Welcome to the S.U.C.RE. kick-off meeting!! (1)

Overall Puprose of the meeting

- Get to know each other!
- Discuss implementation plans (when, who, why)
- Everyone should understand their role on the project
- Discuss **deadlines**!!!!
- Identify weaknesses and threats – what can go wrong
- Highlight the importance of **dissemination** and **sustainability** issues
- Discuss communication channels
- Create a **Steering** group and a **Quality** assurance group
- Take collective responsibility of S.U.C.RE.
- Create a **friendly environment** for all of us!

Welcome to the SUCRE kickoff meeting!! (2)

Copy from the application

First Meeting:

The kick off meeting will take place in M2 of the SUCRE project in Greece/Aristotle University of Thessaloniki. The scope of this meeting is the presentation of working plans, the time frame, the planning of the activities, the contractual agreements, the clarification of any operational, budget or managerial issues. Equally important is the creation of a friendly environment for partners to feel comfortable and collaborate in the future through the design and implementation of a social programme.

Programme

- Presentation of partners and persons
- Issues related to budget and management
- Introduction – Scope of the Project
- Detailed presentation of project Intellectual Outputs
- Presentation of Dissemination and Impact plans/goals
- Social event – Dinner at Massalia restaurant

Practicalities

Remember to sign in in the morning and evening

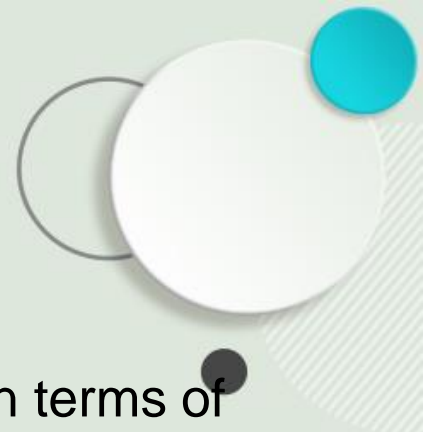Please, do not check e-mails or Skype during sessions

Please, show up in time for sessions

Please …introduce yourself (in 2-3 mins)

The Project Manager

…in collaboration with the partners will

- set all the necessary procedures for the successful implementation of the project in terms of its structure, tasks and responsibilities of all partners, activity scheduling, communication, financial management and reporting
- will act as the intermediary between the participants and the European Commission,
- will supervise the project's process ensuring the quality of the tasks delivered as well as ensuring that the project follows the timetable and the budget agreed.
- cooperating with the Partners and the Quality Assurance Committee, will oversee the quality of the project.
- will provide the Consortium Agreement, which will set-up the cooperation framework between the partnership
- will include expectations in terms of frequency of communication and keeping the project management progress up-to-date, transparency matters with regard to future project exploitation and clear financial management provisions.
- will provide partners with all necessary templates for coherent reporting procedures.

The Project Manager

- does not have a degree in Humanities
- does not have experience with working with refugees
- … will not Interfere with your work
- … will not Tell you what to do regarding the IOs

EUA: European University Association – Refugees Welcome Map

AUTh Committee for the Coordination of Actions for the Refugees

A quick and necessary response to the refugee crisis taking into account that Greece, and in particular Northern Greece, has been one of the first and main points of arrival of refugees

Some of the actions that the particular Committee is putting into effect are the following:

1) medical and nursing services of the following specializations: general medicine, pathology, pediatrics, gynecology and dentistry
2) support of refugees in regard to administrative issues, use of PCs, filling in documents, and the organization of temporary facilities to accommodate administrative support for the above purposes,
3) Greek language instruction and/or instruction of other languages
4) facilitation of high quality interpretation services in English, French, Arabic and Farsi
5) children's engagement in artistic activities, theatrical play and music
6) sport activities for teenagers and adults
7) psychological support to refugees and other vulnerable groups.

AUTh's Committee for the Coordination of Actions for the Refugees is working towards the development of:

(1) a database of volunteers from AUTh's university community
(2) a platform that will inform all interested parties on actions for the refugees
(3) a platform that will inform refugees on the studies that they could undertake at AUTh

SUCRE Consortium

Coordinator: Aristotle University of Thessaloniki, **Greece**

Partners: Greek Council for Refugees, **Greece**

VU Amsterdam, **The Netherlands**

University of Cologne, **Germany**

- ✓ Complementary activities
- ✓ Unique expertise
- ✓ Combination of HEIs with/and without Refugee experience
- ✓ Institution with direct access to Refugees

SUCRE: Supporting University Community pathways for REfugees-migrants

Overall: SUCRE Programme focuses on
- The processes that are required for the proper integration of refugees / migrants in Higher Education, as well as
- For the support of their academic needs after their integration
- The psychosocial integration / support of refugees / migrants and
- The proper information provided to them on legal and medical issues

This program aims to CREATE EDUCATIONAL MATERIAL that WILL BE USED properly by trainers for the above purposes

Relevant topics addressed by SUCRE:
(as chosen on the application form)
1. Integration of refugees
2. Migrant's issues
3. Intercultural/intergenerational education and (lifelong) learning

General Academic Support of the Project	Vice-Rector of Academic and Student Affairs, Dr. Ariadni Stogiannidou, Prof. at the School of Psychology.

Total Allocated Budget

	AUTH	UoC	VU	GCR	TOTAL
	79351,00	54298,00	47528,00	24906,00	**206083,00**
1st Financing 40%	31740,40	21719,20	19011,20	9962,40	82433,20

Duration 2 years

This money can be transferred to partners immediately pending that
- they have sent their BANK DETAILS and
- signing of Grant agreement between partners (advise of National Agency)

Second part of financing (40%) until 30/11/ 2017 pending
- Approval of the interim report
- <u>we have submitted required documents to prove we have spent at least 70 %</u> **of the first financing**

(Up to) the rest 20% after the approval of the Final report

Allocated Budget for IOs

		AUTH	GCR	KOLN	VU AMS	Totals
Output 1	days	15	14	38	15	82
	Euro	€ 2.055	€ 1.918	€ 7.961	€ 3.615	€ 15.549
Output 2	days	14		51	15	80
	Euro	€ 1.918		€ 10.743	€ 3.615	€ 16.276
Output 3	days	14		28	38	80
	Euro	€ 1.918		€ 5.992	€ 8.860	€ 16.770
Output 4	days	205	40	40	40	325
	Euro	€ 27.630	€ 5.480	€ 8.560	€ 9.640	€ 51.310
Output 5	days	131	84	28	28	271
	Euro	€ 18.030	€ 11.508	€ 5.992	€ 6.748	€ 42.278
Totals	days	**379**	**138**	**185**	**136**	**838**
	Euro	**€ 51.551**	**€ 18.906**	**€ 39.248**	**€ 32.478**	**€ 142.183**
		AUTH	GCR	KOLN	AMS	Total

The budget was cut by almost 50%.
However money can be transferred among IOs without problem.
The imbalance seems higher based on working days
However when talking into account the rate money is split quite evenly between main three HEIs partners,

Allocated Budget

… And if that's not enough

Transfer is allowed up to 20% of the funds allocated for Project management, transnational Project meetings, Intellectual outputs, Multiplier Events, and Learning/teaching/training activities to any other budget category, with the exception of the budget category Project management

Allocated Budget for IOs

Only for staff salaries!

Staff for the creation of Intellectual outputs should be officially related to the partner HEIs

–PhD candidates are included,

Supporting documents:

Timesheets are requested for the reimbursement calculation +

proof of intellectual output produced, uploaded in the Dissemination Platform+

proof of the nature of relationship between the person and the beneficiary concerned

Indicative examples

Educational material, ICT tools, teaching methods, studies analysis

Attention!

•Small scale activities, brochures, leaflets, web information should be covered by the Project Management and implementation costs

•All approved intellectual outputs are expected to be completed as described in the application, regardless if there has been a reduction in the relevant budget

Mobility tool

- Handled by the coordinator and the administrative stuff (Maria Mylona)
- It's the tool to be used for every single reporting on the project
  (financial reporting, interim reporting, final reporting, meetings etc.)
- The coordinator is obliged to use it and it provides information according to the grant agreement
  signed with the National Agency –

For the above purposes:

- The coordinator will communicate all financial rules and regulations of the Erasmus+ programme (eligible costs, supporting documents, reporting tools and templates, reimbursement rules etc.) and will be available to give any explanations needed.
- All partners will be asked to submit financial reports **QUARTERLY** so that any emerging issues or problems are dealt with as timely as possible.
- Each partner will keep originals for their own expenses.
- A photocopy will be kept in pdf form in appropriate dropbox folders per partners for the justification of money.

Project 2016-1-EL01-KA203-023651
follow-up

Details | Organisations | Contacts | Project Management and Implementation | Transnational Project Meetings | Intellectual Outputs | Multiplier Events

Learning, Teaching and Training Activities | Special Needs Support | Exceptional Costs | Exceptional Cost Guarantee | Budget | Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA203 - Strategic Partnerships for higher education

Call Year: 2016

Round: 1

Start of Project: 01/09/2016

End of Project: 31/08/2018

Project Duration (months): 24

National Agency

Project information

Grant Agreement No.: 2016-1-EL01-KA203-023651

National ID:

Project Title: Supporting University Community pathways for REfugees-migrants

Project Acronym: SUCRE

Project Status: Follow-up

Project Main Objective: Development of Innovation

Beneficiary Organisation information

PIC: 999895692

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: NA Staff

Created on: 07/11/2016 15:03:47

Updated by: NA Staff

Updated on: 07/11/2016 15:03:51

S.U.C.RE. evaluation

Name of the Organisation: AUTH
Title of the proposal: Supporting University Community pathways for REfugees-migrants
Reference No: 2016-1-EL01-KA203-023651
Coordinator Contact: Professor (Mrs) STOGIANNIDOU Ariadni

Scoring 69.00/100
Quality Thresholds attained? Yes, the project passes all thresholds

Overall comments to the applicant

The proposal addresses a very interesting issue, the response of Universities in the refugees/immigrant crisis and offering opportunities to scholars and students, that is in accordance with European and National polices.
The main disadvantage of the proposal is that *the objectives are too ambitious* and may coincide with initiatives. **The impact of the project could have been more realistic, too**.
Furthermore, on most areas related **surpassing the scope of a single project** to the work that will be carried out, **the description is rather generic** and fails significantly to justify the requested grand, which is **extremely large in comparison to the proposed outcomes**.
Finally, the cost of all IOs can be significantly reduced to present a cost-effective proposal and **the IO6 related to management and QA cannot be accepted**, since there is 45.000 Euros for this purpose in the management costs

Meeting with the National Agency 11/11/2016

- The NA is highly interested in the results of this project
- Another 6 projects are under way (total budget allocated 1M euros)
- The National Agency Project Responsible is Mrs Elina Mavrogiorgou
- She has extensively studied the proposal

She advises us to
- Strictly stick to what we promised
- Design a detailed implementation plan (pleased to see one already)
- Try to outreach as far as possible (**dissemination dissemination dissemination**)
- Prove the sustainability of SUCRE. Make sure that the end users will benefit from the project IOs
- Ask questions (but first of all read the contract)

Before we start looking at IOs individually lets look at the Gannt Chart and discuss two other issues

PROJECT TIMETABLE

SUCRE Gantt Chart

Project activity*	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
A1: Project Management																								
A2: Dissemination of project results																								
M1: Kick off meeting - Greece		GR																						
Press Conference			GR																					
O1:Higher Education Qualification and Application Procedures for Refugee Applicants																								
D1: A digital/online guide of best practices in language and remedial courses for refugees												D1												
D2: A digital/online guide of best pracitecs in admission criteria for refugee students												D2												
D3: A digital /online guide in alternative teaching and pathways to academic integration												D3												
O1/A1: Preparation and Language Courses Workshop																								
O1/A2: Application Process Round-table																								
O1/A3: Alternatives to Traditional Enrollment Discussion																								
O5: Health and Legal Suport																								
D9: A digital/online module and monitoring/recommendations guidelines for trainers regarding health support of refugees												D9												
D10: A digital/online module and monitoring/recommendations guidelines for trainers regarding legal support of refugees												D10												
O5/A1: Developing training modules on issues related to legal services																								
O5/A2: Developing training modules on issues related to health care services																								
O5/A3: Developing training modules on issues related to health care and legal services																								
O5/A4: Monitoring and evaluation of the legal/health support																								
M2: 1st Annual (Intermediate) meeting - Germany													DE											
D11: Interim Report														D11										
1st Local Multiplier Event - Germany													DE											
C1 Training															GR									
A3: Follow up/ exploitation																								
O2: Institutional Support for Refugee Students in Higher Education																								
D4: A digital/online guide for refugee students academic support services												D4												
D5: A digital/online handbook of recommendations for refugee students financial support and social integration																							D5	
O2/A1: Central Student Services Workshop																								
O2/A2: Financial Support Round-table																								
O2/A3: Social Integration Discussion																								
O3: Institutional Support for Refugee Scholars in Higher Education																								
D6: A digital/online guide of recommendations for refugee scholars integration																							D6	
O3/A1: Central Services Workshop																								
O3/A2: Academic and Social Integration Discussion																								
O4: Psychosocial Support																								
D7: A digital/online educational module and monitoring/recommendations guidelines for trainers regarding the psychosocial support of refugees														D7										
D8: A digital/online educational module and monitoring/recommendations guidelines of lessons on refugee integration and social cohesion																							D8	
O4/A1: Communities' engagement and mobilization																								
O4/A2: Training of trainers programme methodology																								
O4/A3: Integration and social cohesion																								
O4/A4: Monitoring and evaluation of the psychosocial output																								
M3: Finalisation - The Netherlands																							NL	
2nd Local Multiplier Event - The Netherlands																							NL	
3rd Local Multiplier Event - Greece																								GR
Press Conference																								GR
D12: Final Report																								D12

Interim & Final Report

For 2 year projects (starting date 01/09/2016-end date 31/08/2018)

- **Interim report deadline**: **30/09/2017**

(reporting period :1/9/2016 -31/08/2017)

- **Final report deadline: 31/10/2018**

Final report

- Score: max 100 points
- If the score is bellow 50 points, the NA reduces the final grant amount (on the basis of poor, partial or late implementation of the project)

Assessment criteria
- Implementation of the project in accordance with the grant application
- Quality of the activities undertaken
- Quality of the products and outputs produced (**innovative and original and substantial**)
- Impact on the participating organizations
- Make it specific, detailed and clear

Steering Committee-Quality Assurance

- to undertake a more flexible and efficient project monitoring and evaluation
- to maintain and support the project as a whole
- but also the work of the Quality Assurance Committee

Steering Committee-Quality Assurance

A Quality Assurance Committee <u>with the participation of one representative from each partner</u> with enough experience in previous quality control and assurance experience will be formed so as to be able to identify risks and decide upon the necessary corrective/preventive actions.

Quality assurance ensures that the project's processes are used effectively towards quality project deliverables and thus involves following and meeting standards, continuously improving project work, and correcting project problematic areas.

Quality of the project implementation

ASSESSMENT TOOLS

Interim report
- Hard copy, electronic version of intellectual outputs only (cd/dvd/usb)
- Intellectual outputs (assessment by external evaluators)
- Financial report (regarding bank transfers for the first period of the project)

Possible checks:
- Monitoring visits
- on the spot audit checks during/after the action
- Desk checks (at the final report stage)

Final report:
- Intellectual Outputs and project results
- Individual participants reports
- Check of supporting documents

Quality assurance

• **Time management :** respect of deadlines, updated version of the Gantt Chart if needed

• **Evaluation measures:**

• Set benchmarks, quality indicators throughout the whole project cycle

• **Dissemination strategy:**

• Measures

• Tools

• Human and financial resources needed

• Identification and outreaching of target groups

• Impact within and outside the partnership

Welcome to the SUCRE kickoff meeting!! (3)

Copy from the application

A solid management plan which will outline all the procedures to be followed for the efficient implementation of the project;

A quality assurance strategy covering the overall course of the project, to make sure all activities are undertaken in an effective way, leading to the desired results based on the quality standards agreed;

A dissemination strategy, with detailed description of the dissemination tools and activities;

Report following each partner meeting to be drafted and delivered by the coordinator; with an overview of the qualitative and quantitative objectives planned or reached and what course of action is expected to be followed;

IOs quality

- Original
- Bibliography
- Deiktes poiotitas (quantity quality reference group
- sustainability