMO?

Movit bo udeležencu, pod pogojem, da ta izpolni vse svoje obveznosti, določene s temi Splošnimi pogoji, izplačal nepovratna sredstva iz programa Erasmus+ Mladina oz. Evropska solidarnostna enota v višini 100 % dejanskih upravičenih stroškov, pri čemer izplačana sredstva v nobenem primeru ne morejo presegati **600,00 €** na udeleženca oz. udeleženko, razen v primeru izrednih stroškov zaradi sodelovanja oseb s posebnimi potrebami oziroma če je v samem razpisu ali s strani Movita predhodno določeno drugače.

Nakazilo sredstev bo izvedeno najkasneje v roku 60 dni od prejema popolnega poročila in obračuna upravičenih stroškov.

Movit si pridržuje pravico, da zavrne vsako predloženo vozovnico ali račun, iz katerega ni razvidna relacija prevoza, datum storitve ali višina stroška prevoza. V primeru uporabe letalskega prevoza mora upravičenec priložiti tudi vse vstopne kupone.

V primeru predložitve nepopolne dokumentacije Movit upravičenca po elektronski pošti pozove k dopolnitvi, kar mora upravičenec storiti v **2 delovnih dneh**. Če tega ne stori, upravičenec ni več upravičen do povračila stroškov s strani Movita.

V primeru, da na vozovnici ali računu ne bo razvidna valuta plačila, se šteje, da je bil strošek plačan v nacionalni valuti izdajatelja vozovnice oziroma računa. V primeru preračunavanja višine

² Movit bo kot javni prevoz poleg avtobusov, vlakov, tramvajev in podzemnih železnic štel tudi vse letalske prevoznike in ponudnike skupinskih prevozov, kot je npr. GoOpti.

plačila se upošteva referenčni tečaj ECB na dan začetka aktivnosti po tečaju: <https://www.ecb.europa.eu/>.

Movit si pridržuje pravico, da zavrne izplačilo sredstev v primeru prepoznega posredovanja ali nepopolnega poročila o sodelovanju, ki ga udeleženci kljub zahtevi Movita ne dopolnijo.

9. VAROVANJE OSEBNIH PODATKOV OZ. KJE LAHKO NAJDEM INFORMACIJE O OBDELOVANJU MOJIH OSEBNIH PODATKOV?

Movit bo vaše podatke obdeloval skladno z informacijami o obdelovanju osebnih podatkov za posameznike, ki so dostopne na: <http://www.movit.si/movit/o-zavodu/dokumenti/>.

10. KOMUNIKACIJA OZ. KAM MORAM POSLATI DOKUMENTACIJO ALI VPRAŠANJA?

Udeleženci morajo vso pomembno komunikacijo v zvezi s svojo udeležbo nasloviti na info@movit.si. Movit bo za komunikacijo uporabljal e-naslov udeleženca oz. udeleženke, ki je naveden v prijavi za sodelovanje na aktivnosti.

11. ODGOVORNOST UDELEŽENCEV OZ. ZA KAJ MORAM POSKRBITI?

Udeleženci so izključno odgovorni za svoje ustrezno zdravstveno in nezgodno zavarovanje v času potovanja na aktivnost, v času trajanja aktivnosti in v času povratnega potovanja. Movit v nobenem primeru ni odgovoren za katerokoli škodo, ki so jo udeleženci utrpeli med potovanjem oziroma zaradi sodelovanja na aktivnosti ali so jo udeleženci v tem času povzročili tretjim osebam.

12. ODPOVED SODELOVANJA OZ. KAJ ČE SE AKTIVNOSTI NE MOREM UDELEŽITI?

Če udeleženci odpovedo sodelovanje na aktivnosti po potrditvi svoje udeležbe v skladu s 5. točko teh Splošnih pogojev, razen v primeru višje sile, kot jo opredeljujeta Vodnik za prijavitelje Erasmus+ in Vodnik po Evropski solidarnostni enoti in ki jo je mogoče utemeljiti z ustrezno dokumentacijo, so udeleženci odgovorni za morebitne že nastale stroške v zvezi z udeležbo oz. vso škodo, ki je bila z odpovedjo povzročena Movitu ali njegovemu partnerju v tujini.

13. PRISTOJNO SODIŠČE OZ. KJE BOMO REŠEVALI MOREBITNA NESOGLASJA?

Movit in upravičenec bosta morebitne nesporazume, vezane na te Splošne pogoje, poskušala reševati sporazumno. V primeru spora je pristojno sodišče v Ljubljani.

V Ljubljani, dne 13. 3. 2022

GENERAL TERMS AND CONDITIONS OF PARTICIPATION IN SUPPORT ACTIVITIES OF THE ERASMUS+: YOUTH (E+ YOUTH) AND EUROPEAN SOLIDARITY CORPS (ESC) PROGRAMMES

These General Terms and Conditions apply to the participation in support activities of the E+ Youth and ESC Programmes that are organised by MOVIT, the Slovenian National Agency for the E+ Youth and ESC Programmes, or by E+ Youth and ESC National Agencies (NA) in other countries and are published in the European Training Calendar on the SALTO webpage: <https://www.salto-youth.net/tools/european-training-calendar/>.

1. ELIGIBLE PARTICIPANTS, OR WHO CAN APPLY FOR SUPPORT ACTIVITIES?

Support activities are open to participation by anyone who, at the time of application and the activity, is a legal resident of Slovenia and fits the participant profile defined in the relevant call for applications. On the starting date of the activity, participants must be of legal age. In exceptional cases, when the criteria set down in the call allow it, minors may also participate. In such cases, a duly filled and signed [parental consent form](#) must be sent to info@movit.si along with the application.

2. ELIGIBLE ACTIVITIES, OR FOR WHICH ACTIVITIES CAN I APPLY?

MOVIT leaves it up to applicants to select the trainings they deem useful for their current and future work. This means you can apply for any activity that is published in the [European Training Calendar](#) and is **organised by either an NA or a SALTO Resource Centre** (in any country), and for any activity organised by MOVIT and published on our website www.movit.si, or for which you have received an invitation.

Important: *If you found the activity in the European Training Calendar and the call for applications lists a non-governmental organisation (NGO) as the organiser, MOVIT will not be able to support the participation, since it is most likely a project already funded by E+/ESC. In such cases, consult the contact person listed in the call about participation and costs.*

3. FINANCIAL CONDITIONS, OR HOW MUCH WILL THE PARTICIPATION COST?

For selected participants from Slovenia participation is free. The accommodation, food and programme are covered by the organiser(s), and the travel costs are reimbursed upon return from the activity in the amount of 100% of actual costs incurred (up to €600.00). This means you or your sending organisation need to arrange and pay for the travel, and the costs are then reimbursed after you return.

Important: *If the activity takes place in Slovenia, Slovenian participants are also entitled to reimbursement of travel costs to the venue of the activity and back, but only for activities that last more than 1 day.*

4. APPLICATION PROCESS, OR HOW DO I APPLY FOR PARTICIPATION IN AN ACTIVITY?

Before you apply, make sure you read carefully the General Terms and Conditions, since by submitting your application you fully accept and agree with them. You can apply by filling out the relevant application form for your selected activity on the SALTO-YOUTH webpage. You do not need to notify MOVIT of the application, since we can see it in the SALTO system and will process it with other applications once the deadline expires.

5. SELECTION OF PARTICIPANTS, OR HOW DO I KNOW WHETHER I WAS SELECTED TO PARTICIPATE?

When the deadline for applications ends, MOVIT will send all applicants a confirmation of receipt, review all the applications received, and perform a preselection process based on the call conditions and information in the applications. The results of the preselection are sent to the organiser or host NA or SALTO RC, which performs the final selection of candidates and notifies all the selected participants. When activities are organised or hosted by MOVIT, the final decision will be taken by MOVIT and it will also notify the candidates about the selection directly. The decision of the organiser on the selection of participants is final. Along with the criteria defined in the relevant call for applications, MOVIT will also take into consideration the following aspects:

- Giving the opportunity to participate in activities abroad to as many applicants as possible: Each person may participate in activities abroad three (3) times a year (except for online activities where there are no costs or limitations as to the number of participants). This limitation does not apply to participation in activities taking place in Slovenia.
- Prior experience with supported candidates: If a person who has been selected to participate in an activity does not attend the activity without notifying Movit and the organiser on time, they may no longer receive support for participation in support activities the same year. An exception are extraordinary situations and events or *force majeure*, which the candidate can prove with appropriate supporting documents.
- Candidates' engagement in areas covered by the Programmes: Support activities are aimed at enhancing the quality of E+ Youth and/or ESC projects, as well as the development of applicant organisations and their staff, and the areas covered by the Programmes. In selecting participants, priority will therefore be given to candidates applying as representatives of organisation¹ and candidates whose motivation and active engagement or involvement in the work of the sending organisation are clearly demonstrated. If an applicant has no sending organisation, they must explain in the application form their engagement or involvement in the youth sector, their motivation to participate, as well as where and when they aim to use the acquired knowledge after returning from the activity. Applications failing to demonstrate this clearly will be rejected.

After being notified of their selection by the organiser, selected candidates must confirm their participation in writing (via e-mail) as soon as possible, and by the deadline defined in the notification at the latest.

Important: You must confirm your participation both to the organiser(s) and to info@movit.si.

If a candidate fails to confirm their participation by the deadline, MOVIT shall consider this a cancellation of participation by the candidate.

After you send us an e-mail confirmation of your participation, we will return to you with further instructions on how to arrange your travel and on other obligations before departure and upon return.

¹ The sending organisation must be registered in Slovenia.

6. PARTICIPANTS' OBLIGATIONS, OR WHAT DO I NEED TO DO BEFORE DEPARTURE AND UPON RETURN?

By confirming their participation in activities in accordance with the previous section, participants assume the following obligations:

a) Confirmation of participation in the activity

After receiving a notification of their selection from the organiser, selected candidates must confirm their participation in writing (via e-mail) as soon as possible, and by the deadline defined in the notification at the latest. **Important:** You must confirm your participation both to the organiser(s) and to info@movit.si.

b) Filling out the pre-departure questionnaire

Before departure you must fill out the [pre-departure questionnaire](#), which helps in the planning and later monitoring of your learning in the activity.

c) Arranging the travel and insurance

Participants, or their sending organisation, must take care of their travel and insurance arrangements, including visas if applicable. Eligible costs are defined in more detail in section 7 of these General Terms and Conditions.

d) Participation in the activity

In order to be eligible for the reimbursement, participants must actually attend the activity for its entire duration.

e) Sending a content and financial report on participation in the activity

Upon return from their training and **30 days after the end of the activity at the latest**, participants must send an e-mail to info@movit.si containing:

- Subject: **Request for reimbursement of costs – FULL NAME– Title of the activity;**
- A content report in PDF format (the report is filled out online, saved as PDF after submission, and attached to the e-mail);
- A financial report in PDF format (the report is filled out and attached to the e-mail in PDF format);
- Scans of all financial supporting documents as proof of the costs stated in the financial report (invoices/receipts, tickets, boarding passes, etc.); the file names should clearly state the type of transportation, route and travel date (e.g.: train, Ljubljana-Vienna, 1-1-2022).

f) Participation in MOVIT's evaluation meeting

Participants must attend upon invitation from MOVIT the evaluation meeting, which may take place up to 12 months after the end date of the activity.

g) Keeping original documents

Beneficiaries must keep the original financial supporting documents for three years after the funds are received from MOVIT.

7. ELIGIBLE COSTS, OR WHICH COSTS MAY BE REIMBURSED?

MOVIT shall consider the following costs as eligible costs that may be (co-)financed:

- Costs of public transportation² for the beneficiary from the usual place of residence to the activity and back, under the condition that the outbound travel starts no more than 72 hours before the activity start date and the return concludes no more than 72 hours after the activity end date (taxi fares are excluded, except in exceptional cases when they must be justified);
- Costs of participants' additional health insurance for foreign countries, or accident insurance for the duration of the activity and travel;
- Costs of fees or other duties for obtaining an entry visa.

If participants classify as persons with special needs, Erasmus+: Youth or European Solidarity Corps Programme funds may also be used to cover other costs that are necessary to allow persons with special needs to participate in the activity—under the condition that the beneficiary and MOVIT have agreed via e-mail before departure the nature and amount of such costs. The reimbursement is made to the amount of 100% of the actual costs incurred.

The use of other means of transportation is allowed, however, the reimbursement is calculated as the cost of public transportation based on proof of the price of tickets, indicating both the price and route, whereas the document may not be older than three months.

8. RIGHTS AND OBLIGATIONS OF MOVIT, OR WHAT WE PROMISE AND WHAT WE MAY EXPECT FROM YOU

MOVIT shall—under the condition that the participant fulfils all their obligations set down in these General Terms and Conditions—reimburse the participant with funds from the Erasmus+: Youth or European Solidarity Corps Programme to the amount of 100% of actual eligible costs incurred, with the upper limit on reimbursement set at €600 per participant, except in cases of exceptional costs related to the participation of persons with special needs, or if different rules are defined in advance in the call or by MOVIT.

The reimbursement shall be transferred within 60 days after receiving a complete report and statement of eligible costs.

MOVIT reserves the right to reject any ticket or invoice submitted if it does not specify the route, date of service or amount paid. In case of air travel, the beneficiary must also submit scans of all boarding passes.

If the submitted supporting documents are incomplete, MOVIT shall request from the beneficiary that they submit the missing documents, which the beneficiary must do within **2 working days**. Failing to do so, the beneficiary is no longer entitled to a reimbursement from MOVIT.

If the ticket or invoice/receipt does not specify the currency, MOVIT shall assume that the cost was paid in the national currency of the body issuing the ticket or invoice/receipt. If amounts need to be recalculated due to different currencies, the exchange rate applicable shall be the

² Along with buses, trains, trams and subways, MOVIT also counts as public transportation all airlines and shuttle service providers like GoOpti.

ECB reference rate on the activity start date, according to the data available at: <https://www.ecb.europa.eu/>.

MOVIT reserves the right to reject the payment in case of late or incomplete submission of participation reports which the participant fails to complete despite a request to do so from MOVIT.

9. PERSONAL DATA PROTECTION, OR WHERE CAN I FIND INFORMATION ON THE PROCESSING OF MY PERSONAL DATA?

MOVIT shall process your personal data in accordance with the Information on processing of personal data for natural persons, available at: <http://www.movit.si/movit/o-zavodu/dokumenti/>.

10. COMMUNICATION, OR WHERE DO I SEND THE DOCUMENTS OR ANY QUESTIONS?

Participants shall address any and all relevant communication related to their participation to info@movit.si. For communication purposes, MOVIT shall use the e-mail address of the participant specified in the application for participation in the activity.

11. RESPONSIBILITY OF PARTICIPANTS, OR WHAT DO I NEED TO TAKE CARE OF?

Participants are exclusively responsible for their appropriate health and accident insurance during the activity, as well as during travel to and from the activity. In no case shall MOVIT be liable for any damage or harm to participants during travel or their participation in the activity, or any damage or harm caused by participants in this time to any third person.

12. CANCELLATION OF PARTICIPATION, OR WHAT IF I CANNOT TAKE PART?

If a participant cancels their participation in the activity after having confirmed it in line with section 5 of these General Terms and Conditions—except in cases of *force majeure*, as defined by the Erasmus+ Programme Guide and the European Solidarity Corps Guide and which can be supported by appropriate documents—the participant shall be liable for any costs related to participation already incurred or any damages caused by the cancellation to MOVIT or its foreign partner.

13. COMPETENT COURT, OR WHERE WILL WE RESOLVE ANY DISPUTES?

MOVIT and the beneficiary shall try to resolve any misunderstandings related to these General Terms and Conditions in dialogue. In case of disputes, the court of competent jurisdiction shall be the court in Ljubljana.

In Ljubljana, 13/3/2022