# Erasmus+

# Erasmus Mundus Design Measures (EMDM)

## Grant Management, Monitoring and Reporting

*19th  November 2024*

*Coordinators' Kick-off meeting*

*European Education and Culture Executive Agency*

European Commission

# Monitoring
*Objectives & Role EACEA*

**1** **PROJECT LEVEL** ▶
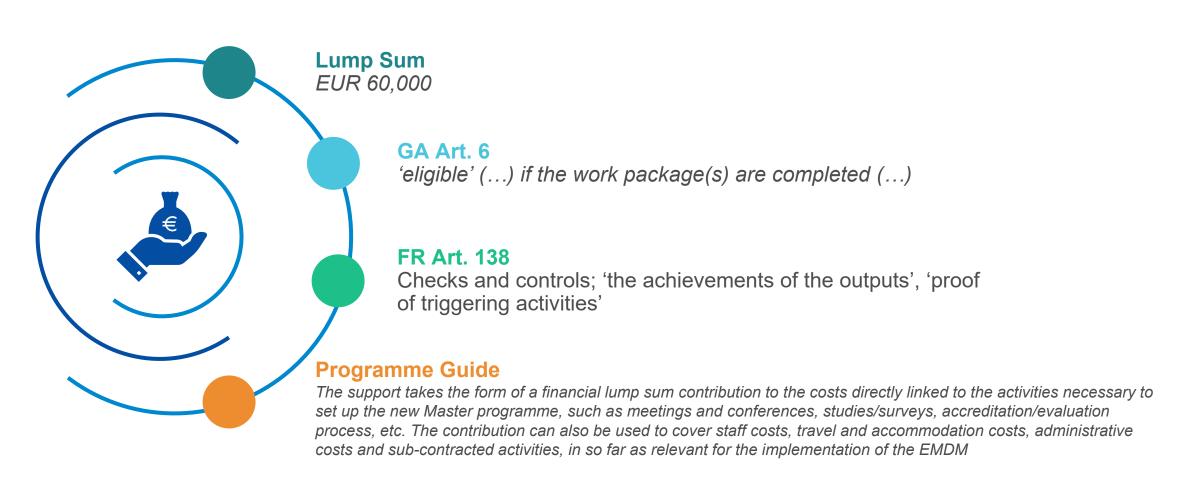- Sound project management
- On track with initial objectives

**2** **PROGRAMME LEVEL** ▶
- Project in line with EMDM policy objectives
- Compliance with EU rules

European Commission

# Budget
## *Annex 2 of the Grant Agreement*

**Lump Sum**
*EUR 60,000*

**GA Art. 6**
*'eligible' (…) if the work package(s) are completed (…)*

**FR Art. 138**
Checks and controls; 'the achievements of the outputs', 'proof of triggering activities'

**Programme Guide**
*The support takes the form of a financial lump sum contribution to the costs directly linked to the activities necessary to set up the new Master programme, such as meetings and conferences, studies/surveys, accreditation/evaluation process, etc. The contribution can also be used to cover staff costs, travel and accommodation costs, administrative costs and sub-contracted activities, in so far as relevant for the implementation of the EMDM*

European Commission

# Expected Outputs after 15 months

**1** Joint **student admission** requirements & application, selection, monitoring, examination/performance, evaluation rules/procedures

**2** Joint **programme design** and integrated teaching/training activities

**3** Common **services offered to students** (e.g. language courses, visa support)

**4** Joint **promotion** and awareness-raising strategy

**5** Joint administrative and financial **management** by the consortium

**6** A joint **degree policy**

**7** A draft joint **partnership agreement*** involving >3 HEIs from 3 different countries, of which >2 should be programme countries

**8** A draft joint **Student Agreement**

**9** Adhere to the **Standards for Quality Assurance** of Joint Programmes in the EHEA

*This agreement is intended to cover all academic, operational, administrative and financial aspects related to the implementation of the Master programme
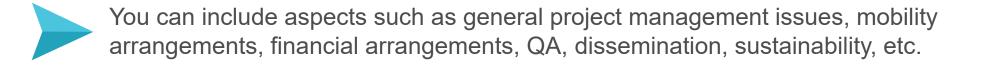
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It is encouraged to at least **launch any accreditation/evaluation process** before the end of the project, and explore the opportunities offered by the European Approach for Quality Assurance of Joint Programmes (if national legislation allows)

European Commission

# Partnership Agreement

▶ Useful examples are available on the former **EACEA beneficiary space** for inspiration, not as mandatory elements

▶ Not to be commented by EACEA, **internal document** to the consortium

▶ You can include aspects such as general project management issues, mobility arrangements, financial arrangements, QA, dissemination, sustainability, etc.

European Commission

# Visual Identity

▶ **Art. 17.2** of your Grant Agreement – European flag and funding statement

▶ **Visual Identity** – Programming period 2021-2027

▶ New guidance document at **https://op.europa.eu/s/vLFm**

# FTOP Reporting
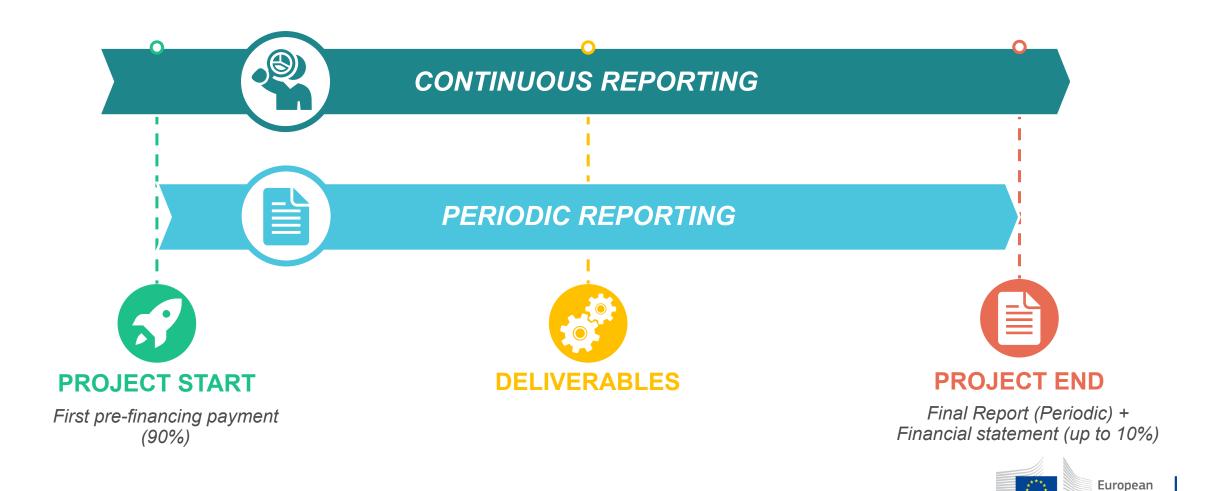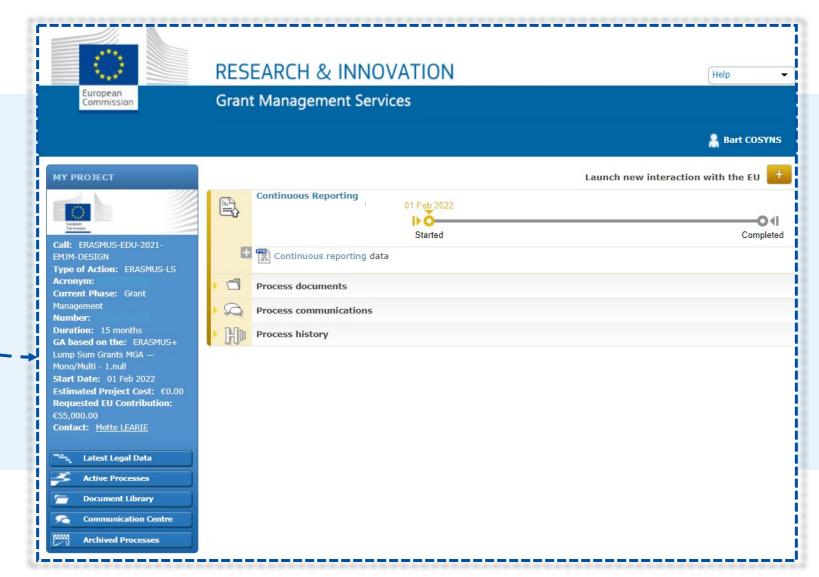


**Continuous Reporting & Monitoring**

**A fixed reporting period: Final Report**

European Commission

# "Fixed" period of 15 months



**CONTINUOUS REPORTING**

**PERIODIC REPORTING**

**PROJECT START**

*First pre-financing payment (90%)*

**DELIVERABLES**

**PROJECT END**

*Final Report (Periodic) + Financial statement (up to 10%)*

European Commission

# Continuous Reporting

**Activated at project start**

# Continuous Reporting

**YELLOW BOX**

A task is available to be carried out by the Consortium

**BLUE BOX**

The Consortium has submitted information and wait the action of the EU (no available task for the Consortium)
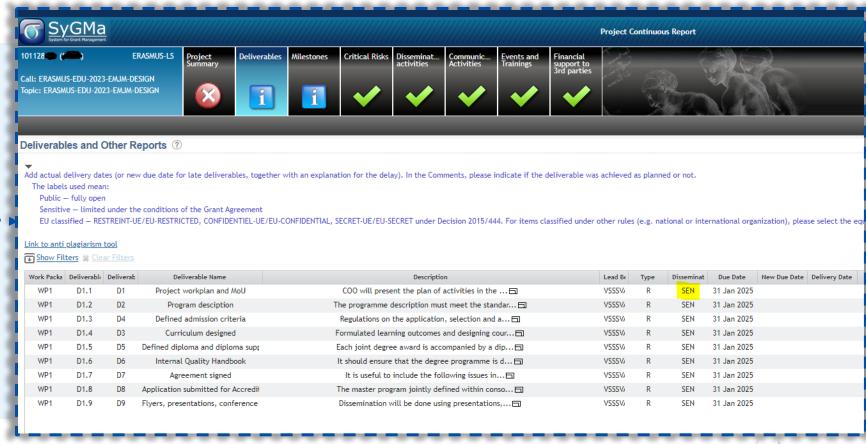
**BLACK BOX**

The process is finalised

*Each process box consists of different sections*
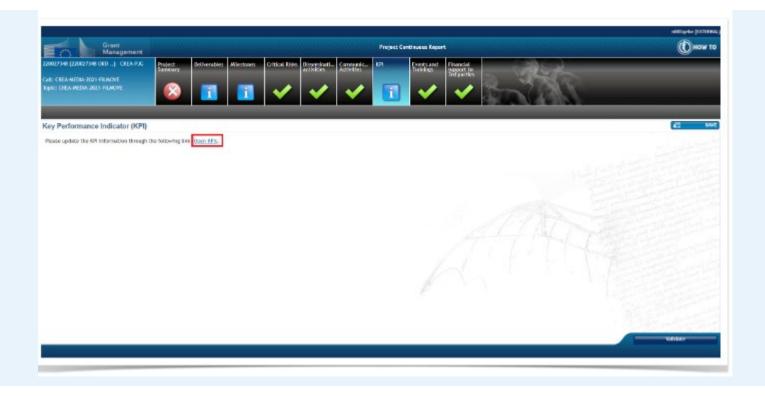
*Click on the hyperlink to encode the data*
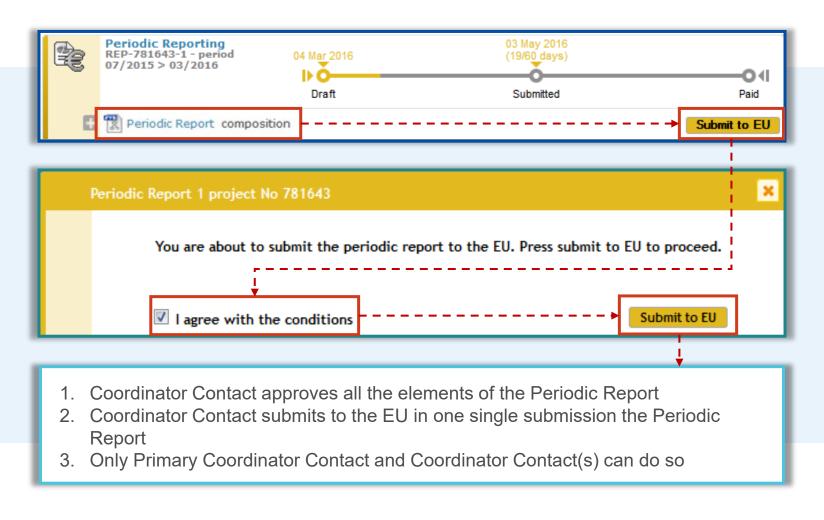
e.g. Grant Agreement Preparation, Amendment

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# Continuous Reporting

# Continuous Reporting

# Periodic Reporting



1. Coordinator Contact approves all the elements of the Periodic Report
2. Coordinator Contact submits to the EU in one single submission the Periodic Report
3. Only Primary Coordinator Contact and Coordinator Contact(s) can do so

European Commission

# Sources of information

- **Programme Guide – EM Action, EMDM lot**
  in FTOP, here: Erasmus Mundus Design Measures

- **(Annotated) Grant agreement**
  in FTOP, here: aga_en.pdf (europa.eu)

- **FTOP user manuals (!)**
  In FTOP, here: Guidance & Manuals (europa.eu)

- **Your project officer**
  Through FTOP messaging facility.

- **Templates available**
  in FTOP, under 'Templates & forms'

- **Erasmus Mundus Community Platform**
  Erasmus Mundus Community | Erasmus Networks Platform

# Thank you