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HUMAN
RESOURCE
DEVELOPMENT
CENTRE

First Transnational PP meeting

Administrative rules ERASMUS+

The Music Balkan Train for Peace /
Reg. No. 2022-1-BG01-KA220-SCH-000089076
Pazardzhik, 5-6-7 April 2023

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General rules

- Project start date: 01.09.2022
- Project end date: 31.08.2024
- Costs incurred between these two dates would be eligible
- Project coordinator: CSEG
- Project Manager: Mr. Georgi Simeonov
- Contact E-mail: office@cseg.eu
- Advance payment: 40% upon signing of the PAs
- Second payment: 40% upon approval of First Interim Report
- Payments of the balance: after the approval of the Final report by the Bulgarian NA.



General rules

- Two reports: 1 Interim reports and 1 Final report
- 1st Interim report: comprises first 11 months and should be ready not later than **01.10.2023**
- Final report: should be ready within 60 days after project end, which means that we should be ready with the Final report not later than **31.10.2024!**
- Mobility Tool+ is developed by ERASMUS+ programme and must be used for uploading the two reports!





Work Packages

- WP 1 Project Management;
- WP2 Training Course Toolkit Development and policy brief recommendation;
- WP3 Activities;
- WP4 Dissemination – Promotional and Publicity Activities ;





WP1 Project Management

- Conditions for costs approval: the beneficiary must implement the activities and produces the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency;
- Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the Final report.
- **Important!: please prepare your Teams orders and send them to the project Lead partner. Use your national language!**





WP2 Training Course Toolkit Development and policy brief recommendation

- Conditions for costs approval: if the intellectual output has been produced and that it is of an acceptable quality level, as determined by the evaluation of the NA;
- Supporting documents:
 - proof of the intellectual output produced;
 - proof of the staff time invested in the production of the intellectual output in the form of a **time sheet per person**;
 - proof of the nature of the relationship between the person and the beneficiary concerned – labour contract or other similar



WP3 Activities

- Transnational meeting in Bulgaria;
 - Short-term training event in N. Macedonia;
 - Long-term teaching assignment in the 3 schools (please take photos). Work with students;
 - Pupils event in Greece.
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- When travelling – please report all travel cost to the Lead partner, and keep the records for future reference.





WP4 Dissemination

- At least 5 online project Newsletters
- Number of Social Media Articles posted on the social media pages: at least 1 per 6 months
- 3 NATIONAL Dissemination Events. Events aim to promote the developed material, tools & resources to further stakeholders
- Number of websites developed: 1 website
- 3 VIDEOS for dissemination purposes





Learning, teaching and training activities

Travel and Individual support costs:

- Conditions for costs approval: if the participant has actually undertaken the activity;
- Supporting documents:
- Participants list;
- **Declaration of Attendance** issued by the host organization.
- Other supporting documents related to the training.



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Thank you for your attention!

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