

# **PRAISE PROJECT**

**AGREEMENT NUMBER – 2003 –4724 / 001 -001**

## **ADMINISTRATIVE ISSUES**

**1. BUDGET**

**2. PAYMENTS**

**3. INTERIM REPORT**

**4. CONSORTIUM AGREEMENT**

# BUDGET

## Overview of expenditure

Type of costs	Total eligible Budget	Community Grant Awarded
1. Staff costs	250.000,00	200.000,00
2. General expenditure	10.000,00	8.000,00
3. Travel and subsistence	160.000,00	128.000,00
4. Costs in connection with conferences and seminars	40.000,00	32.000,00
5. Dissemination and information costs	40.000,00	32.000,00
6. Other costs	0,00	0,00
<b>TOTAL</b>	<b>500.000,00</b>	<b>400.000,00</b>

### Budget distribution between partners (agreed during the Kick off Meeting)

	<i>TOTAL</i>	<b>SFEP</b>	<b>PdT</b>	<b>UHI</b>	<b>Bethel</b>	<b>INFOP</b>	<b>UdB</b>	<b>UoA</b>	<b>THC</b>
1. Staff	<i>250.000,00</i>	43.150,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00
Category A	<i>235.500,00</i>	41.250,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00
Category B	<i>14.400,00</i>	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00
Category C	<i>100,00</i>								
2. General expenditure	<i>10.000,00</i>	3.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00
a. Office supplies, photocopies	<i>1.500,00</i>	450,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00
b. Telephone, fax,post	<i>1.500,00</i>	450,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00
c. Data processing	<i>7.000,00</i>	2.100,00	700,00	700,00	700,00	700,00	700,00	700,00	700,00
3. Travel & subsistence	<i>160.000,00</i>	34.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00
a. Travel	<i>96.250,00</i>	22.750,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00
b. Subsistence	<i>63.750,00</i>	11.250,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00
4. Conferences and seminars	<i>40.000,00</i>				8.000,00	8.000,00	8.000,00	8.000,00	8.000,00
a. Premises hire	<i>6.000,00</i>				1.200,00	1.200,00	1.200,00	1.200,00	1.200,00
C1. Speaker's travel	<i>13.200,00</i>				2.640,00	2.640,00	2.640,00	2.640,00	2.640,00
C3. Speaker's subsistence	<i>10.800,00</i>				2.160,00	2.160,00	2.160,00	2.160,00	2.160,00
d. Interpretation	<i>7.200,00</i>				1.440,00	1.440,00	1.440,00	1.440,00	1.440,00
g. Documentation	<i>2.800,00</i>				560,00	560,00	560,00	560,00	560,00
5. Production, dissemination and information	<i>40.000,00</i>	2.500,00	2.500,00	2.500,00	2.500,00	22.500,00	2.500,00	2.500,00	2.500,00
Production, translation, distribution (a+b+c)	<i>40.000,00</i>	2.500,00	2.500,00	2.500,00	2.500,00	22.500,00	2.500,00	2.500,00	2.500,00
GRAND TOTAL	<i>500.000,00</i>	82.650,00	51.050,00	51.050,00	59.050,00	79.050,00	59.050,00	59.050,00	59.050,00
<b>EU Grant</b>	<b><i>400.000,00</i></b>	<b>66.120,00</b>	<b>40.840,00</b>	<b>40.840,00</b>	<b>47.240,00</b>	<b>63.240,00</b>	<b>47.240,00</b>	<b>47.240,00</b>	<b>47.240,00</b>
Partner Contribution	<i>100.000,00</i>	16.530,00	10.210,00	10.210,00	11.810,00	15.810,00	11.810,00	11.810,00	11.810,00

## DETAILED DESCRIPTION

### 1. Staff costs

Description	Total eligible Budget	Community Grant Awarded
a) Category A (project manager, administrator, expert, consultant, etc.);	235.500,00	188.400,00
b) Category B (assistance functions, etc.)	14.400,00	11.520,00
c) Category C (secretaries, etc.)	100,00	80,00
<b>Total section 1 (a+b+c)</b>	<b>250.000,00</b>	<b>200.000,00</b>

#### 1.1 Share Staff costs

a) Category A (project manager, administrator, expert, consultant, etc)

Project manager	Administrator, expert, consultant, etc.	Persons	Days	Cost per day	Total
SFEP		1	25	300,00	7.500,00
	SFEP	3	45	250,00	33.750,00
	PdT	3	37	250,00	27.750,00
	UHI	3	37	250,00	27.750,00
	Bethel	3	37	250,00	27.750,00
	INFOP	3	37	250,00	27.750,00
	UdB	3	37	250,00	27.750,00
	UoA	3	37	250,00	27.750,00
	THC	3	37	250,00	27.750,00
<b>Total A</b>					<b>235.500,00</b>

b) Category B (assistance functions, etc.)

Partner	Persons	Days	Cost per day	Total
SFEP	1	12	150,00	1.800,00
PdT	1	12	150,00	1.800,00
UHI	1	12	150,00	1.800,00
Bethel	1	12	150,00	1.800,00
INFOP	1	12	150,00	1.800,00
UdB	1	12	150,00	1.800,00
UoA	1	12	150,00	1.800,00
THC	1	12	150,00	1.800,00
<b>Total B</b>				<b>14.400,00</b>

c) Category C (secretaries, etc.)

Partner	Persons	Days	Cost per day	Total
SFEP	1	1	100,00	100,00
PdT				
UHI				
Bethel				
INFOP				
UdB				
UoA				
THC				
<b>Total C</b>				<b>100,00</b>

## **2. General Expenditure**

Description	Total eligible Budget	Community Grant Awarded
a) Office supplies, photocopies, ....	1.500,00	1.200,00
b) Telephone, fax, post and, telecommunications charges	1.500,00	1.200,00
c) Data processing	7.000,00	5.600,00
<b>Total section 2 (a+b+c)</b>	<b>10.000,00</b>	<b>8.000,00</b>

### **2.1 Share General expenditure**

Partner	Office supplies, photocopies, ....	Telephone, fax, post and, telecommunications charges	Data processing	Total
SFEP	450,00	450,00	2.100,00	3.000,00
PdT	150,00	150,00	700,00	1.000,00
UHI	150,00	150,00	700,00	1.000,00
Bethel	150,00	150,00	700,00	1.000,00
INFOP	150,00	150,00	700,00	1.000,00
UdB	150,00	150,00	700,00	1.000,00
UoA	150,00	150,00	700,00	1.000,00
THC	150,00	150,00	700,00	1.000,00
			<b>Total</b>	<b>10.000,00</b>

### **3. Travel and subsistence costs in connection with implementation of the project**

Description	Total eligible Budget	Community Grant Awarded
a) Travel	96.250,00	77.000,00
b) Subsistence (accommodation and meals)	63.750,00	51.000,00
<b>Total section 3 (a+b)</b>	<b>160.000,00</b>	<b>128.000,00</b>

#### **3.1 Share Travel and subsistence costs**

##### a) Travel

Partner	Mean of transport	Persons	Journeys	Cost per journey	Total
SFEP	Aeroplane	3	9	800,00	21.600,00
SFEP	taxi	3	19	20,00	1.150,00
PdT	Aeroplane	2,5	5	800,00	10.000,00
PdT	taxi	2,5	10	20,00	500,00
UHI	Aeroplane	2,5	5	800,00	10.000,00
UHI	taxi	2,5	10	20,00	500,00
Bethel	Aeroplane	2,5	5	800,00	10.000,00
Bethel	taxi	2,5	10	20,00	500,00
INFOP	Aeroplane	2,5	5	800,00	10.000,00
INFOP	taxi	2,5	10	20,00	500,00
UdB	Aeroplane	2,5	5	800,00	10.000,00
UdB	taxi	2,5	10	20,00	500,00
UoA	Aeroplane	2,5	5	800,00	10.000,00
UoA	taxi	2,5	10	20,00	500,00
THC	Aeroplane	2,5	5	800,00	10.000,00
THC	taxi	2,5	10	20,00	500,00
<b>Total a</b>					<b>96.250,00</b>

##### b) Subsistence (accommodation and meals)

Partner	Persons	Days	Cost per day	Total
SFEP	3	25	150,00	11.250,00
PdT	2,5	20	150,00	7.500,00
UHI	2,5	20	150,00	7.500,00
Bethel	2,5	20	150,00	7.500,00
INFOP	2,5	20	150,00	7.500,00
UdB	2,5	20	150,00	7.500,00
UoA	2,5	20	150,00	7.500,00
THC	2,5	20	150,00	7.500,00
<b>Total b</b>				<b>63.750,00</b>

## **1. Costs in connection with conferences and seminars**

Description	Total eligible Budget	Community Grant Awarded
a) Hire of Premises	6.000,00	4.800,00
b) Hire of equipment	0,00	0,00
c) Travel/subsistence costs for participants and speakers		
c1) Travel expenses of conference participants and speakers	13.200,00	10.560,00
c2) Local transport	0,00	0,00
c3) Subsistence (accommodation and meals for conference participants and speakers)	10.800,00	8.640,00
d) Interpretation: Languages from/into which interpretation has been performed		
d1) Interpreters	7.200,00	5.760,00
d2) Hire of booths	0,00	0,00
e) Fees for external speakers	0,00	0,00
f) Reception staff	0,00	0,00
g) Cost of documentation distributed to the participants	2.800,00	2.240,00
h) Supplies	0,00	0,00
<b>Total section 4</b>	<b>40.000,00</b>	<b>32.000,00</b>

### **4.1 Share Costs in connection with conferences and seminars**

a) Premises hire

Partner	Total
SFEP	
PdT	
UHI	
Bethel	1.200,00
INFOP	1.200,00
UdB	1.200,00
UoA	1.200,00
THC	1.200,00
<b>Total a</b>	<b>6.000,00</b>



C1) Travel expenses of conference participants and speakers

Partner	Mean of transport	Cost per journey	Total
SFEP	Aeroplane	500,00	
SFEP	train	100	
PdT	Aeroplane	500,00	
PdT	train	100	
UHI	Aeroplane	500,00	
UHI	train	100	
Bethel	Aeroplane	500,00	2.640,00
Bethel	train	100	
INFOP	Aeroplane	500,00	2.640,00
INFOP	train	100	
UdB	Aeroplane	500,00	2.640,00
UdB	train	100	
UoA	Aeroplane	500,00	2.640,00
UoA	train	100	
THC	Aeroplane	500,00	2.640,00
THC	train	100	
<b>Total c1</b>			<b>13.200,00</b>

C3) Subsistence (accommodation and meals for conference participants and speakers)

Partner	Cost per day	Total
SFEP	150,00	
PdT	150,00	
UHI	150,00	
Bethel	150,00	2.160,00
INFOP	150,00	2.160,00
UdB	150,00	2.160,00
UoA	150,00	2.160,00
THC	150,00	2.160,00
<b>Total c3</b>		<b>10.800,00</b>

d) Interpretation

Partner	Cost per day	Total
SFEP	300,00	
PdT	300,00	
UHI	300,00	
Bethel	300,00	1.440,00
INFOP	300,00	1.440,00
UdB	300,00	1.440,00
UoA	300,00	1.440,00
THC	300,00	1.440,00
<b>Total d</b>		<b>7.200,00</b>

g) Documentation distributed to participant

Partner	Total
SFEP	
PdT	
UHI	
Bethel	560,00
INFOP	560,00
UdB	560,00
UoA	560,00
THC	560,00
<b>Total g</b>	<b>2.800,00</b>

## **2. Dissemination and information costs**

Description	Total eligible Budget	Community Grant Awarded
a) Production costs	19.500,00	15.600,00
b) Translation costs	15.000,00	12.000,00
c) Distribution costs	5.500,00	4.400,00
<b>Total section 5 (a+b+c)</b>	<b>40.000,00</b>	<b>32.000,00</b>

### **5.1 Share Dissemination and information costs**

Partner	Total (a+b+c)
SFEP	2.500,00
PdT	2.500,00
UHI	2.500,00
Bethel	2.500,00
INFOP	22.500,00
UdB	2.500,00
UoA	2.500,00
THC	2.500,00
<b>Total</b>	<b>40.000,00</b>

**self-financing by the applicant**

Participating institution	Partner Contribution	Community Grant
Coordinating institution Comune di Torino – SFEP, Italy	16.530,00	66.120,00
Participating institution n. 2 Politecnico di Torino (PdT), Italy	10.210,00	40.840,00
Participating institution n. 3 UHI Millennium Institute (UHI), UK	10.210,00	40.840,00
Participating institution n. 4 Berufskolleg Bethel, Germany	11.810,00	47.240,00
Participating institution n. 5 INFOP, France	15.810,00	63.240,00
Participating institution n. 6 Universitat de Barcelona (UdB), Spain	11.810,00	47.240,00
Participating institution n. 7 University of Akureyri (UoA), Iceland	11.810,00	47.240,00
Participating institution n. 8 The Highland Council (THC), UK	11.810,00	47.240,00
<b>Total</b>	<b>100.000,00</b>	<b>400.000,00</b>

# **PAYMENTS**

## **Pre-financing**

- Commission has paid the pre-financing for € 160.000,00= (40% of the amount Community Grant).
- Financial Identification, filled and signed, is required for the transfer of payment to partners.
- The transfer of payment for partners, who have already sent the financial identification filled and signed (four partners), is coming to an end.
- In a short time the transfer of payment for the last three partners will be paid.

## INTERIM REPORT

- A progress report on the project's implementation must be submitted to Commission within 12 months following the starting date of the project (**01-01-2005**).
- A detailed statement of the cost's incurred as soon as 70% of the pre-financing is consumed.
- The report models and other documents (FAQ, Avenant, Interim Report, Financial Summary, etc.) are available on the Web site of "PRAISE":  
<http://www.comune.torino.it/sfep/praise>

and at the following Internet address of EC:

[http://europa.eu.int/comm/education/programmes/elearning/info/index\\_fr.html](http://europa.eu.int/comm/education/programmes/elearning/info/index_fr.html)

- Explanations concerning costs and financial provisions are available consulting the document "**eLearning Call for Proposals DG EAC/61/03 - Preparatory and Innovative Actions 2003**".

**INTERIM REPORT FORM**

**Part 1: Confirmation of project data**

<b>Details of the beneficiary</b>			
<i>Name</i>			
<i>Address</i>			
<i>Town</i>		<i>Post Code</i>	
<i>Country</i>			
<i>Phone</i>		<i>Fax</i>	
<i>Email</i>			
<b>Person in charge of the project</b>			
<i>Surname</i>		<i>First Name(s)</i>	
<i>Title (Position)</i>			
<i>Phone</i>		<i>Fax</i>	
<i>Email</i>			
<b>Person in charge of finance</b>			
<i>Surname</i>		<i>First Name(s)</i>	
<i>Title (Position)</i>			
<i>Phone</i>		<i>Fax</i>	
<i>Email</i>			
<b>Person authorised to sign for the beneficiary</b>			
<i>Surname</i>		<i>First Name(s)</i>	
<i>Title (Position)</i>			
<i>Phone</i>		<i>Fax</i>	
<i>Email</i>			

**Basic information partner institutions**

	<b>Title (in language of origin)</b>	<b>Town</b>	<b>Country</b>
<b>1</b> .			
<b>2</b> .			
<b>3</b> .			
<b>4</b> .			
<b>5</b> .			
<b>6</b> .			
<b>7</b> .			
<b>8</b> .			

**Website address**

<b>Website address</b>	
Login name (if applicable)	
Login password (if applicable)	



## **Part 2: Description of project activities, products and results**

This section describes the activities of the project. It is divided in four sections.

**Section 2A** – Summary of the activities undertaken during the reporting period. Summary of the activities to be undertaken during the rest of the project duration.

**Section 2B** – An overall description of the project activities, products and results.

**Section 2C** – Executive summary of the interim report for public dissemination

**Section 2D** – A list of products and results.







## Section 2B – Overall Description of the Project

### Description of Activities (maximum 4 pages)

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Please provide a short description, which gives an account of the project's work during the reporting period and summarises the activities scheduled for the rest of the project period. This document should provide a **synthetic** overview of the main activities and outcomes achieved so far by **all the partners**.

It should cover, *inter alia*, the following:

Organisational aspects

- The **organisational approach and structure** developed within the partnership to manage the project: describe the role(s) of individual partners, organisation of the work and the way transnational cooperation has taken place (e.g. steering groups). Please comment on the appropriateness and effectiveness of this organisational approach in fulfilling the project's objectives. Also, please indicate any other organisations/contacts involved / to be involved in the project.

Methodology, tools and technology used / to be used

- The **educational and teaching approaches** promoted within the project: give details about their nature and impact on the end-users / participants / target group. Provide a description of the teaching/learning structure and approach and comment on their impact on the end-users.
- **Tools and technology:** where applicable, describe and comment upon the appropriateness and effectiveness of the tools and technology used to fulfil the tasks originally envisaged.

Products and results, their dissemination

- **A description of the project products.** Please list all products in section 2D of the Report.
- **Intellectual property rights, copyrights.** Where applicable, please describe the approach taken / foreseen.
- **Dissemination:** provide an overall description of the dissemination strategy, target groups and provide an estimate of the number of people and institutions to be reached.
- **Commercialisation:** if the product has been or will be commercialised, please describe the pricing strategy, and actions taken / foreseen.

Evaluation

- What **tools and criteria** have been / will be used to evaluate the appropriateness and effectiveness of your work (process and results)? Who did the evaluation / will be doing the evaluation. What is the evaluation process?

Feedback on the project

- Please detail the **strengths** and **weaknesses** of the project.
- Please describe any **divergence** from the initial project plan (aims and objectives, work programme, products, partnership, and budget). Give the reasons for the changes.
- Please provide an overview of any **difficulties** encountered during the reporting period and of major **challenges** for the future.

Comments in free form

- Please make any further comment and/or recommendation in connection with your eLearning project.

## Section 2C – Executive Summary of the Interim Report

In accordance with Article 6 of the financial agreement, please provide us with an executive summary of the interim report, for public dissemination, detailing: the main outcomes of the project from a pedagogical, organisational and technical point of view; the strengths and weaknesses of the approach; the lessons learnt and recommendations for other, similar projects.

The executive summary should also be submitted in electronic form, either on diskette, on CD-Rom or by email to [eLearning@cec.eu.int](mailto:eLearning@cec.eu.int)







## Part 3 - Declaration of Expenditure (in €)

Table 3.1 provides a summary of the costs of the project

Table 3.2 shows the distribution of these costs between the partners

Table 3.3 gives details of bank transfers for the distribution of the Community Grant between the partners

**Table 3.1 Summary of the costs on the project**

	<b>Approved budget (1)</b>	<b>Declared expenditure (2)</b>	<b>% use of approved budget (3)</b>	<b>Future expenditure (4)</b>	<b>Total expenditure (5)</b>
<b>1. Staff costs</b>					
<b>2. General costs</b>					
<b>3. Travel and subsistence costs</b>					
<b>4. Conference and seminar costs</b>					
<b>5. Production, Dissemination and Information costs</b>					
<b>6. Other costs</b>					
<b>Total</b>					

(1) As in the Financial Agreement (taking into account any approved amendments)

(2) Expenditure from the beginning of the eligibility period to the submission date of the report. The figures have to be equal to the totals in table 3.2.

(3) = Column (2) / column (1) \* 100

(4) Estimated expenditure to be committed during the remaining eligibility period

(5) = Column (2)+ column (4)

**Table 3.2. Breakdown of the costs<sup>1</sup> within the partnership**

Partnership Name of the partner	Country Code, annex 1	1. Staff costs	2. General costs	3. Travel and subsistence costs	4. Conference and seminar costs	5. Production, Information and Disseminatio n costs	3. Other costs	TOTAL COSTS
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
<b>Totals (2)</b>								

(1) Expenditure from the beginning of the eligibility period to the submission date of the report.

(2) Totals have to be equal to the figures given in column "Declared expenditure" in Table 3.1



## **Annex - Codes to be used in the Report**

### **Annex 1. Country and language codes**

<b>Code</b>	<b>Country</b>	<b>Code</b>	<b>Country</b>	<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
BE	Belgium	IS	Iceland	DA	Danish	IS	Icelandic
DK	Denmark	LI	Liechtenstein	DE	German	NO	Norwegian
DE	Germany	NO	Norway	EL	Greek		
GR	Greece			EN	English		
ES	Spain			ES	Spanish		
FR	France			FI	Finnish		
IE	Ireland			FR	French		
IT	Italy			IT	Italian		
LU	Luxembourg			NL	Dutch		
NL	Netherlands			PO	Portuguese		
AT	Austria			SE	Swedish		
PT	Portugal			GA	Irish		
FI	Finland			LE	Letzeburgesch		
SE	Sweden						
UK	United Kingdom						

### **Annex 2. Codes for products and results**

<b>Code</b>	<b>Type of product</b>
A1	Course / module
A2	Report
A3	Study
A4	Learning materials
A5	Teaching materials
A6	Curricula
A7	Certification system
A8	Database / directory
A9	Network
A10	Guidelines
A11	WWW page
A12	Other (specify)

## CONSORTIUM AGREEMENT

- The Contract (Grant Agreement) between Commission and Comune di Torino – SFEP provides the drawing up of a contract with other partners to define the rights and obligations of the partners.
- A version of the Consortium Agreement for the PRAISE project, similar to the Consortium Agreement of CABLE project, is preparing.
- Signing procedure will be the same:
  - check that consortium is ok
  - compile "signature" page (2 originals) with the data of the person(s) in charge of signing the agreement
- Dead line:
  - 31/07/04** – Any request of modifications
  - 18/09/04** (meeting of Island) – Delivery signature pages, duly filled and signed.