

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!

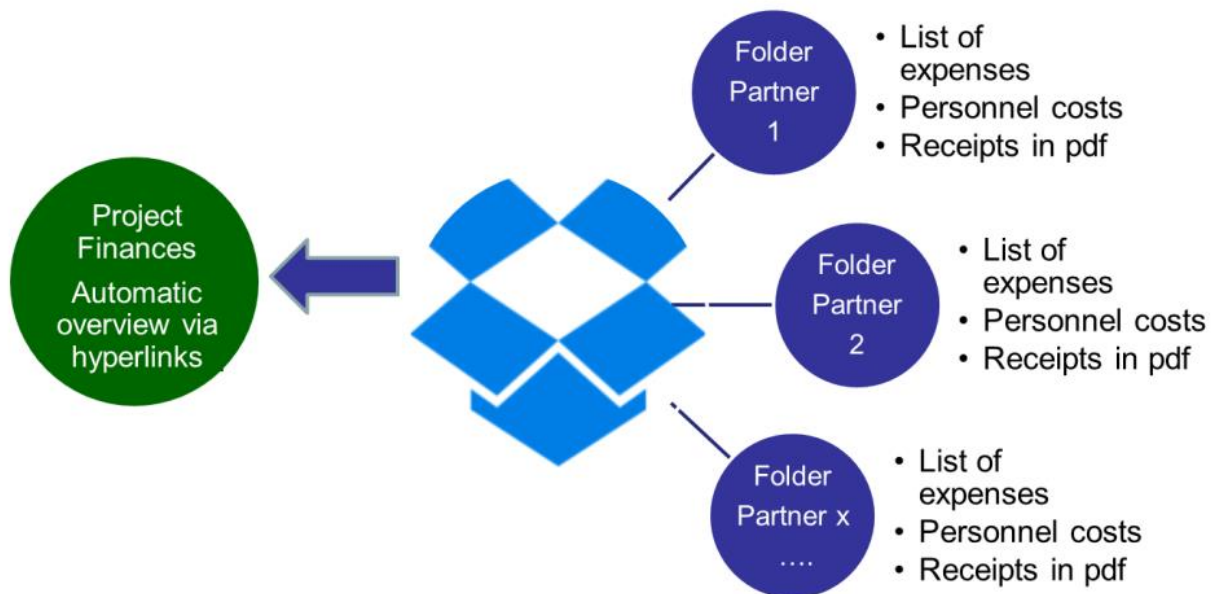
Financial Report

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:



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"

Germany / Weissenburg / Staatliche Berufsschule					
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	€ 132,60	16.09.2014	Starnhotels 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 - Bahn-Reservation
3	Transnational project meetings	€ 734,96	09.09.2014	Travel24 / BKK hoflug.de	Flights - 1st Meeting in Cork
4	Transnational project meetings	€ 80,00	21.10.2014	Air Lingua	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	€ 17,80	25.10.2014	taxi24.com	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	€ 45,00	24.10.2014	Soho Bar & Restaurant	Dinner for 2 Persons
11	Project management and implementation	€ 103,80	15.10.2014	webnode	upgrade VET4D 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	
Germany / Weissenburg / Staatliche Berufsschule	
Total sum of the grant	24.623,00 €
SPEND	1.872,36 €
AVAILABLE	22.750,64 €
Project management and implementation	12.009,00 €
SPEND	431,45 €
AVAILABLE	11.568,55 €
Transnational project meetings	4.600,00 €
SPEND	1.440,51 €
AVAILABLE	3.159,49 €
Intellectual output	1.408,00 €
SPEND	- €
AVAILABLE	1.408,00 €
Multilateral Events	2.600,00 €
SPEND	- €
AVAILABLE	2.600,00 €
Learning/Teaching/Training Activities	2.425,00 €
SPEND	- €
AVAILABLE	2.425,00 €
Exceptional costs	1.584,00 €
SPEND	- €
AVAILABLE	1.584,00 €

Donors declare that the budget was spent with the utmost diligence in accordance to the rules for ERASMUS+ strategic partnership projects

Full name of person in charge for financial affairs within iVET4D

Signature of person in charge for financial affairs within iVET4D

Date:

Stamp of institution:

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.

Enter remarks for
more explanation

ht

Erasmus+

Germany / Weißenburg / Staatliche Berufsschule

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2	Project management and implementation	€ 195,00	16.06.2014	Deutsche Bahn AG	Kick off meeting in Bonn - Rail+Reservation
3	Transnational project meetings	€ 734,96	09.09.2014	Travel24 / RMK nurflug.de	Flights - 1st Meeting in Cork
4	Transnational project meetings	€ 80,00	21.10.2014	Air Lingus	Baggage for 2 Persons
5	Transnational project meetings	€ 49,00	25.10.2014	Flughafen München	Car parking

Enter the invoice recipient

4D

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

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

Choose the right category!

[illegible]

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

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*)

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 Erasmus+					
Germany / Weissenburg / Staatliche Berufsschule					
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10	Transnational project meetings	€ 45,00	24.10.2014	Soho Bar & Restaurant	Dinner for 2 Persons
11	Project management and implementation	€ 103,85	15.10.2014	webnode	upgrade VET4D website
12	Project management and implementation	€ 365,00	11/11/2014	iVET4D	personnell costs

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

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Personnel costs – Finland – 1. xls

Personnel costs – Finland – 1. pdf

Financial report – Finland – 1. pdf

Receipts – Finland – 1. pdf”

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Erasmus+



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List of participants - 2nd Meeting in Chroustovice

Date: 05.-06.03.2015

Firstname	Lastname	Vocational School / Institution	Country	Accommodation	Arrival	Departure
1	Roland	Becke	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
2	Robert	Böhm	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
3	Gunter	Laubinger	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
4	Richard	Fürsch	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
5	Anssi	Kovanen	FI	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
6	Mirna	Yliskola	FI	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
7	Harri	Nieminen	FI	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
8	Mirva	Vitamäki	FI	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
9	Tanja	Hoyler	A	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
10	Friedrich	Schertler	A	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
11	Helmut	Linder	A	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
12	Eva	Rößner	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
13	Vereina	Mardanow	DE	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
14	Pablo	Esquiroz	E	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
15	Javier	Muñoz	E	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
16	Malin	Konradson	S	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
17	Reine	Cederberg	S	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
18	Timothy	Ghlin	B	Vocational School Chroustovice	04.03.2015 by car	06.03.2015 by car
19	Simona	Lescarini	IT	Vocational School Chroustovice	04.03.2015 by plane Prague 13.10	07.03.2015 by plane Prague 14.35
20	Valentina	Alonge	IT	Vocational School Chroustovice	04.03.2015 by plane Prague 13.10	07.03.2015 by plane Prague 14.35
21	Michael	Barrett	EL	Hotel	04.03.2015 13:30 Prague	06.03.2015
22	Jana	Brancová	CZ			
23	Miloslava	Šilarová	CZ			
24	Jaroslav	Bálek	CZ			