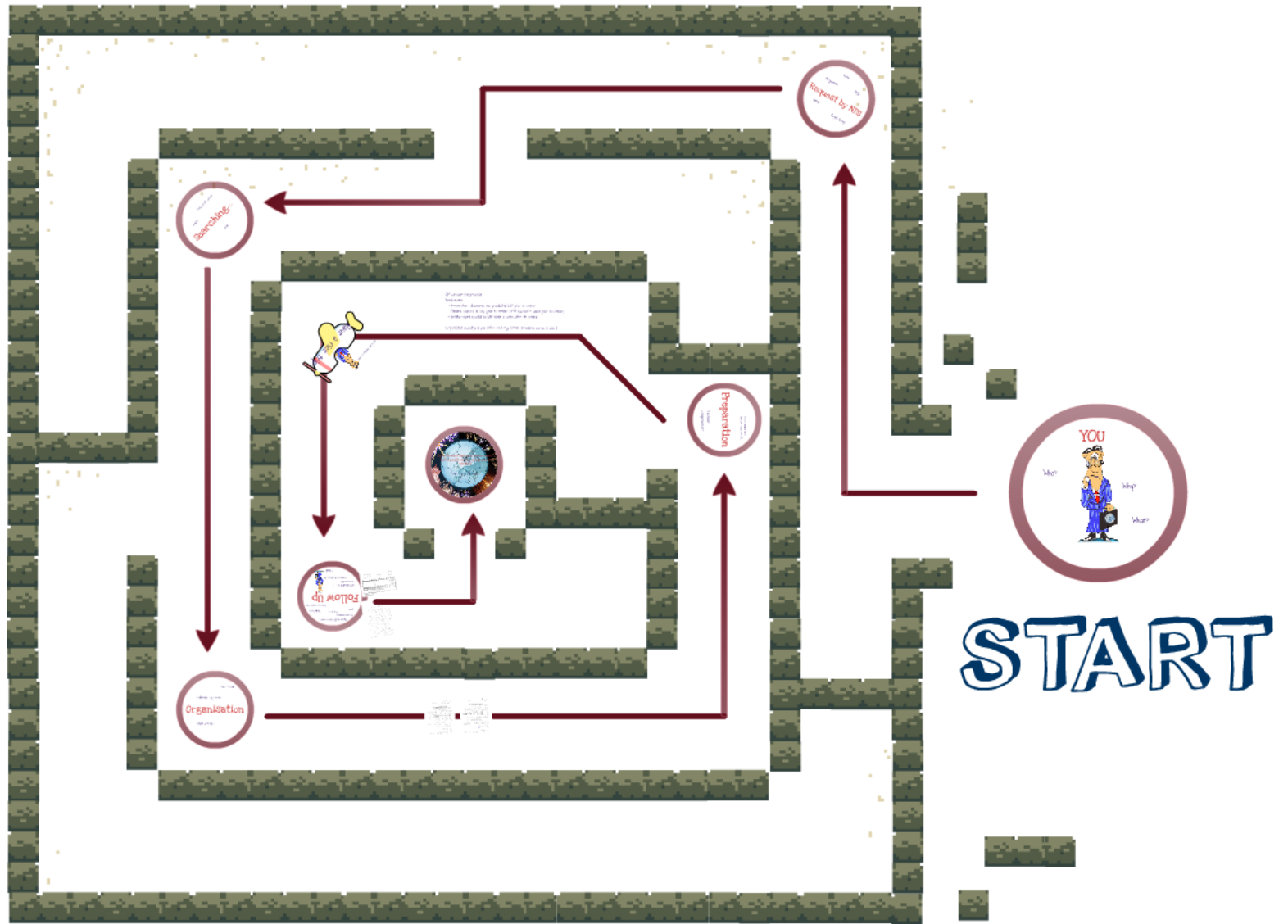
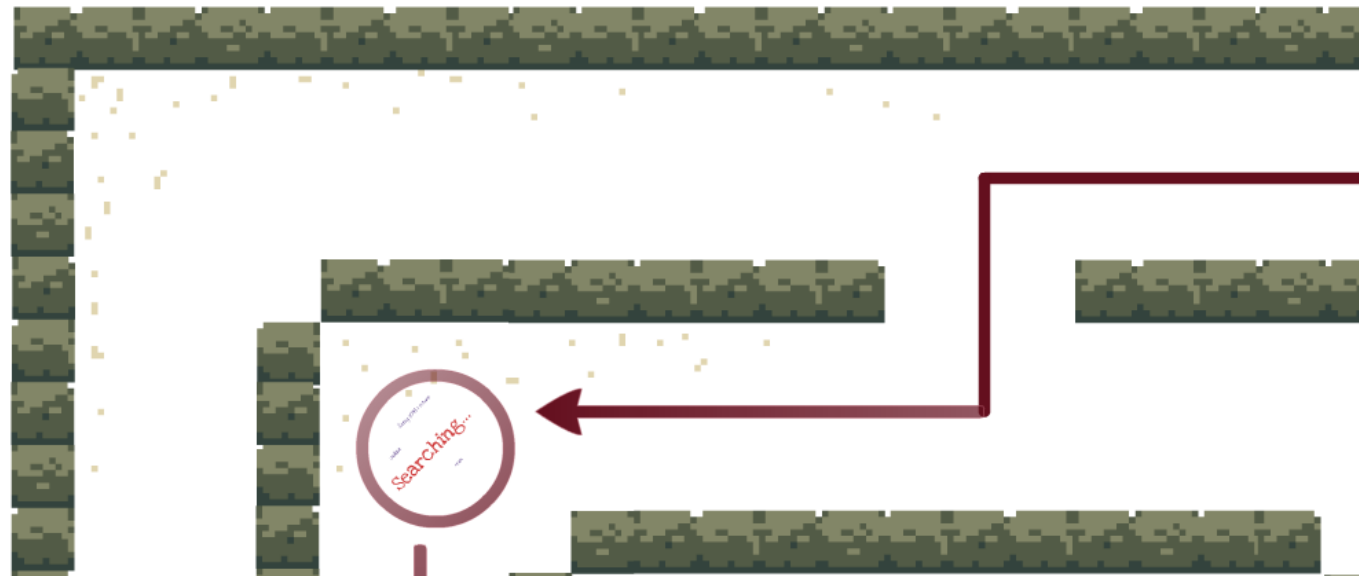


EHF Lecturer Nominations



EHF Lecturer Nominations





What?

START

YOU

Who?



Why?

What?

Date

Title

Programme

Request by NFS

Venue



Target Group

fitting (EHF) Lecturer

available

Searching...



ready

Travel schedule

Confirmation by Lecturer

Organisation

Official nomination





EUROPEAN HANDBALL
FEDERATION

X:\Method\Development\SMART\11 MLT\Phase 2\Nomination_Petronjivic_030413.docx

Attention: Mr. Milan Petronjivic
Date: 03 April 2013
e-mail: milan.petronjivic@gmail.com
Subject: Coaching Course - EHF Lecturer nomination

Dear Mr. Petronjivic, Dear Milan,

With reference to our earlier communication and in the context of the SMART agreement with MALTA HANDBALL ASSOCIATION, the EHF is pleased to officially nominate you as EHF Lecturer for the above-mentioned purpose in June 2013.

The person to contact is:
MALTA HANDBALL ASSOCIATION
Mr. Clyde Borg Conti - E-mail: maltahandball@gmail.com

The MALTA HANDBALL ASSOCIATION will bear the costs for your accommodation and local transportation during your stay. The EHF will bear the travel expenses and daily allowances.

We confirm the travel schedule as provided:

12 June	KM 307	12:40	14:55	Munich	Malta
17 June	LX 4371	14:25	16:50	Malta	Zurich

Please contact the MALTA HANDBALL ASSOCIATION directly in order to clarify all organizational details (programme, topics for lectures, arrival, etc.).

Following our system for Lecturer's compensation we kindly ask you to provide us with your preparatory documents/presentation 10 days prior to the event (2 June 13) and with a short report approximately 2 weeks after attending the Seminar (for details please see EHF Lecturers' manual).

Do not hesitate to contact us if you require any further information.
Best regards

EUROPEAN HANDBALL FEDERATION

Nicole Rabenseifner
Education & Development

Jerzy Eliasz
Methods Commission - Chairman

Copy: MC, MLT, SRB



EUROPEAN HANDBALL
FEDERATION

X:\Method\Development\SMART\11 MLT\Phase 2\Nomination_Petronjivic_030413.docx

Attention: MALTA HANDBALL ASSOCIATION
Date: 03 April 2013
E-Mail: maltahandball@gmail.com
Subject: Coaching Course - EHF Lecturer nomination

Dear handball friends,

Based on our SMART agreement, the EHF is pleased to inform you on the nomination of

Mr. Milan Petronjivic
e-mail: milan.petronjivic@gmail.com

as EHF Lecturer in the above mentioned course dated 12 - 17 June 2013.

Please find the travel schedule of Mr. Petronjivic below:

12 June	KM 307	12:40	14:55	Munich	Malta
17 June	LX 4371	14:25	16:50	Malta	Zurich

The MALTA HANDBALL ASSOCIATION will bear all the costs (accommodation and local transportation) of Mr. Petronjivic during his stay in Malta.

As defined in the EHF development programme, the EHF will bear the travel expenses and daily allowances of Mr. Petronjivic.

Please contact Mr. Petronjivic directly in order to clarify all organizational details (programme, topics for lectures, arrival, etc).

Do not hesitate to contact us if you require any further information!

Best regards

EUROPEAN HANDBALL FEDERATION

Jerzy Eliasz
Methods Commission - Chairman

Nicole Rabenseifner
Education & Development

Copy: MC, Mr. Petronjivic, SRB



Further communication
between Lecturer and NFs

Preparation

Lecturer

Compensation?

EHF Lecturer Compensation

Requirements:

- Presentation / documents, etc. provided to EHF prior to seminar
(National courses: 10 days prior to seminar / EHF courses: 4 weeks prior to seminar)
- Detailed report provided to EHF within 2 weeks after the seminar

Compensation according to pre-defined table (e.g. 125min. in national course: € 100,-)

EHF adidas clothing on board?



Have a nice trip



course (cooperation/communication with
 ers, demonstration team, accommodation,
 participants.
 nizing federation and short rating of their
 ure programmes/projects/problems regarding
 nizing federation for the continuation of the
 the EHF for supporting the organizing
 suggestions for future courses for EHF.
 federations to EHF, not later than 14 days after the
 participants (sex and numbers).
 ion" of the course in general and the performance of
 n" is organized by the organizing federations and the
 Office prior to the event.
 estions for future cooperation with EHF.

Report to EHF within 2 weeks

Personal comments

Topics

Programme

Organisation

Details on participants

Follow Up

Cost calculation sheet +
 invoices to EHF

Details on hosting nation

Schedule



zählige franken d-vorsee überrechnungsternular meeting.xls

EHF
 EUROPEAN HANDBALL FEDERATION

DESCOMPTES
 Events

Country:	received by:	Town/Country
trug/montant	amount	Comments/Bemerkungen/remarques
= EUR		
= EUR		
= EUR		
= EUR		
= EUR		
= EUR		
= EUR		

signature/Unterschrift/signature

signature/Unterschrift/signature

im / Date



EUROPEAN HANDBALL
FEDERATION

Guidelines for the report sent by an EHF-lecturer to EHF, not later than 14 days after a course

1. Official name, venue and dates of the course.
2. Description of the philosophy and realized content of the course.
3. Description of the quantity and level of the participants (sex and numbers).
4. The total schedule of the course.
5. Description of the content of the sessions held by the EHF-lecturer and short information of additional sessions done by other lecturers.
6. Comments concerning the general organization of the course (cooperation/communication with the OC prior to the course, technical facilities, interpreters, demonstration team, accommodation, food etc.)
7. Comments on the readiness and cooperation of the participants.
8. Comments on the responsible person(s) of the organizing federation and short rating of their commitment and qualifications
9. Information by the OC on past, current and/or future programmes/projects/problems regarding the development of handball? (if given by the OC)
10. Which recommendations did you give to the organizing federation for the continuation of the development and which actions do you propose to the EHF for supporting the organizing federation?
11. Personal comments on the course overall and suggestions for future courses for EHF.

Guidelines for the report send by the organizing federations to EHF, not later than 14 days after the Course

1. Official name, venue and dates of the course.
2. The total schedule of the course.
3. Description of the quantity and level of the participants (sex and numbers).
4. Send the result of "the participant's evaluation" of the course in general and the performance of the EHF-lecturer. The "participant's evaluation" is organized by the organizing federations and the EHF-lecturer.
5. Communication/cooperation with the EHF Office prior to the event.
6. Comments on the course overall and suggestions for future cooperation with EHF.

Person

Topics



EUROPEAN HANDBALL
FEDERATION

RECEIPT / ABRECHNUNG / DESCOMPTE
EHF Meetings and Events

Event:	Date:	Venue/Country:	received by:	Town/Country
Transport	currency/Währung/monnaie	amount/Betrag/montant	amount	Comments/Bemerkungen/remarques
flight/Flug/vole	= EUR	
train/Bahn/chemin de fer	= EUR
bus/Bus/autobus	= EUR
car/Auto/voiture (km x 0,50 EUR)	= EUR	
others/andere/autres	= EUR	
various/sonstiges/supplements	= EUR	
total/gesamt/totale			= EUR	
allowance/Entschädigung/indemnité	days x EUR 55,00		= EUR	
Total amount/Totalbetrag/Montant total			= EUR	

person paying

signature/Unterschrift/signature

.....

Date / Datum / Date

person receiving

signature/Unterschrift/signature

A circular graphic with a handball in the center. The handball is light blue with a world map overlaid on it. The background of the circle is a dark night sky with colorful fireworks in purple, yellow, and orange. The entire graphic is enclosed in a dark red circular border.

Enjoy the fact that your performance
has helped to develop and promote
Handball

Thanks for your contribution

EHF Lecturer Nominations

