



Erasmus+



Skolu reģistrācija dalībai Erasmus+ un Skolu apmaiņas partnerības projektu pieteikumu veidlapas aizpildīšana



Valsts izglītības
attīstības aģentūra

Rīgā, 2020. gada 5. februārī

KAS JĀDARA, LAI IESNIEGTU PROJEKTA PIETEIKUMU?

Organizācijai jāpārbauda **atbilstība programmas noteikumiem** un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)

Organizācija **jāreģistrē Organizāciju reģistrācijas sistēmā** (iegūstot organizācijas ID kodu - **OID**)

Jāaizpilda un **jāiesniedz** tiešsaistes projekta **pieteikuma veidlapa**



Erasmus+



Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJU REĢISTRĀCIJA

Reģistrēties Organizāciju reģistrācijas sistēmā un iegūt OID kodu nepieciešams **visām** organizācijām, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.

!!! Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad OID kods ir piešķirts automātiski un nav jāizveido jauns (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas)



Erasmus+



Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJU REĢISTRĀCIJA

1.SOLIS

Jāizveido EU Login kods

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

2.SOLIS

Organizācija jāreģistrē Organizāciju reģistrācijas sistēmā un jāiegūst Organizācijas identifikācijas kods - **OID** (piemērs OID: E12345678)

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>



Erasmus+



Valsts izglītības
attīstības aģentūra

1.SOLIS – EU Login KONTA REĢISTRĀCIJA

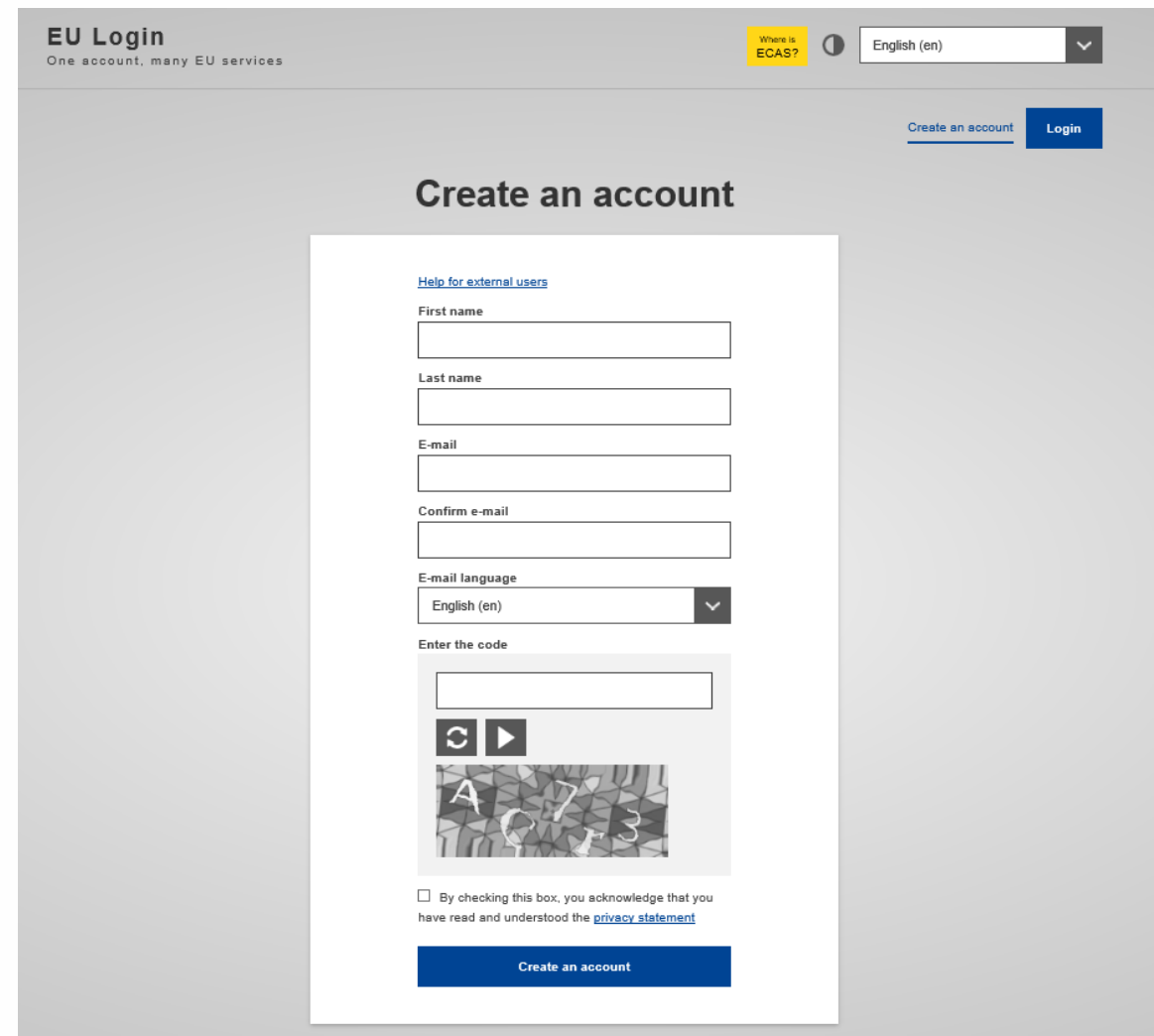
EU Login ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

Izveidot EU Login kontu iespējams šeit -

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Veidojot EU Login kontu organizācijai, vēlams izmantot organizācijas e-pasta adresi.

EU Login lietotāja vadlīnijas – [šeit](#).

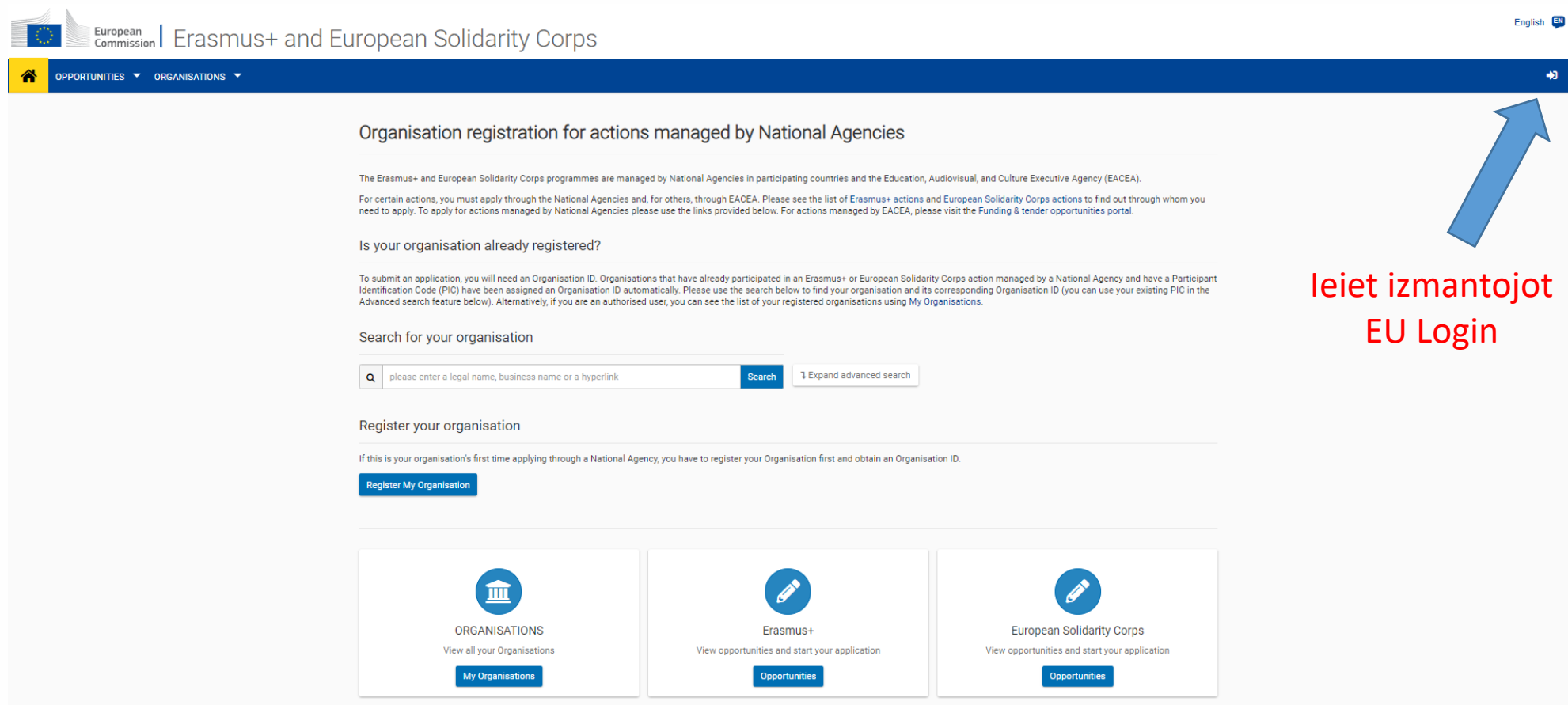


The screenshot shows the 'EU Login' website interface. At the top, there is a header with the 'EU Login' logo and tagline 'One account, many EU services'. To the right of the header, there is a yellow button labeled 'Where is ECAS?' and a language selector dropdown set to 'English (en)'. Below the header, there are two links: 'Create an account' and 'Login'. The main content area is titled 'Create an account'. It contains a form with the following fields: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to 'English (en)'), and 'Enter the code'. Below the 'Enter the code' field, there is a CAPTCHA image showing a grid of numbers and letters. At the bottom of the form, there is a checkbox with the text 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A blue 'Create an account' button is located at the bottom of the form.

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Organizāciju reģistrācijas sistēma

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>



European Commission | Erasmus+ and European Solidarity Corps

English

HOME OPPORTUNITIES ORGANISATIONS

Organisation registration for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below). Alternatively, if you are an authorised user, you can see the list of your registered organisations using My Organisations.


Search for your organisation

Q please enter a legal name, business name or a hyperlink Search 1 Expand advanced search

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.


Register My Organisation



ORGANISATIONS

View all your Organisations


My Organisations



Erasmus+

View opportunities and start your application

Opportunities




European Solidarity Corps

View opportunities and start your application

Opportunities

Ieiet izmantojot EU Login



Valsts izglītības attīstības aģentūra

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Atceries!

- **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- Pirms reģistrēšanas, **pārliedzinies** vai organizācija jau nav iepriekš reģistrēta.
- Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad **OID kods ir piešķirts automātiski un nav jāizveido jauns** (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti visi organizācijas dati.

Vadlīnijas organizāciju reģistrācijai – [šeit](#).



Erasmus+



Valsts izglītības
attīstības aģentūra

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

The screenshot displays the 'Erasmus+ and European Solidarity Corps' portal. The top navigation bar includes 'OPPORTUNITIES' and 'ORGANISATIONS'. Under 'ORGANISATIONS', there are links for 'Register My organisation', 'My Organisations', and 'Search for an organisation'. A blue arrow points from the 'Register My organisation' link to the red text '2. Sāc reģistrāciju'. Below the navigation bar, the main content area is titled 'Organisation registration for actions managed by National Agencies'. It contains introductory text about the programs, a section 'Is your organisation already registered?' with instructions on how to find an organization, a search bar with the placeholder 'please enter a legal name, business name or a hyperlink', and a 'Register your organisation' section with a 'Register My Organisation' button. A blue arrow points from the 'Register My Organisation' button to the red text '2. Sāc reģistrāciju'. At the bottom, there are three tiles: 'ORGANISATIONS' with a 'My Organisations' button, 'Erasmus+' with an 'Opportunities' button, and 'European Solidarity Corps' with an 'Opportunities' button. A blue arrow points from the 'Opportunities' button under 'Erasmus+' to the red text '1. Pārlicinies vai organizācija jau nav reģistrēta'.

European Commission | Erasmus+ and European Solidarity Corps

OPPORTUNITIES ORGANISATIONS

- + Register My organisation
- My Organisations
- Search for an organisation

Organisation registration for actions managed by National Agencies

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Search for your organisation

please enter a legal name, business name or a hyperlink [Search](#) [Expand advanced search](#)

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

[Register My Organisation](#)

ORGANISATIONS

View all your Organisations

[My Organisations](#)

Erasmus+

View opportunities and start your application

[Opportunities](#)

European Solidarity Corps

View opportunities and start your application

[Opportunities](#)

2. Sāc reģistrāciju

1. Pārlicinies vai organizācija jau nav reģistrēta

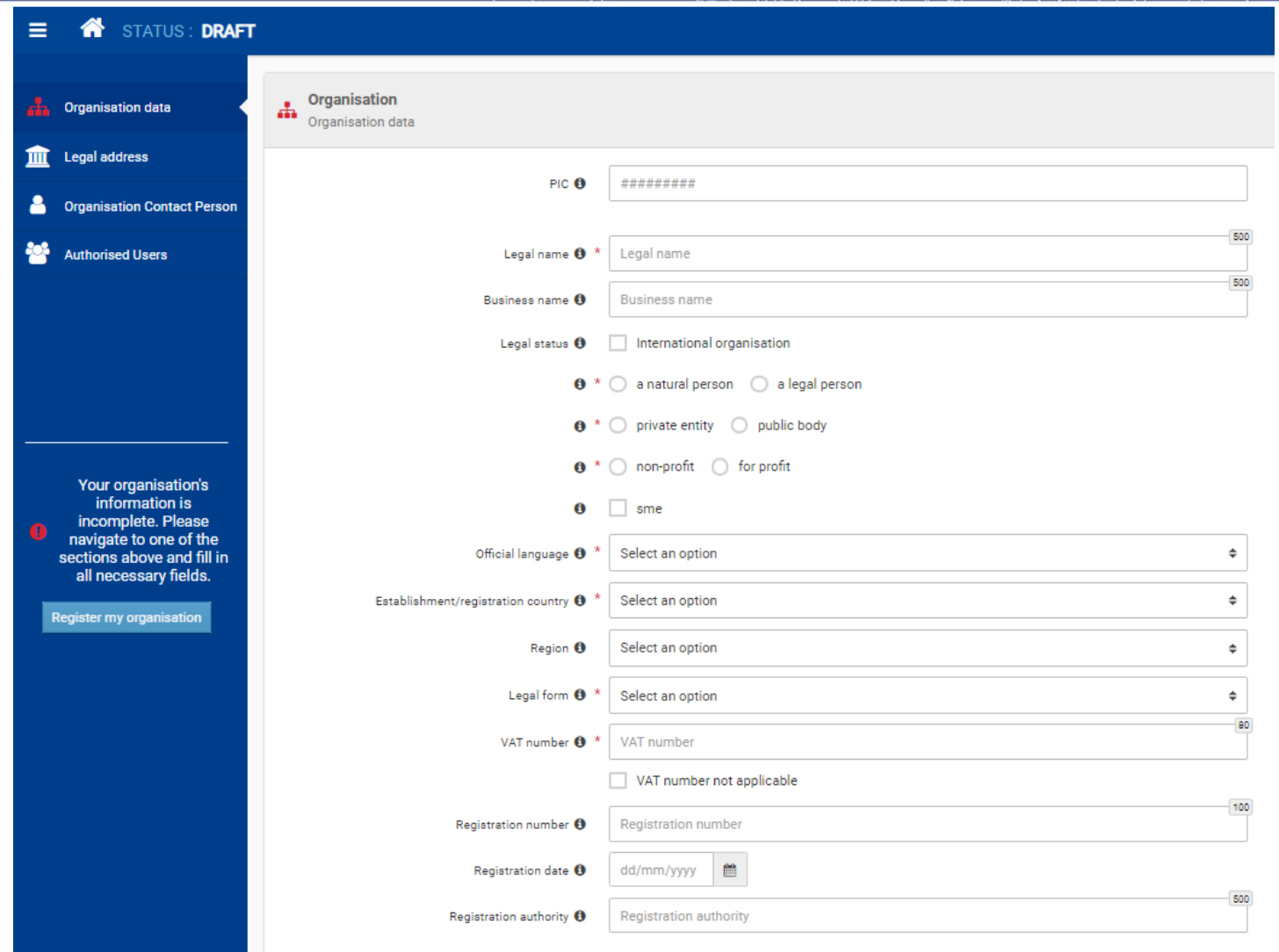
2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Jāievada visa nepieciešamā informācija

Kad visa nepieciešamā informācija ir ievadīta, būs iespējams pabeigt reģistrācija (poga «*Register my organisation*» būs aktīva)

Nospiežot «*Register my organisation*» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Nospiežot  iespējams iegūt papildus informāciju par katru aizpildāmo lauku.



Organisation data


Legal address


Organisation Contact Person


Authorised Users


Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.


Register my organisation


PIC  #####


Legal name  * Legal name 500


Business name  Business name 500


Legal status  ☐ International organisation


 * ☐ a natural person ☐ a legal person


 * ☐ private entity ☐ public body


 * ☐ non-profit ☐ for profit


 ☐ sme

Official language  * Select an option


Establishment/registration country  * Select an option



Region  Select an option


Legal form  * Select an option

VAT number  * VAT number 90

☐ VAT number not applicable


Registration number  Registration number 100


Registration date  dd/mm/yyyy 

Registration authority  Registration authority 500

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc reģistrācijas organizāciju atradīsiet sadaļā «*My organisations*»:

 European Commission | Erasmus+ and European Solidarity Corps



 OPPORTUNITIES ▼ ORGANISATIONS ▼

[+ Register My organisation](#)
[My Organisations](#)
[Search for an organisation](#)

[Register My Organisation](#)

Number of Organisations found: 2

[Search](#)

Legal name ↕	Business name ↕	Country ↕	City ↕	Website	PIC ↕	Organisation ID ↕	Registration number ↕	VAT number ↕	Erasmus Charter for Higher Education Code ↕	Details
Smilga	Smilga	Latvia	Rīga		907404834	E10078288	LV540000125454	900021215454		
vidusskola	Biedrība "Vidusskola"	Latvia	Rīga		946283016	E10096657	12345678	900000145623		

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Sadaļā «*My Organisations*» iespējams:

- atjaunināt informāciju par reģistrēto organizāciju,
- pievienot papildus kontaktpersonas,
- pievienot dokumentus.



Erasmus+



Valsts izglītības
attīstības aģentūra

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- Organizācijas juridiskā statusa veidlapa (*Legal Entity form*) - lejuplādējama [šeit](#);
- Finanšu identifikācijas veidlapa (*Financial Identification form*) - lejuplādējama [šeit](#).

Augšuplādēt šeit

European Commission | EAC Organisation Registration system

Organisation ID : E10096657 STATUS : REGISTERED vidusskola

Documents 2 document(s) found

Please upload any relevant documents here.

File Name ↕	Document type ↕	Date/time (dd-mm-yyyy hh:mm:ss) ↕
Attiecin_m_s_likmes_EN.docx	Registration Document	06-11-2018 13:47:21
948181888.png	Other	06-11-2018 13:57:37


Navigation icons: ⏪ ⏩ 1 ⏪ ⏩

Your form is complete

Update my organisation

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA


Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:



LEGAL ENTITY	
<small>PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.</small>	
<small>Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.</small>	
PUBLIC LAW BODY ①	
OFFICIAL NAME ②	
ABBREVIATION	
MAIN REGISTRATION NUMBER ③	
SECONDARY REGISTRATION NUMBER (if applicable)	
PLACE OF MAIN REGISTRATION	CITY
DATE OF MAIN REGISTRATION	COUNTRY
VAT NUMBER	
OFFICIAL ADDRESS	
POSTCODE	P.O. BOX
COUNTRY	CITY
E-MAIL	PHONE
DATE	SIGNATURE OF AUTHORISED REPRESENTATIVE
STAMP	

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- ① Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- ② National denomination and its translation in EN or FR if existing.
- ③ Registration number in the national register of the entity.



FINANCIAL IDENTIFICATION	
<small>PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.</small>	
<small>Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.</small>	
BANKING DETAILS ④	
ACCOUNT NAME ①	
IBAN/ACCOUNT NUMBER ③	
CURRENCY	
BIC/SWIFT CODE	BRANCH CODE ④
BANK NAME	
ADDRESS OF BANK BRANCH	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK	
ACCOUNT HOLDER	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
REMARK	
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

Iesniedzot projekta pieteikumu,
Nacionālā aģentūra «validēs» Jūsu
organizācijas OID kodu,
pamatojoties uz veidlapās sniegto
informāciju.



Erasmus+



Valsts izglītības
attīstības aģentūra

PAPILDUS INFORMĀCIJA

Erasmus+ programmas vadlīnijas - [VIAA mājas lapā](#)

Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.) – Erasmus+ Programme Guide 2020 EN – no 123. lpp.

EU Login konta izveidošana – [šeit](#).

Vadlīnijas EU Login izveidošanai - [šeit](#).

Organizāciju reģistrācijas sistēma - [šeit](#).

Vadlīnijas organizāciju reģistrācijai – [šeit](#).

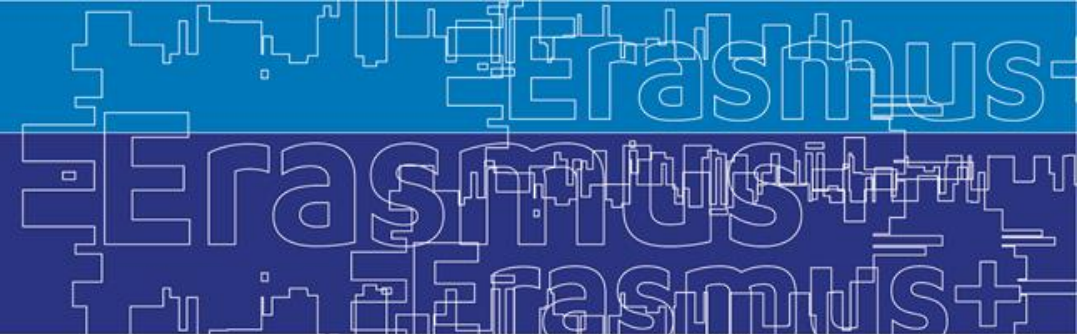


Erasmus+



Valsts izglītības
attīstības aģentūra

PIETEIKUMU IESNIEGŠANA



Opportunities

My Applications

All Applications

Translations

Dashboard

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can browse applications by field of opportu

Before starting your application, please check if your organisation has a unique Organisation ID that is required to participate in Erasmus+ actions managed by National Agencies. You can search for your Organisation ID or register a new Corps platform: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: <https://eacea.ec.europa.eu/homepage>

Field of opportunity



Higher Education



School Education



Vocational

Opportunities / Opportunities by field



School Education Staff Mobility (KA101)

This action supports mobility of staff in school education. Teachers, school leaders and other school staff can take part in professional development activities in another country. Available activities include job shadowing, teaching assignments, structured courses and training events.

Application deadline (yyyy-MM-dd hh:mm:ss - Brussels, Belgium Time): 2020-02-05 13:00:00

Apply



Strategic Partnerships for School Education (KA201)

This action supports the development, transfer and implementation of innovative practices, as well as joint initiatives for cooperation, peer learning and exchange of good practices at European level. This application form should be used for Strategic Partnership that will be focused primarily on priorities related to the school education field.

Application deadline (yyyy-MM-dd hh:mm:ss - Brussels, Belgium Time): 2020-03-24 13:00:00

Apply



School Exchange Partnerships (KA229)

This Action supports exchanges of pupils and staff to help the participating schools develop as organisations and increase their ability to work in international projects.

Application deadline (yyyy-MM-dd hh:mm:ss - Brussels, Belgium Time): 2020-03-24 13:00:00

Apply

Veidlapas -

<https://webgate.ec.europa.eu/erasmus-applications/screen/home>

PIETEIKUMU IESNIEGŠANA

Projekta pieteikuma veidlapa

- ✓ aizpilda un iesniedz tiešsaistē (pieslēgšanās ar EU Login)
- ✓ iesniedz tikai partnerības koordinators (norādot savas valsts Nacionālo aģentūru)

! Jāpievērš uzmanība tam, lai tiktu izvēlēta pareizā pieteikuma veidlapa – KA229

Web Forms Guidelines | Programme Guide | Legal notice | FAQ | Contact

European Commission | Erasmus+ Applications

English EN

Vineta STRAUME (vineta.straume@viaa.gov.lv)

Call 2020 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA229 - School Exchange Partnerships
Form ID: KA229-50738030 Deadline (Brussels Time) 2020-03-24 12:00:00

Erasmus+

Context

Context

Main objective of the project
Exchange of Good Practices

Project Title
Project Acronym

Project Title in English

Project Start Date (yyyy-mm-dd)
2020-09-01

Project Total Duration

Project End Date (yyyy-mm-dd)

National Agency of the Applicant Organisation
Language used to fill in the form

For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

version 4.1.1-32 - 18/12/2019 18:30

PIETEIKUMU IESNIEGŠANA

Pirms veidlapas
pildīšanas, ieteicams
iepazīties ar veidlapas
aizpildīšanas vadlīnijām



- Context
- Participating Organisations
- Project Description
- Management
- Learning Teaching Training
- Timetable
- Special Costs
- Follow-up
- Budget Summary
- Project Summary
- Annexes
- Checklist
- Guidelines**
- Notifications
- Sharing
- Submission History

Automatically saved every 2 s.
Saved (Local Time)
2020-01-08 11:57:08
by Vineta Straume

PDF SUBMIT

Web Forms Guidelines | Programme Guide | Legal notice | FAQ | Contact

English EN

Vineta STRAUME (vineta.straume@viaa.gov.lv)

European Commission | Erasmus+ Applications

Erasmus+

Call 2020 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA229 - School Exchange Partnerships
Form ID: KA229-50738030 Deadline (Brussels Time) 2020-03-24 12:00:00

Guidelines

Please have a look at the following information about the application for KA229 - School Exchange Partnerships

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table: . This button will allow you to access additional options to work with the table contents.
- Throughout the form, you can display more information about particular questions by positioning your mouse pointer over the question mark sign .
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage.
- You can find more information in the Guidelines for completing WEB applications: <https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency and communicate your Form Id**: example KA101-F846EF. You can find their contact details here: <http://ec.europa.eu/programmes/erasmus-plus/contact>

This application form consists of the following main sections:

- Context:** This section asks for general information about your project proposal, including the National Agency that will receive, assess and decide on selection of your project. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.
- Participating Organisations:** This section asks for information about the applicant organisation and about other organisations involved in the project as partners. All organisations included in the application, whether they act as applicant or partner, need to be registered in order to receive an Organisation id through the Organisation Registration system for Erasmus+ and

PIETEIKUMU IESNIEGŠANA

- Pieslēgšanās tiešsaistes veidlapām izmantojot *EU Login* (nav jābūt tam pašam *EU Login* ar ko izveidoja *OID* kodu, tas var būt projekta kontaktpersonas privātais *EU Login*)
- Iesāktie pieteikumi redzami sadaļā «*My Applications*»
- Veidlapa saglabājas automātiski katras 2 sekundes
- Veidlapas sadaļā «*Sharing*» iespējams piešķirt partneriem pieeju veidlapai gan skatīšanās režīmā (*read only*), gan rediģēšanas režīmā (*read/write*)
- Veidlapu iespējams saglabāt .pdf formātā
- Līdz projekta pieteikumu termiņa beigām iespējams jau iesniegtu pieteikumu iesniegt atkārtoti (papildināt, pievienot pielikumus u.tml.)



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PIETEIKUMU IESNIEGŠANA

Plašākas vadlīnijas par pieteikumu veidlapu aizpildīšanu

<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>



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PIETEIKUMU IESNIEGŠANA

Projekta pieteikumu iesniegšanas termiņš:

2020. gada 24.marts

(plkst.12:00 pēc Briseles laika)



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KONTAKTI

Jana Meržvinska, Stratēģisko partnerību nodaļas vadītāja, 67359078,
jana.merzvinska@viaa.gov.lv

Vineta Straume, vecākā programmas speciāliste (KA229
koordinatori), 67559501, vineta.straume@viaa.gov.lv

Sintija Kronberga, vecākā programmas speciāliste (KA229 partneri),
67814329, sintija.kronberga@viaa.gov.lv

Inese Tirane, vecākā programmas speciāliste (KA229 partneri),
67785421, inese.tirane@viaa.gov.lv



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