

# Lifelong Learning Programme

*Education and Culture DG*

*EACEA*



Project

**Identifying barriers in promoting the European Standards and Guidelines for Quality Assurance at institutional level and making recommendations as to how these might be addressed (IBAR)**

*Co-ordinator*

*Centre for Higher Education Studies,  
Prague, Czech Republic*

# Reporting

- WP4 ⇒ Evaluation of project's work (project proposal, pp 71-75)  
responsibility ⇒ project co-ordinator
- **Regular Evaluation Reports** („self-evaluations“, 11 in total)  
provided at the end of each third months  
agreement from Glasgow:
  - \* each third month ⇒ report on project activities
  - \* each sixth month ⇒ report on project activities + report on financing ⇒ **necessary collaboration of all partners**
- **Progress Report (to be submitted not later than August 1, 2012)**
- **Evaluation Report of experts (January 2011-June 2012, to be presented in Warsaw)**
- **Final Evaluation Report of experts (December 2013)**

# Progress Report: public part

Executive summary

1. Project objectives
2. Project approach
3. Project outcomes and results
4. Partnerships
5. Plans for the future
6. Contribution to EU policies
7. Extra heading/section (optional)

Public part will be elaborated by the project co-ordinator

**Comments, ideas, ... from all partners to chapters 5, 6, (7) appreciated (possibly until mid June)**

# Progress Report: confidential part

## 1. *Declaration by the Beneficiary*

## 2. *Outcomes/Results/Products*

Workpackage: Deliverable, % Achieved, Delivery date, Nature (report, service, .....), Dissemination level (public, restricted, .....), Language version

Impact: **quantify the impact of each deliverable in term of end users** ⇒ **help of each partner needed**

## 3. *Implementation of the workplan/tasks*

3.1 Deviation from the work plan: Workpackage, Type of reference, Planned starting data, Actual starting date, Planned duration, Actual duration (Deviation and the reason for it, Proposed or implemented solution)

3.2 Update of the workplan

Describe the planned activities until the end of the project

Workpackage title, Type of reference

# Progress Report: confidential part

## 4. *Impact*

### 4.1 Short-term impact targets (dissemination)

Number of people reached and strategies for teaching them during the lifetime of the project

### 4.2 Long-term targets (dissemination and sustainability)

People to be reached and strategies for reaching after the end of the project, to review the information of the project proposal

**Collaboration with partners needed** ⇒ **short information of each partner (possible until mid June)**

## 5. *Involvement of Partners*

Workpackage title

Partner – Activities (indicate the actual involvement of each partner in each of workpackages)

Meeting location, Date, Partners that participated, Purpose of the meeting

**Specific comments from partners appreciated**

# Progress Report: confidential part

## 6. *Involvement of Staff*

Indicate the involvement of each member of staff per category, per partner

**Table: Partner name, category (M, R, T, A), staff name, period of assignment (from-to) – must correspond to the timesheets**

## 7. *Management Aspects*

Describe methods to manage the consortium, co-operation among partners, monitoring system and tools of assessment. Provide details of any changes to the partnership (withdrawals/replacements), impact for the work plan. Report on any particular difficulty related to the management

**Comments from partners appreciated**

# Progress Report: confidential part

## 8. Dissemination and Exploitation

Provide details of confidential results, intellectual property, copyrights etc. Include login and password details for any confidential areas of the project websites

Annex 1 *Financial reporting table* (use of the template obligatory)

**All partners must provide co-ordinator with complete:**

- **Activity Progress Report**
- **Internal Report Form** (summary of all expenses)
- **Staff cost – time sheets**
- **Table Section 6: Partner name, category (M, R, T, A), staff name, period of assignment (from-to)**
- **List of expenses – Travel cost, Subsistence, Other**  
covering the work on the project for: January-June 2011  
July-December 2011  
January-June 2012

# Progress Report: confidential part-Financial Tables

## Staff

Partner (country)

1. Manager

Days on the project, Cost per day, Total staff cost by category

2. Researcher

Day on the project, .....

.....

Overall total number of working days, Overall total staff costs

## Travel and Subsistence Costs

Partner (country)

Name of the person

Purpose of the trip

City and Country of departure, City and Country of destination

Start date, End date

Travel costs, Subsistence costs, Total costs

[http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting\\_lifelong\\_1\\_earning\\_2010\\_en.php](http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting_lifelong_1_earning_2010_en.php)



# Progress Report

## The Progress report must

- be submitted to the Agency at the latest by 1.8.2012 (I.6 Grant Agreement)
- cover the period from the start date of the project until one month prior to the submission date of the report
- Therefore we need the financial documentation for the period 1-6/2012 as soon as possible (in the first week of July 2012) to be able to process the Progress report on time.

# Progress Report

- The next payment of 40% of the budgeted money is depending upon well-timed submitted Progress report
- Late submission may delay the payment of due funds and we may receive late feedback preventing us from making corrections and exposing us to possible failure
- In the case that the Progress report has missing or incomplete information, the Agency will ask for additional information to be submitted
- In these cases, the period foreseen in the contract for payment will be suspended until the additional information has been received by the Agency
- **The Agency needs 90 days to process the request for the next payment**

# Progress Report and financial documentation

Approval of the Progress report does **not imply** a confirmation of the **eligibility of expenditures** as declared in the progress report.

A complete financial analysis will be made at the Final Report stage.

Any **ineligible** cost will be deducted from the total amount of expenditures reported, in order to calculate the **total eligible costs of the project**

**Total eligible costs x 0.75 = final EU grant**

## What we appreciate

- that the partners who send to us the electronic completion of all financial documentation **to continue to do so**. It will help significantly to control the eligibility of the costs and consequent further pre-financing as well as any future check or audit
- to have a kind of official confirmation/letter in the case that it is **not possible to recover VAT** in accordance with the national legislation (see Grant Agreement, Article II.14.4) from those who haven't sent it yet