Erasmus+
Capacity Building
in the field of
Higher Education
Ms. Piia Heinämäki

NEO/HERE Meeting
Brussels, 24 May 2016
- How to manage your project
- Quality Assurance
- Communication
- Field monitoring
- Contractual process
- Budget
- Conclusions
How to manage your project
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
- EACEA Agency website
- Project documents
  - Grant Agreement
  - Guidelines for the Use of the Grant
  - Frequently Asked Questions
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
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 in November 2015
Mandatory

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
Institutional commitment is a precondition to success:

**At HEI level:**
- Academic authorities
- Finance Department, International Office
- Students and staff

**At Ministry level**
- Structural Projects

**Will ensure:**
- Expertise in terms of administrative/financial constraints
- National dissemination and Sustainability
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
Rationale:
Serves as an instrument of monitoring process towards achieving the project goals

Ensures increased sustainability & impact of the activities and project results

Designed both for accountability & ongoing improvement
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 HEIs**
   - Representatives from local authorities / private companies
   - National QA Agencies
Communication
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, but useful
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
Dissemination plan with **target groups** and most suitable **methods** of dissemination for each audience

- **Visual Identity** for the project: project branding/logos
- **Project website** (informative, attractive, regularly updated)
- Project **flyers/leaflets/brochures** etc.
- **Media releases, newsletters, articles** in specialised press
- **Social media**- blogs, Facebook, Twitter
- Public **Events**, meetings, seminars
Field Monitoring
Part of the monitoring strategy of EACEA Agency

- Annual Monitoring Plan
- NEO mandated by EACEA to monitor projects
- National plan communicated to each NEO

Aim of Monitoring visit

- Conducted by NEO/ Project Officer
- Check that the project is on track
- Check that partners are fully involved in the project
- Offer support and advice
Erasmus+

Field Monitoring Visits (2/2)

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
Contractual process
Grant Agreement

- Start of the eligibility period: 15 October 2015
- Agreements being prepared

Reporting obligations

- Progress Report
- Final Report

Payments

- First instalment at contract signature (50%)
- Second instalment (40%)(when 70% of first instalment spent)
- Payment modalities within the consortium: defined in the Partnership Agreement
Budget
## Erasmus+

### Budget Categories: Thresholds

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>Max 40% of total eligible costs</td>
</tr>
<tr>
<td>Equipment</td>
<td>Max 30% of total eligible costs</td>
</tr>
<tr>
<td>Sub-contracting</td>
<td>Max 10% of total eligible costs</td>
</tr>
</tbody>
</table>
Expected to be covered by co-funding.

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

Real Costs (RC)

Unit Costs (UC)
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)
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
## Supporting documents for Actual Costs

<table>
<thead>
<tr>
<th>Budget Headings</th>
<th>Supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td>- Invoices&lt;br&gt;- Bank statements&lt;br&gt;- Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25,000€</td>
</tr>
<tr>
<td><strong>Sub-contracting</strong></td>
<td>- Subcontracts&lt;br&gt;- Invoices&lt;br&gt;- Bank statements&lt;br&gt;- Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25,000€</td>
</tr>
</tbody>
</table>

To be confirmed in the Guidelines for the Use of the Grant, which will be published on the Agency’s website in December 2015.
## Supporting documents for Unit Costs

<table>
<thead>
<tr>
<th>Budget Headings</th>
<th>Supporting documents</th>
</tr>
</thead>
</table>
| **Staff**             | - Formal employment contract  
                        | - Staff convention  
                        | - Time sheets  
                        | - Agendas  
                        | - Attendance / Participant lists  
                        | - Tangible outputs/products |
| **Travel and Costs of Stay** | - Individual Mobility Report (IMR)  
                                | - Invoices, receipts, boarding passes  
                                | - Agendas  
                                | - Attendance / Participant lists  
                                | - Tangible outputs/products |

*To be confirmed in the Guidelines for the Use of the Grant, which will be published on the Agency's website in December 2015*
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
## Subcontracting rules

<table>
<thead>
<tr>
<th>Amount of subcontract</th>
<th>Tasks to perform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10.000 EUR</td>
<td>Ask authorisation to the Agency</td>
</tr>
</tbody>
</table>
| Over 25.000 EUR       | Tendering procedure  
  ▪ In conformity with national legislation  
  ▪ Three quotes at least |
Recap: Novelties CBHE vs. Tempus

- Equipment: no Rule of origin anymore
- Unit costs
- No need to justify co-funding
- Indirect costs: not covered by the grant
- Partnership agreement mandatory
- Payment instalments: 50 - 40 - 10%
- Penalties if weak project implementation
- Associated partners
- PICs
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 communication
  Take your place in the partnership (full partner has rights & obligations)
Do not hesitate to refer to:

- Contractual documents (Grant Agreement)
- Guidelines for the use of the Grant
- Frequently Asked Questions (FAQs)
- Your coordinator / partners
- National Erasmus+ Office (NEO)
- EACEA Agency (through your coordinator)
thank you