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TOOLKIT

**TOOLKIT Third Consortium Assembly
National University of Laos – 15th January 2020**

FIRST REPORTING PERIOD



After one year and a half of the Project lifetime we need to proceed with first reporting phase.

The approval of the report on the first half of the project activities, is fundamental for the project implementation.

DUE DATE: May 15th 2020



WHAT WE NEED TO DO



- Financial Report
- Technical Report



FINANCIAL REPORT: Supporting Documents



STAFF COSTS:

- Timesheets
- Joint Declarations
- Payslips
- Contract/Declaration of Employment



We need these documents for each staff member working in the project activities and for the related periods according to the staff category performed.

DEADLINE TO SEND DOCUMENTS: FIRST HALF OF MARCH 2020



FINANCIAL REPORT: Supporting Documents



TRAVEL COSTS AND COST OF STAY:

- Individual travel reports
- Boarding passes
- Attendance lists



TECHNICAL REPORT:



REPORT'S SECTIONS

SECTION 1: Relevance

SECTION 2: Quality of the project implementation

SECTION 3: Quality of cooperation

SECTION 4: Impact and sustainability



TECHNICAL REPORT:



REPORT'S ATTACHMENTS

- Budget's table/Financial Statement
- Table of Achieved/Planned Results
- Dissemination Plan
- Quality Plan
- Request of second pre-financing

