

We starten om 14u00





2 februari 2023

# **EINDRAPPORTERING KA121 2021**

Online sessie (en presentatie) voor contracten 2021 blijft gelden voor contracten 2022.





### Contracten 2022

- Er wordt nog een Q&A sessie gepland
- In februari 2023 werd een online sessie georganiseerd voor contracten 2021
  - Deze sessie blijft gelden voor contracten 2022
  - Hier en daar wat specifieke data, info geknipt uit opname
- Contracten 2022 dienen ten laatste in:
  - 30/10/2023: na 15 maanden
  - 30/07/2024: na 24 maanden



### Rapportering

- KA121: op niveau van het project
  - Eindrapport per contract (15 of 24 maanden)
    - Budgetopname
    - Uitvoer activiteiten + feedback deelnemersrapporten
    - E+ kwaliteitsstandaarden op operationeel niveau
    - Samenhang project met Erasmus Plan
- KA120: op niveau van de accreditatie
  - E+ kwaliteitsstandaarden op institutioneel niveau
  - Erasmus Plan rapport
  - Na x-aantal jaren, Epos neemt contact op
- KA120: Erasmus Plan update
  - Bij afloop van huidige termijn, Epos neemt contact op



### Geaccrediteerd project (KA121)

- Fundamenteel principe: flexibiliteit en vertrouwen
- Doel eindrapport: context voorzien bij de budgetinzet, gerapporteerde mobiliteiten, feedback uit deelnemersrapporten



### Geaccrediteerd project (KA121)

 Fundamenteel principe: flexibiliteit en vertrouwen

### Annex II:

During project implementation, the beneficiary can make changes to the indicative targets without requesting an amendment to the grant agreement. However, the beneficiary must always prioritise those targets that have been marked with priority status at budget allocation stage. Targets for accompanying persons and preparatory visits are the lowest priority.

At the final report stage, the beneficiary will explain any changes that took place during implementation. These explanations will be evaluated as part of the final report assessment, as described in Annex III.



### Geaccrediteerd project (KA121)

 Fundamenteel principe: flexibiliteit en vertrouwen

### Informatie bij eindrapport:

As an accredited Erasmus+ organisation, you are entrusted to manage your grant in a responsible way, adapting your actions to changing circumstances and your organisation's needs. In this process, results and quality are more important than any numerical targets. In addition, flexibility is needed because budgetary restrictions can make it impossible to deliver figures exactly as planned before the start of the implementation. Therefore, it is normal and expected that your implemented targets will not perfectly match the indicative targets estimated at application stage.

You should use questions [...] to show to the evaluators that you have been carefully managing your grant. [...] Your goal should be to show that implementation decisions were made in the best interest of your organisation and the participants, that you have kept your Erasmus Plan objectives in mind, and that you have done your best to use the available budget to the maximum.



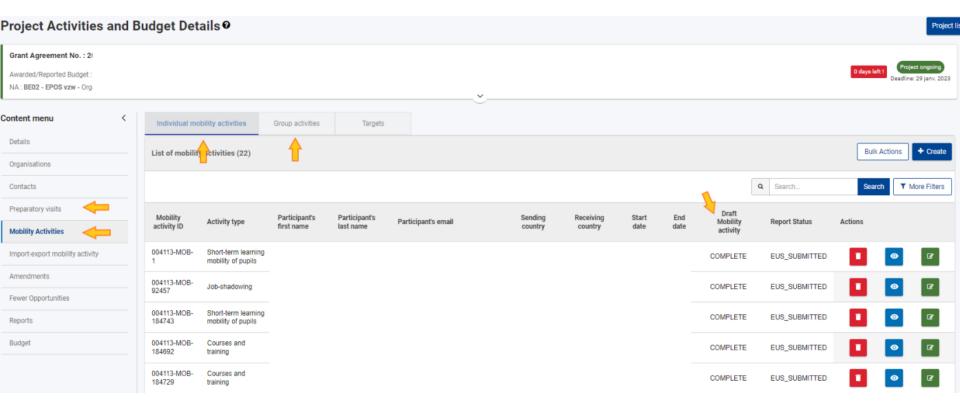
### Eindrapport KA121 Indienen in BM

- Link BM
- Link handleiding naar stappen eindrapport



- Alle activiteiten rapporteren: zorg dat mobiliteiten "complete" zijn en niet "draft"
  - "draft" mobiliteiten worden niet meegenomen in berekeningen
- Hulp nodig?
  - Zie <u>doorverwijspagina handleiding</u>: "Add mobility activities" en/of "Add group activities"
  - Zie webinar BM van 26/01/22 (opname of presentatie)



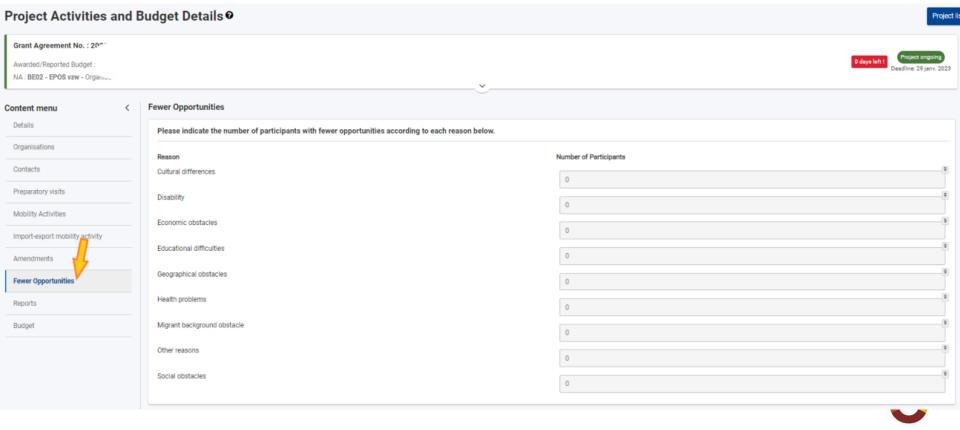




- ! Nieuwe info!
- Tabblad 'Fewer Opportunities' aanvullen
  - Elke deelnemer geregistreerd met "fewer opportunities" éénmaal opnemen bij meest passende categorie
  - Dit is louter voor verzameling statistische gegevens
  - Hulp nodig? Zie <u>handleiding</u>



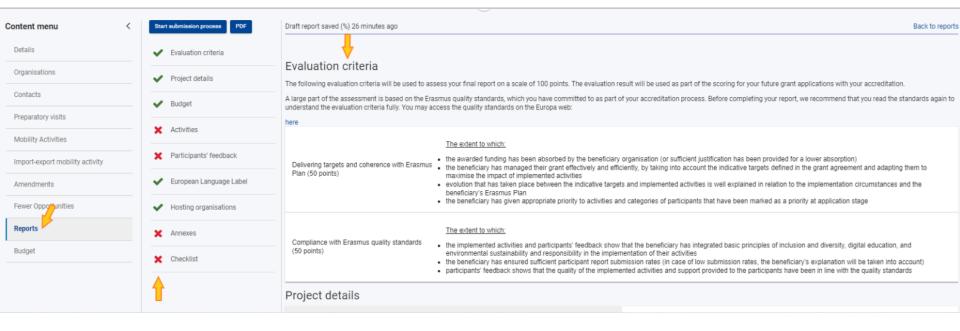
- ! Nieuwe info!
- Tabblad 'Fewer Opportunities' aanvullen



### ! Nieuwe info!

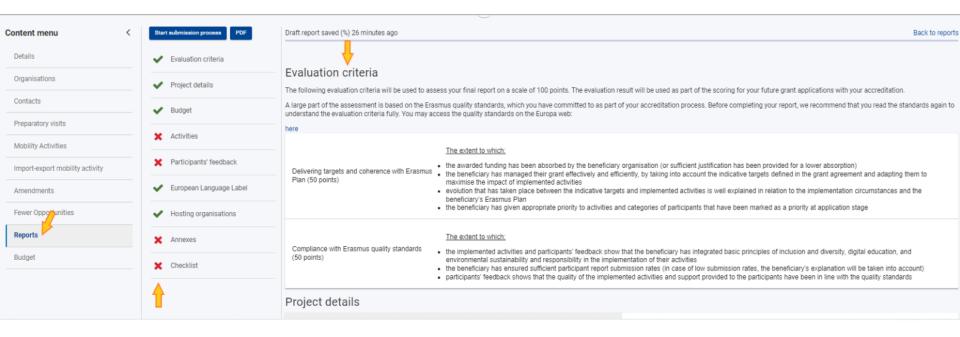
- Opdeling volgens de Epos definiëring:
  - 'economic obstacles'
    - deelnemers die beantwoorden aan minstens één van de door de Vlaamse overheid gebruikte GOK-indicatoren. (sch, adu, vet)
    - volwassen lerenden die beantwoorden aan de definitie voor laaggeschoolde volwassen lerenden. (vet, adu)
  - 'dissability'
    - deelnemers met een functiebeperking (sch, vet, adu)







- Epos baseert zich op de evaluatie criteria voor beoordeling, lees deze dus aandachtig!
- Indienen kan pas als alle verplichte velden ingevuld zijn er overal een groen kruis staat



#### Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with your accreditation.

A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process. Before completing your report, we recommend that you read the standards understand the evaluation criteria fully. You may access the quality standards on the Europa web:

#### ere

#### The extent to which:

Delivering targets and coherence with Erasmus Plan (50 points)

- . the awarded funding has been absorbed by the beneficiary organisation (or sufficient justification has been provided for a lower absorption)
- the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities
- evolution that has taken place between the indicative targets and implemented activities is well explained in relation to the implementation circumstances and the beneficiary's Erasmus Plan
- the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage

#### The extent to which:

Compliance with Erasmus quality standards (50 points)

- the implemented activities and participants' feedback show that the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities
- the beneficiary has ensured sufficient participant report submission rates (in case of low submission rates, the beneficiary's explanation will be taken into account)
- . participants' feedback shows that the quality of the implemented activities and support provided to the participants have been in line with the quality standards



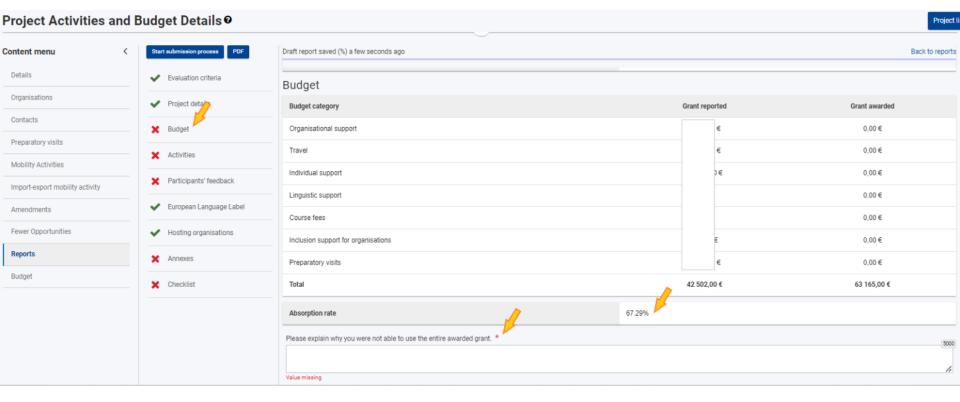
- Blanco Word-template voor eindrapport? Via <u>handleiding</u>
  - Drie generieke vragen: voor iedereen verplicht
  - Vier specifieke vragen: enkel wanneer een bepaald percentage niet behaald werd



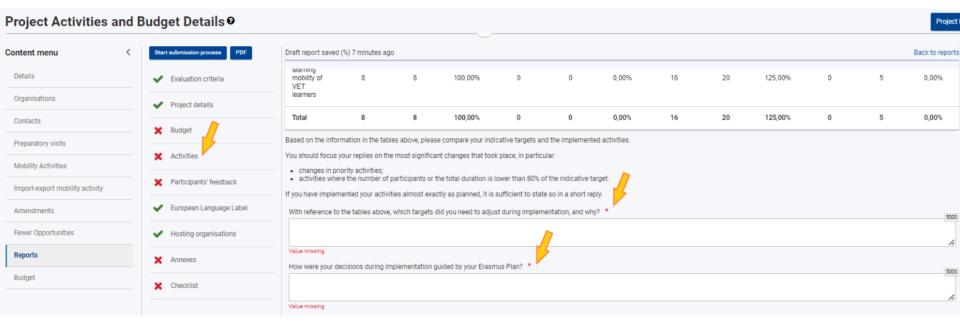
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criterium 2: the extent to which [...] the beneficiary has integrated basic principles of [...]).

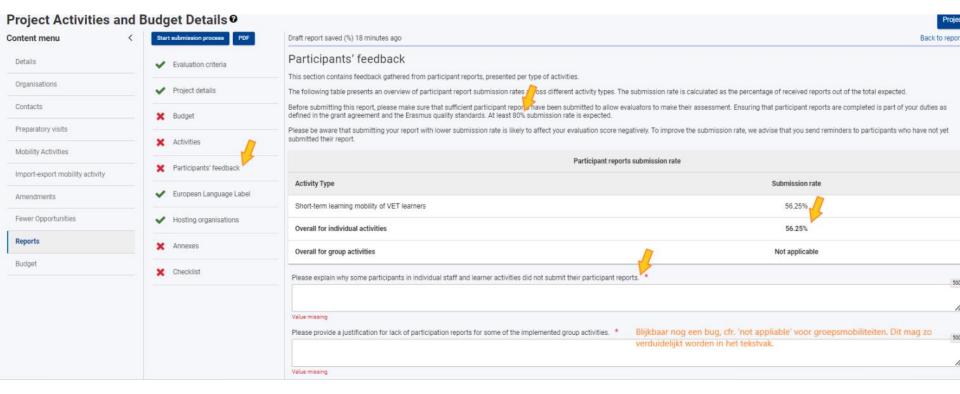
	EINDRAPPORT KA121
Vragen in eindrapport	
Budget	"Please explain why you were not able to use the entire awarded grant."  Specifieke vraag bij budgetopname <95%
Activities	"With reference to the tables above, which targets did you need to adjust during implementation, and why?" Generieke vraag
	"How were your decisions during implementation guided by your Erasmus Plan? "  Generieke vraag
Participants' feedback	"Please explain why some participants in individual staff and learner activities did not submit their participant reports."  Specifieke vraag bij <80% deelnemersrapporten  "Please provide a justification for lack of participation reports for some of the implemented group activities." (SCH, ADU)  Specifieke vraag bij <100% deelnemersrapporten
	"What were the reasons for participants' dissatisfaction? What measures did you take to improve the situation?" Specifieke vraag bij lage tevredenheid in deelnemersrapporten
	"Please explain why learning outcomes of some participants were not certified."  Specifieke vraag wanneer geen formele erkenning werd voorzien
	"Please comment on the participants' feedback summarised in parts 1 to 4 above. You should identify strong and weak points and explain them."  Generieke vraag
Hi	er wordt in de (generieke) vragen niet expliciet naar gepolst, maar input over de horizontale prioriteiten is wel nodig (cfr











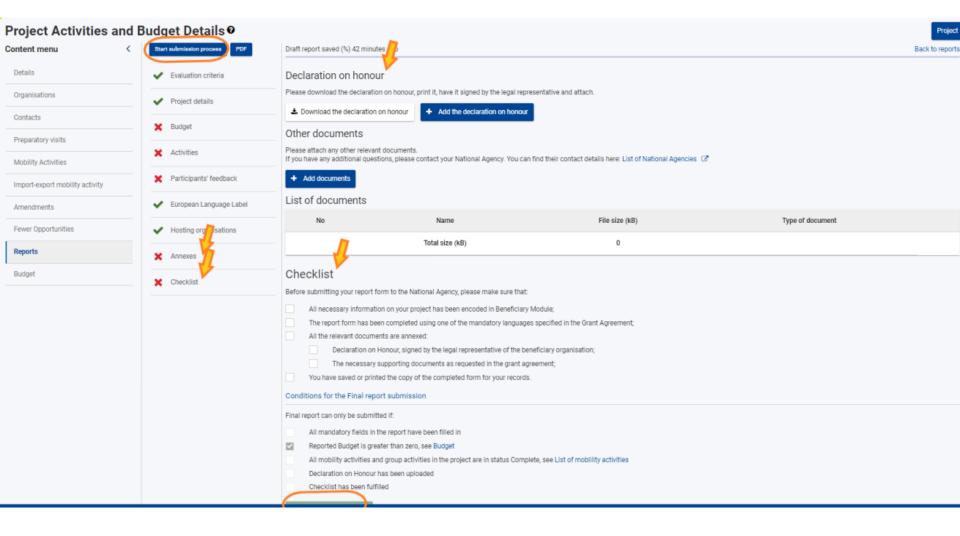


## Eindrapport KA121 Verduidelijkingen bij diepgang rapportage

Verduidelijkend document vind je <u>hier op de website</u>
 (bibliotheek > projectuitvoering > KA1 > over rapportering > 2021)



## Eindrapport KA121 Derde stap: indienen



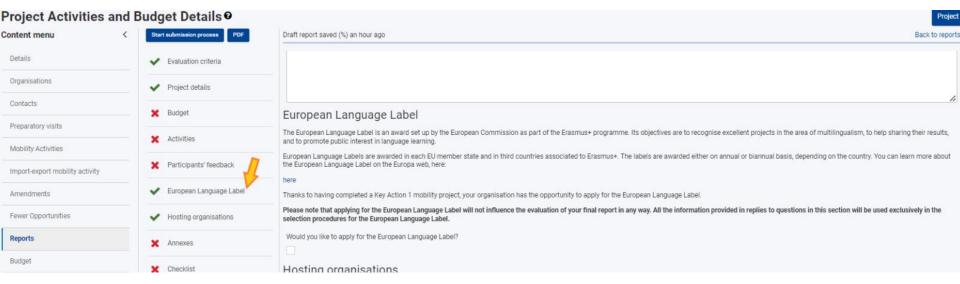
### **Afsluiter**

- Issues deelnemersrapporten
- Vanuit Word template eindrapport:
  - "Accompanying persons are not participants: all calculations referring to 'participants' shall not include accompanying persons"
  - "Durations: unless otherwise specified durations are calculated based on 'Duration (days)' which is a calculated field that reflects the mobility start date, end date and excludes travel days, virtual mobility days and any possible interruptions."



### **Afsluiter**

- European Language Label
  - Geen verplichting
  - Geen impact op beoordeling eindrapport
  - Meer info





### **Afsluiter**

- Elk project is uniek, wees duidelijk en concreet genoeg
  - Ga ervan uit dat beoordelaar nog niets over je project weet
- Taal
  - contract I.4.11: "Alle [...] verslagen moeten worden ingediend in het **Nederlands**."





### Team Vlaamse en Europese Fondsen

Neem contact op met je dossierbeheerder Johan, Jolien of Simon bij vragen. Technische issues kunnen gemeld worden bij <u>frederik.vancrombrugge@eposvlaanderen.be</u>, incl. vermelding projectcode en screenshot.

