

CITI-VAL Project

CITIZENSHIP with SOCIAL and CIVIC VALUES

ERASMUS+ Programme / Application n° 2016-1-FR01-KA204-023961

PSG Meeting

Adm. Fin. Workshop

M2 Transnational Meeting

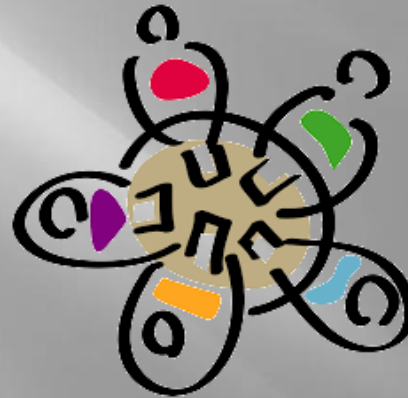
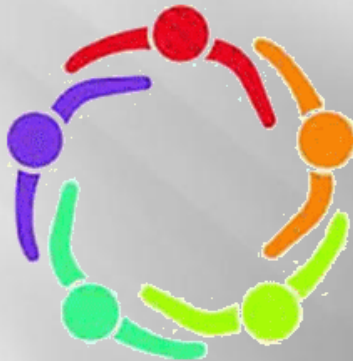
in BUDAPEST



Erasmus+

M2 in Budapest (HU)
May 02-04, 2017

CITI-VAL Project Steering Group (PSG)



- 1 « permanent » participant per partner attending all visits (M – C)
PSG members will meet during **M2** – M3 – M4 – M5
for administrative, financial and ... matters



CITI-VAL Project Work Schedule

Initials	Meanings
M1-M2-M3-M4-M5	Transnational Project Meetings
A1 A2-A3	Project Management Implementation Activities
O1-O2- <u>O3-O4-O5-O6</u>	Intellectual Outputs
C1-C2	Training and Teaching Activities
E1- <u>E2-E3-E4-E5</u> -E6-E7-E8-E9	Multiplier Events



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In your timesheets, work can and should be assigned to the following revenue streams to ensure the correct distribution of funds:

- Project management and implementation – payment of teachers, associated costs etc.
- Meetings – travel and subsistence for partners
- Intellectual Outputs – any work pertaining to
- Multiplier Events
- Travel (Learning/Teaching/Training) – for teachers' travel to C1 & C2
- Individual Support – for teachers' subsistence during C1 & C2



CITI-VAL	DE	ES	FR	HU	TR
Project management	Lump sum (12 000 euros (FR) / 6 000 euros (DE-ES-HU-TR))				
Transnational meetings (per person)	<u>2 participants</u> per country whose national referent 100 – 1999 km = 575 euros (transport, accommodation, meals) 2000 km and + = 760 euros (transport, accommodation, meals)				
IO1 IO2	9 days 17 days	9 days 17 days	9 days 33 days	<u>22 days</u> <u>17 days</u>	9 days 17 days
Multiplier events	E5 25 guests + E6	E2 25 guests + E7	E3 25 guests + E8	E1 40 guests -	E4 25 guests + E9
Travel for C1 & C2 activities	C1 = 4 participants + C2 = 2 participants (+M4) Transport is 275/360 euros/person				
Individual support	5 « <u>work days on site</u> » per participant (C1 - <u>ES</u> - and C2 - <u>DE</u> -) 5 600 euros for FR-HU-TR and 2 800 euros for DE-ES				
Exceptional costs (75%)	E6 3000 euros Translation 900 euros	E7 3000 euros Translation 900 euros	E8 3000 euros Translation 900 euros	Translation 900 euros	Translation 900 euros

CITI-VAL Budget review



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Annex IV-1

Mandatory Exchange rates
with Turkish Lira (TRY)

1 TRY = 0.30324 EUR

1 EUR = 3.2977 TRY



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Annex IV-2

Mandatory Exchange rates
with Hungarian Forint (HUF)

1 HUF = 0.00324 EUR

1 EUR = 308.97 HUF



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Annex IV-3

Mandatory Exchange rates between
Turkish Lira (TRY) – Hungarian Forin (HUF)

1 TRY = 93.69257 HUF

1 HUF = 0.01067 TRY



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By mail dated December 04, 2016 at 10:55 am

All partners received

- M1 (kick-off) report and action note
- Definition of concepts (F-I-NF, Competence)
- Matching activity
- **Financial procedure**



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Financial procedure stated

- **Financial periodic terms**
- **Partner payment dates**
- **Templates for individual timesheets**



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Financial periodic terms

1. **CAUTION:** Partners are reminded that timesheets should be submitted monthly while financial documents must be returned on a quarterly basis.

2. FINANCIAL PERIODIC TERMS

Q1 | Sept 2016 – Nov 2016

Q2 | Dec 2016 – March 2017

Q3 | April 2017 – July 2017

Q4 | Aug 2017 – Oct 2017

Q5 | Nov 2017 – Feb 2018

Q6 | March 2018 – June 2018

Q7 | July 2018 – August 2018



Project activity	2016				2017												2018							
	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
A1 - Project management												IR												
M1 - Kick off			FR																					
O3 - CITI-VAL working platform																								
O4 - Glossary																								
O5 - Communication																								
O6 - Production of working documents (Financial Interim Reports)			30	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
A2 - Data coll. for State of the art																								
O1 - Analyze of state of art																								
M2 - Transnational meeting									HU															
E1 - University colloquium									HU															
C1 - Creation of pedagogical process with production of activities										ES														
A3 - Design and development of national pedagogical activities																								
M3 - Transnational meeting													ES											
E2 - Regional colloquium													ES											
E3 - Regional colloquium														FR										
E4 - Regional colloquium																TR								
E5 - Regional colloquium																								
C2 - Productions' sequences and specification for pedagogical pack																								
M4 - Transnational meeting																				DE				
O2 - Pedagogical pack "ready to use"																								
E6 - National ending conference with European videoconference																							DE	
E7 - National ending conference with European videoconference																							ES	
E8 - National ending conference with European videoconference																							FR	
E9 - Final conference with M5 meeting "Results and Recommendations"																								TR

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Partner payment dates

A scanned copy of signed timesheets should be submitted to contact@euro-cides.eu in the first instance with a copy sent to dominique.antony@cegetel.net . Original timesheets indicating staff costs incurred from the project should be retained, managed and stored by the partner for five years after the last payment. Please note, for those partners who are delayed in returning timesheets there will be a delayed payment of funds.



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Partner payment dates

Partner Payment Dates					
Country	20% advance December 2016	Second (25%) July 2017	Third (20%) February 2018	Fourth (15%) June 2018	Final (up to 20%) End 2018 / Early 2017
France	€ 8 700.00	€ 10 877 .00	€ 8 700.00	€ 6 526.00	€ 8 700.00
Germany	€ 5 447.00	€ 6 808.00	€ 5 447.00	€ 4 085.00	€ 5 447.00
Hungary	€ 5 069.00	€ 6 337.00	€ 5 069.00	€ 3 802.00	€ 5 069.00
Spain	€ 5 010.00	€ 6 264.00	€ 5 010.00	€ 3 758.00	€ 5 010.00
Turkey	€ 4 958.00	€ 6 199.00	€ 4 959.00	€ 3 719.00	€ 4 959.00



Templates for individual timesheets

Activities should be listed according to the work plan:

- IO1-IO4
- A1-A6

For example, work relating to the training plan or validation approaches will be listed as **IO2/A1**. See below...

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	A	B	C	D	E	F	G	H	I	J	K	L	M
7													
8	Name	(staff name)								Month			
9													
10	Position									Total Days for month		2.5	
11													
12	Organisation												
13													
14	Week beginning:		Mon	Tue	Wed	Thur	Frid	Total Days		Week beginning:	Mon	Tue	
15	Example:									Activity:			
16	Project Management		0.5					0.5		Activity:			
17	Intellectual Outputs (IO3, A1)			1	0.75		0.25	2		Activity:			
18	Activity:							0		Activity:			
19	Activity:							0		Activity:			
20	Total Hours		0.5	1	0.75	0	0.25	2.5		Total Hours		0	
21													
22													
23	Week beginning:		Mon	Tue	Wed	Thur	Frid	Total Days		Week beginning:	Mon	Tue	
24	Activity:							0		Activity:			
25	Activity:							0		Activity:			
26	Activity:							0		Activity:			
27	Activity:							0		Activity:			
28	Activity:							0		Activity:			
29	TOTAL		0	0	0	0	0	0		TOTAL		0	

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-1- Timesheet for staff costs 1/2



ERASMUS+ / Strategic partnership
Intellectual output - Time sheet for staff costs



Erasmus+

Project's reference number	CITI-VAL Project 2016-1-FR01-KA204-023961
Employer's country	
Employer	
SURNAME of the person	
Forename of the person	
Staff category	
Part time	
If yes, please indicate %	

Intellectual output reference	Activity period		Number of work days for the intellectual output during the period, in full-time equivalent	Applicable rate [cf. rates stated in the 2d tab]	Reported costs for the project	Description of activities and tasks carried out for the project
IO 1 / IO 2	Start of the period (dd/mm/yy)	End of the period (dd/mm/yy)				
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	

TOTAL nb of days	0
TOTAL costs	0,00 €

Legal representative's SURNAME	
Forename	
Date	
Signature	
Stamp	



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-1- EU Max. Rates to fill Timesheet for staff costs 2/2

	Manager	Teacher/Trainer/ Researcher	Technician	Administrative staff
	Max. Amount per day in EURO			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway				
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland		214	162	
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia		137		
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey		74		



ERASMUS+ Strategic Partnership

CITI-VAL Project

PJ 1

Annex IX

	Actual Costs Q1 <u>01 Sep 16</u> 30 Nov 16	Actual Costs Q2 01Dec 16 31 Mar 17	Actual Costs Q3 01Apr 17 31 July 17	Actual Costs Q4 01Aug17 31 Oct 17	Actual Costs Q5 01Nov 17 28 Feb 18	Actual Costs Q6 01Mar 18 30 June 18	Actual Costs Q7 01Jul 18 <u>31 Aug 18</u>	Total Costs to Date	Grant Allocation	Variance
CITI-VAL Budget										
Project Management								€ -	€ 36 000,00	0%
Transnational Meetings								€ -	€ 25 960,00	0%
Intellectual Outputs								€ -	€ 24 544,00	0%
Multiplier Events								€ -	€ 19 200,00	0%
Travel for Learning Activity								€ -	€ 7 450,00	0%
Individual Support								€ -	€ 22 400,00	0%
Exceptional costs								€ -	€ 15 375,00	0%
Sub Total	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	€ -	€ 150 929,00	0%



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**European Rules to refund
project's expenses such as
transports, accommodation
and meals**



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LET'S WORK TOGETHER
TEAMWORK

