Workshop 2 on Reporting on activities and outcomes

Report on the Action's Implementation and Summary Report for publication
(JEP_IR1 online)

Project representatives Meeting
Brussels, January 2006
1. Steps to submit your online report
2. Added values of online reporting
3. Features but also Tips and Tricks to fill-in your on-line report
   Based on questions arose from Grantholders having already submitted the report
4. Questions and Answers
Steps to submit your online report

1. Welcome Message (WM) (sent to Grantholders)
2. Fill-in and Submission of the report (Grantholders)
3. Acknowledgement of Receipt (sent to Grantholders)

22/12/05
JEP_IR1 available on-line and dispatch of WM

15/01/06
Submission deadline
First and Subsequent login

First login through the Welcome Message sent to Grantholders

(-grantholder-) Username

- A JEP_IR1 can be ONLY accessed by ONE username
- The GH can decide to share its username with other consortium members
!! Link was not always working because the URL was split into 2 lines !!

Subsequent login from the Tempus Website
BUT ALWAYS WITH the USERNAME OF FIRST LOGIN
Added values of online reporting

JEP_IR1 added values

To Grantholders

- Mentoring and electronic workflow preventing formal mistakes
- Easy access (everywhere & anytime through Internet)
- Continuity between project proposal till implementation

To Tempus management

- Paper Less Process - optimization of procedures
- Facilitated File Sharing & Accessibility
- Data and content analysis for decision making process
### Basic Details

<table>
<thead>
<tr>
<th><strong>Agreement No.</strong></th>
<th>CD_JEP-32112-2004</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of project</strong></td>
<td>Curriculum Development</td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
<td>Management of Maxillofacial Deformities: A New Curriculum</td>
</tr>
<tr>
<td><strong>Acronym of the project</strong></td>
<td>MMNMC</td>
</tr>
<tr>
<td><strong>Project Objective</strong></td>
<td>1. Development of new multi-disciplinary curriculum for management of maxillofacial deformities for dental students, university staff and general dental professionals. 2. Development of programme curricula, telemedicine system and preparation of bylaw for official endorsement. 3. EU training of DNRSU and Al-Azhar staff members. 4. Implementation of programme courses at partner country.</td>
</tr>
<tr>
<td><strong>Grant holder institution</strong></td>
<td>SB, Glasgow - University of Glasgow</td>
</tr>
<tr>
<td><strong>Co-ordinator institution</strong></td>
<td>EG, Cairo - Ain Shams University</td>
</tr>
<tr>
<td><strong>Other consortium members</strong></td>
<td>EG, Cairo - Al-Azhar University</td>
</tr>
<tr>
<td><strong>Experts</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Eligibility period</strong></td>
<td>From 01/09/2005 To 31/08/2008</td>
</tr>
<tr>
<td><strong>Project duration</strong></td>
<td>3 year</td>
</tr>
<tr>
<td><strong>Target Countries</strong></td>
<td>EG</td>
</tr>
<tr>
<td><strong>Consortium countries</strong></td>
<td>EG, GB, IE</td>
</tr>
</tbody>
</table>
Reports on the action’s...
**Statistics and Indicators**

This section aims to gather statistical data and indicators of performance. Please provide information strictly focusing on the present state of play of your project.

### Staff training

| Number of teaching staff trained or retrained | 10 | N/A |
| Number of trainers trained                  | 2  | N/A |
| Number of trainees trained                   | 1  | N/A |
| Number of administrative staff trained or retrained | | N/A |

### Mobility

| Number of partner country - EU/Accessing/Candidate mobility flows | 2  | N/A |
| Number of EU/Accessing/Candidate - partner country mobility flows | 3  | N/A |
| Number of partner country internal mobility flows               | 1  | N/A |
| Number of EU internal mobility flows                            | 1  | N/A |
| Number of administrative mobility flows                          | 1  | N/A |
### Outcomes

Please complete a table for each outcome as in your project proposal.

<table>
<thead>
<tr>
<th>No.</th>
<th>List of outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IDENTIFICATION OF GENERAL PROJECT STRATEGY</td>
</tr>
<tr>
<td>2</td>
<td>DEVELOPMENT OF PROGRAMME CURRICULUM AND TELEMEDICINE SYSTEM</td>
</tr>
<tr>
<td>3</td>
<td>EU TRAINING OF OMRSI AND AL-AZHAR STAFF</td>
</tr>
<tr>
<td>4</td>
<td>PRE-LAUNCHING PREPARATION OF THE PROGRAMME COURSE</td>
</tr>
<tr>
<td>5</td>
<td>IMPLEMENTATION OF REFINED COURSES IN THE MEMBER COUNTRY</td>
</tr>
<tr>
<td>6</td>
<td>DISSEMINATION</td>
</tr>
<tr>
<td>7</td>
<td>SUSTAINABILITY</td>
</tr>
<tr>
<td>8</td>
<td>QUALITY CONTROL AND MONITORING</td>
</tr>
<tr>
<td>9</td>
<td>MANAGEMENT OF THE PROJECT</td>
</tr>
</tbody>
</table>

| add |
### Activities Outcomes

**Reference number of the outcome:** 1

**Title of the outcome:** IDENTIFICATION OF GENERAL PROJECT STRATEGY

**Indicators of achievement and/or performance as indicated in the project proposal:**

**Activities carried out to date for the achievement of this outcome:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Place</th>
<th>Description of the activities carried out</th>
<th>Specific and measurable indicators of achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>HELP OK !</td>
<td>23/12/2005</td>
<td>25/12/2005</td>
<td>HELP OK !</td>
<td>HELP OK !!!!!!!!!!!!!!!!!!!!!!!!!!!!</td>
<td>HELP OK !</td>
</tr>
<tr>
<td>1.2</td>
<td>HELP OK !</td>
<td>23/12/2005</td>
<td>25/12/2005</td>
<td>test</td>
<td>length length length length length length</td>
<td>length test length test length test length test length</td>
</tr>
</tbody>
</table>

**Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years):**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Place</th>
<th>Description of the activities to be carried out</th>
<th>Indicators of progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>HELP OK !</td>
<td>23/12/2005</td>
<td>25/12/2005</td>
<td>HELP OK !</td>
<td>HELP OK !</td>
<td>HELP OK !</td>
</tr>
</tbody>
</table>

**Proposed changes:**
Summary of the project

Please note that the information provided in this section could be used by the European Commission for publication and dissemination purposes.

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Project Title
Management of Maxillofacial Deformities: A New Curriculum

Project duration
3

Project partners (with contact details of contact person in the Partner country/ies and the EU)
EG, Cairo - Al-Azhar University
EA, Cairo - Egyptian Association of Oral and Maxillofacial Surgeons EACOMS
IE, - National University of Ireland - UCC

Project budget (with contact details of contact person in the Partner country/ies and the EU)
Cost of the action is 474,191.00 euro out of which 25,000.00 euro are co-financed

Project Objective
1. Development of new multi-disciplinary curriculum for management of maxillofacial deformities for dental students, university staff and general dental professionals
2. Development of programme curricula, telemedicine system and preparation of bylaw for official endorsement
3. EU training of OMICS and Al-Azhar staff members
4. Implementation of programme courses at partner country

Outcomes and Activities
1 - IDENTIFICATION OF GENERAL PROJECT STRATEGY
This declaration should be completed and signed by the following people:

1. the grant holder of the Joint European Project
2. the person who is legally authorized to represent the grant holder institution

I confirm that I will send four paper copies with the original signatures of this DECLARATION by registered mail (date as postmark) within ten days from the submission of the report to the following address:

Augusto Santaré
Head of Unit
Tempus – Erasmus Mundus
Office B7/S68
Directorate-General for Education and Culture
European Commission
B - 1040 Brussels (Belgium)

Name of the grant holder institution: UNIVERSITY OF GLASGOW
Name of the grant holder: Ashley Ayoub
Function: Professor and Head of Biotechnology & Craniofacial Section
Done at: ____________________________
Date: ____________________________
Signature: _________________________

Name of the legal representative: Wray David
Function: Dean and Clinical Director
Done at: ____________________________
Date: ____________________________
Signature: _________________________
My Mentor

You are outside the submission period

WARNING

The Following error/s have been found:

**Section I**

**Basic Details**
Section OK

**Section II**

* Reports on the action's implementation
  - The field 'Staff training' is missing
  - The field 'Staff mobility' is missing
  - The field 'Student mobility' is missing
  - The field 'Equipment upgrade' is missing
  - The field 'New/Restructured institutions' is missing
  - The field 'Dissemination' is missing

**Section III**

* Statistics and Indicators
Section OK

**Section IV**

* Outcomes
  - Outcome n°2
    - The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing
  - Outcome n°3
    - Activity n°3.2
      - The field 'Start Date' is missing
      - The field 'End Date' is missing
  - Outcome n°5
    - The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing

**Section V**

* Summary Report for Publication
  - The field 'Outcomes' is missing
  - The field 'Activities' is missing
  - The field 'Problems in project implementation' is missing
  - The field 'Progress to date' is missing
  - The field 'Other remarks' is missing

* Declaration
  - The field 'Name of the grantholder' is missing
  - The field 'Function (Grantholder)' is missing
  - The field 'Done at (Grantholder)' is missing
Key Features – Tips - Tricks

- First Login from the Welcome Message
- Mentor to prevent formal mistakes and to check progress
- Sharing of the online report is possible but…
- Acknowledge of receipt is sent to the GH on submission (including next steps)
- Online report fully tested with Internet Explorer (recommended).
Questions and Answers

For technical question please address your request to Tempus_IT_Team@etf.eu.int
Lesson Learnt…

...Most early work in Human Computer Interface was conducted in the context of computer systems with a single user. When computer systems are developed for use by multiple users, either simultaneously or at different times - what is sometimes known as 'groupware' – evaluation becomes harder and requires more perspectives to be taken into account and new groupware functionality to be developed.

(source: Open University (UK) about Information system development and maintenance)