



Education and Culture

Tempus

Workshop on Contract Management

Activities and Outcomes Reporting

Project representatives' Meeting
Berlin, September 2004



- 1. Submission of the reports**
- 2. Implementation report and financial statement**
- 3. Report on the action's implementation**
- 4. Description of the projects progress**
- 5. Table of Achieved/Planned outcomes**
- 6. Summary report for publication**
 - *Financial report (next workshop)*
 - **Questions**



Submission of the reports

When?

➔ **1st REPORT** - No later than 15th January 2005

➔ **2nd REPORT** - when 70% of the 1st pre-financing instalment has been spent, but no later than:

30th September 2005 (2 years project)

1st March 2006 (3 years project)

➔ **FINAL REPORT** – 2 months after the end of the eligibility period



Tempus

Submission of the reports

to whom?

 **European Commission**
Directorate-General Education and Culture
B-1049 Brussels

Mr Augusto González
Head of Unit
Education cooperation with non-EU countries
Office B7 6-68



Submission of the reports

how many copies?

**→ 4 copies: in the language of the Grant Agreement,
sent by registered mail**

**(1 copy with the original signatures and 3 copies -
of which 2 with all supporting documents)**



Submission of the reports

why three reports?

- ➔ **1st REPORT** – Report on start-up, amendments to the Original Proposal
- ➔ **2nd REPORT** - Progress in relation to activities and expenditures made (link with 2nd pre-financing)
- ➔ **FINAL REPORT** - Overall achievement level in relation to the total awarded grant and details on all expenses



Tempus

Submission of the reports

who may help?

Frequently Asked Questions on the web:

<http://www.etf.eu.int/tempus>

the contact person at the ETF Tempus Department

the NTO or the NCP

the International Relation office of the University



Tempus

implementation report and financial statement

One report form, different reporting contents!

Checklist at the end of the report form!



- ✓ **Description of the start-up activities**
- ✓ **Table of Achieved/Planned Outcomes**
- ✓ **Summary report for publication**



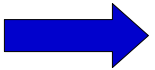
- ✓ **Report on the action's implementation**
- ✓ **Table of Achieved/Planned Outcomes**
- ✓ **Summary report for publication**
- ✓ **Statement on the costs incurred**



- ✓ **Final report on the action's implementation**
- ✓ **Table of Achieved Outcomes**
- ✓ **Summary report for publication**
- ✓ **Financial report:**
 - Statement on the costs incurred**
 - Summary statement of the receipts and expenditure of the action**
 - All supporting documentation**



What should the report on the action's implementation contain?



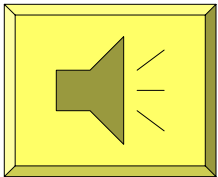
Description of activities



Progress of the project's implementation



Overall achievement level



Answers to the questions listed in Annex III/3-4



description of the project's progress: some tips (1)

- ✓ **Identify questions that are relevant to your project**
- ✓ **Identify questions that are relevant to the stage of advancement of your project**
- ✓ **Build upon the information provided in previous reports**
- ✓ **Don't hesitate to report any shortcomings**
- ✓ **Don't hesitate to give us background information**
- ✓ **Be as detailed as possible, demonstrating progress with indicators**



description of the project's progress: some tips (2)

What do we mean by indicators?

“...Quantitative or qualitative statements which can be used to describe situations that exist and to measure changes or trends over a period of time... to measure the degree of fulfilment of stated objectives, outcomes, activities and inputs...

(from the evaluation guidelines, Danida, 1999)



description of the project's progress: some tips (3)

Some examples of “Tempus” indicators:

✓ “Staff trained”

=> 5 of the 10 staff members of the Department have acquired new skills which have been evaluated and certified by the Project Board in January 2006

✓ “New course developed”

=> 1 new 25 teaching hours course as part of the regular undergraduate curriculum by Spring 2004 taught to 3rd year students.



description of the project's progress: some tips (3b)

Some examples of “Tempus” indicators:

✓ “Centre established”

=> Centre formally established through Statute dated 1 September 2004 as a Unit of the Faculty, with 2 staff members, equipment, 3 classrooms and additional Faculty financial resources until 2010.

✓ “Student mobility achieved”

=> 3 undergraduate students in their final year acquire in July 2005 20 ECTS following a 3-month study period in the EU during Spring 2005.



table of Achieved/Planned Outcomes

Aim:

provide the intermediate achievements of the project in relation to the Original Proposal:

1 table for each outcome of the project

- **Activities carried out and indicators of achievement**
- **Planned activities and indicators for progress**
- **Any proposed changes**



Education and Culture

Tempus

Table of Achieved/Planned Outcomes (blank form)



Education and Culture

Tempus

Table of Achieved/Planned Outcomes (examples)



Education and Culture

Tempus

Summary report for publication

Aim:

to provide the European Commission with the main information about the project, the progress, any problems, next steps and any other remarks in a format that can be published



Education and Culture

Tempus

Statement on the costs incurred

Aim:

to provide the European Commission an overview of the project expenses, the co-financing situation, and eventually with a revised budget.



Statement on the costs incurred

- 1st REPORT** : Not required
- 2nd REPORT** : Expenditure incurred until the date of the submission of the report
- FINAL REPORT** : All expenditure incurred in the framework of the project (beginning to end)