



Reporting: experiences from a multi-lateral project

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Erasmus Co-ordinators' meeting, Brussels
23-24 January 2012

Overview

1. How we arrive at the content of the project and financial reports
2. How we use the reporting forms provided by the Agency
3. How we complete the "public" and "confidential" parts of the Agency reports
4. How we use the public part of the reports for dissemination purposes
5. How we organise project book-keeping
6. How we involve partners in reporting
7. How we use the feedback of the Agency



Harmonization & Standardization of European Dental Schools' Programs of Continuing Professional Development for Graduate Dentists



7 Work Packages (WPs)

Education, Audiovisual and Culture Executive Agency Lifelong Learning: Erasmus
PROJECT NUMBER – 509961-LLP-1-2010-1-UK-ERASMUS-EMHE
€300K (plus €100k own contribution) – 2 years duration

Collaboration between six organisations:

- Cardiff University, UK
- National and Kapodistrian University of Athens, Greece (EL)
- Rīga Stradiņš University, Latvia (LV)
- University of Helsinki, Finland (FI)
- Academic Centre for Dentistry, Amsterdam, Netherlands (NL)
- Association for Dental Education in Europe based in the University of Dublin dental school in Ireland (IE)

WP1 Management
WP2 Quality Planning

Development WPs
WP3 CPD Survey & Inventory. Core topics
WP4 Guidelines: organization and quality management
WP5 Teaching Module - Core CPD topic. Module guidance

WP6 Exploitation
Promotion & utilisation of project outcomes

WP7 Dissemination
Publicity Activities

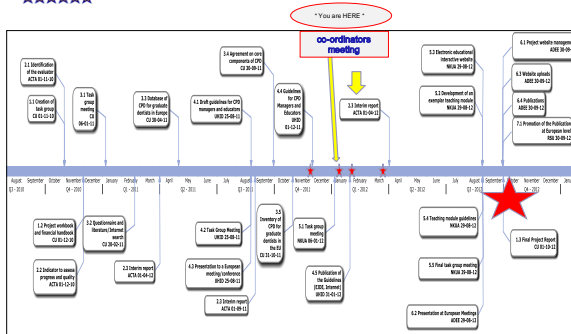


Management (WP1) Q1 Project Content & Financial Reporting

- **Project Handbook** - finance information
 - DentCPD Financial Handbook- aide memoire
- **Follow Timeframes**
- **Set Tasks**
 - Face-to-face Task Group meetings (2 per year) - focal point
 - Content/outlines of reports are discussed
 - Roles are clarified- who's taking forward?
 - F2F meetings - complemented by tele/videoconferences (3/year) and - very regular email exchange.
 - Draft documentation is emailed prior to meetings – specific actions.
 - Requests for financial information - driven by the co-ordinator.
- **Project Manager**
- **Co-ordinators meeting** - right time, know questions to ask, agency staff approachable



Time Line





Management (WP1) Q1: Project Content & Financial Reporting

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Quality Assurance (WP2) Q2 Reporting Forms

QA – Evaluator

- **QA template** – measures against project timelines
- Provide **interim progress report** – 6/12 (April 2011)
- **Confidential Report as a template**
- **Monitoring tool** - throughout the project
- **Follow-up** at each
 - Task group meetings
 - Tele/video conferences



Q3 Confidential & Public Reports (WP2)

- **Confidential report** – prepare draft July/August
 - TG meeting (Sept) – **run-in 6 weeks**
 - Products & Outcomes/ Supporting Documents
- **Public report**
 - Confidential report information
 - Application form
 - Dissemination/Exploitation focus



Q4 Dissemination/Exploitation (WP6&7)

- **Website (www.dentcpd.org)**
 - Initially broad-based information on the project
 - **Takes off year 2** (when WP3 & 4 are completed)
- **Project presentations** – orals, posters
- **Publications**
- **Links to wider issues**
 - EU directives
 - Journal EHEA – bologna handbook
 - Dental Regulatory body directives

Harmonisation & Standardisation of European Dental Schools' Programmes of Continuing Professional Development for Graduate Dentists – DentCPD

Content	Page
1. The Rationale for the project	1
2. Aims and objectives	2
3. Project partners	3
4. The Work Packages (WPs)	4
5. Project start dates	5
6. Project end dates	6
7. Deliverables	7
8. Deliverables for WP 6.6.1 (Project Learning Evaluation Panel) Call	8
9. Project management and reporting	9
10. Conclusions	10



Q4 Dissemination/Exploitation (WP6&7)

- **Sustainability**
- **Follow up projects**
 - **Build on the project** → promote the impact

DentEd



Q5 Project Book-keeping (WP1&2)

- Requirements are discussed at meetings
- Lead partner models what's required – Actions agreed
- Common template for recording time → Staff Costs.
- **Invoices**
 - funds delegated to Co-beneficiaries?
 - Trust
 - Responsibility / facilitates management of project
- **Dissemination activity**
 - logged centrally
 - updates requested at meetings



Q5 Project Book-keeping (WP1&2)

- Time line
- Actions/tasks – meetings
- Progress reports
 - Evaluator
 - Co-ordinator and lead Co-ben project team
- Finance
 1. EACEA financial spreadsheet (FS)
 2. Local (FS) (hours to staff days)
 - Currency issues
 - EU financial situation
 - Vire funds within staff/non-staff and across: 10% rule
 3. Timesheet – hours



*****1. → 2. → 3.*****

EACEA FS ⇔ Timesheet



Q6 Involving Co-beneficiaries

- Contribute to the **drafting of the reports** for the Agency
- Ensure you receive the necessary contributions from the partners **on time**
 - Partners' contributions depend on their activity within WPs.
 - **Timing:** regular reminders – email/phone to specific partners; verbal updates at meetings - any delays are explained.
 - **Culture of sharing and openness in the group**
 - where delay is looming – discussed with lead partner, help offered
- **Responsibility**
 - Timesheets – co-beneficiary
 - Local (FS) – co-ordinator/administrator in lead project team
 - EACEA (FS) – finance officer and lead project team



Work-packages – Co-beneficiary Interaction

Management (WP1), QA (WP2), Exploitation (WP6) and Dissemination (WP7)

WP	Lead	Main support
WP1	Cardiff (UK)	LV
WP2	ACTA (NL)	UK, LV
WP6	ADEE (IE)	EL
WP7	Riga (LV)	NL, IE

Development WPs 3,4,5

WP	Lead	Main support
WP3	Cardiff (UK)	FI
WP4	Helsinki (FI)	UK, EL, IE
WP5	Athens (EL)	FI, IE



Q7 Feedback from the Agency

Progress reports

- submitted mid-October – due 31.10.2011
- EACEA approval December 2011 ☹️☹️
- Management ☹️
- Finances ☹️ - **maintain vigilance!!**
- Quality of Outputs ☹️
- Remember to address Sustainability ☹️
- Website – slippage but moving forward since October ☹️
- Dissemination – expand – not done ourselves justice ☹️



Q7 Feedback from the Agency

- Distributed immediately to Co-beneficiaries
- Discussion at Task Group meeting January 2012
 - ✓ Concentrate on Progress
 - What's been achieved & what can be achieved
 - Remainder of project
 - Beyond project
 - Future projects
 - ✓ **USE YOUR Erasmus Project Manager – MISIA COGHLAN ☹️**
 - Questions
 - Alterations
 - Suggestions
 - ✓ Rapid Feedback

In conclusion



- ✓ Use the hand books
- ✓ Use reporting templates early on
- ✓ Use a quick reference summary time line
- ✓ Communicate frequently with co-beneficiaries: clarify expectations, set deadlines
- ✓ Use Agency link



Every day brings a new dawn



DentCPD – The Team

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