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Training for Medical education via innovative eTechnology

WP6

Management

ediTec



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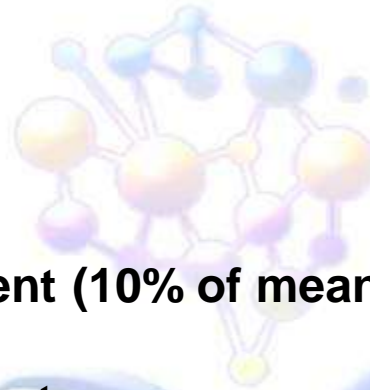
MediTec Project Number: 585980-EPP- 1-2017- 1-DE- CBHE-JP

How to manage the project MediTec successfully?



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- i. Remarks – experiences, needs, ...**
- ii. Tasks of the WP**
- iii. Steering committee**
- iv. Problem: last payment (10% of means)**
- v. Partnership agreement**
- vi. Staff costs**
- vii. Travel costs, costs of stay**



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i. Remarks – experiences, needs, ...

WP for solving project tasks
our aims for improving educational process

The grant is our problem !!!

- There are several limitations due to:
 - rules of EACEA in Brussels, guidelines
 - rules of JO/IQ/IR financial systems,
 - rules of DE/CZ/SK/MA financial systems
 - DE (DE rules, Saxony rules and **HTWK rules** : Central administration in HTWK ,Rectorate of HTWK, §§§)
- Monitoring visits, reporting, auditing (Consequences, performance of audits, proof of payments, co-financing,.....)
- Changes in project implementation





ii. Tasks of the WP Management

means:

- overall responsibility for success of entire project
- financial and other reports regularly sent from **local coordinators** to grant holder
- budgetary control
- responsibility of partners for implementation and project support by local authorities
- adequate and fair participation of all partners
- Coordination of meetings
- Management of project activities

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6.1 Coordination meetings

- for ensuring

- efficient implementation and quality,
- inclusion of all consortium members
- communication between partners.

- HTWK performs overall project management and coordination, **But** only together with the local coordinator and WP leaders and off course all partners

LC and WPL are responsible for local management/organization of activities and cooperating in steering committee

- all partners performs accounting & submit data via local coordinator / WP leader to HTWK.





6.2 Controlling of the project activity, Monitoring and evaluation of results

All partners will work together on:

Control of project activities
by LC and WPL:

- monthly/weekly control of project quality and
- results summarized and documented
- activities evaluated and
- Results and reports after each activity, sent to the HTWK





6.3 Reporting and control of the budget

budget calculation & control, all local coordinators are responsible

- by LC + WPL + responsible person for financial report, controlled by project coordinator
- financial documentations required for transparency in original
- use of financial means before starting + after performing activities, in order to ensure successful perform
- financial reports after each activity (invoices and calculations must be sent in original)





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iii. Steering, quality and technical committee

Steering committee for activities' coordination

SC is responsible for many issues, for example:

- strategic decisions for project performance & implementation;
- management of project activities;
- internal quality control, assessment, monitoring and reporting;
- conversion project applications to a practical plan.
- conflict management;
- budgeting;
- evaluation of the project results





SC

- 4 EU university partners including the coordinator
- JO-LC, 1 IQ-LC-, 1 IR-LC-university partners,
- each with 1 voice
- WPL & coordinator give overview on WP quality & financial planning & project status during meetings,
- meeting 2x per year
agreements and results of meetings published in project website/
mails.
- decisions of SC legally binding to all parties concerning project implementation
- decisions of SC recommendations for financial questions with respect to Grantholder due to financial responsibility of legal representative,





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- decisions of SC legally binding to all parties
 - concerning financial questions of all other consortium members
- coordinator leads SC meetings & prepares proposals to SC.
- SC sessions and decisions
 - open and/or during project meetings
 - or closed
 - or in writing by a circular resolution (if all agree).
- decisions valid via two-thirds (2/3) voice of its members
 - in event of a tie, the coordinator shall cast the deciding voice.
- taking notes during meetings
- decisions of SC distributed to all parties without delay.
 - e.g. via website
 - decisions will collected and kept by the coordinator





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iv. Problem: last payment (10% of means)

only after successful Final Report
may be reduced

but: delivering all invoices



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v. Partnership agreement



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Erasmus+ Programme
**Capacity-Building projects in the field of Higher
Education
(E+CBHE)**

Partnership Agreement

Project

**"Training for Medical education via
innovative eTechnology"**

MediTec

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Partnership Agreement

Project OPATEL

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The present Partnership Agreement, hereinafter referred to as "the Agreement", is made and entered into by and between,

Leipzig University of Applied Sciences [HTWK]
Karl-Liebknecht-Strasse 132.D-04277 Leipzig, Germany

hereinafter referred to as the "coordinator", represented for the purposes of signature of the Agreement by Prof. Dr. Swantje Henschel, Chancellor, the legal representative as defined in the Grant Agreement 2017 - 3559 / 001 - 001,

And the following beneficiaries:

P2. Univerzita Pavla Jozefa Safarika v Kosiciach [UPJS] - established in Slovakia
P3. Masarykova Univerzita [MU] - established in Czech Republic
P4. int@E[nt@E] - established in Germany
P5. Jordan University of Science and Technology [JUST] - established in Jordan
P6. The University of Jordan [UJ] - established in Jordan
P7. Hashemite University [HU] - established in Jordan
P8. Princess Sumaya University for Technology [PSUT] - established in Jordan
P9. University of Duhok [UoD] - established in Iraq
P10. University of Baghdad [UoB] - established in Iraq
P11. University of Basra [UoB] - established in Iraq
P12. Tehran University of Medical Sciences [TUMS] - established in Iran
P13. Iran University of Medical Sciences [IUMS] - established in Iran
P14. Yarmouk University [YU] - established in Jordan
P15. University of Malta [UM] - established in Malta

hereinafter referred to as the "beneficiaries", represented for the purposes of signature of the Agreement by their legal representatives, according to the mandates previously signed and attached to the Grant Agreement (here in Annex IV).

Where a provision applies without distinction to the "coordinator" and the "beneficiaries", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:

Article 1

Subject of the Partnership Agreement

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action MediTec (hereinafter referred to as the "project").

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Article 20 Annexes

- Annex I - Budget/Expenditure/Co-financing breakdown per partner and budget category.
- Annex II - Remuneration modalities of staff involved in the project.
- Annex III - Reimbursement modalities for travel and costs of stay.
- Annex IV - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.
- Annex V - link to Guidelines for the Use of the Grant.
- Annex VI - link to FAQs
- Annex VII - Individual Bank account of each beneficiary organisation.
- Annex VIII - Internal Reporting forms.



Contact Information and Signatures P2

Universität Pavia Jozefa Safarika v Košiciach [UPJS]

The following beneficiary staff member acts as the central contact person for the project

LASTNAME, Firstname	
Position	
E-Mail	
Telephone	

Payments to the beneficiary should be made to the following bank account:

Beneficiary's Name and Address:	
Beneficiary's INN Code:	
Beneficiary Bank's Name and Address:	
Beneficiary Bank Account:	
Beneficiary Bank's BIC/SWIFT:	
Correspondent Bank's Name and Address:	
Correspondent Account:	
Correspondent Bank's BIC/SWIFT:	

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.

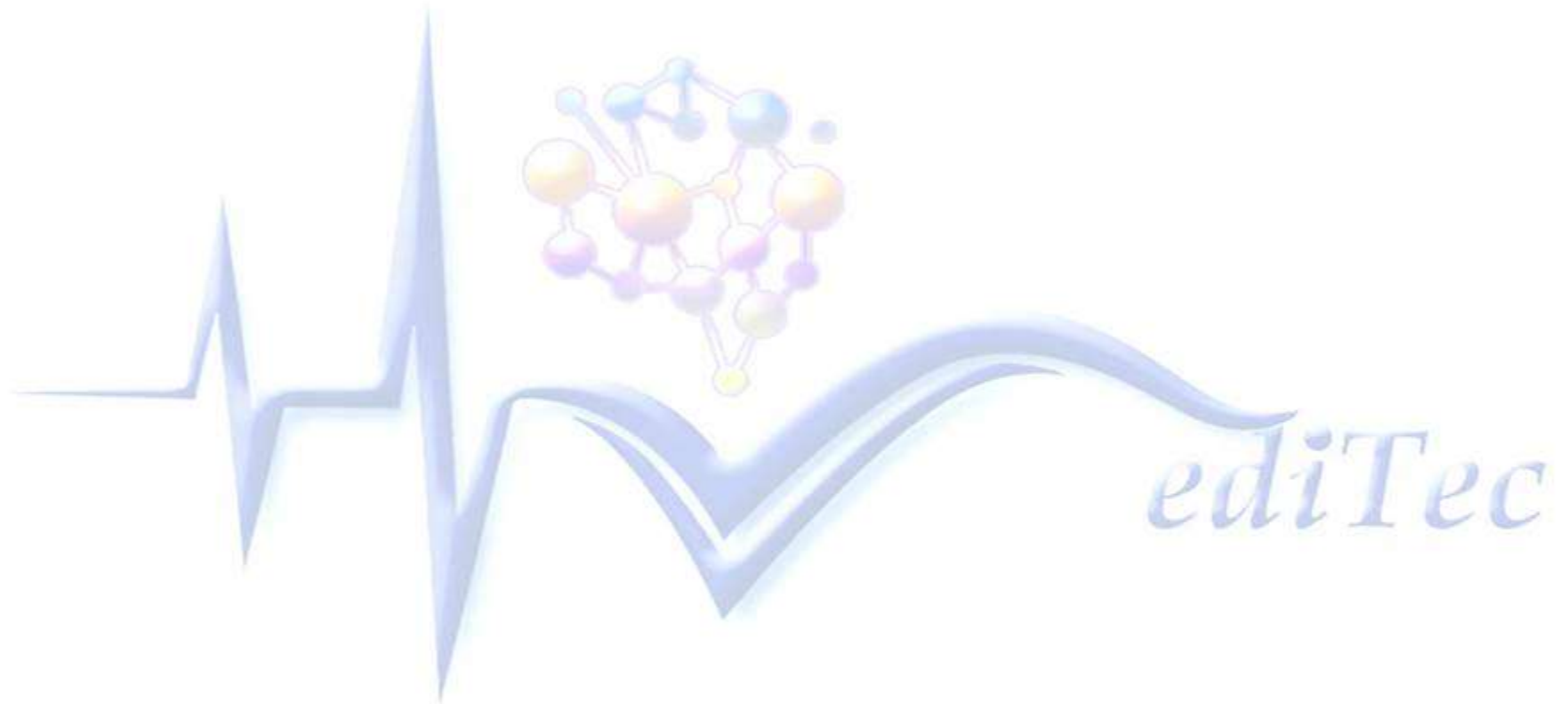
<p>For the coordinator The legal representative:</p> <p>Prof. Dr. Swantje Heischkel Chancellor</p> <p>University of Applied Sciences, Leipzig Karl-Liebknecht-Str. 132 04277 Leipzig, Germany</p> <p>Signature and stamp</p> <p>Done in Leipzig</p> <p>Date: 07/2018</p>	<p>For the beneficiary The legal representative:</p> <p>[Name] [function]</p> <p>[Name of the partner/institution (SPAB)] [Name of the street] [postal code, town, country]</p> <p>Signature and stamp</p> <p>Done in [City name]</p> <p>Date: 01/2018</p>
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