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AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Towards the preparation of Interim Report

2nd TM, 16th April 2019, Ljubljana, Slovenija
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Reporting deadlines

Reporting details for	Period	Deadline
Interim Report	Oct 2018 – May 2019	30th June 2019
Final Report	Jun 2019 – Feb 2020	29th February 2020

Reporting (to be sent up till end of June 2019–partners)

Type of Report	Documents required	To be sent to
1. Activity report (AR)	Description of activities performed	Coordinator
2. Financial report (FR)	Financial reports Timesheets (IO) Extracts from your accounting records	Coordinator
3. Dissemination report (DR)	Dissemination report	Coordinator
4. Monitoring questionnaire (MQ)	Monitoring questionnaire	Coordinator

1. Activity report (AR)



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Activity within project “Innovation in dressing techniques”

(Erasmus+ za 2018 KA2

Number of project: 2018-1-HR01-KA202-047488)

Duration: **1st Oct 2018 – 31st May 2019**



Date	Name and description of activity (meetings of project members, meetings with some persons or organization connected with project, some education about project, activity about promotion of project etc.	Holders of Activity

2. Dissemination report



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Activity within project “Innovation in dressing techniques”

(Erasmus+ za 2018 KA2

Number of project: 2018-1-HR01-KA202-047488)

Duration: **1st Oct 2018 – 31st May 2019**

Date	Name and description of activity (meetings of project members, meetings with some persons or organization connected with project, some education about project, activity about promotion of project etc.	Holders of Activity

3. Financial report (FR)

Financial reports (bills,
receipts..)

Timesheets (IO)

Extracts from your
accounting records

4. Monitoring questionnaire (MQ)

Type of Activity	Documents required/proof	To be sent to/uploaded
Transnational meetings	Certificates Signature lists Accommodation invoice Boarding passes Travel order	Coordinator
Intellectual outputs	Timesheets Contracts	Coordinator
Multiplier events	Signature lists Photos	Coordinator

Payments

- 1st payment – 40% of the grant
- 2nd payment – 40% of the grant (conditional to approval of Interim Report)
- Final payment – up to 20% of grant (depends on approval of the Partner's expenditure presented in the **Final project report**)

Budget Categories

Lump sum costs

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning/Teaching/Training Activities

Real costs

- Exceptional Costs
- Special needs support

Project Management and Implementation

- Project management's costs
 - Administration's costs
 - Purchase of small office items
 - Information, promotion and dissemination activities
 - Printing costs
-
- Lump sum
 - 250 €/month per partner organisation
 - 500 €/month per coordinating organisation

Transnational Project Meetings

- Travel and subsistence during Transnational meetings
- Lump sum
 - 0 €/participant (distance 0–99km)
 - **575 €/ participant (distance 100–1999km)**
 - 760 €/ participant (distance >2000km)

Intellectual Outputs (Manual)

- Work on intellectual outputs
- Work performed under this category cannot be done by subcontractors (only teacher/nurse/doctor who have contract with School/ Institutions)
- Lump sum
 - **Number of days per Output per partner** as specified in the application form multiplied by flat-rate unit depending on the country of partner organisation
 - Days per Output can be claimed only in compliance with actual timing and state of play of activities.

PIC of Organisation	Output Identification	Category of Staff	Country of the Organisation	No. of Working Days	Grant per Day	Grant Requested
941572987: Skola za medicinske sestre Vrapce	O1	Teachers/Trainers/Researchers	Croatia	45	74.00	3330.00
945664932: Gumushacikoy Mesleki ve Teknik Anado	O1	Teachers/Trainers/Researchers	Turkey	30	74.00	2220.00
948784937: Srednja zdravstvena sola Ljubljana	O1	Teachers/Trainers/Researchers	Slovenia	30	137.00	4110.00
915226332: Seniorenzentrum St. Marien	O1	Teachers/Trainers/Researchers	Germany	30	214.00	6420.00

Staff Timesheet



Project N°:	2018 -1-HR01-KA202-047488
Project Title:	Innovation in dressing techniques
Project Duration:	01/10/2018 - 31/03/2020
Grant Beneficiary:	Škola za medicinske sestre Vrapče
Name of the Employee:	
Position (according to budget breakdown):	Teacher / Trainer / Researcher / Youth worker
Partner Institution:	
Country:	

Period of Performance:

(Month)

(Year)

Date	Hours Worked	Intellectual Output	Description of the task (in relation to the Action)
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

Total Hours	0,0
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Signature of Staff member:

Supervisors Signature:

Total Days	0,00
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Date and Stamp of Institution:

Please Refresh Data



Working Hours Summary:

Position:	Teacher / Trainer / Researcher / Youth worker		
Name of the Employee:	0		
Partner Institution:	0		
Partner Country:	0		
Period of Performance:			

	Sum of Hours Worked
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(blank)

Total Hours

Multiplier Events (budget 5000 €)

- Costs of participation of guests (not connected with the partner's organization) in events
 - only activities included in application
 - Costs of multiplier events will be eligible only if **output is finished**
- Lump sum
 - Number of participants multiplied by a flat-rate unit
 - **Local 100 €**
 - Foreign 200 €
- 50 people will be invited among health organizations around, medical schools, universities, student representatives etc.
- the participants will present the output of our project

Transnational Project Meetings

- Travel and subsistence during Transnational meetings
- Lump sum
 - 0 €/participant (distance 0-99km)
 - 575 €/ participant (distance 100-1999km)
 - 760 €/ participant (distance >2000km)

Learning/Teaching/Training Activities

- Travel and subsistence
- Individual support

- Lump sum for travel
 - 20 €/participant (distance 10–99km)
 - 180 €/ participant (distance 100–499km)
 - 275 €/ participant (distance 500–1000km)

- Lump sum for individual support
 - 100€/per day

Gantogram

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
4				10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
5			MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
6		Project activity*																			
7		A1																			
8		O1																			
9		M1 - HR																			
10		M2 - SI																			
11		M3 - DE																			
12		M4 - TR																			
13		E1 - HR																			
14		E2 - SI																			
15		E3 - DE																			
16		E4 - TR																			
17		C1																			
18																					
19																					
20																					
21																					

Please insert rows as needed

*Project activity types:

- An - PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES
- On /An - INTELLECTUAL OUTPUTS/ACTIVITIES
- Mn - TRANSNATIONAL PROJECT MEETINGS
- En - MULTIPLIER EVENTS
- Cn - LEARNING/TEACHING/TRAINING ACTIVITIES
- n - number of the activity

3. Gantogram

- Slovenija, April 2019 – 2nd TM -15 -16
- Germany, September 2019 – 3rdTM -23-24
- Turkey, January 2020 – 4thTM and LTTA -7-8 and 6-10

Responsibilities

			Partner involved			
Item	Number	Output/Activity	CRO	TUR	SLO	GER
IO	IO1	Manual on Dressing Techniques earning / teaching / training material – Manual / handbook / guidance material				
ME	ME1	Introducing how to use the intellectual outputs				
ME	ME2	Introducing how to use the intellectual outputs				
ME	ME3	Introducing how to use the intellectual outputs				
ME	ME4	Introducing how to use the intellectual outputs				
C	C1	Learning/Teaching/Training Activities				
PM	A1	Quality Assurance				
PM	A2	Dissemination				

IO1 Manual on Dressing Techniques

learning / teaching / training material; handbook / guidance material

- in 5 languages, approaches of 4 countries including the most effective technique to dress the wounds
- 2 persons from each country will work internationally to complete the output
- it could be used in care centers, hospitals, homes and as a course material for medical lessons
- uploaded to internet in pdf format with an open access, source for nurses, students, caregivers and relatives of patients suffering from wounds
- the duties will be distributed among the partners, methodology of collaborative work will be applied

Learning/Teaching/Training Activities -7 days (1 teacher + 5 students from Škola za med.sestre Vrapče i 1 teacher i 5 students from Srednje zdr. šola Ljubljana)

Host for LTTA - Gumushacikoy Mesleki ve Teknik Anadolu Lisesi

- are for information sharing and experience transfer
 - should be held for the dissemination of our intellectual output and will be a rehearsal for using it as course materials
 - provide Europass certificate
 - serve for implementation and administrative activities
- and the following objectives and Erasmus + KA 2 priorities:
1. innovation in terms of overall patient care and infection prevention and "reduction in suffering"
 2. a curriculum for "wound care, dressing measures and prevention of infections" will be considered as a curriculum proposal and preliminary policy proposal for education

Tasks for the 3rd TM–Dorsten, Germany

- Discuss/Analyze progressing results – MC report
- Manual – presenting final version of Manual
- Visiting the teaching hospitals/health institutions observing wound care dressing techniques/presentations/lectures...
- Creating video material of German wound care dressing techniques during TM
- Cultural presentation
- Dividing tasks for the next TM