

Final meeting

ERASMUS MUNDUS

ACTIVE PARTICIPATION 2

8 June 2012 / Prague

Current state of EMAP 2

- **project period:**
1.10.2010 - 31.8.2012 (extension until 20.9.2012)
- **we managed to do:** 4 very positively evaluated training seminars for 136 HEI representatives formed in 48 joint programmes consortia
- **still in workplan:** evaluation of applications submitted, dissemination activities, project management activities

Grant agreement amendment



- submitted to EACEA, now waiting for result
- reasons:
 - 1/ **change in work plan** (panel session at EAIE in September, more promotion of project results)
 - 2/ **change of eligibility period** (until 20.9.2012)
 - 3/ **budget transfer among headings of eligible costs that exceed 10%** (from „Conferences and seminars“ to „Other costs“, especially for promotion activities and bank fees)

Panel session at EAIE 2012

- Europe's largest international HE conference
- session: **How to enhance the participation in EM**
- **aim:** promote methodology of training seminars held within EMAP to enhance cooperation among HEIs in the framework of joint study programmes → promotion and valorisation of project outcomes
- focused not only on **EMAP**, but **ASEMUNDUS** too
- presentations by Johan, Martina, Tereza, Andries Verspeeten (Ghent University)
- please help with promotion (mailing list, at booth...)

Analysis of the EM Action 1 application results



- examination of submission rate of the applications submitted by the EMAP 1 and 2 training seminars participants under 2012 call
- **round table:** Which consortia, that you sent to the EMAP seminars, submitted the application in 2012?
Any comments or observations?

Analysis of the EM Action 1 application results



- please fill in table with selection results and send by email until **31 July 2012**
- **question:** Shall we search for reasons why some trained consortia didn't submit the application?
- **idea:** For final report include statistics on how many representatives from underrepresented countries were trained?

Overall evaluation of the four training seminars



- analysis of questionnaires from EE and SI sent to all partners by email and available in website's restricted area
- **presentation by reporting team:** Comparison of the 4 seminars, main comments, best rated presentations, evolution of participant's satisfaction etc.
- **round table:** Any comments to the evaluation?

Website updates and PR issues



- **presentation of Martynas:** Website traffic, statistics of video views, new elements on website etc.
- **presentation by Tereza:** Structure of website and project promotion beyond the EMAP 2 eligibility period

Website structure

- website is running on a **free platform**
- content should be user friendly, sustainable and work well also beyond project duration
- current structure according to the training seminars, but these will not be important after the project duration → reorganize in order to **promote the project outputs** (presentations and videos on various aspects of joint study programmes)
- changes during summer

Website structure

- EMAP 2 (2010-2012)
 - Project partners
 - Events and outcomes (4 sections according to seminars)
 - Video gallery
- EMAP 1 (2009-2010)
 - Project partners
 - Project outcomes
 - Photogallery
- References
- Useful links
- Contact

Project promotion

- **project leaflet** (follows the idea of new website structure, will be distributed at EAIE)
- **promotional item** (notebook with pen)
- during summer will be distributed to all partners who can use it for their national events (cca 70 notebooks and 250 leaflets for each partner)
- **question:** Any ideas for further promotion?

EM NS dissemination activities



- please fill in table with your dissemination activities and send by email until **31 August 2012**
- **possible activities:** link to project website from institution website, mailing list, consultations (email, phone, personal), infodays, article ...
- **round table:** Any original dissemination activity for inspiration?

Financial management



Approved budget	381.687	EM grant	343.516
	Plan	Change in amendment	Expected spending
Staff costs	93.600	97.150	97.150
Travel and subsistence EM NS	94.159	94.159	90.000
Conferences and seminars	188.728	154.770	130.000
Other direct costs	5.200	35.608	25.000
	381.687	381.687	342.150

Financial management

Please prepare (forms will be sent by coordinator soon):

- **expense claim form from Prague**
deadline for sending 31.7.2012
- **staff conventions and timesheets**
deadline for sending 31.8.2012
AT and BE until 30.9.2012
- **expense claim form from EAIE**
AT and BE until 30.9.2012

Final report schedule

- **Final report submission deadline:** 20.11.2012
- **September 2012:** coordinator sends draft FR to partners for comments
- **October 2012:** FR ready to be sent to EACEA
- **October 2012:** each partner receives detailed overview of costs and final amount to be reimbursed incl. request form which should be filled in and signed by responsible person
- after approval of FR by EACEA (90 days after submission) required amount will be paid to partner (possible waiting for the balance payment from EACEA)

Final report

- overall evaluation of the project
- review and qualitative and quantitative assessment of the products and results achieved and the costs incurred in order to achieve these results
- report form consists of a **technical** and a **financial** part (forms available at EACEA website)
- technical part includes narrative part, deviations and work plan

Work in 2 groups

Please prepare several points that should be mentioned under the following parts of the technical report:

Group 1

1.5. Feedback on the implementation of the action →
Describe any positive experiences, lessons learned and difficulties encountered

Group 2

3. Good practices → Describe any possible good practices you have developed and/or implemented in the framework of your project