



Joint Project: Capacity Building in
the Field of Higher Education
ERASMUS+ 2018

Crisis and Risks Engineering for Transport Services

Coordinating Meeting



Co-funded by the
Erasmus+ Programme
of the European Union

**Valenciennes,
Jan 14 2019**

Dr. Iuliia Bulgakova



Meeting Agenda

1. Purchasing Equipment
2. Staff cost documents
3. Prepetition for 18th month report
4. Dissemination
5. Preparation of CRENG text-book
6. QA





Purchasing equipment

Activities	Deadline
Reception of draft contract	15.01.2020
Signing of contract	01.02.2020
Receiving of equipment	60 days after contract signing





Purchasing equipment/ responsibilities of parties

Supplier

1. To supply equipment to the partners
2. Customs formalities
3. To install the equipment in **one room!**

Partners

1. To prepare documents on project registration
2. To put equipment to the balance sheet
3. To prepare a room for the laboratory
4. To prepare laboratory regulations





Purchasing equipment/ Checking points

- ❖ Partner address
- ❖ Address of the supplying
- ❖ List of equipment (Can slightly! be changed. Changes must be explained)
- ❖ Language (for the project only English version is important)
- ❖ Contract must be signed by legal representative

All communication only with supplier

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Purchasing equipment/ Checking points

The procedure

- ❖ University sign the contract and send scan to supplier till the end of Jan 31
- ❖ Supplier sign and send 3 contracts to the University
- ❖ University sign 3 contracts and send 2 contracts to supplier (post address indicated in contract)





Staff cost document

Staff costs will be payed after receiving by coordinator **all original documents:**

- ❖ Joint Declaration
- ❖ Time Sheet
- ❖ COE certified (on institutional level) copy + translation into English certified on institutional level)





Staff cost document

Distribution of Staff Costs

70% teachers

30% Managers + Technical Staff+ Administrative

Approximate list of activities is downloaded on
CRENG website (Teaching Materials → Management)





Staff cost document

Dates

First payment:

1st project year from 15.11.2018 till 15.11.2019

Next payments:

every 6th months

the date will be from 16.11.2019 till 15.05.2020

2nd year

the date will be from 16.11.2019 till 15.11.2020





Staff cost document

Distribution of Staff Costs and Tasks

1. All activities must be indicated in that month, where it was carried out
2. One person can occupy no more than two staff categories
3. For each staff category of one participant JD and TS must be prepared





Staff cost document

Important

- ❖ WP Preparation ended on February 2019
- ❖ All activities must be proved (exception staff category “Manager”)
- ❖ In TS it should be foreseen distribution tasks among partners (try avoid not to everyone does everything)
- ❖ Avoid “management” in WP other, than management





Staff cost document – Example 1

Incorrect

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	598218-EPP-1-2018-1-PL-EPPKA2-CBHE-JP				
Surname :	Bulgakova				
First Name :	Iuliia				
Institution :	State University of Infrastructure and Technology				
Country :	Ukraine				
Position :	Associate Professor of the Department of Management of Commercial Activity of Railways				
Staff Category :	Manager				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2019	January	1	Preparation	Development of Partnership Agreement	
2019	September	5	Management	Management of mobilities of participants from partners' universities during training in WUT: creating registration forms, collecting and checking documents, agreement of flight details	
2019	October	5	Management	Daily communication of partner universities with Project Management Board: mailing, all types of communication (Skype, phone, WhatsApp), preparation of information letters for the partners	
Total days:		11			





Staff cost document – Example 1

Correct

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	598218-EPP-1-2018-1-PL-EPPKA2-CBHE-JP				
Surname :	Bulgakova				
First Name :	Iuliia				
Institution :	State University of Infrastructure and Technology				
Country :	Ukraine				
Position :	Associate Professor of the Department of Management of Commercial Activity of Railways				
Staff Category :	Manager				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2019	January	2	Development	Management of mobilities of participants from partners' universities during kick-off meeting: creating registration forms, collecting and checking documents, agreement of flight details	
2019	January	1	Development	Daily communication of partner universities with Project Management Board: mailing, all types of communication (Skype, phone, WhatsApp), preparation of information letters for the partners	
2019	February	1	Preparation	Preparing presentations and presenting project work plan of project development activities at the kick-off meet	
2019	February	1	Management	Daily communication of partner universities with Project Management Board: mailing, all types of communication (Skype, phone, WhatsApp), preparation of information letters for the partners	
2019	March	1	Management	Daily communication of partner universities with Project Management Board: mailing, all types of communication (Skype, phone, WhatsApp), preparation of information letters for the partners	



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Staff cost document – Example 2

Incorrect

Participated on preparation of publications for a local newspaper, magazine, **or other** mass media

Correct

Preparation of publications for a local newspaper/
magazine





Staff cost document – Example 3

Incorrect

Internal evaluation: evaluation of implemented activities in the framework of the project

What exactly activities, that can be proved?

Correct

Internal evaluation: developing a questionnaire and conducting a survey on students awareness of the project





Most common mistakes

1. In Payment 7 participants put university address instead of their private address
2. In **Payment is requested for (event)**: participants put old trainings instead of new.
3. In **SWIFT/BIC** partners should put correct data. The whole account number is required.
4. In joint declaration **staff category** must be the same as in timesheet.
5. Do not put anything into **Ref. No.** – leave it empty.
6. DOCMEN project is often referred in **Travel registration form** instead of CRENG.





Dissemination

During the training

Each! participant should prepare at least one FB post

Post Structure:

Date, Place (marking location), Event,

Content of event,

Photos (CRENG logo, co-funded logo, place logo),

#creng, @creng, Marking people





Dissemination

After the training

- ❖ Dissemination seminar for students/ teachers/ other stakeholders
- ❖ Publications about the training on CRENG webpage on University website/ local newspapers etc.





Preparation for technical report to EACEA

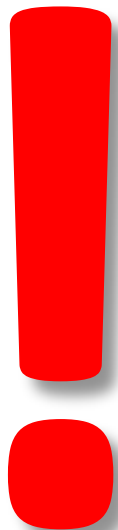
Activities	Deadline
Report submission by coordinator to the Agency	15.05.2020
Receiving information from partners	31.03.2020
Sending questionnaire to the partners	15.01.2020





Preparation for technical report to EACEA

What should we do in order to report successfully?



- ❖ Keep the deadlines
- ❖ Execute all tasks properly
- ❖ Be accurate and provide details of your work
- ❖ Agree and sign contract on equipment supplying **asap**
- ❖ Prepare and send **originals** of staff costs documents **asap**
- ❖ Remember about dissemination!





Preparation for technical report to EACEA

1 General

Please report on the Involvement of people with fewer opportunities from your universities in the project

2 Training statistics

2.1 Report on the number of academic staff that was trained during the project trainings

2.2 Report on the number of academic/administrative staff that was retrained in the university in the new/updated curricula





Preparation for technical report to EACEA

3 Impact of the project on the institutional level

3.1 How will new courses impact the university in general? What are specific benefits of new or modernized courses for your university?

3.2 How will the project contribute to new national cooperation activities (potential joint research projects, memorandum of understanding, joint publications, participation in networks or associations)

3.3 How will the project contribute to international cooperation activities (potential joint research projects, memorandum of understanding, joint publications, participation in networks or associations, potential international agreements)





Preparation for technical report to EACEA

4 Impact on the HE Sector

4.1 How can the project contribute to new/updated national or regional policies/laws/regulations in HE?

4.2 How can the project contribute to the establishment or further development of external bodies (associations/agencies/other organizations connected to HE)?

4.3 How can the project contribute to improve the excellence/competitiveness/attractiveness of the HI institutions?

4.4 Describe the innovative character of the placed results (new/modernized courses, new tools, services, strategies developed (quality assurance/dissemination etc.) and implemented).





Preparation for technical report to EACEA

5 Impact on the society as a whole

5.1 How does the project help to improve the cooperation with potential employers and other stakeholders?

5.2 How can the project contribute to the lifelong learning approaches in your HEI?

6 Quality of partnership

6.1 How are students and non-educational stakeholders involved in the project?





Next steps

Activity	Deadline
Accredit new curricula and transferable modules	
❖ University level	31.07.2020
❖ National level	31.08.2021

Important for the accreditation on the university level!

- The accreditation procedure should started on March 2020
- The accreditation certificate should be issued before July 2020





Next steps

1st Phase of QA before pilot teaching

The peer review should be completed before the accreditation on the university level

Activity	Deadline
List of peer reviewers and peer review timetable	28.02.2020
Sending peer review template	31.03.2020
Expert's peer review	31.05.2020

The peer review can include the expert's conclusion





Thank you for you
attention!

www.creng.eu



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