

Online Kick off meeting

CL4L

Creative Learning for Life

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Agenda for today

- 09.00 - 09.10 Welcome, agenda and goals
- 09.10 - 09.30 Short introduction of participants
- 09.30 - 10.00 Project overview
Aims, Impact & Project Results
- 10.00 - 10.35 Consensus Document (Including Q & A)
Project design: Work-packages, Planning, Transnational Meetings, Roles & Responsibilities
- 10.35 - 11.00 Break
- 12.00 - 12.00 Finances and Administration (Including Q & A)
- 12.00 - 12.20 Presentation & Election of logo's
- 12.20 - 12.30 Debriefing and closure



Goals for today

- Project partners (participants of the meeting) understand the content, design, role and responsibilities, expected outcomes and planning of the CL4L project.
- Project partners (participants of the meeting) are aware of the financial and administrative guidelines and regulations (a document with information about finances, payments, and project administration (e.g., time sheets)).
- Project partners agree on the content of the Consensus Document: a document with information about the content (goals, objectives, results (deliverables), expected outcomes and planning) of the project, including all tasks and responsibilities of the partners.



Introduction of the partners



No	Organisation
P0	Stichting Rea College Pluryn (NL)
P1	All About Quality Consultancy (NL)
P2	For Business Life Skills (IT)
P3	Doc Servizi (IT)
P4	Venetica Società Cooperativa Sociale (IT)
P5	Biotehniski izobraževalni center Ljubljana (SLO)
P6	TALLINNA MAJANDUSKOOL (EST)
P7	Croan (NL)



Finances & Administration



- * **Budget: lump sum per work-package**
- * **Administration**
- * **Payments: advanced payments**

All details must be put in the European database (Mobility Tool) by the project manager in order to claim the costs



Budget

Always co-funding

* **Staff costs**

Working days per work-package

Fixed amount

* **Travel and accommodation**

To be present at transnational meetings outside your own country

Fixed amount based on distance, for fixed number of staff

* **Exceptional costs**

For translation of documents and hosting meetings (transnational and multiplier event)

Based on invoices



Administration

Keep records until 5 years after completion of the project

- * **Participants in the project**

Proof of official relation of the participants with the Partner (contract or declaration of the employer)

- * **Transnational meetings**

Attendance list signed by all participants and the manager of the hosting organisation

Certificate of attendance for each participant

- * **Work in the work-packages**

Signed timesheets (Example on the next slide)

- * **Multiplier Event**

Agenda/program, attendance list signed by all participants and feedback of participants

- * **Translations**

Contract and invoice of the subcontractors



Timesheets



Timesheet											
Project name	CL4L	Partner number	P0		<i>Signature employee</i>						
Project number	2022-1-NL01-KA220-VET-000084999	Partner organisation	Stichting REA College Pluryn								
Timesheet period		Country	Netherlands								
Start date	01-11-2022	Daily rate	€ 240,00								
End date	10-03-2023										
Name employee	Birgit Grimbergen	Working hours per day (based on full-time)	8,00		Total costs this period € 0,00						
Date	Tasks	Hours					Days				
		WP 1	WP 2	WP 3	WP 4	WP 5	WP 1	WP 2	WP 4	WP 4	WP 5
							0,00	0,00	0,00		0,00
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Employer											
Name		<i>Signature employer</i>									
Job title											



Payments

- * **Three payments made by the project manager**
At the start 35%, halfway 35% and at the end 30%
- * **Based on positive evaluation of the funder for each work-package**
70 – 100 points = 100%
55 – 69 points = 90%
40 – 54 points = 60%
0 – 39 points = 30%



Any questions?



Logo's

