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Capacity Building in the field of Higher Education

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Management, financing, monitoring and reporting:

Erasmus+ Capacity Building in Higher Education (CBHE) projects

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Outline of the presentation

1. Contractual framework
2. How to manage the project and team
3. Communication
4. Financial management
5. Project monitoring

1. Contractual framework

CBHE contractual framework

- Grant Agreement signed by the coordinating HEI **on behalf of the partnership**

- Your CBHE proposal is part of the Grant Agreement.

Shared obligation of the partnership!

Support documents and guidelines for projects implementation available in the CBHE "Beneficiaries' Space"

5

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Partnership Agreement (1)

Two objectives:
- **Transparency and formalisation of project management procedures**
- **Commitment to the project**

Guidelines available on Agency website

Negotiated with partners

Signed at the highest level (not by the coordinators!)

Joint (recommended) *or Bilateral*

National and institutional constraints and legislation must be taken into account

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Partnership Agreement (2)

Project management and decision-making process

Quality Assurance

Communication

Conflict resolution

Partners' roles and responsibilities

Financial aspects

2. How to manage the project and team

YOUR CBHE PROJECT

Your proposal — **10%**

Your project environment — **90%**

Different
- Individuals (/personalities)
- Countries (/cultures, currencies, languages, time zones)
- Legal **requirements**
- Institutional **constraints**

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Ensure the commitment of your institution

Institutional commitment is a precondition to success:

At HEI level:

- ➤ Academic authorities
- ➤ Finance Department, International Office
- ➤ Students and staff

At Ministry level

- ➤ Structural Projects

Will ensure:

- ➤ Expertise in terms of administrative/financial constraints
- ➤ National dissemination and Sustainability

Institutional Commitment

Project management is not a "one man/woman show" but an ***institutional responsibility***

It is ***essential to***:

- *have the required institutional services/departments* ***on board from the start***
- **provide regular feedback to** your authorities

Institutional Involvement – Key services

International Relation Office (IRO)

ensures coherence with the HEI international cooperation strategy

equipped with the necessary technical and human resources

ensures institutional visibility / contributes to dissemination

Finance department

HEIs are legally responsible for the grant

EU (/E+) regulations and institutional (/national) regulations must be respected.

Clarify the roles and learn the rules

Be aware of your role in the project

➢ Read the project description & objectives

➢ Find out what you are supposed to do

Read carefully all project contractual and financial documents

➢ To be provided by coordinator

➢ EACEA Agency website

➢ Project documents

- Grant Agreement
- Guidelines for the Use of the Grant

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Take local rules into account

Find out about your Institution's internal rules

- ➤ Ask your administration/other Tempus/Erasmus+coordinators/IRO
- ➤ Communicate these rules to the European coordinator
- ➤ Nominate person responsible for finances

Find out about national constraints/legislation
(NEO Guidelines for local coordinators)

- ➤ Visa requirements
- ➤ Reporting
- ➤ Staff payment modalities
- ➤ Accreditation of newly developed curricula

Check for synergies with other projects

➢ Check if there are other Tempus/CBHE projects in the same subject area

➢ Check if there are complementarities

➢ Organise meetings with other projects to share:
- Outputs
- Experience
- Best practices

Changes to the project

Administrative changes (PIC)
- Address, Legal name, Legal representative, Bank Account, etc.

Functional changes
- Work programme, equipment, eligibility period
- Partnership (withdrawal, addition, replacement)
- Budget: 10% rule

How to proceed
- Inform coordinator asap, who will in turn inform the Agency
- At the latest 1 month before the project's end date
- The Agency will ask for supporting documents
- If the change is accepted: an amendment will be carried out if needed

3. Communication

Communication

Internal and external communication

➤ With Coordinator and other partners (Project kick-off meeting)

National coordinator (UZBEKISTAN)

➤ Main Partner Country contact for the project

➤ Facilitates communication with partners

With EACEA Agency
With National Erasmus+ Office

➤ Support to projects

➤ Experience in Tempus/Erasmus+ projects

4. Financial Management

![Erasmus+ logo]

PAYMENT CYCLE (Art. I.4)

1st pre-financing: 50%

Upon entry into force of the GA ✍

2nd pre-financing: 40%

When 70% of first pre-financing is used

Statement of the costs + *Request for Payment*	*Progress Report* *Due date:* *14/10/17 – 2 years* *14/04/18 – 3 years*

🕐 half-way through the project lifetime

Balance: 10% max

EACEA payment or recove... *60 days following the reception of the FR*

Financial Statement + *Request for Payment*	*Final Report* *Due date:* *14/12/18 – 2 years* *14/12/19 – 3 years*	***Audit Report***

🕐 Max 2 months after the project ends

Required for all grants

Do <u>not</u> assume that all activities listed in your project application are automatically eligible.

Before implementing any activity, first check that the activities mentioned in your project proposal are eligible.

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GUIDELINES FOR THE USE OF THE GRANT

Valuable reference document

Practical recommendations for the implementation of the project and the use of the grant

Available on the E+ CBHE Website

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en

Check for updated versions!

Budget Categories : Thresholds

Staff costs	**Max 40% of total eligible costs**
Equipment	**Max 30% of total eligible costs**
Sub-contracting	**Max 10% of total eligible costs**
Travel	**No threshold**
Costs of stay	**No threshold**

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Project Budget Calculation & Reporting

5 Budget Categories

Staff	**UC**
Travel	**UC**
Costs of Stay	**UC**
Equipment	**AC**
Subcontracting	**AC**

2 Allocation & Justification Methods

Actual Costs (AC)

Unit Costs (UC)

Other types of costs

(ex.: overheads costs, etc.) are not considered for the calculation of the grant.

➡ Expected to be **covered by co-funding**

Unit costs

Unit costs values mentioned in the **Guidelines: ONLY** for:

- ➢ Budget calculation
- ➢ Reporting purposes

Consortium reimbursement mechanisms

- ➢ Should be different from the values mentioned in the Guidelines
- ➢ Agreed by consortium
- ➢ Described in Partnership Agreement

Equipment rules

Equipment can come from anywhere
- ➤ No Rule of Origin

Equipment purchase limited to HEIs only
- ➤ HEIs recognised by Ministry of Education

Changes to the list of equipment
- ➤ Possible if well justified
- ➤ Must be authorised by Agency

Launch purchase asap
- ➤ Tender procedure takes time
- ➤ Start using the equipment during the project's lifetime

Funding rule

Amount of the Grant ≠ Total costs of the project

Co-funding principle

Grant (combination of actual costs/unit costs):
Calculated so as to require co-funding to implement the project

Co-funding:
- other expenses (e.g. overhead costs) or higher expenditure than unit cost values
- not taken into account for the final calculation of the Grant
- requested with final report for information purposes

5. Project Monitoring

Desk Monitoring

Definition

➢ Management tool

➢ Continuous process which aims to help the project achieve its objectives

Project Officer

➢ Each project has an assigned Project Officer in the Agency

Objective

➢ To support the Project coordinators

➢ Track the project progess through evaluation of the progress and final report

Field Monitoring Visits (1/3)

Part of the monitoring strategy of EACEA Agency

- ➤ Annual Monitoring Plan
- ➤ Conducted by NEO/ EU Delegation/ Project Officer
    - ▪ NEO mandate
    - ▪ National plan communicated to each NEO

Aim of Monitoring visits

- ➤ Check that the project is on track
- ➤ Check that partners are fully involved in the project
- ➤ Offer support and advice
- ➤ Prevent penalties due to weak project implementation

Field Monitoring Visits (2/3)

Format

➢ Presentation of state-of-play by all partners

➢ Recommendations from NEO / Project Officer

Role of EACEA Agency

➢ Feedback to project coordinator

➢ Occasional participation in monitoring visits

Each project will be visited at least once in each Partner Country

In case of doubt?

Do not hesitate to refer to:

➢ Contractual documents (Grant Agreement)
➢ EACEA website: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en
➢ Guidelines for the use of the Grant
➢ Your coordinator / partners
➢ National Erasmus+ Office (NEO)
➢ EACEA Agency (through your coordinator)

Recap: Novelties CBHE vs. Tempus

- ➢ Equipment: no Rule of origin anymore
- ➢ Special Mobility strand
- ➢ Unit costs
- ➢ Supporting documents for staff and travel costs (unit costs)
- ➢ No need to justify co-funding anymore
- ➢ Indirect costs: not covered by the grant anymore
- ➢ Partnership agreement mandatory
- ➢ Payment instalments: 50 - 40 - 10%
- ➢ **Penalties if weak project implementation**
- ➢ Associated partners
- ➢ PICs
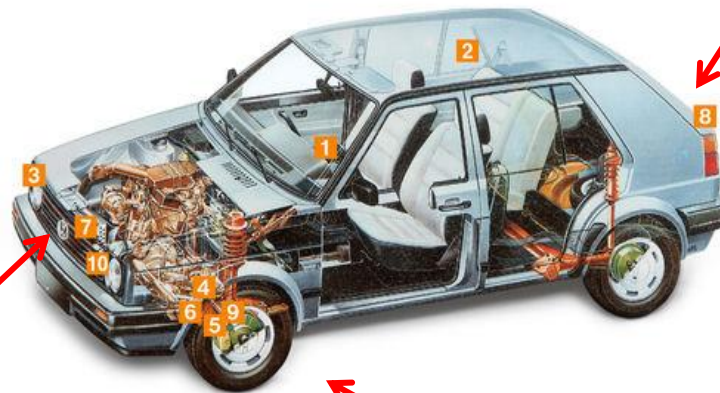
PENALTIES

Publicity
(art I.10.10)

- Visual identity

- E+ (co)funding

- Disclaimer

Up to 20% of max grant

Breach of contractual obligations (Art II.17)

2 to 10% of the grant + admin. penalties

Weak implementation (Art. I.10.6)

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