



Co-funded by the  
Erasmus+ Programme  
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# CREA.T.Y.V PROJECT -KICK-OFF MEETING-

BUCHAREST, HOTEL IBIS PALATUL PARLAMENTULUI  
11-12 MAY 2017

Project Management and  
Implementation

# Project Management and Implementation

- Aspects to be set up during the kick-off meeting:
  - Steering committee (SC) with representative from each partner:
    - Responsible for decision-making concerning project development and implementation of work plan
    - Each member shares information with national team and national stakeholders
    - Report on organisation's progress
    - Will participate in monthly SKYPE conferences
  - Dissemination plan
  - Evaluation plan / process
  - Communication process
  - Shared folder for project's documents – to be put in place

# Visual identity rules of Erasmus +

- In any communication action or any material elaborated (leaflets, posters, presentations, electronic template etc.), the project beneficiaries will acknowledge the financial support received in the framework of the Erasmus+ Program
- The visual identity guide is available at:  
[http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)
- Disclaimer on studies and publications: *"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."*

# Justifying Documents

Justifying documents:

- Project management and implementation
  - There are no justification documents necessary, but all project's objectives, activities, results initially established must be carried out
  - Proof of activities undertaken and outputs produced in final report
  - All outputs must be uploaded on the Dissemination Platform
  - Keep evidence of all costs incurred and work undertaken (e.g. timesheets, invoices, receipts)
- Transnational Meetings
  - Certificates of attendance – template from the NA, to be completed for each transnational meeting by the hosting organization. **Originals kept by coordinator.**
  - Proof of the official relationship between the beneficiary (each partner organization) and the persons attending the meeting:
    - a) Employment contract / volunteering contract (for the beneficiaries from Romania)
    - b) Declaration signed by the legal representative which certifies the nature of the official relationship (for the beneficiaries from other countries) – template from the NA
  - Travel tickets + boarding passes + invoices specifying the place of departure and arrival.
  - Agenda and any other documents used
  - List of participants, containing: name of the activity, date and place of the transnational meeting, and for each participant – name, e-mail address and signature, and name and address of the sending organization

The recommendation of the NA is that these documents are typed, to facilitate the understanding of the information, especially of e-mail addresses

# Justifying documents

- Intellectual Outputs
  - Establishment of the project team, in each partner organization: elaboration of internal documents / decisions which contain the names of the persons who will be involved in the project in activities of project management and in the elaboration of the Intellectual Outputs, and their attributions (job descriptions).
  - Proof of the Intellectual Outputs produced
  - Proof of staff time spent on development of outputs- timesheets – template from the NA
  - Proof of the official relationship between staff member and the beneficiary:
    - a) Employment contract / volunteering contract (for the beneficiaries from Romania)
    - b) Declaration signed by the legal representative which certifies the nature of the official relationship (for the beneficiaries from other countries) – template from the NA – **in original needed**

# Justifying documents

- Intellectual Outputs:
- The same person can carry out in the project different activities, in several staff categories (e.g. “researcher/teacher/trainer” and “technician”). In this case, there will be done a time sheet separately for the time worked in each staff category.
- Time sheets must contain in the section “Description of task performed” just the activities carried out for the realization of products; activities for management and implementation of the project must be object of separate time sheets.
- The work for Intellectual Outputs cannot be subcontracted.

# JUSTIFYING DOCUMENTS

## Multiplier Events

- Agenda of the multiplier event
- Proof of attendance for multiplier event – sign in sheet – template from the NA
- Any additional documents used or distributed at the event (e.g. presentations, documents handed to the participants etc.)
- Description of the event in the final report

# Justifying documents

- Learning, teaching and training activities
  - Attendance certificate – template from the NA
  - The actual travel itinerary +boarding passes+ travel tickets + invoices with place of departure & arrival
  - Accommodation proof
    - Proof of the official relationship between the beneficiary and participants to the activity as:
      - staff:
        - a) Employment contract / volunteering contract (for the beneficiaries from Romania)
        - b) Declaration signed by the legal representative which certifies the nature of the official relationship (for the beneficiaries from other countries) – template from the NA
      - learners:
- Declaration signed by the legal representative to certify the nature of the official relationship – model from the NA



# Justifying documents

- Exceptional costs:
  - invoices of real costs and the proof of payments of these invoices
  - for each partner institution, on the original of the document will be written the mention “Paid from the project number **2016-3-RO01-KA205-035558**” a copy will be made and on the copy will be mentioned “according to the original”, will be signed by the legal representative of the partner institution and stamped (if it is the case).
  - VAT Declaration completed and signed by the legal representative of each partner institution (coordinator/partner) – template from the NA

# Justifying documents

- Other records and evidence
  - BANK TRANSFER DOCUMENTS - showing that payments have been made to partners
    - This should be official documents from your bank, showing the date and amount transferred and clearly stating the partner's organisation name.
    - Photocopy of bank account that received payment
  - Maintain all financial records and audit trail
  - Financial monitoring of the project: each partner will provide the financial monitoring excel table and justifying documents for costs incurred, on a 3 months basis. The dead-lines for these reports are:
    - 30 July 2017
    - 30 October 2017
    - 30 January 2018
    - 30 April 2018
    - 30 July 2018
    - 30 October 2018
    - 30 January 2019
    - 30 April 2019

# Justifying documents

- All modifications must be made through amendment letters to the NA (for example change of legal representative, budget, bank etc.)
- These modifications must be made well in advance, in order to leave enough time for the NA to analyze it and to answer
- If not enough time, NA might reject modifications on this reason

# Reporting to the NA

- Intermediary Report: by 31.05.2018
- Must be uploaded in Mobility Tool and results on Dissemination Platform
- Template available
- Partners are expected to contribute to this report in the template offered by the Romanian NA for this intermediary report
- If 70% of advance is spent, then we can ask for another 40% from the advance
- If 70% of the first installment was not spent, a supplementary intermediary report will be submitted when 70% of the first installment was spent.
- The final report shall be submitted within 60 days from the end date of the project
- Financial reports are submitted in EURO
- Conversion of costs incurred in another currency into EURO is made using a unique exchange rate for all the expenses related to the project: as follows: 1EUR=27.022 CZK, 1EUR=4.5008 RON

# Financial Management

## Record Keeping

- You should only keep original documents for your own organisation, in the accountability evidences
- All Partners should keep their own original documents, stored in any appropriate medium for the required duration - 5 years after the project ends
- On all documents kept in accountability evidences you must write “Paid from project number **2016-3-RO01-KA205-035558**”. **This mention must be made on the original of the document, and then a photocopy made of the original with this mention**
- There can be monitoring visits and audits, during project implementation and after its end (5 years)

# Budget

- Unit costs and Real Costs
- Changes without amendment to the contract
  - Up to 20% of the funds from Project Management and Implementation, Transnational Partner Meetings, Intellectual Outputs, Multiplier Events, LTT Activities and Exceptional Costs to any budget category except for Project Management and Implementation and Exceptional Costs
  - Increase in a destination budget category – max 20%
  - If the increase is higher, a solicitation for contract modification must be requested to the NA
  - All these transfers refer to the consolidated budget, and not to the individual budget of a partner

# Project Management and Implementation

## Concerns management of the project by the Partners:

- Staff expenses for members of Cheltuieli de personal pentru membrii echipei de proiect care se ocupă de managementul general al proiectului (planificare, gestiune financiară, coordonare, comunicare între parteneri, etc.);
- Developing approaches, virtual cooperation, local work on project
- Realization of learning/teaching/training materials on small scale

## Concerns Dissemination:

- Information, promotion and project dissemination
- Preparation and promotion of dissemination materials (brochures, leaflets, project website)

## Based on **unit costs**:

- €500 per month for Co-ordinator
- €250 per month for Partner

Can be redistributed between partners according to needs

# Transnational Meetings

- Costs directly related to participation in meetings between project Partners for implementation and co-ordination purposes
- Contribution to travel **and** subsistence costs
- Evident direct and formal link between the Partner organisations and individuals attending the meetings on behalf of Partners

Calculated on a **unit cost** basis according to the distance of travel for each participant per meeting

- **€575** (return) per participant for distances between 100 and 1999km
- **€760** (return) per participant for distances over 1999km



# Intellectual Outputs

- Intellectual Outputs developed in the project must be substantial, tangible, original, transferrable, with potential of use on large scale, impact and exploitation
- Calculated on a **unit cost** basis, per day, according to the role of individuals in the project and the country of the participating organisation whose staff is involved (Manager, Researcher/Trainer /teacher, Technical, Admin)
- The rate of each staff category includes gross salary of employee and taxes paid by the employer
- Usually, a day means 8 hours of work

# Learning/Training/Teaching Activities

- Blended mobility of adult learners (5 days to 2 months, excl. travel days) with virtual learning
  - VIRTUAL LEARNING: the use of communication technologies (e.g. collaborative workspaces, live, streaming, social media, videoconferencing, etc.) to complement or prolong the learning outcomes of physical mobility
- Short-term joint staff training events (5 days to 2 months, excl. travel days) – short training events for education and training staff or youth workers linked to the topic or scope of the project
- Individuals involved in the project as staff or learners who have direct formal link with a relevant beneficiary organisation in one of the following capacities:
  - Learners/students
  - Staff (labor contract or volunteering contract) of the sending organization

No formal relationship for participants in the projects in the Youth field

All participants must have a travel medical insurance for the whole period of the mobility

It is the responsibility of all organizations involved to make sure that all young people who participate in activities are protected against any form of abuse

# Learning/Training/Teaching Activities

- The grant allocated to participants and to accompanying persons include all costs of the mobility (travel, accommodation, meals, local activities etc.), according to the rates indicated in Annex IV of the contract.
- The grant can be awarded by the beneficiary to participants in these activities in the following ways:
- Full transfer to the participants of amounts, according to rates specified in Annex IV;
- Payments made in the name of the participants, when the organization ensures the travel and subsistence of participants;
- A combination of the 2 options mentioned above.

# Multiplier Events

- Contribution to the costs linked to the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs realised by the project
- Taking place in beneficiaries' Programme or Partner Countries
  - €100 per local participant (= from the country where the multiplier event is taking place)
  - €200 per international participant (from an organization from another country than the one where the Multiplier Event takes place)
- Staff of beneficiaries are not considered participants of those events
- Staff of beneficiaries travel and subsistence expenses will be paid from PMI budget
- Relevant Intellectual Outputs must be fully developed
- Grant accorded for room renting, translation, catering, payment of speakers etc.

# Exceptional Costs

- Reimbursement of 75% of the eligible costs actually incurred from sub-contracting services
- Justifying documents:
  - invoices of the actual costs incurred
  - proof of payment

# Time Line

- Intellectual Outputs – time allocated for delivery of outputs

## 1. O1

-E-Book: M1-3

-Training program: M4-7

-Piloting of training program: M8-10

-Report of piloting:M11-12

## 2. O2: M13-16

## 3. O3: M17-20

## 4. O4: M21-24 (starting M2)

- Transnational Meetings - scheduling of meetings

-Month 8 – Prague, Czech Republic (Nov. 2017)

-Month 16 – Carpi, Italy (July 2018)

-Month 23 – Dublin, Ireland (April 2019)

- Multiplier Events

E1, E3, E4, E5 – M24 (Final Workshops)

E2 – M20 (Thematic seminar – Pro Vobis)

E6 – M12 (International Conference – Habilitas)

- LTT Activities

C1 – M8 (Train the trainer in Dublin, Ireland)

C2+C4+C7 = C2 – M15 (Blended mobility of young people in Italy (16 persons incl. accompanying persons from Habilitas, Pro Vobis, EUDA)

C3 – M16 (Blended mobility of young people in Romania (5 persons incl. accompanying person from EUDA)

C5+C6 = C4 – M17 (Blended mobility of young people in Czech republic (11 persons incl. accompanying persons from Habilitas and Pro Vobis)

# Recommendations from NA:

- - Investigating directly the needs and interests of development of target group. There are no details of the way of identification of specific needs of target group. Also, the references to the needs of the partner organizations need a better marking
- -Including in detailing the risk management of potential risks and solving scenarios
- - The study visits can be reorganized/grouped so that the youth from the partners can go in the same time in one of the host countries. There is no explanation for punctyal study visits, with partners from 1-2 countries organized to a 3rd project partner. There are no details about who are the accompanying persons.
- - The monitoring indicators do not have numbers attached
- -Better details of resources involved in ensuring the project sustainability