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# **Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym: "Physics"**

**1st Management meeting and 2nd Workshop 1-2nd June 2016  
Riga Technical University  
Anatolijs Zabašta**

# Today's agenda

- Overall progress
- WP1 Progress
- WP2 Progress in implementation of the curricular
- WP3: Progress in implementation of innovative ICT based teaching and learning environment
- WP5: Progress in dissemination and Exploitation of results
- Project financial aspects and reporting
- Further tasks and the next steps

# Project progress

# Partnership Agreements

Partner name	Confirmed with partner	Signed by RTU	Signed by beneficiary	Advance paid
KU Leuven	Y	Y	Y	Y
UCY	Y	Y	Y	Y
BSU	Y	Y	N	N
GrSU	Y	Y	Y	N
GoSU	Y	Y	Y	N
BSTU	Y	Y	Y	N
Ministry	N	N	N	N
Physical Society	Y	Y	Y	<b>N</b>
Nano Association	Y	Y	N	N

# Partnership Agreements - obstacles

- Nanoindustry Association – disappeared ....
- Agreement about staff of the Ministry spending on travels is the subject BSU – RTU PA
- Ministry involvement in the project?

*Copies of the partnership agreements have to be provided to the Executive Agency within 6 months of the signature of the Grant agreement!*

- ✓ **Project registration in the government institutions?** Accept of the government about budget spending in euros.

# Couse books

## Curricular – all team members have been nominated:

1. **Applied Physics:** The course leader: Joan PEUTEMAN – KU Leuven
2. **Applied Informatics:** Editors: Leonids Ribickis, Nadezhda Kunicina
3. **Functional nanomaterials:** The course leader: Alexander FEDOTOV - BSU
4. **Photonics:** The course leader: Alexey Tolstik – BSU
5. **Guidelines on Master Thesis in Applied Physics:** Editors: Elias Kyriakides and Stella K. Hadjistassou (KIOS Research Center, UCY)

A template for the book is elaborated (example)

Place	Responsible	Meeting topics and responsible for the topics	Date
Minsk	BSU	Kick-off meeting	17.12.2015.
Minsk	BSTU	WS1: WP1 Preparation. The content of Five electronic courses e-Books is preliminary confirmed.	10.03.2016.
Riga	RTU	WS2: WP2 Workshops for curricula development. First draft of the course books.	1-2 June 2016
	RTU	MC1 meeting	
Ostend	<b>KU Leuven</b>	<b>WS3: WP2: Workshops for curricula development. Second draft of the course books. Standard Programs presentation.</b>	<b>October 2016</b>
	<b>KU Leuven</b>	<b>MC2 meetings</b>	
Grodno	GrSU	WS4: WP2: Workshops for curricula development. Standard Programs accreditation in the Ministry of Education.	January 2017
	GrSU	MC3 meetings	
Ostend	KU Leuven	WS8: WP3: Workshop on ICT environment tools	April 2017
Nicosia	UCY	WS5 (Grodno & Nicosia) Developed and translated to teaching language study programs and courses for specialities	June 2017
	UCY	MC4 meetings	
Minsk	Ministry of Education	WP5: Information sessions	August 2017
Riga	RTU	WS6: Workshops for curricula development. Courses acceptance and testing is started.	November 2017
	RTU	MC5 meeting	
Minsk	BSTU	WS7: WP2: Workshops for curricula development. First testing results, acceptance.	March 2018
Gomel	GoSU	WS9: WP2: Workshops for curricula development	September 2018
	GoSU	MC6 meeting	
Nicosia	UCY	Final conference	September 2018

# Students and teachers training

## English language in Ostend or Leuven. When?

Flows from Belarusian universities to KU Leuven for English language training:

- BSU: Ostend 4 x 7d.;
- GrSU: Ostend 4 x 7d.;
- GoSU: Ostend 4 x 7d.;
- BSTU: Ostend 4 x 7d.;

## Students' flows for training: When?

- BSU: Nicosia 8 x 7d.;
- GrSU: Ostend 8 x 7d.;
- GoSU: Nicosia 8 x 7d.;
- BSTU: Riga 8 x 7d.;
- GrSU: Riga 8 x 7d.;
- GoSU: Ostend 8 x 7d.

## Teachers, technician staff flows. Additional to MC and WS!

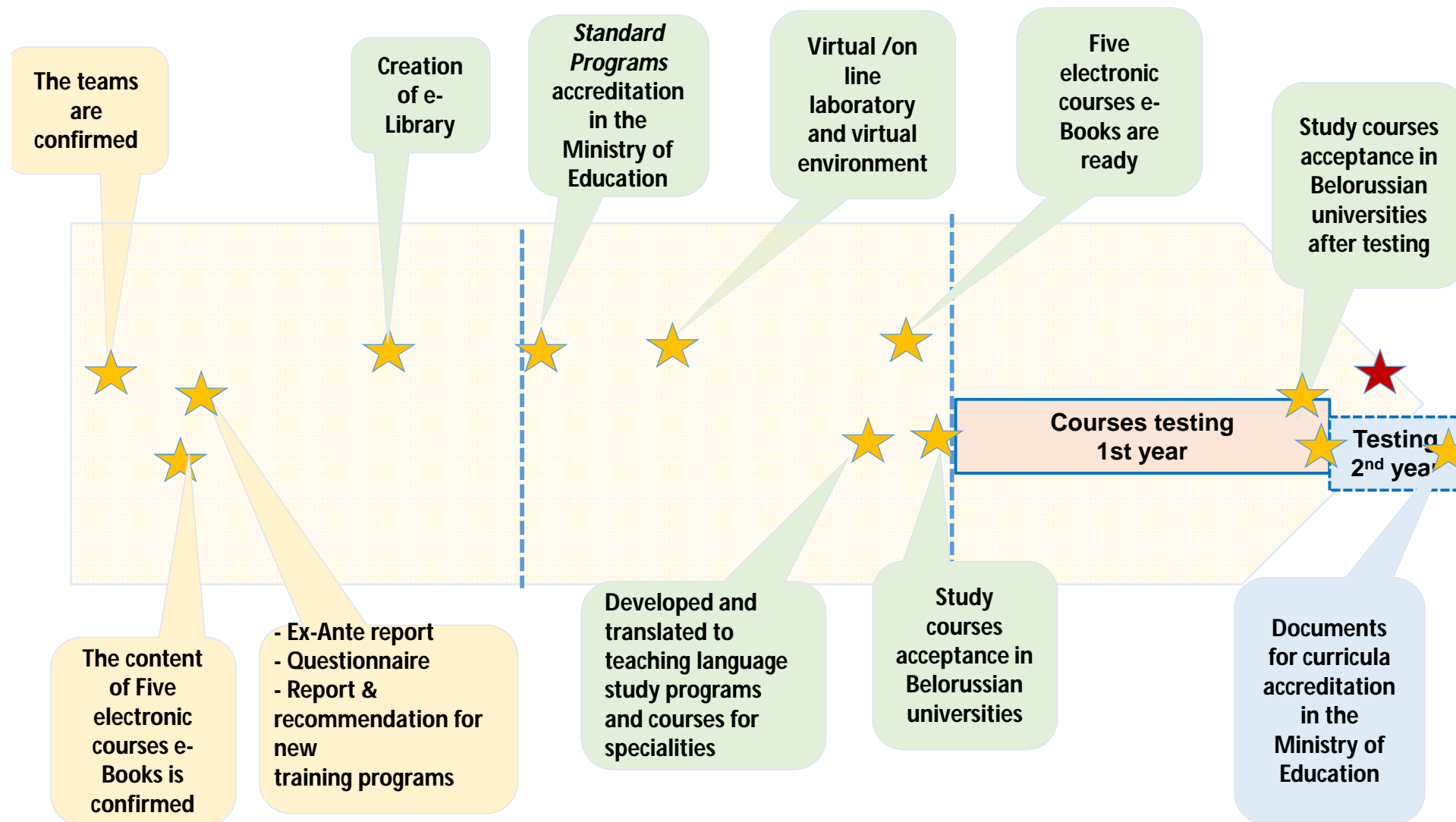
- BSU, GrSU, GoSU, BSTU for the staff exchange trainings 4 persons from each university within 7 days to Riga, Ostend, Cyprus.
- RTU, KU Leuven, UCY: flows EU-EU with 7 days to Ostend - 2 and Nicosia.
- BSU, GrSU, GoSU, BSTU: 2 persons 7 working days to Minsk - 2, Grodno, Gomel. 8



# E-environment

- Project WEB in test regime <http://wpweb-prod.rtu.lv/physics/>
- E-environment – Tender, Contract in a preparation

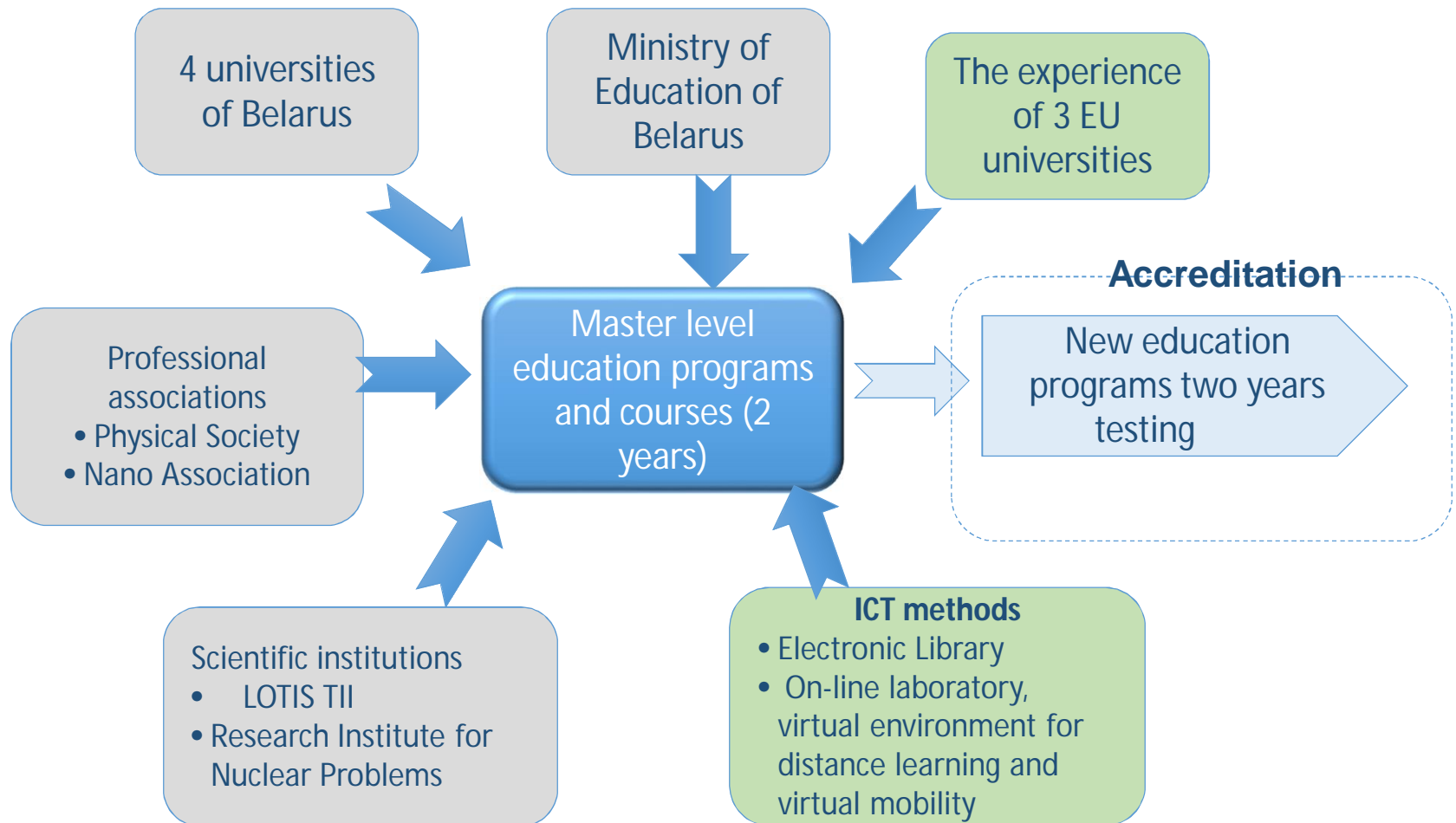
# Deliverables schedule



# Preparation tasks (WP1)

Riga Technical University

# Project idea



# WP1 Preparation

- Confirm the names of responsible for development of training programs and courses development **Yes**
- Ex-Ante reports (the template of the report by RTU by) **Yes**
- A Questionnaire for survey by RTU **Yes**
- A survey of stakeholders provided by BSU, BSTU, GoSU, GrSU associations. **Not finished – Ministry refused**
- Recommendations from professional associations (PS, NA) by **yes**
- A draft of the Survey and report with recommendation for curricula to be developed and modernised in the project (RTU). **1<sup>st</sup> draft in preparation**

# Implementation of the curricular (WP2)

Belorussian State University

# Implementation of innovative ICT based teaching/learning environment (WP3)

Ku Leuven University

# **Dissemination and Exploitation of results (WP5)**

University of Cyprus



# Dissemination tasks

- 1500 leaflets for each university:  $0.50 \times 1500 = 750$  €
- publications in newspapers:  $3 * 250$  € = 750 (“*Jaunais Inženieris*”)
- Press release: 3 by each partner
- Arrangement of information sessions to attract students and to inform stakeholders:
- Project Web Portal for communication with target groups. Links from RTU, ORTUS, and electronic publications to the project Web.
- Advertising in social media (all partners) Youtube, Facebook? Stella
- **Development a project logo!**
- Purchase of the souvenirs and project plus Erasmus+ logo printing on souvenirs
- Conference papers and presentations at the conferences by partners involved (3 papers and presentations)
- Journal Paper written by the consortium, and submitted at the end of the project (e.g.: <http://www.eurodl.org/>) (1 paper)
- *Double-sided Partners agreements for cooperation between project partners during the project running and beyond the project. ???*

**Project financial aspects.  
Partner's agreements.  
Tenders for the equipment**

# Funding rule

## Co-funding principle

### **Grant (combination of actual costs/unit costs):**

Calculated so, as to require co-funding to implement the project

### **Co-funding:**

- other expenses (e.g. overhead costs), dissemination etc.
- higher expenditure than unit cost values (e.g., travel, accommodation)
  - not taken into account for the calculation of the Grant
  - requested with final report for information purposes

# Financing approaches of the grant

**Actual costs:** budget headings **Equipment** and **Subcontracting**

**Unit Costs:** budget headings **Staff costs**, **Travel costs** and **Costs of stay**

# Eligible Costs

## *Article II.19 Grant Agreement*

Incurred during the eligibility period

Foreseen in the application/budget

In connection with the action and necessary for project implementation

Identifiable, verifiable, recorded in accounting records of the beneficiary

Comply with requirements of applicable tax and national legislation

Reasonable, justified, complying with principle of sound financial management, in particular regarding economy and efficiency

# Ineligible Costs

## Articles I.10.4/II.19.4 of Grant Agreement

### **Non exhaustive list:**

- equipment such as: furniture, motor vehicles, alarm systems
- costs linked to the purchase of real estate
- activities not carried out in the project beneficiaries' country (see Annex IV), unless prior authorisation
- in kind contribution
- excessive or reckless expenditure
- deductible VAT (unless beneficiary can prove he is unable to recover it according to the national tax authority)

# Exchange rate

**Transactions ≠ EUR must be converted and reported in EUR in the Financial Statement of the final report**

**Which exchange rate should be applied?**

From start of eligibility period until date of receipt of second pre-financing: rate of month in which the coordinating institution received the first pre-financing

From date of receipt of second pre-financing until end of eligibility period: rate of month in which the coordinating institution received the second pre-financing

Rate to apply: monthly rate established by the Commission:  
<http://ec.europa.eu/budget/inforeuro>

Example:

1<sup>st</sup> Pre-financing: **23 Dec 2015** – 2<sup>nd</sup> Pre-financing: **22 Nov 2016**

**Invoice date: 09 January 2016**    Applicable monthly rate: **December 2015**

# Definition

- Fixed contribution multiplied by number of units
- "Triggering event" ➡ **activities** implemented/outputs produced
- No need to justify level/amount of costs incurred
- Activities implemented during the eligibility period
- In case of financial control/audit declared unit costs supported with proof demonstrating that activities implemented
- *If activity/output not accepted (e.g. not supported by concrete evidences) no corresponding unit costs is granted*

Examples: *travel activity for teaching not sufficiently documented (e.g. with presence or participation lists, or with a certificate of attendance)*



# CBHE units

## UNIT COSTS FOR STAFF

### PROGRAMME COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff <sup>5</sup>
AMOUNTS IN EURO PER DAY				
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

### PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff <sup>5</sup>
AMOUNTS IN EURO PER DAY				
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo <sup>6</sup> , Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine <sup>7</sup> , Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17

## UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

### TRAVEL COSTS<sup>8</sup>

Travel distances must be calculated using the distance calculator supported by the European Commission: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

### COSTS OF STAY<sup>9</sup>

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 <sup>th</sup> day of activity +	120 EUR	Up to the 14 <sup>th</sup> day of activity +	55 EUR
Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity +	70 EUR	Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity	40 EUR
Between the 61 <sup>st</sup> day of activity and up to 3 months	50 EUR	Between the 61 <sup>st</sup> day of activity and up to 3 months	Not Eligible

# Staff Costs

- Performing tasks necessary to achievement of the project
- Formal employment relationship
- Calculation of the grant ➡ 2 variables: staff category and country in which staff member is employed
- Each unit cost corresponds to an amount in Euro per working day per staff
- Categories: **Managers** / **Researchers, Teachers and trainers** / **Technical staff** / **Administrative staff**
- Staff category: ➡ work performed, not status of individual (**case of BSATU**)
- Unit cost: ➡ country in which staff is employed, independently of where tasks are executed

# Salaries

- Salaries should be paid by all partners, excepted Ministry of Education
- A formal employment contract is required (according to national legislation)
- Salaries to the team members will be paid according to staff categories:
  - **Managers (staff category 1)** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
  - **Researchers, teachers and trainers (RTT) (staff category 2)** typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
  - **Technical staff (staff category 3)** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, translation activities..
  - **Administrative staff (staff category 4)** (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

# Staff Costs

Example: a staff employed in Latvia performing teaching activity for 3 days: 222 Euro (3 unit costs of 74 Euro each)

## **Calculation of grant:**

- based on application of unit costs and independent from actual remuneration (defined in the Partnership Agreement)
- obtained by multiplying unit cost (corresponding to category of country and staff) by number of working days spent on the project per staff member

# Staff Costs - Supporting Documents

**To keep with project accounts (requested in case of financial check):**

- **STAFF CONVENTION** for each person employed
- **TIME-SHEETS** (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package
- **ANY EVIDENCE** allowing to **verify that declared workloads correspond to actual activities/outputs** (e.g. attendance lists for lectures given, tangible outputs / products)
- **EMPLOYMENT CONTRACT**
- Evidence about payment: salary slips, bank documents etc.

# Cost reporting - travels

## Travels are intended for the following activities:

- Teaching/training assignments;
- Training and retraining purposes (**only eligible for staff from Partner Countries**);
- Updating programmes and courses;
- Project management related meetings (e.g. for management, coordination, planning, monitoring and quality control activities purposes);
- Workshops and visits for result dissemination purposes (practically only in the Partners countries – Belarus)

# Travel and Costs of Stay - Supporting documents

## Justification for the following elements:

- Journeys actually took place
- Journeys connected to specific and identifiable project-related activities

## To be retained with project accounts:

INDIVIDUAL TRAVEL REPORT +

Supporting documents *e.g.*

- *travel tickets, boarding passes,*
- *invoices, receipts,*
- *proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings)*

# Cost of stay specific rules

## *Examples:*

*A staff from **Nicosia** takes part in activity in **Riga** during 2 days plus a travel to and back 2 days:*

*Max. 4 unit costs of 120 Euros each (TOTAL: 480 Euros)*

*Travel expenses depend on the distance (2000-2999) 360 euro*



# Tenders for the equipment

- BSU - Belarusian State University – 93 600 euro
- GrSU, Grodno State University – 41 938 euro
- GoSU, Gomel State University – 34 765 - euro
- BSTU, Belarusian State Technological University - 26 500 euro

**Total 196 803 euro**

- Procurement and delivery of equipment is often a rather complex procedure and this should be taken into consideration at the planning stage.
- Partners are responsible for arrangement of procurement procedure
- RTU will pay an advance to the partner, when gets the proof of successful tender
  - 50% of total cost
  - 40% when 2<sup>nd</sup> advance is received
  - The rest 10% after the project is finished

# Tender's rules

The tender **specifications** must always indicate:

- the **exclusion and selection criteria** that must be fulfilled by tenderers (analysis of the tenderers)
- the **award criteria** and their relative weighting (analysis of the quality and price)
- the **technical requirements**, i.e. **the technical specifications** (including, whenever relevant, the minimum technical requirements)

# Tender's rules

Each tendering procedure must contain at least the following elements:

- Invitation to tender
- Tender specifications
- Minutes of the tender opening
- Tender evaluation report from the evaluation committee
- Commercial offers
- Etc.

# Adjustment of the list of equipment

- In **case of significant changes of the equipment** to be purchased compared to the equipment as specified in the original application, prior written authorisation from the Agency should be given during project implementation.
- In any **case of doubt** the coordinator shall contact the Agency and ask for prior written approval based on clear justifications.
- The **modification can be justified** and is related with the **project objectives**.

# Cost reporting - equipment

- In the event of purchase of equipment over €25.000, the beneficiaries must obtain competitive tenders
- At least three suppliers and retain the one offering best value for money (in all cases)
- The principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.
- For the purposes of any financial evaluation and/or audit:
  - the declared costs being recorded in the accounting system of the beneficiary.
  - the equipment is properly registered in the inventory of the institution concerned.

# Cost reporting - equipment

**Supporting documents should be retained with the project accounts, copies –to the leading partner**

- **Invoices** for all purchased equipment (*please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure*).
- **Documentation on the tendering procedure and three quotations** (Tender Regulation, Tender commission decision etc.) to EC
- The beneficiaries may not split the purchase of equipment into smaller contracts with individual amounts lower than the EUR 25 000 threshold.
- *If the equipment differs by nature, supplier or by the time of supply, the tender could be arranged in several lots.*
  - *However, the procedure to be the same as for 25 000 euro and more*

# Subcontracting

- Riga Technical University:
  - Project web page design and maintenance: 5 800 euro
  - Project audit: 9 000 euro
- University of Cyprus:
  - Purchase of services for the Final conference: 2000 euro

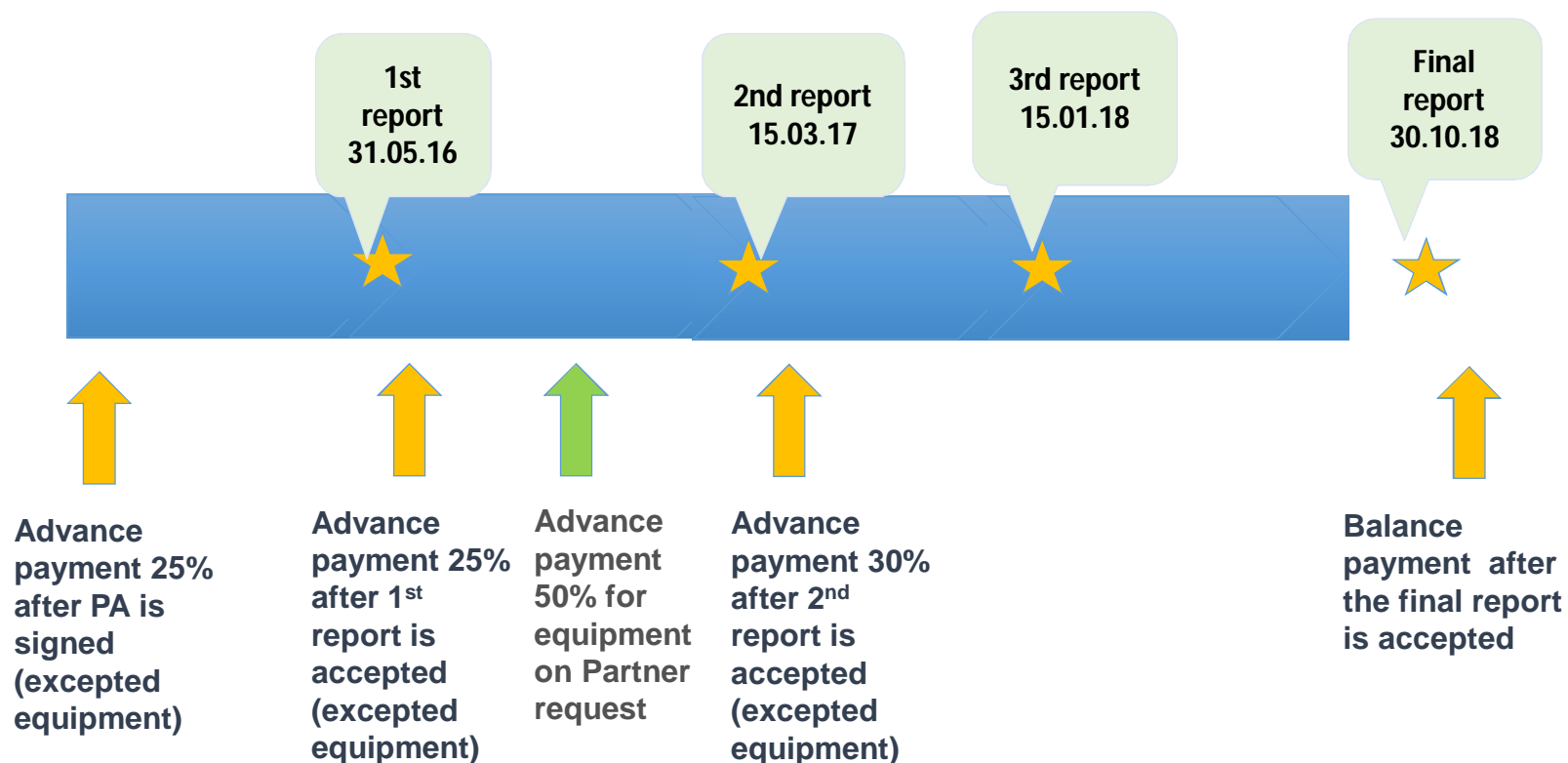
# Reporting and progress monitoring



# Reporting

- Only the Coordinator can submit technical implementation reports and financial statements to the Executive Agency by providing proof of progress of the project.
- In order to provide adequate information on the progress of the project, the Partner has to submit a Report to the Coordinator consisting of
  - an Activity report describing the activities carried out and their outputs and results during the reporting period
  - A Financial report presenting the costs incurred in accordance with the approved Application Form.
- Deadlines for Partner Reports are the following:
  - 31<sup>st</sup> of May 2016; 15<sup>th</sup> march of 2017; 15<sup>th</sup> January of 2018 and 30<sup>th</sup> October 2018.
- The partner ***may submit a report before the deadline*** established in the Partnership agreement, confirming with the Coordinator, ***and request the next payment in case of the faster the performance of the project activities.***

# Reporting & Progress monitoring



## Intermediate reports:

- ✓ **Financial part:** Excel and evidences (timesheets, conventions, printing from bookkeeping system) - for external auditors;
- ✓ **Activities report** on the project progress against project plan, milestones and deliverables.

# Payments

- ✓ **First instalment of pre-financing:** the Coordinator will transfer 30% of the Partner's Executive Agency contribution, after signing the Partnership Agreement, provided that
  - ✓ the Coordinator has received the pre-financing from the Executive Agency and
  - ✓ bank details are correctly provided by the Partner.
- ✓ **2nd payment:** the Coordinator will transfer 20% of the Partner's Executive Agency contribution, after
  - ✓ the Partner submits the first intermediate report to the Coordinator.
- ✓ **3rd payment:** After receiving the second payment from the Executive Agency the Coordinator will transfer 40% of Partner's total Executive Agency contribution, provided that
  - ✓ the Partner provides eligible and full supporting documentation on project expenditure of at least 70% of the previous installments and
  - ✓ the second intermediate report.
- ✓ **Balance payment:** will be paid to the Partner within 30 days after the Coordinator receives the final payment from the Executive Agency.

# Budget adjustments

- Projects may increase budget headings, by means of transfer from another budget heading, up to a maximum of 10% without EACEA prior authorisation
- Budget heading amendment to be confirmed by RTU
- Requests to increase budget headings by more than 10% must be presented in writing to the Agency
- The maximum ceilings for *staff, equipment and sub-contracting costs are exceeded, the request will not be accepted!*
- At reporting stage, the Executive Agency will request the partners to provide information about the co-funding provided *for statistical purpose.*

# Further tasks and the next steps

# Further tasks and the next steps

- Partners Agreements - Nano Industry Association and Ministry
- Report on WP1 to be completed - RTU
- Courses e-books: 1<sup>st</sup> draft to be ready before the meeting in Ostend
- Dissemination:
  - Press conferences: 1 in each Belarus university
  - Press releases:
  - Web and E-environment – testing before launch
  - **References** to the project and its website!!
  - E-environment – to translate to English Technical specification
  - Logo – A.Fedotov and colleagues
  - Facebook and Youtube
  - Put information in Dropbox
- Students training – 4-6<sup>th</sup> year of education. May by PhD students
- BSU, GoSU –in Riga Septem - October 2017 (February or end of June)
- BSU, GoSU – in Nicosia February 2018
- GrSU, GoSU in Ostend – Feb – March 2017 in Ostend
- Teachers training In Ostend – last week of June 2017

## Further tasks and the next steps

- Financial reports – Ku Leuven and UCY
- Activities reports have been received: BSU, GrSU, GSU.
- Next **MC and Workshops** on WP2 for curricula development. in **Ostend in 27-28<sup>th</sup> October**
- Next meetings in Belarus: Grodno and Gomel to replace by Minsk- Anatoly: a letter to A.Tolstik
- Meetings of BSU, BSTU, GrSU and GoSU teachers about the teaching topics and for dissemination purposes.

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# Questions