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**COMMISSION STAFF WORKING DOCUMENT**

**Main actions implementing the Erasmus Programme**

*Accompanying the document*

**Proposal for a**

**Regulation of the European Parliament and of the Council  
establishing 'Erasmus': the Union programme for education, training, youth and sport  
and repealing Regulation (EU) 1288/2013**

{ COM(2018) 367 final } - { SEC(2018) 265 final } - { SWD(2018) 277 final }

This document provides further information on the main actions implementing the Erasmus Programme for the period 2021-2027. It outlines the architecture and key features of the different actions. It also describes in general terms the format of the activities and the key actors implementing and benefiting from these actions.

## **KEY ACTION 1 – LEARNING MOBILITY IN EDUCATION, TRAINING, YOUTH AND SPORT**

### **1) MOBILITY PROJECTS IN THE FIELD OF EDUCATION, TRAINING, YOUTH AND SPORT**

This action offers a wide range of opportunities for European and third country nationals to undertake learning mobility experiences in another country.

The mobility activities supported by Erasmus will have different purposes (such as study, training, non-formal learning, work-based learning, socio-educational and professional development) and different formats (short and long term, virtual, blended mobility<sup>1</sup>, group and individual mobility).

In terms of geographical scope, mobility activities will mostly be transnational (involving participants and organisations from Member States and third countries associated to the Programme), and international (involving participants and organisations from Member States and third countries). International mobility activities will be supported in the fields of higher education, youth and vocational education and training. Individuals will not receive a direct grant from the programme. They will be selected by institutions and organisations that promote mobility opportunities. These institutions and organisations will set up mobility projects - often combining a number and different types of mobility activities - and request financial support from the programme. The Erasmus grant will contribute to covering both the costs of the individuals and the costs of the institutions and organisations for arranging the mobility activities.

Depending on the profile of participants involved, the following types of mobility activities are supported under Key Action 1:

- **Mobility of higher education students**, in any subject area/academic discipline, during which students, including recent graduates, can either **study abroad** at a partner higher education institution for a period of time, carry out a **traineeship** in an enterprise or any other relevant workplace or do both, in combination while abroad.

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<sup>1</sup> Combination of both physical and virtual mobility

- **Mobility of vocational education and training learners**, covering short and long-term mobility periods of learners (ErasmusPro) in vocational education and training providers and/or in companies abroad, including recent graduates<sup>2</sup>. Activities can take the form of **study periods, traineeships or work placements**, either full, or combining school-institutions based and work-based learning methods. This action will also support learners in continuing vocational education and training as a mean for professional up-skilling or re-skilling.
- **Mobility of school pupils**, including short-term group **exchanges** where pupils from different countries meet and get first-hand international learning experiences; as well as short or long-term **individual mobility of school pupils** carrying out a study period at a school abroad or a traineeship. Schools in charge of organising such mobility activities or hosting Erasmus pupils will be asked to strengthen their European dimension, building up their capacity to cooperate across borders and coping with new challenges.
- **Mobility of young people**, in the form of youth exchanges, allowing groups of young people from different countries to meet and live together for a short period of time. During a youth exchange, participants jointly carry out a series of activities designed and prepared by them prior to the exchange, using a mix of non-formal learning methods.
- **Mobility of staff in the field of education and training**, which will allow professors/lecturers, teachers, trainers, and staff of educational and training institutions and other organisations involved in school education, vocational education and training, higher education and adult education<sup>3</sup>, to take part in professional development activities abroad. These activities may consist of teaching as well as training periods (such as job shadowing, observation periods, training courses and events, etc.).
- **Mobility of youth workers**, supporting the professional development of youth workers, through the implementation of activities such as training assignments in a youth organisation abroad, transnational/international seminars, training courses, contact-making events, study visits, job shadowing, observation periods, etc.
- **Mobility of sport coaches and staff**, supporting the professional development of coaches, managers, instructors, dual careers providers, etc, through the implementation of activities such as transnational/international training courses, contact-making events, study visits, job shadowing, observation periods, etc.

Where relevant, the tried-and-tested formats (study periods, traineeships, apprenticeships, exchanges of pupils, youth exchanges, teaching and training periods, youth work activities etc.) will be complemented or accompanied by language support (notably through Erasmus Online Linguistic Support) and other physical or online activities (such as virtual cooperation,

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<sup>2</sup> As footnote above

<sup>3</sup> This may include, for example, those responsible for human resource development in companies, employment services, NGO's, social partner organisations, etc.

distance-learning, digital skills courses) in order to better prepare and follow up the mobility activities as well as improve learning outcomes of participants. Virtual cooperation tools can also be used to reach out, in particular, to disadvantaged and non-mobile individuals, including people with disabilities.

In addition, while undertaking their mobility period abroad, participants will be encouraged to actively participate in the local community in the host country (e.g. acting as "Erasmus ambassadors" in local education and training institutions and associations, taking part in civic/cultural/social initiatives, etc.). These activities will foster participants' active engagement in society and will allow them to experience cultural diversity and contribute to fostering a sense of European identity and promoting European common values.

The mobility activities described above will be managed at decentralised level through the Erasmus National Agencies.

## **2) YOUTH PARTICIPATION ACTIVITIES**

This action will also finance youth participation activities, supporting youth-led local and transnational initiatives run by informal groups of young people and/or youth organisations. These projects are conceived by young people for young people and aim to help young people to engage and learn to participate in democratic life, raising awareness about European Union common values and fundamental rights, bringing together young people and decision makers at local, national and European level, as well as contributing to European Union common goals. This project format will support the use of alternative, innovative and smart forms of youth participation and is particularly suited to testing ideas at the local level as a starting experience within the programme, and also as a tool for following-up previous initiatives to help upscale and further develop successful ideas. These projects will involve participants and organisations from Member States and third countries.

These actions will be managed at decentralised level through the Erasmus National Agencies.

## **3) DISCOVEREU ACTIVITIES**

This action will offer 18 years old young people the opportunity to have a first-time, short-term individual or group experience traveling throughout Europe in the frame of an informal educational activity aimed at fostering their sense of belonging to the European Union and discovering its cultural diversity. The Erasmus Programme will identify bodies in charge of reaching out and selecting the participants entitled to receive the traveling vouchers, also ensuring that this opportunity is offered to young people with fewer opportunities in first place. In addition, the Programme will identify and support those bodies (such as youth organisations, municipalities, cultural organisations, education and training institutions, etc.) which will be responsible for arranging programmes of activities which reinforce the learning dimension of the experience.

This action will be managed partly at centralised level, through the Education, Audio-visual and Culture Executive Agency, and partly at decentralised level through the Erasmus National Agencies.

#### **4) LANGUAGE LEARNING OPPORTUNITIES**

The programme will offer linguistic support to participants carrying out a mobility activity abroad. This support will mainly be offered via the Erasmus Online Linguistic Support (OLS) tool, adapted as necessary to individual sectors, as e-learning offers advantages for language learning in terms of access and flexibility. In particular cases, that is, when online learning is not the appropriate tool to reach the target group, also other forms of language support will be offered. The Erasmus Online Linguistic Support (OLS) will allow participants in mobility activities to assess, practice and improve their knowledge of the language to be used during their experience abroad. If needed, the Erasmus Online Linguistic Support (OLS) will also provide free language e-courses adapted to each type of mobility and reflecting their needs. Access to the Erasmus Online Linguistic Support (OLS) may also be extended to other target groups, not necessarily involved in mobility activities.

<p style="text-align: center;"><b>KEY ACTION 2 – COOPERATION AMONG ORGANISATIONS AND INSTITUTIONS IN EDUCATION AND TRAINING, YOUTH AND SPORT</b></p>
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Key Action 2 offers a wide range of opportunities for European, but also third country organisations and institutions to enter into medium and long-term<sup>4</sup> partnerships with organisations and institutions from other countries for various purposes, such as improving the quality and outreach of their activities, developing and testing new ideas and methods, establishing or strengthening their network of Europe-wide and international partners, and reaching out to specific target groups.

This Key Action addresses several cross-cutting objectives in the fields of education, training, youth and sport, such as fostering high-quality practices, promoting inclusiveness, seeking excellence and innovation, addressing social and economic challenges and promoting the internationalisation of organisations and institutions.

This Key Action will be delivered through a mix of decentralised and centralised actions.

#### **1) PARTNERSHIPS FOR COOPERATION**

##### **Cooperation partnerships**

The primary goal of this action is to allow organisations and institutions to increase the quality and relevance of their activities and/or develop and reinforce their networks of

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<sup>4</sup> In general, from 6 months to 3 years depending on the type and scope of the actions.

partners, thus increasing their capacity to operate jointly at transnational and international level, boosting internationalisation of their activities (including internationalisation at home), sharing and confronting ideas, exchanging new practices and methods. Selected projects will be expected to disseminate the results of their activities at local, regional and national level.

The partnerships for cooperation will be designed in such a way that the projects supported are anchored to the priorities and policy frameworks of each Erasmus sector, both at European and national level, while at the same time providing incentives for cross-sectoriality and cooperation in horizontal thematic areas.

These partnerships may also be open to organisations and institutions from third countries not associated to the programme.

### **Small-scale partnerships**

This action will be designed to widen access to the programme to small-scale actors and individuals who are hard to reach in education, training, youth and sport. With lower grant amounts awarded to organisations, shorter duration and simpler administrative requirements compared to the cooperation partnerships, this action will aim to reach out to grassroots organisations and newcomers to Erasmus, reducing entry barriers to the programme for organisations with smaller organisational capacity. This action will also support flexible formats – mixing activities with transnational and national character although with a European dimension – allowing organisations to have more means to reach out to people with fewer opportunities.

The **partnerships for cooperation**, including small-scale partnerships, will be managed at decentralised level by the National Agencies, with the exception of large cooperation partnerships in the field of sport, which will be managed at centralised level by the Education, Culture and Audio-visual Executive Agency. The partnerships in the field of adult education may also provide for mobility of groups of learners.

## **2) PARTNERSHIPS FOR EXCELLENCE**

### **European universities**

This action will support the emergence of bottom-up networks of higher education institutions, which will bring cross-border cooperation to the next level of ambition, through the development of joint long-term strategies for top-quality education, research and innovation, based on a common vision and shared values.

European Universities will act as models of good practice for other higher education institutions, progressively increasing the international competitiveness and attractiveness of European higher education. They will drive the development of highly integrated and open study programmes combining modules in different countries. Mobility should be a standard feature, embedded at Bachelor, Master and Doctoral levels. They should operate on the basis of multidisciplinary approaches, allowing students, lecturers and researchers

to co-create and share knowledge and innovation. This could help address the big societal challenges and skills shortages that Europe faces. It could also boost the contribution that higher education institutions make to their regions, in particular through their involvement in the development and implementation of Smart Specialisation Strategies.

### **Centres of vocational excellence**

This initiative will support the development of trans-national platforms of centres of vocational excellence closely integrated in local and regional strategies for growth, innovation and competitiveness, while supporting overall structural changes and economic policies in the European Union. These platforms will embed partnerships of vocational education and training providers with the relevant stakeholders responsible for economic development, innovation and competitiveness policies in a given economic context. These can include economic development agencies, regional authorities responsible for economic development, innovation clusters, employment services, skills observatories, business support services, business innovation centres, technology transfer agencies, incubators, as well as key companies, social partners and economic sector representatives. The Centres of vocational excellence will act as drivers of quality vocational skills in a context of national, regional/local, and sectorial challenges, while supporting overall structural changes and socio-economic policies in the European Union. They will develop and offer high quality transnational joint vocational programmes and qualifications focused on meeting current and emerging sectoral skills needs with a strong element of work-based learning, digital content and mobility experience abroad.

### **Erasmus Mundus Joint Master Degrees**

This action aims at fostering excellence and world-wide internationalisation of higher education institutions via study programmes – at master course level – jointly delivered and jointly recognised by higher education institutions established in Europe, and open to institutions in other countries of the world, with particular focus on cooperation with higher education institutions from emerging and industrialised countries. This action will support the delivery of joint transnational and international programmes, including the award of scholarships to excellent students, and the funding of participation of guest lecturers in one of these programmes for teaching, training and/or research purposes<sup>5</sup>.

The **partnerships for excellence** (European Universities, Centres of vocational excellence and Erasmus Mundus Joint Master Degrees) will have a long-term sustainable perspective. These actions will be managed by the Education, Audio-visual and Culture Executive Agency.

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<sup>5</sup> Where relevant, also other educational and/or non-educational partners with specific expertise and interest in the study areas/professional domains covered by the joint programme are involved.

### 3) PARTNERSHIPS FOR INNOVATION

#### **Alliances**

This action will aim to foster strategic cooperation between key players in higher education and vocational education and training, business and research – the "knowledge triangle" – to foster innovation and modernisation of education and training systems in identifying and supplying the right set of skills, knowledge and competences to match the future labour market demand in sectors and fields that are strategic for Europe's sustainable growth and competitiveness, building on the experiences with Knowledge and Sector Skills Alliances and the Blueprint for sector skills cooperation.

#### **Forward-looking projects**

This action will aim to foster innovation, creativity and e-participation, as well as social entrepreneurship in different fields of education, training, youth and sport. It will support forward-looking ideas based around key European priorities, and that have the potential of becoming mainstreamed and giving input for improving education and training, youth and sport systems, as well as to bring a substantial innovative effect in terms of methods and practices to all types of learning and active participation settings for Europe's social cohesion. Projects will be transnational and, in order to effectively innovate or reach a systemic impact through their activities, they should be led and implemented by key stakeholders with a very solid state-of-the-art knowledge. Projects will be able to combine a flexible set of activities and facilitate the development of innovative solutions which are also transferable to a broader audience.

Partnerships for innovation will aim at achieving systemic impact at European level by having the capacity to deploy the project outcomes on a European scale and/or by being able to transfer them into different thematic or geographical contexts. They will be focussed on thematic areas that are strategic for Europe's growth and competitiveness and social cohesion. These actions will be managed by the Education Audio-visual and Culture Executive Agency.

### 4) NOT FOR PROFIT SPORT EVENTS

This action will support the preparation, organisation and follow up of **not for profit Sport events** - organised either in one single country or simultaneously in several countries by not-for-profit organisations or public bodies active in the field of sport. These events will aim at increasing the visibility of the Erasmus sport actions as well as raise awareness on the role of sport in promoting social inclusion, equal opportunities and health-enhancing physical activities.

This action will be managed by the Education Audio-visual and Culture Executive Agency.



## 5) ONLINE PLATFORMS AND TOOLS FOR VIRTUAL COOPERATION

Online platforms such as eTwinning, the Electronic Platform for Adult Learning in Europe (EPALE), the School Education Gateway, the European Youth Portal and Erasmus Virtual Exchanges will offer virtual collaboration spaces, partner-finding databases, communities of practice and other online services for teachers, trainers, youth workers, policy makers and other practitioners, as well as for pupils, young people and adult learners in Europe and beyond. These platforms will complement the opportunities of physical mobility and cooperation provided under other actions of the programme, by offering virtual spaces for people-to-people exchanges and opportunities to learn, share ideas, discuss best practices and work together on common issues, across Europe and beyond. Online platforms will expand the capacity of the programme to reach out to a wide number of individuals, further supporting competence-development and further promoting sense of belonging to the EU and social inclusion.

### KEY ACTION 3 – SUPPORT TO POLICY DEVELOPMENT AND COOPERATION IN EDUCATION, TRAINING YOUTH AND SPORT

Key Action 3 provides support to policy cooperation at European Union level, thereby contributing to the development of new policies which can trigger modernisation and reforms, at European Union and systems' level, in the fields of education, training youth and sport.

#### 1) SUPPORT TO EUROPEAN POLICY DEVELOPMENT

This section will cover actions aimed at preparing and supporting the implementation of the EU policy agenda on education, training, youth and sport, including sectoral agendas for higher education, vocational education and training, schools and adult learning, and in particular by facilitating the governance and functioning of the **Open Methods of Coordination**. In this context, the programme will support **European Union presidency events, conferences and high-level meetings, activities of national actors designated to implement certain European initiatives** (e.g. national coordinators for adult learning), **mutual learning activities and peer reviews** as a way to allow policy makers and practitioners to exchange practices in support of better policy development at national level.

A specific action also aims at carrying out **European policy experimentations**, led by high-level public authorities and involving field trials on policy measures in several countries, based on sound evaluation methods. In line with the EU Youth Strategy, a financial support will also be provided to the structures animating the EU Youth Dialogue at national level, that is to say the National Working Group designated by each national authority.

This section will also support actions aimed at gathering evidence and knowledge about education, training, youth and sport systems and policies at national and European level, with a view to facilitate reasoned policy-making. Evidence gathering and analysis will be undertaken through **EU-wide or international surveys and studies as well as thematic and country-specific expertise**. These activities of evidence-gathering networks including for example the Eurydice network and the Youth Wiki will feed periodic reference publications such as the Education and Training Monitor and the EU Youth Report.

In addition, **specific actions** could be implemented to address new priorities, emerging during the programming period, which cannot be properly tackled through the actions already in place. In so doing, the programme will demonstrate a proportional level of flexibility, to be able to cope with the evolution of policy challenges over the seven-year period.

These actions will be managed, and partly implemented, by the European Commission or by the Education Audio-visual and Culture Executive Agency.

## **2) SUPPORT TO UNION TOOLS AND MEASURES THAT FOSTER THE QUALITY, TRANSPARENCY AND RECOGNITION OF SKILLS, COMPETENCES AND QUALIFICATIONS**

This section will cover a series of actions which facilitate transparency and recognition of skills and qualifications, as well as the transfer of credits, to foster quality assurance, support validation of non-formal and informal learning, skills management and guidance. This area will also include the support to national and European-level bodies or networks that facilitate cross-European exchanges as well as the development of flexible learning pathways between different fields of education, training and youth and across formal and non-formal settings.

Support will be also be provided to tools such as **Europass and Youthpass**<sup>6</sup>, which facilitate the identification of competences, skills and qualifications acquired by individuals in different learning settings. In addition, support will be provided to activities and governing bodies of processes aimed at strengthening quality assurance and enabling an easier recognition of qualifications and periods of study in different fields of education and training, such as the **Bologna process** in the higher education field and other similar initiatives.

These actions will be managed by the Commission or by the Education Audio-visual and Culture Executive Agency, although they will largely be implemented by other bodies at national level.

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<sup>6</sup> Implemented by the European Commission through the SALTO Resource Centre Training and Cooperation

### 3) POLICY DIALOGUE AND COOPERATION WITH KEY STAKEHOLDERS AND INTERNATIONAL ORGANISATIONS

This section will cover actions that foster **policy dialogue with stakeholders within and outside the European Union**, through, for example, conferences, events and other activities involving policy makers, practitioners and other stakeholders in the fields of education, training, youth and sport, to raise awareness about the relevant European policy agendas and to promote Europe as an excellent study and research destination. It will support cooperation with **international organisations** with highly recognised expertise and analytical capacity (such as the OECD and the Council of Europe), to strengthen the impact and added value of policies in the fields of education, training, youth and sport. Specific actions will also provide support to the functioning of the **European Youth Forum** as well as to **EU-wide networks and European NGOs** which pursue a general EU interest, with a view to strengthening dialogue and reinforcing mutual cooperation with key civil society players in the field.

These actions will be managed, and partially implemented, by the Commission or by the Education Audio-visual and Culture Executive Agency.

### 4) MEASURES THAT CONTRIBUTE TO THE QUALITATIVE AND INCLUSIVE IMPLEMENTATION OF THE PROGRAMME

This section will support activities and bodies that improve the implementation of the programme in qualitative terms by facilitating knowledge and practice transfer among National Agencies, equipping National Agencies and Commission with "think-tank" resources that allow for elaboration of activities and strategies to implement the programme in stronger connection with policy developments, providing instruments for better exploiting the potential of synergies and complementarities.

This section will support the activities of the **SALTO Resource Centres** in the fields of education, training and youth. It will also support **Training and Cooperation activities**, implemented by National Agencies, to enhance the strategic implementation of the programme at transnational and national level.

The programme will also mobilise the potential and support the activities of **former Erasmus participants** (Alumni networks, ambassadors, Europeers, etc.) by encouraging them to act as ambassadors multipliers of the programme through raising awareness about the opportunities offered by the programme in local communities and disseminating the results of their experiences and Erasmus in general in schools, associations and other relevant settings.

These actions will be managed by the Commission or by the Education, Audio-visual and Culture Executive Agency, although they will be implemented by other bodies at national level.

## **5) COOPERATION WITH OTHER UNION INSTRUMENTS AND SUPPORT TO OTHER UNION POLICIES**

A specific action – managed at centralised level - will also provide opportunities for people at any stage of their life with a learning experience abroad within their field of expertise, such as public governance, agriculture and rural development, new technologies, enterprise etc. Supported activities may consist of training periods (such as job shadowing, observation periods, training courses) and transnational seminars or events to stimulate up-skilling while fostering a sense of European identity, active citizenship and participation in democratic life in Europe.

In addition, specific measures will allow Erasmus implementing bodies to act as facilitators to the scaling-up of Erasmus projects to apply for grants or develop synergies through the support of the European Structural and Investment Funds managed at national and regional level, the Framework Programme for Research and Innovation, and the programmes relating to migration, security, justice and citizenship, health and culture,

## **6) DISSEMINATION AND AWARENESS-RAISING ACTIVITIES**

This section will support events, campaigns and other activities which will inform citizens and organisations about the Erasmus programme and European Union policies in the fields of education, training, youth and sport.

It will also contribute to identifying and disseminating good practices as well as success stories from the supported projects – via the Erasmus Programme Results Platform - in order to give them more visibility and scale them up at local, national and European levels.

In particular, this action will support the European Youth Week, the European Vocational Skills Week, the European Week of Sport, the Education, Training and Youth Forum, dedicated Sport awards, or similar activities in the field of education, training youth and sport. Furthermore, this action will as well support the **Eurodesk network** which is raising awareness among young people on learning mobility opportunities and to encourage them to become active citizens.

These actions will be managed by the Commission or by the Education Audio-visual and Culture Executive Agency, although they will be implemented both at European and national level.

## JEAN MONNET ACTIONS

Jean Monnet actions will be extended beyond the higher education sector to other sectors of education and training. The remit will remain in principle worldwide, even if the geographical scope of certain actions may be limited to the Member States and third countries associated to the Programme when targeting other sectors than higher education. The Jean Monnet actions will contribute to spread knowledge about the European Union integration matters to a wider target population after 2020.

### 1) JEAN MONNET ACTION IN THE FIELD OF HIGHER EDUCATION

This action will support Higher Education Institutions inside and outside Europe to promote teaching and research on European integration and promote policy debate and exchanges involving the academic world and policy-makers on Union policy priorities. Moreover, it will facilitate the wider public outreach of academic institutions active in European Union studies. It will support the following activities:

- **Jean Monnet Modules:** short teaching programmes in one or more disciplines of European Union studies;
- **Jean Monnet Chairs:** longer teaching posts with a specialisation in European Union studies for individual university professors, including Honorary Jean Monnet Chairs (without grant);
- **Jean Monnet Centres of Excellence:** focal points gathering knowledge of high-level experts in various disciplines of European studies, as well developing transnational activities and structural links with academic institutions in other countries.

This action will also support innovative approaches to make European Union subjects more attractive and adapted to various target groups, also with a view to reach out to a wider audience, beyond the academic context.

### 2) JEAN MONNET ACTION IN OTHER FIELDS OF EDUCATION AND TRAINING

This action will promote knowledge on the European Union in education and training institutions, including schools, vocational education and training institutes. It will offer opportunities to education providers to develop content (teaching and training modules, materials for teachers and trainers, etc.) and innovative tools as well as to carry out activities, within education and training institutions, to raise awareness and exchange views about the European Union matters and subject studies.

In addition, both actions above will support a wide range of activities – such as conferences, debates, events, Jean Monnet projects and networking – aimed at raising awareness about EU integration matters and involving, where relevant, academics, representatives of public institutions, civil society and the private sector.

### **3) SUPPORT TO DESIGNATED INSTITUTIONS**

The programme will support institutions pursuing an aim of European interest, providing to the Union and its Member States and its citizens high quality services in specific priority subject areas.

The main activities and outreach of these institutions involve research, including collection of data and their analysis for preparing future policies, teaching in situ and online for future staff of the international organisations and for civil servants in particular in juridical and management areas, organising events on priority issues for the Union and disseminating specific results and general information for the broad public.

The different activities may involve students, post-doctoral students, researchers and experts, visiting professors, professionals, legal practitioners, policy makers and staff of the public administrations.

The Designated Institutions will be requested to contribute to the policy of widening access to education as well as to reinforce excellence in education in Europe. They may contribute to the establishment of a European Education Area by entering into long term and sustainable partnerships with a wider network of key stakeholders in the field of higher education.

All Jean Monnet actions will be managed by the Education Audio-visual and Culture Executive Agency, with the exception of European-level policy debate and dissemination events managed directly by the European Commission.