



Erasmus+



*Review of the Project activity, the financial management situation. Preparation for final report and partners' input*

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**DEVELOPING ADULT EDUCATORS' COMPETENCES  
TO PROMOTE LEARNERS' LIFESTYLE  
ENTREPRENEURSHIP**

**ACE**

**31 August, 2017, Lithuania**

**Laimute Ruzgiene, Edita Zaromskiene**

## The objectives of the meeting:

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- To present partnership activities in April-August, 2017;**
- To discuss the organisation of Multiplier events (E1,E2,E3) and further dissemination of the project results;**
- To present the quality evaluation of the Training material (02/08) and the Guidelines: activities (03/05) as well as the intellectual outputs;**
- To discuss the preparation of the Final report and partners' input**

# Project activities (period April-August, 2017)

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- **Partnership meeting in Rzeszow, Poland (20-21 April, 2017);**
- **Multiplier events E1, E2 in LT, BG, UK, PL, CY;**
- **Reporting and dissemination of Multiplier events (instructions, evaluation, list of participants, photos, recommendations);**
- **Information about these events on project webpage [www.ace-erasmusplus.eu](http://www.ace-erasmusplus.eu)**

# Project activities (period April-August, 2017)

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- **Developing of the Guidelines (AE), self-study material, self-assessment test, practical exercises, PPT (AL) according to the partners' recommendations in EN;**
- **Translating of IO3 material into national languages;**
- **Uploading of the Guidelines (AE), self-study material, self-assessment test (AL);**
- **Proofreading of the material on the webpage and correction of the mistakes**

# Project activities (period April-August, 2017)

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- **Preparation of the instructions for quality testing;**
- **Quality testing of the training material for adult educators (02/A8);**
- **Quality testing of the Guidelines for adult learners (03/A5);**
- **Collection of action plans from learners;**
- **Reporting of the events and summing up of the activities;**
- **Preparation for the Final conference;**
- **Final conference E3 in Lithuania.**



# Preparation for Multiplier events

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- **Common program for E1 and E2;**
- **Form list of participants;**
- **Evaluation form;**
- **Questions for recommendations;**
- **All partners have submitted the required documents and photos (see webpage: Events)**

# Multiplier events (E1,E2) in partner countries

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**E1 Target group – stakeholders:** representatives of NVOs, politicians of education, heads of vocational schools and local community, trainers from colleges and training companies, social service organizations, Youth and health care organizations, associations, consultancy centres, municipality workers, leaders from public bodies, universities, department of social services, Department of Education, Culture and Sports (Regional municipality), community centre, Municipality administration.

**E2 Target group –** adult educators from vocational schools, colleges, U3A, libraries, educational centres, vocational schools, culture centres; professors and lecturers from higher educational schools, teachers from training organizations.



# Multiplier events.

## Feedback on E1, E2, E3

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- All events were well organized and informative and motivated to study the training material on-line;
- Participants from different institutions;
- E1 (87); E2 (100), E3 (54)
- All participants appreciated **e-learning platform** as easily accessible, intuitive and interactive, user-friendly, material is interesting, especially practical exercises;
- **Success stories** are appealing and inspiring examples for development of LSE;
- **Self-assessment tool, OERs** and **Flipped/Reversed training method** are interesting and innovative;
- **The training material** could be used in university, vocational schools and public institutions' programs;
- Useful material for adult educators to work with disadvantaged people.



# Multiplier events: request

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- **All information must be clear and legible**
- **Indicate the participants' organizations of the E1 and E2 events (CY, BG) (unclear abbreviations) Send in written form as addition to the participant list.**
- **Send a summary report about multiplier events (CY) evaluation by participants.**
- **Correct the list of participants (E2 AE) – **no participants from the partner organization (UK) Only 16 people out of 22.****



## Information about project end date

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- **30 September, 2017 (last day of the project ACE)**
- **Amendments to the partnership agreements have been signed;**
- **Eligibility of costs till  
30 September, 2017**



## Preparation for financial report 7

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- **Deadline for review of financial documents (by e-mail) till 5 October, 2017 (period April – September)**
- **Deadline (by post, certified) 15 October, 2017**
- **Financial report 7 (April-September) All documents must be clear, legible, certified “Copy true” and signed.**
- **Missing confirmation about participation in PL – CY and UK (incorrect info)**

## Supporting documents for report 7:

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- **Timesheets on IO2 (if applicable) and IO3;**
- **Multiplier events (invoices, bank transcripts).  
PPT presentations of E1, E2 (by e-mail);**
- **Meetings (in PL and LT): copies of boarding passes, confirmation; UK please indicate the exact fixed norm and total sum.**
- **Dissemination report according to sent form (January-September, 2017)**
- **If any other inconsistencies should occur, we'll require to correct the documents.**

# Requirements for documents: exceptional costs

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- Exceptional costs (75% + 25%) LT1, LT2, CY, PL (*invoices*, *bank transcripts*, *copies of work/service agreements* and *handover and receiving acts* (if applicable) according to the rules of public procurement in your countries);
- **Documents must be clear and legible**
- **All documents in national languages must have a summary in English (PL, CY)**

# Preparation of the Final Report

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- According to the Guidelines for preparation of the Final report, prepared by the Lithuanian National Agency, **the final report is written by the project coordinator with partners' support with equal share.**
- **All information should be clear, concrete and relevant**

# Evaluation criteria of the Final report

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Vertinimo kriterijai	Maksimalus balas
1. Relevance of the project	20
2. Quality of the project implementation	25
3. Quality of the project team and the cooperation arrangements	15
4. Impact and dissemination	40
IŠ VISO:	<b>100</b>

- **Less than 50 points will result in reduction of the reimbursed sum of money.**



## Requirement for the Final Report

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- **All partners should provide relevant information about the project activities and its results on their organizational websites.**
- **All links to dissemination articles must be active.**



# Partners' input in the Final Report (Mobility tool) Deadline 15 October

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- How did the project partners contribute to the project? Please detail **specific competences** brought in by the partner organizations.
- How did you support these participants (**the disadvantaged learners**) so that they were fully engaged in the ongoing activities?
- What was **the project's impact on the participants and participating organizations** involved in the project?

# Partners' input in the Final Report (Mobility tool) Deadline 30 October

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- **Outside of the participating organizations** which were the project's target groups and other relevant stakeholders? What was **the project's impact on them** and how did the results reach them?
- **How has the project contributed to the achievement of the most relevant priorities** (as outlined in the description section)? **To which extent was the expected impact reached?**
- What **was the impact of the project** at the local, regional levels? Please provide qualitative and quantitative indicators.
- **Which activities and results will be maintained** after the end of the EU funding? How will these activities be implemented and supported? (**Sustainability**)



# Partners' input in the Final Report (Mobility tool) Deadline 30 October

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- **Other questions.....**

# Evaluation reports (Internal evaluator LT2)

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- **All intellectual outputs (01,02,03)**
- **Qualitative and quantitative evaluation of activities 02/A8 and 03/A5**
- **Deadline – 15 October 2017**
- **Actual information about quality evaluation of intellectual outputs, clear criteria, methods, description of the process.**

# Reimbursement of finances

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- **20% will be reimbursed after the approval of the Final report (by January, 2018)**



# Questions

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○ **Thank you very much for**  

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**collaboration and partnership,**  
**and your input to the project**  
**implementation**

