Workshop

Reporting on Activities and Outcomes

Project Representatives Meeting
Brussels, March 2007
1. Submission of the reports
2. What do reports consist of?
3. Description of the projects progress
4. Table of Achieved/Planned outcomes
5. Summary report for publication
6. Financial report (next workshop)
7. Questions and Answers
Submission of the reports

When?

1\textsuperscript{st} Report -

*Extended to 15 April 2007 or 15 June 2007*

2\textsuperscript{nd} Report -

*Extended to 15 January 2008 (2-year projects)*

**15 March 2008 (3-year projects)**

Final Report (3rd report) -

*2 months after the end of the eligibility period*
Submission of the reports

1st Report is submitted online: GHs receive a welcome message

2nd Report is submitted as a paper copy using the form available on the Tempus website

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

Ms Angeliki Verli - Head of Unit
Tempus – Erasmus Mundus
Office MADO 15/043
Directorate-General Education and Culture
European Commission
B-1049 Brussels
What do I need to send?

✓ **1st Report:** 1 DECLARATION with the original signatures and 1 copy by registered mail (online submission)

✓ **2nd Report:**
  - 1 original report (with original signatures)
  - 3 copies of the report

✓ **Final Report:**
  - 1 original report (with original signatures)
  - 2 copies of the report (with supporting documents)
  - 1 copy of the report (without supporting documents)
Submission of the reports

Why three reports?

1st Report - Report on start-up activities and amendments to the Original Proposal

2nd Report - Progress in relation to activities

Final Report - Overall achievement level in relation to the total awarded grant and details on all expenses
The 1st Report is submitted online

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

Information on submitting the report online will be provided later during a special session
The 2\textsuperscript{nd} Report is submitted as a paper copy

- Report on the action’s implementation
- Table of Achieved/Planned Outcomes
- Statistics and indicators
- Summary report for publication
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
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
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…
(DANIDA evaluation guidelines)

“A datum which produces simple and reliable information describing a change, an outcome, an activity or an input"
(European Commission, EuropeAid evaluation guidelines)
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 2007

“New course developed”
=> 1 new 25 teaching hours course as part of the regular undergraduate curriculum by Spring 2007 taught to 3rd year students.
Some examples of “Tempus” indicators:

“Centre established”
=> Centre formally established through Statute dated 1 September 2007 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 2007 20 ECTS following a 3-month study period in the EU during Spring 2007.
Table of Achieved/Planned Outcomes

Aim: to 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:

1. Activities carried out and indicators of achievement
2. Planned activities and indicators for progress
3. Any proposed changes
1st Report: submission online

<table>
<thead>
<tr>
<th>№</th>
<th>List of outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UPDATING OF ENGLISH LANGUAGE SKILLS</td>
</tr>
<tr>
<td>2</td>
<td>INVENTORY OF NEEDS</td>
</tr>
<tr>
<td>3</td>
<td>UPDATING OF BA/CS PARTNER UNIVERSITY STAFF MEMBERS</td>
</tr>
<tr>
<td>4</td>
<td>ENVIRONMENTAL MANAGEMENT COURSE DEVELOPMENT</td>
</tr>
<tr>
<td>5</td>
<td>UPDATING OF TRAINEES FROM ADMINISTRATION/INDUSTRY</td>
</tr>
<tr>
<td>6</td>
<td>DISSEMINATION</td>
</tr>
<tr>
<td>7</td>
<td>SUSTAINABILITY</td>
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<tr>
<td>8</td>
<td>QUALITY CONTROL AND MONITORING</td>
</tr>
<tr>
<td>9</td>
<td>MANAGEMENT OF THE PROJECT</td>
</tr>
</tbody>
</table>
Title of the outcome: Environmental Management Course Development

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

<table>
<thead>
<tr>
<th>Activity No.</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>4.1</td>
<td>Environmental management course development workshop 1</td>
<td>October 06</td>
<td>October 06</td>
<td>Banja Luka</td>
<td>After having collected and compared all</td>
<td>Up to date environmental management course materials in BA and CS</td>
</tr>
<tr>
<td>4.2</td>
<td>Environmental management course developing</td>
<td>October 06</td>
<td>August 07</td>
<td>Bihac, Banja Luka, BiH and Novi Sad</td>
<td>In this activity the BA and CS staff members</td>
<td>Up to date environmental management course materials in BA and CS</td>
</tr>
<tr>
<td>4.3</td>
<td>Environmental management course development workshop 2</td>
<td>April 07</td>
<td>April 07</td>
<td>Novi Sad</td>
<td>Within this workshop the professors from</td>
<td>Up to date environmental management course materials in BA and CS</td>
</tr>
</tbody>
</table>

Proposed changes
Until now no changes are planned.
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.
Statement on the costs incurred

Aim:

To provide the European Commission an overview of the project expenses and the co-financing situation
Statement on the costs incurred

1st Report : Not required

2nd Report : Not required

2nd pre-financing : Required

Final Report : All expenditure incurred in the framework of the project (beginning to end)
Modifications: general advice

✓ Modifications in terms of budget and activities acquire contractual value after prior written approval of the Commission

✓ Requests for modifications should be duly justified in relation to the project objectives

✓ Modifications should be detailed

✓ Modifications can be introduced either through the 1st and 2nd Report or through general correspondence
Modifications

Prior written request to the EC for authorisation is needed for:

- Addition of a consortium member
- Withdrawal of a consortium member
- Changes of contact person at the Grantholder Institution
- Extension of the agreement period
- Suspension
General advice for your reporting

✓ Schedule the co-ordination meetings in due time

✓ Collect the supporting documents as soon as activities have taken place

✓ Do not under-estimate the time and the human resources needed for the reporting activities
Who may help?

- The contact person at the ETF Tempus Department
- The NTO or the NCP
- The International Relations office of the University