



SETOF

Soil Erosion and TOrrential Flood
Prevention: Curriculum Development at the
Universities of Western Balkan Countries

Guidelines on the reporting and correspondence



Reference Number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

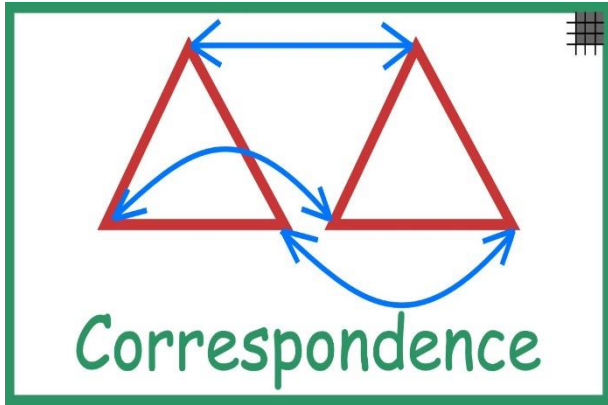
"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

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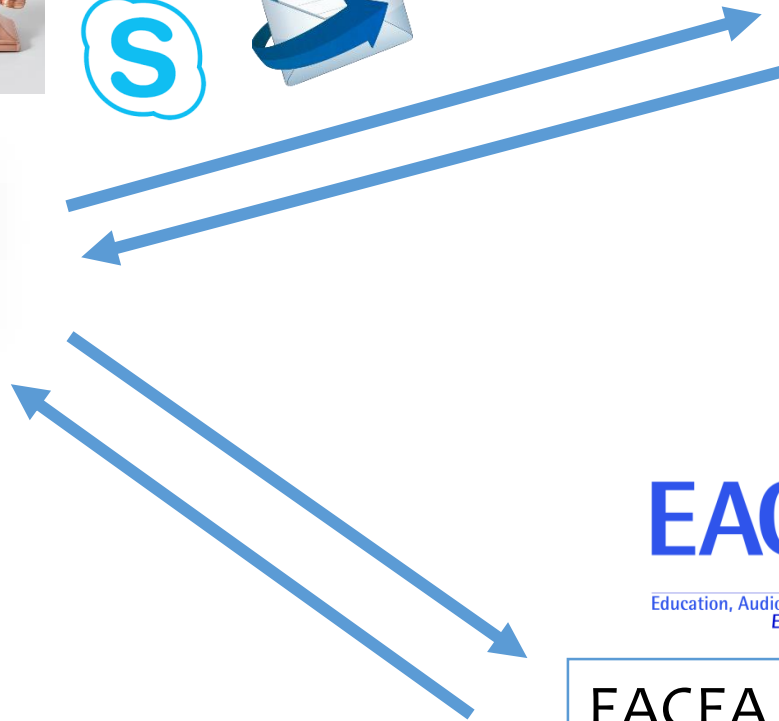


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Correspondence



**UNIVERSITY OF
BELGRADE**



EACEA
Education, Audiovisual & Culture
Executive Agency

EACEA Agency



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- The coordinator (University of Belgrade) is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement

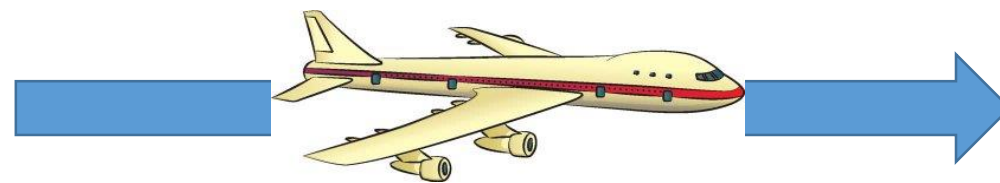



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save originals for 5 years

copies



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 Executive Agency



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- **The Partnership Agreement** will have to cover the various financial, technical and legal aspects related to the implementation of the project, including:
 - ✓ beneficiaries' rights and obligations within the framework of the project and the Agreement
 - ✓ financial management and related rules
 -
 -
 - ✓ reporting mechanisms (what, when and by whom)





- INTERNAL REPORTING (Co
- technical progress
- financial reports
- risk report

STUDENT'S NAME		PROGRESS REPORT		DATE
CLASS LEVEL	PRESENT GRADE	SUBJECT		TEACHER
		<input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> JUNIOR HIGH SCHOOL		QUARTER 1 2 3 4
NOTICE TO PARENTS				
1. The student is presently in academic difficulty in this subject, and consequently there is the danger of failure. 2. It is necessary that the cause(s) of this deficiency be understood and the recommendation(s) be followed. If you have any questions, please call the school.				
CAUSES FOR DEFICIENCY:				
ABILITY		ATTITUDE		PERFORMANCE
<input type="checkbox"/> Poor Aptitude in Subject. <input type="checkbox"/> Inadequate Foundation in Subject. <input type="checkbox"/> Lack of Effective Motivation.		<input type="checkbox"/> Poor Attendance/Lateness. <input type="checkbox"/> Inadequate Preparation for Class. <input type="checkbox"/> Lack of Serious Approach to Studies.		<input type="checkbox"/> Poor Test Scores. <input type="checkbox"/> Inadequate Written Homework or Notes. <input type="checkbox"/> Lack of Attention or Participation.
RECOMMENDATIONS:				
<input type="checkbox"/> Student is improving <input type="checkbox"/> Conference with Teacher		<input type="checkbox"/> After School Help: M T U W TH F		



Grant transfer from the EACEA



Risk Register Template																													
Executive Summary																													
<table border="1"> <tr> <td>Project Name</td> <td>Project Number</td> <td>Project Start Date</td> <td>Project End Date</td> <td>Project Status</td> <td>Project Manager</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Project Name	Project Number	Project Start Date	Project End Date	Project Status	Project Manager																		
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<table border="1"> <thead> <tr> <th>ID</th> <th>Description</th> <th>Category</th> <th>Severity</th> <th>Priority</th> <th>Status</th> <th>Assigned To</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						ID	Description	Category	Severity	Priority	Status	Assigned To	Due Date	1								2							
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1																													
2																													

- FORMAL REPORTING (Coordinator-Agency):
- intermediate and final report





Internal reporting within the consortium

Partner's Financial Report (four reports)	Every 3 months
Partner's Technical report on the implementation of the project (two reports)	On the Project Managers meetings
Risk report	Every 6 months

Coordinator - Partners





UNIT COST – TRAVEL AND COST OF STAY

- Individual Travel Report
- Invoices, receipts, bookings
- Agendas
- Attendance / Participation
- Tangible outputs/products
- Minutes of meetings

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant

FISCAL BILL		ФИСКАЛНА СМЕТКА	
#1097		#0791	
ИМЕ НА ФИРМА		МАКЕДОНИЈАПАТ Ј.П. Ц.О.	
АДРЕСА НА ФИРМА		ДАМЕ ГРУЧЕВ 14 - СКОПЈЕ-ЦЕНТАР	
ИМЕ НА ОБЈЕКТ		НАПЛАТНА СТАНИЦА	
Миладиновци - Куманово		Градско - Велес	
БИЛЕТ ЗА ПАТАРИНА		БИЛЕТ ЗА ПАТАРИНА	
Каб.5 - 178		Каб.4 - 3339	
ДАН.БРОЈ: 4030989230167		ДАН.БРОЈ: 4030989230167	
ДДВ БРОЈ: МК4030989230167		ДДВ БРОЈ: МК4030989230167	
1	1,000 x 50,00	1	1,000 x 50,00
Билет категорија 1	50,00 B	Билет категорија 1	50,00 B
AMOUNT		AMOUNT	
ВКУПНО ДДВ В=00,00%	0,00	ВКУПЕН ПРОМЕТ	50,00
ВКУПНО ДДВ	0,00	ВКУПНО ДДВ В=00,00%	0,00
ВКУПНО ДДВ	0,00	ВКУПНО ДДВ	0,00
КБ: 41944100500320102036		КБ: 41423150500050104876	
ВО ГОТОВО	50,00	ВО ГОТОВО	50,00
0112229	1 АРТИКЛ	0493219	1 АРТИКЛ
ДАТУМ 10-08-2011 ЧАС 15:33:40		ДАТУМ 10-08-2011 ЧАС 14:42:03	
АС410105667		АС410106033	
ФИСКАЛНА СМЕТКА		ФИСКАЛНА СМЕТКА	

** If different from Home institution please enclose authorisation from the Agency
 *** Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities





Reimbursement basis	Budget Headings	Documents to retain with project accounts
Actual	Equipment	<ul style="list-style-type: none"> ○ Invoices ○ Bank statements ○ Tendering procedure for expenses exceeding 25.000€ ○ Proof that the equipment is recorded in the inventory of the institution
	Subcontracting	<ul style="list-style-type: none"> ○ Subcontracts ○ Invoices ○ Bank statements ○ Tendering procedure for expenses exceeding 25.000€ ○ Tangible outputs/products*
Unit	Staff	<ul style="list-style-type: none"> ○ Formal employment contract ○ Staff convention ○ Time sheets ○ Agendas* ○ Attendance / Participant lists* ○ Tangible outputs/products* ○ Minutes of meetings*
	Travel and Costs of Stay	<ul style="list-style-type: none"> ○ Individual Travel Report (ITR) ○ Invoices, receipts, boarding passes* ○ Agendas* ○ Attendance / Participant lists* ○ Tangible outputs/products* ○ Minutes of meetings*





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Thank you for your attention!

Хвала вам на пажњи!

Hvala vam na pažnji!

Благодаря ви за вниманието!

Ви благодариме за вашето внимание!

Vielen Dank für Ihre Aufmerksamkeit!

Grazie per l'attenzione!



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