



Project Management & Implementation Process Overview

2nd Technical Meeting

London, UK

18-19/01/2018

Presentation by Euratex

The University of the Arts London

Implementation overview

DAY 1

12:00	Registration of participants
12:00 – 13:00	Welcome by the Host Organization, registration of participants and lunch
13:00 – 16:00	The online educational unit in draft and look at some online courses developed by LCF (UAL)
16:00 – 17:00	Process and status of the digitalisation of Prato Museum (Prato Museum)
17:00 – 18:00	Project management & implementation process overview (Euratex)
18:00 – 20:00	SOCIAL DINNER (location TBC)
End of 1st Day	

Implementation overview

DAY 2

9:00	Registration of participants & Welcome coffee
9:00 – 10:00	Set up and development of the platform (GNOSI NGO)
10:00 – 11:00	Dissemination activities/outputs (Euratex)
11:00 – 13:00	Visit of Lime Grove site, Textile department
13:00 – 14:30	SOCIAL LUNCH (location TBC)
End of Meeting	

Implementation overview

Project activity*	MONTHS	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30
A.1 Project Management & Implementation																		
A1.1 Overall Project Management and Coordination																		
A7.3 e-Newsletters																		
A7.4 Media Press Releases																		
O1/A2 Quality Management Plan - GNOSI NGO																		EURATEX - EXCEPTIONAL
O6/A4 Curricula Identification Framework																		
O7/A4 Courses for VET curricula																		
O8/A5 Set-up of the Platform																		
O9/A5 Training Platform's User's Handbook																		
O11/A6 Pilot tests / Vocational Diploma																		
M4 Project Meetings - Third Interim Meeting																		
M5 Project Meetings - Fourth Interim Meeting																		
M6 Project Meetings - Final Meeting																		
E1 Multiplier Event in Prato IT																		
E2 Multiplier Event in Athens GR																		
E3 Multiplier Event in London UK																		
E4 Multiplier Event in Brussels BE																		

Implementation overview

- O1 – Quality Management Plan → ongoing
- O5 – Catalogue and Digitisation → almost done
- O6 – Curricula Framework → ongoing
- O7 – Courses for VET EQF Curricula → ongoing
- O8 – Training Web Platform → starting soon

Implementation overview

Newsletters:

- 2nd newsletter by Prato Museum, when: 31/01/2018
- 3rd newsletter by? when: end June 2018

Press Releases:

- Anytime partners want
- Next one after the London meeting? by ?

3th and 4th Project Meetings:

- In Greece, July and December 2018

Multiplier Events 2018:

- In UK, Italy and Greece, November 2018

Financial aspects: budget shift?

Question raised by UAL: transfer a partial amount from the translation budget to the courses content.

Translation budget: 10 days / partner.

The course will be in English and only the initial short description of the content of the course will be translated by all parties.

Could the allocation of 10 days accross the parties be reallocated to UAL for the production of the course?

The partnership has to arrive to an **agreement today**.

Financial aspects: next interim report

The next interim report is due by 1st March 2018.

Inputs (financial templates fulfilled + supporting documents) from partners are expected by **9th February the latest**. This information must be sent to Euratex.

The previous rules and financial templates are applicable.

Do not forget: 20% rule of funds allocation among cost categories.

Financial aspects: next interim report

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				Erasmus+			Total	9.150,00
Budget Category	Name of Beneficiary	Objectives	Action	Description of item	Invoice details (Number and Date)	Amount in € per unit	Nbr units	Total €
Project Management	EURATEX	Overall Project Management	Overall Project Management	the daily communication and management, reporting to the Lead Partner, draft of one Newsletter in month October. Specifically, sub costs claimed under the project management cost category	-	500,00	8,00	4.000,00
flat rate 250			Organisation of the Kick Off Meeting in Brussels	Rent of the Conference Room included coffee breaks	Invoice no..		1,00	0,00
				Offer of Lunch	Invoice no..		1,00	0,00
			Quality Plan	Development of the Quality Management Plan of the ART-CHERIE Project and all the relevant templates			1,00	0,00
			Dissemination Plan	Development of the Dissemination and Communication Plan for the ART-CHERIE Project	INVOICES		1,00	0,00
			Dissemination Material	Development and communication of a Press Release and a Newsletter for the project			1,00	0,00
Transnational Project Meetings / Travel Costs	EURATEX: PRATO	Transnational Project Meetings	2nd Technical Meeting in Prato	Participation of the staff members of EURATEX, Francesco Marchi and Ana Manuelito to the 2nd Technical Meeting of the project in Prato (03-05/07/2017)	Boarding Passes, List of Participants	575,00	2,00	1.150,00
Exceptional Costs	EURATEX	Website	Development of the Website	Development of the project's website according to the workplan in each partner's language	Invoice no..	4.000,00	1,00	4.000,00

HOW TO FILL IN ID form Costs Calculation and Claiming



Financial aspects: next interim report

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TIMESHEET

8 Project reference: 16PP0001 (2016-1-BE01-KA202-016281)
 9 Name of beneficiary: EURATEX
 10 Name of staff member: Ana Manuelito
 Is staff member employed full-time or part-time: Full-time
 11 Staff Category: Administrative staff
 12 Tariff Group: Tariff group 2
 13 Calendar year: 2016
 14 Calendar month: July

Cost Category	Deliverable/Result/ Intellectual Output	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Intellectual Outputs	Catalogue and Digitisation of Museo Prato Exhibits and Collection-Digital Database	WE	WE	X	X	X	X	X	WE	WE	X	X	X	X	X	WE	WE					PH	WE	WE						WE	WE	
	ADMINISTRATIVE					10																										
		TOTAL NUMBER OF DAYS																													10	

25 * codes in case of absence:
 26 Weekend WE
 27 Sick leave SL

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Financial aspects: budget shift?

Questions? 😊