

Dear Partners,

Even if the Erasmus+ program does not expressly ask for them, I consider that they are sufficient to keep a trace of our activity during the implementation of the project. Different forms can be accepted as long as the information in the documents has complete information (for example. Venue, period, name and surname of the participant, activity, etc.).

<p>Transnational project meeting (management meeting) TPM activities !</p>	<ul style="list-style-type: none"> - Declaration relationship - TPM.docx - this document must contain the names of the participants in all 5 TPM meetings. Normally, those who will participate (even online) must be part of the project implementation team. This document can be issued at the end of the project; - Individual attendance certificate – TPM.docx – this document is issued to each participant after a TPM meeting in physical format by the host organization; - Template attendance list - TPM.docx - this document is issued after each TPM meeting (both in physical and online format) by the organization responsible for the event; - Agenda of the event – responsible is the host organization; - Foto & Press release - responsible is the host organization; - Meeting minute - responsible is the host organization;
<p>Transnational or national learning/teaching/training activities LLTA Activities</p>	<ul style="list-style-type: none"> - Template attendance list - LTTA.docx – this document is issued after each meeting (both in physical and online format) by the organization responsible for the event; - Template individual attendance certificate or declaration - LTTA.docx - this document is issued to each participant after each meeting in physical format by the host organization; - Agenda of the event / program – responsible is the host organization; - Foto & Press release - responsible is the host organization; - course support/materials used in the learning/training activity/activity report (specific to experience exchanges).
<p>Disemination events & seminars !</p>	<ul style="list-style-type: none"> - Template attendance list - ME.docx - this document is issued after each event by the organization responsible for the event; !!! ATTENTION on the number of minimum participants !; - Agenda of the event – responsible is the host organization;# - Foto & Press release - responsible is the host organization;
<ul style="list-style-type: none"> - Producing project results (methodologies, guides, software applications, curriculum, games, quizzes, studies, etc.) - Personnel costs (salaries) 	<ul style="list-style-type: none"> - Timesheet -Cul-Mar-Skills 2024.xlsx – Please use this document ! - monthly - Summary - Cul-Mar-Skills.xlsx – Please use this document ! – for the project - Use Working hours (60 EUR/hour for results & 70 EUR/hour if you plan to pay people from the project management budget). !!! correlate the workload with the main budget; - If a person has a workload for Manager & Researcher, separate timesheets will be used; - Please pay attention to the correlation of the monthly hours with the yearly & summary. - Monthly timesheets must be signed also by the legal representative.
<p>Visibility of the Erasmus+ project/programme</p>	<ul style="list-style-type: none"> - the materials made to ensure the visibility of the project

For any other questions I am at your disposal!