

TRAINING SESSION OUTLINE

Title of Session :	Erasmus project implementation
Time :	1 hour
Session objectives:	To analyse Tools, Documents, Administrative tasks and Reporting during the implementation

Preparation by:

Kaunas
International
Gymnasium

Nr of Facilitator

Edita Vainienė

Nr of Participants:

25

Room requirements:

The room would need to be big enough for around 4 groups depending on numbers all having access to 4 flip charts

Training supplies and equipment:

- Flip stands
- Flip charts
- 2 different coloured markers per group to distinguish different points and to read easier
- post is for individuals to write keywords
- Whiteboard or flipchart for facilitators to write instructions, results or conclusions

Session description:
(Instructions facilitators, instructions trainees, step by step description, time schedule)

Time	Instruction	Materials
5 min.	Presentation and/or interactive activity about all technical aspects that we need to take into account during the implementation phase of the project.	Computer, markers, white sheets
10 min.	What is a mobility project – planning, preparation, implementation, follow up. How to plan Erasmus+ project: to set the main tasks – 8 points how to do that.	
5 min.	The importance of National Agencies.	
5 min.	Implementation of the Erasmus+ project in 8 steps. What is the Key Action 1 project? What activities can be done.	
5 min.	How to write and fill in an application form in the Erasmus+ and European Solidarity Corps.	
5 min.	Drafting Erasmus+ KA1 mobility project might cause some difficulties in understanding terminology used by Erasmus+ programme guide. The same terminology as in Erasmus+ programme guide should be used by applicants in their application form. First, you want to set a GOAL . A goal means the answer to the question: What do we want to achieve with the Erasmus+ project? The goal needs to be SMART .(specific, measurable, attainable, relevant, time-based).	
10 min.	To analyse “WORK PACKAGE”. What are they, what types can be of those packages. Timeline.	

5 min.	Monitoring And Evaluation Tools: For each of the quality assessment areas main tools are identified. They are conceived to be integrated and analysed together with other existing tools and any other support is produced during the Project Implementation.	
5 min.	Interim/Progress Report Form	
5 min.	The following dissemination channels https://wikis.ec.europa.eu/pages/viewpage.action?pageId=75759982	

Erasmus+ project implementation

Project Reference:
2022-1-LT01-KA220-SCH-000089583



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Erasmus+ Programme
of the European Union

WHAT IS A MOBILITY PROJECT?



Organisations active in the fields of education, training and youth will receive support from the Erasmus+ Programme to carry out projects promoting different types of mobility. A mobility project will consist of the following stages:

- **Planning** (including defining the learning outcomes, activity formats, development of work programme, schedule of activities)
- **Preparation** (including practical arrangements, selection of participants, set up of agreements with partners and participants, linguistic/intercultural/learning- and task-related preparation of participants before departure);
- **Implementation** of the mobility activities;
- **Follow-up** (including the evaluation of the activities, the validation and formal recognition - where applicable - of the learning outcomes of participants during the activity, as well as the dissemination and use of the project's outcomes).

How to plan Erasmus+ project ?



What are the objectives of the Erasmus Project? The general objective of the Programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond, thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation.

1. Define the goals of the project

- Think about what kind of changes you would like to achieve
- The activities and goals must be planned and they must be agreed together. The activities and their benefits must be defined clearly so that the parties to the project have an understanding of what the project is about
- It is important to state the goals aloud and document them, even if they are not the same for all actors
- The goals may also evolve as the activities progress
- You can take advantage of the Impact Tool when defining a goal for the project.

2. Choose and commit the partners

- It is important to find motivated partners
- To enable peer learning, you should involve different types of actors in your project
- Plan the tasks of each project party together
- From the very beginning, everyone will commit themselves to following the jointly accepted rules and goals
- The number of organisations or informal groups of young people participating in the project must be suitable for the nature of the activities in the project
- Create and maintain a trusting atmosphere and listen to the members of the project. Organise regular opportunities for the members to meet and exchange experiences.

3. Ensure sufficient resources, time and tools for the project

- The Erasmus+ grant will cover most of the costs of your project. However, to some extent, project cooperation will also require human resources and often other resources from the organisations and informal groups of young people themselves. What do you already have, what do you need more of and where do you get possible additional support?
- Draw up a clear timetable for the project and think about what kind of tools you will use in the project work. The key tools for the project include email lists, social media, platforms for working and equipment for organising meetings remotely.
- With the developments in technology, remote meetings have become increasingly important forms of keeping in contact.

4. Commit the management

- Familiarising the management of the participating organisations with the activities and committing the management to them is usually required for the activities to succeed. If the management is not directly involved in your project, at least keep it informed of your progress.
- Committing the management is easier when the goals of the project have been linked to your organisation's strategies or the objectives guiding its operation.

5. Evaluate and reform the activities

- If your project is a long-term one, examine the goals often enough to ensure the right direction of the development.
- Examine and evaluate your activities together regularly to ensure the progress and good quality of the activities and successful cooperation. There may be a need to make changes to the activities during the project. This is quite normal.

6. Make sure communication is planned and continuous

- Communicating about the activities and results of the project is an essential part of the project. Think about what would be useful or interesting for others to hear.
- Make a plan for internal and external communication. Think about which channels you could use to best reach your target group
- Share competence and skills openly. At best, project work serves as a source of peer learning.

7. Use your learning in everyday work and ensure continuity

- Think about how you can all use your learning in your everyday work after the project
- Document the results of the project clearly so that others can also benefit from them
- At best, cooperation with the partners will continue after the project.

The National Agencies

The implementation of the Erasmus+ Programme is mainly implemented in indirect management, meaning that the European Commission entrusts budget implementation tasks to National Agencies.

The rationale of this approach is to bring Erasmus+ as close as possible to its beneficiaries and to adapt to the diversity of national education, training and youth systems. For this purpose, each EU Member State or third country associated to the Programme has appointed one or more [National Agencies](#). These National Agencies promote and implement the Programme at national level and act as the link between the European Commission and participating organisations at local, regional and national level. **Their tasks are to:**

- provide with appropriate information on the Erasmus+ Programme;
- administer a fair and transparent selection process for project applications to be funded in their country;
- monitor and evaluate the implementation of the Programme in their country;
- provide support to project applicants and participating organisations throughout the project life-cycle;
- collaborate effectively with the network of all National Agencies and the European Commission;
- promote and ensure the visibility of the Programme;
- promote the dissemination and exploitation of the results of the Programme at local and national level.

National Agencies play an important role as intermediate structures for the policy development and qualitative implementation of the Erasmus+ Programme by:

- carrying out projects and activities, such as Training and Cooperation Activities and Networking Activities – outside the tasks of project life-cycle management – that support the qualitative implementation of the Programme and/or trigger policy developments in the fields supported by the Programme;
- providing a supportive approach to newcomers, less experienced organisations and target groups with fewer opportunities, in order to remove the obstacles to full participation in the Programme;
- seeking cooperation with external bodies and National Authorities in order to increase the impact of the Programme their respective fields of action, in their country and in the European Union.
- The supportive approach of National Agencies aims at guiding the potential applicants and beneficiaries of the Programme through all phases, from the first contact with the Programme through the application process to the implementation of the project and the final evaluation. This approach is in line with the fairness and transparency principles of the selection procedures. It is based on the idea that in order to guarantee equal opportunities for everybody, it is necessary to support the Programme's target groups through advising, counselling, monitoring, and coaching systems tailored to their needs.
- The relevant calls covering the actions managed by the Erasmus+ National Agencies are published on the Erasmus+ Website and publicised on the websites of the National Agencies.



1. Sign the agreements

After your project has been accepted, we will send the grant agreement to the coordinating organisation electronically to be signed 4–5 months after the end of the application period. When the grant agreement has also been signed by EDUFI, the project can be started and we will pay the first payment to the beneficiary's account. In some project types, it is recommended that you conclude separate partner agreements with the project partners to determine the tasks of each partner, the budget and the reporting obligations in more detail. The model partnership agreement is available below this section.

2. Participate in initial training

We organise initial training for projects to discuss project coordination and administrative issues. The topics of the training include funding rules, financial administration, the content of the agreement, monitoring and reporting, leading the project and its impact.

3. Organise the financial administration

In your accounting, open a separate cost centre for your project to keep the income and expenditure in the project separate from all other costs of your organisation. Draw up instructions for posting the invoices related to the project so that all invoices related to the project will be posted to the cost centre of the project. This way it will be easy for you to monitor the financial situation of your project. If there are partner organisations in the project, agree on the grant payment practices with them. Store the receipts for the project in your organisation's accounting system, on a network drive or on paper in the project folder. Check the accounting of the project regularly and correct any errors in the entries.

4. Report in the Beneficiary Module system

Beneficiary Module (BM) is the European Commission's system in which you can manage the different stages of the Erasmus+ project and record the participants. You can also use the system to request reports from individual participants and send the final report to the National Agency. The service is available only in English. The Beneficiary Module is not yet in use; we will inform project beneficiaries directly once the service is available.

5. Draw up an interim report

During the project period, your project will deliver 1–2 interim reports to the National Agency. The number depends on the duration of your project. The purpose of the interim reporting is to ensure that 1) your project has progressed as planned, 2) the awarded grant has been used appropriately and 3) the use of the grant corresponds to the content of the grant agreement. The actual eligibility of the costs is not checked in the interim reporting stage. In some project types, the second grant payment may be connected to interim reporting.

6. Participate in organised training

We organise training on topics such as project management and communication for projects that have been awarded funding. In other words, you will not be left on your own with the project, but will get support from us for the implementation of a high-quality project. You will also be able to network with others who implement similar projects and get valuable peer support.

7. Be prepared for an audit of the project

EDUFI will make different monitoring and audit visits aimed at ensuring that the objectives of the project will be achieved, project management works and the grant is used appropriately. Audits may be carried out during the agreement period (e.g. audit of the content or the finances) or after the project has ended (audit of the accounts).

8. Draw up and send the final report

After your project has ended, you have 60 days to submit the final report for the project. The report will be evaluated by EDUFI and/or an external expert. You will receive written feedback on the implementation of your project. After the final report has been approved, we will pay the last grant payment. This will usually happen within 60 days. The amount of the final payment is determined on the basis of the quality assessment of the final report and the approved costs.

As regards staff, youth workers and professionals involved in education, training and youth, the mobility activities are expected to produce one or more of the following outcomes:



- ☐ improved competences, linked to their occupational profiles (teaching, training, youth work, etc.);
- ☐ broader understanding of practices, policies and systems in education, training or youth work across countries;
- ☐ increased capacity to trigger changes in terms of modernisation and international opening within their educational organisations;
- ☐ greater understanding of interconnections between formal and non-formal education, vocational training and the labour market respectively;
- ☐ better quality of their work and activities in favour of students, trainees, apprentices, pupils, adult learners and young people;
- ☐ greater understanding and responsiveness to all kinds of diversity, e.g. social, ethnic, linguistic, gender and cultural diversity as well as diverse abilities;
- ☐ increased ability to address the needs of people with fewer opportunities;
- ☐ increased support for and promotion of mobility activities for learners;
- ☐ increased opportunities for professional and career development;
- ☐ improved foreign language and digital competences;
- ☐ increased motivation and satisfaction in their daily work.

[illegible]

The following dissemination channels

- should be used to target each of the target groups with a specific aim: -
Project Website
- - Social Media
- - Newsletter & Blog
- - Leaflets, Flyers, Posters, Presentations
- - Synergies with the local, regional and national Media and Press
- - Journal Articles
- - Workshops and Master Classes
- - Conferences and Events

The Beneficiary module (BM)

It allows beneficiary and partner organisations of **Erasmus+ & European Solidarity Corps** awarded projects, access to the project information. It offers the ability to encode activities and participants, request individual participant reports and submit final reports to their National Agencies. National Agencies also have access to these projects to monitor and validate information entered by beneficiary organisations.

For a quick overview of the basic functionalities of the Beneficiary module, please view the [eLearning videos](#).

In the **My Projects** section of the Erasmus+ and European Solidarity Corps platform you can access and manage your projects funded through Erasmus+ and European Solidarity Corps actions managed by National Agencies and in which your organisation is involved as a beneficiary, co-beneficiary or partner. If your application for funding is accepted, once it is processed by your National Agency and the grant agreement is signed by all relevant parties, you, your co-beneficiaries and your partners (where applicable) will have access to the project information under **My projects**. Here you will be able to manage the project organisations and contacts, report on activities, events and participants, request individual participants' reports and submit final reports to the relevant National Agencies.

Different languages – Guide 2023

It is a tool for anybody who would like to have a thorough knowledge of what the Erasmus+ Programme is about. This document is mainly addressed to those who wish to be:

participating organisations: meaning those organisations, institutions, bodies organising activities supported by the Programme;

participants: meaning those individuals (students, trainees, apprentices, pupils, adult learners, young people, volunteers, or professors, teachers, trainers, youth workers, professionals in the field of education, training, youth and sport, etc.) involved in activities organised by the participating organisations.

Every year, thousands of projects are submitted by organisations across Europe in order to receive financial support from the Erasmus+ Programme; for this reason, the Commission has set up a transparent evaluation process that aims at providing grants for the best projects:

for most Actions, all the rules and conditions for receiving a grant from the Programme are specified in this Programme Guide; for some other Actions, which are only mentioned in this Programme Guide, the rules and conditions for receiving a grant are described in specific calls for proposals published by or on behalf of the European Commission.

When planning an application, potential participating organisations can also be inspired and informed by other reference

documents; some of these documents are listed in Annex IV of this Guide.

- <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2023-version-1>

How to complete and submit the final beneficiary report

- <https://wikis.ec.europa.eu/spaces/NAITDOC/pages/73564698/How+to+fill+and+submit+the+final+beneficiary+report>

Financial management and administration

In order **to report on project** progress and to provide information and evidence allowing continuous monitoring and control over the project implementation and budget, the project partners will submit to the project coordinating institution on a regular basis interim internal reports. Over the 36-month project lifetime, the partners will submit a total number of five interim reports. The interim reports will be treated as claims for financial reimbursement of costs incurred.

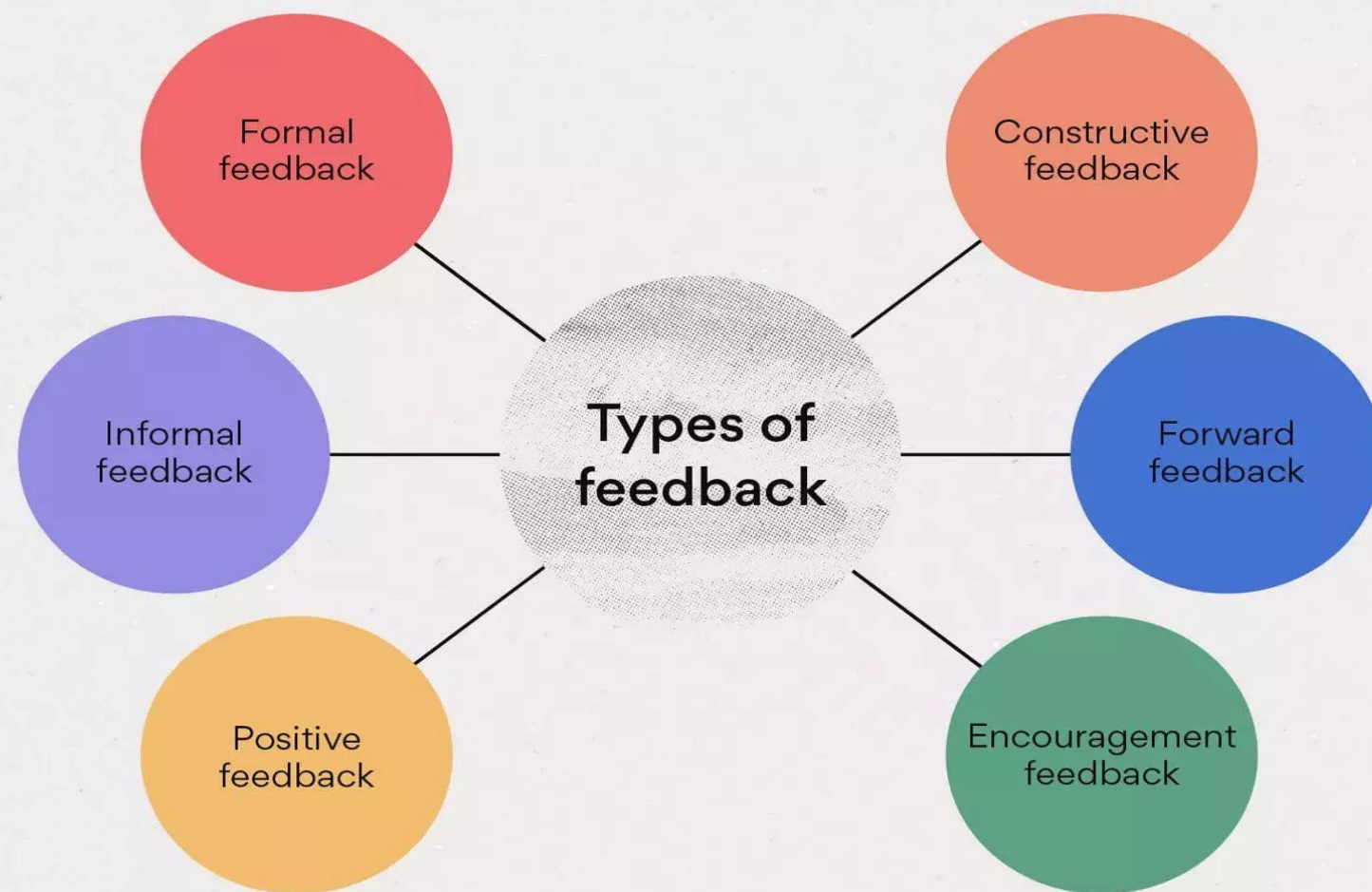
The Report and Claim Schedule represents Annex V in the 15 Partnership Agreements signed between the legal representatives of VUM and the partner institution and sets the following deadlines:

Each interim internal report shall consist at least of the following parts: 1) Partnership Agreement's Annex IV Internal report and partner claim for payment forms duly filled in for the respective period. 2) Staff costs report and claims including duly signed Timesheets and Joint Declarations for all project team members who have contributed to the project activities during the respective period. The list of staff costs' supporting documentation to be attached is not exhaustive and may include various documents incl. salary slips, agendas, attendance/participant lists, tangible outputs/ products, minutes of meetings, etc. Staff costs are to be calculated and reported based on the unit costs principle. 3) Travel costs and costs of stay report and claims including filled out and duly signed Individual Travel

Reports as well as any other relevant supporting documentation incl. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings, etc. Travel costs and costs of stay are to be calculated and reported based on the unit costs principle

Video about writing

<https://www.erasmustrainingcourses.com/erasmus-guide.html>



Benefits of project feedback



- Formal feedback:** This type of feedback is appropriate for planned meetings that you specifically designate for feedback, like quarterly reviews. Both sides should know the conversation topics and come prepared with thoughts and questions.
- Informal feedback:** Informal feedback can range from offering kudos on a job well done to making a quick edit on a project. This type of project feedback is trickier because it can be spontaneous, so consider your setting before giving informal feedback.
- Positive feedback:** Positive feedback is just as vital as constructive feedback. You should ensure you're praising team members for impressive work. By doing so, you'll remind your team that you notice both the positives and the negatives.
- Encouragement feedback:** Similar to positive feedback, you can use encouragement feedback to give your team member a pick-me-up. Have they been working through a difficult project or seem a little burned out? Remind them of their value and how appreciated they are. It'll go a long way.
- Forward feedback:** Forward-looking feedback focuses on future solutions rather than past corrections. This type of feedback is more of a proactive approach for improvement based on past observations. For example, if a team member is struggling with time management, you might want to recommend a calendar organization tool rather than dwelling on a late project.
- Constructive feedback:** Constructive criticism is the best type of feedback for helping team members grow. Offering constructive criticism involves analyzing a project, identifying an opportunity for improvement, and providing a detailed recommendation on how to improve.

Thank you for your attention

RESOURCES



<https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2023-version-1>

<https://wikis.ec.europa.eu/spaces/NAITDOC/pages/73564698/How+to+fill+and+submit+the+final+beneficiary+report>

<https://www.youtube.com/watch?v=C6jxLgNFSCs>

<https://asana.com/resources/employee-feedback-examples>

<https://erasmus-plus.ec.europa.eu/programme-guide/part-c/financial-conditions>

<https://www.oph.fi/en/programmes/how-plan-and-implement-erasmus-project>

<https://www.oph.fi/en/programmes/instructions-implementation-erasmus-projects-2021-2027>