



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – International Capacity Building

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Ms Jelena Prtljaga
Preschool Teacher Training College Vrsac
Omladinski Trg, 1
RS – 26300 Vrsac

Email: neveivan@mts.rs

Subject: Final Report Project nr. 544141-TEMPUS-1-2013-1-RS-JPCR (2013-4523)

Dear Ms Prtljaga,

We have the pleasure of informing you that the assessment of the Final Technical Implementation Report and Financial Statement of the above-mentioned Tempus Joint Project has been finalised.

This letter summarises the content and financial outcome of your project.

1. Final Technical Implementation Report

We would firstly like to congratulate you on the results you have attained during your participation in the Tempus programme, and on the high standards that you have reached in the implementation of your activities. We hope that the consortium will build on the outcomes achieved and that your co-operation together will continue.

In particular we would like to extend our compliments to the project team for having harmonised and innovated 4 VET bachelor study programs in the Partner Countries' institutions and for having obtained their accreditation.

Even if with a delay in comparison with the original work-plan we appreciate that the 1st generation of students was able to follow the new updated study programs. We invite you to take into account this first experience and to adapt if needed the study programs on the basis of the evaluation that these students will give to the consortium at the end of the academic year.

We acknowledge the improvement of the teaching methodology, the entrepreneurial competences and the transversal skills of teachers through the participation in trainings and study visits. We appreciate also the improvement in project management of the Partner Countries' institutions and their increased awareness of the Tempus rules achieved through their participation in this project.

We notice also that the outcomes of your project have been taken into account by the members of the team conceiving the National Framework of Qualifications, in particular the standards for the profession of kindergarten teachers, and we encourage you to continue this cooperation valorising the outcomes of your project.

Education, Audiovisual and Culture Executive Agency (EACEA) - Unit A4
Office: J-59 04/35 – 1, Avenue du Bourget - B-1049 Brussels - Belgium
Phone: (32-2) 299.49.15 - Fax: (32-2) 299.45.30

http://eacea.ec.europa.eu/tempus/index_en.php
E-mail: EACEA-Tempus-Project-Management@ec.europa.eu

We take note about your decision to establish a working group for evaluating the project instead of an external evaluator and we would have appreciated to know more in details how the results of this working group have been taken into account in the implementation of your project. We invite you to consider the possibility to ask for an external evaluation of the 4 new curricula, after the end of your project in order to guarantee an external perspective to your outcomes.

Regarding the sustainability of your project, we underline the importance to consider also other ways to continue the cooperation within the partnership in addition to applying to other Erasmus+ funding, continuing for example to work together on the possible updates of the courses, to update the website and encourage all possible ways to valorise the outcomes of the project.

2. Financial Assessment

Please note that our financial analysis is based exclusively on the documents that you have submitted to the Agency. If after having considered our comments carefully **you wish to contest the final amount of the grant**, the amounts contested by you must be identified individually and accompanied by the corresponding supporting documents.

Each document should be numbered and its reference number recorded in **a list detailing all the supporting documents provided with their respective amounts indicated, and showing as the result the total amount contested**. If there are several documents to justify a single cost, the total of the various amounts must be given. Absence of supporting documentation to justify the declared costs will mean that the corresponding amounts remain ineligible.

In order to be accepted for further review, your observations - presented as indicated above - must be **signed by the legal representative** of your institution and sent at the latest **within 60 calendar days following the dispatch of this letter**.

Following the Agency's analyses of your observations a second and final letter will be sent to you, finalising the assessment exercise. Further observations or appeals will not be accepted.

We will consider that the absence of any observations from you within the above-mentioned deadline of 60 days is equivalent to your formal, unconditional and irrevocable agreement to the amounts mentioned in the Agency's assessment below.

Please find below the deductions and comments concerning the financial evaluation of your report:

I – STAFF COSTS

According to point 3.1 of the "Guidelines for the use of the grant":

"...Salaries and fees may not exceed local rates; this applies both to European Union and Partner Countries. **Staff costs must correspond to the costs incurred by the institutions and to the employing institution's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration.** Non statutory costs are excluded. Moreover, additional hours will be financed at the normal hourly rate and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person. Maximum rates for daily staff costs are indicated in Annex 3 of these guidelines (to calculate the hourly rate, please divide by 7.5). The rate for the country in which the beneficiary organisation is registered will be applied, independently of where the tasks are executed. Higher rates may be applied where this is common practice and can be duly justified by supporting documents (for example, a payslip proving that a higher wage was paid to the person concerned for a previous and similar task)."