



# MINUTES

## iVET4D in Europe

**2nd meeting in Chroustovice (Czech Republic)  
from Thursday, 05/03/2015 to Friday, 06/03/2015**

**Date:** 05/03/2015 - 9:00 am to 06/03/2015 - 3:30 pm  
**Location:** Zámek 1, 53863 Chroustovice, Czech Republic  
**Participants:** see list of participants  
**Persons in charge:** Jana Brančová, Robert Böhm  
**Attachments:** list of participants, guideline financial report

**05/03/2015**

### **Presentation and progress of the local cooperation projects**

All partners give a short report about the progress of the local cooperation projects. Within the iVET4D partnership project the following projects will be carried out:

Czech Republic:  
Set of compensational tools for people with disabilities  
(Height adjustable table + teaching material)

Spain:  
Assembly device for refrigerator

Sweden:  
Fire wood packaging device

Finland:  
Device for cleaning and turning gloves  
Device for opening high windows

Italy:  
"How to build a book?" – A panel for more independence



Germany Weißenburg:

Device for wrapping aluminium plates with sellotape

Austria:

Device for packaging chips

Winding device for cloths

## **Report - progress of production of the iVET4D promotion video**

Michael Barrett give a report about the work of the video group and shows the iVET4D promotion video in a rough cut version to get an impression how the final cut could look like.

Feedback:

- Music should be changed in a more “active” music.
- More “action”! The takes are too long - especially with Robert talking about VET4D.
- Sequences with all partners should be added.
- Pictures and flags of the partners should be added
- Some spelling mistakes should be corrected.

Michael Barrett will give the list with all suggestions to the video team of St Johns Colleague. As far as the video is ready the final version will be published via the VET4D website on you tube!

## **Financial Report**

The coordinator hands out the guideline for the financial report. Robert explains financial reporting system via dropbox:

**.... The financial management system of a strategic partnership project should ....**

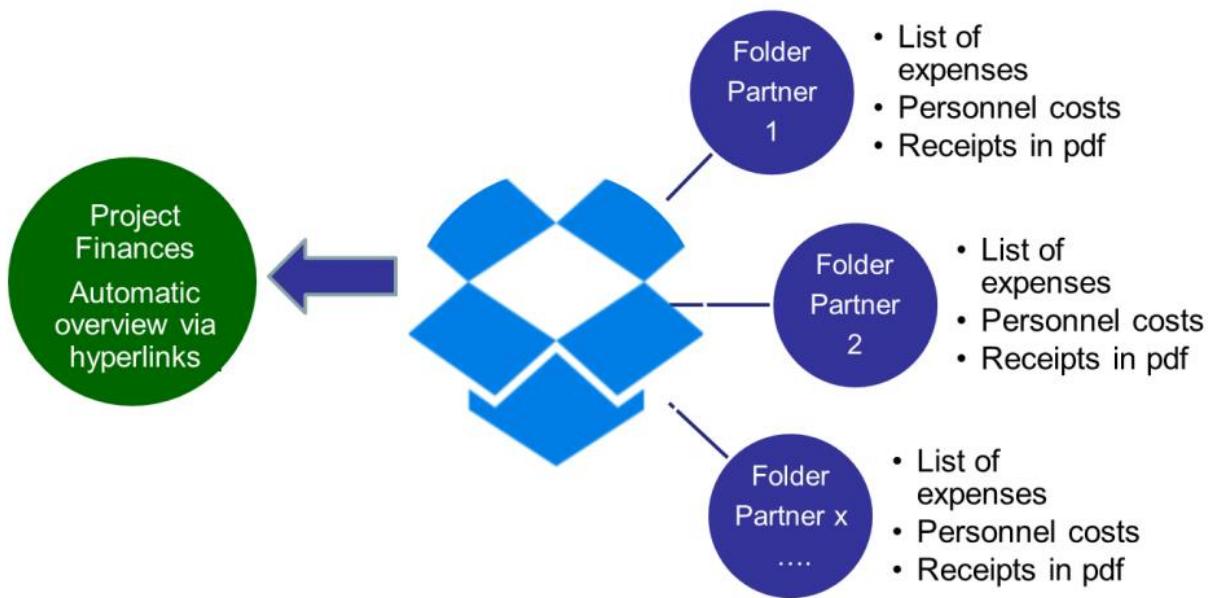
... provide a maximum of independence for the partners!

... provide a maximum of transparency for the coordinator!

... provide a clear structure for the partners!

... be simple, effective and reasonable ☺!

## .... Financial management with dropbox



**The dates for financial reporting are:**

1st date 15/03/2015

2nd date 15/10/2015

3rd date 15/03/2016

4th date 30/06/2016

**What steps have to be done for the regular financial report?**

1. Enter all data with the costs into the Excel file:  
iVET4D – “PARTICIPATING PARTNER” – financial report.xls
2. Download the template for personnel costs from the VET4D website:  
iVET4D template for personnel costs.xls
3. Save the template on your dropbox folder with a clear name:  
for example: “Personnel costs – Finland – 1. xls”
4. Enter all data for personnel costs into that Excel file “Personnel costs – Finland – 1. xls”!
5. Print, stamp and sign the Excel file “Personnel costs – Finland – 1. xls” scan it into a pdf document and save it into your dropbox with a clear name: for example: “Personnel costs – Finland – 1. pdf”

6. Transfer the sum of the personnel costs of that file into the list of the financial report!
7. Print, stamp and sign the worksheet “Overview” of the financial report scan it into a pdf document and save it into your dropbox with a clear name:  
for example: “Financial report – Finland – 1. pdf”
8. Scan all receipts belonging to the first financial report into one pdf document with a clear name: for example: “Receipts – Finland – 1. pdf”
9. Check if all data are on your dropbox folder!
  - iVET4D – Finland – financial report.xls
  - Personnel costs – Finland – 1. xls
  - Personnel costs – Finland – 1. pdf
  - Financial report – Finland – 1. pdf
  - Receipts – Finland – 1. pdf”
10. All original receipts and signed documents should be sent to the coordinator after the regular financial report!

## Student mobilities

### The dates:

- A) 20.04. – 24.04.2015 in Pamplona: Students from Spain, Austria, Finland, Germany WUG
- B) 04.05. – 08.05.2015 in Weißenburg: Students from Germany WUG, Spain, Italy
- C) 12.10. – 16.10.2015 in Grafenwöhr: Students from Germany GW, Sweden
- D) 09.05. – 13.05.2016 in Schweden: Students from Sweden, Germany GW, Czech Republic

### Aspects concerning the student mobilities to take into consideration:

- Small cultural program during the stay.
- Visit of the workshops for people with disabilities
- All Students need health insurance and accident insurance.
- All students have to bring safety boots and workwear.
- All students work together on the problem of the local cooperation project.
- Pictures of the student mobilities should be part of the guideline.

## Scheduling Action Meeting 4 and International Congress

Dates:

Meeting in Salzburg: 22.10. – 23.10.2015

Tim, Steffi, Michael and Robert will meet there to talk about details concerning the International Congress in Brussels and to take part on international workshops in order to present VET4D.

Final VET4D meeting in Brussel: 01.06.2016

International Congress in Brussels: 02.06. – 03.06.2016

## Working in Workgroups

**Guidelines:**

- All partners in charge work in workgroups for producing the guidelines.
- Presentation of the first results concerning content and structure.
- Homework: All partners work on the guidelines >>> Finishing the guidelines in Perugia!

## International Congress:

- EASPD will promote the congress to attract participants from both- education and service providers
- Professional presentation of the results of iVET4D (video, guidelines, concept, etc)
- Marketing at the congress (Flyers, Handouts, Guidelines, CD's )
- All partners should be involved including students and people with disabilities.
- Exhibition of some examples of the local projects

Chroustovice, 08.03.2015

signed

Robert Böhm



# GUIDELINE

## FINANCIAL REPORT

The following guideline has been developed to support all participating partners in financial reporting within the iVET4D partnership project and to standardise the procedure and documentation.

The coordinator provides an excel-file to document the spending within iVET4D for each partner on dropbox. The name of the file is

### iVET4D - "PARTICIPATING PARTNER" - financial report.xls

For example: The excel file for the Vocational school of Weissenburg is named as followed:

iVET4D - GERMANY-WUG - financial report 30.01.2015 12:20 Microsoft Excel-Ar... 544 KB

Please never change the name of this file because the data within this file are linked to an excel sheet with the whole financial overview of the project.

The file consists of two excel work sheets. One work sheet with the appendix "L" for list and one with the appendix "OV" for overview.

### work sheet "List"

List of investments for iVET4D in Europe - Project Number: 2014-DE02-KA202-001457					
Nr.	Account	Sum	Date	Invoice Recipient	Remarks
1	Project management and implementation	€ 132,80	16.09.2014	Sternhotel Bonn	Kick off meeting in Bonn - Hotel
2	Project management and implementation	€ 195,00	16.09.2014	Deutsche Bahn AG	Kick off meeting in Bonn - Rail+Reservation
3	Transnational project meetings	€ 734,96	09.09.2014	Travel24 / RMK nurKug.de	Flights - 1st Meeting in Cork
4	Transnational project meetings	€ 85,00	21.10.2014	Air Linige	Baggage for 2 Persons
5	Transnational project meetings	€ 49,00	25.10.2014	Flughafen München	Car parking
6	Transnational project meetings	€ 14,30	21.10.2014	Taxi Service	Transfer Airport - City
7	Transnational project meetings	€ 17,65	25.10.2014	taxiradioscout	Transfer City - Airport
8	Transnational project meetings	€ 60,00	23.10.2014	Boardwalk Bar & Grill	Dinner for 2 Persons
9	Transnational project meetings	€ 440,00	21.10.2014	Gabriel House B&B	Accommodation for 2 Persons
10	Transnational project meetings	€ 41,00	24.10.2014	Soho Bar & Restaurant	Dinner for 2 Persons
11	Project management and implementation	€ 103,85	15.10.2014	webnode	upgrade iVET4D website
12	---	€ 0,00	11/11/2014		
13	---	€ 0,00	11/11/2014		
14	---	€ 0,00	11/11/2014		
15	---	€ 0,00	11/11/2014		
16	---	€ 0,00	11/11/2014		
17	---	€ 0,00	11/11/2014		

### work sheet "Overview"

iVET4D - Financial Report		
Project Number: 2014-DE02-KA202-001457		
Total sum of the grant		24.020,00 €
SPEND		- 1.872,36 €
AVAILABLE		22.150,64 €
Project management and implementation		12.000,00 €
SPEND		- 431,45 €
AVAILABLE		11.568,55 €
Transnational project meetings		4.400,00 €
SPEND		- 1.440,91 €
AVAILABLE		3.159,09 €
Intellectual output		1.400,00 €
SPEND		- €
AVAILABLE		1.400,00 €
Multiplier Events		2.000,00 €
SPEND		- €
AVAILABLE		2.000,00 €
Learning/Teaching/Training Activities		2.425,00 €
SPEND		- €
AVAILABLE		2.425,00 €
Exceptional costs		1.500,00 €
SPEND		- €
AVAILABLE		1.500,00 €

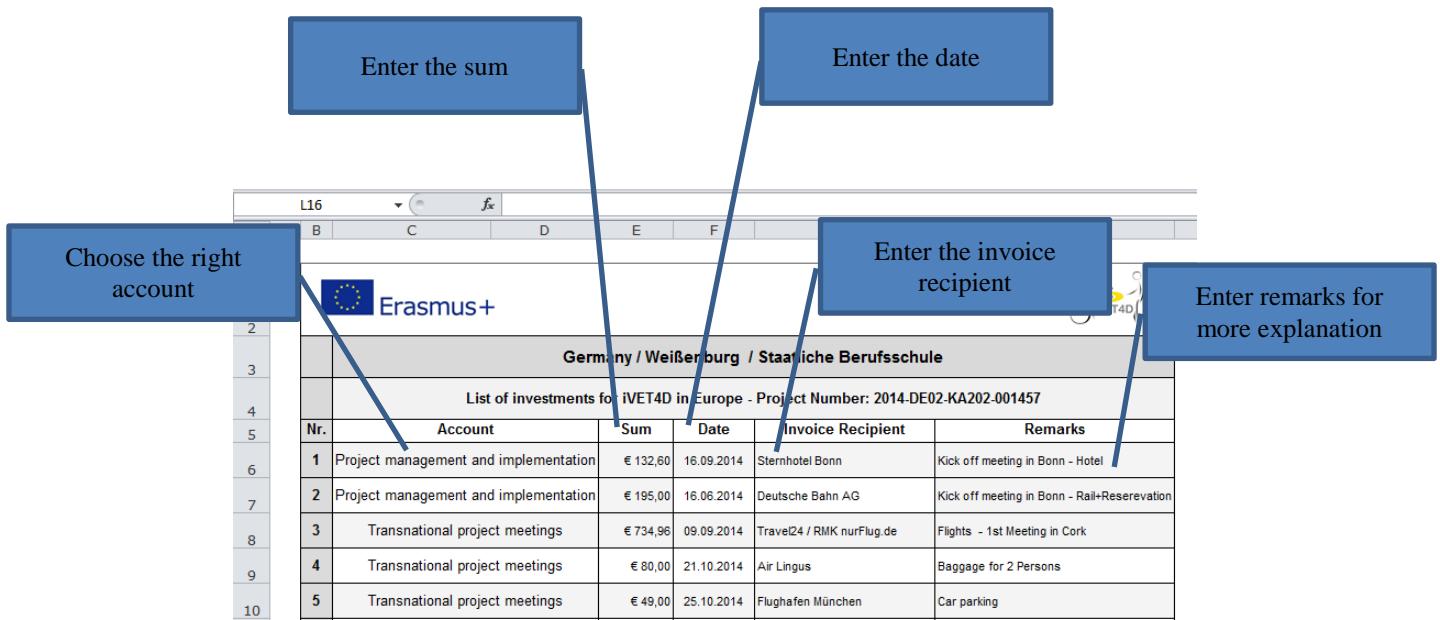
I hereby declare that the budget was spent with the utmost diligence in accordance to the rules for iVET4D in a transparent manner in the project.

Date: \_\_\_\_\_ Signature of person in charge for financial affairs within iVET4D

Date: \_\_\_\_\_ Signature of person in charge for financial affairs within iVET4D

The work sheet "List" includes all expenses within iVET4D of one partner and provides a number of up to 202 lines for entering costs. The work sheet "Overview" is calculated automatically based on the data of the "list" and gives a financial overview of the budget.

All iVET4D partners respectively the persons in charge for the financial reporting work with the work sheet "List" and enter all expenses within iVET4D for the institution.

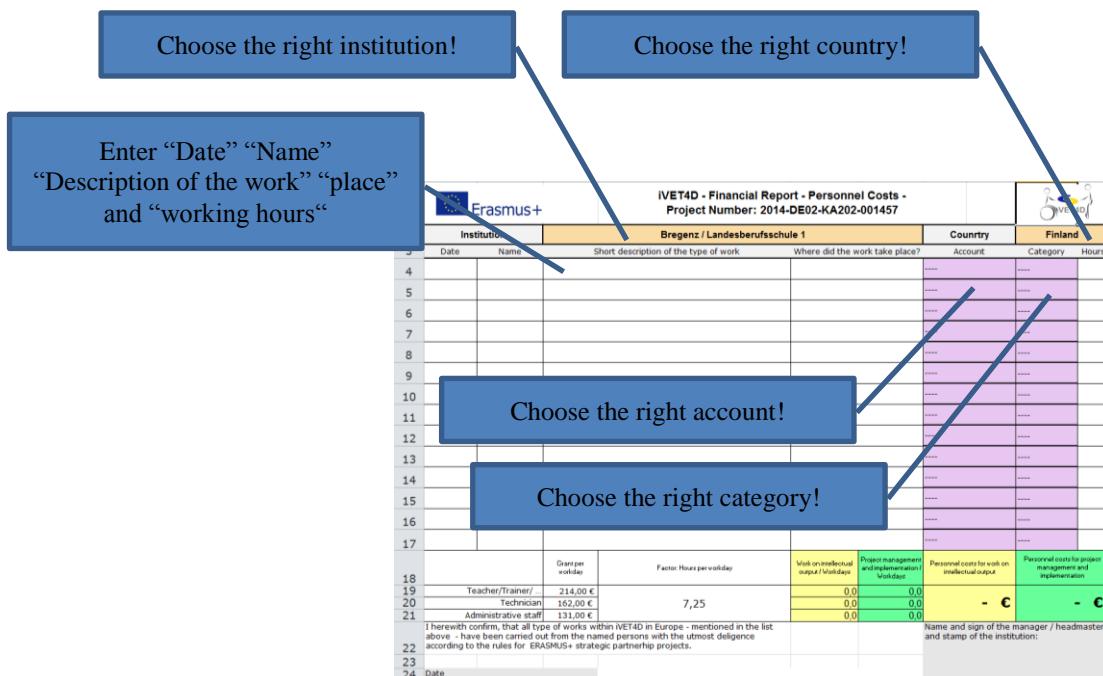


After completing the data entries please save the file without changing the name in the dropbox folder. Just to make sure not to lose any data make a backup copy and save that file on an external data storage unit (memory stick etc.).

In order to document the personnel costs within the iVET4D project all partners respectively the persons in charge for the financial reporting work with the Excel file

iVET4D template for personnel costs.xls

You can find the file on the VET4D website: <http://www.vet4d.eu/service/ivet4d-formula-and-templates/>





1		IVET4D - Financial Report - Personnel Costs - Project Number: 2014-DE02-KA202-001457				VET4D		
2		Institution	Bregenz / Landesberufsschule 1		Country	Finland		
3		Date	Name	Short description of the type of work	Where did the work take place?	Account	Category	Hours
4						.....	.....	.....
5						.....	.....	.....
6						.....	.....	.....
7						.....	.....	.....
8						.....	.....	.....
9						.....	.....	.....
10						.....	.....	.....
11						.....	.....	.....
12						.....	.....	.....
13						.....	.....	.....
14						.....	.....	.....
15						.....	.....	.....
16						.....	.....	.....
17						.....	.....	.....
18				Brutto per Arbeitszeit	Factor Hours per working day	Werk an intellektuel output / Bruttotage	Project management and implementation / Arbeitszeit	Personnel costs for work on intellectual output
19				Teacher/Trainer /	214,00 €	0,0	0,0	- €
20				Technician	162,00 €	7,25	0,0	- €
21				Administrative staff	131,00 €	0,0	0,0	- €

personnel costs “work on intellectual output!”

personnel costs “work on management and implementation”

Please save the files on your dropbox folder and give the files a clear name. For example:

*Personnel costs – Finland – 1. xls*

*Personnel costs – Finland – 2. xls*

*Personnel costs – Finland – 3. xls*

... and so on.

Whenever you have completed one of the excel sheets for the personnel costs for the regular financial reports please print, sign, stamp and send it to the coordinator.

Furthermore you have to enter the data of the personnel cost into the Excel file for the financial report. Then you archive that file for personnel costs on your dropbox folder (for example: *Personnel costs – Finland – 1. xls*) and start with a new file with a new name (for example: *Personnel costs – Finland – 2. xls*)

2		Germany / Weißenburg / Staatliche Berufsschule					VET4D	
3		List of investments for IVET4D in Europe - Project Number: 2014-DE02-KA202-001457						
4		Nr.	Account	Sum	Date	Invoice Recipient	Remarks	
5	1	Project management and implementation	€ 132,60	16.09.2014	Sternhotel Bonn		Kick off meeting in Bonn - Hotel	
6	2	Project management and implementation	€ 195,00	16.06.2014	Deutsche Bahn AG		Kick off meeting in Bonn - Rail+Reservation	
7	3	Transnational project meetings	€ 734,96	09.09.2014	Travel24 / RMK nurFlug.de		Flights - 1st Meeting in Cork	
8	4	Transnational project meetings	€ 80,00	21.10.2014	Air Lingus		Baggage for 2 Persons	
9	5	Transnational project meetings	€ 49,00	25.10.2014	Flughafen München		Car parking	
10	6	Transnational project meetings	€ 14,30	21.10.2014	Taxi Service		Transfer Airport - City	
11	7	Transnational project meetings	€ 17,65	25.10.2014	taxiradioscork		Transfer City - Airport	
12	8	Transnational project meetings	€ 60,00	23.10.2014	Boardwalk Bar & Grill		Dinner for 2 Persons	
13	9	Transnational project meetings	€ 440,00	21.10.2014	Gabriel House B&B		Accommodation for 2 Persons	
14	10	Transnational project meetings	€ 45,00	24.10.2014	Soho Bar & Restaurant		Dinner for 2 Persons	
15	11	Project management and implementation	€ 103,85	15.10.2014	webnode		upgrade VET4D website	
16	12	Project management and implementation	€ 365,00	11/11/2014	VET4D		personnel costs	

Transfer the data from the personnel costs formula into the list of the financial report!



## What steps have to be done for the regular financial report?

**Note: The dates for financial reporting are:**

- 1st date 15/03/2015
- 2nd date 15/10/2015
- 3rd date 15/03/2016
- 4th date 30/06/2016

1. Enter all data with the costs into the Excel file:

*iVET4D – “PARTICIPATING PARTNER” – financial report.xls*

2. Download the template for personnel costs from the VET4D website:

*iVET4D template for personnel costs.xls*

3. Save the template on your dropbox folder with a clear name:

*for example: “Personnel costs – Finland – 1. xls”*

4. Enter all data for personnel costs into that Excel file “Personnel costs – Finland – 1. xls”!

5. Print, stamp and sign the Excel file “Personnel costs – Finland – 1. xls” scan it into a pdf document and save it into your dropbox with a clear name: *for example: “Personnel costs – Finland – 1. pdf”*

6. Transfer the sum of the personnel costs of that file into the list of the financial report!

7. Print, stamp and sign the worksheet “Overview” of the financial report scan it into a pdf document and save it into your dropbox with a clear name:

*for example: “Financial report – Finland – 1. pdf”*

8. Scan all receipts belonging to the first financial report into **one pdf document** with a clear name: *for example: “Receipts – Finland – 1. pdf”*

9. Check if all data are on your dropbox folder!

*iVET4D – Finland – financial report.xls*

*Personnel costs – Finland – 1. xls*

*Personnel costs – Finland – 1. pdf*

*Financial report – Finland – 1. pdf*

*Receipts – Finland – 1. pdf”*

10. All original receipts and signed documents should be sent to the coordinator after the regular financial report!



## List of participants - 2nd Meeting in Chrustovice

Date: 05.-06.03.2015

Firstname	Lastname	Vocational School / Institution	Country	Signature	Accommodation	Arrival	Departure
1 Roland	Becke	Staatliche Berufsschule Weißenburg	DE		Vocational School Chrustovice	04.03.2015 by car	06.03.2015 by car
2 Robert	Böhm	Staatliche Berufsschule Weißenburg	DE		Vocational School Chrustovice	04.03.2015 by car	06.03.2015 by car
3 Günther	Laubinger	Weißburger Werkstätten	DE		Vocational School Chrustovice	04.03.2015 by car	06.03.2015 by car
4 Richard	Fürsich	Weißburger Werkstätten	DE		Vocational School Chrustovice	04.03.2015 by car	06.03.2015 by car
5 Anssi	Kovaniemi	Tavastia Vocational College	FI		Vocational School Chrustovice	4.3.2015 OK 4481/10:45 Prague	6.3.2015 by car
6 Minna	Yileskola	Tavastia Vocational College	FI		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
7 Harri	Nieminen	Tavastia Vocational College	FI		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
8 Minna	Vitamäki	Tavastia Vocational College	FI		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
9 Tanja	Hoyer	LBS Bregenz 1	A		Vocational School Chrustovice	4.3.2015 OK 4481/10:45 Prague	6.3.2015 by car
10 Friedrich	Schertler	LBS Bregenz 1	A		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
11 Helmut	Linder	LBS Bregenz 1	A		Vocational School Chrustovice	4.3.2015 OK 4481/10:45 Prague	6.3.2015 by car
12 Eva	Rößner	Pr. Berufsschule Grafenwöhrl	DE		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
13 Verena	Mardanow	Pr. Berufsschule Grafenwöhrl	DE		Vocational School Chrustovice	4.3.2015 OK 4481/10:45 Prague	6.3.2015 by car
14 Pablo	Esquiroz	CIP Virgen del Camino - Pamplona	E		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
15 Javier	Muñoz	CIP Virgen del Camino - Pamplona	E		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
16 Malin	Konradson	Ronneby-Sjöärsskolan	S		Vocational School Chrustovice	4.3.2015 9.40 Prague	6.3.2015 by car
17 Reine	Cederberg	Ronneby-Sjöärsskolan	S		Vocational School Chrustovice	4.3.2015 9.40 Prague	6.3.2015 by car
18 Timothy	Ghilain	EASPD	B		Vocational School Chrustovice	4.3.2015 OK 4482/19:35 Prague	6.3.2015 by car
19 Simona	Lescarini	ITTS "A. Volta" Perugia	IT		Vocational School Chrustovice	04.03.2015 by plane Prague 13.10	07.03.2015 by plane Prague 14.35
20 Valentina	Alonge	ITTS "A. Volta" Perugia	IT		Vocational School Chrustovice	04.03.2015 by plane Prague 13.10	07.03.2015 by plane Prague 14.35
21 Michael	Barrett	COPE-Foundation	El		Hotel	4.3.2015 13:30 Prague	6.3.2015
22 Jana	Brančová	Odborné učiliště Chrustovice	CZ				
23 Miloslava	Šilarová	Odborné učiliště Chrustovice	CZ				
24 Jaroslav	Bálek	Odborné učiliště Chrustovice	CZ				