**PROJECT MANAGEMENT PLAN (MANUAL)**

**Document for the PART II of the 1st kick-off-meeting on 17th of January, 2020 at AINova (SK)**

**Project title: International Cooperation for Professional Training in Heritage Conservation**

**Acronym: Heritage Train**

Ref. number: 2019-1-SK01-KA202-060759

Duration: 1st of December 2019 – 31st of November 2021

Programme: ERASMUS+

KA2 – Cooperation for innovation and the exchange of good practice

KA202 – Strategic partnerships for vocational education and training

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# 1. Project characteristics

**Horizontal priority:**

Social and educational value of European cultural heritage, its contribution to job creation, economic growth and social cohesion.

**Topics addressed by the project:**

* cultural heritage
* new innovative curricula/educational methods/development of training courses
* quality assurance

**Length of the project:**

24 months

starting on December 2019 and ending November 2021 (see also the Gantt Chart)

**Project members:**

Applicant organisation:

* Academia istropolitana Nova (SK)

Partner organisations:

* Forderung der Baudenkmalpflege Verein / Association for the Advancement of the Architectural Heritage Conservation (AT)
* Univerzita Pardubice / University of Pardubice (CZ)

**Budget of the project:**

Total sum: **299 365,00** €

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AXESS partners** | **Grant total** | **Management and Implementation** | **Transnational mtgs** | **IOs** | **Multiplier events** |
| **AINova (SK)** | **67 575,00** | 12 000,00 | 3 450,00 | 48 325,00 | 3 800,00 |
| **FBV (AT)** | **139 260,00** | 6 000,00 | 3 450,00 | 126 010,00 | 3 800,00 |
| **UP (CZ)** | **92 530,00** | 6 000,00 | 6 900,00 | 75 830,00 | 3 800,00 |
| **Total** | **299 365,00** | **24 000,00** | **13 800,00** | **250 165,00** | **11 400,00** |

**Project staff:**

6 from SK:

2 key persons: Lucia Gembešová, Andrea Urland

4 reasearchers: Miloš Dudáš, Pavol Ižvolt + 2 (will be speciefied)

5 from AT:

1 key person: Astrid Huber

4 researchers: Karl Stingl, Lorenz Tributsch, Johannes Weber, Hannes Weisenbach

4 from CZ:

1 key person: Karol Bayer

3 reasearchers: 3 (from the Faculty of Restoration in Litomyšl)

**Innovation**

* There is an innovative approach in the designing of training/educational programs - this has not been done yet on the base of transnational comparison of the situation in the chosen countries. The transnational cooperation will ensure better defining of training/educational programs. The project will also help to create a new base for developing the system of mobility of learners in the future.

**The objective is:**

* To contribute to development and upgrading of professional trainings in tangible heritage

conservation on the basis of SK-AT-CZ international cooperation.

**The specific objectives are:**

* To compile a **comparative analysis** (IO1) about the professional training possibilities in the field of heritage conservation and development in particular countries (SK, CZ, AT).
* To outline high quality **training programs** (IO2) for the mentioned target groups.

**Target groups:**

* Craftsmen
* Staff of the monuments boards/institutes
* Staff of the local and regional governments
* Owners of cultural heritage sites
* Architects and civil engineers

**Expected project outcomes:**

1. Comparative analysis (IO1) about the professional training possibilities in the field of heritage conservation and development in particular countries (SK, CZ, AT).
2. Outlines of educational/training programs (IO2) for the mentioned target groups.
3. Quality assurance report (IO3)

**Expected results after completion:**

* The results of the project are ready to use high curricula of training/educational programs that are designed for all three countries and for the defined target groups.

**Distribution of tasks and responsibilities among the partners:**

* AINova (SK) - coordinates the whole SK-AT-CZ partnership
* AINova (SK) - responsible for IO1 (comparative analysis)
* UP (CZ) - responsible for IO2 (outline of curricula for particular target groups)
* FBV (AT) - responsible for IO3 (independent quality assessment of curricula)

**Associated partners involved:**

1/ Monuments Board of the Slovak Republic (SK)

2/ Federal Austian Office for the Protection of Monuments (AT)

3/ Institute of Monuments (CZ)

* The above mentioned institutions are primary national authorities responsible for cultural heritage preservation in the given countries.
* The Associated Partners will contribute to the implementation of project mainly by providing data and information for a comparative study, providing experts to the project research teams (IO1, IO2) or to the quality evaluation team if necessary (IO3).
* The Associated Partners will contribute to the dissemination of the project outcomes by promoting them among their employees and among their cooperating subjects.
* The Associated Partners will contribute to the sustainability of the project by using the project outcomes - training their staff via the training/educational programs developed thanks to this project.

# 2. Official project partners and e-mail contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Institution** | **Contact person** | **Type org.** | **Web page** |
| Coordinator  P1 | AINova (SK) | Lucia Gembešová [lucia.gembesova@ainova.sk](mailto:marta.jendekova@ainova.sk)  ainova@ainova.sk  00421 (0)905 793744  00421 (0)2 44970 453 | NGO | [www.ainova.sk](http://www.ainova.sk) |
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**National Agency:**

Slovenská akademická asociácia pre medzinárodnú spoluprácu (SAAIC, Slovak Academic Association for International Cooperation)

Národná agentúra programu Erasmus+ pre vzdelávanie a odbornú prípravu (**National Agency of the Erasmus+ programme for education and vocational training**)

Director: Irena Fonodová  
Križkova 9, 811 04 Bratislava, Slovak Republic  
Tel: +421 2 209 222 01, Fax: +421 2 209 222 09, <http://www.saaic.sk>; [erasmusplus@saaic.sk](mailto:erasmusplus@saaic.sk)

# 3. Project management, communication, controlling and reporting

**Lead Partner: P1 (AINova, SK)**

**Duration: 01/11/2019 - 30/11/2021**

AINova takes the responsibility for the overall project management and the coordination of the AXESS, including the controlling of the implementation of the agreed work plan, the official reporting duties according to the National Agency/SK guidelines and rules.

|  |  |
| --- | --- |
| 1.1. Detailed Project Plan | |
| 1.2. Partnership Agreement | |
| 1.3. Project reports (Internal and to the Agency) | |
| 1.4. General project management day-to-day operations | |
| 1.5. Transnational Project meetings | |
| 1.6. Communication and publicity | |
| **Deliverables**  D 1.1: Project plan / Project manual  D 1.2: Signed Partnership Agreements  D 1.3: Project internal and external progress/financial reports  D 1.4: Effective communication within the project  D 1.5: Project meetings in SK, AT, CZ  D 1.6: Information about project located on partners´ web pages, social media, associated partners' web pages | |
| Grant available for project management and implementation for the whole project duration:   |  |  |  |  | | --- | --- | --- | --- | | **Lead partner** | **Partners**  **involved** | **Institution**  **country** | **EUR** | | **P1** |  | **AINova (SK)** | 12 000 € | |  | **P2** | **FBV (AT)** | 6 000 € | |  | **P3** | **UP (CZ)** | 6 000 € | |  |  |  | **24 000 €** | |  |
| 1.1 Detailed Project Plan In the inception phase, the Coordinator, with contribution and approval by all partners, will define the Project Management Plan. The Project Management Plan will elaborate in detail all aspects of the project as approved: Description of IOs and activities, Financial Management, Monitoring and Evaluation and Quality Assurance Plan, Internal and External Communication. The Plan will also include all Management tools and documents to be used during project implementation, e.g. template for internal reporting, external reporting, etc. (see also the Gantt Chart) 1.2 Partnership Agreement (PA)  * Template of the PA is elaborated and distributed to partners during the mtg to be discussed. * Final version will be then prepared and signed by statutory organs of project partners within few weeks (after the kick-off mtg.).  1.3. Project reports (Internal and to the Agency) / Monitoring and Evaluation  * Monitoring of all project activities will be ensured by the overall guidance of P1 that will also share with partners monitoring tools to keep track of all activities. * All partners will participate in both financial and technical reporting while P1 coordinate whole process.   **Internal monitoring**:   * 6-month internal reports on activities and costs will be submitted by all partners to P1 fifteen days after the end of a reporting period. Schedule:   1. May/**15 June 2020**  2. Nov/**15 Dec 2020**  (this is also a deadline related to external reporting to Erasmus+ on 31 Dec 2020)  3. May/**15 June 2021**  4. Nov/**15 Dec 2021**  **Supporting documentation for budget category:**   1. Project management and implementation:  * Proof of activities undertaken and outputs produced (e.g. minutes, dissemination activities reporting, QA/quality assurance reporting, peer reviews, etc.).  1. Transnational project meetings:  * Travel tickets or other invoices specifying the place of departure and the place of arrival should be part of your travel report that you submit to the organization allowing you to go for a business trip (follow the accounting rules in your country); * Participant lists (attendance sheet) and detailed agendas and any documents used or distributed - kept by the coordinator; * In all cases, the beneficiaries (all partners) must be able to demonstrate a formal link with the persons participating in transnational project meetings, (e.g. contract or membership in a civic association) whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations. * Proof of attendance  1. Intellectual outputs:  * timesheet per person (template attached); when reporting work on IO please do not list any management activities in timesheets * proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.),  1. Multiplier events. Supporting documents:  * proof of attendance in the form of a participants list containing ONLY external participants * detailed agenda and any documents used or distributed at the multiplier event.   **External reporting to the Agency - according to the contract:**   * Interim Report is due on 31 Dec 2020 (period Dec 2019 – Nov ~~2019~~ 2020) * Coordinator/AINova has max 60 days to submit Final Report . It means by 31 Jan 2022 latest.   **Payments:**   * 20% immediately after the signature of the Partnership Agreement; * 20% after submitting 6-months reports to Coordinator; * ..... * Last payment of up to 20% after approval of the Final Report by the National Agency.  Quality Assurance (QA) The partnership will carry out quality control by monitoring and evaluating project activities.  QA defines the procedures and tools to perform such evaluations, e.g.:   * **Evaluation of internal procedures**, management, etc: at each consortium meeting a **QA Feedback Form** will be filled out by partners to monitor and evaluate the internal management process of the project; * **Peer reviews** on main results and on the final version of IOs produced 6-month quality reports will be submitted together with the 6-month internal reports (through a specific feedback form). Possible involvement of external evaluators.   The key personnel leading the QA tasks and Peer Reviews are:   |  | | --- | |  | |  |   Associated Partners could be used as an “external advisory board” to be called upon by partners as peer reviewers. 1.4. Internal Communication All partners will actively communicate via:   * email and conference calls; * Skype virtual meetings * updated project documents (available for example via Dropbox or other shared platform)  1.5. Transnational Project Meetings Planned for 2 days (each meeting); 3 participants from each Partner  1st Kick-off-Meeting will be held in the month 2 (January 2020) at the location of the project  coordinator/P1 AINOVA, in Svätý Jur (SK). The aim of the meeting is to ensure shared vision,  thorough consensus and understanding of project management tools and requirements (report  format, costs tracking tools, internal communication procedures, relations with the Agency, etc). A  detailed Agenda of the meeting will be circulated in advance for Partners to provide inputs on items to be discussed in team. At the first meeting also work on the first Intellectual Outcome/ Elaboration of Comparative Analysis under the leadership of AINova will be discussed. Especially, team of selected experts and common methodology for collection of data will be discussed and agreed.  2nd Meeting will be held in Litomyšl (CZ) in May 2020 at the premises of the Czech partner/Faculty of Art Restoration. The meeting will take place at the crucial moment of the first internal monitoring report preparation. Project manager will instruct two other partners how to deal with monitoring tables and how to collect data for monitoring report. Based on the first monitoring report second payment will be sent to Partners. Experience from collecting data for comparative analyses will be shared. Preparation of report based on comparison of collected data will be discussed and commented before finalisation of this stage of work. Finally, comparative analysis will be translated into 3 national languages for further usage.  3rd Meeting will be held in Mauerbach (AT) at the premises of Austrian partner/Association for the Advancement of the Architectural Heritage Conservation in October 2020. Participants will discuss details related to the monitoring report preparation after first year of project implementation. Based on this report National Agency will provide second payment for the project. Concerning the project content, the 3rd meeting will assess information collected in Comparative Analysis and will distribute tasks for the Intellectual Outcome 2 /Curricula Outline. Distribution of tasks in the curricula preparation should be discussed, small working teams created according to the partners' needs, etc.  4th Meeting is foreseen in March 2021 at the premises of the Faculty of Art Restoration in Litomyšl (CZ). This meeting will be fully devoted to work on the curricula development, will assess the progress and specify the next steps.  5th Meeting will be held in Mauerbach (AT) in July 2021 at the premises of Austrian Partner -  VFB/Association for the Advancement of the Architectural Heritage Conservation. The work on curricula development will be concluded. Translation of curricula into national languages will enable next Outcome of the project - quality assessment. The recommendations from the assessment will be incorporated into the curricula.  6th Final Meeting will be held in November 2021 at the premises of AINova (SK) to close the project activities including multiplier events. At the closing meeting, Partners will also agree on the sustainability issues and the continuation of work for the project also after the end of EU cofinancing through the Erasmus+ Programme. All Project Partners will participate at the closing meeting. 1.6. Communication and publicity/Dissemination plan  * Dissemination plan is a part of monitoring report. Every 6 months project partners fill the structured dissemination list with information about their (and their associated partners) dissemination activities of project partners and their in the given period. * In external communication all visibility rules shall be applied. <https://eacea.ec.europa.eu/about-eacea/visual-identity_en>   Just to recall the main EACEA Rules:  **1/ Beneficiaries of European Union (EU) funding are obliged to display the EU flag and to acknowledge the support received under the relevant EU programmes in all communication and promotional material.**  The European Union emblem (flag) must be used and the name of the European Union displayed in full. The name of the Erasmus+ programme can appear with the flag. The preferred option is to write "Co-funded by" or "With the support of", then "the Erasmus+ programme of the European Union" next to the EU flag. E.g. "Co-funded by the Erasmus+ programme of the European Union" or "With the support of the Erasmus+ programme of the European Union".  Erasmus+LEFT_EN.jpgErasmus+RIGHT_EN.jpg  **2/ Guidelines on the application of the visual identity on studies and publications produced by external organisations**  The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission: *"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsi­ble for any use which may be made of the information contained therein."* 4. Overview of the budget for Intelectual Outcomes for particular partners Note: **Number of working days**/Rate in €/Sum in €  **IO1 – Comparative Analysis (10 months)** | |

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| --- | --- | --- | --- | --- | --- |
| **Lead partner** | **Partners**  **involved** | **Mandays for managers** | **Mandays for**  **technicians** | **Mandays for**  **experts** | **EUR** |
| **AINova** |  | **40**/88 €/3 520 € | **50**/55 €/2 750 € | **250**/74 €/18 500 € | 24 770 € |
|  | **FBV** | **0** | **50**/190 €/9 500 € | **200**/241 €/48 200 € | 57 700 € |
|  | **UP** | **0** | **50**/102 €/ 5 100 € | **200**/137 €/27 400 € | 32 500 € |
|  |  |  |  |  | **114 970 €** |

**IO2 – Curricula Outlines (9 months)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lead partner** | **Partners**  **involved** | **Mandays for managers** | **Mandays for**  **technicians** | **Mandays for**  **experts** | **EUR** |
|  | **AINova** | **0** | **50**/55 €/2 750 € | **250**/74 €/18 500 € | 21 250 € |
|  | **FBV** | **0** | **50**/190 €/9 500 € | **200**/241 €/48 200 € | 57 700 € |
| **UP** |  | **40**/164 €/6 560 € | **50**/102 €/ 5 100 € | **200**/137 €/27 400 € | 39 060 € |
|  |  |  |  |  | **118 010 €** |

**IO3 - Independent Quality Assessment of Curricula Outlines (4 months)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lead partner** | **Partners**  **involved** | **Mandays for managers** | **Mandays for**  **technicians** | **Mandays for**  **experts** | **EUR** |
|  | **AINova** | **0** | **15**/55 €/825 € | **20**/74 €/1 480 € | 2 305 € |
| **FBV** |  | **10**/294 €/2 940 € | **15**/190 €/2 850 € | **20**/241 €/4 820 € | 10 610 € |
|  | **UP** | **0** | **15**/102 €/1 530 € | **20**/137 €/2 740 € | 4 270 € |
|  |  |  |  |  | **17 185** € |

**IO1+IO2+IO3 in Total: 250 165 €**

## 5. Overview of all the project activities

General project management and publicity

A1 Preparation of detailed Project Plan

A2 Signing of Partnership Agreement

A3 Project reporting (4) - internal and to the Agency

M Transnational Project Meetings (6)

O1 Comparative Analysis

O1.1 Selection of common methodology

O1.2 Collection of data

O1.3 Comparison of data/analysis

O1.4 Translation into partners´ languages

O2 Curricula Outline

O2.1 Designing the training course for monuments boards/institutes

O2.2 Designing the training course for local/regional governments

O2.3 Designing the training course for owners

O2.4 Designing the training course for experts

O2.5 Designing the training course for craftsmen

O3 Independent Quality Assessment of Curricula Outlines

O3.1 Agreed rules and procedures of quality assessment

O3.2 Assessment process

O3.3 Quality assessment report

O3.4 Adjusting curricula according to the Assessment Report

O3.5 Translation into partners´ languages

E Multiplier Events

E1 Conference in CZ

E2 Conference in AT

E3 Conference in SK

Notes:

An - PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES

Mn - TRANSNATIONAL PROJECT MEETINGS

On - INTELLECTUAL OUTPUTS

En - MULTIPLIER EVENTS

n - number of the activity

# Annexes

### Partnership Agreement - draft - template available from SAAIC

### Reporting template – proof of attendance

### Reporting template – attendance sheet

### Reporting template – timesheet