

OVANÅKERS KOMMUN

e-ARTinED

PROJECT MANAGEMENT MANUAL

Lotten Andersson

2017-07-08

GfNA-II-B-Erasmus+Grant agreement multi beneficiary-20150

Agreement Number - 2015-1-SE01-KA201-012267

Project title: ARTinED on line: A new approach to education using the arts

Project Acronym: e-ARTinED Project Start Date 01-09-2015

Project End Date 01-09-2018

Contract Sign Deadline: 31.12.2015

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TABLE OF CONTENTS

1	CONTENT	
2	PROJECT DESCRIPTION.....	2
3	PARTNERSHIP INFORMATION.....	5
4	ROLES AND RESPONSIBILITIES OF THE COORDINATOR.....	6
5	ROLES AND RESPONSIBILITIES OF PROJECT PARTNERS.....	6
6	MAIN RESPONSIBILITIES FOR PROJECT PARTNERS.....	7
7	INTELLCTUAL OUTPUTS.....	8
8	TRANSNATIONAL PROJECT MEETINGS AND MULTIPLIER EVENTS.....	11
9	CORRECT TRAVEL COSTS.....	13
10	DEADLINES FOR PROGRESS AND FINANCIAL REPORTS.....	14
11	PAYMENTS AND THEIR CONNECTION TO DELIVERIES.....	14
12	PROJECT RISKS.....	15
13	METHODS OF COMMUNICATION.....	15
14	QUALITY CONTROL.....	15

2 PROJECT DESCRIPTION

The overall objective of the e-ARTinED project is to develop and disseminate the successful project ArtinEd into a web based course.

The specific objectives are to be found in the six **Intellectual Outputs** of the project.

We will make:

1. e-ARTinED Background Reports and Repository
2. an e-ARTinED Educational Programme for teachers trainers and artists
3. a selection of Case Studies to Identify the Best Practices
4. an e-ARTinED Handbook
5. an e-ARTinED Online Course - and finally
6. an e-ARTinED Community Practice

Primary target group: Teachers and various school boards and pedagogic institutions.

Secondary target group: Artist who would like to teach ordinary subjects the artistic way.

3 PARTNERSHIP INFORMATION

Partner Pic Nr	Country	Organization	Abbreviation	Web site	Address	Contact person
947946663 Partner	Belgium	International Yehudi Menuhin Foundation aisbl	IYMF	www.menuhin-foundation.com	Chaussee de la Hulpe P.O.Box 61 <u>1180 BRUSSELS</u> BELGIUM	Marianne Poncelet marianne.poncelet@menuhin-foundation.com
999824300 Partner	Greece	The Research Committee of the Technical University of Crete	RCTUC	www.tuc.gr	Building E4 Campus Konoupidiana <u>73132 CHANIA</u> GREECE	Nektarios Mournoutzis nektar@ced.tuc.gr
946060886 Partner	Italy	Fondazione Nazionale Carlo Collodi	FNCC	www.pinocchio.it	Via B. Pasquinelli 6 <u>I-51012 COLLODI</u> ITALY	Cinzia Laurelli cinzialaurelli@gmail.com
947834531 Coordinator	Sweden	Viksjöforsbaletten	VB	www.viksjoforsbaletten.se	Idrottsvägen 8 <u>82895 VIKSJÖFORS</u> SWEDEN	Lotten Andersson hogatan15@gmail.com
940293557 Partner	United Kingdom	The Mosaic Art and Sound Ltd.	MOSAIC	www.mosaicartsound.com	103 Wigmore Street <u>W1U 1QS LONDON</u> UNITED KINGDOM	Teresa Dello Monaco teresa.monaco@mosaicartsound.com

4 ROLES AND RESPONSIBILITIES OF THE COORDINATOR

Apart from the responsibilities on project planning, implementation, evaluation and dissemination described in the project application the coordinator:

- a) Has full responsibility towards the Agency that the project is implemented in regards with the agreement.
- b) Is intermediary for all communication between the partners and the Agency.
- c) Is responsible for supplying all documents and information to the Agency, especially in relation to the requests for payment (the coordinator may not delegate this task to the partners).
- d) Is responsible to inform the Agency if there are changes in the project (compared with the project application) or if there are any transfers between headings of eligible costs.
- e) Shall establish the payments requests on behalf of the partners. As sole recipient of payments on behalf of all partners, the coordinator ensures that all payments are made to the partners without the unjustified delays.
- f) Is responsible in case of audits, checks and evaluations for providing all the necessary documents, including the accounts of the partners, the accounting documents and the signed copies of sub-contracts.

5 ROLES AND RESPONSIBILITIES OF PROJECT PARTNERS

Apart from the responsibilities on project planning, implementation, evaluation and dissemination described in the project application the partners shall:

- a) Provide the coordinator with all data, documents and information needed for the reports, financial statements and other documentation.
- b) Ensure that all information that has to be provided to the Agency is sent via the coordinator.
- c) Inform the coordinator immediately of any event liable to the sustainability effect or delay the implementation of the action of which they are aware.
- d) Inform the coordinator of any modification of their individual budget.
- e) Provide the coordinator with all the necessary documents in the events of audits, checks and evaluations, including signed copies of sub-contracts if any.

Attention! The responsibilities of the coordinator and of the partners are described in detail in the following Agreement, where you will find: The Grant Agreement - The Special conditions - The General Conditions - The ANNEX with: The Description of the Project - The Estimated budget - The Financial and contractual rules - The Mandate(s) provided to coordinator by other beneficiary (is) and - The List of other beneficiaries.

6 MAIN RESPONSIBILITIES FOR PROJECT PARTNERS

IYMF	<ol style="list-style-type: none"> 1. Planning and implementation of activities according to CA 2. Milestone and deliverable achievement; IO 4 Selection of Case Studies to Identify the Best Practices 3. Progress and financial reporting to the coordinator 4. Participation in transnational meetings
RCTUC	<ol style="list-style-type: none"> 1. Planning and implementation of activities according to CA 2. Milestone and deliverable achievement; IO 6 e-ARTinED Community Practice 3. Progress and financial reporting to the coordinator; 4. Participation in transnational meetings
FNCC	<ol style="list-style-type: none"> 1. Planning and implementation of activities according to CA 2. Milestone and deliverable achievement; IO 3 e-ARTinED Handbook 3. Progress and financial reporting to the coordinator; 4. Participation in transnational meetings
VB	<ol style="list-style-type: none"> 1. Coordinate the partnership according to the agreement with NA Prepare PM documents; Monitor elaboration /implementation/ evaluation process 2. Milestone and deliverable achievement; IO 2 e-ARTinED Educational Program for teachers trainers and artists 3. Progress and financial reporting to the NA 4. Participation in transnational meetings 5. Closure of the project;
MOSAIC	<ol style="list-style-type: none"> 1. Planning and implementation of activities according to CA 2. Milestone and deliverable achievement; IO 1 e-ARTinED Background Reports and Repository IO 5 e-ARTinED Online Course 3. Progress and financial reporting to the coordinator; 4. Participation in transnational meetings

N.B. FOR EACH COUNTRY:

ANNEX A. is a detailed activity chart for each partner, where management, implementation, transnational meetings, multiplier events and intellectual outputs are listed as well as the grants and the reporting dates

7 INTELCTUAL OUTPUTS

WORK LOAD FOR LEADING AND CONTRIBUTING PARTNERS

<i>p.26-28 in Application</i>			<i>No.of working days</i>						
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
1	e-ARTinED Background Reports and Repository	The Mosaic Art And Sound Ltd	Teachers/trainers/researchers	8	8	8	8	32	64
1	e-ARTinED Background Reports and Repository	The Mosaic Art And Sound Ltd	Technicians	4	4	4	4	20	36
							TOTAL		100
<i>p.26-27+30-33 in Application</i>			<i>No.of working days</i>						
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
5	e-ARTinED Online Course	The Mosaic Art And Sound Ltd	Teachers/trainers/researchers	16	16	16	16	32	96
5	e-ARTinED Online Course	The Mosaic Art And Sound Ltd	Technicians	8	8	8	8	20	52
							TOTAL		148

<i>p.26-29 in Application</i>				<i>No.of working days</i>					
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
2	e-ARTinED Educational Programme for teachers trainers and artists	Viksjöforsbaletten	Teachers/trainers/researchers	8	8	8	48	8	80
2	e-ARTinED Educational Programme for teachers trainers and artists	Viksjöforsbaletten	Technicians	4	4	4	32	4	48
							TOTAL		128
<i>p.26-27+30 in Application</i>				<i>No.of working days</i>					
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
3	e-ARTinED Handbook	Fondazione Nazionale Carlo Collodi	Teachers/trainers/researchers	12	12	40	12	12	88
3	e-ARTinED Handbook	Fondazione Nazionale Carlo Collodi	Technicians	4	4	24	4	4	40
							TOTAL		128

<i>p.26-27+30-31 in Application</i>			<i>No.of working days</i>						
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
4	Selection of Case Studies to Identify the Best Practices	International Yehudi Menuhin Foundation aisbl	Teachers/trainers/researchers	28	4	8	8	8	56
4	Selection of Case Studies to Identify the Best Practices	International Yehudi Menuhin Foundation aisbl	Technicians	16	1	4	4	4	29
							TOTAL		85
<i>p.26-27+30-35 in Application</i>			<i>No.of working days</i>						
<i>Output nr.</i>	<i>Output title</i>	<i>Activity leading organisation</i>	<i>Staff</i>	<i>BELGIUM</i>	<i>GREECE</i>	<i>ITALY</i>	<i>SWEDEN</i>	<i>U.K.</i>	
6	e-ARTinED Community Practice	The Research Committee of the Technical University of Crete	Teachers/trainers/researchers	4	176	4	4	4	192
6	e-ARTinED Community Practice	The Research Committee of the Technical University of Crete	Technicians	4	132	4	4	4	148
							TOTAL		340

8 TRANSNATIONAL PROJECT MEETINGS AND MULTIPLIER EVENTS

The transnational project meetings and the multiplier events are connected to the intellectual outputs. The budget however has been cut down and only multiplier event 6 is funded according to the Application.

MULTIPLIER EVENT NR 1				TRANSNATIONAL PROJECT MEETING NR 1		
<i>p.36 in Application (not funded)</i>				<i>p.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Grant to get:
e-ARTinED Project presentation and workshop.	0	VB	1	Sweden (in application Greece)	3 days in November 2015	See Chapter 8
MULTIPLIER EVENT NR 2				TRANSNATIONAL PROJECT MEETING NR 2		
<i>p.36 in Application (not funded)</i>				<i>p.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Grant to get:
e-ARTinED Dancing curricular subjects, public performance.	0	VB	1, 2	Sweden	3 days in June 2016	See Chapter 8
MULTIPLIER EVENT NR 3				TRANSNATIONAL PROJECT MEETING NR 3		
<i>p.37 in Application (not funded)</i>				<i>p.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Meeting grant to get:
e-ARTinED Project presentation and teachers workshop.	0	FNCC	1, 2, 3, 6	Italy	3 days in March 2017	See Chapter 8

MULTIPLIER EVENT NR 4				TRANSNATIONAL PROJECT MEETING NR 4		
<i>P.37 in Application (not funded)</i>				<i>P.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Meeting grant to get:
DVD-presentation	0	IYMF	3, 4, 6	Belgium	5 days in September 2017	See Chapter 8
MULTIPLIER EVENT NR 5				TRANSNATIONAL PROJECT MEETING NR 5		
<i>P.38 in Application (not funded)</i>				<i>P.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Meeting grant to get:
Viksjöfors Kulturpedagogiska Skola - The Swedish example	0	VB	1, 2, 3, 4, 5	Sweden	3 days i March 2018	See Chapter 8
MULTIPLIER EVENT NR 6				TRANSNATIONAL PROJECT MEETING NR 6		
<i>P.38 in Application</i>				<i>P.18-19 in Application</i>		
Event title	Grant to get	Activity leading organisation	Output nr. covered	Country of venue	Meeting dates	Meeting grant to get:
e-ARTinED Internationl Conference	400	VB	1, 2, 3, 6	Sweden	3 days in August 2018	See Chapter 8

9 CORRECT TRAVEL COSTS

When sending the regular finance report, travel cost shall be specified in the attached template and according to the financial rules (Annex III p.10-11). Travel and subsistence costs should be included in the regular (every 6th months) finance an activity report including:

1. Country of venue
2. Travel cost according to travel distance manual
3. Number of meeting days
4. Cost according to subsistence manual
5. Number of participants
6. Total cost

Since we changed places for the first, the third and the fifth meeting these will be the grants for the meetings, in detail for each country and event:

Travel costs in the approved application and Travel costs according to the changes of 1st, 3rd and 5th meeting place

TRANSNATIONAL PROJECT MEETINGS IN APPROVED APPLICATION																								
MEETING NR	LOCATION	NR OF DAYS	TRAVEL GRANT BELGIUM	ACTIVITY GRANT BELGIUM	TOTAL BELGIUM	TRAVEL GRANT GREECE	ACTIVITY GRANT GREECE	TOTAL GREECE	TRAVEL GRANT ITALY	ACTIVITY GRANT ITALY	TOTAL ITALY	TRAVEL GRANT SWEDEN	ACTIVITY GRANT SWEDEN	TOTAL SWEDEN	TRAVEL GRANT UK	ACTIVITY GRANT UK	TOTAL UK							
1	GREECE	3	275	300	1520	360	300	0	275	300	1150	360	300	1520	360	300	1520							
2	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
3	ITALY	3	275	300	1150	275	300	1150	0	0	0	275	300	1150	275	300	1150							
4	BELGIUM	5	0	0	0	360	500	1520	275	500	1150	275	500	1150	275	500	1150							
5	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
6	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
					6120						7230						5750						3820	7270
TRANSNATIONAL PROJECT MEETINGS																								
MEETING NR	LOCATION	NR OF DAYS	TRAVEL GRANT BELGIUM	ACTIVITY GRANT BELGIUM	TOTAL BELGIUM	TRAVEL GRANT GREECE	ACTIVITY GRANT GREECE	TOTAL GREECE	TRAVEL GRANT ITALY	ACTIVITY GRANT ITALY	TOTAL ITALY	TRAVEL GRANT SWEDEN	ACTIVITY GRANT SWEDEN	TOTAL SWEDEN	TRAVEL GRANT UK	ACTIVITY GRANT UK	TOTAL UK							
1	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
2	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
3	GREECE	3	275	300	1520	360	300	0	275	300	1150	360	300	1520	360	300	1520							
4	BELGIUM	5	0	0	0	360	500	1520	275	500	1150	275	500	1150	275	500	1150							
5	ITALY	3	275	300	1150	275	300	1150	0	0	0	275	300	1150	275	300	1150							
6	SWEDEN	3	275	300	1150	360	300	1520	275	300	1150	0	0	0	275	300	1150							
					6120						7230						5750						3820	7270

A special grant, the so called "Individual support", of 6000 Euro is funded for IYMF for arranging the transnational teaching-training event in Brussels

10 DEADLINES FOR PROGRESS AND FINANCIAL REPORTS

The consortium should respect the deadlines regarding reporting in the project. VB will send Progress, Interim and Final Reports to the NA. Each partner shall send due reports **at least two weeks before** deadline to the coordinator. The payments will be connected to the delivery and approval of these reports.

11 PAYMENTS AND THEIR CONNECTION TO DELIVERIES

To sign / send	Deadline	Payments
Contract Signing	31.12.2015	40% of Budget payment.
Progress Report	30.09.2016	
Interim Report	28.02.2017	Approved Interim Report: 40% of Budget payment.
Final Report to VB	30.09.2018	
Final Report to NA	30.10.2018	Approved Final Report 20% of Budget Payment

12 PROJECT RISKS

The project coordinator (VB) and the internal evaluator (FNCC) will be in charge of risk identification at meetings and will take corrective action without delay (See Application p.24).

13 METHODS OF COMMUNICATION

For day to day communication Basecamp, e-mail and Skype will be the preferred method for communication among partners on day to day matters, although telephone will also be used as appropriate.

Progress meetings will be held at throughout the project period. The project manager, project partners and relevant stakeholder representatives will be invited to attend these meetings. Attendance will be obligatory for the project partners. Project meetings agendas will be send to the partners in advance, while minutes of the meetings, that will record decisions made and actions required, will be produced after the meeting completion

14 QUALITY CONTROL

The quality control will be carried out on two levels: external and internal. The Italian partner will be in charge of the internal systematic, monitoring and ongoing evaluation according to the project application (p.24-25).

Lead words are effectiveness, efficiency, collegiality, globality, transversality of different disciplines, coherence, dissemination, interinstitutionalism and time manners (Application p.25).

The NA will be in charge of the external control.



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