



Education and Culture

**Tempus**

# Workshop 2

## Reporting on Activities and Outcomes

**Project representatives Meeting  
Brussels, January 2006**



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# Agenda

- 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 and Answers**



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# Submission of the reports

## When?

- ➔ **1<sup>st</sup> REPORT - 15<sup>th</sup> January 2006**
- ➔ **2<sup>nd</sup> REPORT - when 70% of the 1<sup>st</sup> pre-financing instalment has been spent, but no later than:**
  - 30<sup>th</sup> September 2006 (two-year projects)**
  - 15th March 2007 (three-year projects)**
- ➔ **FINAL REPORT – 2 months after the end of the eligibility period**



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# Submission of the reports



**Reports are submitted online: GHs receive welcome message**



**Four signed and sealed/stamped "Declarations" sent by registered mail to:**

**Mr Augusto González - Head of Unit**

**Tempus – Erasmus Mundus**

**Office B7 6-68**

**Directorate-General Education and Culture**

**European Commission**

**B-1049 Brussels**



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# Submission of the reports

## Why three reports?

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



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# Submission of the reports

## Who may help?

- ✓ **Frequently Asked Questions on the web:**

[http://www.europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://www.europa.eu.int/comm/education/programmes/tempus/index_en.html)

- ✓ **The contact person at the ETF Tempus Department**

- ✓ **The NTO or the NCP**

- ✓ **The International Relation office of the University**



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# 1<sup>st</sup> REPORT

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



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## 2<sup>nd</sup> REPORT

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





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# FINAL REPORT

- ✓ **Final report on the action's implementation**
- ✓ **Table of Achieved Outcomes**
- ✓ **Statistics and indicators**
- ✓ **Summary report for publication**
- ✓ **Financial report:**

**Statement on the costs incurred**

**Summary statement of the receipts and expenditure of the action**

**All supporting documents**



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



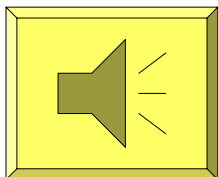
**Description of activities**



**Progress of the project's implementation**



**Overall achievement level**



**Follow the indications of the online help-desk → **



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## **Description of the project's progress: some tips (1)**

- ✓ Identify questions that are relevant to 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**



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## **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)**



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## 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 3<sup>rd</sup> year students.



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## 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:**

**The online report contains one table for each outcome identified in the project proposal**

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



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N°	List of outcomes
<a href="#">1</a>	UPDATING OF ENGLISH LANGUAGE SKILLS
<a href="#">2</a>	INVENTORY OF NEEDS
<a href="#">3</a>	UPDATING OF BA/CS PARTNER UNIVERSITY STAFF MEMBERS
<a href="#">4</a>	ENVIRONMENTAL MANAGEMENT COURSE DEVELOPMENT
<a href="#">5</a>	UPDATING OF TRAINEES FROM ADMINISTRATION/INDUSTRY
<a href="#">6</a>	DISSEMINATION
<a href="#">7</a>	SUSTAINABILITY
<a href="#">8</a>	QUALITY CONTROL AND MONITORING
<a href="#">9</a>	MANAGEMENT OF THE PROJECT





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<b>Reference number of the outcome</b>	4
<b>Title of the outcome table</b>	ENVIRONMENTAL MANAGEMENT COURSE DEVELOPMENT
<b>Indicators of achievement and/or performance as indicated in the project proposal</b>	The retraining courses in environmental management can only be successful if they are well structured (on a modular base), if they contain the latest updated EU regulations and standards and if they attract a lot of participants from administration and industry. Therefore a lot of attention will be paid to determining the exact structure, didactics and contents of the environmental management course.

### Activities carried out to date for the achievement of this outcome

Activity N.	Activity Title	Start Date	End Date	Place	Description of the activities carried out	Specific and measurable indicators of achievement
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### Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years)

Activity N.	Activity Title	Start Date	End Date	Place	Description of the activities to be carried out	Indicators of progress
4.1	Environmental management course development workshop 1	October 06	October 06	Banja Luka	After having collected and compared all	Up to date environmental management cou
4.2	Environmental management course developing	October 06	August 07	Bihac, Banja Luka, Bis and Novi Sad	In this activity the BA and CS staff mem	Up to date environmental management cou
4.3	Environmental management course development workshop 2	April 07	April 07	Nis	Within this workshop the professors from	Up to date environmental management cou

### Proposed changes

Until now no changes are planned.

<b>Activity N°</b>
<b>Activity title</b>
<b>Start Date</b>
<b>End Date</b>
<b>Place</b>
<b>Description of the activity</b>
<b>Indicators of progress</b>

<b>4-2</b>
Environmental management course developing
October 06
August 07
Bihac, Banja Luka, Bis and Novi Sad
In this activity the BA and CS staff members will actively develop all new modular courses. The courses should meet EU standards and regulations. The equivalent of 18 ECTS credits environmental management courses are planned. The courses to be developed will be structured around the 3 following areas : 1.Environmental Legislation : how can EU legislation be practically implemented in CS/BA ? ( 6 ECTS credits ) 2.Environmental Management Systems and Certification ( 6 ECTS credits ) 3.Environmental Management : emerging techniques and practices ( 6 ECTS credits )
Up to date environmental management course materials in BA and CS



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# 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**



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# 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

- 1<sup>st</sup> REPORT** : **Not required**
- 2<sup>nd</sup> 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)**