



Erasmus+ Capacity Building in Higher Education

Regional workshop ACP and South Africa

CBHE CHALLENGES

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Brussels

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YOUR CBHE PROJECT



Your proposal

10%

Your project environment

90%

Different

- Individuals (/personalities)
- Countries (/cultures, currencies, languages, time zones)
- Legal **requirements**
- Institutional **constraints**

Common challenges

- ❖ Complex **regulatory framework**
- ❖ Complex **(geopolitical) situation** in PCs
- ❖ Heavy **administrative procedures**
- ❖ Difficulties in committing **national authorities** in SPs
- ❖ Results do not meet expected **quality**
- ❖ Final **impact** is not measurable
- ❖ Poor **financial management** > reduced final grant
- ❖ **Covid** make some activities impossible
- ❖ etc.

- **Time is flying: some activities are lengthy processes**
- **The equipment purchase**
- **Visa procedures**



How to deal with the Administrative Burden ?

Nominate persons responsible for finances at each PC

Start **collecting supporting documents** from the start

Foresee **Staff turnover**
(Replacements, bi-noms,
Handover notes)



Covid pandemic: What to do? how to adapt ?

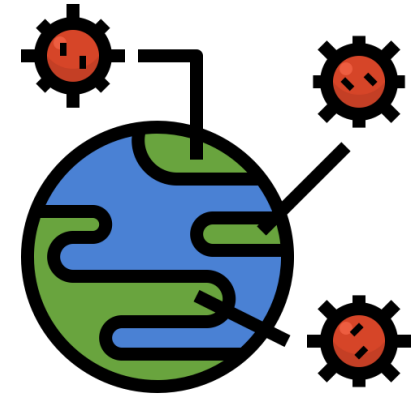


Review the workplan



Change to **online activities**

When online activities not possible:
Postpone or replace activities



Consult your project officer at Agency

Checklist for the Project management/ First steps to take

Administrative management I

❖ Define Management bodies & their composition

- ❖ To oversee the implementation of the activities/costs

- ❖ The role of the main Coordinator is to collect all documentation re: costs vs; obligation of the partner to submit them timely

❖ Who is doing what?

- ❖ Define roles of each partner and identify the staff member (with their substitutes)

Administrative management II

- Define **internal communication plan**:
- Tools (google drive), methods, frequency and how to keep senior management and relevant institutional units informed on the project progress. Keep it simple!
- Good Practice- “Project management manual”

Equipment:

- Redefine the equipment lists (do need analysis for each institution/ equipment for their implementation of the project)
- Launch the tendering procedure asap!!!

Quality Assurance

- ❖ Develop intentional **Quality Assurance plan** (keep it simple)
- ❖ Annex the **evaluation forms** to our plan
- ❖ Involve students & PhD **students** in the QA activities
- ❖ Define clear and measurable **indicateurs**
- ❖ Define **peer review** method
- ❖ Identify **External evaluator(s)** of the project deliverables (subcontracting)
- ❖ **Collect, analyse and document(/report)**

Dissemination I

Prepare intentional dissemination, exploitation, impact and sustainability plan

keep it simple and as a living working document

- ❖ explain also how you expect the results to be **exploited**
- ❖ Define the **target groups** & think which method of dissemination is most suitable for each of them
 - ❖ Ex. How to attract students vs. senior management

Dissemination II

- ❖ explain what you expect the **impact** to be at individual, institution and national and/or systemic level
- ❖ **Collect, analyse and document data**
- ❖ Create **synergies** with other CBHE projects and other projects in the participating countries

Dissemination III

- ❖ find out if your institution is already involved in CBHE Projects and draw on their experience
- ❖ You can find your all the projects where you institution are involved from the following link:

List of all CBHE projects funded for 2014-2019

https://eacea.ec.europa.eu/erasmus-plus/library/information-capacity-building-projects-in-field-higher-education_en

Dissemination IV

Launch from the start the project website and update it regularly

- ❖ Prepare project presentation video
- ❖ Create link from the project website to the institutional website of each partner
- ❖ Prepare a simplified versions of the project **management bodies**, and roles and names of each responsible staff member and institution to be injected into the project website
- ❖ Remember the **Erasmus+ Logo** in all dissemination material



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FINANCIAL MANAGEMENT

FINANCES: Key messages

- No cash payments
- No payments to individual accounts
- Equipment only for Partner Country Universities
- Make sure your partner understand the co-funding principle



Key messages on financial issues

- ❖ Be clear and transparent on the financial decisions
- ❖ Nominate a person responsible for finances at each Partner
 - They should be aware of the institution's internal rules & inform the coordinator
- ❖ Define payment transfer procedures to partners together
- ❖ Set up schedule (ex. every three months) for collecting supporting documents for the costs

Key messages on financial issues

- Provide partners with **a model of pre-filled FORMs** of the required supporting documents for unit costs:
 - ITR- Individual Travel report
 - JD- Joint declaration
 - Timesheets
- Discuss and include all the above information into the **Partnership agreement**
- Clarify other issues: VAT/exchange rate/ exchange rate losses

Key messages on financial issues

- ❖ Clarify Subcontracting (contracting of external experts, eligible costs etc.)
 - The university locations should be used whenever possible for the project meetings
 - The external experts selection should be transparent

- ❖ Budget shifting between partners should be justified

➤ Travel :

Staff

- **Under contract with beneficiary**
- **Travels intended for the activities listed in the E+ Programme Guide**
- **Duration: Max. 3 months**

Students

- **Registered under beneficiary institutions**
- **Duration: Min. 2 weeks – Max. 3 months (Max. 1 week for short term activities linked to the management of the project)**

**Keep for 5
years after
project
closure**

Budget

Supporting documents for unit costs

Budget Headings	Examples of Supporting documents
Staff	<ul style="list-style-type: none">▪ Formal employment contract▪ Staff convention▪ Time sheets▪ Agendas & Minutes of the meetings▪ Attendance / Participant lists▪ Tangible outputs/products
Travel and Costs of Stay	<ul style="list-style-type: none">▪ Individual Mission Report (IMR)▪ Invoices, receipts, boarding passes▪ Agendas & Minutes of the Meetings▪ Attendance / Participant lists▪ Tangible outputs/products

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Budget

Supporting documents for actual costs

Budget Headings	Supporting documents
Equipment	<ul style="list-style-type: none">▪ Invoices▪ Bank statements▪ Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25.000€
Sub-contracting	<ul style="list-style-type: none">▪ Subcontracts▪ Invoices▪ Bank statements▪ Tendering procedure: 3 quotations from different suppliers for expenses exceeding 25.000€

Reporting periods

2 Reporting Periods

1- From month 1 to 21
(or month 1 to 15 for 2-year projects)

2- From month 22 (or month 16 for 2-year projects)
to end of the project

Reporting requirements

Progress report
→ Within 2 months from end of reporting 1

Final report
→ Within 2 months after project end

Payment modalities

1st pre-financing → 50%
Upon entry into force of Grant Agreement

2d pre-financing
→ 40% (if 70% of 1st pre-financing has been spent)
→ Or less than 40%
(if less than 70% of 1st payment has been spent)

At final reporting stage

Exchange rates

(Art. I.4.6 of the Grant Agreement)

**Beneficiaries
with General
Accounts in a
currency
other than
the EURO**

The average rates should be applied following the applicable reporting period :

**Reporting
period 1**

Average rate from month 1 until
end of reporting period 1

**Reporting
period 2**

Average rate from month 1 of
reporting period 2 until the end
project eligibility period

**General
Accounts in
EURO**

Usual practices of your institution

❖ Beneficiaries' space CBHE 2020:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2020_en



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QUESTION NOT ANSWERED?
Please contact the E+CBHE team

Project officer assigned to your project

MAILBOX:

**[EACEA-EPLUS-CBHE-
PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)**

**Don't forget to mention
your project number in
the SUBJECT of the
email!**

