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TRIGGER KICK-OFF MEETINGS

PROGRAMME

Nataša Urbančíková

Faculty of Economics, Technical University of Košice, Slovakia

PROGRAMME

1

MONDAY, JANUARY 18, 2021

Each partner institution and team presentation

TRIGGER project general presentation

2

THURSDAY, JANUARY 21, 2021

Presentation of WPs
WP1- WP6

3

TUESDAY, FEBRUARY 2, 2021

Detailed presentation of the WP1: Assessment of the HEI preparedness for future challenges + AGREEMENTS

4

TUESDAY, FEBRUARY 9, 2021

Project management and Finance

Division of tasks for the first project year

MORE MEETINGS IF NEEDED

Bilateral meetings with CA HEI teams (March –May 2021)

MONDAY, JANUARY 18, 2021

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09:00 – 09:05	**Welcome – Agenda of 1st day**	TUKE, SLOVAKIA
09:05 – 10:40	**Each partner institution and team presentation (max. 5 min per partner)**	ALL - 16 partners
10:40 -11:00	**Break**	
11:00 – 12:00	**TRIGGER project general presentation**	TUKE, SLOVAKIA
12:00 – 12:30	**Discussion**	ALL

THURSDAY, JANUARY 21, 2021

TRIGGER
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09:00 – 09:05	**Welcome – Agenda of 2nd day**	TUKE,SK
09:05 – 09:35	**Presentation of the WP1: Assessment of the HEI preparedness for future challenges**	UCA, FR
09:35– 10:05	**Presentation of the WP2: Enhancing Entrepreneurship Education and Skills Development**	UAS-BFI, AT
10:05 – 10:35	**Presentation of the WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services**	ENU, KZ
10:35 – 10:50	**Break**	
10:50 – 11:20	**Presentation of the WP4: Quality Assurance and Evaluation**	KSU, TJ
11:20 – 11:50	**Presentation of the WP5: Dissemination & Exploitation & Sustainability**	TerSU, UZ- leader, DSU, TJ - exploitation, ToU, KZ - sustainability
11:50 – 12:30	**Presentation of the WP6: MANAGEMENT**	TUKE, SK
12:30 – 13:00	**Discussion**	ALL

TUESDAY, FEBRUARY 2, 2021

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09:00 – 09:05	**Welcome – Agenda of 3rd day**	TUKE,SK
09:05 – 11:30	**Detailed presentation of the WP1:** **T1.1 The self- assessment of each CA HEIs** **T1.2 The Analyses of HEI preparedness for future challenges in Partner countries preparation** **D1.1 The Methodology for the Analyses of HEI preparedness for future challenges** **D1.2 The Report on HEI preparedness for future challenges in CA countries** **AGREEMENTS**	UCA, FR UAS-BFI, AT IDEC, GR
11: 30 – 12:30	**Discussion**	ALL

TUESDAY, FEBRUARY 9, 2021

TRIGGER
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09:00 – 09:05	**Welcome – Agenda of 4th day**	**TUKE,SK**
09:05 – 10:30	**Division of tasks for <u>the first project year</u>:** **WP1: UCA, FR** **WP2: UAS-BFI, AT** **WP3: ENU, KZ** **WP4: KSU, TJ** **WP5: TerSU, UZ** **WP6: TUKE, SK**	
10:30 – 10:45	**Break**	
10:45 – 11:40	**Project management and Finance** **Bilateral Agreements**	**TUKE, SLOVAKIA**
11:45 – 12:30	**Discussion**	**ALL**

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Erasmus+ Capacity Building in Higher Education
Call 2019 - EAC/A02/2019
Selection Year 2020

Region	Eligible applications received	Eligible applications selected for funding	Success rate
Region 1 - Western Balkans	105	20	19%
Region 2 - Eastern Partnership Countries	201	26	13%
Region 3 - South Mediterranean Countries	276	34	12%
Region 4 - Russian Federation (all proposals are cross regional)	88	12	14%
Region 6 - Asia	194	48	25%
Region 7 - Central Asia	121	15	12%
Region 8 - Latin America	104	14	13%
Region 9 - Middle East (Iran, Iraq, Yemen)	11	4	36%
Region 10 - South Africa	23	6	26%
Region 11 - ACP	73	9	12%
All Regions*	**1.005**	**164**	**16%**

* Figures per region cannot be added since cross regional projects are counted in each of their target regions

UNIVERSITÉ CÔTE D'AZUR

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Presentation of the WP1

Srdjan REDZEPAGIC

Univesité Côte d'Azur

February 9th 2021, Kick-off Meeting

TECHNICKÁ UNIVERZITA V KOŠICIACH

EURASIAN NATIONAL UNIVERSITY

TORAIGHYROV UNIVERSITY

ATYRAU UNIVERSITY

TOSHKENT DAVLAT TRANSPORT UNIVERSITETI
Tashkent state transport university

University of Applied Sciences BFI Vienna
Economics Management Finance

UNIVERSITÉ CÔTE D'AZUR

astra

ASSOCIATION FOR INNOVATION AND DEVELOPMENT

idec

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Detailed presentation of the WP1

- **T1.1 The self- assessment of each CA HEIs**
- **T1.2 The Analyses of HEI preparedness for future challenges in Partner countries preparation**

- **D1.1 The Methodology for the Analyses of HEI preparedness for future challenges**
- **D1.2 The Report on HEI preparedness for future challenges in CA countries**

T1.1 The self- assessment of each CA HEIs

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Fostering an entrepreneurial spirit in an HEI presents a major challenge. It requires the ability to look at things from a new perspective while sharing and promoting a different way of thinking. The Entrepreneurship in higher education is a complex and diverse field. By dividing the field into eight areas with relevant statements, the HEInnovate tool helps stakeholders in HEIs to reflect on their own practice. The self-assessment will help the CA HEIs to design strategies for becoming more entrepreneurial in a comprehensive manner.

The HEIs should either start to think about introduction or rethink their entrepreneurship programs using an integrated approach, which will lead them to think outside the box and go deeper. They will have a framework to develop a much more participative process and to trigger integrated thinking inside HEIs. They will use HEInnovate to promote the change in the way people think about, act and support entrepreneurship.

T1.2 The Analyses of HEI preparedness for future challenges in Partner countries preparation

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Based on the self-assessment which will be carried out during the Training, the Analyses of HEI preparedness for future challenges in CA countries will be elaborated which will serve as a base for WP2 and WP3 high-quality outputs preparation. The Analyses will be based on Methodology and Template which will be presented during the Workshop. The Analyses preparation will be supported not only by Workshop in Nice, France but also by visits of EU experts at all partner's universities. Visits will be done in M6 and all CA HEIs will be visited by EU partners (the EU experts will be divided to visit partners in KZ, UZ, TJ) as it not possible to visit all 11 partners by all EU partners at the same time. This approach of the on-site visits is very important in this 1st phase as experts will be able to evaluate in-depth each partner CA HEI and to help them in the self-assessment process and Analyses. It also enables to train more persons directly at partner institutions.

D1.1 The Methodology for the Analyses of HEI preparedness for future challenges

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The Methodology will be based on HEInnovate initiative. It will be adjusted in the way which will suit the best to TRIGGER HEIs needs in partner countries. The Methodology will enable to prepare the D1.2 “The Report on HEI preparedness for future challenges in CA countries” by each partner country university. “The Methodology” will be easily transferred also to other HEIs in Central Asia countries and can help those of them who wish to undertake the independent testing of HEIs preparedness for future challenges. It will include also template for The Report on HEI preparedness for future challenges in CA countries.

Due date: **22-02-2021**

D1.2 The Report on HEI preparedness for future challenges in CA countries

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"The Report" will serve as a basic tool for further work on TRIGGER project outputs preparation. It will provide the first practical inside to eight areas:

- Leadership and Governance
- Organizational Capacity: Funding, People and Incentives
- Entrepreneurial Teaching and Learning
- Preparing and Supporting Entrepreneurs
- Digital Transformation and Capability
- Knowledge Exchange and Collaboration
- The Internationalised Institution
- Measuring Impact

The strength and weaknesses of each HEI will be identified and suggestions for strength support and weakness overcoming prepared. It is intended also to inform future skills decision-makers at the university level how to deliver a more effective skills system. Altogether 11 reports will be prepared (4 in Uzbekistan, 3 in Kazakhstan and 4 in Tajikistan). The Report preparation will be supported not only by Training in the EU but also by visits of EU experts at all partner's HEIs. **Due date: 15-07-2021**

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Thank you for the attention!

Srdjan.REDZEPAGIC@univ-cotedazur.fr

Division of tasks for the 1st project year

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WP3. Establishment/ Enhancement of the Careers, Employability and Enterprise Services (CEES)

Kick-off meeting 09/02/2021

Dinara Kenesbayeva
L.N. Gumilyov Eurasian National University, Kazakhstan

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The 1st on-line training on HEInnovate self-assessment (WP1,WP2,WP3)

https://drive.google.com/drive/u/1/folders/1nGMQiB48k9NG91FFs6kBNgnSXYaUeoaD

- Start date: 02/03/2021 Deadline: 04/03/2021

Participants: IDEC, GR + ASTRA,SK + all CA HEIs

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The 1st on-line meeting on WP3 audit (start)

- Start date: 12/04/2021 Deadline: 14/04/2021

Participants: IDEC, GR + ASTRA,SK + all CA HEIs

T3.1 The Audit of graduate's employability support through CEES

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- Start date
- 15/04/2021
- Deadline
- 31/05/2021
- Responsible: CA HEIs

Task/Deliverables

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- Target group
- List of participants
- Explanatory work on the audit
- Start date: 15/04/2021

Questionnaire completion

Deadline: 23/04/2021

Task/Deliverables

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Interviews with graduates and employers on employment issues
The organisation of 2 focus groups:

- The 1st focus group for the assessment the current status and activities undertaken by HEI in the area of employability support through CEES and the existing cooperation schemes with businesses
- The 2nd focus group for the assessment the existing internship schemes

Questionnaire completion

- Start date: 26/04/2021

Deadline: 07/05/2021

Task/Deliverables

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Collection and analysis of responses in questionnaires

Analysis of the results of focus groups and interviews

Complete information on the audit

- Start date: 10/05/2021
  Deadline: 21/05/2021

- Analysis of audit results

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The 2nd on-line meeting on WP3 audit (results)

- Start date: 24/05/2021 Deadline: 28/05/2021
- Participants: IDEC, GR + ASTRA,SK + all CA HEIs

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D3.1 Report on graduate's employability support through CEES

(1st version)

https://drive.google.com/drive/u/1/folders/1EZZMHQJiYJos6ygpOxsrsx1Qu1YZFLH6

- Start date
- 31/05/2021
- Responsible: CA HEIs

- Deadline
- 31/06/2021

Task/Deliverables

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Parts 1,2 and 3 of the D3.1 Report

- Start date: 01/06/2021
- Deadline: 11/06/2021

Responsible: CA HEIs

The 1st on-line meeting on D3.1 Report (interim results)

- Start date: 14/06/2021
- Deadline: 15/06/2021

Participants: CA HEIsIDEC, GR + ASTRA,SK + all CA HEIs

Task/Deliverables

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Part 4 of the D3.1 Report

- Start date: 16/06/2021
- Deadline: 23/06/2021

Responsible: CA HEIs

The 2nd on-line meeting on D3.1 Report (final results)

- Start date: 24/06/2021
- Deadline: 25/06/2021

Participants: CA HEIsIDEC, GR + ASTRA,SK + all CA HEIs

Task/Deliverables

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Collection of 11 (CA HEIs) D3.1 Reports
(deadline 30/06/2021)

https://drive.google.com/drive/u/1/folders/1EZZMHQJiYJos6ygpOxsrsx1Qu1YZFLH6

Analysis of D3.1 Reports,
identification of CA HEIs problem points and best practices

Feedback will be established with CA HEIs to clarify questions on D3.1 Reports (if necessary)

The list of topics for training in Athens based on the analysis of CA HEIs D3.1 Reports

Topics will be agreed with all CA HEIs

- Start date: 28/06/2021

Deadline: 16/07/2021

Responsible EMU, KZ

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- Thank you for your attention!

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WP5

division of tasks for the 1st project year

Gafur Togaev
Termez State University, Uzbekistan

Kick-off meeting
09/02/2021

5.1. Dissemination Plan by partners



- Responsible : All partners
- Start date — Deadline
- 15.02.2021 — 15.03.2021

Please see the Partner Dissemination Plan template here:
https://docs.google.com/document/d/1KwAWExAupI2nY08b2OfO2JzK-JxLbM3Y/edit

5.1. Dissemination Plan by project

- Responsible : TerSU, UZ
- Start date — Deadline
- 15.03.2021 — 15.04.2021



5.2.1. Website preparation

- Responsible : TerSU, UZ
- Start date — Deadline
- 10.03.2021 — 10.04.2021



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"Tree Structure" Web Site Layout

- Home
- The project
  - Project description
- Partners
  - Names and links for partner websites
- News and Events
  - Project meetings
  - Newsletters
- Results
  - Expected results
  - Achieved results
- Gallery
  - Photos
  - Videos
- Language
  - English
  - Kazakh
  - Tajik
  - Uzbek

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5.2.6. Leaflet - draft for feedback

(assisted by TerSU, UZ)

- Responsible : DSU, TJ
- Start date — Deadline
- 06.02.2021 — 15.02.2021





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OUR MISSION

is to contribute to economics growth through creating the favourable conditions for better employability of graduates in Central Asia countries

Brochures can reach a large audience in a short amount of time. And, not to mention that you can also filter your target audience when distributing brochures.

TRIGGER

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Contact Us
natasa.urbancikova@tuke.sk

Visit Our Website
www.triggerproject.com



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5.2.6. Leaflet - final

(assisted by TerSU, UZ)

- Responsible : DSU, TJ
- Start date — Deadline
- 06.02.2021 — 28.02.2021

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Plan for project news publishing (via Social media: Facebook; Vkontakte; Instagram; LinkedIn, Telegram)

- Responsible : TerSU, UZ
- Start date — Deadline
- 15.03.2021 — 30.04.2021



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5.2.3. Local/regional dissemination workshops on HEInnovate self-assessment results

- Responsible : All Central Asia partners
- Start date — Deadline
- 01.10.2021 — 31.10.2021

heinnovate

5.2.5. 1st Newsletter

- Responsible : TerSU, UZ
- Start date — Deadline
- 01.09.2021 — 31.10.2021



5.2.5. 1st Slideshare

- Responsible : UCA, FR
- Start date
- 01.09.2021

Deadline

30.09.2021



5.2.5. 2nd Slideshare

- Responsible : All Central Asia partners
- Start date — Deadline
- 01.10.2021 — 31.10.2021

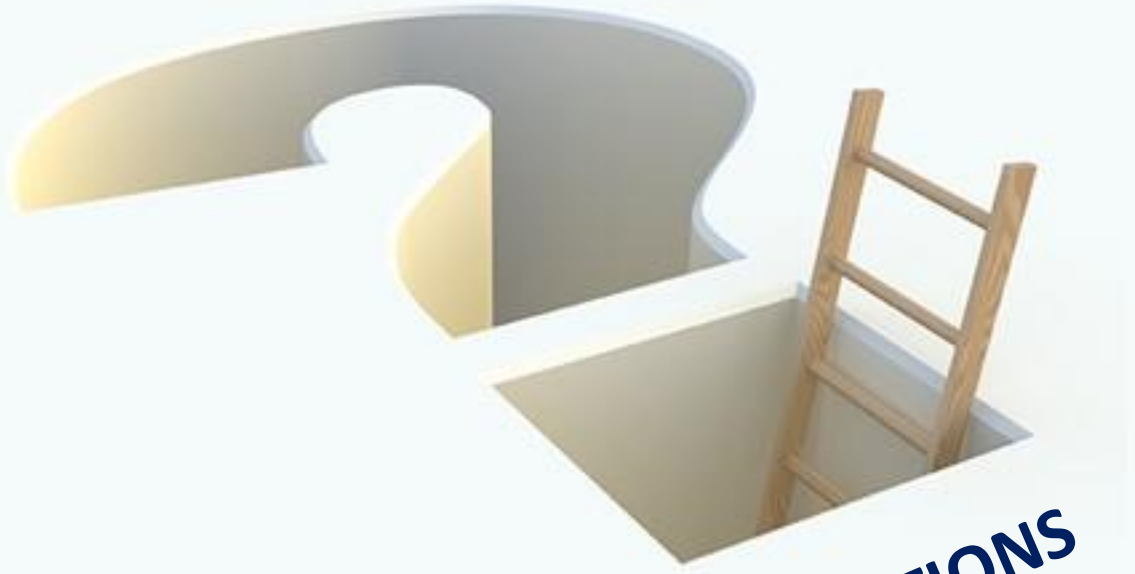


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1st report on Dissemination

- Responsible : TerSU, UZ
- Start date — Deadline
- 01.01.2022 — 15.01.2022





Head of International Relations Office
Mr. Gafur Togaev

MA in English Philology

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Thank you



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WP2 “Entrepreneurship Education and Skills Development”: Tasks and timeline for 2021 (first project year)

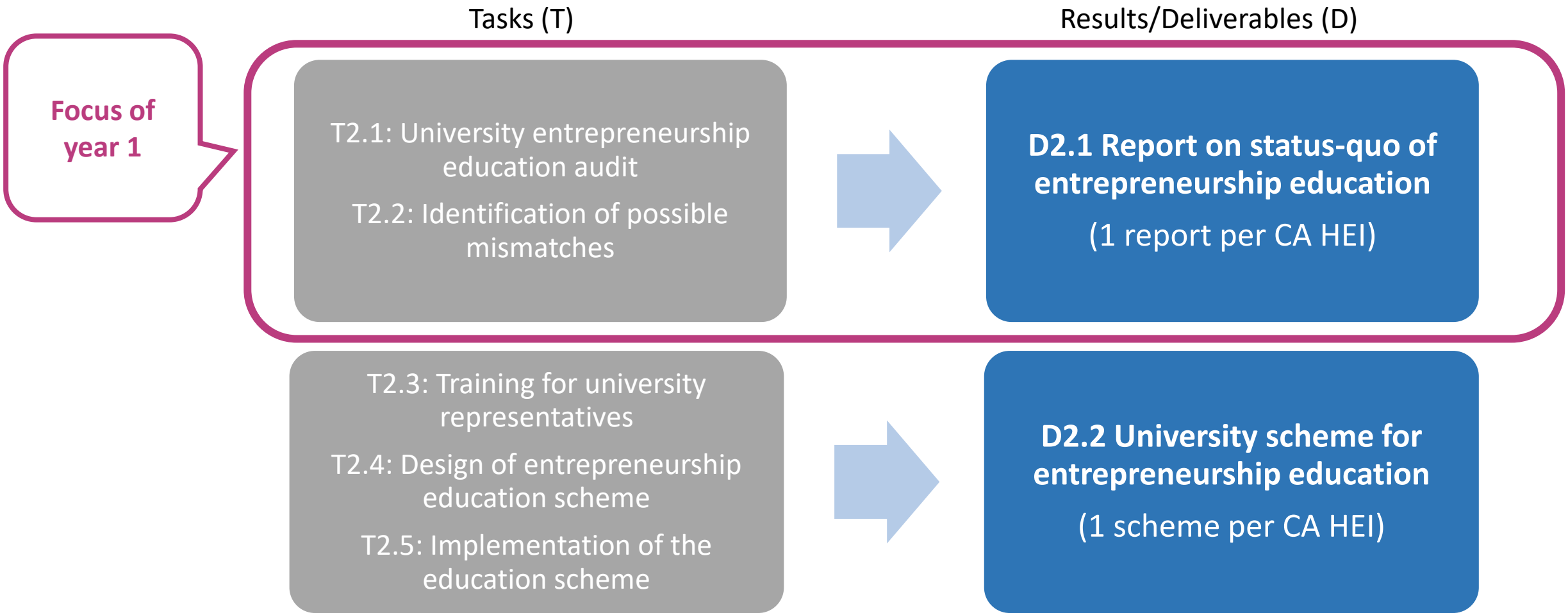
Dietmar Paier / Johannes Wetzinger

TRIGGER Kick-off Meeting, 9 February 2021

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WP2: Tasks and timeline in year 1

Tasks and deliverables of WP2:



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WP2: Tasks and timeline in year 1

Task/Deliverables	Responsible	Start date	Deadline
Sending the information on **person responsible** for D2.1	all	02.02.2021	12.02.2021
The 1st on-line **training on HEInnovate** self-assessment (WP1,WP2,WP3)	UCA, FR + all partners	March 2021 - TBA	March 2021 - TBA
Workshop on D2.1 in-depth survey and D2.1 preparation: online	UAS BFI, AT + all partners	08.03.2021	31.03.2021
Translation of D2.1 questionnaire (employer/alumni survey)	CA HEIs	01.04.2021	15.04.2021
Implementation of **HEI self-assessment and survey** (altogether with WP1)	CA HEIs	15.04.2021	15.07.2021
Online **consultancy on D2.1 preparation**	UAS BFI, AT + CA HEIs	01.05.2021	31.05.2021
1st **draft report on status-quo of entrepreneurship education D2.1** at each partner university and gaps	CA HEIs	15.07.2021	01.09.2021

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WP2: Tasks and timeline in year 1

Task/Deliverables	Responsible	Start date	Deadline
Workshop to discuss draft reports and agree on further development of reports: online	UAS BFI, AT + all partners	01.09.2021	30.09.2021
Planning and **preparation of training** for university representatives in Vienna	UAS BFI, AT + all partners	01.09.2021	14.01.2022
Improvement and **submission of finalised report** D2.1 on status quo on entrepreneurship education at each partner university and gaps between labour market future skills requirement and entrepreneurship education provision, potential knowledge and skills mismatches	CA HEIs	01.10.2021	01.12.2021
Review of final reports, **finalisation of deliverable D2.1** and submission to TUKE	UAS BFI, AT	01.12.2021	17.12.2021

Key WP2 result of year 1

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WP2: Tasks and timeline in year 1

Next steps:

- **Nomination of contact persons** for WP2 from each partner till **12 February 2021** in WP2 folder on Google Drive: https://drive.google.com/file/d/1A2V9udk28u3r6ZkzcEPsdQGz_eQm0-Tj/view
- Dates for **Workshop on D2.1** in-depth survey and report (March 2021) via Doodle till **12 February 2021**: https://doodle.com/poll/b5493ampqnbxbas2?utm_source=poll&utm_medium=link
- **Focus of D2.1 workshop:**
  - Presentation of requirements, procedures and To Do's for in-depth survey, Q&A
  - Presentation of report template for "Report on status-quo of entrepreneurship education", Q&A

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Thank you for your attention!

Contact: Dietmar Paier (dietmar.paier@fh-vie.ac.at) / Johannes Wetzinger (johannes.wetzinger@fh-vie.ac.at)

TRIGGER
Triggering innovative approaches and entrepreneurial skills for students through creating conditions for graduate's employability in Central Asia

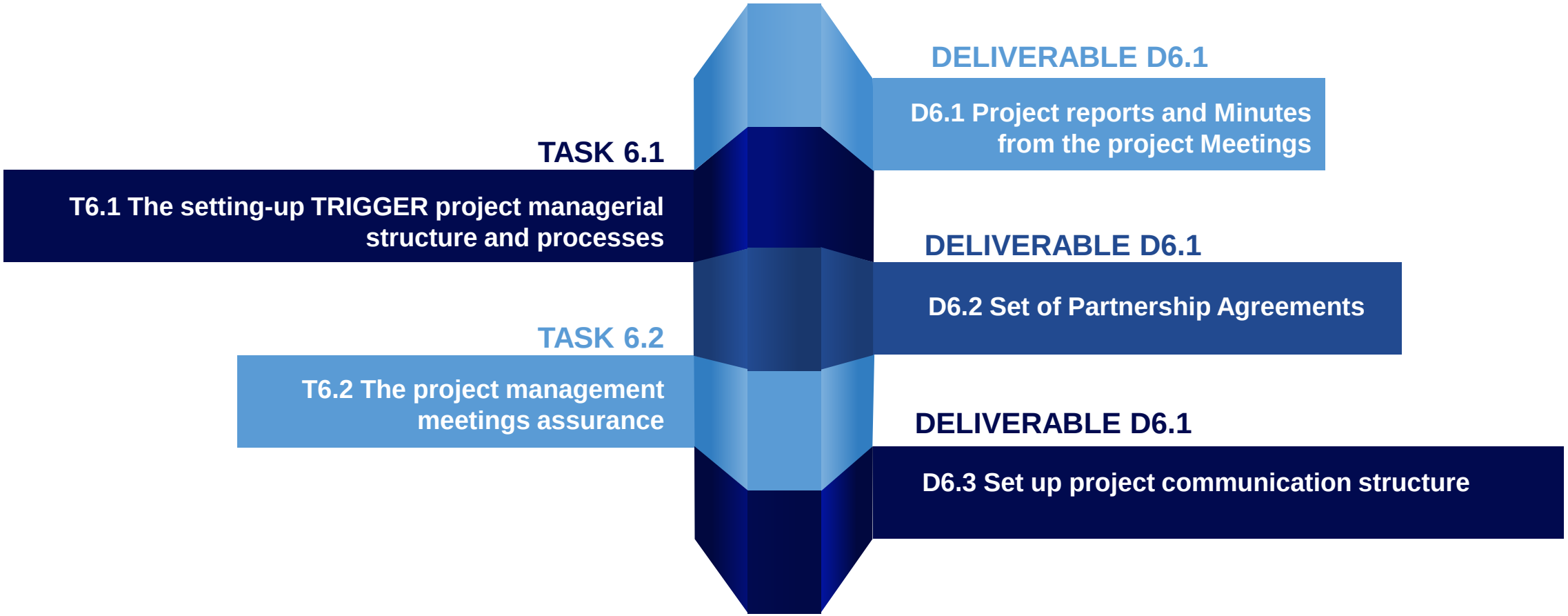
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TRIGGER PROJECT
WP6: Project management_Timetable 1st year

Nataša Urbančíková

Faculty of Economics, Technical University of Košice, Slovakia

TASKS & DELIVERABLES



Task/Deliverables	Responsible	Start date	Deadline	Comments
T6.1 The setting-up TRIGGER project managerial structure and processes				
set up committees: PMC+IAEB+IAQC	all partners	21.1.2021	5.2.2021	https://drive.google.com/drive/u/0/folders/1LBWwoitXx9pmStqGPqLKUBycDuLeY9nA
selection of IAEB members	TUKE,SK	6.2.2021	28.2.2021	
confirmation of IAQC members	KSU,TJ		28.2.2021	
confirmation of PMC members	TUKE,SK		28.2.2021	
T6.2 The project management meetings assurance+D6.1 Project reports and Minutes from the project Meetings				
Minutes from kick-off meetings_draft	TUKE,SK	18.1.2021	19.2.2021	
approval of Minutes	all partners	19.2.2021	28.2.2021	
upload of Minutes	TUKE,SK		1.3.2021	https://drive.google.com/drive/u/1/folders/1lrtL1ehs-0v1AfXRlmSL9Jjm0DEVYlzc
set up the date for Pavlodar meeting	TUKE,SK	1.4.2021	30.4.2021	
Meeting in Pavlodar	ToU, KZ	14.10.2021	15.10.2021	
Minutes from Pavlodar meeting	ToU, KZ	14.10.2021	31.10.2021	https://drive.google.com/drive/u/1/folders/10d84Lo0asCODlxem0oFXrFgeaY3WQdi1
D6.2 Set of Partnership Agreements	TUKE,SK	2.2.2021	31.5.2021	
D6.3 Set up project communication structure	TUKE,SK			
online communication platform	TUKE,SK		3.12.2020	https://drive.google.com/drive/u/1/folders/1H06aT9GTQ7odT1zAvjPJZ0HLf-SlCix2
mailing lists and list of contacts for each PMC, IQAC, and IEAB	TUKE,SK	9.2.2021	28.2.2021	
online meetings with all CA teams	TUKE,SK	1.3.2021	30.6.2021	
Financial management:information on persons responsible for financial management (2 per partner) with access to GD	all partners	9.2.2021	23.2.2021	https://drive.google.com/drive/u/1/folders/1mI3GT090q5dfAGK7BvGOFnYSlSN4bLIx
Financial consultancy andmonitoring meeting with all CA HEIs	CA HEIs	1.5.2021	31.5.2021	
1st financial report	all partners	ongoing	15.7.2021	https://drive.google.com/drive/u/1/folders/1mI3GT090q5dfAGK7BvGOFnYSlSN4bLIx
2nd financial report	all partners	ongoing	31.1.2022	https://drive.google.com/drive/u/1/folders/1mI3GT090q5dfAGK7BvGOFnYSlSN4bLIx
upload of the financial documents	all partners	ongoing	ongoing	up to 2 weeks after activity (e.g. travel documents and report) at GD

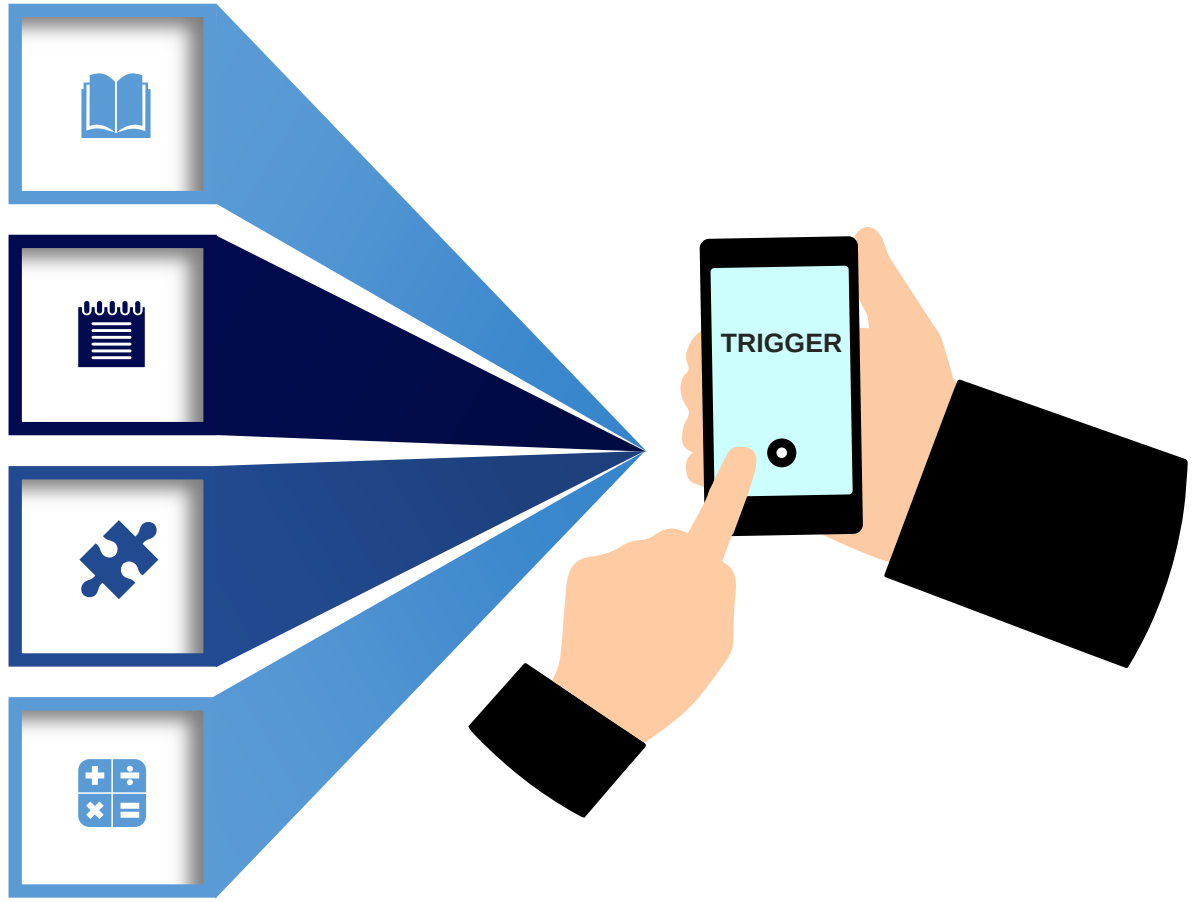
T6.1 The setting-up TRIGGER project managerial structure and processes

Three TRIGGER Committees

1) Project Management Committee (PMC)

2) International Advisory and Evaluation Board (IAEB)

3) Internal Quality Assurance Committee (IQAC)



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The International External Advisory Board (IEAB)

- Led by one member – elected after IAEB is set up
- The external International advisory board (IEAB) from external HEIs and labor market representatives (fostered through a network of consortium HEIs) will be created.
- Each project partner will suggest one member of IEAB.
- See List of associated partners from each country
- From altogether 16 proposals, 5 members of EAB will be appointed (in the third month of the project –after kick-off meeting).

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Internal Quality Assurance Committee (IQAC)

- Led by KSU, Tajikistan as WP4 leader.
- Cannot be the same person as PMC and IAEB
- Members of IQAC –from TRIGGER partner institutions

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T6.2 The project management meetings assurance

Please inform me in case that date are not convinient: till 20/02/2021

PM 1 – KOSICE, SK

- January 2021
- Online
- will be organised in case that COVID restriction release
- an alternate date will be set

PM2 – PAVLODAR, KZ

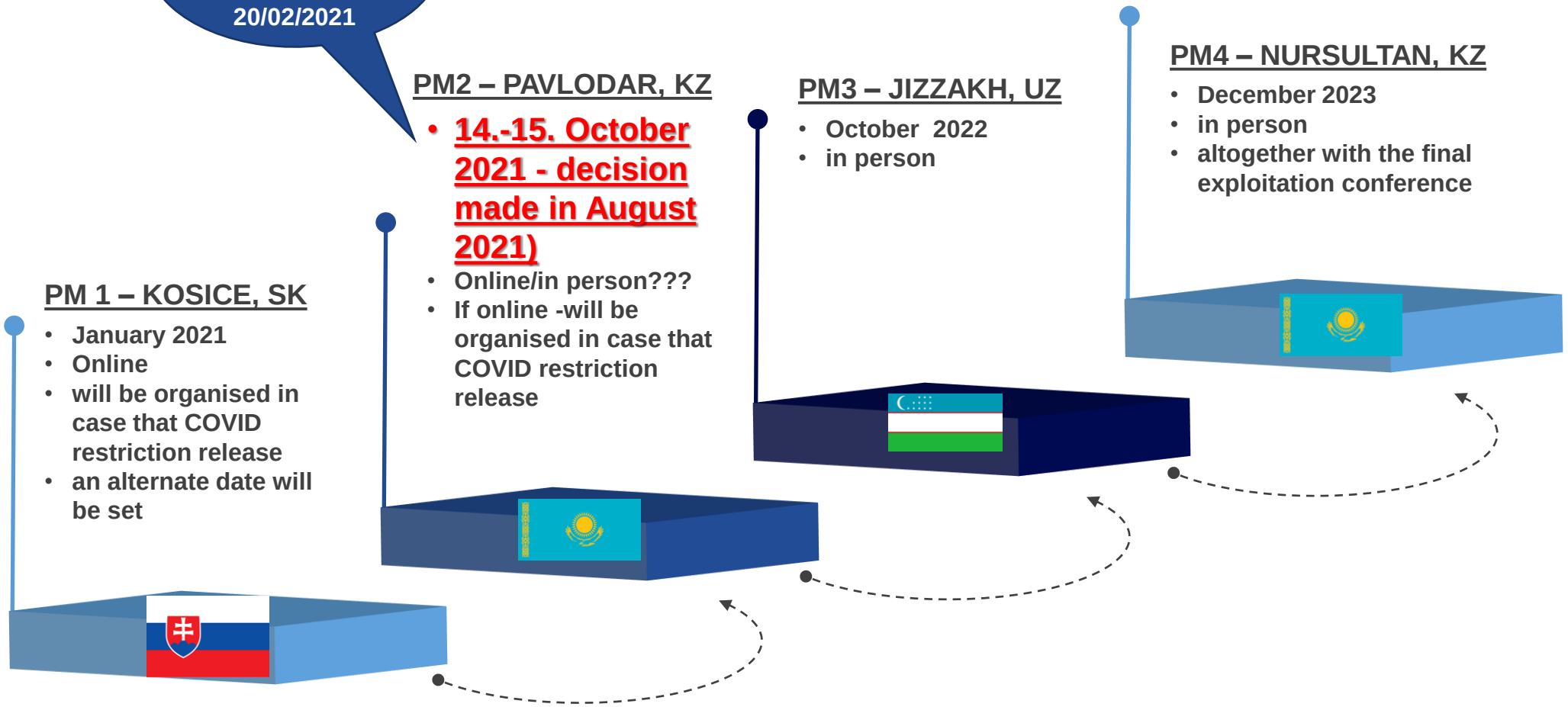
- **14.-15. October 2021 - decision made in August 2021)**
- Online/in person???
- If online -will be organised in case that COVID restriction release

PM3 – JIZZAKH, UZ

- October 2022
- in person

PM4 – NURSULTAN, KZ

- December 2023
- in person
- altogether with the final exploitation conference



D6.2 Set of Partnership Agreements

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The role and responsibilities of the involved partner institutions will be specified in **partnership agree**ment signed between **TUKE and all consortium members** at the beginning of the project.

The agreements, for example, contain information on the specific tasks and obligations of the beneficiaries as well as the financial allocations and co-financing.

Additionally, decision-making processes and measures for conflict resolution are defined in altogether 15 partnership agreements.

The template provided by EACEA will be used and adjusted to TRIGGER project needs.

DEADLINE: 31- 05 - 2021

Financial management

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		PERSONS RESPONSIBLE FOR FINANCIAL MANAGEMENT WITH ACCESS TO GD FINANCE						
		Name of institution	**Country**	**City**	**First name**	**Surname**	**Position**	**Email**
P01	**TUKE**	**Technical University of Kosice**	Slovakia	Košice	**Nataša**	**Urbancikova**	Assoc.prof. Lecturer	natasa.urbancikova@tuke.sk
P02	**ENU**	**L.N. Gumilyov Eurasian National University**	Kazakstan	Nursultan				
P03	**AGU**	**Atayrau State University**	Kazakstan	Atayrau				
P04	**ToU**	**Toraighyrov University**	Kazakstan	Pavlodar				
P05	**TerSU**	**Termez State University**	Uzbekistan	Termez				
P06	**NIET**	**Namangan Institute of Engineering and Technology**	Uzbekistan	Namangan				
P07	**JIZZPI**	**Jizzakh Polytechnic Institute**	Uzbekistan	Jizzakh				
P08	**TSTU**	**Tashkent Institute of Railway Engineers**	Uzbekistan	Taskhent				
P09	**DSU**	**Dangara State University**	Tajikistan	Dangara				
P10	**BLMSU**	**Branch of Lomonosov Moscov State University in Dushanbe**	Tajikistan	Dushanbe				
P11	**KSU**	**Khorog State University named M. Nazarshoev**	Tajikistan	Khorog				
P12	**KulSU**	**Kulob State University**	Tajikistan	Kulob				
P13	**UAS-BFI**	**BFI Vienna**	Austria	Vienna				
P14	**UCA**	**Universite Cote d Azur**	France	Nice				
P15	**ASTRA**	**ASTRA**	Slovakia	Košice				
P16	**IDEC**	**IDEC**	Greece	Piraeus				

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GDPR

- GDPR consent definition

...Consent of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her...

Each TRIGGER partner institution will consult GDPR with TRIGGER project team members.

It will be included in kick-off meeting Minutes that TRIGGER project partners on behalf of persons working on TRIGGER project agree as follows:

I declare that:

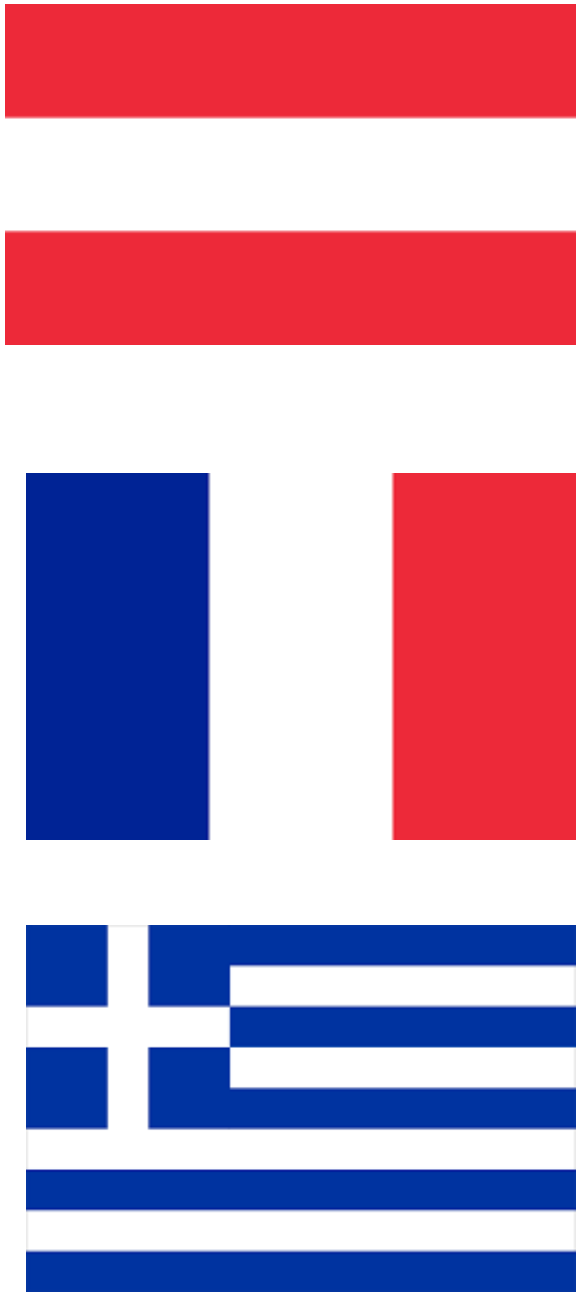
- **I hereby give my consent to the TRIGGER project partnership organizations for the use of images where the person photograph(s) is included therein, taken by said organizations for production and use which the said persons may appear in websites owned by the organizations, publications produced, print advertisements introduced by them;**

In giving this consent, I understand and declare that:

- **I am giving this consent in my own free will, and not under duress or in any form of threat;**
- **That the images containing the subject in this consent shall be held by the organization in accordance and compliance with the GDPR guidelines (the General Data Protection Regulation);**
- **That my information herein, as well as the images to be shared to the recipient shall not be disclosed to any other party without my written consent;**
- **That I hereby allow the use of images where the person photo is included shall belong to the organizations for their own disposition;**
- **I hereby agree to waive my rights to any claims to whatever the organizations may use of the image;**
- **I may exercise my right to withdraw the use of my image anytime after from the effectivity of this consent. After which, I am given the right to ask to cease the use of my images thereafter.**
- **By submitting this form with my signature below, I am affirming to the provisions mentioned above and the effectivity of this agreement shall commence.**

Thanks







LOOKING FORWARD TO FURTHER COOPERATION

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TRIGGER
Triggering innovative approaches and entrepreneurial skills for students through creating conditions for graduate's employability in Central Asia

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TRIGGER PROJECT

FINANCIAL MANAGEMENT+ PARTNERSHIP AGREEMENTS

Nataša Urbančíková

Faculty of Economics, Technical University of Košice, Slovakia

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REPORTING

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ARTICLE I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

I.4.1 Reporting periods

The action is divided into the following *reporting periods*:

Reporting period 1: from month 1 to month 21

Reporting period 2: from month 22 to month 36.

1st period: 15.1.2021 -14.10.2022 (M1-M21)
2nd period: 15.10.2022 – 14.1.2024 (M22-36)

MISTAKE IN AGREEMENT:

First wave of instalments till the Interim report (interim report deadline: **14.11. 2022**):

FINANCIAL REPORTING

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EVERY **6 MONTHS + periods of INTERIM REPORT+FINAL REPORT**:

- 1st FINANCIAL REPORT: 15.1.2021-14.7.2021
- 2nd FINANCIAL REPORT: 15.7.2021 -14.1.2022
- 3rd FINANCIAL REPORT: 15.1.2022- 14.7.2022
- 4th FINANCIAL REPORT: 15.7.2022 -14.10.2022
- 5th FINANCIAL REPORT: 15.10.2022-14.1.2023
- 6th FINANCIAL REPORT: 15.1.2023 -14.7.2023
- 7th FINANCIAL REPORT: 15.7.2023-14.1.2027

WHAT KIND OF DOCUMENTS?

Commission

Regulatory Framework





EC
E+ CBHE
regulations

Your working
arrangements

National
Legislation

Institutional
rules





d by the
- Programme
opean Union
SK-EPPKA2-CBHE-JP

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K-EPPKA2-CBHE-JP

Budget overview

Co-funding principle

Grant awarded

≠

Total costs of the project

Unit Costs (UC)

Actual Costs (AC)

- Staff — UC
- Travel — UC
- Costs of stay — UC
- Equipment — AC
- Subcontracting — AC
- Exceptional Costs — AC

GRANT -BUDGET

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EU GRANT REQUESTED FROM THE EUROPEAN UNION (in EUR)		
1. Staff Costs	373 158,00	Cannot exceed 40% of total Grant requested
2. Travel Costs	192 295,00	
3. Costs of Stay	356 520,00	
4. Equipment Costs	55 000,00	Cannot exceed 30% of Total Grant requested
5. Subcontracting Costs	22 600,00	Cannot exceed 10% of Total Grant requested
6. Exceptional Costs	0,00	
Total Grant requested from the European Union	999 573,00	Should be equal or above EUR 500.000,00 and cannot exceed EUR 1.000.000,00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total Costs (in EUR)
P1	Technical University of Kosice	Slovakia	Programme Countries	28 256,00	14 800,00	23 160,00	-	10 000,00	-	76 216,00
P2	L.N. Gumilyov Eurasian National University	Kazakstan	Partner Countries	23 634,00	9 680,00	22 440,00	5 000,00	1 400,00	-	62 154,00
P3	Atayrau State University	Kazakstan	Partner Countries	21 462,00	7 795,00	23 280,00	5 000,00	700,00	-	58 237,00
P4	S. Toraighyrov Pavlodar State University	Kazakstan	Partner Countries	23 369,00	11 170,00	22 320,00	5 000,00	700,00	-	62 559,00
P5	Termez State University	Uzbekistan	Partner Countries	14 497,00	11 195,00	24 720,00	5 000,00	2 200,00	-	57 612,00
P6	Namangan Institute of Engineering and	Uzbekistan	Partner Countries	12 300,00	12 355,00	24 720,00	5 000,00	700,00	-	55 075,00
P7	Jizzakh Polytechnic Institute	Uzbekistan	Partner Countries	12 300,00	10 835,00	23 760,00	5 000,00	700,00	-	52 595,00
P8	Tashkent Institute of Railway Engineers	Uzbekistan	Partner Countries	12 300,00	10 655,00	23 640,00	5 000,00	1 400,00	-	52 995,00
P9	Dangara State University	Tajikistan	Partner Countries	13 382,00	11 195,00	24 720,00	5 000,00	2 000,00	-	56 297,00
P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	Partner Countries	12 300,00	10 655,00	23 640,00	5 000,00	1 400,00	-	52 995,00
P11	Khorog State University named M. Nazarshoev	Tajikistan	Partner Countries	14 194,00	12 935,00	24 720,00	5 000,00	700,00	-	57 549,00
P12	Kulob State University	Tajikistan	Partner Countries	12 300,00	11 775,00	24 720,00	5 000,00	700,00	-	54 495,00
P13	BFI Vienna	Austria	Programme Countries	63 403,00	13 410,00	16 200,00	-	-	-	93 013,00
P14	Universite Cote d Azur	France	Programme Countries	55 996,00	19 585,00	21 000,00	-	-	-	96 581,00
P15	ASTRA	Slovakia	Programme Countries	17 901,00	12 085,00	16 560,00	-	-	-	46 546,00
P16	IDEC	Greece	Programme Countries	35 564,00	12 170,00	16 920,00	-	-	-	64 654,00
P17				-	-	-	-	-	-	-

Grant management cycle	UNIT COST	ACTUAL COSTS
Grant allocation	Based on estimated work programme	Based on the estimated budget
Grant Implementation	Beneficiary's own FINANCIAL "RECIPE" 	Record costs actually incurred
Justification of the Grant	Based on activities actually implemented	Based on costs actually incurred

Country	PR/PA	Manager	Teacher/Trainer/Researcher	Technical Staff	Administrative Staff
Austria	Programme Countries	294,00	241,00	190,00	157,00
Belgium	Programme Countries	280,00	214,00	162,00	131,00
Bulgaria	Programme Countries	88,00	74,00	55,00	39,00
Croatia	Programme Countries	88,00	74,00	55,00	39,00
Cyprus	Programme Countries	164,00	137,00	102,00	78,00
Czech Republic	Programme Countries	164,00	137,00	102,00	78,00
Denmark	Programme Countries	294,00	241,00	190,00	157,00
Estonia	Programme Countries	88,00	74,00	55,00	39,00
Finland	Programme Countries	280,00	214,00	162,00	131,00
Republic of North Macedonia	Programme Countries	88,00	74,00	55,00	39,00
France	Programme Countries	280,00	214,00	162,00	131,00
Germany	Programme Countries	280,00	214,00	162,00	131,00
Greece	Programme Countries	164,00	137,00	102,00	78,00
Hungary	Programme Countries	88,00	74,00	55,00	39,00
Iceland	Programme Countries	280,00	214,00	162,00	131,00
Ireland	Programme Countries	294,00	241,00	190,00	157,00
Italy	Programme Countries	280,00	214,00	162,00	131,00
Latvia	Programme Countries	88,00	74,00	55,00	39,00
Liechtenstein	Programme Countries	294,00	241,00	190,00	157,00
Lithuania	Programme Countries	88,00	74,00	55,00	39,00
Luxembourg	Programme Countries	294,00	241,00	190,00	157,00
Malta	Programme Countries	164,00	137,00	102,00	78,00
Netherlands	Programme Countries	294,00	241,00	190,00	157,00
Norway	Programme Countries	294,00	241,00	190,00	157,00
Poland	Programme Countries	88,00	74,00	55,00	39,00
Portugal	Programme Countries	164,00	137,00	102,00	78,00
Romania	Programme Countries	88,00	74,00	55,00	39,00
Serbia	Programme Countries	88,00	74,00	55,00	39,00
Slovakia	Programme Countries	88,00	74,00	55,00	39,00
Slovenia	Programme Countries	164,00	137,00	102,00	78,00
Spain	Programme Countries	164,00	137,00	102,00	78,00
Sweden	Programme Countries	294,00	241,00	190,00	157,00
Turkey	Programme Countries	88,00	74,00	55,00	39,00
United Kingdom	Programme Countries	280,00	214,00	162,00	131,00
Afghanistan	Partner Countries	77,00	57,00	40,00	32,00
Albania	Partner Countries	108,00	80,00	57,00	45,00
Algeria	Partner Countries	47,00	33,00	22,00	17,00
Angola	Partner Countries	108,00	80,00	57,00	45,00

Distance	Travel Costs (EUR)
0 KM and 9 KM	0
10 KM and 99 KM	20
100 KM and 499 KM	180
500 KM and 1999 KM	275
2000 KM and 2999 KM	360
3000 KM and 3999 KM	530
4000 KM and 7999 KM	820
8000 KM or more	1500

Number of Days	Student	Staff
1	55,00	120,00
2	110,00	240,00
3	165,00	360,00
4	220,00	480,00
5	275,00	600,00
6	330,00	720,00
7	385,00	840,00
8	440,00	960,00
9	495,00	1 080,00
10	550,00	1 200,00
11	605,00	1 320,00
12	660,00	1 440,00
13	715,00	1 560,00
14	770,00	1 680,00
15	810,00	1 750,00
16	850,00	1 820,00
17	890,00	1 890,00
18	930,00	1 960,00
19	970,00	2 030,00
20	1 010,00	2 100,00
21	1 050,00	2 170,00
22	1 090,00	2 240,00
23	1 130,00	2 310,00
24	1 170,00	2 380,00
25	1 210,00	2 450,00
26	1 250,00	2 520,00
27	1 290,00	2 590,00
28	1 330,00	2 660,00
29	1 370,00	2 730,00
30	1 410,00	2 800,00
31	1 450,00	2 870,00
32	1 490,00	2 940,00
33	1 530,00	3 010,00
34	1 570,00	3 080,00
35	1 610,00	3 150,00
36	1 650,00	3 220,00
37	1 690,00	3 290,00
38	1 730,00	3 360,00

100% of eligible costs Max. 30% of the total grant

STAFF COSTS:

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- The Erasmus+ grant contribution to the project's staff costs will be calculated on the basis of "**unit contributions**" whose individual amounts are specified in the Erasmus+ Programme Guide.

- For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will apply the **unit costs amounts defined in the Erasmus+ Programme Guide.**

- The beneficiaries confirm that they **respect the social and labour legislation of their country regarding the costs of staff contributing to the project.**

Unit Cost - definition

Fixed contribution multiplied by number of units, based on "Triggering events" (activities/outputs)

Declared unit costs → **proofs of activities implemented**



Staff Costs

Contribution to beneficiary institutions for Staff* performing tasks necessary to achieve the objectives of the project

Unit cost = amount in Euro per working day per staff (not linked to the actual level of remuneration in the salary slip)

Calculation ➡ 3 variables: staff category, country, number of days

a) Categories: Managers, Researchers/Teachers/Trainers, Technical, Administrative ➡ *nature of work performed, not status of individual*

b) Country in which staff is employed, independently of where tasks are executed

c) Number of days proportioned to the work carried out => *can not exceed 20 days per month or 240 days per year*

Staff Costs - Example

A staff employed in Lithuania performing teaching activity for 3 days:

→ *222 Euro (3 unit costs of 74 Euro each)*

One working day according to national legislation (7 to 8 hours)

In principle max. 20 days/month or 240 days/year

Staff Costs – Employment contracts

MUST be : in line with national legislation
individuals employed/assigned in «beneficiaries» listed in the Grant Agreement

Individuals : employed or assigned

Employed: employment contract

Assigned: *self-employed* person or *secondment*
(civil contract, a free-lance contract, an expert contract, a service contract etc)

Conditions: - the person works under conditions similar to those of an employee
- the result of the work belongs to the Institution
- the costs are similar to staff with employment contract within the institution

Supporting Documents

Staff Costs

- *Joint Declaration (EACEA template)*
- *Time-sheets (EACEA template)*
- Proof of formal contractual relationship
- Evidence justifying workload and activities/outputs (e.g. attendance lists , tangible outputs / products)

To keep with project accounts

To send with Final Financial statement:

Any prior authorisation from the Agency

Add Row | Delete Row | Duplicate Row

1. Staff Costs

	Total (EUR)	Number of Days
Manager	53 032,00	587,0
Teacher/Trainer/Researcher	244 183,00	3 731,0
Technical Staff	26 796,00	764,0
Administrative Staff	49 147,00	1 324,0
	373 158,00	**6 406,0**

Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Manager			Teacher/Trainer/Researcher			Technical Staff			Administrative Staff			Total Number of Days	Total (EUR)
				Number of days	Unit cost per day	Total (EUR)	Number of days	Unit cost per day	Total (EUR)	Number of days	Unit cost per day	Total (EUR)	Number of days	Unit cost per day	Total (EUR)		
eparation	P1	Technical University of Kosice	Slovakia	3,0	88,00	264,00	30,0	74,00	2 220,00	0,0	55,00	0,00	0,0	39,00	0,00	33,00	2 484,0
eparation	P2	L.N. Gumilyov Eurasian National University	Kazakstan	3,0	77,00	231,00	40,0	57,00	2 280,00	20,0	40,00	800,00	10,0		320,00	73,00	3 631,0
eparation	P3	Atayrau State University	Kazakstan	3,0	77,00	231,00	40,0	57,00	2 280,00	20,0	40,00	800,00	10,0		320,00	73,00	3 631,0
eparation	P4	S. Toraighyrov Pavlodar State University	Kazakstan	3,0	77,00	231,00	40,0	57,00	2 280,00	20,0	40,00	800,00	10,0		320,00	73,00	3 631,0
eparation	P5	Termez State University	Uzbekistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0		170,00	73,00	2 071,0
eparation	P6	Namangan Institute of Engineering and Technology	Uzbekistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0		170,00	73,00	2 071,0
eparation	P7	Jizzakh Polytechnic Institute	Uzbekistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0		170,00	73,00	2 071,0
eparation	P8	Tashkent Institute of Railway Engineers	Uzbekistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0		170,00	73,00	2 071,0
eparation	P9	Dangara State University	Tajikistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0	17,00	170,00	73,00	2 071,0
eparation	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0	17,00	170,00	73,00	2 071,0
eparation	P11	Khorog State University named M. Nazarshoev	Tajikistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0	17,00	170,00	73,00	2 071,0
eparation	P12	Kulob State University	Tajikistan	3,0	47,00	141,00	40,0	33,00	1 320,00	20,0	22,00	440,00	10,0	17,00	170,00	73,00	2 071,0
eparation	P13	BFI Vienna	Austria	3,0	294,00	882,00	30,0	241,00	7 230,00	0,0	190,00	0,00	0,0	157,00	0,00	33,00	8 112,0
eparation	P14	Universite Cote d Azur	France	6,0	280,00	1 680,00	40,0	214,00	8 560,00	10,0	162,00	1 620,00	5,0	131,00	655,00	61,00	12 515,0
eparation	P15	ASTRA	Slovakia	3,0	88,00	264,00	30,0	74,00	2 220,00	0,0	55,00	0,00	0,0	39,00	0,00	33,00	2 484,0
eparation	P16	IDEC	Greece	3,0	164,00	492,00	30,0	137,00	4 110,00	0,0	102,00	0,00	0,0	78,00	0,00	33,00	4 602,0
velopment	P1	Technical University of Kosice	Slovakia	6,0	88,00	528,00	70,0	74,00	5 180,00	0,0	55,00	0,00	5,0	39,00	195,00	81,00	5 903,0
velopment	P2	L.N. Gumilyov Eurasian National University	Kazakstan	12,0	77,00	924,00	150,0	57,00	8 550,00	20,0	40,00	800,00	20,0	32,00	640,00	202,00	10 914,0
velopment	P3	Atayrau State University	Kazakstan	6,0	77,00	462,00	120,0	57,00	6 840,00	20,0	40,00	800,00	20,0	32,00	640,00	166,00	8 742,0
velopment	P4	S. Toraighyrov Pavlodar State University	Kazakstan	6,0	77,00	462,00	120,0	57,00	6 840,00	20,0	40,00	800,00	20,0	32,00	640,00	166,00	8 742,0
velopment	P5	Termez State University	Uzbekistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P6	Namangan Institute of Engineering and Technology	Uzbekistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P7	Jizzakh Polytechnic Institute	Uzbekistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P8	Tashkent Institute of Railway Engineers	Uzbekistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P9	Dangara State University	Tajikistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P11	Khorog State University named M. Nazarshoev	Tajikistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P12	Kulob State University	Tajikistan	6,0	47,00	282,00	120,0	33,00	3 960,00	20,0	22,00	440,00	20,0	17,00	340,00	166,00	5 022,0
velopment	P13	BFI Vienna	Austria	12,0	294,00	3 528,00	85,0	241,00	20 485,00	0,0	190,00	0,00	10,0	157,00	1 570,00	107,00	25 583,0
velopment	P14	Universite Cote d Azur	France	6,0	280,00	1 680,00	70,0	214,00	14 980,00	0,0	162,00	0,00	5,0	131,00	655,00	81,00	17 315,0
velopment	P15	ASTRA	Slovakia	6,0	88,00	528,00	80,0	74,00	5 920,00	0,0	55,00	0,00	10,0	39,00	390,00	96,00	6 838,0
velopment	P16	IDEC	Greece	6,0	164,00	984,00	70,0	137,00	9 590,00	10,0	102,00	1 020,00	10,0	78,00	780,00	96,00	12 374,0
ality Plan	P1	Technical University of Kosice	Slovakia	3,0	88,00	264,00	36,0	74,00	2 664,00	0,0	55,00	0,00	6,0	39,00	234,00	45,00	3 162,0
ality Plan	P2	L.N. Gumilyov Eurasian National University	Kazakstan	3,0	77,00	231,00	36,0	57,00	2 052,00	0,0	40,00	0,00	12,0	32,00	384,00	51,00	2 667,0
ality Plan	P3	Atayrau State University	Kazakstan	3,0	77,00	231,00	36,0	57,00	2 052,00	0,0	40,00	0,00	12,0	32,00	384,00	51,00	2 667,0
ality Plan	P4	S. Toraighyrov Pavlodar State University	Kazakstan	3,0	77,00	231,00	36,0	57,00	2 052,00	0,0	40,00	0,00	12,0	32,00	384,00	51,00	2 667,0

Please encode ode days only

JOINT DECLARATION (1/2)

JOINT DECLARATION

Ref. No…… **Project No.** ……

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM ……

Hereinafter "the Institution"*

AND Name:……

Address: ……

……

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
   - employed by the Institution YES/NO

   or

   - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	dd/mm/yy		*dd/mm/yy*
FROM		**TO**	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

……

……

JOINT DECLARATION (2/2)

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in ..... Date .....

Name.....

Function.....

Institution ..... Staff member name .....

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

***A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);and
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

JOINT DECLARATION

Ref. No..... **Project No.** .....
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM .....
Hereinafter "the Institution"*

AND Name: .....
Address: .....
.....
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
   - employed by the Institution YES/NO
   or
   - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	dd/mm/yy		*dd/mm/yy*
FROM		**TO**	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....
.....
.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in ..... Date .....

Name.....

Function.....

Institution ..... Staff member name.....

Signature and Stamp of the Institution Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);and
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

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an Union
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TIMESHEET

Add Row | Delete Row | PROJECT TIMESHEET

Project number :	
Surname :	
First Name :	
Institution :	
Country :	
Position :	
Staff Category :	

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
Total days:		0		

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

Add Row | Delete Row

PROJECT TIMESHEET

Project number :	
Surname :	
First Name :	
Institution :	
Country :	
Position :	
Staff Category :	

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced

- Staff costs can only be claimed for individuals employed by *a beneficiary organisation mentioned in the grant agreement*;
- The reimbursement of staff costs is done under the condition that the staff member's salary for the tasks performed *is compensated only once;*
- *The daily rate* corresponds to one full day of work in accordance with the applicable national legislation or internal regulation;
- The number of full working days declared per staff member (for one or several funded projects) cannot exceed *20 days per month or 240 days per year*.

Please note in particular that the declaration for a single individual of a number of working days close to the above mentioned ceiling would mean that for the period concerned, the staff member has been working (almost) exclusively for the CBHE project(s). This implies that he/she was released from the normal teaching/research/administrative tasks in your organisation during that period and that there are *no* institutional or national rules limiting the time a staff member can dedicate to activities supported by external funding.

A thorough examination will be carried out by the Agency during the analysis of the "Final Financial Statement(s)". In case of doubts, further verifications could be performed across several projects in which your organisation participates.

TRAVEL COST AND COSTS OF STAY

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- The Erasmus+ grant contribution to the **travel costs and costs of stay** will be calculated on the basis of "**unit contributions**" whose individual amounts are specified in the Erasmus+ Programme Guide.

- 7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of **travel and costs of stay**, the partnership will apply **the unit costs** amounts defined in the Erasmus+ Programme Guide.

- 7.5 Each beneficiary is responsible for ensuring **adequate insurance** arrangements for their staff and students while participating in project activities.

Travel Costs and Costs of Stay

ed by the
s+ Programme
uropean Union
1-SK-EPPKA2-CBHE-JP

Travel/stay for staff/students participating in eligible activities related to the achievement of the project

Calculation: 3 variables ➡ travel distance (travel costs), duration (costs of stay) and type of participant (staff/student)

Staff

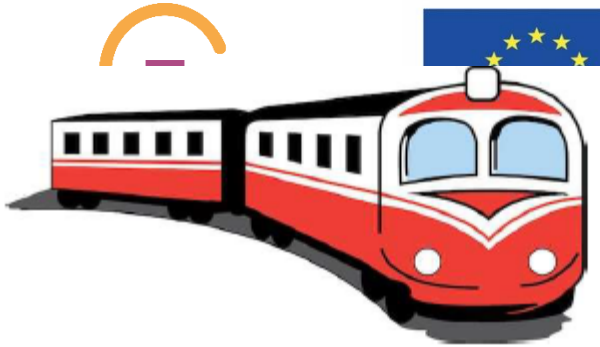
- **Under contract with beneficiary**
- **Travels intended for the activities listed in the E+ Programme Guide**
- **Duration: Max. 3 months**

Eligible activities ➡ Erasmus+ Programme Guide (CBHE section)

Commission

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gramme
n Union
KA2-CBHE-JP

Travel costs



Travel from home institution to venue of activity
(project beneficiaries' countries)

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

Calculation ➡ unit cost corresponding to applicable distance band

7 distance bands (see Erasmus+ Programme Guide - CBHE section)

Examples

CASE 1

Participant from Madrid (ES) takes part in activity in Rome (IT)

Madrid - Rome (1365 Km): unit cost (distance band 500/1999 Km): 275 €

CASE 2

Participant from Madrid takes part in activities first in Rome and then in Kiev (circular travel)*

Madrid - Rome (1365 Km): unit cost (distance band 500/1999 Km): 275 €

+

Rome – Kiev (1680 Km): unit cost (distance band 500/1999 Km): 275 €

= 550€

Costs of stay



Staff/students activities outside city of their home institution

Calculation:

number of days of activities (including travel) = Number of unit costs

*Unit costs for **staff*** ≠ *unit costs for **students***

Staff	120 €	70 €	50 €
DAYS	*Up to 14th day*	*15th – 60th*	*61st – 3 months*
		15th – 90th	

Examples

A staff (Paris): activity in Brussels during 2 days (inc. travel)

➡ **Max. 2 unit costs of 120 € (TOTAL: 240 €)**

A staff (Paris): activity in Brussels during 20 days (inc. travel)

➡ **Max. 14 unit costs of 120 € + 6 unit costs of 70 € (TOTAL: 2.100 €)**



Supporting Documents

mme
Jnion
CBHE-JP

Travel and Costs of Stay	• *Individual Travel Report (EACEA templates)* + Supporting documents • (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings, agendas, tangible outputs/products, minutes)* **Non-exhaustive list*
Exceptional costs	Proof of the actual cost of the travel

To keep with project accounts

To send with Final Financial statement:

Any prior authorisation from the Agency

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. .....
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: ..... Forename: .....
Home institution: .....
Staff position/student year of study at home institution: .....

(2) TYPE OF ACTIVITY *(Tick as appropriate)*

STAFF

- ☐ Teaching/training assignment
- ☐ Training and retraining purposes
- ☐ Updating programmes and courses
- ☐ Practical placements in companies, industries and institutions
- ☐ Project management related meetings
- ☐ Workshops and visits for result dissemination purposes

STUDENTS

- ☐ Study period
- ☐ Participation in intensive courses
- ☐ Practical placements, internships in companies, industries or institutions
- ☐ Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) *(dd/mm/yy)*	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION ..... COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION ..... COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

**Please indicate period of travel from departure to return to place of origin*
***If different from Home institution please enclose authorisation from the Agency*
****Travel distance in Km (One-way travel using distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) from place of departure to location of activities*

(4) DETAILS OF THE ACTIVITY

DATES *(excluding travel)*	**From (date):..... To (date): .....**

DESCRIPTION OF ACTIVITY(IES) PERFORMED *(brief description of the activities performed)*

.....
.....
.....
.....
.....
.....

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:..... Signature: .....

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Add Row | Delete Row | Duplicate Row | Distance Calculator

2-3. Travel Costs & Costs of Stay

Travel Costs Student (EUR)	0,00	Total Student (in EUR) 0,00	0 Student(s)
Costs of Stay Student (EUR)	0,00		
Travel Costs Staff (EUR)	192 295,00	Total Staff (in EUR) 548 815,00	406 Staff
Costs of Stay Staff (EUR)	356 520,00		
Total Travel Costs (EUR)	192 295,00	Total (Student+Staff) 548 815,00	406 Participant(s)
Total Costs of Stay (EUR)	356 520,00		
Exceptional Cost for Expensive Travel (EUR)	0,00		

Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	City of Departure	Student/ Staff	Number of Participants	City of Destination	Travel Distance	Number of days (per participant)
anagement	P4	S. Toraighyrov Pavlodar State University	Kazakstan	PAVLODAR	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P5	Termez State University	Uzbekistan	TERMEZ	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P6	Namangan Institute of Engineering and Technology	Uzbekistan	NAMANGAN	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P7	Jizzakh Polytechnic Institute	Uzbekistan	JIZZAKH	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P8	Tashkent Institute of Railway Engineers	Uzbekistan	TASKHENT	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P9	Dangara State University	Tajikistan	DANGARA	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	DUSHANBE	Staff	2	KOSICE	3000 KM and 3999 KM	6
anagement	P11	Khorog State University named M. Nazarshoev	Tajikistan	KHOROG	Staff	2	KOSICE	4000 KM and 7999 KM	6
anagement	P12	Kulob State University	Tajikistan	KULOB	Staff	2	KOSICE	4000 KM and 7999 KM	6
anagement	P13	BFI Vienna	Austria	VIENNA	Staff	2	KOSICE	100 KM and 499 KM	4
anagement	P14	Universite Cote d Azur	France	NICE	Staff	2	KOSICE	500 KM and 1999 KM	4
anagement	P16	IDEC	Greece	ATHENS	Staff	2	KOSICE	500 KM and 1999 KM	4
eparation	P1	Technical University of Kosice	Slovakia	KOSICE	Staff	2	NICE	500 KM and 1999 KM	4
eparation	P2	L.N. Gumilyov Eurasian National University	Kazakstan	NUR-SULTAN	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P3	Atayrau State University	Kazakstan	ATAYRAU	Staff	4	NICE	3000 KM and 3999 KM	14
eparation	P4	S. Toraighyrov Pavlodar State University	Kazakstan	PAVLODAR	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P5	Termez State University	Uzbekistan	TERMEZ	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P6	Namangan Institute of Engineering and Technology	Uzbekistan	NAMANGAN	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P7	Jizzakh Polytechnic Institute	Uzbekistan	JIZZAKH	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P8	Tashkent Institute of Railway Engineers	Uzbekistan	TASKHENT	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P9	Dangara State University	Tajikistan	DANGARA	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	DUSHANBE	Staff	4	NICE	4000 KM and 7999 KM	14
eparation	P11	Khorog State University named M. Nazarshoev	Tajikistan	KHOROG	Staff	4	NICE	[illegible]	14
eparation	P12	Kulob State University	Tajikistan	KULOB	Staff	4	NICE	[illegible]	14
eparation	P13	BFI Vienna	Austria	VIENNA	Staff	2	NICE	[illegible]	4

Please encode City of Destination

Overview | 1. Staff costs | 2-3. Travel&Costs of Stay | 4. Equipment Costs | 5. Subcontracting Costs | Co-financing | Breakdown

Exceptional Costs (financed under actual costs)

→ **EXPENSIVE TRAVEL COSTS OF PARTICIPANTS**

If for a specific travel, the UC contribution represents less than 65% of the actual/real travel costs, financial support under the budget heading "exceptional costs" can be claimed. This financial support is limited to a maximum of 80% of the actual/real costs

Example:

13-17 Feb 2019 ➡ Almaty (KZ) – Plovdiv (BG)
Distance in km (distance calculator) ➡ 4.197 km
Cost of flight: 1.321€
Unit cost: 820€ (less than 65% of actual cost of flight, which is 858,65€)
Exceptional cost (replacing unit cost) ➡ 1.056,80€ (= 80% of the actual cost of flight)

As all other budget headings, "Exceptional costs" can be increased without amendment by up to 10% as compared to the amount mentioned in the G.A. Any other circumstances (including where no Exceptional costs have been foreseen) will require an amendment



EQUIPMENT

RELEVANT TO THE OBJECTIVES OF THE PROJECT AND FORESEEN IN THE APPLICATION

- **Total purchase cost** (no depreciation)
- Exclusively for **Partner Country Higher Education Institutions**
- Recorded in the **inventory** of the institution
- Labelled with **E+ stickers** (to be printed by beneficiaries)
- Purchased and installed **not later than 12 months before the end of the project**

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Equipment **not foreseen** in the application?
(Serious) **Delays** in the purchase/instalment?

→ **Prior authorisation From the Agency !**

SUBCONTRACTING

Implementation of specific tasks, by third party, to which a contract is awarded by one/several beneficiaries

Examples:

- Evaluation activities/auditing
- IT courses, Language courses
- Printing, publishing and dissemination activities
- Translation services — each CA HEIs –interpreting
- Web design and maintenance — TerSU, UZ

Not foreseen in the application? → **Prior authorisation from Agency**



Tasks that cannot be performed by Beneficiaries
NO project-management related tasks

SUPPORTING DOCUMENTS

Equipment

- Invoice(s) and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Registration in the inventory

Subcontracting

- Invoice(s), subcontracts and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Travel activities of subcontracted service provider: copies of travel tickets, boarding passes, invoices and receipts

To keep with project accounts

To send with Final Financial statement:

>EUR 25.000: invoices, (subcontracts for subcontracting), competitive offers
Any prior authorisation from the Agency

Total (EUR)	55 000,00

Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item	Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encodin
elopment	P2	L.N. Gumilyov Eurasian National University	Kazakstan	Textbooks and periodicals for enterpreneurial education support (WP2): avrg.100€ per book = 50 books	5 000,00	5 000,00	
elopment	P3	Atayrau State University	Kazakstan	Textbooks and periodicals for enterpreneurial education support (WP2): avrg.100€ per book = 50 books	5 000,00	5 000,00	
elopment	P4	S. Toraighyrov Pavlodar State University	Kazakstan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P5	Termez State University	Uzbekistan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P6	Namangan Institute of Engineering and Technology	Uzbekistan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P7	Jizzakh Polytechnic Institute	Uzbekistan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P8	Tashkent Institute of Railway Engineers	Uzbekistan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P9	Dangara State University	Tajikistan	Textbooks and periodicals for enterpreneurial education support (WP2)	5 000,00	5 000,00	
elopment	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	Textbooks and periodicals for enterpreneurial education support (WP2): avrg.100€ per book = 50 books	5 000,00	5 000,00	
elopment	P11	Khorog State University named M. Nazarshoev	Tajikistan	Textbooks and periodicals for enterpreneurial education support (WP2): avrg.100€ per book = 50 books	5 000,00	5 000,00	
elopment	P12	Kulob State University	Tajikistan	Textbooks and periodicals for enterpreneurial education support (WP2): avrg.100€ per book = 50 books	5 000,00	5 000,00	

Please encode Nature, type and specifications

Add Row | Delete Row | Duplicate Row

5. Subcontracting Costs

Total (EUR)	22 600,00

Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item	Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encoding
nagement	P1	Technical University of Kosice	Slovakia	audit	10 000,00	10 000,00	
semination & Exploitation	P2	L.N. Gumilyov Eurasian National University	Kazakstan	interpreting during Final Exploitation Conference (English/Russian/Kazakh) and event organisation	700,00	700,00	
semination & Exploitation	P8	Tashkent Institute of Railway Engineers	Uzbekistan	interpreting during Final Exploitation Conference (English/Russian/Uzbekh) and event organisation	700,00	700,00	
semination & Exploitation	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	interpreting during Final Exploitation Conference (English/Russian/Tajik) and event organisation	700,00	700,00	
velopment	P2	L.N. Gumilyov Eurasian National University	Kazakstan	interpreting during the Training and dissemination workshop in Nur-Sultan (English/Russian/Kazakh) and event organisation	700,00	700,00	
velopment	P3	Atayrau State University	Kazakstan	interpreting during the Training and dissemination workshop in Atayrau (English/Russian/Kazakh) and event organisation	700,00	700,00	
velopment	P4	S. Toraighyrov Pavlodar State University	Kazakstan	interpreting during the Training and dissemination workshop in Pavlodar (English/Russian/Kazakh) and event organisation	700,00	700,00	
semination & Exploitation	P9	Dangara State University	Tajikistan	leaflets and poster preparation and high quality print of leaflets for all partners (1300 pcs)	1 300,00	1 300,00	
velopment	P5	Termez State University	Uzbekistan	interpreting during the Training and dissemination workshop in Termez (English/Russian/Uzbek) and event organisation	700,00	700,00	
velopment	P6	Namangan Institute of Engineering and Technology	Uzbekistan	interpreting during the Training and dissemination workshop in Namangan (English/Russian/Uzbek) and event organisation	700,00	700,00	
velopment	P7	Jizzakh Polytechnic Institute	Uzbekistan	interpreting during the Training and dissemination workshop in Jizzakh (English/Russian/Uzbek) and event organisation	700,00	700,00	
velopment	P8	Tashkent Institute of Railway Engineers	Uzbekistan	interpreting during the Training and dissemination workshop in Taskhent (English/Russian/Uzbek) and event organisation	700,00	700,00	
velopment	P9	Dangara State University	Tajikistan	interpreting during the Training and dissemination workshop in Dangara (English/Russian/Tajik) and event organisation	700,00	700,00	
velopment	P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	interpreting during the Training and dissemination workshop in Dushanbe (English/Russian/Tajik) and event organisation	700,00	700,00	
velopment	P11	Khorog State University named M. Nazarshoev	Tajikistan	interpreting during the Training and dissemination workshop in Khorog (English/Russian/Tajik) and event organisation	700,00	700,00	
velopment	P12	Kulob State University	Tajikistan	interpreting during the Training and dissemination workshop in Kulob (English/Russian/Tajik) and event organisation	700,00	700,00	
semination & Exploitation	P5	Termez State University	Uzbekistan	website preparation and maintenance	1 500,00	1 500,00	

Please encode

EXCHANGE RATE



Which exchange rate should be applied?

- Requests for payment and financial statements must be **in euros**.
- Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the Official Journal of the European Union, determined over the corresponding reporting period, available at: **http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html**
- Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

Total (EUR)	52 200,00

COFINANCING

Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Item*	Source of Co-financing**	Justification***	Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encoding
P4	S. Toraighyrov Pavlodar State University	Kazakstan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P5	Termez State University	Uzbekistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P6	Namangan Institute of Engineering and	Uzbekistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P7	Jizzakh Polytechnic Institute	Uzbekistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P8	Tashkent Institute of Railway Engineers	Uzbekistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P9	Dangara State University	Tajikistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P11	Khorog State University named M. Nazarshoev	Tajikistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P12	Kulob State University	Tajikistan	printing materials for training	own sources	2 trainings x 20 pg per person x 60 persons	800,00	800,00	
P13	BFI Vienna	Austria	preparation of training materials	own sources	5 days x 7.5 hours x 3 persons	3 615,00	3 615,00	
P14	Universite Cote d Azur	France	preparation of training materials	own sources	5 days x 7.5 hours x 3 persons	3 210,00	3 210,00	
P15	ASTRA	Slovakia	preparation of training materials	own sources	15 days x 7.5 hours x 3 persons	3 330,00	3 330,00	
P16	IDEC	Greece	preparation of training materials	own sources	15 days x 7.5 hours x 3 persons	6 165,00	6 165,00	
P2	L.N. Gumilyov Eurasian National University	Kazakstan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P3	Atayrau State University	Kazakstan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P4	S. Toraighyrov Pavlodar State University	Kazakstan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P5	Termez State University	Uzbekistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P6	Namangan Institute of Engineering and	Uzbekistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P7	Jizzakh Polytechnic Institute	Uzbekistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P8	Tashkent Institute of Railway Engineers	Uzbekistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P9	Dangara State University	Tajikistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P10	Branch of Lomonosov Moscov State University in Dushanbe	Tajikistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P11	Khorog State University named M. Nazarshoev	Tajikistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P12	Kulob State University	Tajikistan	promotional materials for dissemination	own sources	100 pc	250,00	250,00	
P1	Technical University of Kosice	Slovakia	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	2 000,00	2 000,00	
P2	L.N. Gumilyov Eurasian National University	Kazakstan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P3	Atayrau State University	Kazakstan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P4	S. Toraighyrov Pavlodar State University	Kazakstan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P5	Termez State University	Uzbekistan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P6	Namangan Institute of Engineering and Technology	Uzbekistan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P7	Jizzakh Polytechnic Institute	Uzbekistan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	
P8	Tashkent Institute of Railway Engineers	Uzbekistan	staff costs and travel costs	own sources	To cover differences beteween CBHE unit costs and actual costs (where applicable)	1 000,00	1 000,00	

1. Financial Monitoring and Reporting

eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Financial statement (Excel spreadsheet)

Reporting

Progress Report

Statement on the use of the previous pre-financing and request for second pre-financing

Final Report

To submit together with an *Audit Certificate (Report of Factual Findings on the Final Financial Report - Type II)*

Financial monitoring tool

When? During project implementation

Erasmus+

Key Action 2: Cooperation for innovation and the exchange of good practices
Capacity Building in the field of higher education

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT AND REQUEST FOR PAYMENT (SECOND PRE-FINANCING)

Project Number	To encode in the final financial statement sheet

Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	0,00	0,00
2. Travel Costs	0,00	0,00
3. Costs of Stay	0,00	0,00
4. Equipment Costs	0,00	0,00
5. Subcontracting Costs	0,00	0,00
6. Exceptional Costs	0,00	0,00
Total Grant requested from the European Union	**0,00**	**0,00**

Co-financing (for information only)	0,00

1st Prefinancing paid (in EUR) 50% of Grant Awarded	0,00
70% of 1st Prefinancing (in EUR)	0,00
Budget Spent (in EUR)	0,00
Unspent budget on 1st Prefinancing (in EUR)	0,00
40% of Grant Awarded (in EUR)	0,00

2nd Prefinancing to be paid (in EUR) less unspent budget on 1st Prefinancing (if any)	**0,00**

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT (in EUR)

Partner N°	Name of Partner	Country	Role Code	Programme Country / Partner Country	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total (in EUR)
P1					-	-	-	-	-	-	-
P2					-	-	-	-	-	-	-
P3					-	-	-	-	-	-	-
P4					-	-	-	-	-	-	-
P5					-	-	-	-	-	-	-
P6					-	-	-	-	-	-	-
P7					-	-	-	-	-	-	-
P8					-	-	-	-	-	-	-
P9					-	-	-	-	-	-	-
P10					-	-	-	-	-	-	-
P11					-	-	-	-	-	-	-
P12					-	-	-	-	-	-	-
P13					-	-	-	-	-	-	-
P14					-	-	-	-	-	-	-
P15					-	-	-	-	-	-	-
P16					-	-	-	-	-	-	-
P17					-	-	-	-	-	-	-

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Currency (ISO Code)	Average

Inforeuro

European Central Bank

Beneficiaries and affiliated entities with general accounts in euros (see Article I.4.6 of Grant Agreement)

Must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

Beneficiaries and affiliated entities with general accounts NOT in euros (see Article I.4.6 of Grant Agreement)

Must convert costs incurred in another currency into euros using an average.

HOW TO CALCULATE AVERAGE ON ECB

1. Click on the button "European Central Bank" above.
2. On the website, click on the currency concerned.
3. Encode the period from/to (top of the page).
4. The average is automatically displayed (top of the page).
5. Encode the currency in the column "Currency (ISO Code)" and the average in the column "Average".

HOW TO CALCULATE AVERAGE ON INFOREURO

1. Click on the button "Inforeuro" above.
2. On the website, click on the "List of currencies".
3. Click on the currency concerned.
4. Click on arrow "Download in table format" and open the file in Excel.
5. Select the exchange rates for the period concerned, the average is automatically dispalyed in Excel.
6. Encode the currency in the column "Currency (ISO Code)" and the average in the column "Average".

Add Row | Delete Row | Duplicate Row | Export Data

1. Staff Costs

Total Staff Costs (in EUR)	0,00

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Activity N° (ex: WP2, Activity 2.3)	Short description of tasks and Results Achieved	From (dd/mm/yy)	To (dd/mm/yy)	Number of days (A)	Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Data Encoding
												0	0,00	0,00	Error

Click arrow to select Work Package

Add Row | Delete Row | Duplicate Row | Distance Calculator | Export Data

2-3-6. Travel Costs & Costs of Stay (Including Exceptional Travel Costs if applicable)

Total Travel Costs - Unit Costs (in EUR)	0,00
Total Travel Costs - Exceptional Costs (in EUR)	0,00
Total Costs of Stay (in EUR)	0,00

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of the Person travelling	Category of Person	Type of Activity (main activity)	Activity N° (ex: WP2, Activity 2.3)	City and Country of Departure	City and Country of Destination

Click arrow to select Work Package

Add Row | Delete Row | Duplicate Row | Export Data | Inforeuro | European Central Bank

4. Equipment Costs

Total Equipment Costs (in EUR)	0,00

- If option "Average" has been selected, the currency indicated on the invoice and the average must be encoded in the shee
- If option "Usual Practices" has been selected, the currency indicated on the invoice must be encoded in the sheet "Exchan directly in the column "Usual Practices Exchange Rate used" of the line of expenses concerned.

Work Package	Partner N°	Name of Partner benefitting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amount indicated on the invoice in currency (Excluding VAT and Taxes)	Amount of VAT and Taxes in currency (to be indicated only if this amount is charged to the project)	Currency indicated on the invoice (to encode in Exchange Rates sheet)	Select option for conversion (Average or Usual Practices)	Usual Practices Exchange Rate Used (Encode 0 if option Average is selected)	Average Exchange Rate Used (to encode in Exchange Rates sheet)	Total a charge proje curr
									0,00	0,00			0,0000000	0,0000000	

Click arrow to select Work Package

Add Row | Delete Row | Duplicate Row | Export Data | Inforeuro | European Central Bank

5. Subcontracting Costs

Total Subcontracting Costs (in EUR)	0,00

- If o
- If o
colu

Work Package	Partner N°	Name of Partner who paid for the subcontracting (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amo or i (Exc

Click arrow to select Work Package

Add Row | Delete Row | Duplicate Row | Export Data

Co-financing (for information only)

Total Co-financing (in EUR)	0,00

Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Budget Heading*	Source of Co-financing**	Nature, type and specifications of the item***

Click arrow to select Partner n°

*e.g.: Equipment, Staff cos ...d/or costs of stay, subcontracting costs
**e.g.: governmental grant ...tution's own resources
***e.g.: printing course ma ... renting conference premises (2 days, 100 participants); etc.

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Costs and Activities

- Costs declared in the Financial Statement must be incurred (and related activities must be necessary for the project) during **project eligibility period**
- They should be verifiable and **recorded in the accounting records** of each beneficiary
- For each cost claimed, corresponding **supporting documents** must be available upon request
- Costs must be incurred and declared **only by beneficiaries** listed in Annex IV of the Grant Agreement

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II. Traceability of costs

In order to guarantee the proper use of EU funds and the traceability of all costs, **all transactions and payments incurred in the framework of the project must be recorded in the accounting records of the beneficiary**. These records are the accounting entries and the documents supporting the statutory financial statements as well as the internal procedures, reports or other documents necessary to understand the accounting system of the beneficiaries.

The accounting records include, *inter alia*:

a) Accounting entries

- Accounting journals
- General ledger
- Cash book
- Inventory register / fixed assets register

b) Supporting documents

- Sales and purchase invoices
- Delivery notes, in particular for fixed assets
- Credit notes
- Salary slips
- Bank statements
- Employment contracts / sub-contracting contracts

c) For unit costs, the following documents are to be kept with project accounts:

- Staff costs: any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.).|
- Travel costs: Supporting documentation to demonstrate that the travel and the activity actually took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).

d) Other documents

- Rules applied by the Higher Education Institution concerning tendering
- Rules applied for VAT reimbursement claimed by the project (recoverable or not)
- Internal rules for reimbursement of travel expenses

Financial Statement

- It must be signed by the **legal representative** of the coordinating institution
- It must be submitted by the coordinating institution, but all beneficiaries listed in Annex IV of the Grant Agreement are **responsible for information and data declared**
- Information included should be **correct, clear, complete and detailed** (clear description of activities performed by staff members, details of subcontracted activities etc.)

Final Remarks

- **Start filling the financial statement** from the start of the project!
- **Collect copies of supporting documents** on a regular basis!
- Respect **eligibility rules**!
- Pay attention to the **quality of the narrative reporting**!

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Supporting documents for the final report

- For all costs incurred, each beneficiary must keep all relevant supporting documents with its records and must have **a proper and ordered archiving system**
- In case **of sampling of supporting documents** requested by the Agency, the coordinator has to provide copies of documents following a coherent referencing
- Documents have to be submitted numbered and **divided per budget heading and per partner organisation**

Good Practices

Payments

- Within the framework of the project, all payments should be made via the **banking system** (**no cash payments**!) and should be traceable
- Transfers between project beneficiaries have to be made to **institutional bank accounts** of the beneficiary institutions listed in Annex IV of the grant agreement
- Direct payments from the coordinating institution to staff members of other instititions **are not permitted**

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Narrative Part of the Report

Progress + Final Report

- All documents available on Agency website in **Beneficiaries' Space**
- Narrative files: **Technical implementation report** (e-report) and **Table of achieved / planned results**
- **Guiding questions** in « CBHE e-reports explanatory note »
- **Reports prepared jointly** by the consortium members
- **Submitted by the coordinating institution** to the Agency

Main recurrent mistakes

- EXCHANGE RATE WRONGLY APPLIED
- BUDGET TRANSFERS EXCEEDING 10% WITHOUT AMENDMENT
- PURCHASE OF EQUIPMENT AT THE END OF THE PROJECT
- MISSING SUPPORTING DOCUMENTS
- MISSING DOCUMENTS ON VAT (IF APPLICABLE)
- MISSING OR UNCLEAR PROOFS OF EMPLOYMENT
- MISSING DOCUMENTS ON TENDERING PROCEDURES
- TRAVELS OUTSIDE COUNTRIES OF THE PARTNERSHIP WITHOUT PRIOR AUTORISATION FROM THE AGENCY



Payment and reporting

1st pre-financing: 50% — Upon entry into force of the GA

2nd pre-financing: 40% — 6 months from: 18th month (for 3-yars projects)
12th month (for 2-years projects)

balance: max 10% — at Final Report stage

Progress Report by

20th months (3 years)
14th month (2 years)

Final Report within

2 months from the end of the eligibility period

Audit Report

Required for all grants

PARTNERSHIP AGREEMENTS
TUKE, SK and each TRIGGER partner

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TRIGGER: 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP

TIMETABLE:

February 2, 2021: sending you draft version of Partnership Agreement including Annexes

February 12, 2021: please check, add missing information and Financial Identification Form (FIF). The preferable currency is EUR (if possible).
All your documents and comments should be sent to Nina Hadidomova (nina.hadidomova@gmail.com)

February 20, 2021: TUKE will send the final version of Agreement to each partner separately by email.

February 28, 2021: Agreement will be signed by all partners legal representatives and sent to TUKE (first as scan by email but also by post). **INCLUDING FIF - ORIGINAL.**

March 31, 2021: TUKE will send all partners signed agreement (also by post) + send all agreements to EC

THERE MAY BE DELAYS–COVID19 RESTRICTIONS

FEBRUARY 2: THE GRANT AGREEMENT

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TRIGGER: 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP

<u>Check all parts of Grant Agreement</u>:

GRANT AGREEMENT (EACEA – TUKE)

ANNEX I. Description of the Action – TRIGGER PROJECT APPROVED

ANNEX II. General Conditions

Annex III. Estimated Budget of the Action: Maximum grant contribution to the project Costs

ANNEX IV. List of Beneficiaries and Mandates

Annex V. and VI. Model Reports (Technical and Financial)

Annex VII. Model terms for certificate on the financial statements

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

MAIS | Maps | Prekladač Google | Kalendár Google | Zdravie na tanieri | MOOC: How to ma... | GETTING STARTED...

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Capacity Building in the Field of Higher Education 2020

Share

RELATED CALL FOR PROPOSALS	DEADLINE	CALL REFERE
Capacity Building in the field of higher education 2020	05/02/2020 - 17:00 (CET/CEST, Brussels time)	EAC/A

Action(s) covered:

- Key Action 2: Cooperation for innovation and the exchange of good practices
- Capacity Building in the field of Higher Education

Project management

Contractual documents

Reporting

Dissemination and Visual Identity

- Programme Guide (version 2020)

Projects (Joint Projects and Structural Projects)

- Guidelines for the Capacity Building Partnership Agree

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

Maps | Prekladač Google | Kalendár Google | Zdravie na tanieri | MOOC: How to ma... | GETTING STARTED...

Erasmus+ | Actions | Funding | Beneficiaries Space | Selection Results | Library | News | Events | Contacts

- Capacity Building in the field of Higher Education

Project management

Contractual documents

Reporting

Dissemination and Visual Identity

Instructions for Operational & Financial Reporting

The use of the forms and templates below is mandatory.

Reporting forms

1.a Financial Statements (including "Statement on the use of the previous pre-financing instalment and Request for Payment" and "Final Financial Statement")

1.b Reporting table for unit costs - Covid-19 (only to be attached to the Final Report, if applicable)

2. Technical Implementation Report (All documents will be available at a later stage)

3. Final report on implementation of the action (All documents will be available at a later stage).

4. (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II). - *Documents will be available at a later stage*

Other documents

1. CBHE Joint Declaration
2. Individual Travel Report
3. Time-Sheet

To open the documents "Time-Sheet" and "Financial Statements", please right click on the words "en" and select "save target as" or "save link as" to download the document. When saving the file on your hard disk, please choose the file extension .xlsm to activate the

acea-site/files/750MB/individual_travel_report_0.doc

os necessary to adelete rows in the file.

LIST OF BENEFICIARIES (AND AFFILIATED ENTITIES WHEN APPLICABLE)

AND

MANDATES PROVIDED TO THE COORDINATOR BY THE OTHER BENEFICIARIES

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ORGANIZATION NAME	COUNTRY
AINTEK SYMVOULOI EPICHEIRISEON EFARMOGES YPSILIS TECHNOLOGIAS EKPAIDEFSI ANONYMI ETAIREIA	EL
ASTRA - ZDRUZENIE PRE INOVACIE A ROZVOJ	SK
DANGARA STATE UNIVERSITY	TJ
FACHHOCHSCHULE DES BFI WIEN GMBH	AT
JIZZAKH POLYTECHNIC INSTITUTE	UZ
KHALEL DOSMUKHAMEDOV ATYRAU STATE UNIVERSITY	KZ
KHOROG STATE UNIVERSITY NAMED AFTERMYONSHO NAZARSHOEV	TJ
KULOB STATE UNIVERSITY NAMED AFTERABUABDULLOH RUDAKI	TJ
L.N. GUMILYOV EURASIAN NATIONAL UNIVERSITY	KZ
M.V. LOMONOSOV MOSCOW STATE UNIVERSITY	RU
NAMANGAN MUHANDISLIK TEXNOLOGIYA INSTITUTI	UZ
TERMIZ DAVIAT UNIVERSITETI	UZ
TORAIGHYROV UNIVERSITY	KZ
TOSHKENT TEMIR YO'L MUHANDISLARI INSTITUTI	UZ
UNIVERSITE COTE D'AZUR	FR

FINANCIAL IDENTIFICATION

PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf

By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ②

IBAN/ACCOUNT NUMBER ③

CURRENCY

BIC/SWIFT CODE | BRANCH CODE ④

BANK NAME

ADDRESS OF BANK BRANCH

STREET & NUMBER

TOWN/CITY | POSTCODE

COUNTRY

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER

STREET & NUMBER

TOWN/CITY | POSTCODE

COUNTRY

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

① Enter the final bank data and not the data of the intermediary bank.

② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.

③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.

⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

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Grant Agreement – Legal Provisions

Role and obligations of the Beneficiaries

- **Multi-beneficiary** Grant Agreement
- **Mandates**: contractual link between EACEA and all beneficiaries

All beneficiaries are jointly responsible

- In case of recovery
- In case of audits, checks or evaluation in their premises
- **Only organisations** can be Beneficiaries

Partner country beneficiaries have **specific responsabilities**

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Partner Country Partners

Are **responsible** for:

- Enhancing **relevance** / **added value** of the project results
- **Raising awareness & disseminating** results
- Involving **target groups and local stakeholders**
- **Ensuring implementation and sustainability** of the project results
- Respecting national requirements / **legal constraints**

Clarify the roles and know the rules

Coordinator

- **Oversees the implementation** of activities
- **Manages the funds** and ensures the **respect of CBHE rules**
- **Central communication point** with partners and stakeholders
- in **regular contact** with the EACEA (project officer)
- Submits **interim and final reports and requests for payment** to EACEA

Partners

- **Implement activities** under their responsibility
- **Support the coordinator** (e.g. providing information and supporting documents for reporting on time!)
- **Work in full transparency** with the coordinator (inform of any changes / delays)
- **Contribute to the dissemination** of the project results in their organisation, community and/or region

PROJECT IMPLEMENTATION

INSTITUTIONAL COMMITMENT

Precondition for success!!!

- ✓ Ensure involvement of **key services** (academic authorities, Finance Department, International Office, Students & Staff)
- ✓ **On board from the start**
- ✓ Rely on the **expertise** in terms of administrative/financial constraints
- ✓ Set the basis for the **internal dissemination and plan the sustainability**

OWNERSHIP, ROLES & RULES

Be aware of:



- ✓ **Your role**
- ✓ All **project contractual and financial documents**
- ✓ Your **Institution's internal rules**
- ✓ **The national legislation & constraints**
- ✓ **Similar cooperation projects implemented in your institution and country**

…and be the owner of your project!

EACEA FIELD MONITORING

- Annual Monitoring plan

- **Format**
  - ✓ Conducted by **EACEA / NEO / EU Delegation**
  - ✓ At coord. HEI / at Partner Country partner / during consortium meeting
  - ✓ **Interview of project team/ visit premises** (equipment)
  - ✓ **Recommendations** by EACEA to the partnership
- **Special emphasis on**:
  - ✓ Identification of best practices
  - ✓ Visibility / sustainability/impact of the results in the partner countries
  - ✓ Involvement of the partners and awareness of their roles and obligations

Monitoring intensity is based on a **"risk assessment"**

TYPES OF CHANGES

- Changes which do not require a formal amendment

  ➡ Prior written authorisation

- Changes which require an amendment

- Minor changes

In doubt, please contact your EACEA project Officer

European Commission

At the very latest 1 month before project end

CHANGES REQUIRING AN AMENDMENT

- Legal status of beneficiaries
- Legal name of beneficiaries
- Address of beneficiaries

→ **PARTICIPANT PORTAL**

- Contact person of coordinating institution

→ **EMAIL**

- Coordinating institution
- Partnership composition
- Eligibility period
- Budget breakdown
- Legal representative of coordinating institution
- Bank account of coordinating institution
- Work programme

→ **EMAIL WITH SCANNED LETTER**

signed by legal representative

TRANSFERS BETWEEN BUDGET HEADINGS

Increase < 10%

No formal amendment required
➡ Inform your EACEA Project Officer

Increase > 10%

Amendment required

⚠ The CBHE ceilings must be respected:

Staff costs	**Max 40%** of the maximum grant
Equipment	**Max 30%** of the maximum grant
Sub-contracting	**Max 10%** of the maximum grant

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Calculation of the Final Grant

Assessment:	**A)** financial statements **B)** eligibility of activities implemented **C)** eligibility of declared expenses
Assessment:	potential penalties applied on maximum grant
Final Grant =	**LOWEST VALUE** between maximum grant reduced by penalty(ies) and result of examination 1

Positive value:
BALANCE PAYMENT

FINAL GRANT **MINUS** PRE-FINANCINGS

Negative value:
RECOVERY

Grant **will never exceed maximum amount** indicated in Grant Agreement

Which type of penalties can be applied and how?

POOR, PARTIAL OR LATE IMPLEMENTATION

- REDUCTION RATE UP TO 75% DEPENDING ON THE SCORING AT FINAL REPORT ASSESSMENT STAGE

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NON-COMPLIANCE WITH EU VISIBILITY REQUIREMENTS

- REDUCTION RATE OF 20%

BREACH OF CONTRACTUAL OBLIGATIONS

- REDUCTION RATE OF 20%

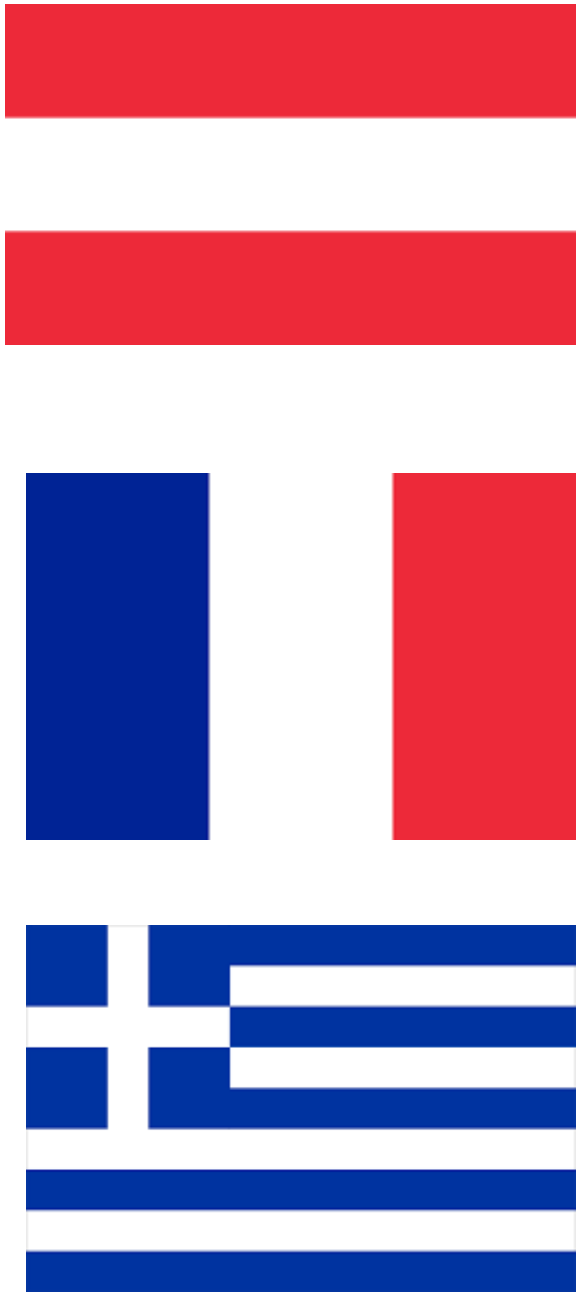
Audits

- Projects may be audited by external auditors for A period up to 5 years from the project closure
- Auditors will perform audits on the premises of the project coordinator or other beneficiaries
- Auditors will check in detail that all relevant supporting documents (originals) are available, that costs are recorded in the accounting records and that payments have been made correctly

IN CASE OF UNJUSTIFIED COSTS AND PAYMENTS A RECOVERY ORDER IS ISSUED!

Thanks







LOOKING FORWARD TO FURTHER COOPERATION

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