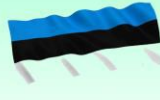




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AGENDA FOR TRAINING ON HOW TO PREPARE REPORT

Title:	Urban Resilience and Adaptation for India and Mongolia: curricula, capacity, ICT and stakeholder collaboration to support green & blue infrastructure and nature-based solutions – URGENT
Number:	619050-EPP-1-2020-1-DE-EPPKA2-CBHE-JP
Coordinator:	National University of Mongolia
Participants:	Mongolian University of Life Sciences Khovd University Urban Planning and Research Institute National Garden Park of Ulaanbaatar

Management:

- ~ The seminar will be hosted by NUM.
- ~ Minute meeting and report will be written by MULS
- ~ List of participants will be counted by KhU.

Objectives of the meeting:

- ~ Introduce the project rules to prepare financial and technical report

The seminar will be hold in ONLINE format using Google meet

URGENT - Report training
Friday, 13 August · 11:00am – 6:00pm
Video call link: <https://meet.google.com/jwn-vdkn-jhr>

The seminar day, Friday, 23th April 2021

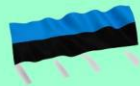
Time	Topic	Presenter
11:00-11:30	How to prepare financial and technical reports	O.Altansukh, NUM
11:30-12:00	Report on payment receive	
12:00-12:30	Preparation of private note of working days and outputs	
12:30-13:00	Staff cost and its supporting documents	
13:00-13:30	Travel-stay cost and its supporting documents	
13:30-14:00	Equipment cost and its supporting documents, VAT exemption	
14:00-17:00	Practical work – each organization to prepare reports	
17:00-18:00	Q&A and open discussion	

PARTICIPANTS LIST

No	Name	Department	Position	E-mail	Mobile
1.	O.Altansukh	National University of Mongolia	Coordinator	altansukh@seas.num.edu.mn	91993096
2.	D.Delgerjargal	Mongolian University of Life Sciences	Project manager	delgerjargal@mul.s.edu.mn	88007327
3.	B.Bayarkhuu	Khovd University	Project manager	bayarhuub@yahoo.com	99438200
4.	Ch.Regzmaa	UPRI, Chairman		regzmaa.arch@gmail.com	95052626
5.	B.Ariunjargal	UPRI, Specialist of foreign relation		info@upri.ub.gov.mn	91551211
6.	U.Oyonzul	NGP, Director		info@park.ub.gov.mn	88107078
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URBAN RESILIENCE AND ADAPTATION FOR INDIA AND MONGOLIA:
Curricula, Capacity, ICT and Stakeholder Collaboration to Support Green & Blue Infrastructure and Nature-Based Solutions

URGENT PROJECT
619050-EPP-1-2020-1-DE-EPPKA2-CBHE-JP

“HOW TO PREPARE THE FINANCIAL AND TECHNICAL REPORT” TRAINING

The training on “How to prepare the financial and technical report” of the URGENT project has been virtually organized on 12 August 2021 for Mongolian partners. All partners managers participated the training, and the national coordinator of the project was introduced a presentation. Several important questions were raised and the national coordinator was answered.

Project reporting

- 6 monthly periodic reports (partner → coordinator)
- Intermediate report: October 2022
 - Financial statements (coordinator → EACEA)
 - Technical implementation report (partner → county coordinators → WP leaders → project coordinator → EACEA)
- Final report: January 2024
 - Financial statements (coordinator → EACEA)
 - Technical implementation report (partner → county coordinators → WP leaders → project coordinator → EACEA)

1. Period 1	(15.01.2021-14.07.2021)	½ year period
2. Period 2	(15.07.2021-14.01.2022)	½ year period
3. Period 3	(15.01.2022-14.09.2022)	9 month period
4. Period 4	(15.09.2022-14.01.2023)	3 month period
5. Period 5	(15.01.2023-14.07.2023)	½ year period
6. Period 6	(15.07.2023-14.01.2024)	½ year period

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The training agenda is attached.

Reported by Ochir ALTANSUKH, National University of Mongolia



THE URGENT REPORT
Urban Resilience and Adaptation for India and Mongolia: curricula, capacity, ICT and stakeholder collaboration to support green & blue infrastructure and nature-based solutions

Энэтхэг ба Монгол улсын зот суурин гарын уур амьсгалын өөрчлөлттэй тэжээгдэх чадвар, түүнд дасан зохицох байдал: Ногоон ба цэнхэр дэд бүтэц, байгалийн түшиглэсэн шийдлийг дэмжихэд чиглэсэн сургалтын зөгнөлбөр, чадавч бэхжүүлэлт, мэдээлэл харилцааны технологийн шинэчлэлт, орлогчид талуудын хамтын ажиллагаа

"HOW TO PREPARE THE FINANCIAL AND TECHNICAL REPORT"
virtual training
12 August 2021

National coordinator: Professor Ochr ALTANSUKH

AGYVУЛГА

- Budget
- Staff cost
- Travel and stay cost
- Equipment cost
- Co-financing
- Technical report

Project reporting

- 6 monthly periodic reports (partner → coordinator)
- Intermediate report: October 2022
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- Period 1 (15.01.2021-14.07.2021) ½ year period
- Period 2 (15.07.2021-14.01.2022) ½ year period
- Period 3 (15.01.2022-14.09.2022) 9 month period
- Period 4 (15.09.2022-14.01.2023) 3 month period
- Period 5 (15.01.2023-14.07.2023) ½ year period
- Period 6 (15.07.2023-14.01.2024) ½ year period

Financial Report

- Staff Costs
- Travel Costs and Costs of Stay
- Equipment Costs
- Co-financing

All supporting documents provided by the beneficiary need the clear identification of the key words and amounts that justify the expenses or purpose requested, together with proper handwritten English notes, if originally issued in a language different from English.

Total and partner budget

Article 4: Financing the action

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 982,426,00 and shall take the form as stipulated in Annex III of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "reimbursement of actual costs" for Equipment and Subcontracting costs
- a "unit contribution" to the costs incurred for Staff costs, Travel costs and costs of Stay

Overall budget:

Item	Amount
1. Staff Costs	18,493,00
2. Travel Costs	18,780,00
3. Equipment Costs	15,302,00
4. Equipment	34,900,00
Total	77,475,00

Budget Break down on Reporting Periods:

Reporting Period	Staff Costs	Travel Costs
Period 1 (15.01.21 - 14.07.21)	2,442,00	0,00
Period 2 (15.07.21 - 14.01.22)	3,952,00	0,00
Period 3 (15.01.22 - 14.09.22)	4,564,00	3,200,00
Period 4 (15.09.22 - 14.01.23)	3,945,00	3,640,00
Period 5 (15.01.23 - 14.07.23)	3,338,00	12,500,00
Period 6 (15.07.23 - 14.01.24)	2,252,00	1,300,00
Total	18,493,00	15,780,00

Payment plan (in Euro):

Payments	Amount	Estimated Time	Payment Conditions
Payment 1: Advance Payment for Staff costs	10,253,00	Feb 2021	During 2 weeks after signing the Partnership Agreement by both parties (Beneficiary and coordinator).
Payment 2: Advance payment for equipment	24,500,00	Jun 2021	After submission of the documents with three offers.
Payment 3: Advance Payment for Mobility costs	8,280,00	Dec 2021	If the Mobility would be possible according to the international regulations caused by COVID-19. In other case, this payment will be done after the approval of the year mobility plan and payment request from beneficiary.

Co-financing - 10%

Information for the Co-financing

Item	Source	Justification	Amount
Overheads	own resources	%	5,425,00
Printing & Publishing	own resources	Guidelines, dissemination materials	2,300,00
Total			7,725,00

Type of expenditure_Partner number_Current number

- ~ Staff costs – Current number of staff convention: Example for NUM: **S_P5_1**
- ~ Travel costs and costs of stay - Current number of mobility report: Example for NUM: **T_P5_1**
- ~ Equipment costs – Current number of purchase document: Example for NUM: **E_P5_1**
- ~ Joint declarations: JD_PartnerNo_RefNo_Name of person: **JD_P5_S1_Aagii**
- ~ Time sheets: JD_PartnerNo_RefNo_Name of person: **TS_P5_S1_Aagii**
- ~ Travel reports: TR_T_PartnerNo_RefNo_Name of person: **TR_P5_T1_Aagii**

Staff cost

- Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers and trainers (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

The Staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual. It is quite usual the one and the same person fulfills the work for different staff categories. The same Person can work on the Reporting of the project results as a Manager, do lecturing as a teacher, program the eLearning course as a technician and fill some forms as administrative personal.

Category	Cat	Euro/day
Manager	C1	47,00
Teacher/Trainee/Researcher	C2	33,00
Technical staff	C3	22,00
Administrative Staff	C4	17,00

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Staff cost

- All activities for one person / Staff category for reporting period must be written in the same Joint declaration.
- The descriptions must be short, almost the same as in Workplan.
- The details to the descriptions must be listed in Time sheets.
- Time sheets must be available for each Joint declaration

- All activities to the same person and staff category for reporting period must be listed in one Time sheet.
- If the person was working in different staff categories, then the separate Joint declaration and Time sheet must be filled for each category.
- One Time sheet for each Joint Declaration.
- The description of activities must contain details, such as names of the courses, TLM, names of seminars, etc.
- Time sheet must be sorted by month.
- Max days for a person /month in all categories must not exceed 10 days

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Staff cost

Supporting documents:

- Joint declarations
- Time sheets
- Formal employment contract
- Salary slips
- Tangible outputs/products

Date	Activity	Team	Work	Description	Output	Assets	Threshold
2021.01.01	Prepared design work, questionnaire in English	B. Otgonsanaa	Preparation	1 day	The design survey questionnaire	1	1, 2, 3, 4
2021.01.02	Finalized and report of questionnaire agreement and finalized the initial questionnaire	B. Otgonsanaa	Management	2 days	The questionnaire agreement signed and the working questionnaire finalized	2	1, 2, 3, 4
2021.01.03	Control and day for the activities of the EXTENSE project	B. Otgonsanaa	Preparation	2 days	The design survey questionnaire in Mongolian	1	1, 2, 3, 4
2021.01.04	Finalized and report questionnaire in Mongolian	B. Otgonsanaa	Preparation	1 day	The design survey questionnaire in Mongolian	1	1, 2, 3, 4
2021.01.05	Completed initial questionnaire with the completed questionnaire	B. Otgonsanaa	Preparation	2 days	EXTENSE information disseminated to the local organizations	1	1, 2, 3, 4

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Time sheets

Add New	Table View	PROJECT TIMESHEET
Project number:	030550-OP-9-2018-9-02-01962-COKE-01	
Business:	Administrative	
Unit Name:	Ug	
Institution:	School of Business, UBMS	
Country:	Germany	
Position:	Project Manager	
Staff Category:	Manager	

Year	Month	Number of Days	Work Percentage	Description of tasks performed and outputs produced
2021	January	3	Management	WP7 Activity 7.1. Preparation of the templates for financial reporting. Preparation of the presentation for the ERAC 2021 meeting.
2021	February	2	Management	WP7 Activity 7.3. Preparation of the templates for financial reporting. Preparation of the presentation for the ERAC 2021 meeting.
2021	March	1	Management	WP7 Activity 7.4. Overall project management, communication with the partners, collecting of reports, communication with the WP leaders
2021	April	3	Management	WP7 Activity 7.4. Overall project management, communication with the partners, collecting of reports, communication with the WP leaders
2021	May	3	Management	WP7 Activity 7.4. Overall project management, communication with the partners, collecting of reports, communication with the WP leaders
Total days		12		

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Travel and stay cost

Supporting documents:

- Individual travel report
- Boarding passes for flights or tickets for railway, bus
- Agendas
- Attendance / Participant lists
- Costs of stay are calculated according to the duration of the activity
- It will not be necessary to prove the actual cost of the travel.

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Travel and stay cost

YES

Зөвхөн тухайн байгууллагын ажилтан байна.
Unit cost буюу хүн/өдөр тооцоо хийнэ.
Staff/student өөр байна.
Economic class
Нарийн зарцуулалт шаардахгүй.

NO

Урамшууллын зорилгоор явахгүй.
Байгууллагын бус хүн явахгүй.
Илүү хоног ахлахгүй.
First/business class явахгүй.
Зориулалтын бусаар ашиглахгүй.

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Equipment cost

1. Багажийн жагсаалт гаргах – төслийн өргөдлийн үед
2. Багажийн жагсаалт өөрчлөх – шаардлагатай бол – төслийн ерөнхий менежертэй зөвлөлдөх – EACEA зөвшөөрөл авах – зөвшөөрөөгүй байхад худалдан авалт хийхгүй.
3. Байгууллагын тухай жилийн төсөвт гаднын хөрөнгө оруулалт гэдэг хэсэгт тусгана.
4. Зах зээлийн судалгаа хийх
5. Техникийн даалгавар боловсруулах
6. Худалдан авалтын хэлтсээр дамжуулан тендер зарлах
7. Тендер шалгаруулах комисст орох
8. Барааг хүлээн авах – гарын үсэг зурах
9. Холбогдох бүх бичиг баримтыг хадгалах
10. Төслийн лого байршуулах, байгууллагын дансанд бүртгүүлэх
11. Зориулалтын дагуу ашиглах
12. Ашиглалтын тайлан гаргах

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Equipment cost

1. Багажийн жагсаалт гаргах – төслийн өргөдлийн үед
2. Багажийн жагсаалт өөрчлөх – шаардлагатай бол – төслийн ерөнхий менежертэй зөвлөлдөх – EACEA зөвшөөрөл авах – зөвшөөрөөгүй байхад худалдан авалт хийхгүй.

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Equipment cost

3. Байгууллагын тухай жилийн төсөвт гаднын хөрөнгө оруулалт гэдэг хэсэгт тусгана.

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Equipment cost

4. Зах зээлийн судалгаа хийх
5. Техникийн даалгавар боловсруулах

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Equipment cost

6. Худалдан авалтын хэлтсээр дамжуулан тендер заргах
7. Тендер шалгаруулах комисст орох
8. Барааг хүлээн авах – гарын үсэг зурах
9. Холбогдох бүх бичиг баримтыг хадгалах

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Equipment cost

10. Төслийн лого байршуулах, байгууллагын дансанд бүртгүүлэх
11. Зориулалтын дагуу ашиглах
12. Ашиглалтын тайлан гаргах

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Equipment cost

1. Three commercial offers and protocol of choose of supplier
2. Purchase contract
3. Invoices
4. Bank statements
5. Delivery note
6. Proof that the equipment is recorded in the inventory of the institution
7. Report (with photos) how the equipment is used by the students, researchers and teachers.

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Co-financing – 10%

Item	Source	Justification	Amount
Overheads	own resources	1%	5,425,00
Printing & Publishing	own resources	Guidelines, dissemination materials	2,000,00
Total			7,725,00

Practically, this means that no proofs of expenditure or supporting documents will be required by the Agency. Co-financing must be at least 10% of the total costs and can include:

1. co-financing of mobility
2. co-financing of the staff costs for some of the activities
3. printing, publishing of textbooks, guidelines, dissemination materials.
4. translation of the teaching materials
5. overheads

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Technical report

For project meetings:

1. Agenda of the meeting
2. List of participants
3. Minutes of the meeting
4. Report with photos

For training activities:

1. Program of the training
2. List of participants
3. Report with photos

For multiplier events:

1. Description of the event
2. List of participants, date and place of multiplier event
3. Agenda, leaflets, invitations and any documents used or distributed at the multiplier event
4. Report with photos for dissemination

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Technical report

New / updated course:

1. Courses –Syllabus
2. Prove /report of involvement of industrial partners in course development/evaluation
3. Teaching and learning materials (TLM), such as guidelines, lecture notes, textbooks, presentations.
4. Accreditation of the courses
5. Training of staff to ensure sustainability
6. Study process according the new courses in the 2nd and 3rd project years.
7. Information about the new programs and courses in HEIs' web sites

New / updated subject:

1. Syllabus
2. Learning outcomes
3. Teaching methodology
4. Number of credits allocated (ECTS or others)
5. Manuals and textbooks to be used by the learners
6. Curricula where the updated subject is taught (and relative n° of students)

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Thanks for your attention

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