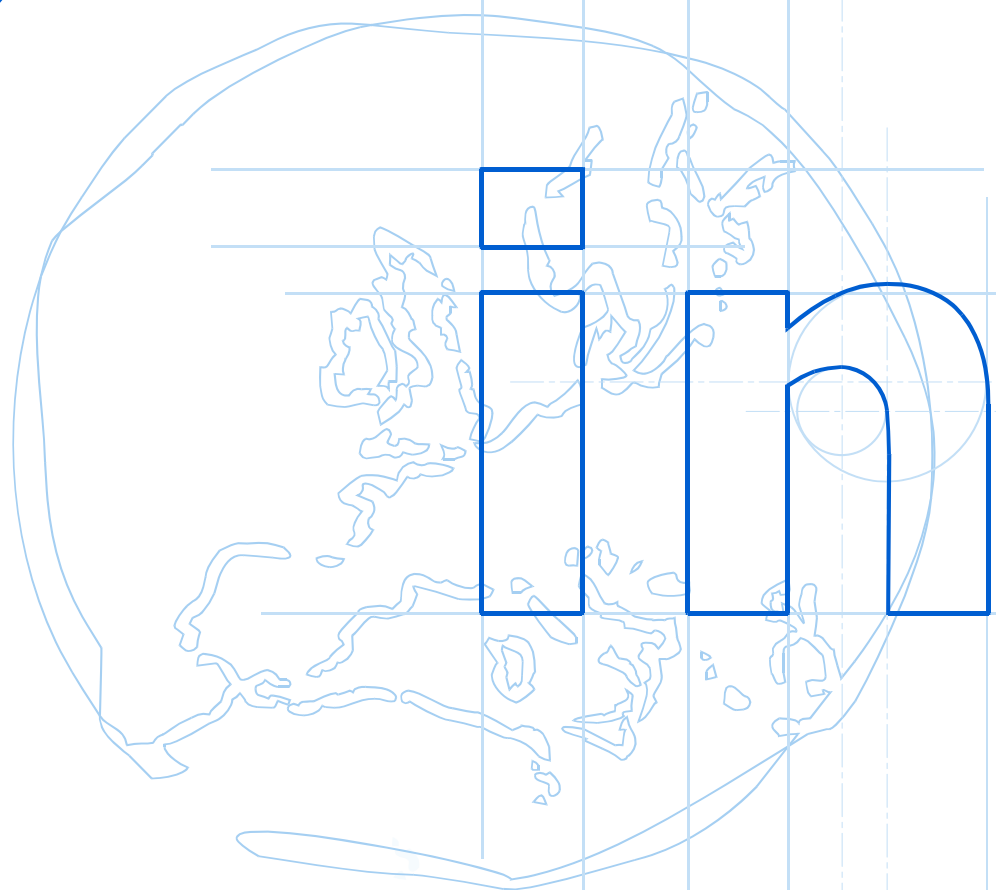




[www.incoma.net](http://www.incoma.net)



## 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 6 years incoma has managed over 200 projects, acquiring significant experience and expertise. For a full CV please see our website ([www.incoma.net](http://www.incoma.net)); below is a list of the projects in which incoma participated in 2010.

### **Promoted & coordinated by incoma**

- 2010 STAGE IV – Leonardo da Vinci (PLM). Promoting organisation
- 2010 MERCURIO IV – Leonardo da Vinci (VETPRO). Promoting organisation
- 2010 WASTE TREATMENT JOBS – Leonardo da Vinci Partnership. Partner
- 2010 RAFAEL ALBERTI – Leonardo da Vinci (PLM). Coordinator
- 2010 MANZANO BAZÁN – Leonardo da Vinci (VETPRO). Coordinator
- 2010 VITAE - Leonardo da Vinci (VETPRO). Coordinator
- 2010 MARCO POLO II - Leonardo da Vinci (PLM). Coordinator

## Technical Exchange Visits

- 2010 Education of students with special needs in ICT. Technical Vocational Education School of Patras. Greece
- 2010 Management and Development of Human Resources of SMEs. Chamber of Commerce Pireia. Greece
- 2010 EuroCompass, La formazione continua nelle PMI della UE: quali opportunità. Euroform rfs. Italy
- 2010 Learning with a Difference. Epralima. Portugal
- 2010 Quality of vocational education and training via implementation of innovative technology - Information Technology Foundation. Estonia

## Mobility Projects

- 2010 Attitude-Skills-Knowledge From apprentice to professional. Lister Opplæringskontor. Norway
- 2010 Oltre Genius. Cooperativa Kara Bobowski. Italy
- 2010 EUimpact. Twin Group. United Kingdom
- 2010 Preparing to gain employment in the Travel&Tourism Industry. Chelmsford College. United Kingdom
- 2010 Marco Polo 2010: mobilità transnazionale fonte di innovazione e competitività nei settori chiave del tessuto economico locale. Euroform rfs. Italy
- 2010 "Gulliver 2010: simulazione d'impresa per lo sviluppo delle competenze di base nel settore ICT e l'inserimento stabile nel mdl di studenti a rischio di esclusione." Euroform rfs. Italy
- 2010 Europracticum - Jovens em Estágio na Europa. Epralima. Portugal
- 2010 Master del Talenti Tecnici: Peano in Europa. ITIS Peano. Italy
- 2010 VIVI L'EUROPA. Fondazione Luigi Clerici. Italy
- 2010 Master del Talenti Tecnici. Instituto Bodomi. Italy
- 2010 Europracticum. Epralima. Portugal
- 2010 Working and Living in Ireland and Spain - Getting along at work and in your private life. Robert-Schmidt-Berufskolleg. Germany
- 2010 Changing places. Twin Group. United Kingdom
- 2010 AME2 : un Avenir grâce à la Mobilité Européenne 2. Maison de la Promotion Sociale. France
- 2010 Challenge and Chance - Herausforderungen annehmen und Chancen nutzen im Ausl-prakt. des BK Warendorf. Berufskolleg Warendorf. Germany
- 2010 Ulisse. Eurocentro. Italy
- 2010 Un premier pas vers la mobilité professionnelle européenne. Institute Jean Cassagne. France

## 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
  - 2006 Comparison between Spain, 20 years after joining EU, and the current situation in Romania. University of Craiova (Romania). Financed by Jean Monet Program
  - 2005 European taxation in comparison with Romania. 2005 University of Craiova (Romania). Financed by the European Social Fund
  - 2005 Spanish language courses to beneficiaries of international mobility projects
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## Contact information

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

INCOMA GROUP

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