SLS4VET

Overview of past, current and oustanding project activities – IO and PQM



Overview of past and current activities IO4 (and O2) GANTT

		2023						
	Responsible partner	2	3	4	5	6	7	8
Project activity		M16	M17	M18	M19	M20	m16	M10
IO2 – A5: Finalising the LS4VET course	ELTE							
Reviewing the CES and Survey form.	all partners					1 Jun		
Requesting course participants complete the form.	expert partners					16 Jun		
Preparing QM report	ELTE					16 Jun		
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE							
IO2-A.4. Preparing national versions.	ELTE/ITStudy, PH NÖ, UAS, UM						31 July	
IO2-A6.5. Graphic design and technical editing of the eBooks, creating a Creative Commons license publishing and publishing the eBook	ITStudy							31 Aug
IO4 – A1: Writing case stories	PH NÖ and UAS							
IO4-A4.1. Creating a proposal for methodology and templates	PH NÖ and UAS							
IO4-A1.2. Discussion of proposal	partners							
IO4-A1.3. Finalisation of methodology and templates	PH NÖ and UAS							
Transnational partner meeting Utrecht	UAS	16-17 Feb						
IO4-A1.4. Writing case stories in national languages	expert partners							
IO4-A1.5. Translating 2 national case stories to English	expert partners		10 Mar					
IO4 - A2: Creating the LS4VET eBook	ELTE							
IO4-A2.3. Discussion of proposal and guidelines (questions)	partners	17 Feb						
IO4-A2.4. Finalising eBook structure and guidelines (questions)	ELTE	27 Feb						
IO4-A2.5. Writing the country inputs	partners		31 Mar					
IO4-A2.6. Preparing the draft version	ELTE				26 May			
IO4-A2.9. Reviewing the draft	partners					2 Jun		
Transnational partner meeting and Final conference Budapest	ELTE					2-3 June		
IO4-A2.10. Finalising the eBook content (English)	ELTE					16 Jun		
IO4-A2.11. Converting content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	ITStudy						30 Jun	
IO4 – A3: Proofreading and publishing the LS4VET eBook	ELTE and iTStudy							
IO4-A3.1. Translating and copyediting the eBook into national languages	expert partners						31 Jul	
IO4-A3.3. Publishing the eBook and creating a Creative Commons license	ITStudy							31 Aug

Final LS4VET activities

– both IO and PQM

TASKS GANTT: https://docs.google.com/spreadsheets/d/10BSpmRts8-kTV-sAmFpHif04VmWm	DEADLINE	ELTE	ITStudy	TILN	PH NÖ	UM	ITS	UAS	LS
xl4S/edit#gid=273128493									
The coordinator ELTE prepares the IO2 and IO3 evaluation forms in cooperation with the IO2 and IO3 leaders	1 June	х							
Partners review the draft of the LS4VET project ebook: https://docs.google.com/document/d/1umvbLTEhh6XReP8YV07BsLnSJoyHT3/edit?rt pof=true	1 June		х	x	х	х	х	x	х
The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners	1 June	Х							
Partner complete the Budapest partner meeting evaluation form	4 June	Х	Х	Х	х	Х	Х	х	Х
The partner meeting host ELTE prepares the Budapest partner meeting evaluation report	9 June	х							
ELTE finalises the project ebook.	9 June	Х							
Partners complete the IO2 and IO3 evaluation forms: https://ls4vet.itstudy.hu/evaluation	9 June	х	х	х	х	х	х	х	х
IO3 leader UM prepares the IO3 Summary and Newsletter	9 June					Х			
The Coordinator prepares the IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders	16 June	Х	х			х			
ELTE prepares the LS4VET Course evaluation (CES) report.	16 June	Х							
Partners translate the IO3 Summary and Newsletter and disseminate them on their own platform and ITStudy on the project website	23 June	х	х	х	х	х	х	х	х
ITStudy converts the LS4VET project ebook content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.) and creates a Creatice Commons license and publishes it.	30 June		х						
Partners translate and check the final versions of the Dutch, Hungarian and German versions of the LS4VET project ebook.	31 July	х			х	х		х	
Partners finalize the national (AU, HU, MT, NL) versions of the LS4VET course eBook (downloaded documents available here: https://drive.google.com/drive/folders/12WKT_j3Numdg9lljU1pkEC7rroNzB3kS) and upload them in this folder: https://drive.google.com/drive/u/0/folders/1cTXPcjTi8VYZ9W8B6hkXa9MqDH9kK5gB. They can amend the text as they wish, e.g. by integrating completed document templates from the course as examples or use excerpts from the case stories as illustrations.	31 July	x			x	x		x	
ELTE prepares the draft version of the final report and requests input and financial supporting documents from the partners	31 July	X							
Partners provide the requested input for the final report to ELTE	15 Aug	Х	х	Х	Х	Х	Х	Х	Х
IO4 leader ELTE/ITSTudy prepare the IO4 Summary and Newsletter	18 August	Х	Х						
The coordinator ELTE prepares the IO4 evaluation form	18 August	Х							
ITStudy prepares final technical editing of the LS4VET course ebooks , creates a Creatice Commons license and publishes them.	31 August		х						
ITStudy creates a Creatice Commons license and publishes the natonal language versions of the LS4VET project ebook.	31 August		х						
Partners translate the IO4 Summary and Newsletter and disseminate them on their own platform and ITStudy on the project website	31 August	Х	х	Х	х	х	Х	х	х
Partners complete the IO4 evaluation form: https://ls4vet.itstudy.hu/evaluation	31 August	X	X	X	Х	X	Х	X	Х
The coordinator ELTE prepares the IO4 evaluation report	15 Sept	Х							
Partners provide the financial reporting documents to ELTE	15 Sept	Х	Х	Х	Х	Х	Х	Х	Х
ELTE finalises and submits the final report .	31 Oct	Х							
All partners consult our Dissemination Strategy and continuously record their	cont	v	V	v	v	v	v	v	х
dissemination activities on the project website.	cont.	٨	X	٨	X	٨	٨	٨	X
All partners continuously upload their publications and presentations that refer to the project in this folder: https://drive.google.com/drive/u/0/folders/156ZEreN6wu53hoCyJMln16tyMDHeAYdl	cont.	х	х	х	x	x	х	х	х
	Https://docs.google.com/spreadsheets/d/10BSgmRts8-kTV-sAmFpHif04VmWm xl45/editkzide273128493 The coordinator ELTE prepares the IO2 and IO3 evaluation forms in cooperation with the IO2 and IO3 leaders Partners review the draft of the LS4VET project ebook: https://docs.google.com/document/d/1umvbLTEhh6XRePBYVO7BsLn_SloyHT3/edit?rtpofe-true The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners Partner complete the Budapest partner meeting evaluation form The partner meeting host ELTE prepares the Budapest partner meeting evaluation report ELTE finalises the project ebook. Partners complete the IO2 and IO3 evaluation forms: https://savet.ist.udv.hu/evaluation IO3 leader UM prepares the IO3 Summary and Newsletter The Coordinator prepares the IO3 Summary and Newsletter The Coordinator prepares the IO3 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders ELTE prepares the LS4VET Course evaluation (CES) report. 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Partners finalize the national (AU, HU, MT, KI) versions of the LS4VET course eBook (downloaded documents available here: https://drive.google.com/drive/folders/1zVKT_I3Numdg9lliU1pkEC7rroNzB3K5) and upload them in this folder: https://drive.google.com/	The coordinator ELTE prepares the IO2 and IO3 evaluation forms in cooperation with the IO2 and IO3 leaders Partners review the draft of the LS4VET project ebook: https://docs.google.com/document/d/lum/blTehhcXRePBYVO7BsInSlowHT3/edit7tl plune polerture The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners Partner complete the Budapest partner meeting evaluation form and shares it with the partners The partner meeting host ELTE prepares the Budapest partner meeting evaluation report The partner meeting host ELTE prepares the Budapest partner meeting evaluation report ELTE finalises the project ebook. Partners complete the IO2 and IO3 evaluation forms: https://slavet.itstudy.hu/evaluation IO3 leader UM prepares the IO3 summary and Newsletter The Coordinator prepares the IO3 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders ELTE prepares the LS4VET Course evaluation (CES) report. Partners translate the IO3 Summary and Newsletter and disseminate them on their own platform and ITStudy on the project website ITStudy converts the LS4VET project ebook content into pdf format (graphic design, sylistic and technical editing, optimisation for different formats, etc.) and creates a Creatice Commons license and publishes it. Partners translate and check the final versions of the Dutch, Hungarian and German versions of the LS4VET project ebook. 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The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners Partner complete the Budapest partner meeting evaluation form 4 June X X The partner meeting host ELTE prepares the Budapest partner meeting evaluation form 9 June X X Partner complete the Budapest partner meeting evaluation form 9 June X X Partner complete the IO2 and IO3 evaluation forms: https://lsave.tistudy.hu/evaluation 9 June X X ELTE finalises the project ebook. 9 June X X Partners translated the IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders ELTE prepares the IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders ELTE prepares the IO3 summary and Newsletter and disseminate them on their own platform and ITStudy on the project ebook content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.) and creates a Creatice Commons license and publishes it. Partners translated and check the final versions of the Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. The Dutch, Hungarian and German versions of the LSAVET project ebook. 11 Juny X X X X X X X X X X X X X X X X X X X	The coordinator ELTE prepares the 102 and 103 evaluation forms in cooperation with the 102 and 103 leaders. Partners review the draft of the LS4VET project ebook: The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners. 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Partners translate the 103 Summary and Newsletter and disseminate them on their own platform and ITSudy on the project website ISTUDY converts the LS4VET project ebook content into pdf format (graphic design, sylistic and technical editing, optimisation for different formats, etc.) and creates a constitution fleene and publishes it. Partners translate the national (AU, NU, MT, NU) versions of the LS4VET course ebook (downloaded documents available here: Nature of the Capture of the LS4VET project ebook. Partners finalize the national (AU, NU, MT, NU) versions of the LS4VET course ebook (downloaded documents swallable here: Nature of the Coordinator ELTE prepares the 104 summary and Newsletter 18 August X X X The coordinator ELTE prepares the 104 eva	The coordinator ELTE prepares the DC2 and IO3 evaluation forms in the DC2 and IO3 evaluation forms in CC2 and IO3 evaluation form and shares it with the partners PATHOR P	The coordinator EUE propares the 102 and 103 evaluation forms in cooperation with the 102 and 103 leaders by the 103 and 103 evaluation form and shares it the 103 and 103 evaluation forms: BUE finalises the project ebook. 9 June EUE finalises the project ebook. 9 June 103 leader MD projects by the 103 and 103 evaluation forms: 104 leader MD projects by the 103 and 103 evaluation reports, with comments form the 102 and 103 leaders by the 103 and 103 evaluation reports, with comments form the 103 and 103 leaders by the 103 leaders by the 103 leaders by the 103 leaders by the 10	The contribute of the Coard of	CANTE: MASS of these ATM AND SERVICE AND S

IO tasks

IO/A	TASKS	DEADLINE	ELTE	ITStudy	NJIT	PH NÖ	UM	ITS	UAS	LS
IO4-A2	Partners review the draft of the LS4VET project ebook: https://docs.google.com/document/d/1umvbLTEhh6XReP8YV07BsLn - SJoyHT3/edit?rtpof=true	1 June		x	X	x	x	x	x	x
IO4-A2	ELTE finalises the project ebook.	9 June	Х							
IO4-A2	ITStudy converts the LS4VET project ebook content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.) and creates a Creatice Commons license and publishes it.	30 June		x						
IO4-A2	Partners translate and check the final versions of the Dutch, Hungarian and German versions of the LS4VET project ebook.	31 July	х			х	х		x	
IO2-A6/IO3- A6	Partners finalize the national (AU, HU, MT, NL) versions of the LS4VET course eBook (downloaded documents available here: https://drive.google.com/drive/folders/1zWKT_j3Numdg9lljU1pkEC7 rroNzB3kS) and upload them in this folder: https://drive.google.com/drive/u/0/folders/1cTXPcjTi8VYZ9W8B6hk Xa9MqDH9kK5gB. They can amend the text as they wish, e.g. by integrating completed document templates from the course as examples or use excerpts from the case stories as illustrations.	31 July	x			x	X		x	
102-A6/103- A6	ITStudy prepares final technical editing of the LS4VET course ebooks , creates a Creatice Commons license and publishes them.	31 August		х						
IO4-A2	ITStudy creates a Creatice Commons license and publishes the natonal language versions of the LS4VET project ebook.	31 August		x						

IO GANTT

	Responsible partner	6	7	8
Project activity		M20	M21	M22
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE			
IO2-A.4. Preparing national versions.	ELTE/ITStudy, PH NÖ, UAS, UM		31 July	
IO2-A6.5. Graphic design and technical editing of the eBooks, creating a Creative Commons license publishing and publishing the eBook	ITStudy			31 Aug
IO4 – A1: Writing case stories	PH NÖ and UAS			
IO4-A4.1. Creating a proposal for methodology and templates	PH NÖ and UAS			
IO4-A1.2. Discussion of proposal	partners			
IO4-A1.3. Finalisation of methodology and templates	PH NÖ and UAS			
Transnational partner meeting Utrecht	UAS			
IO4-A1.4. Writing case stories in national languages	expert partners			
IO4-A1.5. Translating 2 national case stories to English	expert partners			
IO4 – A2: Creating the LS4VET eBook	ELTE			
IO4-A2.3. Discussion of proposal and guidelines (questions)	partners			
IO4-A2.4. Finalising eBook structure and guidelines (questions)	ELTE			
IO4-A2.5. Writing the country inputs	partners			
IO4-A2.5. Writing the country inputs IO4-A2.6. Preparing the draft version	partners ELTE	Н		
	Production and Control	2 Jun		
IO4-A2.6. Preparing the draft version	ELTE	2 Jun 2-3 June		
IO4-A2.6. Preparing the draft version IO4-A2.9. Reviewing the draft	ELTE partners			
IO4-A2.6. Preparing the draft version IO4-A2.9. Reviewing the draft Transnational partner meeting and Final conference Budapest	ELTE partners	2-3 June	30 Jun	
IO4-A2.6. Preparing the draft version IO4-A2.9. Reviewing the draft Transnational partner meeting and Final conference Budapest IO4-A2.10. Finalising the eBook content (English) IO4-A2.11. Converting content into pdf format (graphic design, stylistic and	ELTE partners ELTE ELTE	2-3 June	30 Jun	
IO4-A2.6. Preparing the draft version IO4-A2.9. Reviewing the draft Transnational partner meeting and Final conference Budapest IO4-A2.10. Finalising the eBook content (English) IO4-A2.11. Converting content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	ELTE partners ELTE ELTE ITStudy	2-3 June	30 Jun 31 Jul	

LS4VET course evaluation

Altogether 41 responses – might be more coming from Hungary.

• AU: 23

• HU: 7

• MT: 7

• NL: 4

PQM Tasks

IO/A	TASKS	DEADLINE	ELTE	ITStudy	NJIT	PH NÖ	UM	ITS	UAS	LS
PQM	The coordinator ELTE prepares the IO2 and IO3 evaluation forms in cooperation with the IO2 and IO3 leaders	1 June	х							
PQM	The partner meeting host ELTE prepares the Budapest partner meeting evaluation form and shares it with the partners	1 June	X							
PQM	Partner complete the Budapest partner meeting evaluation form	4 June	Х	Х	Х	X	Х	Х	х	X
PQM	The partner meeting host ELTE prepares the Budapest partner meeting evaluation report	9 June	х							
PQM	Partners complete the IO2 and IO3 evaluation forms: https://ls4vet.itstudy.hu/evaluation	9 June	х	x	х	х	х	х	х	х
PQM	The Coordinator prepares the IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders	16 June	х	x			х			
IO2-A5/ IO3-A5	ELTE prepares the LS4VET Course evaluation (CES) report.	16 June	х							
PQM	ELTE prepares the draft version of the final report and requests input and financial supporting documents from the partners	31 July	х							
PQM	Partners provide the requested input for the final report to ELTE	15 August		Х	Х	X	Х	Х	Х	Х
PQM	The coordinator ELTE prepares the IO4 evaluation form	18 August	Х							
PQM	Partners complete the IO4 evaluation form: https://ls4vet.itstudy.hu/evaluation	31 August		x	X	x	х	x	х	х
PQM	Partners provide the financial reporting documents to ELTE	15 Sept		Х	Х	X	Х	Х	Х	X
PQM	The coordinator ELTE prepares the IO4 evaluation report	15 Sept	Х							
PQM	ELTE finalises and submits the final report .	31 Oct	Х							

Dissemination Tasks

IO/A	TASKS	DEADLINE	ELTE	ITStudy	NJIT	PH NÖ	UM	ITS	UAS	LS
PQM	IO3 leader UM prepares the IO3 Summary and Newsletter	9 June					Х			
PQM	Partners translate the IO3 Summary and Newsletter and disseminate them on their own platform and ITStudy on the project website	23 June	X	x	х	x	Х	х	Х	x
PQM	IO4 leader ELTE/ITSTudy prepare the IO4 Summary and Newsletter	18 August	Х	X						
PQM	Partners translate the IO4 Summary and Newsletter and disseminate them on their own platform and ITStudy on the project website	31 August	Х	x	х	x	х	Х	Х	x
Dissem.	All partners consult our Dissemination Strategy and continuously record their dissemination activities on the project website.	cont.	Х	x	х	х	Х	х	Х	х
Dissem.	All partners continuously upload their publications and presentations that refer to the project in this folder: https://drive.google.com/drive/u/0/folders/156ZEreN6wu53hoCyJMln16tyMDHeAYdI	cont	x	x	X	x	x	x	x	x

SLS4VET

Project and Quality Management

including finances

08/2022-12/2022



Financial reporting

- Partners' supporting documents to be sent by 15 September 2023
 for the final report due after the project closure (31.08.2023)
- You may upload your timesheets and contracts (IO costs)
 continuously in your partner folder or only when requested for the
 final report
- Financial Guide and templates available here:
 https://drive.google.com/drive/u/0/folders/11u-hd04i-MeraatpkOBNQ5XyOvw19TP6
- ELTE financial manager:

Alexandra Koósz-Fodor

koosz-fodor.alexandra@ppk.elte.hu

Intellectual Output

UNIT COST

- Based on daily fees per staff category, which differ by country group (4 groups based on GDP per capita).
- We use only 2 categories: Researcher/ Teacher / Trainer and Technical staff
- Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item

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Supporting documents:

- Proof of the intellectual output produced uploaded by the coordinator in the Erasmus+ Project Results Platform
- Timesheet for each person involved
- Proof of the nature of the relationship between the person and the institution (e.g. type of employment contract) persons with a service contract (e.g. translators, web designer etc.) are not considered as staff!

Multiplier events

- Budget: 30x100 EUR=3000 EUR
- Required documentation for reporting:
 - Invitation letters
 - Agenda
 - Participant list signed by host and participants (incl. title and date of event, participants' names and email addresses and their employers' name and address)
 - Meeting minutes
 - Photos
 - Evaluation questionnaire ELTE/ITStudy will prepare a template that you can adapt and use
 - Evaluation of the event (summary with conclusions and analysis of feedback)
- Please keep invoices about rental fees, catering etc. as these might be requested in case of an audit to prove payment of related expenses, though the amounts will not be checked)

Transnational project meetings

- Budget: 575 EUR per person (typically 2 persons per partner travelling, as defined in your budget)
- Required documentation for reporting:
 - Individual attendance certificates signed by the receiving organisation (certifying attendance, and including the objective of the activity, its start and end date, name of the person attending, and name and address of the delegating partner) UM
 - Participant list signed by all meeting participants and the receiving organisation UM
 - Proof of formal link between participant and delegating institution (participants' contract) each partner
 - Meeting documentation (agenda, minutes, photos, presentations) UM/ELTE
 - **Documents related to travel and accommodation** (e.g. boarding cards, invoice of tickets, hotel invoice). If the place of departure is different from the site of the delegating partner and/or the place of arrival is not the same as the site of the host partner, the tickets of the actual journey are required, or alternatively other type of invoices proving the travel between the places of departure and arrival **each partner**