Erasmus+

Erasmus Mundus Design measures « EMDM »

Grant management, monitoring and reporting

Coordinators' Kick-off meeting

February 2022

European Education and Culture Executive Agency

European Commission

BUDGET (Annex 2 of the Grant Agreement)

LUMP SUM: € 55.000

➢ GA Art. 6; 'eligible' (…) if the work package(s) are completed (…)'

➢ FR. Art. 183: checks and controls; 'the achievements of the outputs', 'proof of triggering activities'

➢ Programme Guide:

The support takes the form of a financial lump sum contribution to the costs directly linked to the activities necessary to set up the new Master programme, such as meetings and conferences, studies/surveys, accreditation/evaluation process, etc. The contribution can also be used to cover staff costs, travel and accommodation costs, administrative costs and sub-contracted activities, in so far as relevant for the implementation of the Erasmus Mundus Design Measures.

European Commission

Expected outputs after 15 months (1/2) <PG:

- Joint **student admission** requirements and application, selection, monitoring, examination/performance, evaluation rules/procedures;
- Joint **programme design** and integrated teaching/training activities;
- Common **services offered to students** (e.g. language courses, visa support);
- Joint **promotion** and awareness-raising strategy;
- Joint administrative and financial **management** by the consortium;

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Expected outputs after 15 months (2/2):

- A joint **degree policy**;
- A draft joint **partnership agreement** involving at least three HEIs from three different countries, of which at least two should be programme countries. This agreement is intended to cover all academic, operational, administrative and financial aspects related to the implementation of the Master programme.
- A draft **joint Student Agreement**.
- Adhere to the Standards for Quality Assurance of Joint Programmes in the EHEA.

European Commission

PARTNERSHIP AGREEMENT

➢ Useful examples are available on the former EACEA beneficiary space for inspiration, not as mandatory elements.

➢ They can include aspects such as:

  ➢ General project management issues

  ➢ Mobility arrangements

  ➢ Financial arrangements

  ➢ QA, dissemination, sustainability
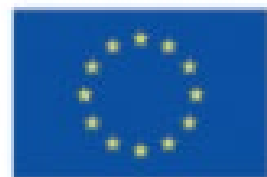
  ➢ Any further arrangements

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Recommended outputs:

It is encouraged to at least **launch any accreditation/evaluation process** before the end of the project, and explore the opportunities offered by the European Approach for Quality Assurance of Joint Programmes (if national legislation alows).
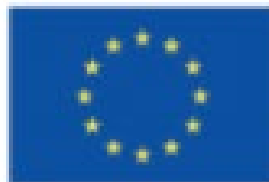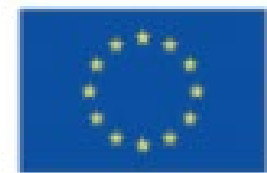
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Visual identity

Art. 17.2 of your Grant Agreement

Visual Identity - Programming period 2021-2027 (europa.eu)

New guidance document at **https://op.europa.eu/s/vLFm**

Monitoring – objectives & role EACEA

Project level

- Sound project management
- On track with initial objectives

Programme level

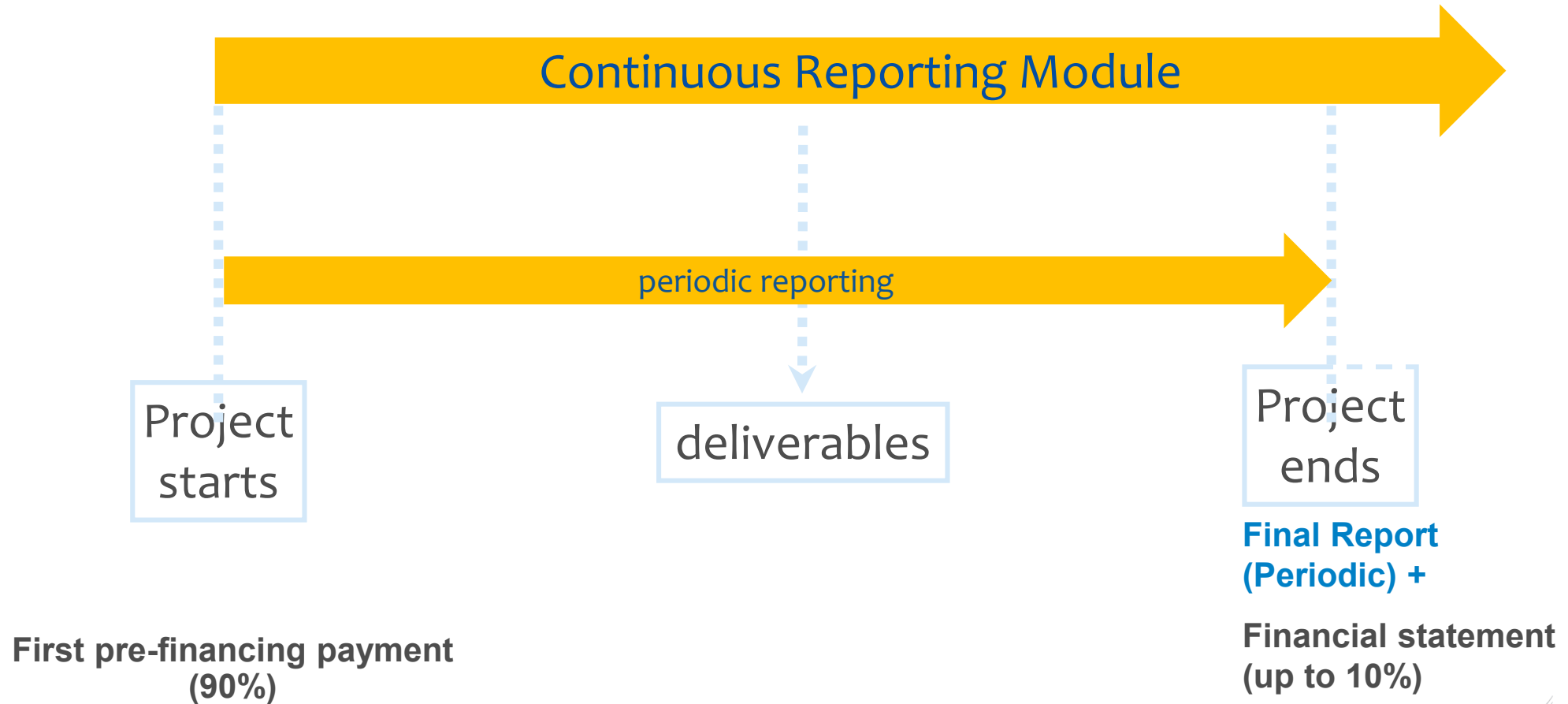- Project in line with EMDM policy objectives
- Compliance with EU rules

European Commission

FTOP REPORTING

Continuous reporting
& monitoring

1 FIXED REPORTING
PERIOD: Final Report

European
Commission

"Fixed" period of 15 months

Continuous Reporting Module

periodic reporting

Project starts

deliverables

Project ends

Final Report (Periodic) +

First pre-financing payment (90%)

Financial statement (up to 10%)

European Commission

Continuous Reporting

Activated at the time project starts

Yellow box: a task is available to be carried out by the Consortium

Blue box: consortium has submitted information and wait the action of the EU
(no task available to the Consortium)

A black box means that the process is finalised

Each PROCESS box consists of different sections

Click on the hyperlink to encode the data

e.g. Grant Agreement Preparation, Amendment

Continuous Reporting

[+] Continuous reporting data

Grant Management

Project Continuous Report

ERASMUS-LS

Call: ERASMUS-EDU-2021-EMJM-DESIGN
Topic: ERASMUS-EDU-2021-EMJM-DESIGN

Project Summary	Deliverables	Milestones	Critical Risks	Events and Trainings	Financial support to 3rd parties
❌	ℹ️	ℹ️	✅	✅	✅

Deliverables and Other Reports

ℹ️ For each Deliverable, a single file (max 52MB) can be uploaded

▼
Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.
The labels used mean:

Public — fully open(⚠️automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Show Filters   ✖ Clear Filters

Work Pac	Deliveral	Delivera	Deliverable Name	Description	Lead I	Type	Dissemin	Due Date	New Due Da	Delivery Da	Approval Date	Status
WP1	D1.1	D1	Survey	It is also our intention to associate students ...▭	UL	R	PU	30 Apr 202				Pending
WP1	D1.2	D2	Analysis of the results	It is also our intention to associate students ...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.3	D3	Syllabus	A detailed syllabus of the Master program▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.4	D4	Accreditation	Accreditation of the Master program by the thre...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.5	D5	Organigram of the Master	The workgroup will elaborate the policy of admi...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.6	D6	Typical agenda of the meet	The workgroup will elaborate the policy of admi...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.7	D7	Budget of EMJMD	The workgroup will be in charge to evaluate all...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.8	D8	Financial rules between par	The workgroup will be in charge to evaluate all...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.9	D9	Draft Partnership Agreemen	The project manager will prepare a draft Partne...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.10	D10	Application, Selection, Adm	The workgroup will establish the prerequisite o...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.11	D11	Harmonised procedure of E	The workgroup will be in charge to harmonise th...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.12	D12	Student Welcome Pack	The workgroup will establish a complete list of...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.13	D13	Draft Student Agreement	The project manager will prepare a draft Studen...▭	UL	R	SEN	30 Apr 202				Pending
WP1	D1.14	D14	EMJMD Proposal	The project manager will be in charge to provid...▭	UL	R	SEN	30 Apr 202				Pending
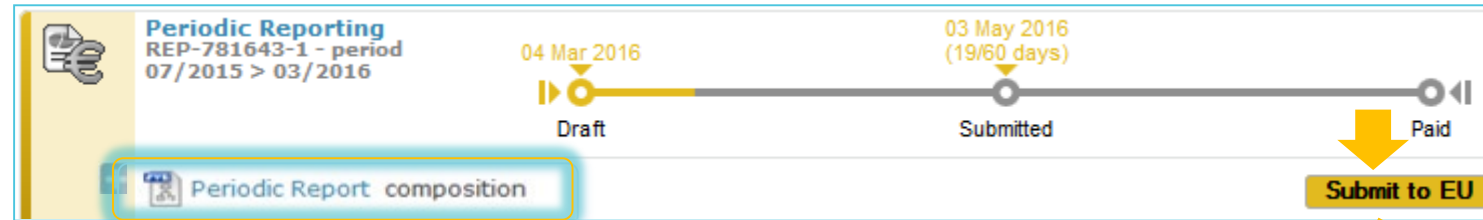
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Periodic Reporting

1. *Coordinator Contact approves all the elements of the Periodic Report*
2. *Coordinator Contact submits to the EU in one single submission the Periodic Report*
3. *Only Primary Coordinator Contact and Coordinator Contact(s) can do so*

SOURCES of information

- Programme Guide – EM Action, EMJM lot

in FTOP, here: Erasmus Mundus Joint Masters

- (Annotated) Grant agreement

in FTOP, here: aga_en.pdf (europa.eu)

- FTOP user manuals (!)

In FTOP, here: Guidance & Manuals (europa.eu)

EACEA-EM-Consortia@ec.europa.eu

(Your project officer)@ec.europa.eu

COMMUNICATION: through the Portal!

Dedicated information session on reporting may be organised at later stage

THANK YOU!