



Staatlich anerkannte, private
**Fachhochschule des
Mittelstands (FHM)**

ERASMUS+ Multi-country project PROJECT MANAGEMENT

Fachhochschule des Mittelstands (FHM)
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A blue graphic element consisting of a white arrow pointing right, set against a blue background that tapers to the right.

**Kick-Off-
Meeting, Voronezh
24.11.-25.11.2015**

› WP 6 Project management (15.10.15-14.10.18)

Leading partner: FHM

Product: Reports and meeting, Sheets and templates

› Establishment of the Working group “Project Management”

- › One person from every partner institution, who will be in charge of the administrative and the financial tasks inside the facility
- › Definition of tasks, responsibility , deadlines etc.



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➤ General tasks of Working group PM is to

- Monitoring of the financial regulations, standards and prescriptions predefined by the EU-agreement
- Monitoring and control of the work plan realization
- Control and Adherence of deadlines and agreed data
- Information exchange and communication
- Official documentation, contractual and organizational issues



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Relevant information about the financial issues in the ERASMUS+ - Agreement, valid for all partners

- Accounting principle: **lump-sums**
- **Eligibility of cost**
 - Indicated in the budget
 - Incurred during the official project duration
 - Incurred in connection with the project actions
 - Identifiable and verifiable, recorded in the accounting records complying with national standards, also in terms of applicable tax and social legislation
 - Reasonable, justified and comply with the principle of sound financial management(economy an efficiency)



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➤ Ineligible costs (list not complete)

- Return on capital
- Debt and debt service
- Charges
- Provision for losses or debts
- Interest owed
- Doubtful debts
- Exchange losses
- Costs of transfer deductible VAT



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Overview about the funding:

1. Staff costs:	237.705,00€ (Cannot exceed 40% of Total)
2. Travel costs:	83.405,00€
3. Costs of stay:	116.880,00€
4. Equipment:	96.992,00€ (Cannot exceed 30% of Total) (only for Program countries)
5. Subcontracting:	59.400,00€ (Cannot exceed 30% of Total)
TOTAL:	594.382,00€

Amendments in the ERASMUS+ Program funding:

Accounting principle: Lump sums, no indirect costs and no co-financing as obligation



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1. Staff costs: 4 categories (Manager, Teacher, Technician, Administrative). Not the position but the work done by the staff members are deciding

2.+3. Travel and stay costs: not the real costs will be reimbursed – lump sums for trips

travel: depending upon the distance

stay cost: uniform amount for all trips

➤ Task of the WG “Project management”

➤ To control the documentation inside the institution their compliance with the standards and requirements

➤ To elaborate the financial report every half year and to submit to FHM



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4. Equipment costs: (only for Program Countries, max .30% of funding)

Equipment has to be procured in accordance with the items listed in the proposal. Principles of economy
(more information after agreement is provided)

5. Subcontracting: (only for Program Countries, max .10%)

- Only a limited part of action
- Necessary for aims achieving and project implementation
- Estimated costs are clearly identifiable in the budget
(more information after agreement is provided)



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- Task of the WG “Project management”
 - To lead and control the financial project documentation and the compliance with the standards and requirements the inside the institution
 - To elaborate the financial report every half year and to submit to FHM
 - To communication regularly with the coordinator and other participants



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Project management: MONITORING



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- **Monitoring and control of the work plan realization**
 - Regular internal exchange within the institution and control of the project implementation
 - Communication of delays to the coordinator
 - Establishment of working groups for core activities

- **Control and Adherence of deadlines and agreed data**

- **Official documentation, contractual and organizational issues**
 - Providing of necessary documentation, especially regarding the reports (every 1/2 year to FHM)



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➤ Information exchange, communication and meetings

- Implementation of **jour-fix** for administrative or contentual questions for clarification and explanation (suggestion of FHM)

➤ **Document administration:** www.infonex.eu

International platform used by FHM for international projects

Up- and Download of documents , access time and location -independent

Current version of papers

File-name: has to be in English, not too long, eg. Internal_survey-results_VSU.

➤ **Online meetings, personal meetings:**

- Agenda should be agreed with partners in advance (general topics already during the last meeting)
- Minutes will be done by the host institution and provided to the project team



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Project management: COMMUNICATION



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- Since no agreement is provided by the EU, concrete information regarding the financial aspects and issues will be forwarded to partners by the coordinator
- Additionally we can arrange a separate workshop or discussion round in the framework of the next personal meeting to clarify all questions



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Thank you!



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