

Presentation of the project: the administrative part

First Transnational Project Meeting
27.04.2022

Topics

- Project Timetable
- Transnational project meetings
- Discussion on Partnership agreement
- Project interim and final reports
- Manner of communication between all members of the project, visual identity according to the regulations, virtual and physical meetings
- Budget details and breakdown per type of activity and partner organization
- Selection procedure and criteria for students to participate at trainings
- Dissemination and follow up

PROJECT TIMETABLE

Link:

https://docs.google.com/spreadsheets/d/1j0_woUzKw20ToVvbF2n9YRUrNPrSQvD3/edit?usp=sharing&ouid=100143563653544660756&rtpof=true&sd=true

Project Timetable

Activities planned in February - March:

- **A2: Define the Bilateral Agreements with Partners**
- **A3: Project Management Handbook**
- **Activity Handbook:**
<https://docs.google.com/document/d/1uMw0SzVjX-RIR5MYwPBLL36D6w2xPRNu/edit?usp=sharing&oid=100143563653544660756&rtpof=true&sd=true>

Project Timetable

Activities planned in the next period:

- A4- Risk Analysis (EVM) : **April - May**
- A7- Quality Assurance Plan (EVM/HMU) : **May - June**
- A8 - Quality Monitoring Reports (EVM) - **January 2023**
- A9- Dissemination and Communication Plan (STU/IPP):

Link:

<https://docs.google.com/document/d/105nST6oJPRDnxAE2kVu3vt0ZhxtgzRaP/edit?usp=sharing&oid=100143563653544660756&rtpof=true&sd=true>

- A10- Website and Facebook page management (STU/IPP) - **April 2022 - 2025**
- A11- Dissemination activities (STU/IPP) - **April 2022 - 2025**
- A13- Organize Learning and teaching Activity (ULL/IPP/LBUS) - **May 2023 - August 2023; May 2024- Sept 2024**

TRANSNATIONAL PROJECT MEETINGS

The second transnational meeting (ULL/ EVM) - Spain, Tenerife (June, 2023)

Emphasis on the:

- **overall progress;**
- **issues/ difficulties identified and set among the partnership;**
- **progress of the intellectual outputs;**
- **multiplier events and LTTA.**

The third transnational meeting (HMU) - Crete, Greece (October, 2024)

Emphasis on the:

- status of the achievements;
- strategies to disseminate the project results;
- progress of the intellectual outputs;
- O3 activities.

DISCUSSIONS ON THE GRANT AGREEMENT

https://drive.google.com/file/d/1k19oS4H7HYFPfTCIpNaMPQ3xD_0gmP7p/view?usp=sharing

Overview of the grant agreement (between the N.A and LBUS)

Article 1.2.

The project runs out for 36 months (01.02.2022-31.02.2025)

Article 1.3.

The total amount of the grant: EUR 340,808.00

Article 1.4. Payments to be made (to the Project Coordinator)

- The first pre-financing payment - corresponding to 40 of the total grant (EUR 136,323.20)
- The second pre-financing payment - corresponding to 40% of the total grant (EUR 136,323.20)
- The third payment - payment of the balance

Overview of the grant agreement (between the N.A and LBUS)

Article 1.17. Budget Transfers without an addendum to the agreement

Conditions:

- **The project implementation in accordance with the approved Project application and the objectives described in the Annex 2.**

It's allowed to :

- **transfer up to 30%** of the funds allocated for „Project Results”, Multiplier Events”, „LTTA” to any other budget category;
- **transfer up to 100%** of the funds allocated to „Transnational Project Meetings” and „Inclusion support for organizations” to any other budget category.

The bilateral agreement Questions?

Project Interim and Final Reports

Project Interim and Final Reports

The Coordinator has to :

- **complete an interim report covering the reporting period from the beginning to 31.07.2023
Deadline: 30.09.2023**
- **complete a final report on the implementation of the project within 60 calendar days after the end date of the Project**

Project Interim and Final Reports

The Partners shall provide the Coordinator with:

- any information and documents required for the preparation of the interim report (**by the date 30-06-2023**), final report;
- certified copies of all the necessary supporting documents covering the whole duration of the project completed and signed by the legal representative by **28-02-2025** at the latest.

Manner of communication between all members:

- Google Meet Platform: for the virtual meetings (LBUS will be in charge), every two months
- Google Drive: for the collaborative work
the documents will be uploaded to the project folder
- WhatsApp Groups i.e - for each working team

Visual identity :

- Instructions available on the following link:

https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visualidentity-and-logos_en

Selection procedure and criteria for students to participate at trainings

Q&A