

# **PRAISE PROJECT**

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

## **ADMINISTRATIVE ISSUES**

**1. CONSORTIUM AGREEMENT**

**2. PAYMENTS**

**3. INTERIM REPORT**

# CONSORTIUM AGREEMENT

## **SIGNATURES:**

- Delivery to the meeting of Akureyri of "signature" page (2 originals) with the data of the person(s) in charge of signing the agreement, duly filled and signed.
- Who have not seen about it yet, will send it urgently via Express mail to the following address:

**COMUNE DI TORINO**  
**SFEP**  
**Via Cellini n. 14**  
**10127 TORINO - ITALIA**

## **ANNEX C**

Send urgently file "CA\_praise AnnexC.doc" filled with the required data, via e-mail to the following address:

[sfep@comune.torino.it](mailto:sfep@comune.torino.it)

## **PAYMENTS**

### **PRE-FINANCING**(40% of budget)

- The transfer of payment for partners is completed. Table 3.3 shows detail of bank transfers.

**Table 3.3. Detail of bank transfers between the Commission, the Beneficiary, and the partners**

<b>N° (2)</b>	<b>Beneficiary</b>	<b>Date when the Beneficiary received payment from the Commission</b>	<b>Amount of the payment (€)</b>
1	Comune di Torino (SFEP)	04/03/2004	160.000,00
<b>N° (2)</b>	<b>Name of the partner</b>	<b>Date the Beneficiary made the payment</b>	<b>Amount of the payment (€)</b>
2	Politecnico di Torino (PdT)	14/07/2004	16.336,00
3	Sabhal Mor Ostaig, UHI Millennium Insitute (UHI)	16/07/2004	16.336,00
4	Friedrich-von-odelschwingh-Schulen :Berufskolleg Bethel (Bethel)	02/09/2004	18.896,00
5	Institut de Formation Professionnelle (INFOP)	02/09/2004	25.296,00
6	Universitat de Barcelona (UdB)	09/08/2004	18.896,00
7	University of Akureyri (UoA)	16/07/2004	18.896,00
8	The Highland Council (THC)	02/09/2004	18.896,00

## **INTERIM REPORT**

A progress report on the project's implementation must be submitted to Commission within **01-01-2005**.

### **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.

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

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- 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 2A - Summary of the Activities**

**1) Project Activities undertaken during the reporting period.**

Stage of the project (start-end dates)	Activities undertaken. Indicate also any major divergence from the original workplan	Lead partner, other partners involved in the activities undertaken	Products and results
Stage 1 (dd/mm/yy- dd/mm/yy)			
Stage 2 (dd/mm/yy- dd/mm/yy)			

**2) Project Activities to be undertaken during the rest of the project duration.**

Stage of the project (start-end dates)	Activities to be undertaken. Indicate also any major	Lead partner, other partners to be involved in the activities undertaken	Anticipated products and results
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**2) Partnership Meetings planned to be held during the rest of the project period.**

Place		Estimated date	Partners attending	Purpose of the meeting	Anticipated key results
Country (use code)	Town				



## 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)



Section 2D – List of Products and Results

Summary table relating to project products and results

<b>Summary table: Materials, publications, modules, courses, conferences, reports, studies etc.</b>				
<b>N°</b>	<b>Type of product</b> A codes *	Title of the product	% of realisation	<b>Comments</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				



## 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

**Table 3.3. Detail of bank transfers between the Commission, the Beneficiary, and the partners(1)**

N° (2)	Beneficiary	Date when the Beneficiary received payment from the Commission	Amount of the payment (€)	Currency used (3)
N° (2)	Name of the partner	Date the Beneficiary made the payment	Amount of the payment (€)	Currency used (3)

- (1) All bank transfers realised from the beginning of the eligibility period to the submission date of the report
- (2) Use same numbering as in table 3.2
- (3) Where other than €

## **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)

### 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>
<b>1. Staff</b>	<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>	100,00							
<b>2. General expenditure</b>	<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
<b>3. Travel &amp; subsistence</b>	<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
<b>4. Conferences and seminars</b>	<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
<b>5. Production, dissemination and information</b>	<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
<b>GRAND TOTAL</b>	<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