

PEOPLE

WP6:

Management of the project

6.1 Partner meetings

Meetings will be structured as follows:

- *kickoff/steering committee meetings: to plan, implement, supervise and evaluate the project outcomes.*
- *working package meetings: in the case the WP requires specific follow up meetings.*
- *online meetings: via skype monthly meetings will be scheduled to follow up activities.*

6.2 Reporting activities

- *working package reports*
- *interim report*
- *final report*

August 2016	September 2016	October/November 2016	December 2016	January 2017	February March April 2017	May 2017
<p>Audit by European partners on the Strategic plan for HR implemented during 2015-16: Kazakhstan</p> <p>A.Berlanga & Victor Kordas</p> <p>23 morning: arrival in Karaganda 23 afternoon: audit 24 morning: audit 25 arrival in Almaty 26 audit 27 departure</p>	<p>Audit by European partners on the Strategic plan for HR implemented during 2015-16: Georgia and Armenia (week 19-23)</p> <p>1,5 day workshop by partner country institutions to other higher education institutions on Strategic planing of HR + Conference Georgia</p> <p>A.Berlanga & Marta Pile</p> <p>18: arrival 19: audit in Tbilisi – ISU (morning) + KU (afternoon) 20: Conference (morning) + workshop in the afternoon Trip to Armenia 21: National Day Armenia 22: audit in AUA (morning) + RAU (afternoon) 23: ASUE (morning) + workshop kickoff in the afternoon 24: Departure</p>	<p>Corrective actions by all partner country institutions</p>	<p>Online Training of “HR auditors” by EU partners to ensure follow-up and sustainability of HR implemented processes (IST and UPC-Barcelona)</p> <p>At least 1 English speaking person per institution</p>	<p>Partner country conferences with the results of the:</p> <ul style="list-style-type: none"> - Implemented strategic plans - Auditing - New training offer for 2017 <p>Publication of handbooks</p>	<p>Publication of handbooks and preparation of the final conference of the project</p>	<p>Final Conference of the project with case studies and best practices in Armenia</p>

Infoeuro conversions:

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

1st tranche: march 2014

2nd tranche: may 2016

PLEASE ATTACH THE INFOEURO CONVERSION TO ALL EXPENSES!!!!!!

Request of information and supporting documents relating to project

STAFF COSTS

Please send us the **staff convention, the employment contract, the payslip and proof of payment (bank transfer) relating to these staff members**

Please make sure that if justifying documents are in another language different from the 3 EU working languages, it is essential for us to be able to understand and identify all key **words**, **dates**, **amounts** and **currencies** used in order to identify the type of document and to assess their validity. Therefore, please ensure if this may arise that you include **handwritten translation into English** or summary tables where these expenses are clearly identifiable.

Request of information and supporting documents relating to project

STAFF COSTS

Could you please explain how you reach € xxxxx per day?

Use INFOREURO CONVERSION with the corresponding tranche!

Request of information and supporting documents relating to project

- New travel costs declaration with supporting documents
- Staff conventions, timesheets, Contracts, appointment acts (for public servants), payslips, calculation of staff cost rate per year, proof of payment (bank transfer) and inforeuro for ALL members of the Project according to their role (manager, researcher/trainer, technical, administrative staff) for 2014 AND 2015 with the INFOEURO calculation of rate per day of the 1st tranche