



www.incoma.net



About us

In light of the recent changes in the political and economic condition of Europe, expansion throughout the continent is becoming increasingly important in the fields of economics, business, and education.

International Consulting and Mobility Agency – incoma, a consulting firm based in Seville, promotes the development and management of European Union (EU) projects and supports the internationalisation ventures of Spanish enterprises.

incoma is organised in two main business areas:

incoma international mobility collaborates as a partner of the European promoters of recognised international programmes of mobility for young people. It provides a complete advising and hosting service for the foreign beneficiaries of these programmes. At the heart of these services is the management of professional internships in Andalusian enterprises which develop the vocational competencies of participants in preparation for entry into the European labour market.

Similarly, incoma organises training and work placement programmes for Andalusian youth abroad.

incoma European consulting is dedicated to the management of European Union projects, particularly those involved in education and vocational training.

incoma also acts as a consultant to other public and private institutions in the application and execution of other European projects, such as subsidy or grant applications.

In addition, incoma offers training about the EU, an advisory service for research projects and strategic plans of international relations in Europe.

Services

International Mobility

Through various programmes, the EU promotes the mobility of youth between member and candidate countries.

incoma has participated extensively in such programmes, and recently has seen significant growth in the number of mobility projects for which it manages participants sent abroad as well as projects for participants hosted in Seville.

Services provided

Outgoing

incoma manages its own mobility projects through a network of international partners which support us in project development, providing our participants with the services required abroad. Thus, incoma works on the initial phase of the project, prior to the participants' departure (selection and training) and we then make use of the location and experience of our international partners.

incoma not only manages its own projects, but also acts as the coordinator for projects promoted by other Spanish organisations.

Incoming

incoma works with the Leonardo da Vinci and other mobility programmes funded by the EU. As hosting partner for projects promoted abroad, incoma offers participants a complete set of services which ensure that their time in Seville is both beneficial and interesting:

- **Accommodation.** We offer an accommodation service according to each participant's requirements: homestay families, residences or self catering accommodation in shared flats. Due to the large number of participants managed by incoma, we can match a wide range of demands.
- **Internship placement.** We place trainees in organisations according to their profile. incoma has an established network of local partners which allows us to secure placements for students/graduates in almost all sectors. Public and private organisations, foundations and associations, as well as non-profit organisations are all part of our local network.
- **Linguistic and cultural preparation.** Tailored Spanish courses for participants arriving in Seville are organised during the initial part of their stay, which allows participants to familiarise themselves with the city and the language before starting work. Furthermore, various events and day trips can be offered later on in the stay.
- **Monitoring, tutoring and follow up.** We manage the administration, final documents, follow up and regular contact with participants, and are willing to change the work placement if necessary.
- **Preparation of an agenda and work programme.** For exchange projects and technical visits, incoma prepares an agenda outlining visits to organisations which relate to the aims of each project. A member of our organisation accompanies the group, providing any necessary translations into English.
- **Other services.** We also handle general services such as airport transfers, local transportation, and provide local knowledge and advice for any related issues.

European consulting

The EU offers grants and subsidies to a wide range of organisations for the execution of their projects or business. These funds are often not easily accessible to the organisations themselves, hence the need for external advising.

Services provided

incoma European projects

Project planning: Researching requirements, seeking international partners, constructing a financial plan, creating the project draft.

Submission of the project: interim and final reports, and mobilization of the required human resources.

Financial management of the project: Management of the project funds; execution of the financial plan and the cost allocation report.

Relationship with foreign partners: Identification of suitable partners through our European partner network.

Monitoring of the project: incoma sends a consultant who oversees the execution of the project, handles incidents, and evaluates the results.

CV

In the last 8 years incoma has managed over 250 projects, acquiring significant experience and expertise. For a full CV please see our website (www.incoma.net); below is a list of the projects in which incoma participated in 2010.

Promoted & coordinated by incoma

- 2011 MERCURIO V – Leonardo da Vinci (VETPRO). Promoting organisation
- 2011 RAFAEL ALBERTI II – Leonardo da Vinci (PLM). Coordinator
- 2011 MARCO POLO II – Leonardo da Vinci (PLM). Coordinator
- 2011 ACUME – Leonardo da Vinci (TOI). Partner
- 2011 CINCO – Leonardo da Vinci (TOI). Partner
- 2011 Programa de Becas de Movilidad en la UE (Programa Euroempleo). Coordinator
- 2011 La Cultura motor de empleo (Programa Euroempleo). Coordinador
- 2011 ETHERIA IV – Leonardo da Vinci (PLM). Coordinator
- 2011 MERCURIO – Leonardo da Vinci (PLM). Coordinator
- 2011 DOC

Technical Exchange Visits

- 2011 The Best E-learning environment for individual learning. Järva County Vocational Training Center (Estonia).
- 2011 Eurocompass. Euroform (Italy)
- 2011 Management and development of human resources of SMEs. Chamber of Kozani (Greece)
- 2011 Szkolenie-Edukacja-Rozwój (SER). Voivodship Labour Office in Bialystok (Poland)
- 2011 Challenging Differences to make the Difference. Epralima (Portugal)

Mobility Projects

- 2011 E.Ma Energy manager. Euroconsult (Italy)
- 2011 Eureka! "European work Experience in Key tourism Activities. Eurocircle (France)
- 2011 Changing Places. Twin Group (Uk)
- 2011 AME 2 Léonardo Mobilité, Maison de la Promotion Sociale (France)
- 2011 ACES 2 "Art and Culture in the European Society". Language Link (Uk)
- 2011 Eumersione. Euroform rfs (Italy)
- 2011 STEP IV. Eurotraining Apic (Italy)
- 2011 Experience of life and acquisition of dexterities. Tee of special education a & b grade of Patras (Greece)
- 2011 Potovanje za znanje (Travel for knowledge). Vzgojno-izobraževalni zavod Visnja Gora (Slovenia)
- 2011 "European experience at the level of training as part of the transnational exchange". Schweriner Ausbildungszentrum e.V. (Germany)
- 2011 Work experience abroad and peer mentoring at home. Robert-Schmidt-Berufskolleg (Germany)
- 2011 Un premier pas vers la mobilité professionnelle européenne. Institute Jean Cassaigne (France)
- 2011 Promise. Provincia di Macerata (Italy)
- 2011 YOUROPE-Young Students in Europe for Professional Experience. Provincia di Ascoli Piceno (Italy)
- 2011 HIGH WAY TO EUROPE_Training Opportunities for Initial Trainees. Epralima (Portugal)

Training and Conferences

- 2010 Intercultural Education Course provided for immigrants
 - 2008 International Seminar for Experts in Immigration
 - 2007 Conference "Options for Student Mobility within the framework of the EU". Chamber of Commerce of Seville
 - 2007 Seminar on Counselling about possibilities of the EU. CEA
 - 2007 Vocational Training course on Business Administration. SAFA
 - 2006 Europe; Opportunities for Youngsters in Training and Employment. Chamber of Commerce of Seville
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Contact information

Should you require further information, please do not hesitate to contact us:

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