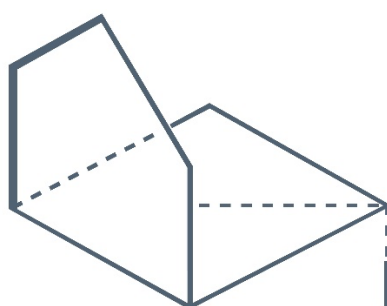


**Erasmus+** Key Action: Cooperation for innovation and the exchange of good practices

Action Type: Strategic Partnerships for higher education

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407



**HERSUS**

*Enhancing of Heritage Awareness and Sustainability of Built Environment  
in Architectural and Urban Design Higher Education*

## **Project Management and Implementation Protocol**



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

Disclaimer: The European Commission is not

content.

responsible for any uploaded or submitted

Such content expresses the views of its author(s) only.



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

# Project Management and Implementation Protocol

<b>Project Acronym:</b>	<b>HERSUS</b>
<b>Project full title:</b>	<b>Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education</b>
<b>Project Reference:</b>	<b>2020-1-RS01-KA203-065407</b>
<b>Funding Scheme:</b>	ERASMUS+ Strategic Partnership in Higher Education
<b>Coordinator:</b>	UB – UNIVERSITY OF BELGRADE, Serbia
<b>Participating HEIs:</b>	IUAV – UNIVERSITA IUAV DI VENEZIA, Italy UCY – UNIVERSITY OF CYPRUS, Cyprus AUTH – ARISTOTELIO PANEPISTIMIO THESSALONIKIS, Greece USE – UNIVERSIDAD DE SEVILLA, Spain
<b>Project start date:</b>	November 1, 2020
<b>Project duration:</b>	34 months
<b>Project URL:</b>	<a href="http://hersus.org/">http://hersus.org/</a>
<b>Abstract</b>	Project Management and Implementation Protocol present a detailed plan of overall project management. This document includes procedures and guides which will secure a clear understanding of responsibilities and roles of project partners, and a timeline of project activities.

## Project topics

ENVIRONMENT AND CLIMATE CHANGE

NEW INNOVATIVE CURRICULA/EDUCATIONAL METHODS/DEVELOPMENT OF TRAINING COURSES

CREATIVITY AND CULTURE

## Project description

HERSUS proposes enhancing and testing of innovative teaching practices in the field of sustainability of the built heritage. The project strives to enhance the competence and motivation of educators and researchers to include



## **Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

curricula elements that will have tangible results, preparing students and educators to become real actors of the environmental change.

The practice and education in the field of architectural and urban design related to the awareness raising about the sustainability of the built environment and heritage face numerous challenges such as social transformation, climate change, globalisation, urbanisation and housing issues. HERSUS target groups (teachers/trainers/tutors, and students) need specific training and teaching activities within the frame of sustainability of the urban and architectural heritage: (1) a new profile of an architect/urban designer, a professional that is trained in the broad architectural domain, who owns technical, technological, socio-humanistic and artistic skills and, therefore equipped to contribute to the socio-environmental challenges, and (2) a new profile of architectural educator capable of assuming responsibility for the improvement of education and training of the future architects to enable them to meet the expectations of 21st-century societies worldwide for sustainable human settlements in every cultural heritage.

### **Project objectives**

The main objective of the project is creating and piloting new innovative courses/group of courses/extracurricular activities within existing study programs of participating HEI, which can contribute to bridging the gap between sustainability and heritage. HERSUS aims (1) to enhance existing study programs at the MSc level, and (2) to achieve a stable and sustainable education framework complementary to the globally established goals in the field of architectural and urban studies education.

More specifically, the project objectives are:

- to increase employability by targeting labour market needs in designing of a sustainable environment,
- to develop and implement new courses and extracurricular activities in sustainability and heritage at the MSc levels at partner HEIs,
- to increase capacity building for study,
- to strengthen the teaching and pedagogical competences of academic staff,
- to promote greater awareness about the types and methods of innovative and sustainable-directed teaching and learning,
- to reinforce the network of project partners, and
- to disseminate results.

### **Consortium statement**

HERSUS will bring together 5 HEIs from Serbia, Italy, Cyprus, Greece and Spain which will work together to design and develop the courses and disseminate them through international training courses, workshops and a jointly built Sharing Platform. The project proposes a number of activities of cooperation between the research sector, private and public sector, targeting both local and regional support towards higher education-practical arena cooperation. Access to the outputs and activities will be open, and therefore useful to students and educators as well as to the broader audience.

### **Expected results and the long-term impact**

The results of the HERSUS project and the longer-term impact lie in five perspectives:

- (1) Research and action: analytical, process and problem-based research which is expected to result in (a) a review of good practices in the subject area, (b) a critical questionnaire report in the subject area, and (c) Statements for Teaching through design for Sustainability of the Built Environment and Heritage Awareness.



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

- (2) Information and enhancing of awareness: to broaden and raise awareness of the importance of sustainability and heritage thematic frameworks, while disseminating results at national and European level. Sharing Platform will be an open and publicly available repository for education and strategies for strengthening it.
- (3) Networking: in the sense of the transnational strategic partnership establishment between urban and architectural design schools in European border areas. The network has the potential for rollout to a large number of participating members and address common challenges through cooperation activities.
- (4) Education and training: the improvement of the quality of teaching and curricula. Innovative methods developed through HERSUS will allow increasing and updating the educational offer in sustainability and heritage thematic framework within urban and architectural study programmes.
- (5) Design and development: the development of new and innovative curricula and teaching methods for urban and architectural design schools in Europe.

The project should enhance the quality and relevance of human capital development in higher education and strengthen the knowledge triangle between education, research, and practical arena. Therefore, HERSUS will support the development of learning-outcomes-oriented curricula that better meet the needs of students aligning them with the labour market requirements.

ERASMUS + Project Search link: <https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2020-1-RS01-KA203-065407>

## Document Control Sheet

<b>Title of Document:</b>	<b>Project Management and Implementation Protocol</b>
<b>Activity Type:</b>	Project Management and Implementation
<b>Last version date:</b>	02.03.2021.
<b>Status:</b>	Draft
<b>Document Version:</b>	v.1
<b>File Name</b>	HERSUS PMI Protocol v.1
<b>Number of Pages</b>	20
<b>Dissemination Level</b>	Internal



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

### European Commission's Visibility Requirements

Any communication, publication or intellectual output resulting from the project, made by the beneficiaries jointly or individually, including presentations at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, etc.), must indicate that the project has received European Union funding. This means that all material produced for project activities, publications, projects websites, special events, posters, leaflets, press releases, electronic files, etc. must carry the Erasmus+ logo and mention: 'Co-funded by the Erasmus+ Programme of the European Union', as shown in following Figures:

#### Use of Erasmus+ Logo



Text on the right, EU flag on the left



Text on the left, EU flag on the right

The use of the Erasmus+ logo is compulsory (no changes). When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Any project-related event or activity should clearly specify that it is funded by EU Erasmus+ Programme. Any publication should include the following sentence:

*" This project is co-funded by the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."*

More information is available at: [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)

## Table of Content

### DOCUMENT CONTROL SHEET

<b>1</b>	<b>INTRODUCTION</b>
<b>2</b>	<b>MANAGEMENT STRUCTURE</b>
<b>3</b>	<b>PROJECT MANAGEMENT</b>
3.1	General obligations and roles of the beneficiaries
3.2	Specific obligations and role of the coordinator
3.3	Specific obligations and role of the beneficiaries
<b>4</b>	<b>REPORTING</b>
4.1	Principles and standards of reporting
4.2	Types of reports
4.3	Reporting schedules
<b>5</b>	<b>INTERNAL REPORTS –FINANCIAL AND NARRATIVE REPORTING</b>
5.1	Template 1 – Internal financial and narrative reporting for reporting on TPM, ME and LTT, and for IOs
	<b>Annex 1: TIMESHEET</b>
5.2	Template 2 – Internal financial and narrative reporting template for PM&I reporting
5.3	Template 3 – Financial and Narrative Reporting Template for on Completed Intellectual Outputs



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

### 6 OWNERSHIP AND PROPERTY RIGHTS

### 7 USE OF IT TOOLS

## 1 INTRODUCTION

The main objective of this document is to provide guidance for the beneficiaries through clearly defined management structures and procedures, so that they are able to provide all the necessary high-quality inputs which will be incorporated in reports for the National Erasmus+ Agency (Tempus Foundation) by the Project Coordinator.

Accordingly, this document provides an insight into procedures and guides which will secure a clear understanding of the management structure, describing the particular management bodies/teams, responsibilities and roles of project partners and the coordinator, principles and standards of reporting, types of reporting and the reporting schedule. Responsibilities and roles of partner institutions as well as the schedule of all activities have been articulated in particularly detailed form in a document called **HERSUS Timetable**, which was created separately in a preparatory phase of project.

This document also provides the most important part of the project management, the modes of reporting, and the reporting templates, proposed as Annex IV to the Partnership Agreements. These templates are as follows:

Template 1: Internal financial and narrative reporting on events and intellectual outputs conducted during the given period

Template 2: Internal financial and narrative reporting on PM&I, and

Template 3: Reporting on completed intellectual outputs.

The **Timesheet template** for reporting working days and types of activities related to intellectual outputs of research teams' members has also been included in this document.

And finally, visibility of EU funding, confidentiality and data protection principles are also present in the document.

## 2 MANAGEMENT STRUCTURE

The management structure of the project has been preliminary designed in a preparatory phase to ensure a successful realisation of the all groups of planned activities. Management structure will involve Project Coordinator, Project



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

Management Team (PMt), Quality Assurance team (QAt), Dissemination and Communication team (DCt), Programme Board (PB), and Three Expert groups – REconstruct, REuse, RESilience (EG1, EG2, EG3) with Group leaders.

Project Management and Implementation consists of five main groups of activities in line with management structure budget control, communication, dissemination, monitoring, and quality assurance.

**The Project Coordinator** is part of a leading organisation and will be responsible for overall project management, efficient use of the project grant, communication, and reporting to Erasmus+ NA.

The HERSUS project Coordinator:

- Cooperates with the QAt and the IO Leaders on all matters arising relevant to ensuring the quality of the project's intellectual outputs,
- Accepts the intellectual outputs or provides final comments to the IO Leader,
- Cooperates with the IO Leader in order to ensure that all activities are progressing in conformity with each other and that any cross-activities inputs and outputs are being delivered as foreseen by the description of the activities,
- Informs the QAt of any changes in the implementation of the project that may affect the timing or the content of the relevant outputs,
- Officially submits all approved outputs and consults after their approval.

**The Project Management Team** consists of five contact persons from 5 participating HEI, led by UB. PMg will include in the structure (1) a leading project manager – person in charge of an efficient internal and external communication, (2) an expert academic – a tutor responsible for creating educational programme, and (3) a project administrator – person in charge for financial issues.

The PMt is coordinated by UB-FA and is responsible for the following:

- Manages all operational aspects of the project;
- Identifies potential risks;
- Monitors risks;
- Monitors Gant Chart;
- Monitors the quality of the project as it develops.

**Quality Assurance Team** will include one member from each participating organisation. This team will be responsible for implementing the Quality Control activities, along with internal quality control and monitoring of results.

QAt is responsible for the following:

- for the Quality Assurance exercise of intellectual outputs,
- QAt receives each drafted intellectual output from the IO Leader and provides feedback,
- Sends the review of outputs to the IO Leader and the Coordinator,
- Verifies the satisfactory implementation of the recommendations included in the review of outputs, in cooperation with the IO Leader,
- Cooperates with the Project Coordinator on general issues related to the level of quality of the project's outputs, as appropriate.

**Dissemination and Communication Team** will be formed as a part of the PMg to develop and implement a comprehensive external and internal strategy.

DCt is coordinated by the lead HEI, UB-FA, and:

- Is responsible for the creation and implementation of the Dissemination and Exploitation plan;
- Is responsible for the creation and publication of content via different communication channels;

## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

- Is responsible for communication with associated partners;
- Prepares reports necessary for the quality control of results (number of actions on website and social media, use of developed tools, number of likes, followers, content views etc.).

**The Programme Board** established of one representative from each HEIs will be in charge of evaluating the overall progress of the project, both the process of developing and implementing the project and its actual impact on its target audience. The PB will also be in charge of conflict management and will guide the project team if necessary.

The Programme Board will involve 5 Scientific Coordinators and is responsible for the following:

- Provides advice, and, if necessary, makes decisions about changes to the project as it develops.
- Is in charge of conflict management;
- If there is a need for an additional control, officially approves and finally accepts the outputs;
- Is responsible for the monitoring and evaluation of the overall progress and impact of the project.

6. Considering the specific fields for which HEIs participants have competencies three Expert Groups were created in the project preparation phase – **3 "RE" Expert Groups**: (1) REconstruct, (2) REuse, and (3) Resilience. Each group will have representatives from all participating countries and one team of leaders.

The appointed Expert teams for all HERSUS intellectual outputs are responsible:

- for coordinating the development of the intellectual outputs
- for creating templates/forms for the work on particular intellectual outputs – protocols and templates,
- for assigning parts of the work to other partners involved in the activities,
- for coordinating the work of other partners involved in the activities, providing guidance when necessary,
- for aligning the contributions of other partners involved in the activities, in order to produce the intellectual outputs,
- for the submission of the drafted intellectual output to the Programme Board and the Project coordinator,
- for implementing the suggestions of the QAt, assigning certain amendments as appropriate,
- for sending the amended draft of the intellectual output,
- for reporting to the Project Coordinator – if he has not been already directly involved – on any problems occurring during the implementation of the activities.

**Table 01.** Project Management team (PMT)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Vladan Djokić, Project Coordinator	<a href="mailto:vdjokic@arh.bg.ac.rs">vdjokic@arh.bg.ac.rs</a>
Italy	IUAV	Enrico Anguillari	<a href="mailto:enrico.anguillari@iuav.it">enrico.anguillari@iuav.it</a>
Cyprus	UCY	Maria Philokyprou	<a href="mailto:philokyprou.maria@ucy.ac.cy">philokyprou.maria@ucy.ac.cy</a>
Greece	AUTH	Konstantinos Sakantamis	<a href="mailto:ksakanta@arch.auth.gr">ksakanta@arch.auth.gr</a>
Spain	USE	Mar Loren Mendez	<a href="mailto:mar@arqyestudio.com">mar@arqyestudio.com</a>

**Table 02.** Programme Board (PB), Scientific Coordinators

Country	HEI	Responsible Person	E-mail
Serbia	UB	Ana Nikezić	<a href="mailto:ana.nikezic@arh.bg.ac.rs">ana.nikezic@arh.bg.ac.rs</a>
Italy	IUAV	Emanuela Sorbo	<a href="mailto:esorbo@iuav.it">esorbo@iuav.it</a>
Cyprus	UCY	Maria Philokyprou	<a href="mailto:philokyprou.maria@ucy.ac.cy">philokyprou.maria@ucy.ac.cy</a>
Greece	AUTH	Konstantinos Sakantamis	<a href="mailto:ksakanta@arch.auth.gr">ksakanta@arch.auth.gr</a>
Spain	USE	Mar Loren Mendez	<a href="mailto:mar@arqyestudio.com">mar@arqyestudio.com</a>



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

**Table 03.** Quality Assurance team (QAt)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Milica Milojević	<a href="mailto:m.milojevic@arh.bg.ac.rs">m.milojevic@arh.bg.ac.rs</a>
Serbia	UB	Jelena Ristić Trajković	<a href="mailto:jelena.ristic@arh.bg.ac.rs">jelena.ristic@arh.bg.ac.rs</a>
Italy	IUAV		
Cyprus	UCY		
Greece	AUTH		
Spain	USE		

**Table 04.** Dissemination and Communication team (DCt)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Aleksandra Milovanović	<a href="mailto:alekmil@arh.bg.ac.rs">alekmil@arh.bg.ac.rs</a>
Serbia	UB	Aleksandra Djordjević	<a href="mailto:aleksandra.dj@arh.bg.ac.rs">aleksandra.dj@arh.bg.ac.rs</a>
Serbia	UB	Mladen Pešić	<a href="mailto:mladen.pesic@arh.bg.ac.rs">mladen.pesic@arh.bg.ac.rs</a>
Serbia	UB	Ana Zorić	<a href="mailto:ana.zoric@arh.bg.ac.rs">ana.zoric@arh.bg.ac.rs</a>
Italy	IUAV		
Cyprus	UCY		
Greece	AUTH		
Spain	USE		

### 3 PROJECT MANAGEMENT

#### 3.1 General obligations and roles of the beneficiaries

The beneficiaries:

- are entirely responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of the Partnership Agreement, as well as with national legislation;
- are entirely and solely liable for complying with any legal obligations incumbent on them;
- shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme.

#### 3.2 Specific obligations and role of the coordinator

The coordinator (UB) undertakes to:

- be responsible for the coordination and management of the project in accordance with the Grant Agreement;
- be the intermediary for all communication between the beneficiaries and the National Erasmus+ Agency, and inform the beneficiaries of any relevant communication exchanged with the National Erasmus+ Agency;
- inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the project;
- as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in the Partnership Agreements;

## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

- manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and Annex II;
- comply with all reporting requirements regarding the National Erasmus+ Agency, as per the dispositions of the Grant Agreement;
- establish payment requests on behalf of the beneficiaries, as per the dispositions of the Grant Agreement;
- provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, List of supporting documentation for the justification of costs requested by the Coordinator, various reports templates and any other relevant document concerning the project;
- transmit to the beneficiaries copies of all reports submitted to the National Erasmus+ Agency, as well as copies of any feedback letters received from the National Erasmus+ Agency following report assessment and field monitoring visits (Head coordinator);
- be responsible for the sound financial management and cost efficiency of the Erasmus+ grant contribution, as well as their own contribution to the project.
- The Coordinator has provided all partners with the appropriate form for issuing the transfer of funds to the partner institution – Partner Request for Payment (Annex III of the Partnership Agreement). The partner has to submit a Partner Financial Report whose approval will be the basis for issuing the next installment. Based on the expenses verified in the report and their approval by the Coordinator, the amount of the next installment of the Erasmus+ grant will be defined/calculated by the Coordinator, in accordance with Article 5 of the Partnership Agreement.

### 3.3 Specific obligations and role of the beneficiaries

The beneficiary undertakes to:

- ensure adequate communication with the coordinator and with other beneficiaries;
- support the Head coordinator in fulfilling their tasks according to the Grant Agreement;
- submit in due time to the Head coordinator all relevant data needed to draw up the reports, financial statements and any other documents, necessary for reporting towards NA and BU, as well as all necessary documents in the events of audits, checks or evaluations;
- provide the Head coordinator with any other information or documents they may require and which are necessary for the management of the project;
- notify the Head coordinator in a timely manner of any event likely to substantially affect or delay the implementation of the project, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in beneficiary's budget, deviations from the work plan etc.);
- inform the Head coordinator in a timely manner of any change in their legal, financial, technical, organisational or ownership situation, and of any change in their name, address or legal representative;
- be responsible for the sound financial management of the allocated Erasmus+ grant contribution and related own contribution to the project;
- prepare, complete and submit all reports to the Head coordinator in due time, as requested by the NA and the coordinator, in order to fulfil reporting obligations;
- provide the validation of the information of submitted documentation which are contained therein;
- perform all activities foreseen by Annex II of the Grant Agreement, as well as all tasks as set at the kick-off meeting and other Management meetings;
- more specifically, the beneficiary shall be in charge of performing the project activities as specified in the Project Application and Partnership Agreement;
- fulfil the assumed obligations within the set deadlines and in accordance with the project plan;

## **Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

- be responsible for all rights and obligations for activities defined in the Partnership Agreement from the starting date of the eligibility period laid down in the Grant Agreement, according to disposal of Article 2, paragraph 2.1 of the Partnership Agreement.

### **4 REPORTING**

On behalf of the Project as a whole, the Head Coordinator must report to the National Erasmus+ Agency the following:

- For Project Management and Implementation activities, the final distribution of funds and undertaken activities and results.
- For Transnational project meetings, the venue of the meeting, the date and the number of participants, the activities undertaken and results produced.
- For Intellectual Outputs, the activities undertaken and results produced. The Coordinator must include information on the start and end date, and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.
- For Multiplier events, the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants, and the produced results.
- For Learning, Teaching and Training Workshop, the venue of all learning, teaching and training activities, the date and the number of participants, and the produced results.

#### **4.1 Principles and standards of reporting**

The reports should accurately reflect project partners' progress in activities and creating intellectual outputs during the reporting period, highlighting any key issues and providing justification for any deviations from the Project budget and Description of the project as set out in the Grant Agreement and its Annexes. Verification of expenditures declared in partner reports is linked to the transfer of the part of Erasmus+ grant to partners from the Coordinator, as set out in the Partnership Agreement.

Information contained in the reports will be reviewed and approved by the Head Coordinator, taking into consideration the following assessment criteria:

- Timeliness of results;
- Activity progress;
- Quality of results;
- Cost compliance with the budget;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents;
- Correctness of applied exchange rates (where applicable);
- Eligibility and justification of any changes which occurred;

In all cases, a formal link with the persons participating in all events and intellectual outputs must be demonstrated (working contracts of all research teams' participants).

#### **4.2 Types of reports**

For the purpose of efficient and effective implementation of project activities, responsible budget management and timely submission of reports and financial statements to the National Erasmus+ Agency as required in the Grant Agreement, several types of reports are foreseen:

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

**Progress/Interim reports and Final report on the implementation of the Project** which should be submitted by the Coordinator to the National Erasmus+ Agency. This type of reports consists of a narrative and financial report together with other supporting documentation. For this purpose and in a timely manner, the beneficiary commits to provide the Head coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements, and any other documents required in the Grant Agreement.

The Progress/Interim and Final report template will be delivered to beneficiaries by the Head coordinator so that they are duly informed about what each of them is required to report.

**Internal reports – Templates required by Annex IV of Partnership Agreements (PA)** - within the Consortium where beneficiaries inform on quarterly basis the Head Coordinator about the particular progress of their institution in the implementation of the project and related expenditures. This type of report also consists of a financial and narrative report together with other supporting documentation.

The Head coordinator has to provide all partners with the appropriate forms for internal quarterly reporting - Annex IV to the Partnership Agreement (PA).

For the purpose of internal reporting in accordance with the Art. 7.2 of the Partnership Agreements, developed internal reporting forms will be used: Internal reporting **Template 1** on events (TPM, ME, LTT, IOs), Internal reporting Template 2 on PM&I.

For the purpose of internal reporting in accordance with the Art. 7.3 of the Partnership Agreements, and for the purpose of reporting by the Coordinator to the NA, the beneficiaries shall have to submit their reports related to the completed intellectual outputs (consisting of financial and narrative part) to the Coordinator, using the reporting forms provided by the Coordinator (Internal reporting - **Template 3**).

Meeting reports for each team in the form of minutes prepared using the created template (**Annex III of the document - Quality Assurance Plan**).

### 4.3 Reporting schedules

In accordance with the Art. 7.2 of the Partnership Agreements, **Internal reports – Template 1**, shall be delivered by the beneficiary to the Coordinator according to the following schedule:

Reporting period:	From-To	Deadline for submission of the partnership reports by the beneficiary to the coordinator
The 1st reporting period	1/11/2020 – 28/2/2021	15/3/2021
The 2nd reporting period	1/3/2021 – 30/6/2021	15/7/2021

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

The 3rd reporting period	1/7/2021 – 31/10/2021	15/11/2021
The 4th reporting period	1/11/2022 – 31/1/2022	15/02/2022
The 5th reporting period	1/2/2022 – 30/4/2022	15/5/2022
The 6th reporting period	1/5/2022 – 31/7/2022	15/8/2022
The 7th reporting period	1/8/2022 – 31/10/2022	15/11/2022
The 8th reporting period	1/11/2022 - 28/2/2023	15/3/2023
The 9th reporting period	1/3/2023-31/5/2023	15/6/2023
The 10th reporting period	1/6/2023-31/8/2023	30/9/2023

In accordance with Art 7.3 of the Partnership Agreements, Internal reports on activities related to completed intellectual outputs shall be delivered by the beneficiaries to the Head coordinator, for purposes of his preparing the Progress/Interim and Final report. The schedule for completing intellectual outputs is the following:

Type of the report	Deadline for submission of the reports by the beneficiary to the coordinator
Financial and narrative <b>Template 2</b> report <b>IO 1 - Review of the Best Practices on Educating Sustainability and Heritage</b> 15/11/2020-01/02/2021	30/3/2021
Financial and narrative <b>Template 2</b> report <b>IO 2 - Questionnaire for the State of the Art</b> 24/01/2021-03/05/2021	03/6/2021
Financial and narrative <b>Template 2</b> report <b>IO 3 - Statements for Teaching through Design for Sustainability of the Built Environment and Heritage Awareness</b> 15/02/2021-17/09/2021	17/10/2021
Financial and narrative <b>Template 2</b> report <b>IO 4 - HERSUS Sharing Platform</b> 15/11/2020-15/08/2023	31/08/2023
Financial and narrative <b>Template 2</b> report <b>IO 5 - Book of courses</b> 15/08/2021-15/03/2023	15/04/2023
Financial and narrative <b>Template 2</b> report <b>IO 6 - International handbook for students on Research and Design for the Sustainability of Heritage</b> 16/08/2021-22/05/2023	22/06/2021

For the purpose of reporting by the Coordinator to the NA, progress/interim and final reporting forms have to be filled in and submitted in a timely manner.

Type of the report	Deadline for submission of the reports by the coordinator to the NA	Deadline for submission of the reports by the beneficiary to the coordinator

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

The progress report on the implementation of the project	(at the latest) half-way through the eligibility period, on 31/03/2022	at the latest 10 days before 28/2/2022
Final report	31/10/2023	30/9/2023

**5 INTERNAL REPORTS –FINANCIAL AND NARRATIVE REPORTING**

In accordance with Art. 7.2 of the Partnership Agreements, financial reports shall be prepared on a quarterly basis.

The **Internal Financial Reports** show the costs incurred during the reporting period for the conducted TPM, LTT, and ME events, and for particular IOs created partially or completely during the given period (Template 1), and for PM&I (Template 2).

All quarterly reports related to TPM, ME, LTT (Template 1), and all quarterly reports related to PM&I (Template 2) done by "the beneficiary"/Consortium partners (CP) and the "Coordinator" will be collected by the Coordinator of HERSUS and included in the Progress/Interim Report – to be submitted to the National Erasmus+ Agency half-way through the eligibility period at the latest, half-way through the eligibility period, on 31/03/2022, and the Final Report (to be submitted to the National Erasmus+ Agency until 30/9/2023).

According to the Article 7.2 of the Partnership Agreement, each partner shall send quarterly financial reports before due dates together with the supporting documents electronically to the e-mail address: [hersus@arh.bg.ac.rs](mailto:hersus@arh.bg.ac.rs) or at joint OneDrive folder.

Introductory information relevant for quarterly reporting will be noted in Tables 1, 2, 3 and 4:

**Table 1.** Staff cost per day for intellectual outputs

Partner No - P1, P2, P3, P4, P5	Management	Researchers, teachers, trainers	Technical staff	Administrative staff
<b>P1 Serbia</b>	88 EUR	74 EUR	55 EUR	39 EUR
<b>P2 Italy</b>	280 EUR	214 EUR	162 EUR	/
<b>P3 Cyprus</b>	164 EUR	137 EUR	102 EUR	/
<b>P4 Greece</b>	164 EUR	137 EUR	102 EUR	/
<b>P5 Spain</b>	164 EUR	137 EUR	102 EUR	/

**Table 2.** Unit cost for travel between project partners

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

Partner No - P1, P2, P3, P4, P5	P1 Belgrade Venue	P2 Venice Venue	P3 Nicosia Venue	P4 Thessaloniki Venue	P5 Seville Venue
<b>P1 Belgrade</b> Sending Organization		275 EUR	275 EUR	275 EUR	360 EUR
<b>P2 Venice</b> Sending Organization	275 EUR		275 EUR	275 EUR	275 EUR
<b>P3 Nicosia</b> Sending Organization	275 EUR	275 EUR		275 EUR	530 EUR
<b>P4 Thessaloniki</b> Sending Organization	275 EUR	275 EUR	275 EUR		360 EUR
<b>P5 Seville</b> Sending Organization	360 EUR	360 EUR	360 EUR	360 EUR	

**Table 3.** Unit cost for individual support project partners

Partner No - P1, P2, P3, P4, P5	P1 Belgrade Venue	P2 Venice Venue	P3 Nicosia Venue	P4 Thessaloniki Venue	P5 Seville Venue
<b>P1 Belgrade</b> Sending Organization		290 EUR	290 EUR	290 EUR	212 EUR
<b>P2 Venice</b> Sending Organization	212 EUR		290 EUR	290 EUR	212 EUR
<b>P3 Nicosia</b> Sending Organization	212 EUR	290 EUR		290 EUR	212 EUR
<b>P4 Thessaloniki</b> Sending Organization	212 EUR	290 EUR	290 EUR		212 EUR
<b>P5 Seville</b> Sending Organization	212 EUR	290 EUR	290 EUR	290 EUR	

**Table 4.** Unit cost for transnational project meetings (TPM) per participant

Partner No - P1, P2, P3, P4, P5	P1 Belgrade Venue	P2 Venice Venue	P3 Nicosia Venue	P4 Thessaloniki Venue	P5 Seville Venue
---------------------------------	-------------------	-----------------	------------------	-----------------------	------------------

**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education  
HERSUS**

Project Reference: 2020-1-RS01-KA203-065407

<b>P1 Belgrade</b>		575 EUR	575 EUR	575 EUR	760 EUR
<b>P2 Venice</b>	575 EUR		575 EUR	575 EUR	760 EUR
<b>P3 Nicosia</b>	575 EUR	575 EUR		575 EUR	760 EUR
<b>P4 Thessaloniki</b>	575 EUR	575 EUR	575 EUR		760 EUR
<b>P5 Seville</b>	760 EUR	760 EUR	760 EUR	760 EUR	

**5.1 Template 1 – Internal financial and narrative reporting for reporting on TPM, ME and LTT, and for IOs**

The respective reporting will be conducted on an internal level, in accordance with the Art 7.2 of the Partnership Agreements (PAs) and in accordance with Annex 4 of the PAs.

HERSUS project financial report Template 1 for Internal Financial Reports of all Consortium partners, beneficiaries, include reporting of all events – meetings as well as IOs that were conducted or completed during the given period, and have to be submitted regularly by all consortium partners, so that they are available for making the sum-up report for the given period.

Note: Template 1 will be accommodated to the events and IOs planned for the latter reporting periods. If more TPM, ME, IOs are conducted during the forthcoming reporting periods, additional tables/rows should be added.

The tables within Template 1 should be filled in within the financial statement and the supporting documents should be sent together with the tables. The narrative part should also be written within the particular table.

**Annex 1: TIMESHEET**

**The Project manager fills the Timesheet for each participant for his/her work on intellectual outputs, on a monthly basis, for the period equal to the duration of the reporting period.**

The Timesheets must be signed by the person performing the activity and signed and stamped by the person responsible (e.g. rector, dean) in the institution of that person. If the same member of staff performs different categories of tasks (Manager, RTT, Technical, Administrative) for the creation of either one or more intellectual outputs in the given period, all of them shall be recorded in the same Timesheet.

Project Management and Implementation can be recorded in the Timesheet only if PM&I is related to a certain Intellectual Output (IO), and only as much as is accorded with the proposed PM&I days for that IO in Annex II of the Grant Agreement.

Timesheets must be in accordance with proposed days for certain activities in the frame of individual IOs (as stipulated in the Annex II of the Grant Agreement) while taking into account the number of the proposed days for a particular IO by Annex II, which were already used during the reporting period in question.

The timesheet will serve for a short sum-up of the activities during the creation of a given IO, while the Narrative part of the Template 1, which is devoted to that IO should contain a detailed description of activities related to the creation of the given intellectual output.

**5.2 Template 2 – Internal financial and narrative reporting template for PM&I reporting**

PM&I reporting Template 2 will be presented in regard to the First reporting period – 01.11.2020-28.02.2021, in its two versions – a) one related to the Coordinator who receives a monthly gross amount of 500 EUR for PM&I, and b) another



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

related to partner institutions, which receive a monthly gross amount of 250 EUR. The same samples will be used for forthcoming periods as well.

PM&I reporting will also be conducted on a regular basis, in accordance with Art 7.2 of the Partnership Agreements (PAs) and in accordance with Annex 4 of the PAs.

### 5.3 Template 3 – Financial and Narrative Reporting Template for on Completed Intellectual Outputs

Partnership Agreements (PA) require in their Annex IV, the use of reporting templates for completing intellectual outputs, scheduled as proposed by Art. 7.3 of the PAs (as noted in the table below).

This document describes procedures for financial reporting for the completed HERSUS Intellectual Outputs.

Due dates of the narrative and financial reports for intellectual outputs, according to the Partnership Agreements, Art. 7.3, are specified in the table below:

Type of the report	Deadline for submission of the reports by the beneficiary to the coordinator
Financial and narrative <b>Template 2</b> report <b>IO 1 - Review of the Best Practices on Educating Sustainability and Heritage</b> 15/11/2020-01/02/2021	30/3/2021
Financial and narrative <b>Template 2</b> report <b>IO 2 - Questionnaire for the State of the Art</b> 24/01/2021-03/05/2021	03/6/2021
Financial and narrative <b>Template 2</b> report <b>IO 3 - Statements for Teaching through Design for Sustainability of the Built Environment and Heritage Awareness</b> 15/02/2021-17/09/2021	17/10/2021
Financial and narrative <b>Template 2</b> report <b>IO 4 - HERSUS Sharing Platform</b> 15/11/2020-15/08/2023	31/08/2023
Financial and narrative <b>Template 2</b> report <b>IO 5 - Book of courses</b> 15/08/2021-15/03/2023	15/04/2023
Financial and narrative <b>Template 2</b> report <b>IO 6 - International handbook for students on Research and Design for the Sustainability of Heritage</b> 16/08/2021-22/05/2023	22/06/2021

Financial reports in Template 3 show the costs for particular intellectual outputs incurred during their full proposed period of completion, in accordance with Annex II of the Grant Agreement.

The following tables should be filled out within the referred financial reports, and the supporting documents should be sent together with the tables. The narrative reports will be written in the particular table.

All particular reports of CP related to the completion of a particular intellectual output (IO), will be fused into one complete financial and narrative report on the respective IO.



## Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education HERSUS

Project Reference: 2020-1-RS01-KA203-065407

### 6 OWNERSHIP AND PROPERTY RIGHTS

The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the project, shall be vested in the beneficiaries, in compliance with the Grant Agreement.

If the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses, as specified in the Grant Agreement.

### 7 USE OF IT TOOLS

#### 6.1 Mobility Tool+

According to Article I.9 of the Grant Agreement, the coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project, and to complete and submit the Interim report and Final report.

#### 6.2 Erasmus+ Project Results Platform

The coordinator must input the deliverables of the Project in the Erasmus+ Project Results Platform (<http://ec.europa.eu/erasmus-plus/projects/>), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in the Erasmus+ Project Results Platform by the time of its submission.