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

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

Project activity	Responsible partner	2 / M16	3 / M17	4 / M18	5 / M19	6 / M20	7 / m16	8 / 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

IO/A	TASKS GANTT: https://docs.google.com/spreadsheets/d/1OBSqmRts8-kTV-sAmFpHif04VmWmxl4S/edit#gid=273128493	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	X							
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
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	X	X	X	X	X	X	X	X
PQM	The partner meeting host ELTE prepares the **Budapest partner meeting evaluation report**	9 June	X							
IO4-A2	ELTE finalises **the project ebook**.	9 June	X							
PQM	Partners complete the **IO2 and IO3 evaluation forms:** https://ls4vet.itstudy.hu/evaluation	9 June	X	X	X	X	X	X	X	X
PQM	IO3 leader UM prepares the **IO3 Summary and Newsletter**	9 June					X			
PQM	The Coordinator prepares the **IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders**	16 June	X	X			X			
IO2-A5/ IO3-A5	ELTE prepares the **LS4VET Course evaluation (CES) report**.	16 June	X							
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	X	X	X	X	X	X
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	X			X	X		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_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	
PQM	ELTE prepares the draft version of the **final report** and requests input and **financial supporting documents** from the partners	31 July	X							
PQM	Partners provide the requested **input for the final report to ELTE**	15 Aug	X	X	X	X	X	X	X	X
PQM	IO4 leader ELTE/ITSTudy prepare the **IO4 Summary and Newsletter**	18 August	X	X						
PQM	The coordinator ELTE prepares the **IO4 evaluation form**	18 August	X							
IO2-A6/IO3-A6	ITStudy prepares final technical editing of the **LS4VET course ebooks**, creates a Creatice Commons license and publishes them.	31 August		X						
IO4-A2	ITStudy creates a Creatice Commons license and publishes the **natonal language versions of the LS4VET project ebook**.	31 August		X						
PQM	Partners translate the **IO4 Summary and Newsletter** and disseminate them on their own platform and ITStudy on the project website	31 August	X	X	X	X	X	X	X	X
PQM	Partners complete the **IO4 evaluation form:** https://ls4vet.itstudy.hu/evaluation	31 August	X	X	X	X	X	X	X	X
PQM	The coordinator ELTE prepares the **IO4 evaluation report**	15 Sept	X							
PQM	Partners provide the **financial reporting documents** to ELTE	15 Sept	X	X	X	X	X	X	X	X
PQM	ELTE finalises and submits the **final report**.	31 Oct	X							
Dissem.	All partners consult our Dissemination Strategy and continuously record their dissemination activities on the project website.	cont.	X	X	X	X	X	X	X	X
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

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**	X							
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**	X			X	X		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_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	
IO2-A6/IO3-A6	ITStudy prepares final technical editing of the **LS4VET course ebooks**, creates a Creatice Commons license and publishes them.	**31 August**		X						
IO4-A2	ITStudy creates a Creatice Commons license and publishes the **natonal language versions of the LS4VET project ebook.**	**31 August**		X						

IO GANTT

Project activity	Responsible partner	2023		
		6	7	8
		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-A2.6. Preparing the draft version	ELTE			
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

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**	X							
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**	X	X	X	X	X	X	X	X
PQM	The partner meeting host ELTE prepares the **Budapest partner meeting evaluation report**	**9 June**	X							
PQM	Partners complete the **IO2 and IO3 evaluation forms:** https://ls4vet.itstudy.hu/evaluation	**9 June**	X	X	X	X	X	X	X	X
PQM	The Coordinator prepares the **IO2 and IO3 evaluation reports, with comments form the IO2 and IO3 leaders**	**16 June**	X	X			X			
IO2-A5/ IO3-A5	ELTE prepares the **LS4VET Course evaluation (CES) report**.	**16 June**	X							
PQM	ELTE prepares the draft version of the **final report** and requests input and financial supporting documents from the partners	**31 July**	X							
PQM	Partners provide the requested input for the **final report** to ELTE	**15 August**		X	X	X	X	X	X	X
PQM	The coordinator ELTE prepares the **IO4 evaluation form**	**18 August**	X							
PQM	Partners complete the **IO4 evaluation form:** https://ls4vet.itstudy.hu/evaluation	**31 August**		X	X	X	X	X	X	X
PQM	Partners provide the **financial reporting documents** to ELTE	**15 Sept**		X	X	X	X	X	X	X
PQM	The coordinator ELTE prepares the **IO4 evaluation report**	**15 Sept**	X							
PQM	ELTE finalises and submits the **final report**.	**31 Oct**	X							

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					X			
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	X	X	X	X	X	X
PQM	IO4 leader ELTE/ITSTudy prepare the **IO4 Summary and Newsletter**	18 August	X	X						
PQM	Partners translate the **IO4 Summary and Newsletter** and disseminate them on their own platform and ITStudy on the project website	31 August	X	X	X	X	X	X	X	X
Dissem.	All partners consult our Dissemination Strategy and continuously record their dissemination activities on the project website.	cont.	X	X	X	X	X	X	X	X
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/156ZEreN6wu53hoCyJMl n16tyMDHeAYdl	cont.	X	X	X	X	X	X	X	X

Project and Quality Management
including finances

08/2022-12/2022

2020-1-HU01-KA202-078848

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

-

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 <u>their employers' name and address</u>)
  - **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**