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Workshop

Reporting on Activities and Outcomes

Project Representatives Meeting
Brussels, March 2008



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Agenda

- 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**



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Submission of the reports

When?



1st Report -

8 February 2008 (except RF/TM) & 15 April 2008 (RF/TM)



2nd Report -

**30 September 2008 (except RF/TM) & 31 March 2009
(RF/TM)**



Final Report (3rd report) -

2 months after the end of the eligibility period



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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



Final Report is submitted as a paper copy using the form available on the Tempus website soon

By registered mail to new address:

Ms Angeliki Verli - Head of Unit

Cooperation and International programmes

Office MAD0 08/090

Directorate-General Education and Culture

European Commission

B-1049 Brussels



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What do I need to send?

- ✓ **1st Report (on-line): 1 DECLARATION with the original signatures and 1 copy by registered mail**
- ✓ **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)**



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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**



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Content - 1st Report (IR1)

The 1st Report is submitted online

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

Please note: as of 15 May, the on-line system is no longer operative.

Paper forms will be made available on the website.



The 2nd 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**



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Content - 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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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...

(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)**



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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 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.



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Description of the project's progress: some tips (4)

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.



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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**



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1st Report: submission online

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



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TE	Reference number of the outcome	4
	Title of the outcome table	ENVIRONMENTAL MANAGEMENT COURSE DEVELOPMENT
	Indicators of achievement and/or performance as indicated in the project proposal	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.

Activity N°	4-2
Activity title	Environmental management course developing
Start Date	October 06
End Date	August 07
Place	Bihac, Banja Luka, Bis and Novi Sad
Description of the activity	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)
Indicators of progress	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 and the co-financing situation



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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)



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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**



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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**
- ✓ **Any modification resulting in a major change of activities or leading to an increase of more than 10% of a budget heading**



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General advice for your reporting

- ✓ **Schedule the co-ordination meetings in due time**
- ✓ **Ensure that all partners are well aware of Tempus rules and procedures**
- ✓ **Collect the supporting documents from all partners as soon as activities have taken place**
- ✓ **Update and use the Fogical Framework matrix, workplan and reports as monitoring and tools**
- ✓ **Check the quality of your reports**
- ✓ **Do not under-estimate the time and the human resources needed for the reporting activities**



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Who may help?

- ✓ **Frequently Asked Questions on the web:**
http://ec.europa.eu/education/programmes/tempus/manage_en.html#2
- ✓ **The studies and publications on the Tempus website**
- ✓ **The contact person at the ETF Tempus Department**
- ✓ **The NTO or the NCP**
- ✓ **The International Relations office of the University**