AGENDA: INCLUSION 2 day conference in Leuven, Belgium

WP 2&3 – DEVELOPMENT

TWO-DAY CONFERENCE FOR UNIVERSITY STAFF AND GOVERNMENT REPRESENTATIVES

NOVEMBER 9-10, 2017

<u>Training methodology:</u>

- **Short presentations on results of the first benchmarking exercise**
- **Discussions about the implications for the writing of the institutional guidelines and the national / regional guidelines**
- **Stakeholders and strategies exercise**
- **Workshop based on stakeholders and strategies exercise**

Day 1: Thursday 9th November Venue: UCLL, Hertogstraat Campus, room A111-112		
9:30	Registration / coffee	UCLL & YSAFA
10:00	Welcome / housekeeping notices	UCLL & YSAFA
10:15	TALK: Review of Workpackage 1 / main findings / recommendations etc	WUS
10:30	TALK: Launch of Workpackage 2; overview of Workpackage 3	UoR & UCLL
11:30	Comfort break / coffee	UCLL
11:45	SHARING RESULTS - ARMENIA Results of the first benchmarking exercise, October 2017 version 1 (short presentation of key findings / concerns / best practice ideas): • YSAFA & Armenian colleagues 12:00 • AUA & Armenian colleagues 12:20 SHARING RESULTS - BOSNIA Results of the first benchmarking exercise, October 2017 version 1 (short presentation of key findings / concerns / best practice ideas): • UNTZ & Bosnian colleagues 12:40 • UTN & Bosnian colleagues 13:00	UoR with Armenian partners UCLL with Bosnian partners
13:30	Buffet lunch & networking	UCLL
14:20	Group photo	
14:40	Introduction to the afternoon ACTIVITY (2 groups): Benchmarking / WP3 discussions – What are the implications for the writing of our: a) institutional guidelines b) national / regional guidelines / general recommendations	UCLL & UoR UoR with Armenian partners & UCLL with Bosnian partners
15:30	ACTIVITY: stakeholders and strategies exercise for each university to complete	UoR
16:10	FEEDBACK: who are our stakeholders? Who do we need to approach? What will our timeline look like? What strategies will be effective? How will we work with our main committees / panels?	UoR
16.45	End of day 1	
19:00	SOCIAL: event in Leuven – optional (details to follow)	UCLL

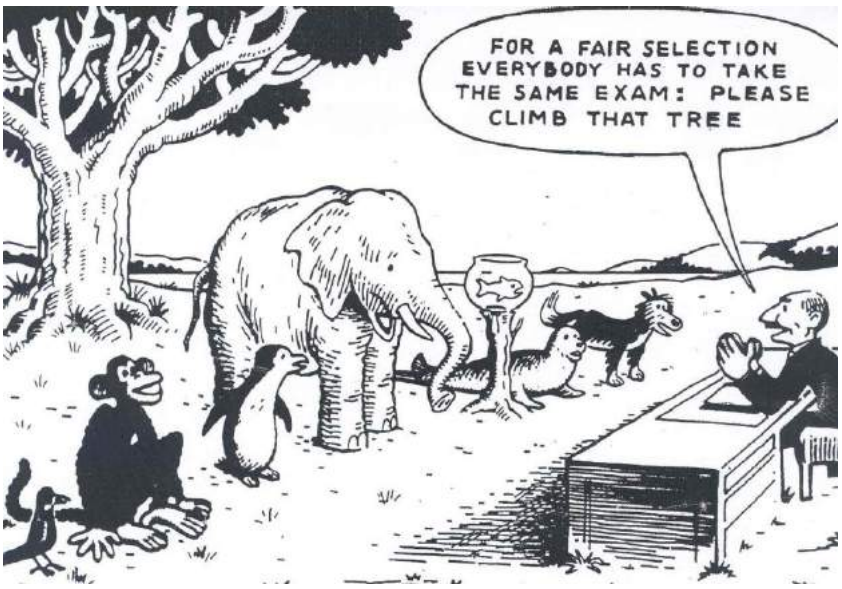
Day 2: Friday 10th November Venue: UCLL, Hertogstraat Campus, room A111-112		
9:00	Registration / coffee	UCLL & YSAFA
9:30	INTRODUCTION: Presentation " Developing Policy at your own Institution" Introduction to the day 2 activities.	UoR
10:15	WORKSHOP based on *stakeholders & strategies* activity from day 1 Where do we start? What are the priorities for our own institutions in 2018-19? What are the priorities for our national / regional guidelines? What will our planning model look like? ACTIVITY: Timeline & logistics planning exercise! 2018-2019 "roadmap"	EU partners to lead: UoR with Armenian partners & UCLL with Bosnian partners
11:00	Comfort break / coffee	UCLL
11:20	WORKSHOP: continued Mini presentations from each university	ALL
12:20	PLANNING: Arrangements for March 2018 , 5 day study visits: YSAFA and AUA to visit **Roehampton** UTN and UNTZ to visit **Leuven** ***Draft agendas to be agreed (to include sessions on developing a good draft version of the "master plan" for each university / country or region)***	
13:00	PLANNING: 2 day conference in Bosnia in May (?) 2018 (WP2 and WP3) Draft agenda	UoR & UCLL
13:30 – 14:15	Buffet lunch & networking	UCLL
14:00	PLENARY SESSION – final discussions / take-forward ideas	WUS
14:15	MEETING: Management meeting for institutional & NGO leads BUSINESS / FINANCES / Q & A / DATES for the diary	YSAFA
16:15	End of day	

Notes

INCLUSION WORKSHOP, Leuven, 9-10 November 2017

DAY 1

Introduction



"I cannot think of anything more unfair than … to treat all students as if they are the same, when they so manifestly are not" (Elton 2000: 1)

Key points on WPs 1-3:

WP 1 (Capacity building):

- All tasks completed as per workplan

WP 2 (Guidelines/master plan and institutional mechanisms for inclusive practice & social dimension strategies):

- Essential to understand what "guidelines" encompasses (recommendations, legally binding?)
- As framework for developing the guidelines, there will be a template identifying main topics.

WP 3 (Development of Mechanisms fostering access of disadvantaged groups)

- Participants also discussed universal design principles as means to enhance inclusion and organising a fair and inclusive system for examinations.
- It was agreed to have a separate session or workshop in this topic.

Benchmarking results from PCUs

For all PCUs – please send your data from the benchmarking exercise to Bridget!!!

Central topics at all PCUs:

- Leadership and clear responsibilities essential!
- Faculty training/induction courses: need to change cultural values/attitudes

- Ensure inclusive curriculum development and inclusive assessment formats
- Future benchmarking exercises:
    - how many persons to be involved (suggestion:10 persons at smaller universities; in bigger ones 20)
    - which methodology to choose? (round table discussions as one possible approach);
    - statistical analysis of results;
    - specific sections to be answered only by specific staff (mgmt./faculty etc)
    - review of questions – is there something which is missing? Any unclarities?

Armenia, YSAFA:

- SD considered in vison/mission and strategy
- However, not anchored in institutional leadership and not reflected in induction trainings
- Quality assurance: evaluation system needed for monitoring SD in HE at YSAFA
- Accommodations/facilities: not fully accessible; challenge of limited financial resources
- Learning & teaching: language classes available, students can contribute to curriculum and assessment discussions
- Additional support: info on financial support available, accommodation available if needed, no mentorship programmes, periodical evaluation of support available

Armenia, AUA:

- Facilities: buildings physically accessible due to support of USAID
- Outcome of the INCLUSION PROJECT: inclusion to go beyond persons with disabilities!
- Discussions on inclusion during faculty retreat 2017 and as topic addressed during Freshman Seminar course
- Student peer support and mentoring (8-10 students per mentor)
- Application form for students with disabilities
- Benchmarking: was done with 7 persons on campus; would be good to involve more faculty and also students in future
- Lot of disagreement for example on learning and teaching; best ranking: scores regarding institutional regulations, facilities
- Question: more time for comprehensive benchmarking?
- Discussion: importance to change also cultural values and attitudes

BiH, UNTZ:

- Vision/mission: some recognition of SD
- Specific context in BiH would not allow development of a national strategy
- Admission process: certain categories of UGs recognized
- Quality indicators for design and delivery of taught programmes: views of UGs not adequately taken into account
- Facilities/accommodation: not physically accessible for PWDs
- Learning and teaching: for PWD – support available upon request (eg alternative examination – based on discretion)
- Some tutors for PWDSs, limited support for other UGs
- Benchmarking exercise: 5 students, mgmt., faculty (20-25 persons in total)
- Discussion: it may be useful to have specific staff to respond only to specific questions

BiH, UNT:

- As a private and small university, decision making processes are unbureaucratic and quick
- Vision with clear recognition of SD required as well as need to “formalize”/anchor SD measures in structures and policies
- Importance to have a dedicated and proactive leadership!

- Will and interest is there to be more inclusive, technical support required
- BM exercise helped to detect what has been achieved already
- High overall score as result of the benchmarking exercise (85%)
- Opening of an INCLUSION office next week to work closely with students center; questionnaires will be disseminated to students to identify needs and expectations
- BM exercise: 35 participants (including students and faculty) were involved in round table discussions

Meeting with UCLL staff: INDEX for Inclusion – good practice to build upon for WP4

http://www.eenet.org.uk/resources/docs/Index%20English.pdf
http://www.csie.org.uk/resources/inclusion-index-explained.shtml

Presentation by Ministry representatives & ANSA

MoE, BiH

- BIH took part in the Eurostudent survey 2015: – data collected could be also used for the INCLUSION project
- New strategy for PWD at Federation level (available also online and in English)
- Scholarships for PWDs and Roma students; there is also a state level strategy on minorities including Roma
- Priorities for HE at state level: also include inclusion

MoE, Armenia

- Reserved quotas for representatives of national minorities (no tuition fees)
- Students from socially vulnerable families: reduced tuition fee (based on vulnerability) in line with law on HE
- Programm on Social Inclusion for PWD 2017-2021 approved by Government
- Scholarships for certain categories of students (eg without parents)
- Increasing number of refugees from Syria – financial support provided
- In discussions, participants shared experiences and information about needs based vs merit scholarship systems

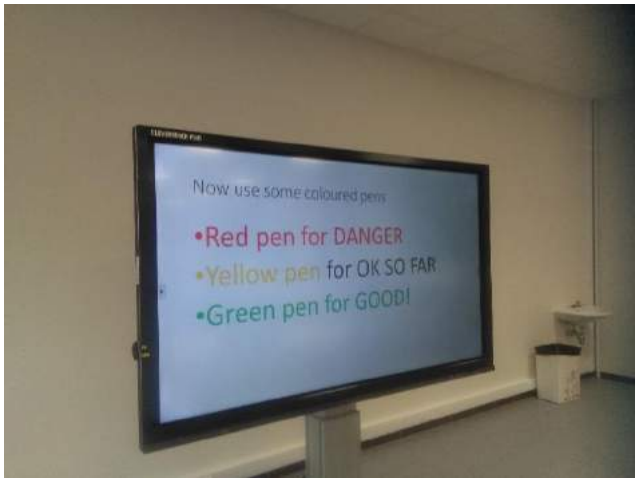
ANSA

- Diaspora and brain drain as a major challenge which is also reflected in HE – eg challenge for students who don't speak Armenian anymore and who return back to Armenia
- 2015 research: PWD and students from poor families require support in Armenia; less support required by students from minorities or mature students (based on survey results)

- ANSA also conducted trainings for Syrian refugees about the educational system in Armenia and provided other forms of support

Working groups – Who are my stakeholders?

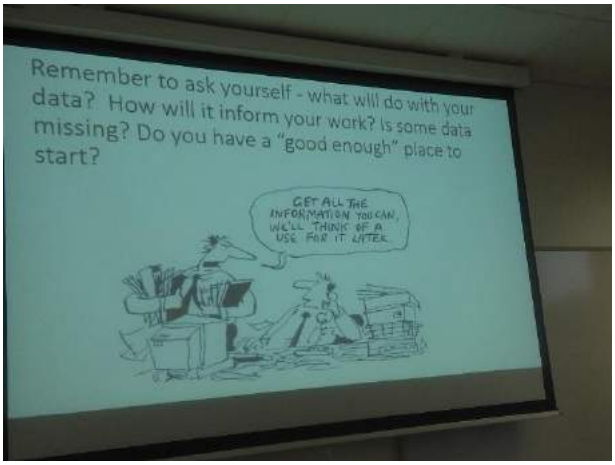
- Identification of stakeholders to be involved in planning and extent to which collaboration is going well/challenging
- Challenges included relations with specific Ministries, libraries, senior management, finance office



DAY 2

Introduction: Developing Policy at your own institution

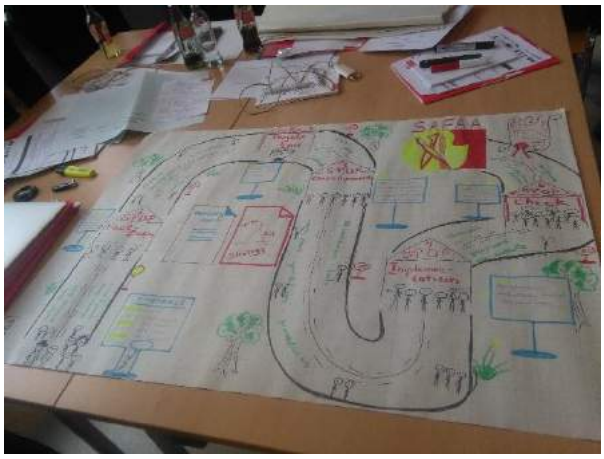
- How to start? Important to know whom to approach (who are my stakeholders) and what policies/guidelines would require in terms of your own institutional contexts (e.g. decision-making processes; who needs to sign final strategy?)
- Policies & procedures: Policies need to be approved by internal decision-making bodies, usually approved for a certain period of time, while procedures/guidelines can change more easily.
- Phases of strategic planning: a.) Planning; b.) documentation & dissemination; c.) implementation; d.) monitoring



Roadmap activity

General points:

- Build on strengths and try to work on weaknesses as identified in the benchmarking exercise!
- Different options may be considered – depending on how process is going (eg in terms of stakeholder involvement etc



Next events:

- Study visits to UoR and UCLL (5-10 March 2018)
- Conference Travnik (15-17 May 2018 or 7-11 May)
- Training on webinars (end June 2018)

THANK YOU VERY MUCH FOR ALL YOUR CONTRIBUTIONS AND GREAT DISCUSSIONS!!!!

PROJECT FINANCIAL MANAGEMENT

GUIDING NOTES

INCLUSION MANAGEMENT TEAM

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Coordination meeting
10 November 2017, UCLL, BE

Funded by the Erasmus+ Programme of the European Union

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OUTLINE

- Interim Report
- Staff costs
- Travel costs and Costs of Stay: For this travel
- Equipment
- Subcontracting
- Financial reporting for 2017
- References
- Exchange rate

2018

14 APRIL

INTERIM REPORT

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https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en

Erasmus+ | Actions | Funding | Beneficiaries Space | Selection Results | Library | News | Events | Contacts

Reporting

Erasmus+ KA2 Capacity Building in Higher Education

Annex V - Technical Implementation Report (Progress report on implementation of the action)

Project N. _____

page 1

TABLE OF ACHIEVED / PLANNED RESULTS

EXAMPLE USE ONE TABLE PER WORK PACKAGE: ADD AS MANY TABLES AS

Insert the title and reference number as indicated in the project proposal

Indicators of achievement and or/performance as indicated in the project proposal

Insert the indicators of achievement and/or performance as indicated in the project proposal

Activities carried out to date for the achievement of this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

Activity number as indicated in the project proposal

Insert the activity title as indicated in the project proposal

State where and when the activity has taken/will take place

Provide a brief description of the activity

Insert specific indicators (qualitative and quantitative) which can help to measure the achievement of the activity result

Activities to be carried out for the achievement of this result (entire project period, 2 or 3 years)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

Insert specific indicators (qualitative and quantitative) which help measure progresses towards achieving the required result

Changes that have occurred in this result since the original proposal:

Describe any change to the original activity plan described in the project proposal

The use of the forms and templates below is mandatory.

Reporting forms

1. Financial Statements (including 'Statement of the costs incurred and Request for Payment' and 'Final Financial Statement') en (Uploaded 10/02/2017)

This xls file should be downloaded once at the beginning of the project and be used all along the project lifecycle for both the on-going monitoring of the use of the grant by the partnership and for reporting to the Agency at mid-term and after the end of the project.

2. Technical Implementation Report

The Technical Implementation Report has to be filled in and submitted via the eReports system, which is an online tool available on the Participant Portal.
The eReports User Guide en will provide you with detailed instructions on how to complete and submit a Project Report using eReports.
The CBHE e-Reports Explanatory Note en will provide you with content related information and guiding questions on the different tabs of the eReport.
Before completing and submitting the eReport, read carefully *Chapter 2.1 and 2.2 of the CBHE Guidelines for the use of the Grant.*

Annexes to be attached electronically to the Technical eReport:

a) Financial Statements (see point 1 above) in ".xls" format
b) Declaration of honour en
c) Table of achieved / planned results en
d) Dissemination plan (if available)
e) Quality assurance plan (if available)
f) Report on the 'Special Mobility Strand': en this document is applicable and compulsory only for projects including a Special Mobility Strand component.
g) in case you wish to request the second pre-financing: a duly signed pdf version of the "Statement of the costs incurred and request for 2nd prefinancing": this document corresponds to the spreadsheet "Cost incurred & 2nd pre-financing" included in the "Financial Statements" (see point 1 of the reporting forms above). Detailed instructions are included in the CBHE e-Reports Explanatory Note.

To be completed by each of the Partner institution and sent to the management ***01 APRIL 2018***

2018

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INTERIM REPORT

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https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en

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ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number		Co-financing (for information only)	0.00

Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	0.00	0.00
2. Travel Costs	0.00	0.00
3. Costs of Stay	0.00	0.00
4. Equipment Costs	0.00	0.00
5. Subcontracting Costs	0.00	0.00
A. Grant for Project Activities	0.00	0.00
B. Additional Grant for Special Mobility Strand	0.00	0.00
Total Grant requested from the European Union (A + B)	0.00	0.00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1				-	-	-	-	-	-
P2				-	-	-	-	-	-
P3				-	-	-	-	-	-
P4				-	-	-	-	-	-
P5				-	-	-	-	-	-
P6				-	-	-	-	-	-
P7				-	-	-	-	-	-
P8				-	-	-	-	-	-
P9				-	-	-	-	-	-
P10				-	-	-	-	-	-
P11				-	-	-	-	-	-
P12				-	-	-	-	-	-
P13				-	-	-	-	-	-
P14				-	-	-	-	-	-
P15				-	-	-	-	-	-
P16				-	-	-	-	-	-
P17				-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-

Click arrow to select Country

Project Data | Final financial statement | Costs Incurred&2nd Prefinancing | 1. Staff costs | 2-3. Travel Costs&Costs of Stay | 4. Equipment Costs | 5. Subcontracting Costs | Cost of PR/PA | Breakdown & Project Funding | Breakdown Staff & Travel Costs

To be completed by each of the Partner institution and send to the management team on

01 APRIL 2018

The report template will be sent and be available on DROPBOX as well!!!

2018

14 APRIL

INTERIM REPORT

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Add Row | Delete Row | Duplicate Row

1. Staff Costs

Total (EUR)	0.00

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Short description of tasks	From (dd/mm/yy)	To (dd/mm/yy)	Number of days (A)	Maximum Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Data Encoding
										0	0.00	0.00	Error

Add Row | Delete Row | Duplicate Row | Distance calculator

2-3. Travel Costs & Costs of Stay

Total Travel Costs (in EUR)	0.00
Total Costs of Stay (in EUR)	0.00

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of the Person travelling	Student/ Staff	City and Country of Departure	City and Country of Destination	Departure Date (dd/mm/yy)	Return Date (dd/mm/yy)	Number of days for Costs of Stay	Travel Distance (in KM)	Maximum Travel Costs calculated (EUR)	Maximum Costs of Stay calculated (EUR)	Total calculated (EUR)	Check Data Encoding
											0	0	0	0.00	0.00	Error

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4. Equipment Costs

Total (EUR)	0.00

Work Package	Partner N°	Name of Partner benefitting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project?	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
												0.00	Error

Add Row | Delete Row | Duplicate Row | Inforeuro

5. Subcontracting Costs

Total (EUR)	0.00

Work Package	Partner N°	Name of Partner who paid for the subcontracting (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project?	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
												0.00	Error

Add Row | Delete Row | Duplicate Row

Co-financing (for information only)

Total (EUR)	0.00

Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Budget Heading*	Source of Co-financing**	Nature, type and specifications of the item***	Amount (in EUR)	Check Data Encoding
						0.00	Error

Click arrow to select Partner n°

** e.g.: Equipment, Staff co… nd/or costs of stay, printing & publishing*

*** e.g.: governmental grant… titution's own resources*

**** e.g.: printing course material (200 copies); renting conference premises (2 days, 100 participants); etc.*

To be completed by each of the Partner institution and send (in Excel form and signed/stamped) to the management team on

01 APRIL 2018

BUDGET HEADINGS

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BUDGET HEADINGS

- STAFF COSTS
- TRAVEL COSTS
- EQUIPMENT
- SUBCONTRACTING
- CO-FINANCING

STAFF COSTS

Documents	❑ Joint Declaration (JD) ❑ Timesheets ❑ Report/checklist
Periods	01/07/2017-20/12/2017 15/10/2016-30/06/2017+01/07/2017-20/12/2017
Deadline for submission	**15 DECEMBER 2017**
Payment	❑ Feedback – 20/12/2017 ❑ Payment – 25/12/2017

- *If the deadline is not kept the payment will be postponed and will be done with the next transfer of staff costs*
- *Final revised documents are requested to submit with the payment orders and with the annual financial report*

STAFF COSTS
DAILY RATES

COUNTRY	MANAGER	RESEARCHER	TECHNICAL	ADMINISTRATIVE
ARMENIA	€47,00	€33,00	€22,00	€17,00
BOSNIA & HERZEGOVINA	€108,00	€80,00	€57,00	€45,00
AUSTRIA	€294,00	€241,00	€190,00	€157,00
BELGIUM	€280,00	€214,00	€162,00	€131,00
UNITED KINGDOM	€280,00	€214,00	€162,00	€131,00

- *Daily rates are fixed in the Guidelines for the Use of the Grant and are accepted within INCLUSION*
- *If a partner accepts other rates (lower than accepted), the policy should be fixed in the ANNEX VI to the PA*

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TRAVEL COSTS

Supporting documents

- ❑ Individual Mobility Report (ITR)
- ❑ Travel documents
- ❑ Registration lists, ppts, agenda, minutes, hotel receipts

Payments for 2018

- ❑ Is to be done when the first annual report is submitted and confirmed

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COSTS OF STAY
DAILY RATE

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N OF DAYS	STUDENT	STAFF
1	55,00 EUR	120,00 EUR
2	110,00 EUR	240,00 EUR
3	165,00 EUR	360,00 EUR
4	220,00 EUR	480,00 EUR
5	275,00 EUR	600,00 EUR
6	330,00 EUR	720,00 EUR
7	385,00 EUR	840,00 EUR
8	440,00 EUR	960,00 EUR
9	495,00 EUR	1 080,00 EUR
10	550,00 EUR	1 200,00 EUR
11	605,00 EUR	1 320,00 EUR
12	660,00 EUR	1 440,00 EUR
13	715,00 EUR	1 560,00 EUR
14	770,00 EUR	1 680,00 EUR

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

Co-funded by the Erasmus+ Programme of the European Union

DISTANCE	AMOUNT
0 KM-99 KM	0,00 EUR
100 KM-499 KM	180,00 EUR
500 KM-1999 KM	275,00 EUR
2000 KM - 2999 KM	360,00 EUR
3000 KM - 3999 KM	530,00 EUR
4000 KM - 7999 KM	820,00 EUR
8000 KM - and more	1 100,00 EUR

TRAVEL COSTS
DISTANCE CALCULATOR

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FROM - TO	DISTANCE	AMOUNT
Yerevan-Travnik	2000km-2999km	360,00 EUR
Yerevan-Tuzla	2000km-2999km	360,00 EUR
Yerevan-Sarajevo	2000km-2999km	360,00 EUR
Yerevan-Mostar	2000km-2999km	360,00 EUR
Yerevan-Graz	2000km-2999km	360,00 EUR
Yerevan-London	3000km-3999km	530,00 EUR
Yerevan-Diepenbeek	3000km-3999km	530,00 EUR

YOUR PLANNER TO LEUVEN

*Please submit the respective documents by **20.11.2017***

TRAVEL COSTS

AM – LEUVEN (BE) - Max: €530
BIH – LEUVEN (BE) – Max: €275
AT-LEUVEN (BE) – Max: €275
UK – LEUVEN(BE) – Max: € 180

Including:
Air ticket to Brussels and back
Train ticket BRU-Leuevn-BRU
Travel insurance
Visa fees (if applicable)

Documents to keep:
E-ticket and invoice
Boarding passes
Train tickets
Insurance and visa receipts

Payment:
Done in advance

COSTS OF STAY

4 days (including travel)
Dates: 08-09-10-11 November 2017
Max: €480 for staff
€220 for students

Including:
Hotel, meals, local transportation, etc.

Documents to keep:
No need, but please keep the receipt for the hotel as it is also a proof for your stay

Payment:
Done in advance

Exchange rate: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

For distance calculator: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

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EQUIPMENT

Official frame	❑ Tender procedure (from 25 000 EUR-134 000 EUR) ❑ Budget Breakdown (ANNEX I)
Supporting documents	❑ Contracts (also on ENG) ❑ Invoices ❑ Act on Delivery and Acceptance
Evidence	❑ Inventory record ❑ Sticker on Equipment
Payment	❑ Payment orders

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SUB-contracting

Official frame	❑ Tender procedure (from 25 000 EUR-134 000 EUR) ❑ Budget Breakdown (ANNEX I)
Supporting documents	❑ Contracts (date/amount/task) ❑ Invoices ❑ Acts
Evidence	❑ Product/service ❑ Outcome/output
Payment	❑ Payment orders

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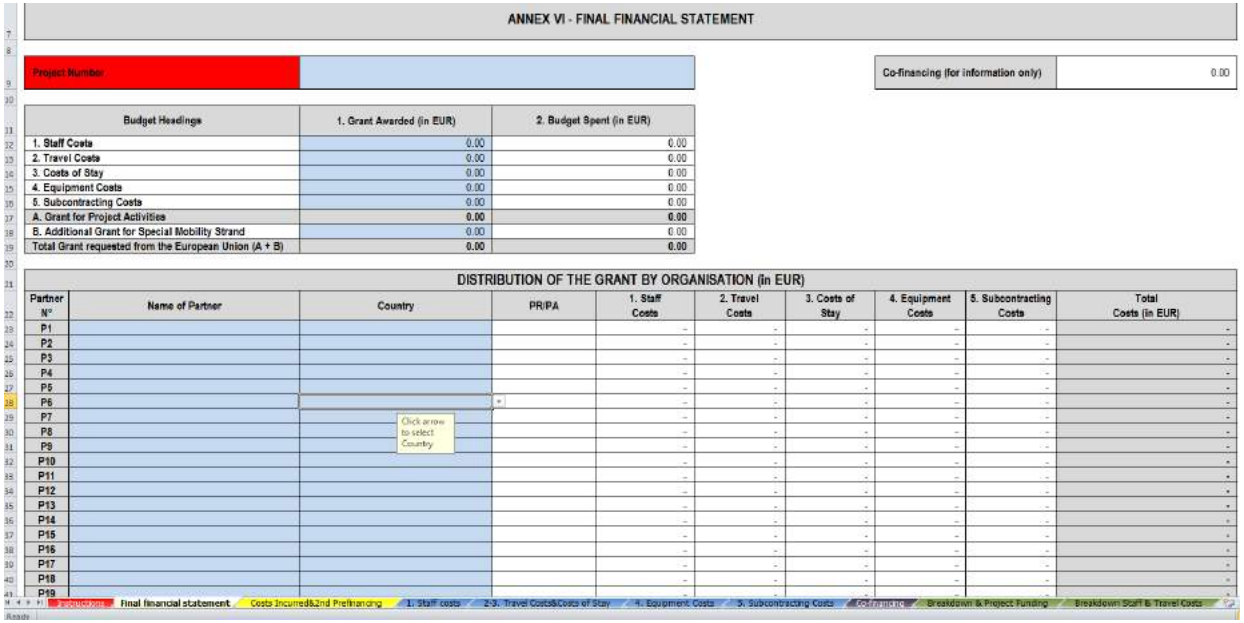
3.4 Overview of supporting documents per budget heading

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
ACTUAL COSTS	*Equipment*	▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Proof that the equipment is recorded in the inventory of the institution	▪ Invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
	Subcontracting	▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products*	▪ Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
UNIT COSTS	*Staff*	▪ Formal employment contract ▪ Staff convention ▪ Time sheets ▪ Salary slips* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings*	▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
	Travel and Costs of Stay	▪ Individual Travel Report (ITR) ▪ Invoices, receipts, boarding passes* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings*	▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
For all grants, a Certificate on the action's financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report (see Annex VII of the Agreement).			

** Examples of supporting documents. Please note that in the case of unit costs this list cannot be exhaustive as it depends on the actual outputs of the project and the quality of the documentation provided. As a general rule, please keep all possible results to be able to show-case your activities.*

FINANCIAL REPORT



ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number	

Co-financing (for information only)	0.00

Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	0.00	0.00
2. Travel Costs	0.00	0.00
3. Costs of Stay	0.00	0.00
4. Equipment Costs	0.00	0.00
5. Subcontracting Costs	0.00	0.00
A. Grant for Project Activities	0.00	0.00
B. Additional Grant for Special Mobility Strand	0.00	0.00
Total Grant requested from the European Union (A + B)	0.00	0.00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1				-	-	-	-	-	-
P2				-	-	-	-	-	-
P3				-	-	-	-	-	-
P4				-	-	-	-	-	-
P5				-	-	-	-	-	-
P6				-	-	-	-	-	-
P7				-	-	-	-	-	-
P8				-	-	-	-	-	-
P9				-	-	-	-	-	-
P10				-	-	-	-	-	-
P11				-	-	-	-	-	-
P12				-	-	-	-	-	-
P13				-	-	-	-	-	-
P14				-	-	-	-	-	-
P15				-	-	-	-	-	-
P16				-	-	-	-	-	-
P17				-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-

Click arrow to select Country

Final financial statement | Costs Incurred&2nd Prefinancing | 1. Staff costs | 2-3. Travel Costs&Costs of Stay | 4. Equipment Costs | 5. Subcontracting Costs | Breakdown & Project Funding | Breakdown Staff & Travel Costs

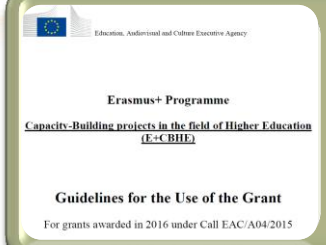
To be completed by each of the Partner institution and send (in Excel form and signed/stamped) to the management team on

10 JANUARY 2018

(financial report for 2017)

The report template will be sent and be available on DROPBOX as well!!!

References



Guide for the Use of the Grant

- Is a part of the GA
- Available in Dropbox WP8 - Financial management folder

Guide on Financial and Technical Management

- Templates are attached
- Available in Dropbox WP8 – Financial management folder

Presentation on Financial Management

- Available in Dropbox WP8 – Financial management folder

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EXCHANGE RATE

Exchange rate is fixed within INCLUSION project

All transfers other than EUR should be calculated taking into account the rate fixed by EACEA for the month of the first pre-financing: **JANUARY 2017**

The rate will be changed only when the second pre-financing is received.

The date on the INVOICE is to be considered for the rate exchange.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_fr.cfm

PLEASE NOTE!!!

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- Exchange rate is to be respected
- All the supporting documents are to be scanned and sent to the MNGT team
- All the deadlines for the financial reporting are to be kept
- All the documents other than ENGLISH should be provided with the English translation

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THANK YOU!!!

socincl.coord@gmail.com
inclusi.mngt@gmail.com

www.inclusionerasmus.org

PROJECT OPERATIONAL &TECHNICAL MANAGEMENT

GUIDING NOTES

INCLUSION MANAGEMENT TEAM

inclusion

Coordination meeting
10.11.2017, UCLL, Leuven, BE

Funded by the Erasmus+ Programme of the European Union

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OUTLINE

Operational management per workpackage

Activities and deadlines for 2018

Events 2018

Technical management

inclusion

The Coordinating institution changed its legal status and became a FOUNDATION

YEREVAN STATE ACADEMY OF FINE ARTS

STATE ACADEMY OF FINE ARTS OF ARMENIA

SAFAA will continue its obligations within INCLUSION and will officially inform the partners when the confirmation from EACEA is received and the documentation process is done

OPERATIONAL MANAGEMENT
workpackages in 2018

inclusion

PREPARATION	WP1	• CAPACITY BUILDING
DEVELOPMENT	WP2	• GUIDELINES/MASTER PLANS & INSTITUTIONAL MECHANISMS
DEVELOPMENT	WP3	• DEVELOPMENT OF MECHANISMS FOSTERING ACCESS OF DISADVANTAGED GROUPS
DEVELOPMENT	WP4	• CAPACITY BUILDING RELATED TO THE HUMAN & PHYSICAL RESOURCES
QUALITY PLAN	WP5	• QUALITY CONTROL AND MONITORING
DISSEMINATION	WP6	• DISSEMINATION
SUSTAINABILITY	WP7	• SUSTAINABILITY
MANAGEMENT	WP8	• MANAGEMENT

WP1: CAPACITY BUILDING

inclusion

wus austria

right to education

- Current Status:

completed

- Deliverables:

Consolidated project team

Fact-finding toolkit

Training kit

Trained staff

Fact-finding reports

- Events:

Site-visits to AM and BiH

Training in June 2017

www.inclusionerasmus.org

WP2: DEVELOPMENT OF GUIDELINES/MASTER PLANS

inclusion

University of Roehampton London

□ Current Status:

launched

□ Activities:

Workshop

Development of country guidelines

Study visits to UoR and UCLL

Master Plans by HEIs

1st dissemination event in BiH

□ Events:

Site-visits to UoR and UCLL, March 2018

1st dissemination event in BiH, May 2018

WP3: DEVELOPMENT OF MECHANISMS

inclusion

UC Leuven Limburg
MOVING MINDS

- **Current Status:**

launched

- **Activities:**

Setting up a team

Analysis of resources and needs

Institutional level mechanisms

Guidelines for inclusive teaching/learning

Development of new resources

Equipment purchase

Training of the PCU staff

Webinar series

Pilot – year 3

- **Events:**

Training of the PCU staff, Leuven, June-July 2018

WP4: HUMAN & PHYSICAL RESOURCES

inclusion

- Current Status:

To launch

- Activities:

Inter-project coaching – to plan

- Events:

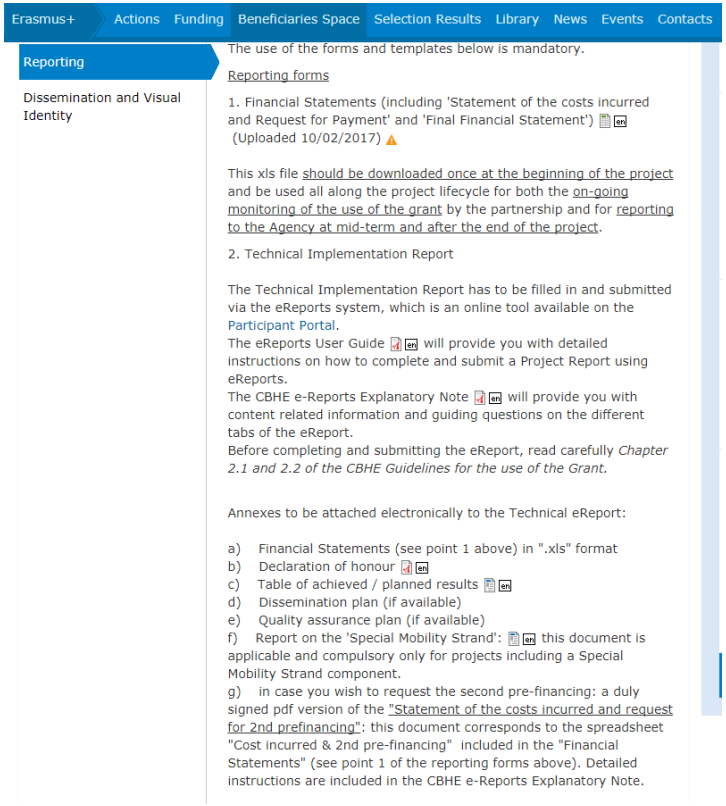
Inter-project coaching, March-April 2018

WP5: QUALITY CONTROL & MONITORING

inclusion

wus austria

right to education



Erasmus+ | Actions | Funding | Beneficiaries Space | Selection Results | Library | News | Events | Contacts

Reporting

Dissemination and Visual Identity

The use of the forms and templates below is mandatory.

Reporting forms

1. Financial Statements (including 'Statement of the costs incurred and Request for Payment' and 'Final Financial Statement') (Uploaded 10/02/2017)

This xls file should be downloaded once at the beginning of the project and be used all along the project lifecycle for both the on-going monitoring of the use of the grant by the partnership and for reporting to the Agency at mid-term and after the end of the project.

2. Technical Implementation Report

The Technical Implementation Report has to be filled in and submitted via the eReports system, which is an online tool available on the Participant Portal.
The eReports User Guide will provide you with detailed instructions on how to complete and submit a Project Report using eReports.
The CBHE e-Reports Explanatory Note will provide you with content related information and guiding questions on the different tabs of the eReport.
Before completing and submitting the eReport, read carefully *Chapter 2.1 and 2.2 of the CBHE Guidelines for the use of the Grant.*

Annexes to be attached electronically to the Technical eReport:

a) Financial Statements (see point 1 above) in ".xls" format
b) Declaration of honour
c) Table of achieved / planned results
d) Dissemination plan (if available)
e) Quality assurance plan (if available)
f) Report on the 'Special Mobility Strand': this document is applicable and compulsory only for projects including a Special Mobility Strand component.
g) in case you wish to request the second pre-financing: a duly signed pdf version of the "Statement of the costs incurred and request for 2nd prefinancing": this document corresponds to the spreadsheet "Cost incurred & 2nd pre-financing" included in the "Financial Statements" (see point 1 of the reporting forms above). Detailed instructions are included in the CBHE e-Reports Explanatory Note.

□ Current Status:

Launched and in progress

□ Activities/Deliverables:

Quality plan and tools

Report per WP

Feedback on outputs and products

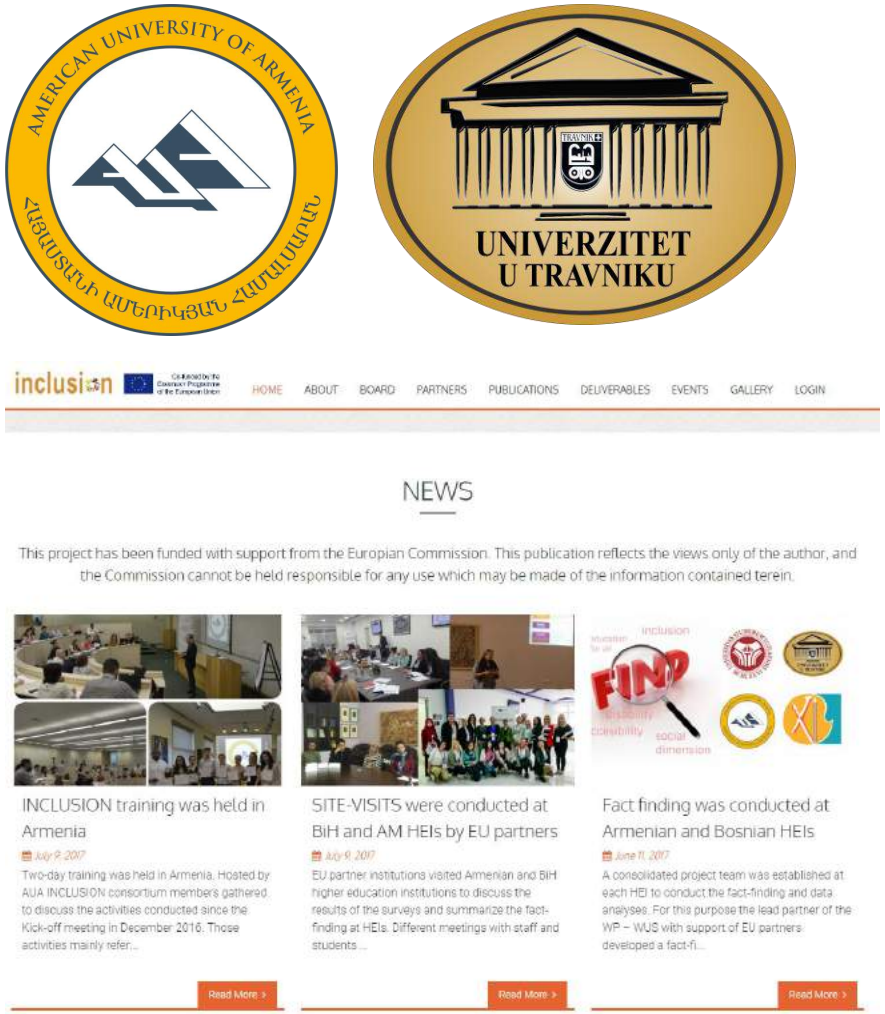
Monitoring visit/s

INTERIM REPORT

□ Events:

Monitoring visit – 1

WP6:DISSEMINATION



□ Current Status:

Launched and in progress

□ Activities/Deliverables:

Dissemination package, tools and strategy

Website

Press releases/newsletters

Round tables

Awareness raising in high schools

Country guidelines – publication

Master plans – publication

Dissemination report-1

□ Events:

Dissemination event in BiH

www.inclusionerasmus.org

WP7: SUSTAINABILITY

inclusion

STATE ACADEMY OF FINE ARTS OF ARMENIA

- Current Status:

To be launched and in progress

- Activities/Deliverables:

Approval of country guidelines and master plans

WP8: MANAGEMENT

inclusion

STATE ACADEMY OF FINE ARTS OF ARMENIA

- Current Status:

Launched and in progress

- Activities/Deliverables:

GB

KOM

Workplans per WPs

Financial, technical and operational management

- Events:

CM – next with Dissemination event in BiH

ACTIVITIES AND DEADLINES *2018*

inclusion

Development of Country Guidelines (WP2)

July 2018

Development of Master Plans (WP2)

July 2018

Analysis of resources and needs (WP3)

November 2017

Development of institutional mechanisms (WP3)

March 2018

Guidelines for inclusive teaching and learning (WP3)

April 2018

Development of new resources (WP3)

October 2018

Webinar series (WP3)

July 2018

www.inclusionerasmus.org

EVENTS
2018

inclusion

STUDY-VISITS TO UoR & UCLL

Dates: MARCH 2018 – 7 days including travel

Destinations: AM to UoR, BiH to UCLL

Participants: ALL AM and BiH Partners

Budget: please consult the individual budget

1st DISSEMINATION EVENT

Dates: MAY 2018 – 4 days including travel

Venue: UNT, Travnik, BiH

Participants: ALL Consortium

Budget: please consult the individual budget

TRAINING FOR PCU STAFF

Dates: JUNE-JULY 2018 – 5 days including travel

Venue: UCLL, Leuven, BE

Participants: ALL consortium

Budget: please consult the individual budget

TECHNICAL MANAGEMENT

inclusion

PUBLICATIONS/ PRO-MATERIALS

- Training tool kit for AM and BiH partners
- Country Guidelines
- Institutional master plans
- Newsletters
- Materials for the round table discussions, etc.
- Dissemination materials

VISIBILITY

- WEBSITE
- LOGO
- DISCLAIMER on Publications
- PROJECT and E+ LOGOs
- Project number: **574169-EPP-1-2016-1-AM-EPPKA2-CBHE-JP**

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Co-funded by the Erasmus+ Programme of the European Union

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THANK YOU!!!

socincl.coord@gmail.com
inclusi.mngt@gmail.com

9-10 November 2017
UCLL, Leuven, Belgium
Training