



Co-funded by the
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GRADuates Advancement and Development of University capacities in Albania GRADUA

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Structure of the presentation

- Up- to -date progress, November 2018
- Scheduling the meetings for the second year
- On going tasks and deadlines
- Financial reports and documents, state of arts

Up to date progress, November 2018

Work page	Nr	Deliverables	Leader partner	Type	Planned	State of art
PREP.	1,1	Systematize in a unique study a set of information on the national academic context and system dimension and on the labor market and privat low.	AUT	Report	30/05/2018	Released
	2,2	Release a comprehensive list of the educational supply of each university in the consortium together with the description of each university. The mapping will include for each university. (VALIDATION)		Product	30/05/2018	Released

Work page	Nr	Deliverables	Partner leader	Type	Planned	State of art
DEV.	2,1	Web platform online and ready for students registration	AL	Product	30.09.2018	In progress
	2,2	Start of database population, implies the registration of students and companies within the platform.		Product	30.11.2018	In progress
DEV.	3,1	Participation of Albanian Universities staff in training courses. Research Training On Survey Methodology.	AL	Event	19.07.2018	Released
	3,2	Secretariat Staff Training.		Event	09.11.2018	In progress
	3,3	IT Staff Training for platform use.		Event	09.11.2018	In progress
DEV.	4,1	Seminars on linking and cooperation with private enterprises regarding internship on formal basis.	UT	Event	10.12.2018	In progress

Work page	Nr	Deliverables	Partner leader	Type	Planned	
DIS.	7,1	Project website development.....	PUT	Product	30.09.2018	Released
	7,2	Dissemination plan and material, for enhancing project diss. at local, national and international level.		Product	19.07.2018	Released
	7,3	Organizing dissemination events (UNNIBO, AUT)		Event	19.07.2018	Released

Work page	Nr	Deliverables	Partner leader	Type	Planned	State of art
DISS.	8,1	Platform tutorial for stakeholders (create a guides for the use of platform services available online)	UT	Product	13/12/2018	In progress
MANAGEMENT & Q.CON.	9,1	Platform tutorial for stakeholders (PA to be signed, organizing the management structures of the project.	AUT	Event	19.07.2018	Released
	9,2	Quality control (creation the draft manual for the quality control and approval of the appointed project team.)		Product	19.07.2018	Released

Meeting Schedule 2019

Meetings	WP	Place	Nr of day	Dates
Sixth (month 18)	Dissemination event and quality control report	Barcelona	4	18 - 21.03.2019
Seventh (month 21)	Sustainability training, long term sustainability and management board meeting.	Bologna-AL	4-EU 6-AL	June ??
Eight (month 24)	Asses students and companies eperience	University of Medicine, Tirana	5	September? ?
Nineth (month 26)	Survey preparation and dissemination event.	Lisboa	5	November

On going tasks and activities

Wp 2	Lead partner	Tasks	Due to
Online Platform for Graduates Tracking And Employability	AL	<ul style="list-style-type: none"> ➤ will release the 1st module of the web platform (on-line registration, CV and questionnaire completion modules) 	January 2019
		<ul style="list-style-type: none"> ➤ population of the database after the platform have been tested; 	March - ongoing 2019
		<ul style="list-style-type: none"> ➤ will release the 2nd module of web platform (CV update and CV search modules). Release of a second set of web functionalities necessary for the supply of e-recruitment services 	2019

On going

Wp 3	Lead partner	Tasks	Due to
Knowledge Transfer and Competence Provision: Short Intensive Trainings	AL	➤ training and capacity transfer for staff in charge of the student offices/secretariats and career office.	2019
		➤ IT Sustainability Training for platform migration and maintenance	2019
		➤ first training on labour market analysis	2019

On going

Wp 4	Lead partner	Tasks	Due to
Creating sustainable university enterprise cooperation	UT	➤ developing traineeship assessing questionnaire for the student and companies.	2019
		➤ organizing focus group with students and hosting enterprices	2019
		➤ deliver questionnaire to career offices for future assessment	2019

On going

Wp 5	Lead partner	Tasks	Due to
Albanian graduates profile survey	UNIBO	➤ modules and indicators of the questionnaire defined and shared among partners; survey datasets cleaned and analysed	2019

On going

Wp 7	Lead partner	Tasks	Due to
Dissemination plan and materials	PUT	<p>➤ will be held the 3rd dissemination meeting at university of Barcelona, to disseminate the project among the EU wider community.</p>	2019
		<p>➤ the 4th dissemination event will take place in Lisbon at ISCTE-IUL to show to wider academic community the Albanian Graduates Profile Survey methodology best practice.</p>	2019
		<p>➤ the 5th diss. event will take place in Tirana at the University of Medicine on the occasion of assessment of training programs</p>	2019

On going

Wp 8	Lead partner	Tasks	Due to
Sustainability	MES	➤ technical transfer of the platform from AL	2019
		➤ collection of inputs from Albania stakeholders' managing boards on future financing of the platform and needs assessment	2019
		➤ elaboration of web platform user guides and video tutorials and mise online	2019

On going

Wp 9	Lead partner	Tasks	Due to
Management and Quality Control	AUT	➤ collect information and release of monitoring and financial reports	2019
		➤ organization of 2 SC meetings: - 4th SC is scheduled in concomitance with WP8 sustainability and will be held in Bologna at AL. - 5th SC is scheduled in concomitance with WP.4 to be held in Tirana at UMT.	2019
		➤ developing mid-term report to be sent to EACEA	April 2019

Financial Issues.... “Equipment Purchase”

1. Tender procedures start (June 2018)
2. Finalization of the equipment benchmarks/parametres for each partner (September 2018)
3. Opening on-line tender procedures (28/09/2018)
4. Cancellation of tender procedures (07/10/2018)
5. Re-opening on-line tender procedures (07/11/2018)
6. Closing the tender procedures and inventory of the equipments (20/12/2018)

Financial Issues..... “Equipment”

Supporting documents:

For the purposes of any financial evaluation and/or audit, beneficiaries will have to be able to justify / prove the following elements:

- The declared costs are identifiable and verifiable, in **particular being recorded** in the accounting system of the Beneficiary.
- The equipment is **properly registered** in the inventory of the institution concerned.

- Documentation on the **tendering procedure ORIGINAL (AUT)**
- The following should, however, be retained with the project accounts: **Invoice(s)** for all purchased equipment **Certified copy**
- **VAT** exemption statement
- **Proof of payment** (bank statement) **Certified copy**
- **Contract with supplier** (**certified copy**)

- **NOTICE: All equipment must be Labelled with E+ stickers**

Financial Issues..... “Staff cost”

Staff Costs (Max 40% of the total eligible direct costs)

Budget Line Staff Costs has four categories:

1. Manager (legislators, senior officials and managers)
2. Teacher/Trainer, Researcher (typically carry out academic activities related to surveys and studies)
3. Techican (technicians and associate professionals)
4. Adminastrative (office and customer service clerks)

Financial Issues..... “Staff cost”

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

- **STAFF CONVENTION** for each person employed **ORIGINAL**
- **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 **ORIGINAL**
- **ANY EVIDENCE** allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists, tangible outputs / products, salary slips, etc.) **Certified copy**
- **EMPLOYMENT CONTRACT** **Certified copy**
- **PROOF OF PAYMENT** (net + taxes) **Certified copy**
- **TAX STATEMENT** (if applicable by national law) **Certified copy**

Financial Issues... “Travel cost & cost of stay”

Supporting documents:

- **individual travel report (ITR) - Signed & filled – ORIGINAL**
- **travel order/decision (if applicable) Certified copy**
- **proof that the trip actually took place (e.g. travel tickets, boarding passes, invoices, receipts, attendance lists, agendas, etc)**
ORIGINAL AL partners / Certified copy EU partners
- **proof of payment for travel costs (bank statement) Certified copy**
- **proof of payment for stay costs (bank statement) Certified copy**
- **proof of payment for taxes (if any) Certified copy**

Financial Issues..... “Rules”

Suggestion rules for designation of reference numbers for supporting documents Coding SC and ITR documents

EXAMPLE 1:

If we have documents, referring to **Staff Costs (SC)**, we use next approach for coding **Convention Staff** document

P1 is a first participant of the project. In our case, that is AUT.

P1 – SC – 001

P1-order number of participants

SC- STAFF CONVENTION (Staff Costs -Budget Headings)

001 ÷ 100 we can use three or four digits, depending on how many of these documents you expect by the end of the project.

EXAMPLE 2:

If we have documents, referring to **Travel Costs and Costs of Stay**, we use next approach for coding **Individual Travel Report (ITR)** (**Annex III**):

P1 – ITR – 001

P1-order number of participants

ITR- Individual Travel Report (Travel Costs and Costs of Stay-Budget Headings)

001 ÷ 100 we use three or four digits, depending on how many of these documents you expect by the end of the project.

Financial Issues... “Sub - Contracting”

Sub-Contracting-Financial evaluation:

Typical activities which may be sub-contracted (provided they are not carried out by beneficiaries' staff):

1. Evaluation activities and auditing
2. Printing, publishing and dissemination activities
3. Translation services
4. Web design and maintenance

Financial Issues... “Sub - Contracting”

Supporting documents:

- 1.Subcontracts
- 2.Invoices
- 3.Bank statements
- 4.Tendering procedure for expenses exceeding 25.000€
- 5.Tangible outputs/products

Partner's reporting

Technical report (Progress report on implementation of the action)

- Reporting on the **progress of project activities** realized at the partner institution
- Includes progress indicators
- Template: https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en

Financial report (Statement of the costs incurred and Request for Second Payment)

- Declaring the amount of grant spent in the previous period
- Supporting documents for all declared costs (**hard copies**)
- **Financial report (Excel table):** https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en

Thank you for your attention!