

# Erasmus+

**Implementation of ERASMUS+  
Capacity Building Projects:  
Management, Coordination,  
Budget and Financial Reporting**



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## Structure of presentation

### **Part I: General on management**

- 1. Communication, Dissemination and Publicity/visibility rules**
- 3. Monitoring**
- 4. Quality Assurance**

### **PART II: Technical Erasmus+ Regulations**

- 1. How to manage your project**
  - 2. Budget**
- Conclusions**



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## **Part I: General on management**

- 1. Communication, Dissemination and Publicity/visibility rules**
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- 3. Monitoring**
- 4. Quality Assurance**



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# **1. Communication, Dissemination and visibility of the project**



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## Internal Communication (1/2)

### **With Coordinator and other partners**

- Project kick-off meeting
- Defined in the Partnership Agreement
- Communication-plan (means, frequency, channels)
- Transparency

### **National coordinator**

- Main Partner Country contact for the project
- Facilitates communication with partners from Partner Countries
- Not compulsory



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## External Communication (2/2)

### **With EACEA Agency**

- One Project Officer responsible for your project
- Contact only possible via coordinator
- Exception: exceptional circumstances, e.g. conflict with coordinator

### **With your National Erasmus+ Office**

- Support to projects
- Experience in Tempus/Erasmus+ projects



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## External Dissemination Strategy

Draft **intentional** dissemination plan with **target groups** and most suitable **methods** of dissemination for each audience

- Visual Identity for the project: project branding/logos
- Project website:
  - User friendly**
    - Launch at the beginning of the project
    - Informative & attractive ALSO for wider public
    - Content: Project description/objectives, management structure, project outputs (dates of events, trainings, meeting etc), results of project activities
- Project flyers/leaflets/brochures etc.
- Media releases, newsletters, articles in specialised press
- social media- blogs, facebook, twitter
- Public Events, meetings, seminars



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## Publicity/Visibility rules

Project publications and results:

- Must display Erasmus+ Logo
- Must mention "*Co-funded by the Erasmus+ Programme of the European Union*"



Include disclaimer:

*"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein".*





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## 2. Monitoring



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## Desk Monitoring

### **Definition:**

*Monitoring is a management tool and continuous process which aims to help the project in achieving its objectives.*

- **Each project has an assigned Project Officer in the Agency**

### **Objective:**

- To support the Project coordinators
- Track the project progress through evaluation of the progress and final report



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## Field Monitoring Visits (1/3)

### Part of the monitoring strategy of EACEA Agency

- Annual Monitoring Plan
- Conducted by NEO/ EU Delegation/ Project Officer
- Countries where NEOs present:
  - NEO mandate
  - National plan communicated to each NEO

### Aim of Monitoring visit

- Check that the project is on track
- Check that partners are fully involved in the project
- Offer support and advice
- Prevent penalties due to weak project implementation



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## Field Monitoring Visits (2/3)

### Format

- Presentation of state-of-play by all partners
- Recommendations from NEO / Project Officer

### Role of EACEA Agency

- Feedback to project coordinator
- Occasional participation in monitoring visits

**Each project will be visited at least once in each Partner Country**



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## Field Monitoring Visits (3/3)

### Key Messages:

- special emphasis on the **sustainability/impact** of the projects and on the **dissemination/exploitation** of the results (use Annex II of Programme Guide as guidance doc.)
- For that purpose the **general and specific project objectives** need to be clear from the start of the project for **each** participant to the project
- **Measure and document:** When implementing project activities they should be continuously evaluated against the goals (based on the needs analysis) of the project through figures, questionnaires, interviews, analysis etc.



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## **3. Quality Assurance**



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## Quality Assurance (1/2)

### Rationale:

- Serves as a instrument of monitoring process towards **acheiving the project goals**
- Ensures increased **sustainability & impact** of the activities and project results
- Designed both for **accountability** & ongoing **improvement**



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## Quality Assurance (2/2)

### 1. Internal Quality assurance

- Follow up and monitoring of **activities** (tools: roadmaps, Gantt charts, dashboards etc.)
- Assessing & measuring that the activities are in line with the project **objectives** (Logical framework, SWOT analysis etc.)
- **Internal peer review of the quality** of the products

### 2. External Evaluation

- Peer-review by academic/administrative staff **from non-partner organisations**
- Representatives from local authorities / private companies
- National QA Agencies as long as the international dimension of the project is covered





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## **PART II: Technical Erasmus+ Regulations**

**1. How to manage your project**

**2. Budget**

**Conclusions**



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# **1. How to manage your project**



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**Ensure the commitment of your institution's management**

**Institutional commitment is precondition to success:**

**At HEI level:**

- Academic authorities
- Finance Department, International Office
- Students

**At Ministry level**

- Structural Projects

**Will ensure:**

- Expertise in terms of administrative/financial constraints
- National dissemination and Sustainability



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## Clarify the roles and know the rules

### **Be aware of your role in the project**

- Read the project description & objectives
- Find out what you are supposed to do

### **Get to know all project contractual and financial documents**

- To be provided by coordinator to all partners
- EACEA Agency website
- Project documents
  - Grant Agreement
  - Guidelines for the Use of the Grant
  - Frequently Asked Questions



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## Local institutional rules

### **Be aware of your Institution's internal rules**

- Ask your administration
- Communicate these rules to the coordinator
- Nominate person responsible for finances at each Partner

### **Be aware of the national constraints/legislation**

- Visa requirements
- Project registration
- VAT
- Staff payment modalities
- Accreditation of newly developed curricula



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## Cooperation and transparency in management

### **Meet and discuss with your consortium:**

- Distribution of tasks
- Financial provisions
- Rules (CBHE + your institution's)

### **Draft a Partnership agreement**

- Agree with your consortium on the procedures you will adopt
  - Make sure you understand all the rules which will apply to you
  - Make sure you have a voice in the decision-making process
- Consolidate your agreements in writing
- Template available on Agency's website



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## Partnership / Cooperation Agreement

### ➤ **Mandatory**

- **provide 6 months** after start of project as a **joint** or **bilateral** document

### ➤ **Covers all aspects of the project:**

- The partners role and responsibilities
- Financial Management
- Project Management and decision-making process
- Project Quality Assurance
- Decision/Conflict resolution mechanisms

### ➤ **National constraints/legislation**

- National constraints/legislation of the project partners must be taken into account

### ➤ **Must be negotiated with partners**



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## Check for synergies with other projects

- Check if there are other Tempus/CBHE projects in the same subject area
- Check if there are complementarities
- Organise meetings with other projects to share:
  - Outputs
  - Experience
  - Best practices





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## Changes to the project

### Administrative changes

- Address, Legal name, Legal representative, Bank Account, etc.

### Functional changes

- Work programme, equipment, eligibility period
- Partnership (withdrawal, addition, replacement)
- Budget: 10% rule

### How to proceed

- Inform coordinator asap, who will in turn inform the Agency
- The Agency will ask for supporting documents
- If the change is accepted: an amendment will be carried out if needed
- At the latest 1 month before the project's end date



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## 2. Budget



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## Reporting obligations and payments

### Grant Agreement

- Start of the eligibility period: 15 October 2015
- End of the eligibility period: 14 October 2018

### Reporting obligations

- Progress Report
- Final Report

### Payments

- First instalment at contract signature (50%)
- Second instalment (40%)(when 70% of first instalment spent)
- Balance 10% will be paid after receipt of final report
- Payment modalities within the consortium: defined in the Partnership Agreement



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## Budget Categories : Thresholds

<b>Staff costs</b>	<b>Max 40% of total eligible costs</b>
<b>Equipment</b>	<b>Max 30% of total eligible costs</b>
<b>Sub-contracting</b>	<b>Max 10% of total eligible costs</b>
<b>Travel</b>	<b>N/A</b>
<b>Cost of stay</b>	<b>N/A</b>



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## Project Budget Calculation & Reporting

### 5 Budget Categories



**Staff UC**

**Travel UC**

**Costs of Stay UC**

**Equipment RC**

**Subcontracting RC**

### 2 Allocation & Justification Methods

**Real Costs (RC)**

**Unit Costs (UC)**

**Other types of costs** (ex.: dissemination, publishing, overheads costs, etc.) are not considered for the calculation of the grant.



Expected to be **covered by co-funding.**



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## Justification of the costs

**Actual costs:** How did you **use** the grant ?

- Expenses (/costs) incurred
- Supporting documents=proof of expenses (invoices, proof of payment et)

**Unit costs:** what did you **achieve** with the grant?

- Result-based (/based on proof of activity)
- No need to prove the real expenditure
- But need to prove the "triggering event" (i.e.: the fact the activity has taken place (e.g. teaching, training))



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## Unit costs

**Unit costs values** mentioned in the **Guidelines:**  
**ONLY** for:

- Budget calculation
- Reporting purposes

## **Consortium reimbursement mechanisms**

- Should be different from the values mentioned in the Guidelines
- Agreed by consortium
- Described in Partnership Agreement



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## Supporting documents for Actual Costs

<b>Budget Headings</b>	<b>Supporting documents</b>
<b>Equipment</b>	<ul style="list-style-type: none"><li>▪ Invoices</li><li>▪ Bank statements</li><li>▪ Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25.000€</li></ul>
<b>Sub-contracting</b>	<ul style="list-style-type: none"><li>▪ Subcontracts</li><li>▪ Invoices</li><li>▪ Bank statements</li><li>▪ Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25.000€</li></ul>

**For details: See Guidelines for the Use of the Grant**





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## Supporting documents for Unit Costs

<b>Budget Headings</b>	<b>Examples of Supporting documents</b>
<b>Staff</b>	<ul style="list-style-type: none"><li>▪ Formal employment contract</li><li>▪ Staff convention</li><li>▪ Time sheets</li><li>▪ Agendas &amp; Minutes of the meetings</li><li>▪ Attendance / Participant lists</li><li>▪ Tangible outputs/products</li></ul>
<b>Travel and Costs of Stay</b>	<ul style="list-style-type: none"><li>▪ Individual Mission Report (IMR)</li><li>▪ Invoices, receipts, boarding passes</li><li>▪ Agendas &amp; Minutes of the Meetings</li><li>▪ Attendance / Participant lists</li><li>▪ Tangible outputs/products</li></ul>

**For details: See Guidelines for the Use of the Grant**



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## Equipment rules

### No Rule of Origin

- Equipment can come from anywhere

### Equipment purchase limited to HEIs only

- HEIs recognised by Ministry of Education

### Changes to the list of equipment

- Possible if well justified
- Must be authorised by Agency

### Launch purchase asap

- Tender procedure takes time
- Start using the equipment during the project's lifetime



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## Subcontracting rules

<b>Amount of subcontract</b>	<b>Tasks to perform</b>
<b>Over 10.000 EUR</b>	Ask authorisation to the Agency
<b>Over 25.000 EUR</b>	Tendering procedure <ul style="list-style-type: none"><li>▪ In conformity with national legislation</li><li>▪ Three quotes at least</li></ul>



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## Conclusions



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## Recap: Novelties CBHE vs. Tempus

- Equipment: no Rule of origin anymore
- Special Mobility strand
- Unit costs
- Supporting documents for staff and travel costs (unit costs)
- No need to justify co-funding anymore
- Indirect costs: not covered by the grant anymore
- Partnership agreement mandatory
- Payment instalments: 50 - 40 - 10%
- Penalties if weak project implementation
- Associated partners
- PICs



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## Key 'take aways' from presentation

### ➤ **Prevent future problems:**

- Learn & understand the CBHE rules

### ➤ **Prerequisites for effective implementation:**

- 1) Communication- plan
- 2) Quality assurance strategy
- 3) External dissemination strategy
- 4) Sustainability and exploitation strategy

### ➤ **Real partnership:**

Requires genuine engagement and conversations

Take your place in the partnership (full partner has rights & obligations)



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## In case of doubt?

Do not hesitate to refer to:

- Contractual documents (Grant Agreement)
- EACEA website: [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)
- Guidelines for the use of the Grant
- Frequently Asked Questions (FAQs)
- Your coordinator / partners
- National Erasmus+ Office (NEO)
- EACEA Agency (through your coordinator)



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