



# TOOLKIT

# 11th Consortium Meeting

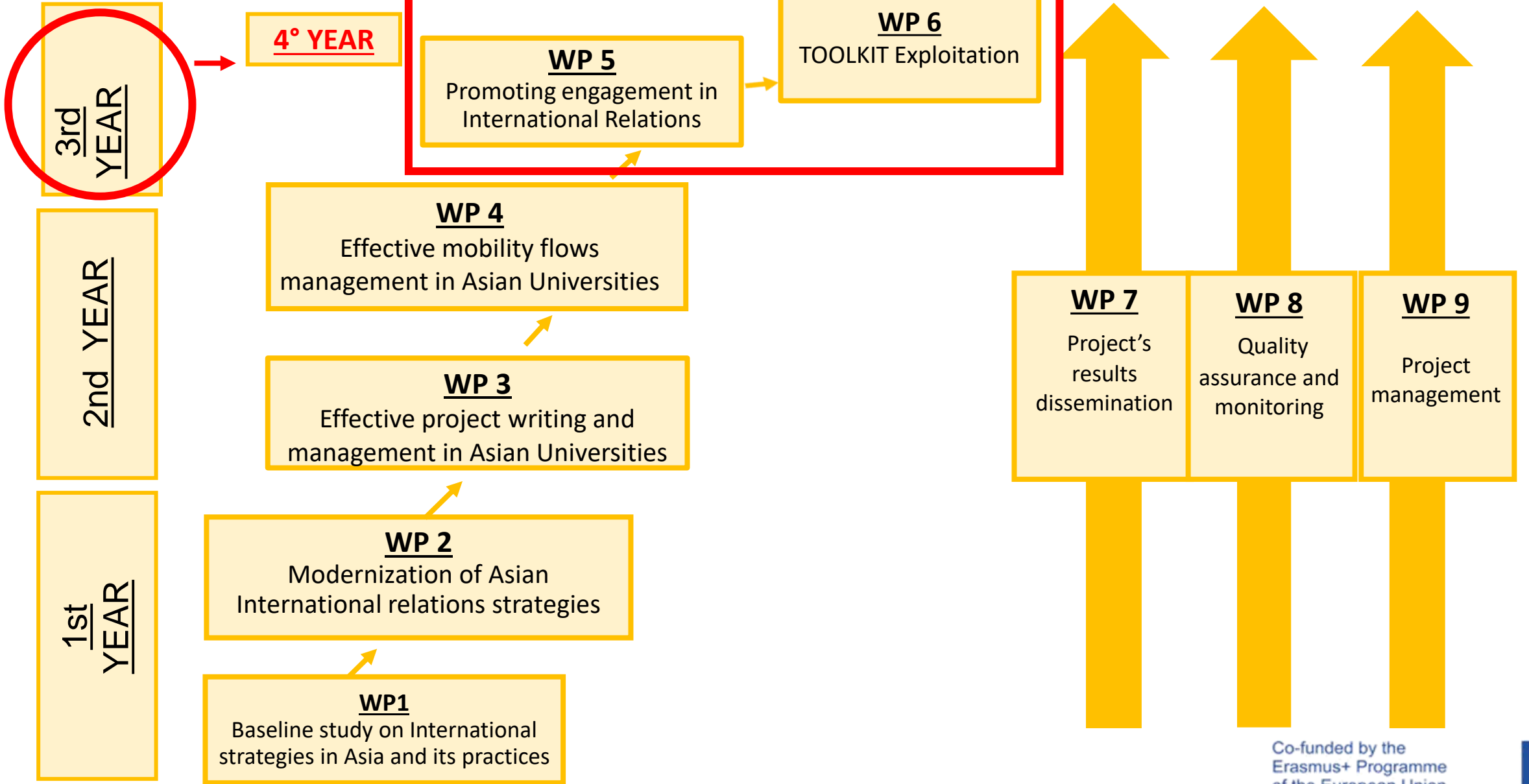
September 29th 2022

Co-funded by the  
Erasmus+ Programme  
of the European Union



# Project's Timeline

**NEW END DATE**  
**NOVEMBER 14<sup>o</sup> 2022**



Co-funded by the  
Erasmus+ Programme  
of the European Union



**DEVELOPING AN ASIAN WAY  
TO INTERNATIONALIZATION:  
NEEDS AND PRIORITIES  
IN LAOS, MYANMAR  
AND SRI LANKA**

Co-funded by the  
Erasmus+ Programme  
of the European Union



**TOOLKIT WP3  
GUIDE FOR PROJECT  
DESIGN AND  
MANAGEMENT**

Co-funded by the  
Erasmus+ Programme  
of the European Union



**TOOLKIT WP 2 REPORT  
DEVELOPING STRATEGIC PLANS  
FOR INTERNATIONALIZATION**

Co-funded by the  
Erasmus+ Programme  
of the European Union



**TOOLKIT  
Mobility  
Handbook**

Co-funded by the  
Erasmus+ Programme  
of the European Union





# WPs in progress

## WP 5

Promoting  
engagement in  
International  
Relations



## WP 8

Quality  
assurance and  
monitoring

## WP 9

Project  
management

## WP 6

TOOLKIT  
Exploitation



## WP 7

Project's  
results  
dissemination

# WP 5 – PROMOTING ENGAGEMENT IN INTERNATIONAL RELATIONS

## Activities



Activities		Personnel
No.	Title	
1.3.4.	<b>Virtual Round Table on Internationalization</b>	Co-leaders and Asian partners
2	<b>Info Days for students on mobility opportunities</b>	Co-leaders and Asian partners



# WP 5 – Promoting engagement in International Relations

## Rescheduled activities

• 5.1.,5.3.,5.4.



One Round Table involving University  
Governance, Staff and Ministry (if possible)  
1 Per Country or 1 per University

• 5.2



Info Day For Students  
1 event per each University  
Virtual or in person according to the possibilities

Vilnius University supports with the events organization  
Asian partners take care of the organization we should set:  
Dates, Topics, Reference people

All the events must be concluded by  
September

[https://docs.google.com/spreadsheets/d/19dSVV-9E-wlsRz9kZ9uZVh75CHeyYtPySdK\\_izBsszc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19dSVV-9E-wlsRz9kZ9uZVh75CHeyYtPySdK_izBsszc/edit?usp=sharing)

# WP 6 – TOOLKIT EXPLOITATION

## Activities

Activities		Personnel
No.	Title	
2	TOOLKIT's Video Instructions for student's Mobility	Consortium Partners
3	Virtual Map of international donors	Consortium partners





## FOR STUDENTS

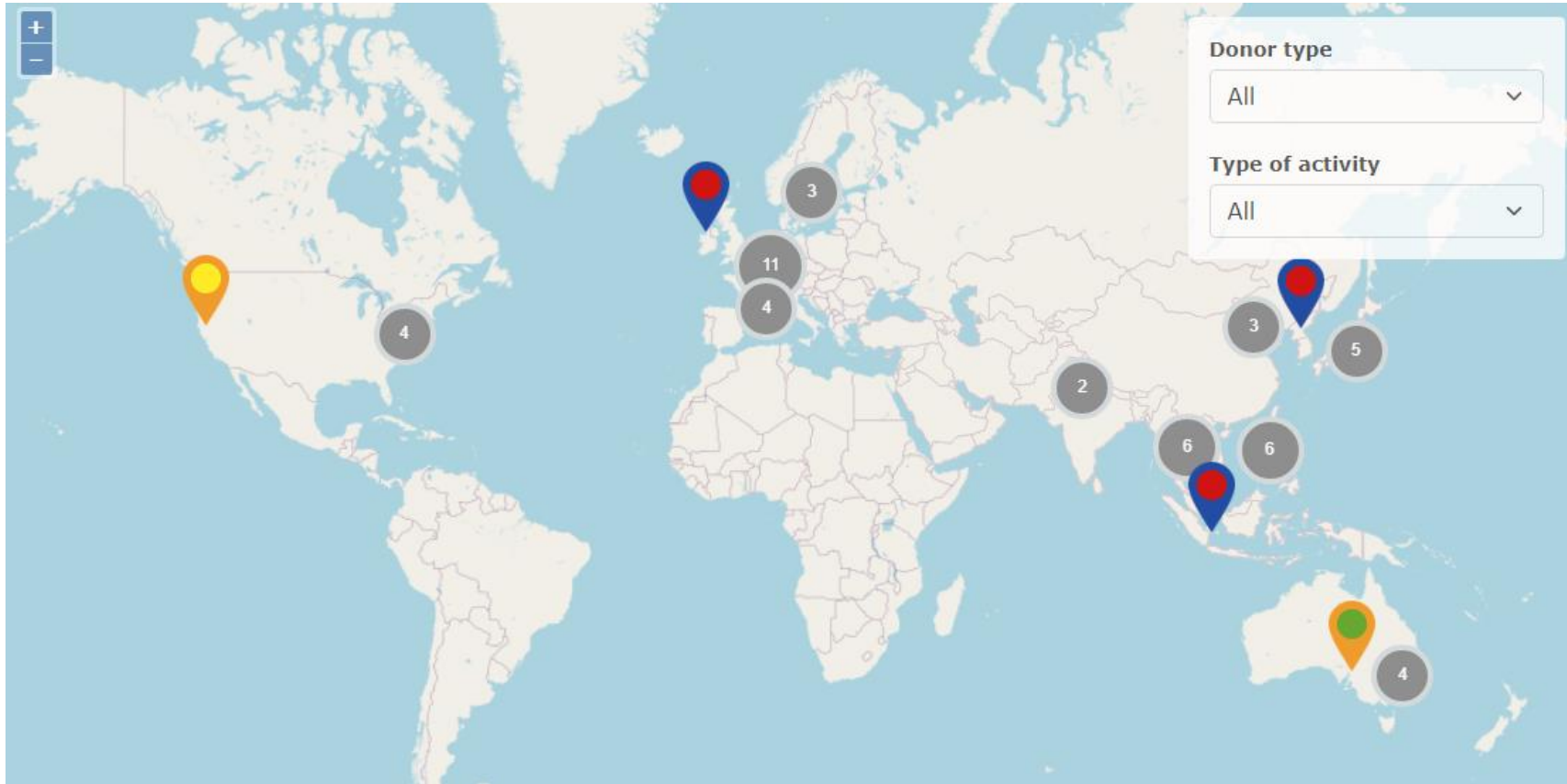
To build virtual instructions on how to

- Find exchange opportunities
- Draft a successful cover letter and project
- Get ready for the mobility period

And then give successful stories on what students have gained and acquired after their exchange.

*“The aim of this tool is to give students an overview of the main aspects to take into consideration when deciding to go for a mobility period abroad and which might be the main challenges. One of the most important aspects of this tool is that we should involve students who had mobility experiences to give their contribution by recording brief messages answering specific questions about their mobility experiences.”*

# WP 6 – TOOLKIT EXPLOITATION – Virtual Map of International Donors



- Please provide feedback by **October 6<sup>th</sup>, 2022**
- Validated map will be on TOOLKIT website and possibly copied on your websites

<https://www.nowhere.it/toolkitMappa/>

# WP 7 – DISSEMINATION OF THE PROJECT'S RESULTS

## Activities



Activities		Personnel
No.	Title	
1	Project Website and Social Networks Profiles – <b>no changes</b>	Co-leaders and Asian partners
2	New Promotional materials for Asian Universities to attract new international partners – <b>distributed online + promotional videos</b>	Co-leaders and Asian partners
3	Visibility Actions for Asian IROS- <b>budget remodulation requested to implements PC websites</b>	Consortium partners
4	Final Report on TOOLKIT methodology and best practices – <b>Online Tool</b>	Consortium Partners



### STAFF COSTS – SUPPORTING DOCUMENTS:

- Employment contract/payslip
- Joint declaration for each person employed;
- Time-sheets (attached to each joint declaration) indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package;
- Any evidence allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.)



# WP 9 – MANAGEMENT

## Final reporting



- One for each person employed by the project;
- Signed by the person performed the activity and countersigned by the responsible;
- For staff performing different categories of staff a separate declaration should be signed

<b>JOINT DECLARATION</b>	
Ref. No. ....	Project No. ....
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	
FROM ..... Hereinafter "the Institution"*	
AND Name: ..... Address: .....	
Hereinafter "the Staff member"*	
<b>THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:</b>	
1. The Institution is a member of the partnership for the above-mentioned project.	
2. The Staff member is either: - employed by the Institution <span style="float: right;">YES/NO</span>	
or	
- a natural person ** assigned to the project on the basis of a contract against payment <span style="float: right;">YES/NO</span>	
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.	
dd/mm/yy	dd/mm/yy
FROM	TO
Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):	
.....	
.....	
4. Please complete the following information.	
Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	
5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.	
Done in .....	Date .....
Name .....	
Function .....	
Institution .....	Staff member name .....
Signature and Stamp of the Institution	Signature of the Staff member
*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.	
** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if: (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed), and (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution	

# WP 9 – MANAGEMENT

## Final reporting



<b>Add Row</b>	<b>Delete Row</b>	<b>PROJECT TIMESHEET</b>
----------------	-------------------	--------------------------

Project number :	
Surname :	
First Name :	
Institution :	
Country :	
Position :	
Staff Category :	

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
<b>Total days:</b>		<b>0</b>		

### SUBCONTRACTING - SUPPORTING DOCUMENTS

- Quotations
- Plan of the implementation (depending on the activity)
- Contract (depending on the activity)
- Invoice
- Proof of Payment
- Result obtained

**All the invoices MUST be paid and sent to the Coordinator no later than November 10th, 2022**

# Final Meeting Proposal



First week of November. You'll receive a request to fill a Doodle with the best option for you next week.



- WP5 Roundtables and Info Days



- To be concluded by as soon as possible

- WP6 Video for students



- Provide all the students testimonies to Marta by mid October as maximum.

- WP6 Visual Map on International Donors



- Please send you comments for validation by **October 6th**

- WP7 Dissemination



- Finalize the work on websites and brochures before November 10th