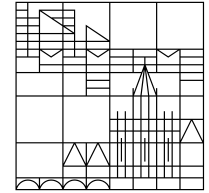




Co-funded by the  
Erasmus+ Programme  
of the European Union

Universität  
Konstanz



**New mechanisms of  
partnership-based governance  
and standardization**

**of vocational teacher  
education in Ukraine:**

**Administrative issues**

**PAGOSTE**

University of Konstanz

Department of economics

Chair of Business and Economics Education I

Oksana Melnyk

Kick-off project workshop  
Konstanz, 17./18.2.2020

## Agenda

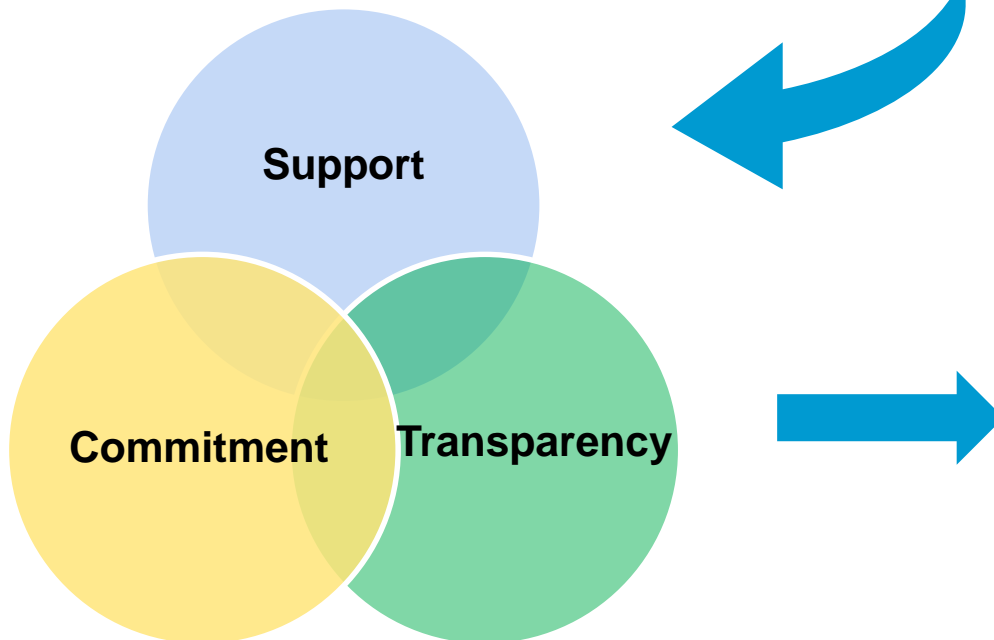
- **Bullet points of the project implementation**
- **Activities and temporal structure**
- **Gantt diagram**
- **Tasks in WPs**
- **Partnership agreement**

This project has been financed with support from the European Commission. This publication [communication] 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.

## Bullet points of the project implementation

All beneficiaries are **jointly responsible** 

- for delivered project results
- in case of recovery
- in case of audits, checks or evaluations



## Bullet points of the project implementation

### 2.4. Clarify the roles and know the rules

#### Coordinator

- **Oversees the implementation** of activities
- **Manages the funds** and ensures the **respect of CBHE rules**
- **Central communication point** with partners and stakeholders
- in **regular contact** with the EACEA (project officer)
- Submits **interim and final reports and requests for payment** to EACEA

#### Partners

- **Implement activities** under their responsibility
- **Support the coordinator** (e.g. providing information and supporting documents for reporting on time!)
- **Work in full transparency** with the coordinator (inform of any changes / delays)
- **Contribute to the dissemination** of the project results in their organisation, community and/or region

## Bullet points of the project implementation

What shall guide us through the project implementation:

- ✓ Project application
- ✓ Grant agreement
- ✓ Programme Guide
- ✓ Partnership agreement



**Please check the videos and presentations of EACEA  
from the Grant Holders Meeting!**

## Bullet points of the project implementation

### Communication arrangements

**K** - keep

**I** - it

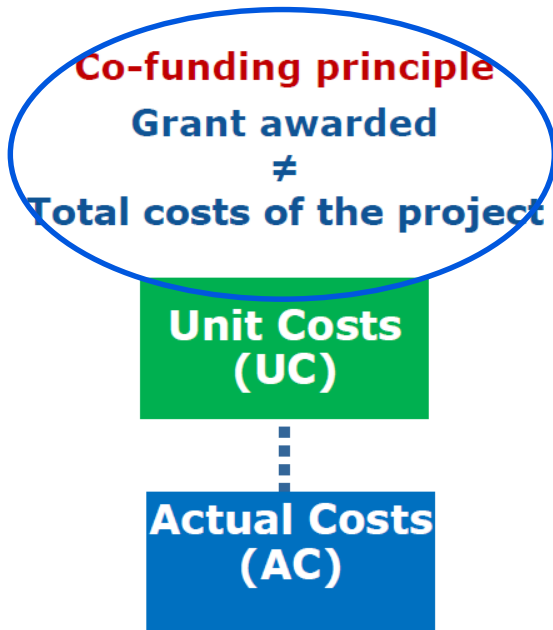
**S** - simple and

**S** - straightforward

- E-mail address for administrative issues: [erasmus.pagoste@uni-konstanz.de](mailto:erasmus.pagoste@uni-konstanz.de)  
Languages: English, German, Russian
- Skype: oksana.melnyk\_5

## Bullet points of the project implementation

### 3. Budget overview



## Bullet points of the project implementation

**Skype meeting with operative managers of the respective organisations and inter-coaching how to handle and fill in the documentation?**

**Time?**



## Bullet points of the project implementation

### Project management software:

**Redmine** – free, mentioned in the application, not user-friendly, requires e-mail registration

**Trello** – free (with limited possibilities), mentioned in the application, user-friendly, follows Kanban principle, suitable for the Agile project management, requires e-mail registration

**Google Drive** – file storage up to 15 GB free, requires registration, possible collaborative work on the documents and tables

Please email us to [erasmus.pagoste@uni-konstanz.de](mailto:erasmus.pagoste@uni-konstanz.de) by the 1th of March and let us know, whom we need to invite to these applications, max. 5 people per institution

## Bullet points of the project implementation

If you have any changes in the team composition, work program, organization name, address etc., problems with implementation, delays with documents, equipment etc., please let us know!



Picture: <https://www.npr.org/2018/11/12/666173179/what-about-america-are-you-thankful-for-tell-us?t=1581673992494>

## Activities and temporal structure

**6 project workshops**

**8 staff trainings**

**3 round tables**

**1 conference**

**2 study visits of staff**

**2 study visits of  
students**

## Activities and temporal structure

**6 project workshops**

### **Objectives:**

- Coordination meetings of the project consortium
- Meeting with stakeholders
- Visits to organizations involved into VTE
- Field monitoring of the project implementation

**Duration:** 2 days (½ arrival and ½ departure day)

**Participants:** 3 project members per institution

## Activities and temporal structure

**8 staff trainings**

### **Objectives:**

- Content input from the EU partners on governance, VTE in the respective countries, quality assurance, reforms in educational systems, quality assurance in VTE, digitalization, theory and practice in VTE, teaching in vocational contexts, soft skills development, teacher professionalization and other topics defined after the need analysis

**Duration:** 2 days (½ arrival and ½ departure day)

**Participants:** 1-3 project members per responsible partner from EU, 7 participants per partner from Ukraine, VET teachers and management from the respective region

**Requirements:** involvement into VTE

## Activities and temporal structure

**3 round tables**

### **Objectives:**

- Public discussion with the involved actors on problems and possible solutions in VTE, public discussion of the project results

**Duration:** 1 day (½ arrival and ½ departure day) or **2 days?**

**Participants:** 1-3 participants per partner from EU, 7 participants per partner from Ukraine, VET teachers and management from the respective region, employers, policy makers, trade unions, other actors involved in VTE

**Requirements:** involvement into VTE

## Activities and temporal structure

**1 conference**

### **Objectives:**

- Dissemination of the project results, raising awareness on VET, VTE and teaching profession

**Duration:** 1 day (½ arrival and ½ departure day) or **2 days?**

**Participants:** 1-3 participants per partner from EU, 7 participants per partner from Ukraine, VET teachers and management from the respective region, employers, policy makers, trade unions, other actors involved in VTE

## Activities and temporal structure

### 2 study visits of staff

#### **Objectives:**

- On-site introduction of the VTE to HEI and MESU staff involved into establishing of new mechanisms of PBG, job shadowing, meeting with relevant stakeholders

**Duration:** 5 day (½ arrival and ½ departure day)

**Participants:** 1-2 per partner from Ukraine

**Requirements:** involvement into VTE, good command of English



## Activities and temporal structure

**2 study visits of  
students**

### **Objectives:**

- On-site introduction of quality assurance mechanisms, students networking and practice to the Ukrainian students who study at VTE programs

**Duration:** 5 day (½ arrival and ½ departure day)

**Participants:** 1-2 per HEI from Ukraine

**Requirements:** VTE study programs, good command of English, proactivity (multiplier effect)

Start: 15.01.2020													
2020	Jan. 20	Feb. 20	Mrz. 20	Apr. 20	Mai. 20	Jun. 20	Jul. 20	Aug. 20	Sep. 20	Okt. 20	Nov. 20	Dez. 20	
UKON		1 WS, Kick-off, KN, R: UKON, dates: 17-18.02				1 ST, Kharkiv, R: UKON, Dates: 17-20.06				1 SVH, Konstanz, R: UKON, dates: last week of Oct/first week of November			
WU						Start buying the equipmen						2 ST, Kyiv, R: WU	
TRE													
KNEU													
SUNPU					2 WS, Odesa, R: SUNPU, dates: last week of May, 28-29.05								
NTU				1 RT, Kyiv, R: NTU, Dates: 28-(29).04									
UEPA											2 RT, Kharkiv, R: UEPA		
MES													
IVET													
2021	Jan 21	Feb 21	Mrz 21	Apr 21	Mai 21	Jun 21	Jul 21	Aug 21	Sep 21	Okt 21	Nov 21	Dez 21	
UKON			3 ST, Kyiv, R: UKON, STD		4 ST (MES), Kyiv R: UKON	The first reporting period				7 ST, Odesa, R: UKON		1 SVS, Konstanz, R: UKON	
WU	2 SVH, Wien, R: WU					6 ST, Odesa, R: WU			4 WS, Wien, R: WU				
TRE		3 WS, Rome, R: TRE		4 ST, Kharkiv, R: TRE							8 ST, Kyiv, R: TRE		
KNEU													
SUNPU													
NTU													
UEPA													
MES													
IVET													
End: 14.01.2023													
2022	Jan 22	Feb 22	Mrz 22	Apr 22	Mai 22	Jun 22	Jul 22	Aug 22	Sep 22	Okt 22	Nov 22	Dez 22	Jan 23
UKON											6 WS, Konstanz, R: UKON		
WU													
TRE			2 SVS, Rome, R: TRE										
KNEU		5 WS, Kyiv, R: KNEU								1 C, Kyiv, R: KNEU			
SUNPU	3 RT, Odessa R: SUNPU												
NTU													
UEPA													
MES													
IVET													

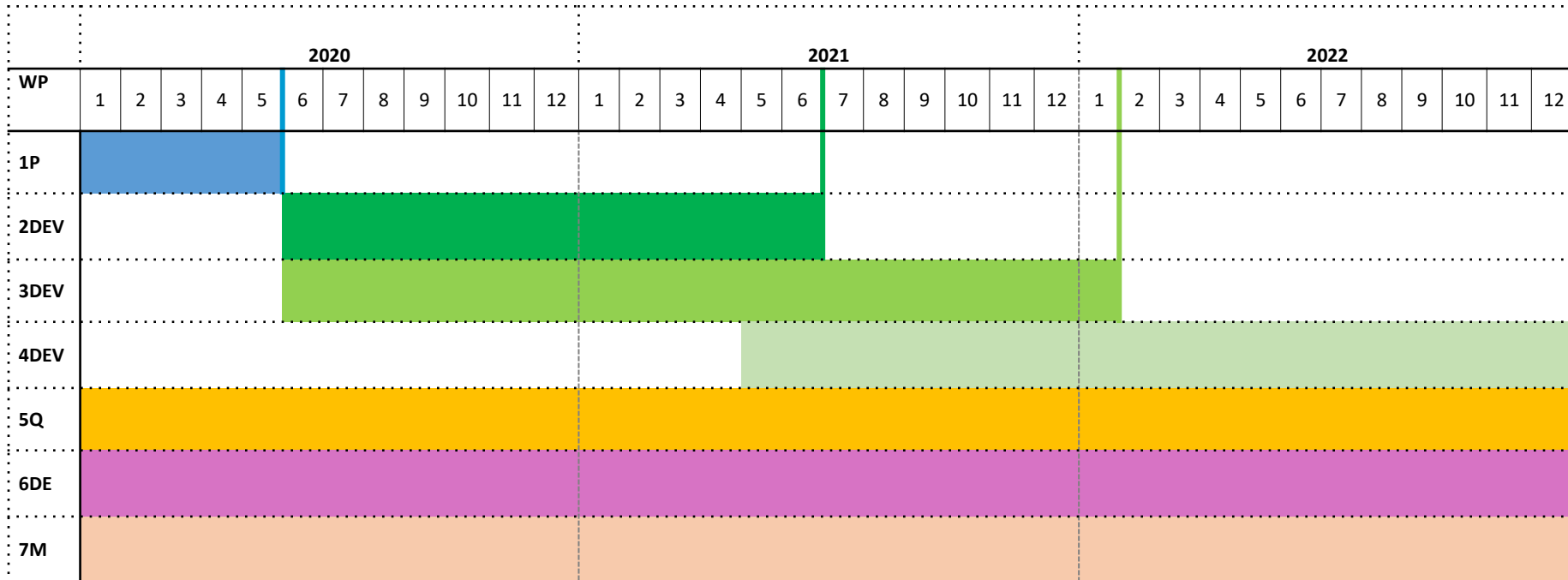
- 6 WORKSHOPS / WS
- 3 ROUNDTABLES / RT
- 8 STAFF TRAININGS / ST
- 1 CONFERENCE / C
- 18
- 2 Study visits HEI/SVH (2 people pro HEI)
- 2 Study visits Students/SVS (2 persons pro HEI)

Topics of Staff Trainings

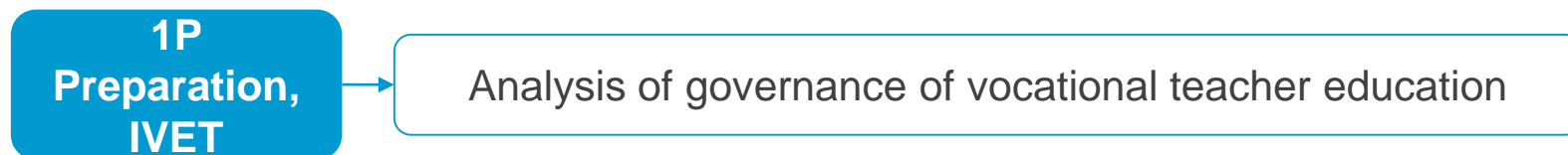
- UKON, STD: Quality assurance, governance in VTE, Digitalisation
- WU: Organisation of VTE and practice, teaching in vocational contexts
- TRE: Soft Skills development, KPI in soft skills, professionalisation

2020	Start: 15.01.2020						
	Jan. 20	Feb. 20	Mrz. 20	Apr. 20	Mai. 20	Jun. 20	
UKON		1 WS, Kick-off, KN, R: UKON, dates: 17-18.02				1 ST, Kharkiv, R: UKON Dates: <u>17-20.06</u> ?	
WU						Start buying the equipment	
TRE							
KNEU							
SUNPU				?	2 WS, Odesa, R: SUNPU, dates: last week of May, 28-29.05		?
NTU				1 RT, Kyiv, R: NTU Dates: 28-(29).04			
UEPA							
MES							
IVET							
	Jul. 20	Aug. 20	Sep. 20	Okt. 20	Nov. 20	Dez. 20	
				1 SVH, Konstanz, R: UKON, dates: last week of Oct/first week of November		?	
						2 ST, Kyiv, R: WU	
					2 RT, Kharkiv, R: UEPA	?	

# Gantt diagram



## Tasks in WPs



	START	END
1.1. present governance of vocational teacher education in EU countries	15.01.2020	20.02.2020
1.2. develop scientifically reliable instruments for needs analysis of targets groups (vocational school teachers, management, HEI students)	18.02.2020	03.03.2020
1.3. conduct needs analysis by means of developed instruments	03.03.2020	20.03.2020
1.4. process collected data	20.03.2020	15.04.2020
1.5. write an institutional report (per HEI)	15.04.2020	15.05.2020
1.6. summarize findings in the structured report	01.05.2020	25.05.2020
1.7. conduct a round table with the involvement of target groups	20.02.2020	05.05.2020
1.8. work out a national roadmap for changes in vocational teacher education governance in Ukraine	28.04.2020	01.06.2020
1.9. write a report on work package 1P	15.05.2020	01.06.2020

## Tasks in WPs

**What ideas do you have about the need analysis instruments?**

**What is the format and duration of the round table?**

**How many people can be invited?**

**What topics shall we discuss?**

**Who will hold a presentation?**

**What other questions do you have concerning WP1?**

## Tasks in WPs

**3DEV  
Development**

Content input from European partners on PBG

	START	END
Staff trainings	19.02.2020	20.02.2020
2.1. 1ST in Kharkiv, responsible: UKON	17.06.2020	20.06.2020
2.2. 2ST in Kyiv, responsible: WU	plan dates during 2WS	
2.3. 3ST in Kyiv, responsible: UKON (STD)	plan dates during 2WS	
2.4. 4ST in Kharkiv, responsible: UNIROMATRE	plan dates during 2WS	
2.5. 5ST in Kyiv, responsible: UKON (BW Ministry)	plan dates during 2WS	
2.6. 6ST in Odesa, responsible: WU	plan dates during 2WS	
2.7. 7ST in Odesa, responsible: UKON	plan dates during 2WS	
2.8. 8ST in Kyiv, responsible: UNIROMATRE	plan dates during 2WS	
2.9. organize external experts for conducting some of the staff trainings	18.02.2020	31.05.2021
2.10. make available training materials in English and Ukrainian	01.06.2020	31.11.2021
2.11. group training materials into modules with clear learning goals and outcomes if possible to accredit	01.11.2021	31.12.2021
2.12. write a report on WP3	01.01.2022	31.01.2022

## Tasks in WPs

**What might be interesting for this staff training?**

**Our suggestions:**

- vocational teacher training at university
- vocational teacher training after university studies
- quality criteria in VTE
- cooperation in VTE

**What other questions/ideas/suggestion do you have concerning 1ST?**



## Tasks in WPs

**6DE**  
**Dissemination**  
**& exploitation**  
**KNEU**

Project dissemination plan and exploitation of results

	START	END
6.1. create project branding	15.01.2020	20.02.2020
6.6. develop a dissemination strategy	15.01.2020	01.03.2020
6.3. prepare promotional materials	during the project lifetime	
6.4. update regularly news on the project website and social networks	during the project lifetime	
6.5. send regular newsletters / leaflets to target groups	during the project lifetime	
6.6. organize a conference on VTE	01.10.2022	31.10.2022
6.7. conduct informational sessions with stakeholders involved in VTE (vocational schools, HEIs, associations in higher education etc.)	during the project lifetime	
6.8. publish an anthology on VTE for a general and scientific community	01.05.2021	01.12.2022
6.9. present the project during activities and events outside the project	during the project lifetime	

## Tasks in WPs

Does any partner have capacities to develop a website for the project (landing page)?

Are there possibilities at the Ukrainian HEIs to film staff trainings or produce any promotional videos?

What other questions/ideas/suggestion do you have concerning Work package “Dissemination” ?

Communication with the National Erasmus+ Office in Ukraine?

## Partnership agreement



**Sign the partnership agreement by the end of March, no later than 17 May 2020**

**Please check before the signature if all names and addresses are correctly written!**

### **Article 3: Obligations and responsibilities**

For beneficiaries: carry out successfully activities and deliver high quality results indicated in the project application

For coordinator: overall coordination, implementation and management of the project and communication with EACEA

## Partnership agreement

### Article 5: Payment arrangements

**Staff costs:** *“The coordinator shall transfer payments only if the beneficiary complies with the work plan in full und provides the required supporting documentation. The coordinator is entitled to withhold any payments due to the beneficiary in the event that the required deliverables or supporting documents are not provided in full. The transfer of staff costs for the given next respective partial performance of the beneficiary can only take place if all submissions listed above for all previous instalments have been received by the coordinator”*

Payment of staff costs	Time of payment	Reporting period	Supporting documents for the current reporting period for each staff member	Supporting documents for the previous reporting period for each staff member
<b>First instalment, 20 %</b>	June 2020	15 January 2020 – 30 April 2020	Staff Convention, timesheets, employment contract	
<b>Second instalment, 20 %</b>	March 2021	1 May 2020 – 31 January 2021	Staff Convention, timesheets, employment contract	proof of Erasmus+ staff costs payment (transfer voucher)
<b>Third instalment, 20 %</b>	December 2021	1 February 2021 – 31 October 2021	Staff Convention, timesheets, employment contract	proof of Erasmus+ staff costs payment (transfer voucher)
<b>Fourth instalment, 20 %</b>	June 2022	1 November 2021 – 30 April 2022	Staff Convention, timesheets, employment contract	proof of Erasmus+ staff costs payment (transfer voucher)
<b>Balance, 20 %</b>	February 2023	1 May 2022 – 14 January 2023	Staff Convention, timesheets, employment contract	proof of Erasmus+ staff costs payment (transfer voucher)

## Partnership agreement

### Article 5: Payment arrangements

**b) Travel costs and costs of stay:** *“Travel costs and costs of stay will be treated according to the Agreement on funding and managing the costs of travel and stay (Annex V). [...] The payment of the daily allowances shall be made by the coordinator after calculating the costs (travel costs and costs of stay) incurred within the carried out activity (staff trainings, project workshops or study visits). The coordinator will transfer the calculated sum to the beneficiary institution’s bank account for further payout to the participants. For students who participate in the project activities but are not employed by one of the beneficiaries the payout may be made in cash with the prior authorisation of the EACEA”*

#### **Upon submission of:**

- **Individual travel report**
- **Boarding passes/train tickets**
- **Other relevant bills (hotel invoices, other invoices)**

**! Ensure that everybody (future participants of staff training or study visits) knows about this rule**

## Partnership agreement

**e) Irregularities and repayment of funds:** *“If the Executive Agency should – based on the provisions of the Grant Agreement – request the repayment of EU contribution from the coordinator, the coordinator shall ask the beneficiary that has caused the irregularity resulting in repayment of the EU contribution unduly paid according to the request of the Executive Agency.”*

*“5.4. If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:*

*1) the beneficiary (ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.”*

## Partnership agreement

### Suggestions from the NEO Ukraine:

1. Saving costs: possibility to use the saved funds for financial expenses related to the implementation of projects (e.g. printing materials, flyers, banners, increasing the number of persons participating in activities, etc.). Savings may arise under "Travel costs and costs of stay". ?
2. Penalties for improper performance of obligations: penalties are imposed on beneficiary who have caused the improper performance of tasks. +
3. The date of signing the partnership agreement must be no later than the first activity with the project (i.e. no later than February 17). +

### Article 2

*"2.1. This Agreement shall enter into force on the date the last party signs, but shall have **retroactive** effect from the starting date of the eligibility period laid down in the Grant Agreement"*

## Partnership agreement

What questions or comments do you have to the partnership agreement?



**Thank you for your attention!**

**Do you have any questions?**



## References

**Beneficiary Space** – [https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019_en)

**Program Guide for the Call CBHE 2019** – [https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en)

**Videos and presentations of EACEA from the Grant Holders Meeting on 27/28.01.2020** – [https://eacea.ec.europa.eu/erasmus-plus/events/erasmus-capacity-building-in-higher-education-granholders-meeting\\_en](https://eacea.ec.europa.eu/erasmus-plus/events/erasmus-capacity-building-in-higher-education-granholders-meeting_en)