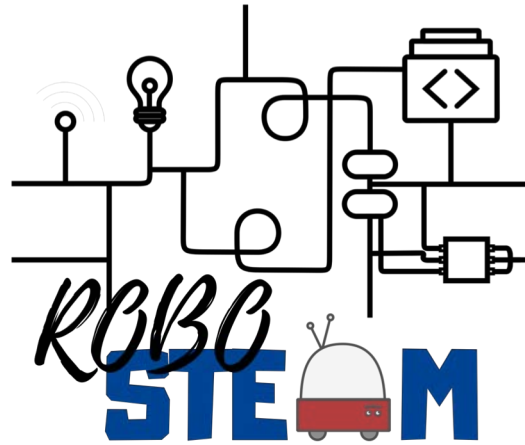




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RoboSTEAM Project

2018-1-ES01-KA201-050939

Management Issues

Erasmus+ Strategic Partnerships

Outline

- Project management
- Project Management Handbook
- Project Steering Committee
- Partnership Agreement
- Quality Plan

Outline

- **Project management**
- Project Management Handbook
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Erasmus+ Strategic Partnerships

- Budget:
 - Project management: 54.000 €
 - Transnational meetings: 17.950 €
 - Intellectual outputs: 59.720 €
 - Multiplier events: 16.600 €
 - Short-term joint staff training events: 29.620 €
 - Travels: 26.730 €

Project Management: Eligible costs

- Project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Virtual cooperation and local project activities (e.g. class-room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).
- Costs linked to the implementation of Transnational Youth Initiatives and School Exchange Partnerships.

Project Management: Amount

- Project management:
 - Coordinating organization: 500 € per month
 - Participating organization: 250 € per month
- Not to be justified!

Project Management: Rule of allocation

- Based on the duration of the Strategic Partnership and on the number of participating organisations involved

Transnational Meetings: Eligible costs

- Participation in meetings between project partners for implementation and coordination purposes. Contribution to travel and subsistence costs

Transnational Meetings: Amount

- Transnational meetings:
 - Travel distances between 100 and 1999 Km: 575 € per participant meeting
 - Travel distances of 2000 Km or more: 760 € per participant meeting

Transnational Meetings: Rule of allocation

- Conditional: applicants must justify the need for the meetings in terms of number of meetings and participants involved. *Travel distances must be calculated using the distance calculator supported by the European Commission.*

Transnational Meetings: Justification

- For every participant in the meeting:
 - Boarding passes
 - Attendance certificate
 - Hotel invoice
 - Attendance sheet
 - Proofs of payments

Intellectual Outputs: Eligible costs

- Intellectual outputs/tangible deliverables of the project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.)

Intellectual Outputs: Amount

- Intellectual outputs:
 - B1.1 Per manager per day of work on the project
 - B1.2 Per researcher/teacher/trainer/youth worker per day of work on the project
 - B1.3 Per technician per day of work on the project
 - B1.4 Per administrative staff per day of work on the project

Intellectual Outputs: Amount

	Manager B1.1	Teacher/Trainer/Researcher/Youth worker B1.2	Technician B1.3	Administrative staff B1.4
Germany, Finland	280	214	162	131
Spain, Portugal	164	137	102	78

(Amounts in euro per day)

Intellectual Outputs: Rule of allocation

- Conditional: staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation". To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed.

Intellectual Outputs: Justification

- For every teacher/researcher:
 - Unit costs
 - Working contract/designation
 - Timesheets

Intellectual Outputs: Timesheets

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KA2
STAFF COSTS CHARGED TO THE INTELLECTUAL OUTPUT

Project Nr.	
Intellectual Output	
Partner	

Year	Nr. Days	Employee Category/position
2018	0,00	Manager
	0,00	Researcher / Teacher / Trainer
	0,00	Technical
	0,00	Administrative
2019	0,00	Manager
	0,00	Researcher / Teacher / Trainer
	0,00	Technical
	0,00	Administrative
2020	0,00	Manager
	0,00	Researcher / Teacher / Trainer
	0,00	Technical
	0,00	Administrative
2021	0,00	Manager
	0,00	Researcher / Teacher / Trainer
	0,00	Technical
	0,00	Administrative

Declaration date: _____

Intellectual Output: _____

Legal representative of the organisation (First name, Last name, position and signature): _____

I hereby certify that the total number of hours shown above were satisfactorily worked.

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Project Nr.	0
Partner	
Intellectual Output	
Employee Name	Manager
Employee Category	Manager
Days charged	0,0

YEAR	Start Date	End Date	Working days
Oct-Dec 2018			0,0
Total 2018			0,0
Jan-March 2019			
Apr-Jun 2019			
Jul-Sept 2019			
Oct-Dec 2019			
Total 2019			0,0
Jan-March 2020			
Apr-Jun 2020			
Jul-Sept 2020			
Oct-Dec 2020			
Total 2020			0,0
Jan-March 2021			
Apr-Jun 2021			
Jul-Aug 2021			
Total 2021			0,0
TOTAL WORKING DAYS			0,0

Declaration Date: _____

Intellectual Output: _____

Legal representative of the organisation (First name, Last name, position and signature): _____

Declaration Date: _____

Intellectual Output: _____

Employee Signature: _____

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Project Nr.	0
Partner	
Intellectual Output	
Employee Name	ResearchTeacher Trainer
Employee Category	ResearchTeacher Trainer
Days charged	0,0

YEAR	Start Date	End Date	Working days
Oct-Dec 2018			0,0
Total 2018			0,0
Jan-March 2019			
Apr-Jun 2019			
Jul-Sept 2019			
Oct-Dec 2019			
Total 2019			0,0
Jan-March 2020			
Apr-Jun 2020			
Jul-Sept 2020			
Oct-Dec 2020			
Total 2020			0,0
Jan-March 2021			
Apr-Jun 2021			
Jul-Aug 2021			
Total 2021			0,0
TOTAL WORKING DAYS			0,0

Declaration Date: _____

Intellectual Output: _____

Legal representative of the organisation (First name, Last name, position and signature): _____

Declaration Date: _____

Intellectual Output: _____

Employee Signature: _____

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For every intellectual output:

- Manager timesheet
- Research/teacher/trainer timesheet

Multiplier Events: Eligible costs

- Contribution to the costs linked to national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the project).

Multiplier Events: Amount

- 100 EUR per local participant
- 200 EUR per international participant

Multiplier Events: Rule of allocation

- Conditional: support for multiplier events is provided only if in direct relation to the intellectual outputs of the project.

Multiplier Events: Justification

- Participants signature list
- Event agenda
- Documents distributed during the event
- Pictures...

Short-term joint staff training events: Eligible costs

- Unit cost per day covering the subsistence of participants, including accompanying persons, during the activity

Short-term events: Amount

- Short-term joint staff training events:
 - Up to the 14th day of activity: 106 EUR per day per participant
- Short-term exchanges of groups of pupils
 - Up to the 14th day of activity: 58 EUR per day per participant

Travels: Eligible costs

- Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return

Travels: Amounts

- 10-99 Km: 20 EUR per participant
- 100-499 Km: 180 EUR per participant
- 500-1999 Km: 275 EUR per participant
- 2000-2999 Km: 360 EUR per participant

Short-term events and travel: Rule of allocation

- Conditional: applicants will have to justify that mobility activities are necessary to achieve the objectives and results of the project. *Travel distances must be calculated using the distance calculator supported by the European Commission.*

Short-term events and travel: Justification

- Boarding passes
- Attendance certificate
- Working contract/designation
- Hotel invoice (sworn statement)
- Attendance signature list
- Proofs of payment

Outline

- Project management
- **Project Management Handbook**
- Project Steering Committee
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- Quality Plan

Project Management Handbook

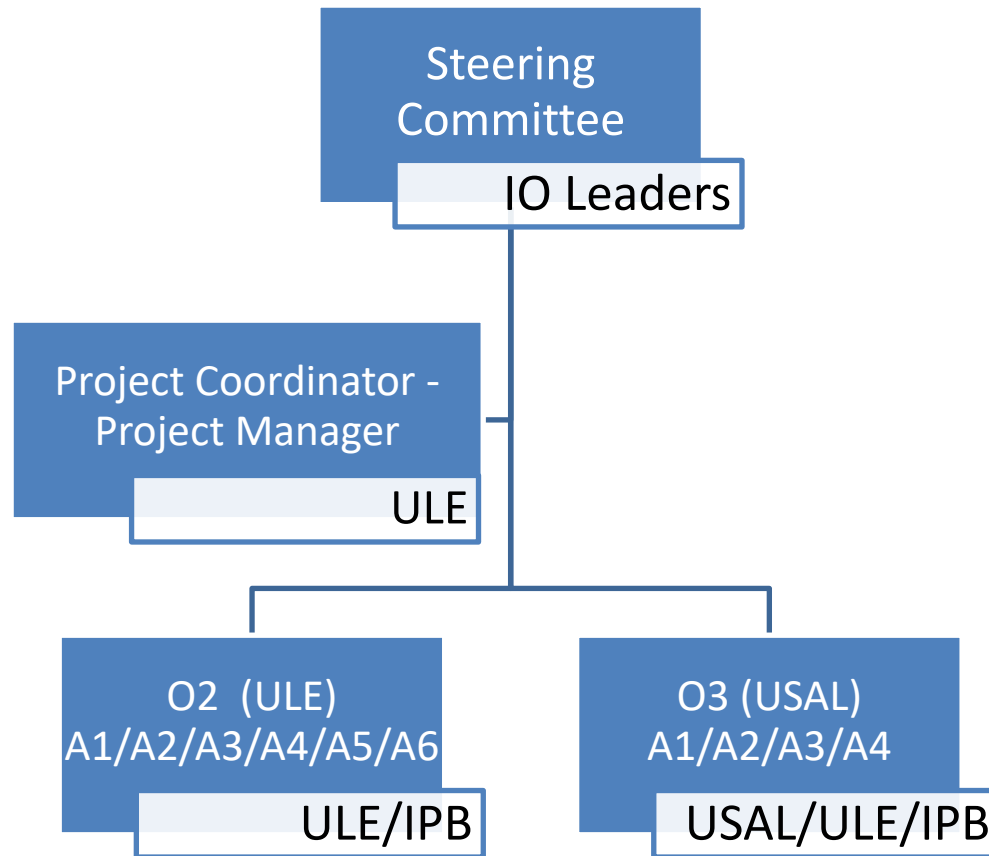
- Describes the project organisation and internal procedures of the project
- Provides a written collection of rules that will govern the work of the consortium and a set of tools needed to facilitate the day-to-day management of the project
- The PMH is a living document
- Always check the project platform for an updated version of this document

Project Management Handbook

- Table of contents:
 - Introduction
 - Project overview
 - Management structure and procedures
 - Management organization
 - Communication mechanisms
 - Meetings
 - Technical and financial reporting
 - Planning and timetable

Latest version always available in the platform

Project Management Handbook: Management structure



Project Management Handbook: Communication mechanisms

- Website
 - Internal: <http://robosteamproject.eu/moodle/>
 - External: <http://robosteamproject.eu>
- Project calendar in the platform
- Audio/video conferences
- Emails through the platform
- Documents and publications

Project Management Handbook: Meetings

- Face-to-face meetings
 - Bragança
 - Karlsruhe
 - Joensuu
 - León
- Electronic meetings
 - Monthly skype meetings

Project Management Handbook: Technical and financial reporting

- Interim report: 31/10/2019
- Final report: 30/09/2020
- For internal consumption:
 - Two Internal Progress Reports

Project Management Handbook: Planning and timetable

- Description
- Schedule
- Intellectual outputs
- Project activities
- Multiplier events
- Learning/teaching/training actions
- Partners responsibility

Outline

- Project management
- Project Management Handbook
- **Project Steering Committee**
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Project Steering Committee

- Responsible for monitoring the consistency and coherence of the project throughout the project lifecycle:
 - overseeing the implementation of the project in accordance with the project proposal;
 - guiding the project's scientific progress;
 - ensure the necessary harmonization across researchers, intellectual outputs leaders and tasks;
 - arbitrating and resolving any conflicts between participants.

Project Steering Committee

- Composition:
 - IO leaders
 - Project coordinator
 - Project manager (secretary without vote)
- Virtual communication every two months

Outline

- Project management
- Project Management Handbook
- Project Steering Committee
- **Partnership Agreement**
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Partnership Agreement

- Article 1: Subject
- Article 2: Duration
- Article 3: Obligations of the Beneficiary
- Article 4: Obligations of the Partner
- Article 5: Financing
- Article 6: Payments (40% - 40% - 20%)
- Article 7: Bank account
- Article 8: Reports
- Article 9: Monitoring and supervision
- Article 10: Intellectual property rights
- Article 11: Dissemination and publicity obligations
- Article 12: Confidentiality
- Article 13: Liability
- Article 14: Termination of the contract
- Article 15: Jurisdiction clause
- Article 16: Amendments of additions to the contract
- Annexes:
 - Detailed budget
 - Copy of the Contract
 - Copy of the project proposal

Partnership Agreement

- Data to be collected:
 - Bank account:
 - Bank name and address
 - Account name
 - Account number
 - IBAN, BIC, SWIFT, VAT
 - Legal representative:
 - Name
 - Function

Outline

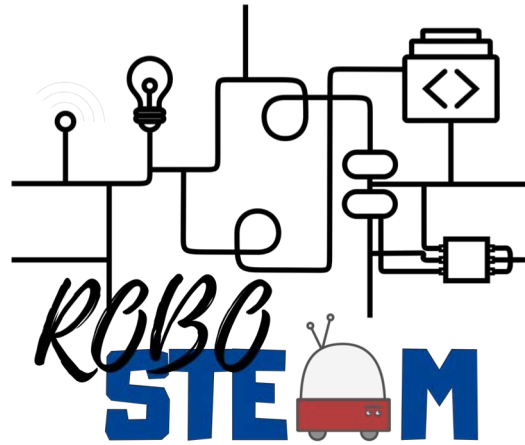
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Questions





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