The CBHE eReport Explanatory Note on
Progress report on the implementation of the action
(Technical report on progress)

A) General framework

Please note that the submission of the "Progress report on the implementation of the action" (or Technical report on progress) is a contractual obligation (art. I.4.1 of the Grant Agreement); the Agency reserves the right to terminate the Agreement if this contractually required report is not submitted, in accordance with article II.23 of the Grant Agreement.

The report will be evaluated based on the award criteria defined for assessing the grant proposal and defined in the Erasmus+ programme Guide and will be scored out of a total of a maximum of 100 points.

The table below presents the award criteria and the maximum score for each:

Title of the award criterion	Maximum number of points for each criterion
Relevance of the project	**30**
Quality of the project's implementation	**30**
Quality of the project team and the cooperation arrangements	**20**
Impact and dissemination	**20**
TOTAL	**100**

Based on these award criteria, the assessment of the report will aim to reflect the quality of the project's implementation, as well as the consortium's overall performance, taking into account:

(1)   The CBHE requirements as specified in the Erasmus+ Programme Guide

(2)   The relevance of the activities implemented, compared to the "Description of the action" included in Annex I of the Grant Agreement

(3)   The desk monitoring activities conducted by the EACEA since the start of the eligibility period

(4)   The field monitoring visits carried out by or on behalf of the Agency at any of the consortium partners

At the end of the report assessment, the project's performance will be qualified in four different categories, i.e.

Very good (at least 75 pts out of 100): the project is implemented in accordance with its original work programme and timetable; the report provides all the information and evidence needed and there are no particular concerns or areas of weakness.

Good (between 74 and 60 pts out of 100): the project progresses in accordance with its original work programme and timetable but some improvements could be made; the report gives clear information on all or nearly all of the evidence needed.

Fair (between 59 and 50 pts): there are weaknesses and concerns in the project's implementation; although the report gives some relevant information, details are lacking and/or the information is unclear; there are several areas of implementation that must be improved during the second half of the project.

Weak (less than 50 pts out of 100): the project is not respecting its original work plan/timetable and/or is not fulfilling the CBHE requirements; the report fails to address important aspects of the project's implementation that cannot be judged due to missing or incomplete information; in accordance with article 1.10.6 of the Grant Agreement and section 3.5.2.2 of the Guidelines for the Use of the Grant, the maximum grant will be reduced at final report stage if no substantial improvements are observed during the second half of the project.

At "Progress report on the implementation of the action" stage, this rating system will be used as a means of providing feedback to the CBHE consortium on its performance. At this stage, the rating has no direct impact on any subsequent pre-financing payment. The Agency may however decide to reject the report if it does not comply with the set provisions or suspend the payment if it is assessed as particularly weak.

At Final Report stage, projects assessed as "very good" (score between 75 and 100) may be flagged as best practise cases. On the contrary, projects falling into the category "weak" (scoring between 0 and 50) will be subject to a reduction of the EU contribution in accordance with the Grant Agreement, Article I.18.

Request for second pre-financing

The "Request for second pre-financing" must be submitted together with the Technical Report, within 2 months following the end of the first reporting period.

Please note that for 3year projects the first report period is: from month 1 until the month 21
Please note that for 2year projects the first report period is: from month 1 until the month 15

In accordance with the Article I.5.2 of the Grant Agreement, for the second pre-financing, the Agency will pay 40% of the grant awarded; however, if the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used up, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

B) Content of the tabs of the Progress report on the implementation of the action

The Progress report on the implementation of the action is composed of 6 tabs: 1) General Information, 2) Contractual data, 3) Project summary and Horizontal Issues, 4) Award criteria, 5) Attachments, 6) Submission.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Attachments	Submission

General Data

Programme   Sub-Programme

1) General Information

You will find prefilled information on the Programme and the Action to read only.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Attachments	Submission

General Data

Programme   Sub-Programme

Erasmus+   Cooperation for innovation and the exchange of good practices

2) Contractual Data

The sub tabs are a) Dates and Beneficiaries, b) Legal Representative and c) Contact Person. Under these tabs, you will also find prefilled information to read only. If you find incorrect information under these tabs, please notify it to your Project Officer in the Agency.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Attachments	Submission

Dates and Beneficiaries	Legal Representative	Contact Person

Dates

Project Start   Project End

3) Project Summary and Horizontal Issues

3.1) Sub tab Project description

Please fill in the text related to your project.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Attachments	Submission

Project Description	Horizontal Issues

EN - English *

3.2) Sub tab Horizontal Issues

| General Information | Contractual Data | **Project Summary and Horizontal Issues** | Award Criteria | Attachments | Submission |

| Project Description | **Horizontal Issues** |

Previous recommendations/follow-up *

3800

Transversal issues *

3800

Involvement of people with fewer opportunities

3800

* Mandatory Comment(s).

3.2.1) Previous recommendations/follow up

If applicable, explain how the recommendations given by the Agency (in the expert's assessment of the application, in the feedback from monitoring visits, in monitoring exchanges with the Agency, etc.) have been followed up

3.2.2) Transversal Issues

If applicable, describe how and to what extent the project addresses transversal (/cross-cutting) issues relevant for the EU and its partner countries (e.g. gender balance, sustainable development, unemployment, social cohesion, etc.).

3.2.3) Involvement of people with fewer opportunities

If applicable, describe how and to what extent the project addresses issues related to the involvement of people with fewer opportunities (migrant, refugees, internal displaced people, people with disabilities…)

4) Award Criteria

This tab is divided into 3 subtabs: Assessment Criteria, Statistics and Indicators, Meetings trainings and mobilities.

| General Information | Contractual Data | Project Summary and Horizontal Issues | **Award Criteria** | Attachments | Submission |

| **Assessment Criteria** | Statistics and Indicators | Meetings, Training and Mobilities |

Relevance of the project

Relevance to the objectives *

4.1) Sub tab: Assessment Criteria.

Under this subtab you will find a series of text boxes divided into 4 sections corresponding to the four award criteria 1) Relevance, 2) Quality of the project implementation, 3) Quality of cooperation, 4).Impact and Sustainability. Each section is articulated in a number of points through which you should describe in detail the state of play of your project.

GUIDING QUESTIONS TO THE 4 AWARD CRITERIA

SECTION 1: Relevance

1) Relevance to the objectives

In comparison to the original proposal, describe **any change that may have affected the project relevance** and added value for the partner countries involved.

Explain or justify in particular:

- how the consortium dealt with internal and/or external constraints (e.g. legislative changes, labour market needs, lack of motivation/commitment of partners, lack of availability of staff, cultural differences, visa issues, exchange rate fluctuations etc.);

- to what extent the project is **still relevant to their national context** (how does it address the national strategies and policy development)

- how the activities implemented are contributing to reaching the project objectives as specified in the proposal in accordance with the following topics:

- Improving quality of education and teaching (priority B)

- Improving management and operation of HEIS (priority C)

Developing HE sector within society at large (priority D)

SECTION 2: Quality of the project implementation

1) Description of the activities implemented

Summarise the activities implemented so far addressing in particular the following issues:

- Extent to which these activities are in line with (or diverge from) the work programme, timetable and partners' share of responsibilities presented in the application;

- The applicability, added value and impact for the partner countries involved in the activities implemented so far

- Describe any obstacle/difficulty encountered and the measures taken to address them.

2) Quality Assurance

Please describe the quality assurance (QA) measures applied to the activities implemented so far as well as the measures foreseen for upcoming activities.

You should address in particular the following elements:

- Provide the electronic link to the project quality assurance plan, if available;

- Describe the functioning of the internal QA (i.e. composition of the team(s), roles and actors involved; type and frequency of measures envisaged; feedback mechanisms in place; etc.), the measures already implemented and the remedial actions taken if any;

- Describe the functioning of the external QA (i.e. identity of the external evaluator(s) and criteria used for their selection; type and frequency of measures envisaged; feedback mechanisms in place; etc.), the measures already implemented and the remedial actions taken if any;

3) Visibility

- Please indicate the address of the **project website** and describe briefly its structure (including the purpose and content of sections restricted to the beneficiaries), the maintenance and updating plan in place, as well as the actions implemented for ensuring its visibility to all interested stakeholders.

- Describe and, if applicable, provide the electronic link to any information and support material produced by the project for visibility and promotion purposes.

- Explain how the consortium ensures that the visibility, exploitation and publicity obligations described in the grant agreement are respected.

4) Equipment

- Describe the equipment(s) already acquired by the project and, if applicable, present the timetable and type(s) of equipment still to be acquired (by and for whom).

- Justify how equipment items have been used in the project activities (for teaching, learning, research, the provision of new services, etc.) for the different target groups (specifying the nature of these target groups and the estimated number of final beneficiaries of the equipment on a yearly basis) and describe the actions implemented (/foreseen) for maximising their usage;

- Indicate where it has been installed.

- As compared to the proposal, what changes have occurred (/do you foresee) for the purchase and/or usage of equipment?

OPTIONAL (yes/no)

The project includes activities relating to Curriculum Development

5) Higher education: promoting internationalisation, recognition and mobility, supporting changes in line with Bologna principles and tools

- Explain to what extent the new curriculum takes into account the principles set out in the Bologna process (e.g. integration in the 3 cycles, definition of learning outcomes in accordance with a national or European Qualification Framework EQF, application of student-centred approaches, compatibility with European Credit Transfer System ECTS and with the European Standards and Guidelines ESGs for QA, etc.)

6) New/updated courses

For each of the courses intended to be developed (/updated) for the benefit of the partner country Higher Education Institutions (HEIs), specify

- The title of the course, its volume (when applicable, in ECTS),

- The HEIs (or other type of training organisation) that will include the course in their curricular/training offer, and the degree/diploma it will be part of

- The level of development reached as compared to the final product

- Describe for each of the partner countries involved, the recognition and accreditation procedures to be followed and the activities already implemented in this respect. In case the Partner Countries involved are Bologna signatory countries, explain to what extent the accreditation process will be done in accordance with the EQAR (European Quality Assurance Register) Guidelines.

Globally (i.e. for the totality of the courses intended to be developed/updated) and as compared to the proposal, express in percentage the level of achievement so far concerning

- The development/update tasks

- The recognition/accreditation tasks

- The percentage of courses already **implemented/delivered** to the target group(s)

OPTIONAL (yes/no)

Teaching / Training Activities

7) Mobility for Teaching, Training and/or project research activities[1]

Describe the type and objectives of the teaching / training / research carried out and the mobility flows linked to them.

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[1] Please note that this section **does not concern the mobility implemented for project management purposes**

Explain the methodologies adopted by the partnership for informing, identifying and selecting the participants who have been or will be involved in these activities.

SECTION 3: Quality of cooperation

1) Project management

Describe **the project management procedures** and in particular

- The process for finalising the Partnership Agreement and, if applicable, the difficulties encountered (and solutions found) in this process

- The management tools used (e.g. dashboards/roadmaps, data/information collection and sharing systems, etc.)

- The performance indicators established

- The internal communication mechanisms adopted (i.e. language, meetings, on-line…) and the decision-making processes chosen.

- Explain any modification or adaptation of the project management approach as compared to the application

2) Involvement of partners and stakeholders

- Describe the share of **responsibilities between partners** and in particular the role given to Partner country partners.

- Explain how **less experienced partners** are involved and, if applicable, why some partners are less (/not) involved.

- Explain how the **partner country needs** (for HEIs, the target groups or the society at large) are taken into account by the management teams

- Explain how and to what extend the Public Authorities (at national, regional or local level) from the partner countries have been involved in the project implementation. Specify their role and the nature of their contribution.

- Explain how and to what extent **students and other external stakeholders** are involved in the project management and/or implementation. Specify the type of stakeholders, their number, their role and the nature of their contribution

If applicable, explain to what extent the project contributes to increased cooperation between universities and non-academic sectors of the society?

3) Management of the grant

- Describe the **grant management procedures** in place and explain how the partners have been familiarized with the rules for managing the grant.

- If applicable, describe how the specific **concerns, needs or constraints of the partners (**particularly from Partner countries) have been taken into account

- How is the project coordinator informing the consortium members on the use of the grant? Please specify the internal methodology used to communicate the financial reports on the use of the grant.

- Explain any difficulty encountered (or that could be encountered) concerning the management of the grant (transfer of funds to partners, reimbursement of costs, tender procedure…).

SECTION 4: Impact and sustainability

1) Awareness raising, dissemination, sustainability and exploitation of the project results

Explain briefly the actions already taken (as well as those envisaged until the end of the project) for raising awareness and contributing to the dissemination, exploitation and sustainability of the results achieved (/products delivered) by the project. In particular:

- Provide an electronic version of the project **Dissemination and sustainability/exploitation** if available;
- Explain the role (and commitment) taken by the partner country beneficiaries in this respect and the concrete measures taken for:
  - ensuring the visibility of the project at **all level**s (i.e. department and faculty, institution, local and regional, national, international);
  - guaranteeing the **sustainability** of the project outcomes beyond the project lifetime (specify the funding sources if known) …)
- Please add a list of realised deliverables/project products

Explain and justify any change as compared to the dissemination and sustainability measures envisaged in the application.

4.2) Sub tab Statistics and Indicators

Under this tab a long series of tick/multiple choice boxes is available; where applicable, complete in accordance to your project.

4.3) Meeting, trainings and mobilities

4.3.1) Estimated dates of consortium meetings until the end of the project:

Please fill in the table with the estimated dates of consortium meetings.

4.3.2) Training and mobilities table

Please fill in the table with all the mobilities (events) carried out during the reporting period

Please note that in the column 'Event' you should input the chronological number of the event

Training and Mobilities

		Event *	Purpose *	Type of participants *	Gender *	Number *	Country of Origin *
EDIT	REMOVE	2	Intensive course	Students	Number Female	30	Albania
EDIT	REMOVE	2	Intensive course	Students	Number Male	20	Albania
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Female	14	Bosnia and Herzego
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Male	6	Bosnia and Herzego
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Female	20	Albania
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Male	10	Albania

In the example above there are 2 different events reported:

1. a training involving 50 academics from Albania and Bosnia Herzegovina in Czech Republic (the last 4 lines).
2. an intensive course involving 50 students from Albania to Bosnia Herzegovina (the first 2 lines)

5) Attachments

- **Budget table**. This refers to the 'Financial Statements' (excel file available on the beneficiary space, reporting tab, point 1 of the reporting forms) (compulsory)
  This xls file <u>should be downloaded only once, at the beginning of the project,</u> and be used all along the project lifecycle for both the <u>on-going monitoring of the use of the grant</u> by the partnership and for <u>reporting to the Agency at mid-term and after the end of the project.</u>

- **Declaration of honour** (compulsory) *use the appropriate template available on the Erasmus+ beneficiary space web site.*

- **Table of achieved / planned results** (compulsory) *use the appropriate template available on the Erasmus+ beneficiary space web site.*

- **Dissemination plan**

- **Quality assurance plan**

- **Request of second pre-financing**. (compulsory) Please attach a duly signed pdf version of the "Statement on the use of the previous pre-financing instalment and Request for payment": this document corresponds to the sheet "Use of 1st Prefin & 2nd Prefin" included in the "Financial Statements" Excel file.
  Instruction for the **"Financial Statements" Excel file**: Please note that the " Use of 1st Prefin & 2nd Prefin " sheet is automatically filled in with the information provided in the sheet "Final financial statement" and in the sheets "financial tables".

In accordance with the Article I.5.2 of the Grant Agreement, for the second pre-financing, the Agency will pay 40% of the grant awarded; however, if the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used up, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

6) Submission

You can proceed with the submission under this tab; you can also see the fields which you still need to fill in/complete.