

Management and coordination

PAVITT: Participatory Video, a Training Tool for young entrepreneurs

Sub-action 4.4 – Youth support systems

Call for proposals EACEA/19/2013

PAVITT Kick-off meeting

Alzira, 11 – 12 April 2013

Mancomunitat Ribera Alta



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☐ Management

- LP is responsible for ensuring the right implementation of the action.
- LP is responsible for content reports ensuring that partners send contributions on time to the EACEA.
- LP requests and received payments and has responsibility to distribute them to partners according to the amounts reported in progress reports.
- LP is responsible for communication activities in close collaboration with partners.



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☐ Management

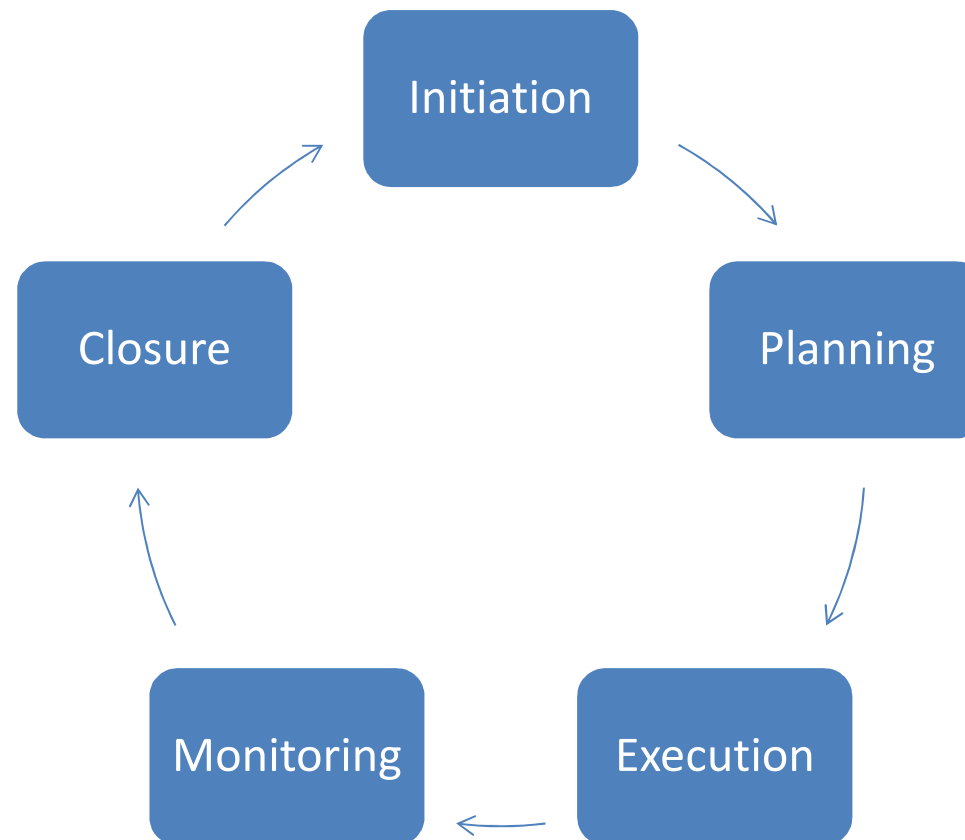
- Coordination of the kick-off meeting and reporting minutes.
- Intermediary meetings (2) using videoconference methodology
- Final conference in Ankara (Turkey): support S&G action
- Partner's database
- Establishment of timeline plan
- Coordination and monitoring activities



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☐ **Management:** steps of the “Project Management Life Cycle”





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Outputs and deliverables: Comp.2 **Selection of participating youth**

- 2.1. Profile template for youth selection (provided by LP)
- 2.2. Selection process rules (provided by LP)
- 2.3. Publication of selection period using communication tools (all PP)
- 2.4. Establishment of period for selection process (LP)
- 2.5. Youth selected list (all PP)

Responsible: Mancomunitat Ribera Alta



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Outputs and deliverables: Comp.3

Research

- 3.1. Templates for research content (provided by LP)
- 3.2. Search of previous experiences on participatory video (YG)
- 3.3. Territorial socio-economic context research (YG)
- 3.4. Existing grants for entrepreneurs (YG)
- 3.5. Research report (YG)

Responsible: Pronexus



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Outputs and deliverables: Comp.4

Training workshops

4.1. Experts list (all PP)

4.2. Template of training workshops content (provides by LP)

4.3. Publication of training workshop dates (all PP)

4.4. Short report about workshops results (all PP)

Responsible: ADTR



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Outputs and deliverables: Comp.5

Participatory video

- 5.1. Brainstorming ideas session (all YG)
- 5.2. Draft of storyboard-script (all YG)
- 5.3. Selection of shooting plan (all YG)
- 5.4. Recording session (all YG)
- 5.5. Editing (all YG)
- 5.6. Translation in EN (all PP)

Responsible: NAMCB



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Outputs and deliverables: Comp.6 **Guidelines of practices**

6.1. Participatory videos compilation (LP)

6.2. Index (all)

6.3. Content writing of Guidelines (LP)

6.4. Translation (all)

6.5. Publication (all)

Responsible: Mancomunitat Ribera Alta



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Outputs and deliverables: Comp.7 **Evaluation**

7.1. Quality and risk management plan (LP)

7.2. Internal evaluation - questionnaires(all)

7.3. External evaluation - objectives and figures(LP)

Responsible: Mancomunitat Ribera Alta



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☐ **Outputs and deliverables: Comp.8** **Communication and dissemination**

8.1.Target group database(all PP)

8.2.Webpage(LP)

8.3.Informative material: leaflet
newsletter, roll-up (all PP)

8.4.Banner (all PP)

8.5.Digital signature (all PP)

8.6.PPT Template (LP)

8.7.Social Networks (all PP)

8.8.DVD (all PP)

8.9.Conferences and Fairs (all PP)

8.10.Guidelines publication (LP)

8.11.Final conference publication (all PP)

Responsible: Mancomunitat Ribera Alta



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□ Role of partners

- Create of a project management unit: project manager, financial manager, technical staff, etc...
- Attend every partner's meetings
- Report to the lead partner about any problem or difficulties
- Complete technical and financial report. Forward it to the lead partner



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☐ Timeline plan

- Refer to Excel file



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☐ Reporting: Technical

- **Interim** report on implementation of the action:
15th September 2013
- **Final** report on implementation of the action:
April 2014



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☐ Reporting: Financial

- **Interim** report on expenditures incurred:
15th September 2013

- **Final** report on expenditures incurred :
April 2014



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Partner	TOTAL	MANRA	PRONEXUS	NAMCB	S&G	ACTR
Component						
1. Costs directly linked to the implementation of project activities	17.930 €	6.060 €	2.260 €	2.260 €	5.090 €	2.260 €
2. Production / Translation / Dissemination / Information costs	34.100 €	18.100 €	4.000 €	4.000 €	4.000 €	4.000 €
3. Information and Communication Technology (ICT) costs	3.450 €	690 €	690 €	690 €	690 €	690 €
4. Travel, board and lodging costs	29.060 €	5.388 €	6.988 €	7.088 €	2.808 €	6.788 €
5. Personnel costs	25.362 €	6.546 €	4.704 €	4.704 €	4.704 €	4.704 €
6. Indirect costs	7.693 €	2.575 €	1.305 €	1.312 €	1.210 €	1.291 €
	117.595,1 €	39.359 €	19.947 €	20.054 €	18.502 €	19.733 €
EUROPEAN COMISSION CONTRIBUTION	76744,14 € (65,26%)					
PARTNERS CONTRIBUTION	40851 € (34,74%)					



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☐ Reporting: Financial

Pre-financing of total eligible costs

- 1st pre-financing payment **40%: April-May 2013**
when partnership agreement signature
- 2nd pre-financing payment **40%: 15th October 2013**
when intermediary reports
- 3rd final payment **20%: September 2014**
when final reports



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Reporting: Financial Eligible costs

- They are incurred during the duration of the action
- They are connected with the subject of the agreement and they are indicated in the estimated overall
- Budget of the action
- They are necessary for the implementation of the action
- They are identifiable and verifiable
- They comply with the requirements of applicable tax and social legislation



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Reporting: Financial Eligible direct costs

Identifiable as specific costs directly linked to the performance of the action

- **Cost of staff:** actual salaries plus social security charges
- **Travel and subsistences** allowances
- Purchase cost of **equipment:** ICT costs/ technical advisory expert
- **Cost of consumables and supplies:** production/ translation/ dissemination/ information costs



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Reporting: Financial Eligible indirect costs

Are not identifiable as specific costs directly linked to performance of the action

May be eligible for flat-rate funding fixed at not more than **7% of the total eligible direct costs.**

The following costs shall **not** be considered **eligible**:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by a beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure.



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Reporting: Financial

- Changes not exceeding 10% of the item can be notified to the EACEA at final report level.
- All other changes must be communicated to the EACEA in writing well before the changes will come into effect, for assessment. If the changes are agreed the EACEA will issue written approval.
- VAT is INELIGIBLE, unless the beneficiary can show that/he is unable to recover it
- In ANY case the grant amount cannot INCREASE



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Thank you!

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