

# Erasmus Plus Program Strategic Partnership in VET

Focus, structure and rules

Jakabné Baján Ilona

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OpenQAsS Kick-off meeting



# Overview

1. Most important aspect / changes in the project framework, specifics of the KA2 type projects: focus on concept, terms ...
2. Contracting, monitoring, reporting
3. Financial rules
4. Key elements of successful projects



# Most important aspect changes in the framework



	LLP TOI	E+ KA2
Aims – focus of activities	Only adaptation, sustainability!	Adaptation, development and mixture, open access!
Level of education	Results only in VET, impact is possible in other fields	Mainly VET, but multi-level is possible (positive)
Duration	Only 2 years	2 or 3 years (fixed start date!, limited prolongation)
Responsibility	Promoter (partners indirect)	Multi-beneficiary contracting – shared responsibility
Finances	100% budget: plan and report, own resources visible (75% subsidy)	Only financial support is documented (some exception), own resources not declared - implicit

# Most important aspect changes in the framework



	LLP TOI	E+ KA2
Type of activities	Project management, results and dissemination related	Project management, results and dissemination related +: transnational mobility
Outputs - results	Everything is finances related, detailed presentation in the application + report	Some results: implicit (MNG, DISS); only intellectual outputs presented separately
Visibility	Publishing the results, but not necessarily the content	Publishing the CONTENT! (open access) but commercialisation possible,
Dissemination platform	ADAM	Dissemination platform
Reporting	Interim – final report	2 years projects: 1 report, 3 years projects: 1(-2) interim, + final report

# Contracting, monitoring, reporting

**Procedure:** as in the past (more detailed elaboration some aspects of the proposal into the contract)

**Shared responsibility:** one contract for the whole partnership! (no partner contract necessary – but recommended)



# Contracting, monitoring, reporting



**Procedure:** for large-scale project just as in the past (3 years project: 2 times, with external expert)

Invitation to **meetings, events in Hungary** are welcome

**Access to project** internal (online) **workplace** is welcome

**Consultation:** offered in form of thematic seminars, personal meeting is possible when needed



# Contracting, monitoring, reporting



**Schedule and form:** according to the signed contact:

“By 30/06/2015 the coordinator shall complete an interim report on the implementation of the Project in the Mobility Tool covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 30/04/2015.

Where the interim report shows that less than 70% of the previous pre-financing payment(s) paid has been used to cover costs of the Project, the coordinator shall submit a further interim report once at least 70 % of the amount of first pre-financing payment has been used ”

**Form:** online tool – Mobility tool:

<https://webgate.ec.europa.eu/eac/mobility>



# Reporting – the Mobility tool



**Access to the tool:** ECAS account needed

## **Content:**

- Project administration
- Reporting: statistics, finances
- Reporting: mobility content
- Info data from partners
- Project reports



# Reporting – the Mobility tool



## Users:


- Beneficiary organisations (coordinator and partners)
- National agencies
- European Commission
- Participants of transnational mobilities



# Content of the Mobility tool




Contact | Privacy Statement English (en)

 **EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)**

External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



( authenticates your identity on European Commission websites )

**Mobility Tool**  
requires you to authenticate

**Login** [Not registered yet](#)

Is the selected domain correct?  
**External** [Change it](#)

Username or e-mail address \*

Password \*

► [More options...](#)

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

[Login!](#) [Lost your password?](#)

\* Required fields

Last update: 18/09/2014 (3.9.3-gsa) | 2 ms | [▲ Top](#)

# The opening page

Home

Welcome "Beneficiary User"

## List of Erasmus+ Projects

2014-1-BE1-KA101-00124

2014-1-BE1-KA201-00127

2014-1-BE1-KA347-00129

## List of LLP Projects

2013-1-BE1-ERA02-00045

2013-1-BE1-LEO01-00150

2013-1-BE1-LEO03-00159

## About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

# The project data page

[Home](#)[Project Details](#)[Organisations](#)[Contacts](#)[PMI](#)[TPM](#)[Intellectual Outputs](#)[Multiplier Events](#)[LTT Activities](#)[Special Needs](#)[Exceptional Costs](#)[Budget](#)[Beneficiary Reports](#)

## Context

Programme: Erasmus+

Key Action: KA2 - Cooperation for Innovation and the Exchange of Good Practices

Action Type: KA202 - Strategic Partnerships for Vocational Education and training

Call Year: 2014

Round: 1

Contracted Start of Project: 01/01/2014

Actual Start Date: 01-09-2014

Contracted End of Project: 31/12/2016

Actual End Date: 03-09-2016

Contracted Project Duration (months):

Actual Project Duration (months): 24

Actual Project Duration (days): 3

National Agency: AT1 – NA Acronym

For further details about your National Agency, please consult the following page:

[http://ec.europa.eu/education/participant-portal/support/contact/index\\_en.htm](http://ec.europa.eu/education/participant-portal/support/contact/index_en.htm)

## Project Information

Grant Agreement No.:

National ID:

Project Title:

Project Acronym:

Most represented field:

*KA200 only**If School Education**If School Education*Only schools? ☐Partnership between regions? ☐

## Beneficiary Organisation

PIC: From URF

*If "Only Schools"*Coordinator? ☐

Legal Name: From URF

Business Name: From URF

Full legal name (National Language):

From E+Link

# Organisation's data

[Home](#)[Project Details](#)[Organisations](#)[Contacts](#)[PMI](#)[TPM](#)[Intellectual Outputs](#)[Multiplier Events](#)[LTT Activities](#)[Special Needs](#)[Exceptional Costs](#)[Budget](#)[Beneficiary Reports](#)

## Organisation

PIC\*:

*For Higher Education*

Erasmus Code:

*KA 201 If "Only Schools"*

Coordinator:

☐

Beneficiary:

☐

Partner:

☐

Co-Beneficiary:

☐

Legal Name:\*

Business Name:\*

Full legal name (National Language):

Acronym:

National ID (if applicable):

Department:

Type of Organisation:\*

Public Body?

☐

Non-profit?

☐

Number of employees below 250?

☐ Yes☐ No*Nor for SE*

Organisation Authority Level:\*

*If School Education and Regio Project*

# Budget: project management



Home	Project Details	Organisations	Contacts	<b>PMI</b>	TPM	Intellectual Outputs	Multiplier Events	LTT Activities	Special Needs	Exceptional Costs	Budget	Beneficiary Reports
------	-----------------	---------------	----------	------------	-----	----------------------	-------------------	----------------	---------------	-------------------	--------	---------------------

Add

Delete

Entries per page: 10



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Role	No. Of Organisations	Contracted		Actual		
		Contracted Project Duration (months)	Amount	Actual Project Duration (months)	Actual Project Duration (days)	Amount
Beneficiary/Coordinator	1					
Co-Beneficiaries	n					

Total Calculated Amount:

102.425€

102.425€

Maximum Amount:

99.000€

99.000€

Adjusted Amount:

99.000€

For SE (Schools Only): one single line is to be shown with the coordinator organisation that owns this project's copy

# Budget: transnational meetings

[Home](#)[Project Details](#)[Organisations](#)[Contacts](#)[PMI](#)[TPM](#)[Intellectual Outputs](#)[Multiplier Events](#)[LTT Activities](#)[Special Needs](#)[Exceptional Costs](#)[Budget](#)[Beneficiary Reports](#)

## Transnational Project Meeting

First Name:\*

Last Name:\*

Start Date:\*

01-09-2014

End Date:\*

05-10-2014

Sending Organisation:\*

Sending Country:\*

From Sending Organisation

Sending City:\*

From Sending Organisation

Receiving Organisation:\*

Receiving Country:\*

From Receiving Organisation

Receiving City:\*

From Receiving Organisation

Comments on different location than sending/receiving organisations:

Distance Band:\*

Total Grant:




Home	Project Details	Organisations	Contacts	PMI	TPM	Intellectual Outputs	Multiplier Events	LTT Activities	Special Needs	Exceptional Costs	Budget	Beneficiary Reports
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[illegible]

# Budget: multiplier events



Home	Project Details	Organisations	Contacts	PMI	TPM	Intellectual Outputs	Multiplier Events	LTT Activities	Special Needs	Exceptional Costs	Budget	Beneficiary Reports
------	-----------------	---------------	----------	-----	-----	----------------------	-------------------	----------------	---------------	-------------------	--------	---------------------

Add

Delete

Entries per page: 10

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Event Identification	Event title	Organiser	Sending country	Receiving Country	Local Participants			International Participants			Total Grant	Eligible ?
					No. of Local Participants	Grant per Local Participant	Total Grant for Local Participants	No. of International Participants	Grant per International Participant	Total Grant for International Participants		
[E1-E999]	Editable	Editable	Editable	Editable	Editable			Editable				Yes
												No

Total Calculated Amount:

Maximum Amount:

Adjusted Amount:

For SE (Schools Only): the only allowed organiser is the beneficiary organisation that owns this project's copy.

30.000€

# Budget: transnational learning, teaching...



## Mobility

Activity No.:\*

[A1 – A999]

Activity Type:\*

*Inferred from Activity Type*

Long-term activity?

☐

Participant ID:

First Name:\*

Last Name:\*

Email:\*

*For VET, YOUTH (Youth Workers) and HE*

Accompanying Person?

☐

*For YOUTH (short-term activities for learners)*

Group Leader/Trainer/Facilitator?

☐

*For ALL*

Special Needs?

☐

*For YOUTH*

Fewer Opportunities?

☐

*For HE and VET*

Disadvantaged background?

☐

*SE*

Pupil

☐

*SE*

Teacher/Staff

☐

# Budget: transnational learning, teaching...

Mobility ID:\*

Sending Organisation:\*

Sending Country:\*

Sending City:\*

Receiving Organisation:\*

Receiving Country:\*

Receiving City:\*

Distance Band:\*

Travel Grant:

Comments on different location than sending/receiving organisations:

Dates of the activity  
excluding  
travel

Start Date:\*

Duration Calculated (days):

End Date:\*

Travel days (max 2):

Interruptions Duration (days):

Effective Duration (days):

Individual Support:

Mobility Total (calculated):

Mobility Total (adjusted):

Overall Comments:

# Budget: costs related to special needs



Home	Project Details	Organisations	Contacts	PMI	TPM	Intellectual Outputs	Multiplier Events	LTT Activities	Special Needs	Exceptional Costs	Budget	Beneficiary Reports
------	-----------------	---------------	----------	-----	-----	----------------------	-------------------	----------------	---------------	-------------------	--------	---------------------

Add

Delete

Entries per page: 10



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Organisation	No. Of Participants With Special Needs	Description	Total Cost
Editable	Editable	Editable	

Total Calculated Amount:

For SE (Schools Only): one single line is to be shown with the beneficiary organisation that owns this project's copy.

Adjusted Amount:

# Budget: exceptional costs



Home	Project Details	Organisations	Contacts	PMI	TPM	Intellectual Outputs	Multiplier Events	LTT Activities	Special Needs	Exceptional Costs	Budget	Beneficiary Reports
------	-----------------	---------------	----------	-----	-----	----------------------	-------------------	----------------	---------------	-------------------	--------	---------------------

Entries per page: 10

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Organisation	Description of cost item	Full Real Cost	Eligible Cost (75%)
Editable	Editable	Editable	

For SE (Schools Only): one single line is to be shown with the beneficiary organisation that owns this project's copy.

Total Calculated Amount: Maximum Amount: Adjusted Amount:

# Reporting: useful steps

## Data collection:

- from the beginning (documented as required in the contract)
- according the structure of the Mobility Tool
- from all parties: partners, participants of the mobilities
- names, e-mails of participants in transnational mobilities
- signed list of participants on events



# Reporting: useful steps



## Continuous data input:

- In the Mobility Tool, when available
- On the Dissemination Platform, specified in the contract:

<http://ec.europa.eu/programmes/erasmus-plus/projects/>

## Visibility of the intellectual outputs:

- Planning and taking care of publishing the results (open access)
- Agreeing on the conditions of the use (intellectual property rights, marking it with the published results)



## Documentation of the budget categories

As described in the Contract (Part B II.16.1)

-Units costs based:

- Management (months x partners; documentation: proof of activities, outputs, Dissemination Platform)
- Transnational meetings (nr of participants x unit contribution; documentation: proof of attendance, declaration signed by the receiving organisation names, starting and end date)

## Documentation of the budget categories

As described in the Contract (Part B II.16.1)

-Units costs based:

- Multiplier events (nr of participants x unit contribution; documentation: description of events, proof of attendance: signed list name, date and place of events; details of participants: name, e-mail address and signature of the person, name and address of the sending organisation)



## Documentation of the budget categories

As described in the Contract (Part B II.16.1)

-Units costs based:

- Learning, teaching and training activities - elements:  
*travel*: (nr of participants x unit contribution according the distance)  
*individual support*: nr of days/months x nr of participants x unit contribution specified)  
*linguistic support*: (nr of participants x unit contribution )



# Finances



Learning, teaching and training activities elements – supporting documents:

*travel:* (purpose of the activity, proof of attendance, declaration signed by the receiving organisation names, starting and end date)

*individual support:* (purpose of the activity, proof of attendance, declaration signed by the receiving organisation names, starting and end date)

*linguistic support:* (proof of attendance of the courses, declaration signed by the provider, invoices for the purchases / declaration signed and dated by the participant )



## Documentation of the budget categories

- As described in the Contract (Part B II.16.1)
  - Actual costs :
- Special needs support: 100% of eligible costs incurred (indispensable for the participation of PWD; documentation: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice )



## Documentation of the budget categories

- As described in the Contract (Part B II.16.1)
  - Actual costs :
- Exceptional costs – elements:
  - Sub-contracting*: approved by the NA
  - (documentation: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice)



## Documentation of the budget categories

- As described in the Contract (Part B II.16.1)
  - Actual costs :
  - Exceptional costs – elements:
    - financial guarantee*: where required by the NA  
(documentation: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, amount, currency, date, signature of legal representative)



## Calculation of the final amount:

- eligible costs as specified in the contract
- proper reporting
- proper implementation

## Reduction for poor, partial

### or late implementation:

- the NA may reduce the grant initially provided for, in line with the actual implementation of the Project



## Possibilities for amendment:

- transfer *up to 20% of the funds allocated* for Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category *with the exception* of the budget categories *Project management and implementation costs* and *Exceptional costs*.



## Possibilities for amendment:

- transfer funds allocated for any budget category *to the budget category Special needs support*, even if no funds were originally allocated for Special needs support. In such case the maximum increase of 20% of the budget category Special needs support shall not apply
- Any budget transfer shall result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II (budget approved).

# Key “elements” of successful projects



- Competent, committed and responsible partners
- Proper time, task and quality management
- Effective work of good quality
- Precise, timely documentation (paper based and online tools by all partners! / content and finances)
- Celebration of even small successes and results



# Thank you for your attention!

Jakabné Baján Ilona  
([ilona.bajan@tpf.hu](mailto:ilona.bajan@tpf.hu))  
Tempus Public Foundation  
VET and Adult Learning  
Hungary

