

VETPRO

Development of Veterinary Faculties at Georgian HEIs to Create a New Pool of Young Veterinary Professionals in Georgia

ERASMUS-EDU-2022-CBHE-STRAND 1-101082479



Project Management Handbook

WP 1 – Preparation

WP Leader: LLU

Developed by: Project Management Team

Submission date: June, 2023

This project has been funded with support from the European Commission. This publication / communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Contents

1. Introduction	3
2. Project goal and objectives	3
2.1. Work packages overview	3
2.2. Key results and deliverables	6
3. Project management	8
3.1. Management structure	8
3.2. Financial management	10
4. Reporting and monitoring	12
5. Communication within the consortium	14
6. Amendments	14
7. Publicity obligations	14

1. Introduction

The project management handbook represents the deliverable 1.3 (D1.3) of the VETPRO project (ERASMUS-EDU-2022-CBHE-STRAND 1- 101082479). It is designed to guide and support the consortium members of the VETPRO project in the implementation of the project tasks and planned activities, providing information on the project management tools, procedures, methods, as well as the rules and regulations set out in the Grant Agreement and its annexes. The handbook is designed as a working tool rather than a policy or strategic document.

This document should be read in conjunction with the [Erasmus+ programme guide](#), the Grant agreement and its annexes (see VETPRO Google Drive), and [EU Grants document "How to manage your lump sum grants"](#).

For any questions regarding the project management handbook, please contact the project coordinator, Gvantsa Jichoshvili at vetpro@eu.edu.ge.

2. Project goal and objectives

The aim of the VETPRO project is to support the development of newly established integrated master degree programmes in Veterinary Medicine at Georgian HEIs (Tbilisi, Samtskhe-Javakheti, Samegrelo - Zemo Svaneti regions) with the assistance of the partner universities in the EU member countries (Latvia and Estonia) and thus assist the creation of a pool of professional veterinarians in Georgia.

The main objectives of the project are:

- (1) development of veterinary faculties and improvement of teaching quality in accordance with EU standards;
- (2) supporting veterinary continuing education by means of online open access courses (MOOCs);
- (3) supporting socio-economic sector by establishing connections between higher educational institutions and wider community.

General information

Project title	Development of Veterinary Faculties at Georgian HEIs to Create a New Pool of Young Veterinary Professionals in Georgia (VETPRO)
EU programme	Erasmus + CBHE
Project number	ERASMUS-EDU-2022-CBHE-STRAND 1-101082479
Start date	01/01/2023
End date	31/12/2024
Coordinator	European University EUN (Georgia)
Contact person	Gvantsa Jichoshvili
Requested EU contribution	196,966 EUR
Partners	Samtskhe-Javakheti State University SJUNI (Georgia) Shota Meskhia State Teaching University of Zugdidi ZSSU (Georgia) Latvia University of Life Sciences and Technologies LLU (Latvia) Estonian University of Life Sciences EMU (Estonia)

2.1. Work packages overview

To achieve the objectives, the project comprises five work packages (WPs) with specific tasks and deliverable to be achieved, such as needs analysis, training sessions/workshops for the academic staff of veterinary medicine, development of MOOCs for veterinary professionals, upgrading libraries with the latest literature in the veterinary field, development of guidelines for small farmers in rural parts of Georgia, organizing Career Days for veterinary students and graduates, among others.

General information on the WPs, respective tasks and dates of completion are outlined in Table 1.

Table 1. Work packages, resources, and due dates

WPs and tasks	Inputs, resources	Due date
WP 1:		
T1.1 Formation of the Thematic Task Forces: led by EUN	T1.1 4 working groups created (in total, up to 30 project members);	January, 2023
T1.2 Kick-off meeting: led by EUN with the help of ZSSU	T1.2 1 two-day meeting organized and attended by at least 18 project members from 5 partner HEIs;	January, 2023
T1.3 Quality Control Plan (QCP): led by EUN	T1.3 1 Quality Control Plan developed by the Quality Control group with at least 2 project members from each partner HEI (in total, at least 10 project members);	March, 2023
T1.4 Consortium agreements: led by EUN	T1.4 5 consortium agreements signed and stamped by the project beneficiaries and coordinator;	June, 2023
T1.5 Project Management Handbook: led by EUN	T1.5 1 project management handbook is prepared and shared among the consortium members;	June, 2023
T1.6 Managing Committee meetings and respective minutes (1): led by EUN with the help of SJUNI and ZSSU	T1.6 1 meeting (in person) organized and attended by at least 18 project members;	January, 2023
T1.7 Consortium members' (virtual) meetings and respective minutes (1): led by EUN and LLU	T1.7 2 virtual meetings organized and each attended by at least 10 project members from 5 partner HEIs;	January – June, 2023
T1.8 Project Administration and Financial Management (1): led by EUN and SJUNI	T1.8 Regular periodic reports prepared and submitted to the Portal Grant Management System (following the schedule that will be set out in the Grant Agreement);	January – June, 2023
WP 2:		
T2.1 Needs analysis and best EU practices: led by EUN and EMU	T2.1 1 publication on the local needs analysis and best EU practices prepared by the Research and Data Analysis Group (up to 15 project members);	September, 2023
T2.2 Information visits to EU partner universities: led by EMU with the help of SJUNI	T2.2 12 faculty personnel from 3 GEO HEIs participated in the information visits at EMU and LLU;	September, 2023
T2.3 Specific textbooks and handbooks: led by SJUNI with the help of LLU	T2.3 Up to 150 textbooks and handbooks purchased and added to the university libraries at 3 GEO HEIs;	September, 2023

<p>T2.4 Consortium members' (virtual) meetings and respective minutes (2): led by EUN and LLU</p> <p>T2.5 Project Administration and Financial Management (2): led by EUN and ZSSU</p>	<p>T2.4 6 virtual meetings organized and each attended by at least 10 project members from 5 partner HEIs;</p> <p>T2.5 Regular periodic reports prepared and submitted to the Portal Grant Management System (following the schedule that will be set out in the Grant Agreement);</p>	<p>July – September, 2023</p> <p>July – September, 2023</p>
<p>WP 3:</p> <p>T3.1 Training materials for the academic personnel of Veterinary Medicine: led by LLU with the help of EMU</p> <p>T3.2 Workshops/training sessions by EU HEIs for the academic personnel of Veterinary Medicine of Georgian partner HEIs: led by EUN with the help of EMU and LLU</p> <p>T3.3 Consortium members' (virtual) meetings and respective minutes (3): led by EUN and LLU</p> <p>T3.4 Project Administration and Financial Management (3): led by EUN and SJUNI</p>	<p>T3.1 6 training modules developed by senior and junior researchers, trainers from 2 EU HEIs (at least 8 project members);</p> <p>T3.2 6 workshops (on site and online) delivered by at least 6 researchers and trainers from 2 EU HEIs;</p> <p>T3.3 7 virtual meetings organized and each attended by at least 10 project members from 5 partner HEIs;</p> <p>T3.4 Regular periodic reports prepared and submitted to the Portal Grant Management System (following the schedule that will be set out in the Grant Agreement);</p>	<p>October, 2023</p> <p>October – December, 2023</p> <p>October – December, 2023</p> <p>October – December, 2023</p>
<p>WP 4:</p> <p>T4.1 Project website development: led by EUN with the help of ZSSU</p> <p>T4.2 Developed MOOCs for academic personnel of Georgian HEIs: led by EUN and LLU</p> <p>T4.3 Guidelines for small farmers: led by EUN with the help of SJUNI and EMU</p> <p>T4.4 Career Days for Veterinary Medicine students: led by ZSSU with the help of EUN</p> <p>T4.5 Annual International Conference on Animal Welfare and Veterinary Medicine: led by EUN and EMU</p>	<p>T4.1 1 project website developed with the help of the technical personnel of the consortium and updated regularly;</p> <p>T4.2 4 MOOCs developed by senior and junior researchers from 3 GEO HEIs and uploaded to the university website (at least 10 project members);</p> <p>T4.3 1 publication developed by Research and Data Analysis group and distributed among the small farmers in the regions of Georgia (200 copies) and uploaded to project website (at least 15 project members);</p> <p>T4.4 1 event organized and attended by at least 10 organizations/companies based in Georgia and 100 students and graduates of veterinary medicine programme;</p> <p>T4.5 1 hybrid conference organized and attended by at least 60 participants (online and on site);</p>	<p>March, 2023</p> <p>April, 2024</p> <p>April, 2024</p> <p>July, 2024</p> <p>July, 2024</p>

<p>T4.6 Dissemination plan and sustainability: led by EUN with the help of SJUNI and ZSSU</p>	<p>T4.6 1 Dissemination plan will be prepared and developed by the members of the Project Management group (at least 5 project members), Quality Control group (at least 10 project members) and Grant Management group (at least 5 project members);</p>	<p>December, 2023</p>
<p>T4.7 Final project conference: led by EUN with the help of SJUNI and ZSSU</p>	<p>T4.7 1 on site final conference planned and organized in Tbilisi by all four working groups members (at least 30 project members);</p>	<p>November, 2024</p>
<p>T4.8 Managing Committee meetings and respective minutes (2): led by LLU with the help of SJUNI and ZSSU</p>	<p>T4.8 1 meeting (online) organized and attended by at least 25 project members from 5 partner HEIs;</p>	<p>January, 2024</p>
<p>T4.9 Consortium members' (virtual) meetings and respective minutes (4): led by EUN and LLU</p>	<p>T4.9 11 virtual meetings organized and each attended by at least 10 project members from 5 partner HEIs;</p>	<p>January – November, 2024</p>
<p>T4.10 Project Administration and Financial Management (4): led by LLU and ZSSU</p>	<p>T4.10 Regular periodic reports prepared and submitted to the Portal Grant Management System (following the schedule that will be set out in the Grant Agreement);</p>	<p>January – November, 2024</p>
<p>WP 5:</p>		
<p>T5.1 External evaluation of project implementation and its outcomes: led by LLU with the help of EUN</p>	<p>T5.1 1 evaluation report prepared by an external evaluator/expert and submitted;</p>	<p>December, 2024</p>
<p>T5.2 Consortium members' (virtual) meetings and respective minutes (5): led by EUN and LLU</p>	<p>T5.2 1 virtual meeting organized and each attended by at least 10 project members from 5 partner HEIs;</p>	<p>December, 2024</p>
<p>T5.3 Project Administration and Financial Management (5): led by EUN and ZSSU</p>	<p>T5.3 Regular periodic reports prepared and submitted to the Portal Grant Management System (following the schedule that will be set out in the Grant Agreement).</p>	<p>December, 2024</p>

2.2. Key results and deliverables

In total, the project will produce sixteen (16) deliverables, which will be uploaded to the Grant Management System by the project coordinator on predefined dates.

The detailed information on the deliverables of the project, lead beneficiaries and due dates can be found in Table 2.

Table 2. Project deliverables

Work Package No	Deliverable Related No	Deliverable No	Deliverable Name	Description	Lead Beneficiary	Type	Dissemination Level	Due Date
WP1	D1.1	D1	Report of the kick-off meeting	Agenda, signed presence list, representatives of the project consortium, at least 15 participants, 2 days long, meeting minutes, presentations, feedback questionnaire	EUN	R	SEN	31 Jan 2023
WP1	D1.2	D14	Consortium agreements	Consortium agreements are signed between the coordinating institution (EUN) and beneficiaries (LLU, EMU, SJUNI, ZSSU).	EUN	R	SEN	31 Mar 2023
WP1	D1.3	D15	Project Management Handbook	Handbook in English language (printed version and e-version).	EUN	R	SEN	30 Jun 2023
WP2	D2.1	D2	Needs analysis and best EU practices	Printed (50 copies) and electronic (pdf) format, Georgian and English languages, approx. 60-80 pages in Georgian languages (number of pages in English to be determined after translation).	EMU	R	PU	30 Sep 2023
WP2	D2.2	D3	Information visits to EU partner universities	Agenda, signed presence list, representatives of the project consortium, 12 participants, 3 days long, meeting minutes, presentations, feedback questionnaire.	EMU	OTHE R	SEN	30 Sep 2023
WP2	D2.3	D4	Specific textbooks and handbooks	150 textbooks and handbooks in English and Georgian language.	SJUNI	OTHE R	SEN	30 Sep 2023
WP3	D3.1	D6	Training modules	In electronic format, in English, approximate number of pages to be determined upon the completion of the task.	LLU	R	PU	31 Oct 2023
WP3	D3.2	D7	Training session/workshops for veterinary medicine academic personnel	Agenda in English and Georgian languages, signed presence list, target group - academic personnel of the veterinary medicine at EUN, SJUNI and ZSSU, 75 participants, 5-day long event, report of the event, 6 training material packages in English, presentations, feedback questionnaire.	EMU	OTHE R	SEN	31 Dec 2023
WP4	D4.1	D8	MOOCs	Four MOOCs developed in Georgian language.	EUN	DEC	PU	30 Apr 2024
WP4	D4.2	D9	Guidelines for small farmers	Printed (200 copies) and electronic (pdf) format, Georgian language, approx. 50 pages.	SJUNI	R	PU	30 Apr 2024
WP4	D4.3	D10	Report on the Career Days for Veterinary Medicine students	1 event organized and attended by at least 10 organizations/companies based in	ZSSU	R	SEN	31 May 2024

				Georgia and 100 students and graduates of veterinary medicine programme				
WP4	D4.4	D11	Book of Abstracts for the Annual International Conference	1 hybrid conference organized and attended by at least 60 participants (online and on site); working languages are English and Georgian; book of abstracts is published in English and Georgian, uploaded to the project website.	EUN	R	PU	30 Apr 2024
WP4	D4.5	D12	Final project conference	1 on site final conference planned and organized in Tbilisi by all four working groups members (at least 30 project members);	SJUN I	R	PU	30 Nov 2024
WP4	D4.6	D5	Project website	Project website in English and Georgian languages.	EUN	DEC	PU	31 Mar 2023
WP4	D4.7	D16	Dissemination plan and sustainability	A detailed dissemination plan will be developed by the four thematic task forces to ensure project information dissemination among the academic personnel of the respective faculties/programme, students/young people, and wider audience, in general.	EUN	R	SEN	31 Dec 2023
WP5	D5.1	D13	External evaluation of project implementation and its outcomes	External evaluation report in English language	EUN	OTHE R	SEN	31 Dec 2024

Overall, as the result of the project, at least 70% of the existing faculty personnel of the newly established integrated master degree programmes in veterinary medicine at the European University, Samtskhe-Javakheti State University, and Shota Meskhia State Teaching University of Zugdidi will be trained/retrained in the selected topics by the veterinary professionals from Latvia University of Life Sciences and Technologies and Estonian University of Life Sciences; based on the results of the needs analysis of the academic staff members and local farmers, four online courses (MOOCs) will be developed and offered to the wide audience free of charge on the website of the project, as well as guidelines for small farmers will be created and distributed in the regions of Georgia. Apart from that, annual international conference in veterinary medicine will be established to support veterinary research in the region, career days for veterinary students will be organized on the premises of the beneficiaries in Georgia, etc.

3. Project management

3.1. Management structure

The overall management of the project will be performed by the members of the Project Management group, which comprises project managers from each partner university:

- Gvantsa Jichoshvili – European University – gvantsa.jichoshvili@eu.edu.ge (Project Coordinator)
- Guranda Modebadze – Samtskhe – Javakheti State University – gurandamodebadze@gmail.com
- Natia Tsipuria – Shota Meskhia State Teaching University of Zugdidi - natiatsipuria@zssu.edu.ge
- Kaspars Kovalenko - Latvia University of Life Sciences and Technologies - kaspars.kovalenko@lbtu.lv
- Toomas Tiirats - Estonian University of Life Sciences - toomas.tiirats@emu.ee

The roles and tasks within the project are equally shared between the beneficiaries.

Each WP has its own lead university:

Work package (WP)	Lead beneficiary
WP1: Preparation	Latvia University of Life Sciences and Technologies LLU
WP2: Needs analysis and best EU practices.	Shota Meskhia State Teaching University of Zugdidi ZSSU
WP3: Faculty Development	Samtskhe-Javakheti State University SJUNI
WP4: Impact and dissemination	European University EUN
WP5: External evaluation and financial audit	Estonian University of Life Sciences EMU

Each beneficiary, for its part, is represented by a project manager, researchers/trainers, technical and administrative staff members, who are further divided into four working groups:

1) Project Management group

The Project Management group consists of project managers of each partner HEI.

The Project Management group is responsible for the following tasks:

- scheduling and conducting consortium monthly online meetings in order to exchange project outputs;
- exchanging updates on the project progress and any needs of interventions/adjustment;
- discussing and agreeing on further tasks to be completed by the consortium;
- efficient and timely coordination of the other three working groups (Grant Management, Quality Control, Research and Data Analysis);
- planning, coordinating and monitoring task completion by respective working groups;
- summarizing and drafting periodic reports for online submission;
- ensuring achievement of project objectives and their timely completion;
- ensuring documentation of the Project Management working group meetings minutes;
- providing reports on the completion of each WP;
- providing final project report.

2) Quality Control group

The Quality Control group includes at least one representative from each partner HEI (researchers/trainers, technical and/or administrative staff members).

The Quality Control group is responsible for the following tasks:

- ensuring high quality of project implementation and quality of developed deliverables;
- documenting of all consortium meetings minutes;
- conducting surveys to study satisfaction levels of workshop/event participants conducted in the frames of the project;
- analyzing evaluation forms;
- providing periodic reports on project progress.

3) Grant Management group

The Grant Management group consists of at least one representative (financial manager/technical staff) from each partner HEI.

The Grant Management group is responsible for the following tasks:

- timely allocation of grants to all partner institutions at the beginning and middle of the project;
- timely and duly implementation of financial transactions (personnel costs, equipment costs, travel and accommodation, etc.);
- fulfilling financial reporting requirements throughout the project life-span in timely manner;
- participating in online consortium meetings.

4) Research and Data Analysis group

The Research and Data Analysis group consists of senior and junior researchers, as well as teachers/trainers from each partner HEI.

The Research and Data Analysis group is responsible for the following tasks:

- conducting research on local needs (in Georgia) and best EU practices (in Estonia and Latvia);
- development of training materials and delivering workshops and training sessions for the partners in Georgia;
- consulting Georgian partners on the development of materials for MOOCs and guidelines for small farmers;
- participation in online consortium meetings.

All five partner universities are involved in the implementation of the project tasks and activities. One staff member of the beneficiary institution can be included in more than one working group.

The project coordinator will be in charge of drafting official reports of the project (periodic and final project reports) with the support of all four working groups (see Article 4 of this document).

It is important for each beneficiary to complete the tasks outlined in Table 1 and produce deliverables outlined in Table 2. The deadlines are to be followed and deliverables need to be submitted on the dates specified in the Table 2. In case if the lead beneficiary fails to submit the deliverable or complete the task by the specified date, the coordinator needs to be informed before the due date about the delay and circumstances causing the delay. In case the completion of the task can't be achieved within the set deadline, the amendment to the Grant Agreement will need to be requested by the coordinator (see Article 6 of this document and Article 39 of the Grant Agreement).

Beneficiaries are suggested to consult the project application for more detailed information on the content of the tasks.

3.2. Financial management

Co-financing rules

As defined in the Erasmus + programme guide, the financial contribution of European Union to CBHE projects is made to cover part of the costs incurred by the beneficiary institutions to carry out the activities foreseen in the project. Additional funding provided by the partner institutions should complement that contribution.

The co-financing contribution will not need to be justified or demonstrated at the final report stage. Nevertheless, for statistical purposes only, the consortium will have to indicate the level and source of co-financing that contributed to the project results.

VAT (Value Added Tax)

Only the partners are concerned who have budgets for Equipment and Sub-contracting. VAT can only be claimed if a beneficiary cannot recover it. If VAT is claimed under the project, in case of sampling of supporting documents, the Agency will request an official document from national tax authorities stating that the institution concerned cannot recover VAT. Alternative options are specific declaration of refused claim for reimbursement by tax authorities or declaration on honour from institution concerned accompanied by an expert statement (e.g. certified auditor).

Exchange rate

Requests for payment and financial statements must be in euros.

Beneficiaries from Georgia must use the currency rate indicated by the National Bank of Georgia for the day the funding was received by their institution.

Staff costs

This budget heading contributes to the cost of staff for all beneficiaries when they are performing tasks, which are directly necessary to the achievement of the objectives of the project. These costs are supported on the basis of unit costs.

The unit costs to be applied for Staff costs are those defined in the table hereafter and take into account these variables: the type of staff category, the country in which the staff member is employed, and the number of months worked for the project. Each unit cost corresponds to an amount in Euro per month per staff.

The applicable staff categories to be applied are the following: **Project Managers** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities; **Researchers, teachers and trainers (RTT)** typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings; **Technical staff** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as "Sub-contracting costs"; **Administrative staff** (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

The Staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual.

One working day is defined according to the applicable national legislation. In principle, declared working days per individual should not exceed 20 days per month or 240 days per year. Working days might include week-end and bank holidays.

Beneficiary	Project Manager (person-month)	Researcher/Teacher/Trainer (person-month)	Technical staff (person-month)	Administrative staff (person-month)
European University EUN	449	333	217	93
Samtskhe-Javakheti State University SJUNI	321	190	117	80
Shota Meskhia State Teaching University of Zugdidi ZSSU	321	190	117	80
Latvia University of Life Sciences and Technologies LLU	367	370	92	98
Estonian University of Life Sciences EMU	367	370	92	98

Travel costs, subsistence costs, and costs of stay

This budget headings travel costs, costs of stay and subsistence costs contribute to the costs of travel for staff participating in activities directly related to the achievement of the project. These costs are covered on the basis of unit costs.

The existence of a formal contractual relationship between the employee and the beneficiary institution is required in order to participate to any travel.

The travel costs include the travel from place of origin (home institution) to the venue of the activity and return, including obligatory insurance, travel insurance and cancellation costs if justified. If the city of departure is different from the place of the home institution, a prior authorization from the coordinator and from the Agency is required. Costs of stay and subsistence costs contribute to the subsistence, accommodation, local and public transport, such as bus and taxi, health insurance, etc. Activities must be carried out in the beneficiaries' countries (Georgia, Latvia, Estonia). Any exception to this rule must be authorized by the Agency.

Unit costs to be applied for staff (based on the Decision on unit costs for travel and subsistence¹)

Route	Travel costs	Accommodation costs	Subsistence costs
Akhaltsikhe – Tbilisi - Akhaltsikhe	30 EUR	134 EUR per night	80 EUR per day
Zugdidi – Tbilisi - Zugdidi	25 EUR	134 EUR per night	80 EUR per day
Tbilisi – Tartu - Tbilisi	343 EUR	107 EUR per night	80 EUR per day
Tartu – Tbilisi - Tartu	343 EUR	134 EUR per night	80 EUR per day
Tbilisi – Riga - Tbilisi	343 EUR	95 EUR per night	73 EUR per day
Riga – Tbilisi - Riga	343 EUR	134 EUR per night	80 EUR per day

Sub-contracting

As specified in the Erasmus+ programme guide, Sub-contracting refers to the implementation of specific tasks being part of the action, by a third party, to which a service contract has been awarded by one or several beneficiaries. Subcontracting is intended for specific, time-bound, project related tasks, which cannot be performed by the consortium members themselves. Sub-contracting for project management related tasks is not eligible. Subcontracting costs will be reimbursed on the basis of the eligible costs actually incurred.

Typical activities that may be sub-contracted are:

- Evaluation activities and auditing
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

- Logistic support for the organization of events

Sub-contracting must be done on the basis of a contract, which should describe the specific task being carried out and its duration. It must include a date, project number and the signature of both parties. Beneficiaries and their staff members are not allowed to operate in a sub-contracting capacity for the project.

Tasks to be subcontracted must have been identified in the proposal and the estimated amount entered in the budget. Sub-contracting initially not foreseen in the budget will need prior written authorization from the Agency during project implementation.

Budget transfer

The budget foreseen is laid down in the Grant Agreement and has to be used according to the provisions included therein.

As specified in Article 5.5 of the Grant Agreement, budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39 of the Grant Agreement).

Amendments for transfers between work packages are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement), and
- the transfers are justified by the technical implementation of the action.

4. Reporting and monitoring

To ensure smooth and timely implementation of the project, systematic and continuous monitoring is performed by the Project Management group members, led by the project coordinator. The Project Management group members collect and analyse information about the progress of the project throughout its lifetime and submit progress and periodic/final reports to the project coordinator. Project managers are in charge of reporting to the project coordinator on the progress made on the implementation and completion of work packages and respective tasks. The project coordinator analyses and summarises the reports submitted by the project managers and unifies them into final progress and periodic/final reports (see Table 3).

Progress reports are deliverables which are requested at mid-term points of the project by the project coordinator. The report (+ annexes) must be prepared by all beneficiaries and submitted to the project coordinator three times throughout the project lifespan.

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the project coordinator within 60 days after the end of the reporting period.

Table 3. Types of reports and due dates

Type of reports ²	To be submitted by
Progress Report 1	September, 2023
Progress Report 2	April, 2024
Progress Report 3	November, 2024
Periodic Report	December, 2023
Final Report	December, 2024

The progress and periodic/final reports must include detailed information on the completion of the work packages, respective tasks, achieved results, etc.

² The templates of the progress report and periodic/final report can be downloaded from the [Funding & Tender Opportunities](#) → How to participate → Reference documents → Programming period 2021-2027 → Erasmus + → Templates and forms → Project reporting templates → Progress report (ERASMUS) and Periodic report (ERASMUS). The templates are also available in the VETPRO Document Repository (Google Drive).

The progress and periodic/final reports must be accompanied by the following documentation (prepared and submitted by each beneficiary to the project coordinator):

- **for personnel costs:**
 - salary slips
 - time records/time sheets
 - employment contracts
 - proofs of payment and relevant accounting documents (*personnel accounts, bank statements, invoices, receipts, etc.*)
- **for subcontracting:**
 - calls for tender (if any)
 - received tenders (if any)
 - justification for the choice of subcontractor
 - contracts with subcontractors
 - invoices
 - proofs of payment and relevant accounting documents
- **for travel, accommodation, and subsistence costs:**
 - transport invoices and tickets (boarding passes)
 - proofs of payment and relevant accounting documents (*travel costs, subsistence costs, costs of stay*)
 - other documents (*proofs of attendance such as minutes of meetings, reports, etc.*)
- **for equipment costs:**
 - invoices
 - delivery slips
 - proofs of payment and relevant accounting documents
- **for costs of other goods and services:**
 - invoices
 - proofs of payment and relevant accounting documents
- **for specific cost categories:** documents to be requested depend on the cost category.

The costs declared by each beneficiary must comply with the **general eligibility rules** set out in the Grant Agreement.

In particular, the costs must:

- be actually incurred
- be linked to the subject of the Grant Agreement and indicated in the beneficiary's estimated budget (i.e. the latest version of Annex 2)
- be necessary to implement the action which is the subject of the grant
- be reasonable and justified, and comply with the requirements of sound financial management, in particular as regards economy and efficiency
- have been incurred during the action (duration as defined in the Grant Agreement)
- be identifiable, verifiable and, in particular, recorded in the participant's accounting records and determined according to the applicable accounting standards of the country where it is established and its usual cost accounting practices
- comply with the requirements of applicable national laws on taxes, labour and social security
- be in accordance with the provisions of the Grant Agreement and
 - have been converted to euro at the rate of the date the initial prefinancing (at the beginning of the project) and additional prefinancing (in the second half of the project) - *for beneficiaries with accounts established in a currency other than the Euro:*
 - have been converted into euros applying the participant's usual accounting practice - *for beneficiaries with accounts established in Euro.*

The project coordinator will be in charge of drafting official reports of the project (periodic and final project reports) with the support of all four working groups. The first drafts of the reports will be shared with all members of the consortium for feedback and evaluation. Upon the approval by all consortium members, the official reports will be submitted to EACEA through Funding and Tenders

Portal.

5. Communication within the consortium

Regular online consortium meetings are held on a monthly basis (last Friday of each project month) and are attended by **at least** one representative from each partner HEI. In event of unforeseen circumstances preventing the meeting to be held on the agreed date, the project coordinator/project managers inform the consortium members at least two days before the meeting date and request setting another date for the meeting.

In total, at least twenty-four consortium meetings will be held in the frames of the project. Additional meetings can be requested by the project coordinator and project managers. Meeting minutes/record are prepared by the administrative staff members and signed by the project coordinator and uploaded to the VETPRO Document Repository (Google Drive) summarizing the main topics discussed in the meeting and the agreements achieved.

Main means of communication between the consortium members is email and online meetings. In case of emergencies, land line phone communication can be used.

Contact information (emails and telephone numbers) of the members of four working groups are available in the respective folder in VETPRO Document Repository.

6. Amendments

Any changes related to the legal entities of the beneficiaries (e.g., change of the project staff members, change of legal records of beneficiaries, etc.) must be communicated to the project coordinator by an email or by an official statement/letter attached to an email.

A change in the deadline for the submission of deliverables must be submitted by an email to the project coordinator as soon as possible before the initial contractual deadline has been reached. The extension request needs to be duly justified.

If deadline extension request affects the completion of a work package, then the project coordinator communicates it to the Agency and requests an amendment to the initial Grant Agreement.

7. Publicity obligations

Beneficiaries must clearly acknowledge the European Union's support in all communications, publications or outputs from the project, made jointly or individually, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used: conferences, seminars or in any information or promotional materials such as brochures, leaflets, posters, presentations, etc. If a beneficiary breaches any of its obligations under the Article 16.5 of the Grant Agreement, the grant may be reduced (see Article 28 of the Grant Agreement).

For more information see Quality Control Plan and Dissemination Plan.