

The main objective of the project proposal involves the transfer of knowledge for the development of International Relations Offices (IRO) in Universities in Central Asia.

**The project will be divided in three different phases:**

Pre-phase: in this section, the project intends to draft a report on the current situation of the International Relations Offices in Central Asian HEI's, in order to adapt the further sections according to the specific needs of each Institution. This will be done through questionnaires and interviews with each HEI.

Phase one of the project: Training in English language courses, and computer courses for the staff involved in the International Relations Offices in Central Asian HEI's. This must allow the staff to have the middle level required to be able to work and interact in the International Relations field. Moreover, English will be the working language during the project's duration.

Phase two of the project: This phase includes two theoretical parts developed in the scheme of formation modules. The first part will engage modular formation on the *different funding opportunities in Community and non-Community programmes*. Where EU experts will travel to the partner countries on a monthly basis and offer this formation to the staff involved.

The second part of this phase includes formation on the *Management of the IRO* itself. Hence, experts will convey modules regarding the structure of the IRO, the day-to-day organizational aspects of the IRO, how to motivate students in mobility programmes and how to internationalise the Institutions to become more attractive for foreign students abroad...etc.

Phase three of the project: During this phase, the staff involved will have the practical formation. Hence, the participants will travel to the European Institutions for an internship period.