

Kick-off meeting

December 2, 2016

15:30-18:00

AUA

Type of meeting: Coordination meeting

Facilitator/Chair: Susanna Karakhanyan, Project Coordinator

Attendees: The Consortium – see ANNEX 2

Minutes

		Susanna Karakhanyan
		Consortium partners
Agenda item:	<u>Project Introduction and Project Management:</u> <u>Composition of Project Governing body</u>	Presenter: WP lead partners

Discussion:

The coordinating institution and AUA welcome all the consortium participants and partners and presented the importance of the project. YSAFA and AUA rectors, Ministry representatives highlighted of INCLUSION and development of the social dimension strategy in the higher education not only in Armenia but also in the world. The introduction to the project goals, objectives and workplan was also presented during the first day of the KOM by the coordinator of the project. Next, all the partners in the consortium had 5-minute presentations to present their institutions and the contribution they will have in the project. The lead partners of WP1-WP4 had time to speak of the timeline and activities to be conducted in the workpackages and highlighted the activities within WP1. The second day launched with the introduction of WP5 to WP8 focusing on the project quality control and monitoring, dissemination and management. All the presentations from the partners and LPs can be found annexed to the Minutes.

During the discussion of the project overall management it was discussed and agreed to have the following structure: Governing Board (each partner will have a representative in the GB), Country local coordinators (for BIH and AM), Contact persons per institution/organization and working groups up to 4 people.

Conclusions:

- The executive management team will consist of YSAFA 3 staff members
 - Susanna Karakhanyan – INCLUSION project coordinator
 - Ruzanna Minasyan – INCLUSION project Financial and technical Manager
 - Yelena Baytalyan – INCLUSION project Financial and technical Manager
- Governing board composition - Each partner institution has to nominate 1 person as a member of INCLUSION Governing Board.
- Each partner institution will establish a Working team and will have a contact person/coordinator at institutional level.

[Project Name and Number: Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-Regional Peer-Learning – 574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP]

- All the information is to be presented to the management team and the latter will be informed on any change in the team.

Action items	Partner responsible	Deadline
✓ submission of the Working teams, contact persons, GB members	all partners	15.12.2016

Agenda item: Project Management: 2017 events **Presenter:** Susanna Karakhanyan

Discussion:

During the management session the upcoming events for 2017 year were discussed and fixed. The project has 2 major events – coordination meeting and training (within 1 event) and a workshop and CM-2 within another event. The first site visits are also to be conducted to AM and BiH HEIs by the EU partners to discuss the fact-findings within WP1.

Conclusions:

- The 1st coordination meeting will be merged with the training for budget efficiency and will be held in Armenia, AUA in JUNE 2017.
- Site-visits will be held in Armenia and BiH in April-May 2017.
- 2nd workshop will be held in UCLL in the 2nd week of November.
- All the arrangements will be taken by the management team, host institutions and lead partners.

Action items	Partner responsible	Deadline
✓ preparation of the 1 st coordination meeting & training	WUS, UoR, YSAFA, AUA	13-14 June 2017
✓ preparation of the 2 nd workshop	UoR, UCLL	7-8 November 2017
• preparation to the site visits	AM, BiH HEIs, WUS, UCLL and UOR	April-May 2017

Agenda item: Project technical management: Dropbox as a space for project documentation **Presenter:** Ruzanna Minasyan

Discussion:

As a starting point Dropbox folder for the project was created where all the documentation will be uploaded and updated regarding each workpackage. It was also discussed that in the project web-site it will be possible to have a separate place for uploading the most important documents for the internal use and for the management purposes.

Conclusions:

Each partner institution will have access to the folder. The WP leaders will have to regularly update the folder and inform all partners on the updates/uploads. After each event all the presentations/materials will be uploaded under the respective event folder.

Action items

- ✓ Launch of the INCLUSION dropbox folder, membership

Partner responsible

YSAFA

Deadline

15.12.2017

Agenda item: Project financial management

Presenter: Ruzanna Minasyan

Discussion:

The overall concept to the project financial management is presented to the consortium: starting from the official documentation, template production and financial documentations. The main idea was to act along with the guideline requirements set by EACEA and to have internal Guide for financial management.

Conclusions:

- All the templates, agreements and financial reporting documents are to be regularly updated and made available for the consortium.
- All the supporting documents are to be kept and reported upon request.
- All the deadlines are to be duly kept to ensure smooth flow of the project management.

ANNEXES

ANNEX 1: AGENDA

ANNEX 2: REGISTRATION LIST

ANNEX 3: PRESENTATIONS



AGENDA

KICK-OFF MEETING

1-2 December 2016 , Yerevan Armenia



Co-funded by the
Erasmus+ Programme

Day 1: 1 December 2016 VENUE: AUA, Main building, 6th floor, Small Auditorium CHAIR: Susanna Karakhanyan, Coordinator, YSAFA		
09:30	10:00	Registration
10:00	10:10	Welcome Note – <i>Aram Isabekyan (Rector, YSAFA)</i>
10:10	10:20	Welcome – AUA
10:20	10:30	Welcome Note – <i>National Erasmus+ Office in Armenia</i>
10:30	10:40	Welcome Note – <i>Sasoun Melikyan (RA Ministry of Education and Science)</i>
10:40	11:10	About INCLUSION project (goals, activities, partners, methodology) – <i>Susanna Karakhanyan (YSAFA, INCLUSION Management team)</i>
11:10	12:30	<i>Introduction of partners (5min presentations, all partners)</i>
12:30	13:30	LUNCH
13:30	14:30	WorkPackage 1 Capacity building <i>Lead partner: WUS</i>
14:30	15:30	WorkPackage 2 Guidelines/master plan and institutional mechanisms <i>Lead partner: RoU</i>
15:30	16:00	COFFEE BREAK
16:00	17:00	WorkPackage 3 Development of mechanisms fostering access of disadvantaged groups <i>Lead partner: UCLL</i>
17:00	18:00	WorkPackage 4 Capacity building related to the human and physical resources <i>Lead partner: AUA</i>
		Questions and Answers

Day 2: 2 December 2016

VENUE: AUA, Paramaz Avedisian building, 4th floor, room 434W-Akian Art Gallery

CHAIR: Susanna Karakhanyan, Coordinator, YSAFA

9:30		Registration
9:30	10:30	WorkPackage 5 Quality control and monitoring <i>Lead partner: WUS</i>
10:30	10:50	COFFEE BREAK
10:50	11:50	WorkPackage 6 Dissemination <i>Lead partners: AUA and UNT</i>
11:50	12:00	Questions and answers
12:00	13:00	LUNCH
13:00	14:00	Workshop
14:00	15:00	Workshop
15:00	15:30	COFFEE BREAK
15:30	16:30	WorkPackage 8 Management <i>Lead partner: YSAFA</i>
16:30	17:00	CLOSING REMARKS and Group photo

Venue

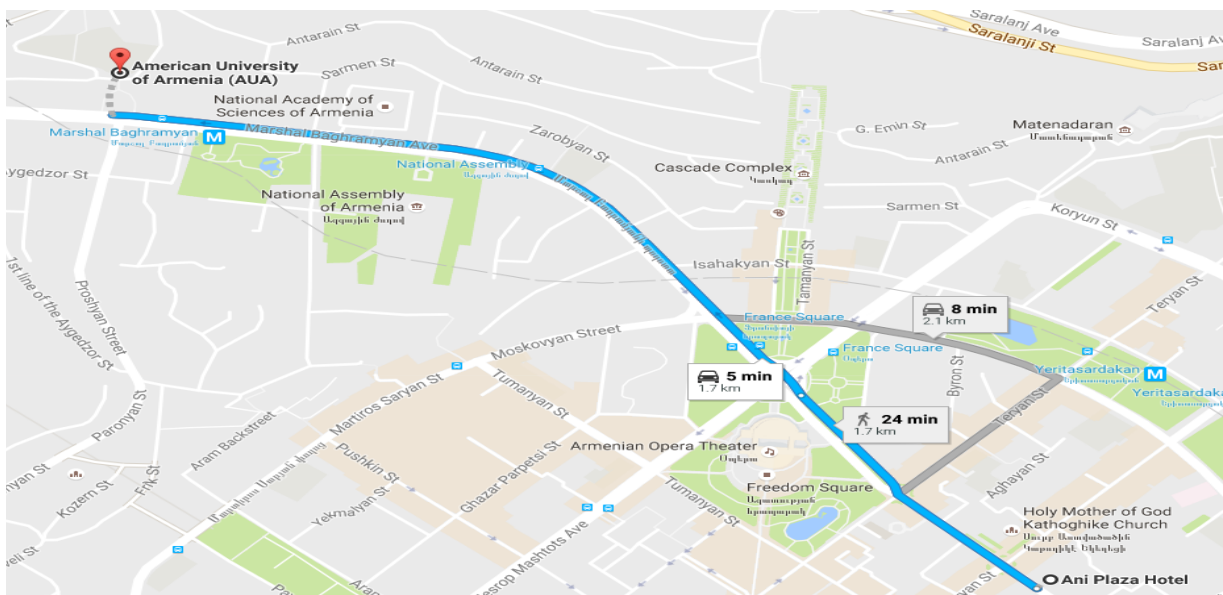
Where: American University of Armenia

Address: 40 Marshal Baghramyan Ave, Yerevan 0019

Hotel

Ani Plaza Hotel

Address: 19 Sayat Nova Ave, Yerevan



inclusion



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of the European Union



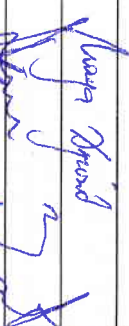




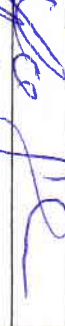









Project event




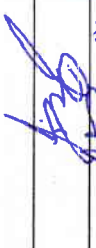
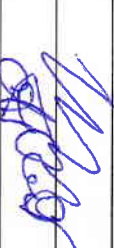
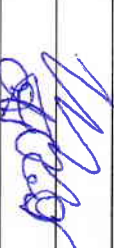
Date, venue

Kick-off meeting

December 1, 2016, AUA

Partner N	Acronym	Institution	Contact person	e-mail	Signature
P1	YSAFA	Yerevan State Academy of Fine Arts	Susanna Karakhanyan	socind.coord@gmail.com	
			Aram Isabekyan	aram.isabekyan@gmail.com	
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P2	AUA	American University of Armenia	Armen Der Kiureghian		
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P3	UNISON	Unison NGO for Support of People with Special Needs	Armen Alaverdyan	armrasml@yahoo.com unisonngo@gmail.com	
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			Izet Radjo	izet.radio@gmail.com	
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P6	SMOC	Sarajevo Meeting of Culture	Dino Mujic	dino.mujic@smoc.ba	
			Jana Carkadzic	jana.carkadzic@smoc.ba	
P7	WUS	World University Service	Louise Sperl	Louise.Sperl@wus-austria.org	
			Michaela Handke	Michaela.Handke@wus-austria.org	
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P9	UCLL	UC Leuven-Limburg	Davy Nijs	davy.nijs@ucll.be	
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P11	ANSA	Armenian National Students' Association	Ani Sargsyan	ani.sargsyan1123@gmail.com	
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P12	MoES	RA Ministry of Education and Science	Sasoun Melikyan	sasoun.melikyan@gmail.com	
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P14	MLSA	Ministry of Labor and Social Affairs	Hayk Mkrtchyan	limbo.85@mail.ru hayk.mkrtchyan@mlsa.am	
			Lana Karlova	neo@erasmusplus.am	
NEO Armenia		National Erasmus+ Office in Armenia	Edith Sghomonyan	neo@erasmusplus.am	
			Ani Torosyan	neo@erasmusplus.am	

Unison NGC
AUA
AUA

Dear Mother Dear Papa
 Dear Alice Dear Mary
 Still has long
 still @ miss on the
 have your @ mail on still
 still @ are on still

inclusion



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of the European Union

Project event

Date, venue

Kick-off meeting

December 2, 2016, AUA

Partner N	Acronym	Institution	Contact person	e-mail	Signature
P1	YSABA	Yerevan State Academy of Fine Arts	Susanna Karakhanyan	sociincl.coord@gmail.com	
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			Nune Mnoyan		
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P6	SMOC	Sarajevo Meeting of Culture	Louise Sperl	Louise.Sperl@wus-austria.org	
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P7	WUS	World University Service			

P8	KFUG	Karl Franzens University Graz	Lisa Heschl	lisa.heschl@uni-graz.at	
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P14	MLSA	Ministry of Labor and Social Affairs	Lana Karlova	neo@erasmusplus.am	
			Edith Soghomonyan	neo@erasmusplus.am	
		National Erasmus+ Office in Armenia	Ani Torosyan	neo@erasmusplus.am	



Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-regional Peer Learning

American University of Armenia
1-2 December, 2016

SUSANNA KARAKHANYAN, PHD

INQAAHE PRESIDENT

YEREVAN STATE ACADEMY OF FINE ARTS

Outline

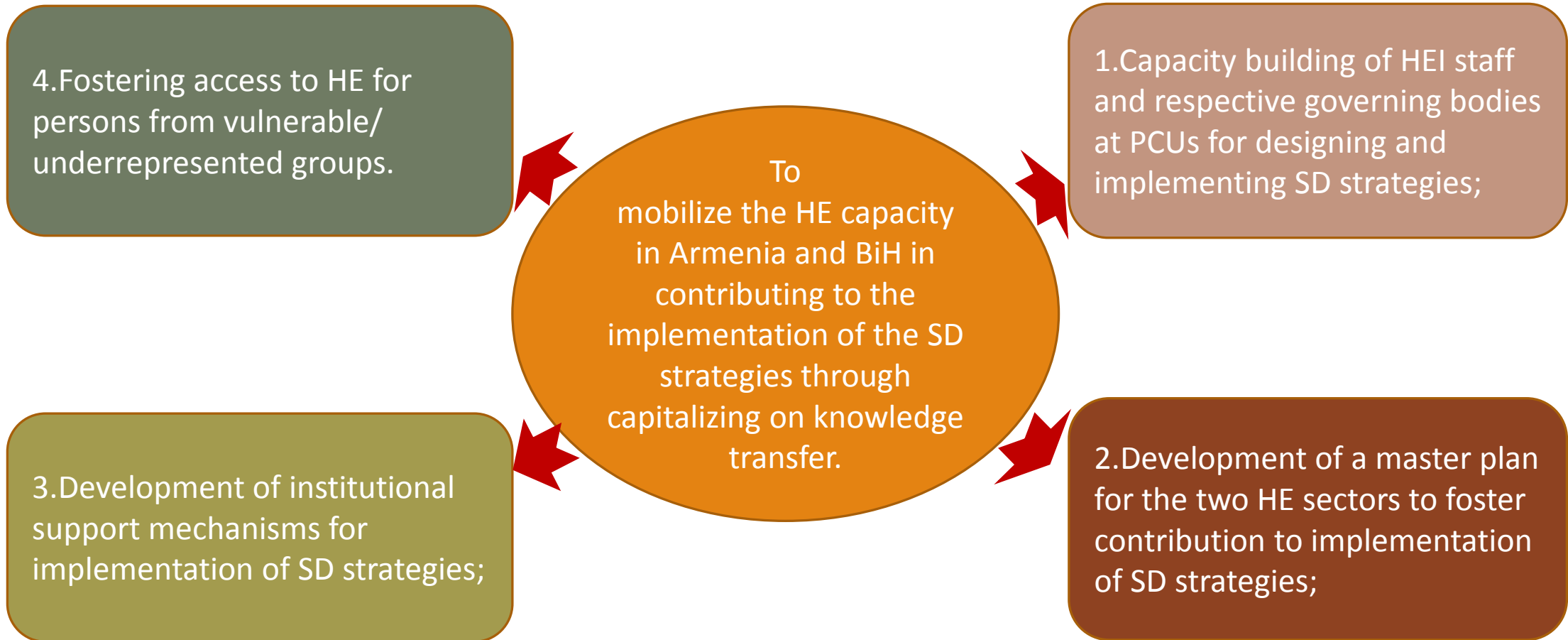
- The rationale
- Goals and objectives
- The Consortium
- Principle Outputs

HE providers' role within the SDG agenda

1. Changing socio-economic environment
2. Agenda relating to education and employment
3. Share the vision of the *United Nations 2030 Agenda for Sustainable Development* (2015)
4. Contribute towards shaping 'a world in which every country enjoys sustained, inclusive and sustainable economic growth and decent work for all'.
 - *Provide inclusive and equitable quality education'*
 - *Promote lifelong learning opportunities for all'*



Goals and Objectives



The Consortium

Armenia

P1 – Yerevan State Academy of Fine Arts (YSAFA)

P2 - American Un

P3 - Unison NGO

P11 - Armenian I

P12 - Ministry of

P14 - Ministry of

Bosnia and Herzegovina

P4 - Univerzitet u Travniku (University of Travnik) (UNT)

P5 - University of T

P6 - Sarajevo Meet

P13 - Federal Minis

European Union

P7 - World University Service (WUS), Austria

P8 - Karl Franzens University Graz (KFUG), Austria

P9 - UC Limburg vzw (UCLL) , Belgium

P10 - University of Roehampton (UoR), UK

Principles for consortium establishment

Coherence:

at the national level, coherence of stakeholder representation is crucial for ensuring continuity and effective operationalization of the diversity of roles expected from different partners;

Value added:

contribution from target audience ensures that project considers country-specific cultural aspects.

Sustainability:

involvement of key regulatory bodies ensures outcomes' sustainability over the long run.

Cross-regional cooperation:

having partner countries from two different regions ensure a better learning platform through diversity of experiences.

The Principle Outputs

National level guidelines on development of institutional level master plans and mechanisms for the national

Institutional level master plans and mechanisms for the national

Resources

Materials to raise awareness of high school pupils and

Reviewed strategies, roles, functions and ongoing initiatives at PCIs for fostering access to HE under

Trained faculty, staff and high school teachers.

Methodology of the project: brief

WP1. Capacity building
Lead partner: WUS

WP2: GUIDELINES/MASTER PLAN AND INSTITUTIONAL MECHANISMS
Lead partner: RoU

WP3: DEVELOPMENT OF MECHANISMS FOSTERING ACCESS OF DISADVANTAGED GROUPS
Lead partner: UCLL

WP4: CAPACITY BUILDING RELATED TO THE HUMAN AND PHYSICAL RESOURCES
Lead partner: AUA

WP5: QUALITY CONTROL AND MONITORING
Lead partner: WUS

WP6: DISSEMINATION
Lead partners: AUA and UNT

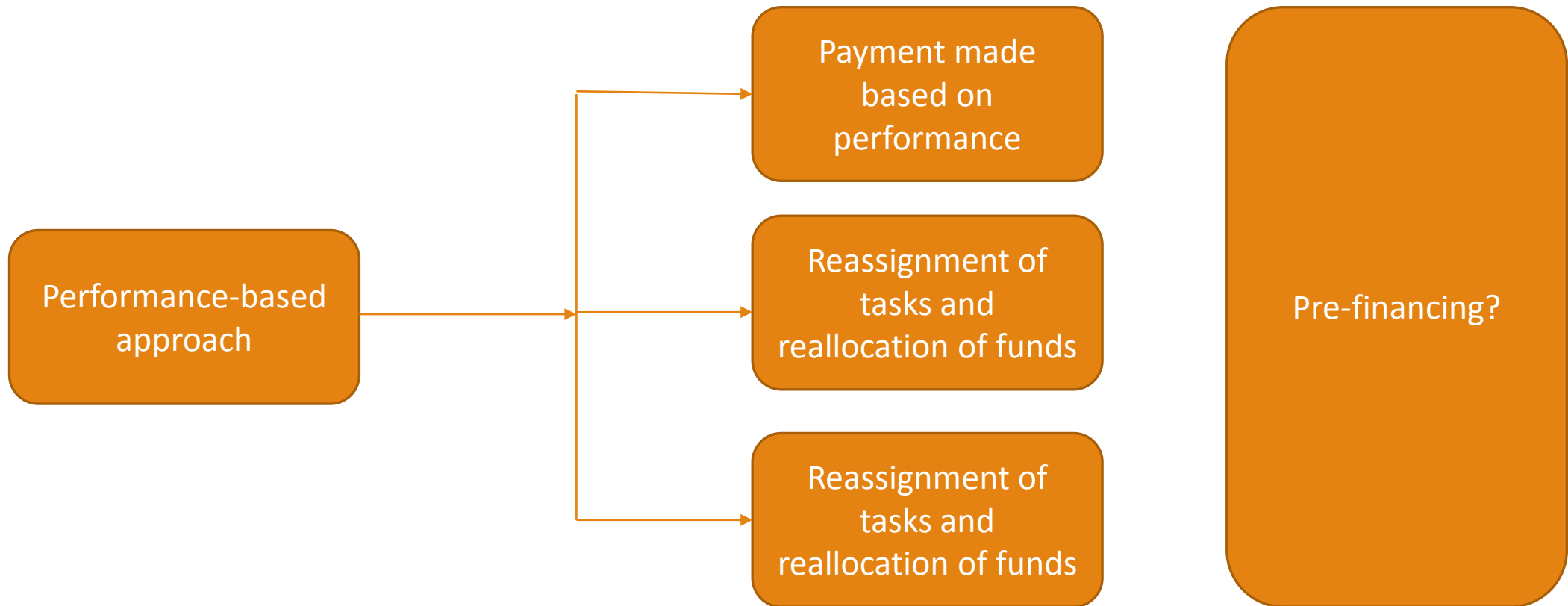
WP7: SUSTAINABILITY
Lead partner: YSAFA and a BiH institution (volunteer from BiH is needed)

WP8: MANAGEMENT
Lead partner: YSAFA

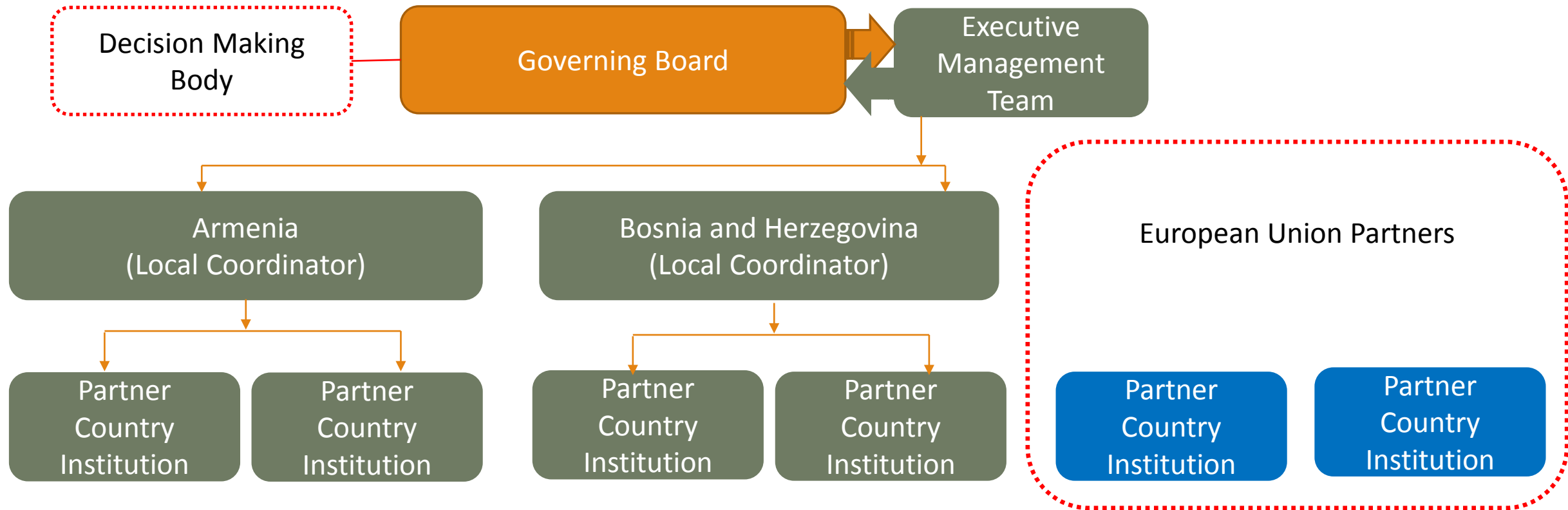
Outline

- Approach to the management at different levels:
 - Overall project
 - Country
 - Institutional
 - Workpackage

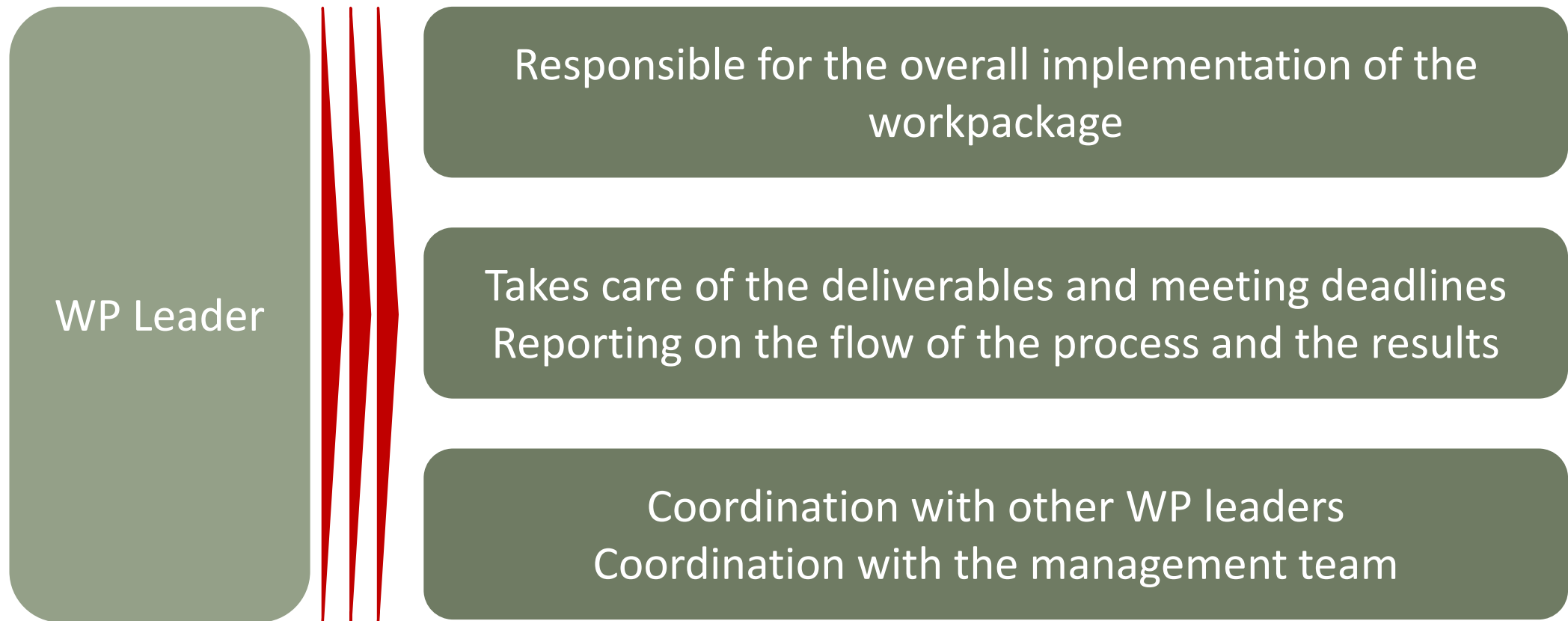
Overall approach to the project management



Overall project management



WorkPackage level

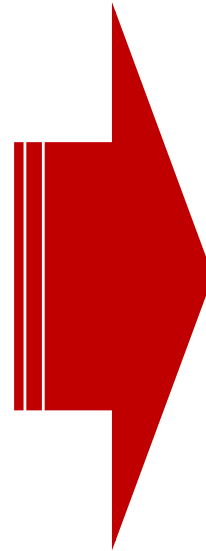


Kick off steps

Nominating 1 person per institution for the Governing Board

Appointment of the Country Coordinator

Appointment of the institutional level team



By the 15th of December
Should be sent to the
Management Team

Ref.nr/ Sub-ref nr	Activities (year 1)	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Title													
1.1.1	Establishment of consolidated project team	2	2x=											
1.2.1.	Development of fact-finding tool kit (methodology and tools e.g. benchmarking, questionnaires)	9	3x	3x=	3=x									
1.2.2.	Feedback of the EU partners and the key stakeholders	4		2x=	2=x									
1.3.1.	Pilot of fact-finding tools and analysis of the data	4			2x	2x								
1.4.1.	Site visits by European partners to PCUs to verify the fact-finding results	2					2x							
1.4.2.	Training on designing and implementation of social dimension strategies based on the fact-finding results	1						1x						
1.5.1.	Fact –finding reports (on roles, functions and ongoing initiatives at PCUs)	4							2=x	2=x				
2.1.1.	Workshop on master plan and institutional mechanisms development	1									1=			
2.2.1.	Development of national guidelines with an emphasis on the HE role	13				1=x	2=x	2=x	2=x	2=x	2=x	2=x		
2.3.1.	Study visits to twinning partner (EU HEI)	2										2=		
2.3.2.	Master plan for each PCU on implementation of social dimension strategies	3										1x	1x	1x
3.1.1.	Setting up a team to conduct analysis in each country and on institutional level	1											1=x	
5.1.1	Project quality plan and tools	2	2=x											
5.2.1	Internal QC reports per WP	2							2=x					
5.2.2	Feedback on products/outputs	1						1=x						1=x
6.1.1.	Development of a basic project dissemination package with strategy and tools	2	2x											
6.2.1.	Development and operationalization of the project website	18	3x	2x	4x	1x	1x	1x	1x	1x	1x	1x	1x	1x
6.3.1.	Development and releasing the press releases	1	1x											
6.4.1.	Round tables in PCUs	2							2x					
8.1.1	Establishment of a project governing board	2	2x											
8.2.1.	Kick-off meeting	1	1x											
8.3.1.	6 coordination meetings	2						1x			1=			
8.4.1.	Development of consolidated work plans on each WP by each WP leader	4	1=x	1=x		1=x							1=x	
8.5.1.	Financial management of the project	24	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
8.6.1.	Day-to-day management of the project	24	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
8.6.2.	Day-to-day coordination of the project	24	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x

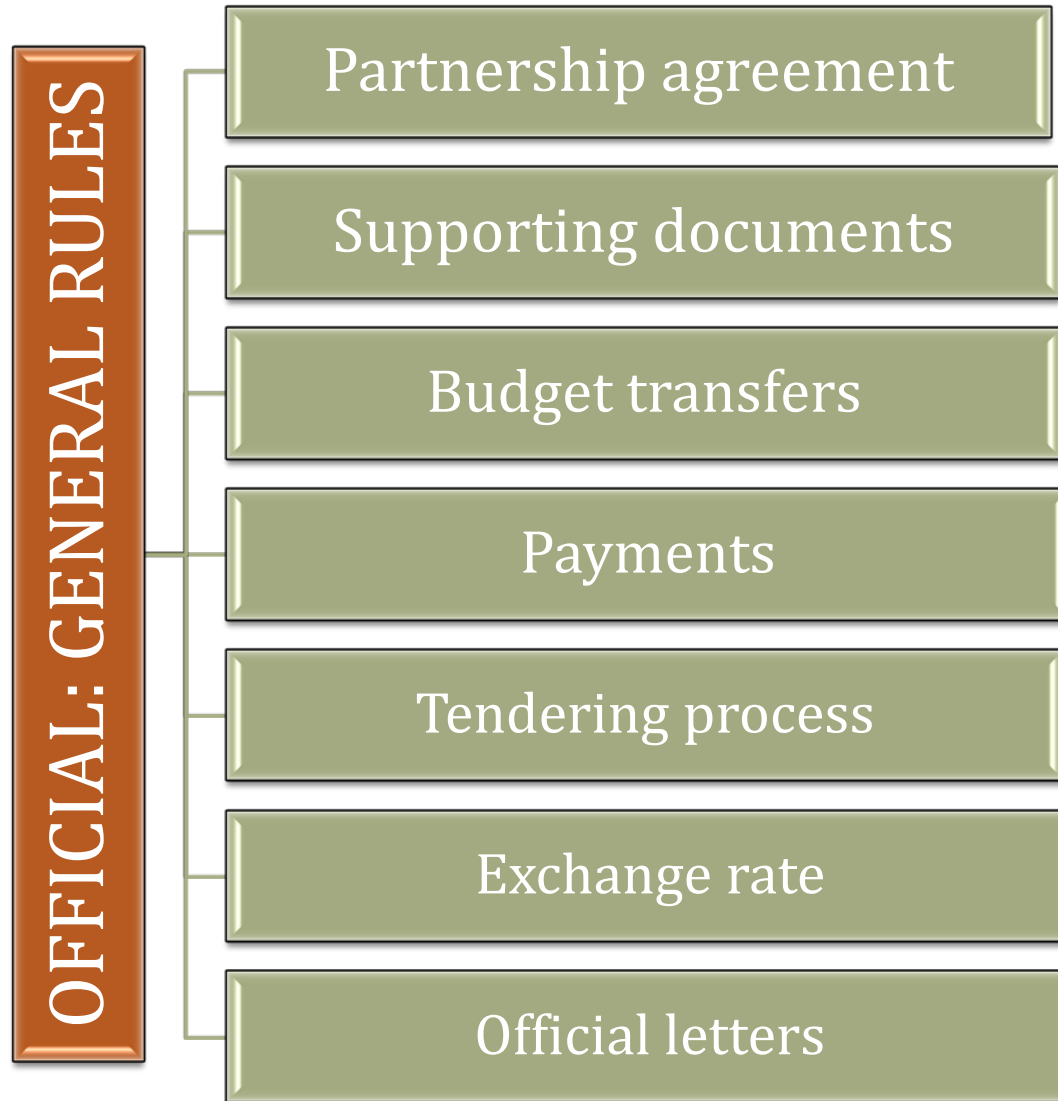
OUTLINE Official /general rules/

Budget headings /specific rules per heading/

Co-financing

Supporting documents and deadlines

Publicity



PARTNERSHIP AGREEMENT

- Signed between the Coordinator and the Beneficiary
- A copy of the PA is sent to EACEA within 6 months
- Includes financial, technical and legal aspects

PAYMENTS

- Transfer to Partner Institution official bank accounts
- Individual transfers are ONLY possible in EXCEPTIONAL cases when providing official letters from the institution and attached to PA

BUDGET TRANSFERS

- Transfers between headings is possible up to max 10%
- The transfers do not affect the implementation of the action
- The amount indicated in the ANNEX is not increased more than 10%
- The total estimated budget is not exceeded

SUPPORTING DOCUMENTS

- Are to be provided on time per partner (duly filled and signed and stamped)
- If the supporting document is missing, the expenses may be considered ineligible

TENDER

- If the value of the contract is over 25 000 EUR and less than 134 000 EUR tendering procedure and offers from at least 3 suppliers should be provided
- If the value exceeds 134 000 EUR national legislation should be applied

EXCHANGE RATE

- Any conversion into EUR
 - on the month of the receipt of the first pre-financing
 - on the month of the receipt of the second pre-financing until the end of the eligibility period

- OFFICIAL LETTERs from PARTNERs
 - Letter on WORKING GROUP (names, positions, e-mails), CONTACT person and GB member by each of the partner institution – *15 DECEMBER 2016*
 - Letter on CO-FINANCING – *together with the signed copy of the PA*

BUDGET HEADINGS

STAFF COSTS

TRAVEL COSTS

EQUIPMENT

SUBCONTRACTING

CO-FINANCING

STAFF COSTS

STAFF is paid when they are performing tasks directly necessary to the achievement of the project objectives

The employment contract is a must and the staff member should be on the payroll system at the institution

Staff category depends on a work performed not the title of a person

Declared working days may not exceed 20 days per month and 240 days per year

STAFF COSTS

STAFF categories:

MANAGER: top managerial activities related to the administration and coordination

RESEARCHER: academic activities related to the development, preparation and adaptation

TECHNICAL: technical tasks, like book-keeping, accountancy, in-house translations

ADMINISTRATIVE: secretarial duties. Students may also be paid under this category

SUPPORTING DOCUMENTS

- a. A formal contract
- b. Staff convention
- c. Timesheet

UNIT COSTS FOR STAFF

PROGRAMME COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ¹
	<i>AMOUNTS IN EURO PER DAY</i>			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ²
	<i>AMOUNTS IN EURO PER DAY</i>			
Tunisi	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo ³ , Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine ³ , Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17

¹ Students can work for the project and their salaries can be paid from Staff costs (administrative staff) provided that they have signed a work contract with a consortium member institution.

² This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

³ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

TRAVEL COSTS

Staff and students participating in activities directly related to the achievement of the project

A formal contract for a person participating in a travel activity

SUPPORTING DOCUMENTS

- a. Individual Travel Report
 - b. Documents like travel tickets, boarding passes, invoices, receipts, agendas, minutes of the meetings, proofs...
-

TRAVEL COSTS

TRAVEL COSTS: calculated for one-way travel using the **distance calculator**:

http://ec.europa.eu.programmes/erasmus-plus/tools/distance_en.htm

COSTS OF STAY: for staff is calculated up to 14th day of activity/ between 15th and 60th day and up to 3 months. Fixed amount per participant per day.

COSTS OF STAY: for student is calculated up to 14th day of activity/ between 15th and 60th day. Fixed amount per participant per day.

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS⁴

Travel distances must be calculated using the distance calculator supported by the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY⁵

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR
Between the 15 th and the 60 th day of activity +	70 EUR	Between the 15 th and the 60 th day of activity	40 EUR
Between the 61 st day of activity and up to 3 months	50 EUR	Between the 61 st day of activity and up to 3 months	Not Eligible

⁴ Example: if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the beneficiary will calculate the distance from Madrid to Rome using the distance calculator (1365,28 Km), then apply the unit cost for the corresponding distance band, i.e. 500/1999 Km. This unit cost will be a fixed contribution of 275 Euros that will cover the costs of travel from Madrid to Rome and return.

⁵ Example: if a staff from Paris (France) is taking part in an activity in Brussels (Belgium) during 20 days, the beneficiary will apply 14 unit costs of 120 Euros each + 6 unit costs of 70 Euros each, for a total of 2.100 Euros.

EQUIPMENT

Is intended **EXCLUSIVELY** for the Partner Country HEIs which are consortium partners

Cannot be purchased for any Program Country Institutions and Organizations or non-higher education institutions in Partner Countries

Should be recorded in the inventory of the institution.

Must bear an ERASMUS+ sticker

EQUIPMENT

Furniture, motor cycles, equipment for research and development, telephones, mobile phones, alarm systems, etc are **INELIGIBLE**

Equipment over 25 000 EUR and less than 134 000 EUR tendering should be applied and quotes from at least three nsuppliers. Equipment over than 134 000 EUR national legislation should be applied

VAT is not eligible

Supporting documents

- a. Invoices adn bank statements for the purchased equipment
- b. Tender documents
- c. Proofs on records in the inventory

Sub-contracting

Specific, time-bound, project-related tasks which cannot be performed by the consortium members.

Tasks like: evaluation activities and auditing, IT courses, Language courses, Printing, publishing and dissemination activities, Translation services, Web-site design and maintenance...

Services more than 25 000 EUR tender procedure should be applied.

SUPPORTING DOCUMENTS

- a. Invoices and bank statements*
- b. In case of travel: travel supporting documents*
- c. Tender documents*
- d. Tangible outcomes*

Co-financing

Involves compulsory co-financing.

Letter per partner should be provided to show the co-financing

Each partner should be able to show the level and source of co-financing within the project.

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	<i>Equipment</i>	<ul style="list-style-type: none"> ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Proof that the equipment is recorded in the inventory of the institution 	<ul style="list-style-type: none"> ▪ Invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
	<i>Subcontracting</i>	<ul style="list-style-type: none"> ▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products* 	<ul style="list-style-type: none"> ▪ Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
UNIT COSTS	<i>Staff</i>	<ul style="list-style-type: none"> ▪ Formal employment contract ▪ Staff convention ▪ Time sheets ▪ Salary slips* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
	<i>Travel and Costs of Stay</i>	<ul style="list-style-type: none"> ▪ Individual Travel Report (ITR) ▪ Invoices, receipts, boarding passes* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
<p>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).</p>			

** 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.*

DEADLINES

FOR TRAVEL REIMBURSEMENT

Submission of the supporting documents: within 15 days after the the travel event

Late submission means the transfer will be done during the next travel reimbursement

FOR STAFF COSTS

In 6-month period – **each 15 JUNE 2016, 10 DECEMBER 2016**

Late submission means the transfers will be done together with another 6-month reporting

PUBLICITY

Any communication, publication or output resulting from the project including at conferences, seminars or any information or promotional materials must indicate that has received EU funding

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Co-funded by the
Tempus Programme
of the European Union

Disclaimer

This project has been funded with support from the European Commission. This publication reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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