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**ARRANGE-ICT**  
pArtneRship foR AddressiNG mEgatrends in ICT

# pArtneRship foR AddressiNG mEgatrends in ICT

## ARRANGE-ICT

**Project No 2018-1-BG-01-KA203-048023**

September 2018 – August 2020

### **PROJECT MANAGEMENT**

**Prof. Valeri Mladenov**

# OUTLINE

**Contract between the coordinator and the partners**

**Start of activities**

**Payments to the partners**

**Implementation of activities**

**Reports**

**Control and monitoring**

**Dissemination**

**Impact and sustainability**

**Financing**

# PROJECT MANAGEMENT

## Aiming to:

- coordinate and support partner efforts, ensuring that project aims and results are achieved in the due time and with the planned resources
- Effectively and efficiently comply with the contractual and operational obligations with the Erasmus+ National Agency



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# START OF ACTIVITIES

- ▶ **Determine the conditions for spending and accounting for financial support**
- ▶ **Legitimate period: 01.09.2018 – 31.08.2020**



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## **START OF ACTIVITIES (Cont.)**

- **Conclusion of the contract**
- **Preparation of project meetings kick-off meeting/follow-up meetings**
- **Forming a team**
- **Communication**
- **Updating the draft budget - as approved by Bulgarian Authority**
- **Updating and detailing the work plan**

# PAYMENTS TO THE PARTNERS

**1st payment:** 20% upon signing of this Agreement

**2nd payment:** 20% during the six month of the signing of this Agreement

**3rd payment:** 20% after approval of the intermediate report and acceptance of the financial documents related to it

**4th payment:** 20% during the eighteenth month of the signing of this Agreement

**Final payment:** 20% the balance will be paid after approval of the final report and acceptance of the financial documents related to it of the partnership by the National Agency, and receipt of the final instalment from the Coordinator.

## IMPLEMENTATION OF ACTIVITIES

- Time schedule of activities
- Project dossier, with all documents certifying the performance of the activities, documentation of the partner meetings
- In case of problems - the partners inform the coordinator, who in turn informs Bulgarian Authority
- Coordinator's role - performance control
- Regular communication with partners
- Monitoring





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## REPORTS

- **INTERIM REPORT**

- DEADLINE - 30.09.2019 (reporting period - 01.09.2018 - 31.08.2019)

- **FINAL REPORT**

- DEADLINE - 60 days after the end of the activity - 30.10.2020

Request for balance payment

***REPORTED IN MOBILITY TOOL+***





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## REDUCE FINANCIAL SUPPORT

- ▶ **25%** if the final report gets at least 40 and less than 50 points
- ▶ **50%** if the final report gets at least 25 and less than 40 points
- ▶ **75%** if the final report gets under 25 points

## DISSEMINATION

- Website of the project
- Conferences and seminars
- Press releases / specialized editions
- Interviews
- Promotional materials (USB, pens, etc.)
- Platform for disseminating results

<http://ec.europa.eu/programmes/erasmus-plus/projects/>

- Social networks

## MAIN CATEGORIES OF FUNDING IN THE FORM OF UNIT AMOUNTS

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs (Intellectual products)
- Multiplier Events (Events for dissemination of results)
- Learning, teaching and training activities



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## OBLIGATORY TEXT

Any publication related to the project and / or funded by the project must contain the following text (in the relevant language):

"Co-funded by the Erasmus+ programme of the European Union"

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

[http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)

## VISUAL IDENTIFICATION



Co-funded by the  
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## IMPACT AND SUSTAINABILITY OF THE PROJECT

- Project-level factors
- Quality of the results / products developed
- Balanced participation of partner organizations
- Effective management
- Active participation of the target group (s) in the development of the results / products
- Presence of results / products online
- Presence of a multilingual version of the results / products
- External factors

# ELIGIBLE COSTS

**Financial support in the form of unit amounts:**

- are actually used and generated in the legitimate term of the contract
- to be necessary for the implementation of the project
- the amounts are identifiable and verifiable, and supported by the required statements and documents





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## ELIGIBLE COSTS (cont.)

**Financial support takes the form of a reimbursement of actual costs:**

- be carried out by the beneficiary
- have been performed within the legitimate term of the contract
- be declared in the budget or eligible as a result of a transfer of funds
- be related to the implementation of the project activities
- be identifiable and verifiable, entered in the Beneficiary's accounting records
- determined in accordance with the applicable accounting standards of the country
- meet the requirements of applicable tax and social legislation
- to comply with the principles of rationality, justifiability, economy and efficiency
- not to be covered by unit amounts

**N.B. The Beneficiary may not subcontract the implementation of major project activities.**



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## INELIGIBLE COSTS

- Return on capital
- Debt and debt service charges
- Expenses for risk exposures or for debt security
- Interest payable
- Difficult collectible or uncollectable receivables
- Negative differences from exchange rate fluctuations
- Expenses for opening and servicing of bank accounts
- Excessive or unreasonable costs
- VAT when deemed to be refundable under national VAT law



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## PROJECT MANAGEMENT AND IMPLEMENTATION

### Single Amount/Month/Participating Organization

- The condition for recognizing the costs is whether the beneficiary carries out the activities and produces the products financed under the project in accordance with the approved application form
- Accompanying documents: proof of performed activities and produced products in the form of declaring these activities and products in the final report.



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## FINANCIAL SUPPORT PROJECT MANAGEMENT AND IMPLEMENTATION

### Single Amount/Month/Participating Organization

	PROJECT MANAGEMENT AND IMPLEMENTATION	AMOUNT IN EUR /month
1	COORDINATOR	500 EUR
2	PARTNERS	250 EUR



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## TRANSNATIONAL PROJECT MEETINGS

### Single amount/participant/transport and subsistence

- Whether the participant actually participated in the international meeting and carried out the reported trip - number of meetings, period
- Eligible participants
- Accompanying documents:
  - declaration
  - list of participants
  - program and documents
  - tickets, invoices



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## FINANCIAL SUPPORT FOR TRANSNATIONAL PROJECT MEETINGS

Single amount/participant/transport and subsistence

	TRANSNATIONAL PROJECT MEETINGS	AMOUNT IN EUR /meeting
1	For distances between 100 and 1999 km	575 EUR
2	For distances over 2000 km	760 EUR

**NB:** The distance is calculated between the location of the organization and the place of the event.

## INTELLECTUAL OUTPUTS (Products)

### Single Amount/Day/Staff/Country Category

- Eligible contractors: non-subcontracting

Accompanying documents:

- time sheets - number of days per category of staff
- proof of a formal relationship with the organization - copies of a contract, volunteer agreement
- Presence of documents certifying the realization of intellectual products
- documents supporting the qualitative assessment of the manufactured intellectual product and the contribution to the implementation of the project objectives





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## FINANCIAL SUPPORT FOR INTELLECTUAL OUTPUTS (Products)

### Single Amount/Day/Staff/Country Category

INTELLECTUAL OUTPUTS Rate per day in EUR				
COUNTRIES	Manager	Lecturer, instructor, researcher, specialist	Technical staff	Administrative staff
Greece Cyprus	164	137	102	78
Bulgaria	88	74	55	39

MAN  
SOURCE  
/ELOPMENT  
ITRE

## **MULTIPLIER EVENTS (Events for dissemination of results)**

### **Single Amount/Participant/Division between Local and Foreign Participants**

#### **For activity:**

- Number of participants from the host country
- Number of foreign participants
- Present lists of persons eligible to participate in events
- Documents providing information on the event, contribution to the implementation of the project objectives.

## FINANCIAL SUPPORT MULTIPLIER EVENTS

### Single Amount/Participant/Division between Local and Foreign Participants

	MULTIPLIER EVENTS	AMOUNT IN EUR
1	For participants from the country where the event takes place	100 EUR
2	For participants from other countries	200 EUR

## LEARNING/TEACHING/TRAINING ACTIVITIES

### Transport costs/Individual support

Documents verifying the realization of international learning, teaching and training activities

#### Number of Mobility Days:

- Travel cost, residence cost , linguistic support
- Present lists, tickets, invoices
- Documents of accommodation, linguistic support



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## FINANCIAL SUPPORT FOR LEARNING/TEACHING/TRAINING ACTIVITIES

### Transport costs

	LEARNING/TEACHING/TRAINING ACTIVITIES	AMOUNT EUR	IN
DISTANCE	Between 10 and 99 km	20 EUR	
	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	1500 EUR	

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## FINANCIAL SUPPORT LEARNING/TEACHING/TRAINING ACTIVITIES (cont.)

### Individual support

	LEARNING/TEACHING/TRAINING ACTIVITIES	AMOUNT IN EUR/day
1	Short-term joint staff training events	106 EUR



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## TRANSFERRING FUNDS

Transfer funds only to budget categories for which financial support has been requested and approved:

- Up to 20% of the funds allocated to: "Project management and implementation", "International meetings", "Outcomes dissemination events", "Teaching, teaching and training" and "Exceptional costs" to each budget category, with Expenditure by category: "Project management and execution" and "Exceptional costs".
- Up to 20% increase in host budget category
- Transfer to "Support for People with Special Needs" category.



■ *Thank you!!!*