



Guidelines for Organising the Next Professional Mobilities

1. Strategic Planning Phase

Timeline: 6 - 9 months before mobility

Key Actions

- Define mobility objectives linked to professional skills and sector needs.
- Identify hosting organisations able to provide real professional learning environments.
- Select the appropriate period (avoid peak production seasons or holidays affecting company availability).
- Ensure programme focus matches available facilities and expertise.
- Plan realistic group size based on venue capacity.

Roles

Project Coordinator / Sending Organisations

- verifies compatibility of hosting organisation defined strategic goals and learning outcomes with internal development plan
- approves hosting partners and calendar
- confirms professional profiles needed
- shares sector needs and priorities

Hosting Organisation

- defines strategic goals and learning outcomes
- confirms feasibility, facilities, experts, and local partners
- identifies companies/workshops to visit

2. Programme Design & Catalogue Preparation

Timeline: 5 - 6 months before mobility

Key Actions

- Develop a clear programme including:
 - hands-on activities
 - workplace visits
 - interaction with professionals
 - cultural and networking moments
- Align programme ambition with tools and facilities available.
- Prepare a detailed description using a common template.
- Clearly state expected skills, participant profile, and measurable professional outcomes that should be reached during the program
- Include flexibility for adaptation to participant profiles.

Roles

Hosting Organisation

- designs programme and confirms experts
- ensures equipment and tools availability

Project Coordinator

- validates coherence with project objectives
- ensures catalogue clarity and consistency

3. Participant Selection & Matching

Timeline: 3 - 4 months before mobility

Key Actions

- Define common selection deadline across partners.
- Collect candidates':
 - expectations
 - professional background
 - skill level
- Match participants to mobility offers based on profile and interests.
- Verify English proficiency and professional readiness.



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- Confirm placements only after selection deadline.

Roles

Sending Organisation

- recruits candidates aligned with criteria, if requested by hosting organisation organise an interview
- verifies motivation and language skills
- collects expectations and professional goals

Project Coordinator

- monitors fairness and transparency

Hosting Organisation

- reviews profiles and confirms suitability

Handling candidates not meeting criteria / waiting list:

Sending Organisation

- Informs candidates who do not meet the required criteria (professional profile, experience level, language proficiency, or motivation).
- Redirects non-eligible candidates to future mobility opportunities where possible.
- Considers candidates who partially meet criteria only after confirmation from the hosting organisation.
- Maintains a short waiting list of eligible candidates ranked according to the selection criteria.
- In case of participant withdrawal, immediately informs the project coordinator and hosting organisation.
- Replaces withdrawn participants with candidates from the waiting list.
- Ensures replacement candidates are validated by the hosting organisation before confirmation to guarantee compatibility with the programme and group composition.

Project Coordinator

- validates replacement participants if needed
- ensures transparency of the selection process

4. Preparation & Pre-Departure Phase

Timeline: 6 - 10 weeks before mobility, once participants are confirmed, the preparation phase begins



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Key Actions

- Share detailed practical information:
 - programme and schedule
 - tasks and expected outcomes
 - tools and materials to bring
 - accommodation and transport guidance
 - cultural and practical tips
 - Provide list of participants and professionals involved.
 - Clarify roles (participants, mentors, experts).
 - Create digital communication channels (WhatsApp, shared drive).
 - Facilitate pre-mobility online meeting.

Roles

Hosting Organisation

- provides programme details and logistical info
- shares tools, facilities, and expectations

Sending Organisation

- prepares participants and ensure readiness
- encourages participants to follow accommodation suggestions provided by the hosting organisation

Participants

- prepare presentation of their work
- review programme and objectives

5. On-Site Implementation

Timeline: Mobility week (5 days + 2 days of traveling)

Key Actions

Day 1

- Welcome session and introductions (including practical information on health, safety and emergency contacts to ensure participants are fully prepared)
- Clarify objectives, roles, and schedule
- Participant presentations

During mobility

- Ensure balance between:



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- hands-on practice
- professional exchange
- workplace visits
- reflection moments
 - provide direct interaction with local professionals.
 - maintain structured daily rhythm (briefings & wrap-ups).
 - communicate any schedule changes immediately.
 - facilitate informal networking and cultural activities.

Environment

- Ensure comfortable, well-equipped venues with sufficient space.
- Provide tools and digital equipment aligned with programme focus.

Roles

Hosting Organisation

- coordinates daily activities and logistics
- ensures trainer availability
- supports networking and integration
- monitor the activities and organise self-assessment or goal-setting exercises to increase engagement and alignment with learning outcomes

Experts/Trainers

- deliver practical learning sessions
- mentor participants

Participants

- actively engage in collaboration and exchange

6. Monitoring & Evaluation

Timeline: During mobility + immediately after

Key Actions

- Collect daily feedback and adjust programme if needed.
- Conduct final reflection session.
- Gather evaluation data on learning outcomes and experience.

Roles

Hosting Organisation



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- facilitates reflection and feedback

Project Coordinator

- collects evaluation data

7. Post-Mobility Follow-Up

Timeline: within 2 - 4 weeks after mobility

Key Actions

- Share contacts and networking opportunities.
- Disseminate results and learning outcomes.
- Encourage continued professional collaboration.
- Integrate feedback into future mobility planning.

Roles

Project Coordinator

- synthesizes evaluation results

Sending Organisation

- supports impact transfer to home institutions

Participants

- apply learned methods and share experience locally

CRITICAL SUCCESS FACTORS

- Clear preparation and communication
- Strong coordination between partners
- Professional relevance and hands-on learning
- Small-group interaction and networking
- Alignment between programme goals and resources
- Flexibility combined with clear structure
- Early participant engagement and preparation