

English Session

CBHE: Thousand and one
question?





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1, 2, 3 years ... and go !

1st Year : ... *Sturdy foundations !*

- > Fully understand the objectives and results of the project and the role of your institution in the project.
- > Engage your institution from the beginning
- > Discuss with your institutional manager (legal representative) the terms of reimbursement of staff costs.
- > For structural projects : contact the Ministry and identify your contact.
- > Hold the kick-off meeting as soon as possible.
- > Discuss and detail with clarity and transparency the clauses of the partnership agreement
- > Sign the detailed agreement as soon as possible
- > Develop the project website as soon as possible and update it regularly.
- > Create a project web page on the institutional website of each partner
- > Think of a promotional video presenting your project.
- > Define the list of equipment.
- > Develop the quality assurance plan and implement it as soon as possible
- > Develop the dissemination and diffusion plan as well as its monitoring indicators
- > Launch the dissemination activities as soon as possible
- > Design your communication plan
- > Set up the impact mechanisms, indicators and their monitoring.
- > Fill in the timesheets as the activities are carried out with supporting documents
- > The publications, website and all products and results of the project must show the Erasmus+ logo
- > Contact the NEO: invitation to the Kick-off meeting, notification of the dates of consortium meetings (1-2 months before)
- > Hold meetings with senior management and relevant institutional units
- > Purchase the equipment, install it and use it ASAP and set up monitoring of its use to collect data
- > Set up a schedule (every three months for example) for collecting the supporting documents

2nd Year : *More visibility ...*

- > "The project team is the same as the first year !"
- > Involving more people and especially junior professors and PhD candidates.
- > The equipment has been installed and used and now you should set up the monitoring tool of its use to collect data
- > For curricula development: accreditation and launching the master.
- > The planned training has already started
- > Be up to date in collecting supporting documents and all documents
- > Conduct quality assurance evaluations and if necessary an external evaluator
- > Check if your work planning is in its good way and pace of implementation and check out the first deliverables.
- > Regularly update the content of the website with activities, deliverables, publications, photo gallery etc.
- > Are there any other categories of beneficiaries that might be concerned by your projects activities and outputs?
- > Disseminate and communicate
- > Opening up ToTs/training seminars to non-consortium partners to increase dissemination. Or at least inviting institutional staff that are not part of the project.
- > Do not forget the impact indicators (quantitative and qualitative) and their monitoring system.
- > Feed quantitative and qualitative data as things progress
- > Conducting field monitoring by the coordinator is recommended - assists implementation, better communication and supports the different partners.
- > What about sustainability actions and activities ?

3rd year : ... *The last sprint !*

- > Ensure that the deliverables are made and, if necessary, revised.
- > Continue dissemination
- > More and more beneficiaries joined the projects
- > Write the final report and involve all the partners
- > Prepare all your documents and all supporting documents (an auditing perspective).
- > Feed the impact indicators
- > Give a second life to your website by maintaining it.
- > Commit to sustainability
- > Share your results and deliverables with the relevant stakeholders
- > Discuss with other institutions the opportunity to duplicate the result
- > Download the final project results and update the project description on the Erasmus+ Project Results Platform

After the end of the project

- > Pursue the chosen diffusion and dissemination;
- > Develop new ideas for future cooperation;
- > Evaluate the impact;
- > Contact the media concerned;
- > Contact the political leaders, if necessary;
- > Coordinate the dissemination with the Erasmus+ national office
- > Be ready for the audit !

1st Year: *Sturdy foundations!*

- **Application**: define well objectives, indicator, partners role, time plan, EACEA feedback on the proposal....ets.
- **Engage your institution from the beginning**: relevant departments, presidency, financial service, International Relations Office, students ..
- **Discuss with your institutional manager** (legal representative) the terms of reimbursement of unit costs.
- **kick-off meeting** Hold it as soon as possible.
- **Partner ship agreement**: Discuss and detail with clarity and transparency with your partners and institution .Sign it during the first 6 months after the start of the project
- **Project website**: launch it ASAP, update it regularly, share the link of the project website at each partner website

- **Promotion:** think of a promotional material presenting your project.
- **Equipment:** define the list, get approval from PO and purchase!!
- **Elaborate as early as possible:** Quality Assurance plan, dissemination plan, sustainability plan
- **Supporting Documents:** keep all supporting documents related to the incurred cost
- **Visibility requirements:** The publications, website and all products and results of the project must show the Erasmus+ logo: *Flag and Mention "Co-funded by the Erasmus + Program of the European Union"* ***Don't forget disclaimer***
- **Keep your NEO in the loop:** Kick-off meeting, notification of the dates of consortium meetings (1-2 months before), organized events, sending of all material for dissemination and promotion.

2nd Year: More visibility

Equipment: are installed

Accreditation

Training activities: are started/ involve non-consortium

Involve more people: especially students, junior professors, PhD candidates and non-academic stakeholders

Supporting documents: be up to date

Progress report: Contribute /coordinate the drafting of the progress report “everyone has an added value”

Revise: quality plan, dissemination and sustainability

- **Time plan and deliverables:** are you on time? Is there any adjustment needed? Quality?
- **Web site:** update regularly.
- **Impact indicators:** do not forget them(quantitative and qualitative) and their monitoring system. continue to collect data. Analyse data with your partners. Based on the elements collected, you will be able to make a judgment as to the expectations of the project: what were the expected effects? Have the criteria for success that you set for yourself been met?

3rd year: The last sprint!

- **Project team:** is the same as the first and second year !”
- **Beneficiaries:** More and more joined the projects, keep their contact info to better know the impact of your projects.
- **Deliverables:** check the quality and disseminate
- **Dissemination:** enhance and continue.
- **Final report:** involve all the partners.
- **Supporting documents:** auditing

- **Commit** to sustainability plan
- **Feed** the impact indicators
- **Maintain** your website
- **Share results and deliverables** with the relevant stakeholders : internal ones (colleagues, departments, your institution), external ones : NEO, Ministry, national agencies, other HEI etc.
- **Submit** the final project results and update the project description on the **Erasmus+ Project Results Platform**:
<https://ec.europa.eu/programmes/erasmus-plus/projects/>

After the end of the project

- Impact monitoring;
- Avoid the worst situation;
- Plan before the end for after the end;
- Work out a sound sustainability plan;
- Institutionalise your results;
- Develop new ideas for future cooperation;
- Extend your communication to new stakeholders;
- Coordinate with the NEOs;
- Be ready for the audit !!



The current pandemic context: “CBHE projects in COVID-19 mode!”

As a consequence of the pandemic, several lockdowns have been in force. The activities of your projects had been thought and designed before the COVID-19 breakout. Their implementation is facing a crisis and the consequences related to it. **Should we stop, then?**

What to do?

- ✓ **Review your work plan**, discuss it with the partners, and have it validated by the program officer.
- ✓ **Some activities can be done virtually and online:** start with these kinds of activities and be sure to maintain the same high standards and quality of the deliverables.
- ✓ **Other activities that cannot be done remotely:** postpone them or replace them.

Find more on

- <https://cbhegrantholders2021.eu/ebooths/ebooth1>



Thank
you 

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