



CEDEFOP

European Centre for the Development
of Vocational Training



Education and Culture DG

Lifelong Learning Programme

Communication flow for organising a study visit

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Cedefop





Information available to you and your participants



Once the groups are set up you receive your login codes by Cedefop for the restricted area of Cedefop's study visits website (Olive).

You can then:

- get and monitor the composition of your group
- get to know your participants profile
- provide the programme as well as other important information concerning your visit to your participants
 - *send the draft programme (6 weeks before) and the final programme (1 week before) to your participants, NA and Cedefop. We will make it available in Olive.*

Changes of your study visit

Composition of your group

Your group composition will probably change before the start of your visit, through:



- cancellations
 - transfers
 - new assignments of participants
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- ✳ **Cedefop will make relevant changes in OLIVE and organisers, NAs and participants will receive automatic e-mails**
 - ✳ **Organisers should check regularly the group and participants details in OLIVE (possible changes of composition of the group and contact details of participants)**



Cancellation of participant

Example of automatic E-Mail

From: studyvisits-do-not-reply@cedefop.europa.eu
To: GADJI, Silke-Ursula
Cc: michalis.garofalakis@eurodyn.com
Subject: Cancellation of participant Jose Angel FERNANDEZ BARQUEROS 2008-SV-01-ES-LLP-03415

Dear organiser,

A change has been made in your group.

Participant Jose Angel FERNANDEZ BARQUEROS 2008-SV-01-ES-LLP-03415 is cancelled from group No [255] [United Kingdom] – [19/01/2009 - 23/01/2009]

Please check the latest composition of your group in OLIVE at <http://studyvisits.cedefop.europa.eu>.

Best regards,

Cedefop study visits team



Other changes of your study visit

☀ **Your contact details**

→ please inform your participants, NA and Cedefop and update your contact details on our website

☀ **Organisers contact person**

→ please inform your participants, NA and Cedefop. We will update the contact person on our website

☀ **Place of your visit**

→ please consult your National Agency who will contact Cedefop

☀ **Date of your visit**

→ please consult your National Agency who will contact Cedefop

Cancelling a study visit

If you foresee to cancel your visit, you should immediately consult your NA!

Cancellation should be considered as the very last option !



Possible ways how to keep a visit:

- ✿ reconsider the minimum number of participants
- ✿ invite local experts
- ✿ change of dates or place
- ✿ assistance from the NA



Contact Cedefop



Contact Cedefop directly also if you:

- ✿ forgot your login codes or have problems to login
- ✿ have technical problems with Olive
- ✿ are not able to find certain information in Olive
- ✿ are not able to get in contact with one of your participants

Send any request to: studyvisits@cedefop.europa.eu