



585687-EPP-1-2017-1-PT-EPPKA2-CBHE-JP

OA5.1.1 – Meeting Documentation & Management Plan

Developed by IPP and IFG
October 2021



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

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1. INTRODUCTION

LAPASSION (Latin-America Practices and Soft Skills for an Innovation Oriented Network) is a project from the program Erasmus+ within the line KA2 – Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education (reference 585687-EPP-1-2017-1-PT-EPPKA2-CBHE-JP). It involves partners from Portugal, Finland, Spain, Brazil, Uruguay, and Chile. LAPASSION consortium has as motivation to create a unique solution to address different problems affecting youth in HEI, helping students to obtain a better training in terms of innovation, soft skills, and internationalization. This solution is obtained by LAPASSION MP/I (Multidisciplinary Projects/Internships) for students' teams to help them to co-create, and co-develop projects proposed by enterprises and other organizations, or to accelerate innovative ideas in an international context involving students from several countries.

The aim of LAPASSION is to increase the innovation culture of HEI and the connection with Enterprises/Organizations (E/O) with impact in Employability, and Internationalization. This aim is pursued by implementing multidisciplinary projects/internships(MP/I) for co-creation, co-development, and acceleration of innovative ideas, integrated in the educative project of the involved institutions. MP/I will be implemented by means of students' teams involving students with different backgrounds, different graduation levels, and from different countries, and solving challenges posed by E/O.

1.1 Consortium of LAPASSION

LAPASSION is a consortium with 15 partners, including 13 Higher Education Institutions (4 from Europe and 9 from Latin America), 1 Association of Enterprises from Portugal, and 1 Council of the Federal Institutes from Brazil. The list of the partners is the following:

- Polytechnic of Porto (IPP, Portugal)
- Tampere University of Applied Sciences (TAMK, Finland)
- University of Vigo (UVIGO, Spain)
- University of Salamanca (USAL, Spain)
- Federal Institute Riograndense (IFSUL, Brazil)
- Federal Institute of Triângulo Mineiro (IFTM, Brazil)
- Federal Institute of Goiás (IFG, Brazil)
- Federal Institute of Maranhão (IFMA, Brazil)
- Federal Institute of Amazonas (IFAM, Brazil)

University of the Republic of Uruguay (UDELAR, Uruguay)

Technological University of Uruguay (UTEC, Uruguay)

Foundation of Professional Institute (DUOC, Chile)

Catholic University of Chile (PUC, Chile)

Association of Enterprises of Portugal, Commerce and Industry Chamber (AEP, Portugal)

Council of Federal Institutes of Brazil (CONIF, Brazil)

IPP is the coordinator institution of the project.



Figure 1 - LAPASSION partners in Latin America and Europe

1.2 Workpackages of LAPASSION

LAPASSION involves the following Workpackages:

WP1 – Preparation and Training for Multidisciplinary Projects/Internships (MP/I)

WP2 – Development of MP/I

WP3 –Quality Planning & Control (QP&C)

WP4 –Communication Plan, Dissemination and Exploitation Strategy

WP5 – Management

Management is clearly essential for the good operation of the project. For this reason several Management Meetings were organized during the project. A total of 7 presential meetings were expected for the cities of João Pessoa (Brazil) at the end of 2017, Pontevedra (Spain) and Tampere (Finland) in 2018, Porto (Portugal) and Montevideo (Uruguay) in 2019, and Brasília (Brazil) and Porto (Portugal) at the end of the project expected for 2020. Things run as planned till the meeting of

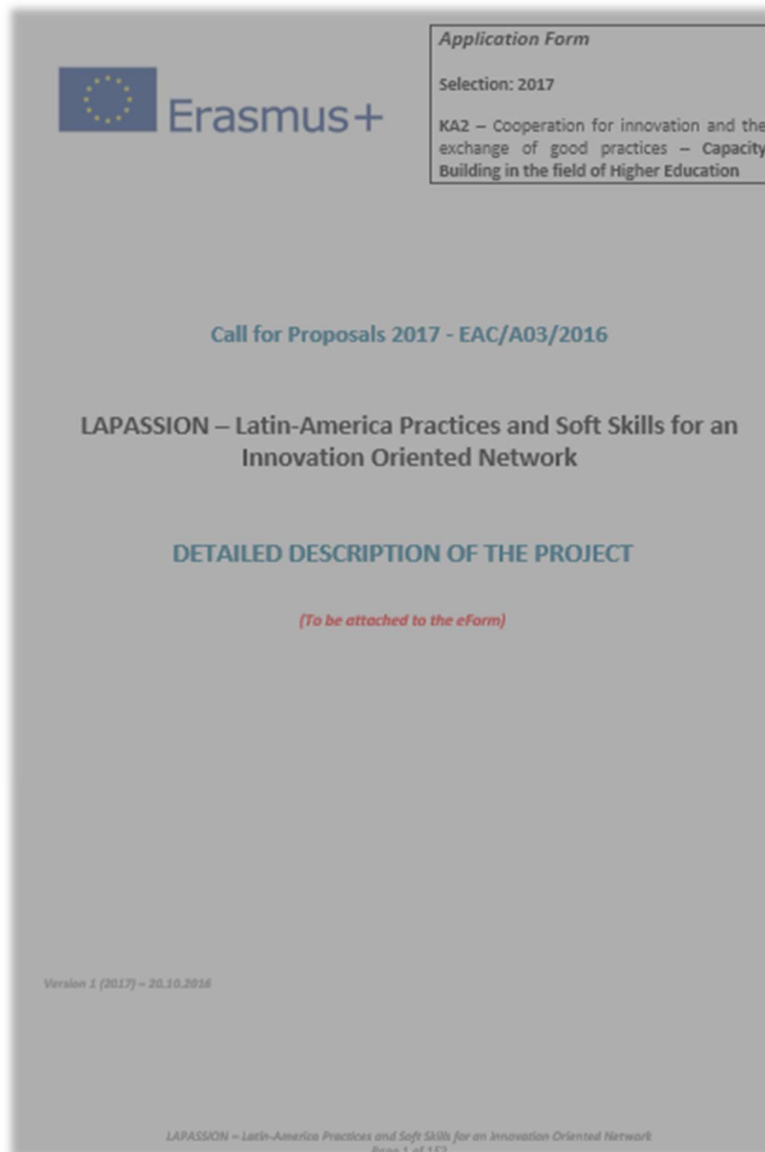
Montevideo, at the end of 2019. However, the coronavirus pandemic impacted LAPASSION project after the beginning of March 2020, and some development projects have even been moved from presential to remote/online during the second or third weeks of the projects, other two editions of development projects for students were cancelled, and Management meetings of 2020 have to be organized online. The project was extended, and after these two meetings online in 2020 and 2021 it was still possible to organize a final Management meeting in September 2021 in Salamanca, when the intercontinental flights were more open to allow this final meeting. These changes were required to the project officer and authorized.

2. DOCUMENTATION AND PLANS FOR THE 1ST MANAGEMENT MEETING (JOÃO PESSOA)

LAPASSION has started on October 15, 2017, and the project was oriented to Latin America. It is important to remember that Higher Education Institutions in Latin America closes the academic year in the first half of December, starting an holiday season in which it will be very difficult to contact people and assume decisions. So there was a real need to organize a Management Meeting in 2017. The meeting was held in João Pessoa, in the state of Paraíba, Brazil, collocated with REDITEC from 20 to 24 of November, 2017. REDITEC is the big annual event of the managers of the network of Federal Institutes of Brazil. The event is organized by the Council of Rectors of the Federal Institutes (CONIF), partner of the project, and involves 38 Federal Institutes and more 3 other institutions, with more than 1000 participants, what was also good for the initial promotion of the project.

Being very close from the beginning of the project the first management meeting was an opportunity for the partners to know each other and to know more in detail the project. Some partners participated in some parts of the proposal, but the complete view was clearly missing for some of them. Thus the decision to explain the project in detail was important for this meeting, and to understanding all mechanisms involved in an Erasmus+ CBHE projects.

The detailed project description was one of the documents used in this first meeting. It is a document with 152 pages, too detailed, but it is important that partners understand the important parts of the project proposal, since it is an annex to the Grant Agreement, being a document to be followed for the monitoring and control of the project.



Erasmus+

Application Form

Selection: 2017

KA2 – Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education

Call for Proposals 2017 - EAC/A03/2016

LAPASSION – Latin-America Practices and Soft Skills for an Innovation Oriented Network

DETAILED DESCRIPTION OF THE PROJECT

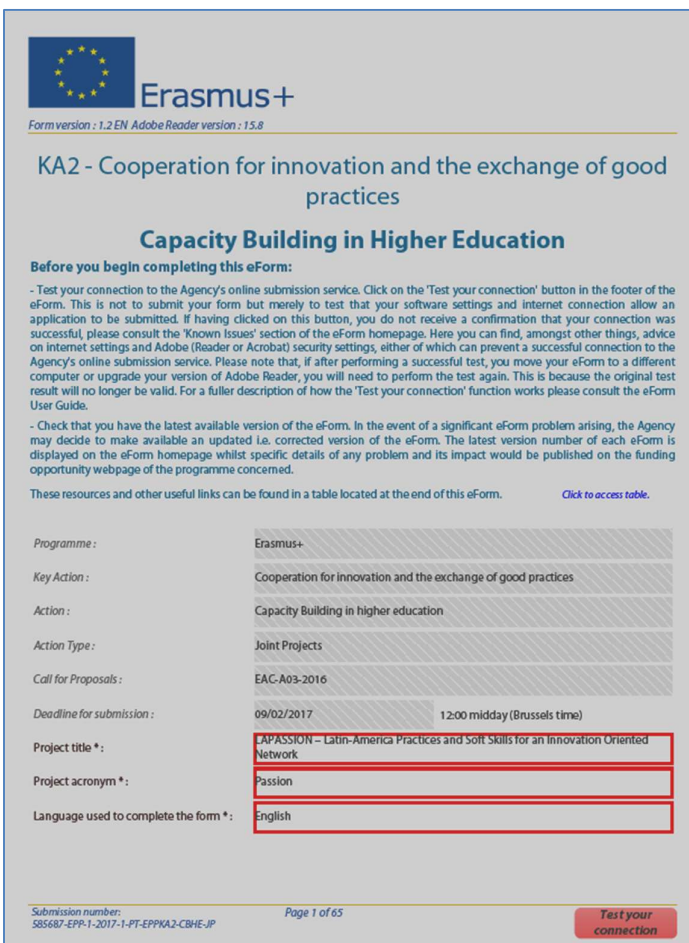
(To be attached to the eForm)


Version 1 (2017) – 20.10.2016

LAPASSION – Latin-America Practices and Soft Skills for an Innovation Oriented Network
Page 1 of 152

Figure 2 - LAPASSION Detailed Project Description

Another important document is the LAPASSION application form with some additional information from partners.



 **Erasmus+**

Form version : 1.2 EN Adobe Reader version : 15.8

KA2 - Cooperation for innovation and the exchange of good practices

Capacity Building in Higher Education

Before you begin completing this eForm:

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was successful, please consult the 'Known Issues' section of the eForm homepage. Here you can find, amongst other things, advice on internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency's online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the 'Test your connection' function works please consult the eForm User Guide.
- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e. corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.

These resources and other useful links can be found in a table located at the end of this eForm. [Click to access table.](#)

Programme :	Erasmus+
Key Action :	Cooperation for innovation and the exchange of good practices
Action :	Capacity Building in higher education
Action Type :	Joint Projects
Call for Proposals :	EAC-A03-2016
Deadline for submission :	09/02/2017 12:00 midday (Brussels time)
Project title * :	LAPASSION - Latin-America Practices and Soft Skills for an Innovation Oriented Network
Project acronym * :	Passion
Language used to complete the form * :	English

Submission number: 585687-EPP-1-2017-1-PT-EPPKA2-CBHE-JP Page 1 of 65

[Test your connection](#)

Figure 3 - LAPASSION Application Form

The Financial Statements Spreadsheet is another very important document that goes together with all project execution, first as a planning for the expenses necessary for the project, and after as a financial execution tool for the project. Versions of this document will follow the intermediate and final reports. It is divided in several spreadsheets: Overview; Staff Costs; Travel & Stay Costs; Equipment Costs; Subcontracting costs; Subcontracting Costs; Co-funding; and Breakdown & Project Funding. Everything from the proposal planned expenses is detailed, and changes need to be required and authorized by the project officer. Each heading cannot be exceeded in more than 10% without the budget restructuring that needs to be required to EACEA agency.



Key Action 2: Cooperation for innovation and the exchange of good practices
Capacity Building in the field of higher education

Before completing this table please read carefully the instructions available on: CALL FOR PROPOSALS 2017 – EAC/A03/2016 – Erasmus+ Programme (C2016/386/09) Programme guide and instructions for applicants										
Action	Joint Project									
Duration number of months	36									
Project Acronym	LAPASSION									
Project Title	LAPASSION – Latin-America Practices and Soft Skills for an Innovation Oriented Network									
EU GRANT REQUESTED FROM THE EUROPEAN UNION (in EUR)										
1. Staff Costs	251 360,00	Cannot exceed 40% of total A.								
2. Travel Costs	222 090,00									
3. Costs of Stay	444 360,00									
4. Equipment Costs	0,00	Cannot exceed 30% of total A.								
5. Subcontracting Costs	81 500,00	Cannot exceed 10% of total A.								
A. Grant for Project Activities	999 310,00	Should be equal or above EUR 500.000,00 and cannot exceed EUR 1.000.000,00								
B. Additional Grant for Special Mobility	0,00	Value cannot exceed 80% of total A.	Students from Partner Countries	0,00	Number of	0	Students from Programme C	0,00	Participants	0
			Staff from Partner Countries	0,00			Staff from Programme C	0,00		
Total Grant requested from the European Union	999 310,00									
DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)										
Partners	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility	Total Costs (in EUR)
P1	Polytechnic of Porto (IPP, partner P1)	Portugal	Programme Country	40 280,00	37 300,00	67 480,00	-	14 500,00	-	159 560,00
P2	Tampere University of Applied Sciences (TAMK, partner P2)	Finland	Programme Country	33 440,00	20 300,00	33 320,00	-	6 000,00	-	93 060,00
P3	University of Vigo (UVIGO, partner P3)	Spain	Programme Country	22 835,00	23 060,00	32 340,00	-	5 000,00	-	83 235,00
P4	University of Salamanca (USAL, partner P4)	Spain	Programme Country	21 525,00	16 740,00	27 300,00	-	7 000,00	-	72 565,00
P5	Federal Institute Sul Rio-grandense (FISul, partner P5)	Brazil	Partner Countries	12 330,00	10 360,00	25 480,00	-	5 000,00	-	53 830,00
P6	Federal Institute of Triângulo Mineiro (IFTM, partner P6)	Brazil	Partner Countries	12 330,00	10 170,00	31 500,00	-	5 000,00	-	59 060,00
P7	Federal Institute of Goiás (IFG, partner P7)	Brazil	Partner Countries	12 330,00	10 255,00	31 500,00	-	5 000,00	-	59 145,00
P8	Federal Institute of Maranhão (IFMA, partner P8)	Brazil	Partner Countries	12 330,00	12 575,00	25 480,00	-	5 000,00	-	55 445,00
P9	Federal Institute of Amazonas (IFAM, partner P9)	Brazil	Partner Countries	12 330,00	11 210,00	25 480,00	-	5 000,00	-	54 080,00
P10	University of the Republic of Uruguay (UDEAR, partner P10)	Uruguay	Partner Countries	14 330,00	13 835,00	34 860,00	-	5 000,00	-	68 145,00
P11	Technical University of Uruguay (UTEC, partner P11)	Uruguay	Partner Countries	12 330,00	11 415,00	30 660,00	-	4 000,00	-	58 465,00
P12	Foundation of Professional Institute (DUOC, partner P12)	Chile	Partner Countries	14 730,00	14 275,00	31 500,00	-	5 000,00	-	65 565,00
P13	Catholic University of Chile (PUC, partner P13)	Chile	Partner Countries	11 130,00	11 655,00	26 460,00	-	4 000,00	-	53 305,00
P14	Association of Enterprises of Portugal (AEP, partner P14)	Portugal	Programme Country	10 630,00	9 600,00	8 400,00	-	3 000,00	-	31 630,00
P15	Council of Rectors of Federal Institutes (CONIF, partner P15)	Brazil	Partner Countries	7 880,00	8 080,00	12 600,00	-	3 000,00	-	31 560,00
P16				-	-	-	-	-	-	-

Figure 4 - LAPASSION Financial Statements file

Responsibilities of the partners are also established by means of the Declaration of Honour (for IPP), and the Mandates (from all other partners).

The Grant Agreement establishes the responsibilities assumed by the funding agency and the project coordinator (IPP) mandated by other partners of the project. Each partner will need to sign a partnership agreement with IPP, and a mode for this partnership agreement was analysed.

During the meeting, and after a general presentation of the project, the responsibilities of each partner were made clear one by one.

Presentation of LAPASSION partners

- Instituto Politécnico do Porto (IPP, Portugal)
- Tampere University of Applied Sciences (TAMK, Finland)
- Universidade de Vigo (UVIGO, Spain)
- Universidad de Salamanca (USAL, Spain)
- Instituto Federal Sul Riograndense (IFSUL, Brazil)
- Instituto Federal do Triângulo Mineiro (IFTM, Brazil)
- **Instituto Federal de Goiás (IFG, Brazil)** →
- Instituto Federal do Maranhão (IFMA, Brazil)
- Instituto Federal do Amazonas (IFAM, Brazil)
- Universidad de La República de Uruguay (UDELAR, Uruguay)
- Universidade Técnica de Uruguay (UTEC, Uruguay)
- Fundación do Instituto Profesional (DUOC, Chile)
- Universidade Católica do Chile (PUC, Chile)
- Associação Empresarial de Portugal, Câmara de Comércio e Indústria (AEP, Portugal)
- Conselho dos Reitores dos Institutos Federais do Brasil (CONIF, Brazil).

LA Responsible for WP1 (Preparation/Training)
LA Responsible for Preparation Toolkit
Participates in all WP
LA edition e-book LAPASSION Experience
Organizes 5th Preparation Meeting (sem 2 2019)
Receives MP/I in Goiânia (sem 1 2020)
Receives 10 students for MP/I + 20 own students
Sends 6 students for other LA MP/I

Figure 5 – Example with the main responsibilities of IFG in the project

For a good planning of the project 3 tables were created: one for the planned mobility of students to participate in development projects; one for the planned mobility of staff for preparation/training sessions; and one for the activities of LAPASSION in terms of meetings and development project.



Students in the Projects

Institution	Santiago 4-6/2018	São Luís 3-5/2019	Uberaba 3-5/2019	Montevide. 3-5/2019	Santiago 3-5/2020	Pelotas 3-5/2020	Goiânia 3-5/2020	Manaus 3-5/2020
IPP - Portugal	2	2	2	2	2	2	2	2
TAMK - Finland	2	2					2	2
UVIGO - Spain	2			2		2		
USAL - Spain	2		2		2			
IFSUL - Brazil	2			2		16		
IFTM - Brazil	2		16		2		2	
IFG - Brazil	2		2		2		20	
IFMA - Brazil	2	16						2
IFAM - Brazil	2	2						20
UDELAR - Uruguay	2	2		10		2		
UTEC - Uruguay	2		2	10		2		
DUOC - Chile	11			2	8		2	2
PUC - Chile	11			2	8		2	2
TOTAL FORA	22	8	8	10	8	8	10	10
TOTAL	44	24	24	30	24	24	30	30

Students involved – 230

Students in mobility – 84

Students of home institutions- 146

Figure 6 – Planning of Students Mobility

Staff Training Sessions

Institution	Porto	Santiago	São Luís	Uberaba	Montevide	Salamanca	Santiago	Pelotas	Goiânia	Manaus
	mar-18	may-18	oct-18	oct-18	oct-18	sept-19	nov-19	nov-19	nov-19	nov-19
IPP - Portugal	4	2	1	1	1	1	1	1	1	1
TAMK - Finland	1	1	1			1			1	1
UVIGO - Spain	1	1			1	1		1		
USAL - Spain	1	1		1		4	1			
IFSUL - Brazil	2	2			2	1		4		
IFTM - Brazil	2	2		4		1			2	
IFG - Brazil	2	2		2		1			4	
IFMA - Brazil	2	2	4			1				2
IFAM - Brazil	2	2	2			1				4
UDELAR - Uruguay	2	2			2	1		2		
UTEC - Uruguay	2	2			2	1		2		
DUOC - Chile	2	3	1	1		1	2	1	1	1
PUC - Chile	2	1				1	2			
AEP- Portugal	1	1		1	1	1				
CONIF-Brazil	1	1				1				
TOTAL	27	25	9	10	9	18	6	11	9	9

Figure 7 – Planning of Staff Mobility

Activities of LAPASSION



Period\Activ.	Management	Preparation & Training	Quality Control	Development
Nov. 2017	João Pessoa(BR) Kickoff meeting REDITEC			
1st sem 2018	Vigo (ES)	Porto (PT), Santiago (CL)	Santiago (CHI)	Santiago (CHI)
2nd sem 2018 e 1st sem 2019	Tampere (FI) Porto (PT)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)
2nd sem 2019 e 1st sem 2020	Montevideo (UY) Brasília (BR)	Salamanca (ES) Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)
2nd sem 2020	Porto (PT)			Distance Project (all countries)

Figure 8 – Planning of Meetings and Development projects

For a better understanding of the budget use of each partner tables were created with the values to consider in each budget heading.

Costs - UDELAR



Cost	Total Value (€)	What is?
Travel	13.895,00	20 staff meetings & 6 students (Latin-America) Based on Erasmus+ Distance Calculator 1100 € - Tampere (FI), Porto (PT), Vigo e Salamanca (ES) 530 € - João Pessoa (BR), São Luís (BR) 360 € - Goiânia (BR), Brasília (BR) 275 € - Santiago (CL), Brasília (BR), Uberaba (BR) 180 € - Pelotas (BR)
Stay	34.860,00	20 staff meetings/1 week & 6 students/10 weeks (Latin-America) Staff = 7*120€ = 840€/person Student = 3010 € /student
Subcontract.	5.000,00	Materials for Communication Plan, Dissemination & Exploitation (2500 €) + Expenses for Dissemination & Exploitation events (2500 €)
Staff	14.390,00	35 management staff days; 100 teacher/trainer/researcher staff days; 30 technical staff days; 20 administrative staff days
TOTAL	68.145,00	
Co-funding	9.000,00	Organization meeting (2000 €), materials and components (4000 €), travels for divulgation (3000 €)

Figure 9 – Budget use previewed for UDELAR in the project

Since a good part of the budget is due to travels and stay, and partners from Latin America are not used to apply unit costs mechanism, a table for all missions of each partner was created.

Type of Meeting	City Meeting	Dates	Staff/Student	n. people	support travel 1 p.	support stay 1 p.	Total Support 1 p	Total Support
Management - 1st	João Pessoa	2017-11	Staff	1	820	840	1660	1660
Management - 2nd	Vigo	2018-03	Staff	1	1100	840	1940	1940
Preparation - 1st	Porto	2018-03	Staff	2	1100	840	1940	3880
Development - 1st	Santiago	2018-04	Student	11	0	0	0	0
Preparation - 2nd	Santiago	2018-05	Staff	1	0	0	0	0
Quality Plan - 1st	Santiago	2018-06	Staff	1	0	0	0	0
Management - 3rd	Tampere	2018-09	Staff	1	1100	840	1940	1940
Development - 2nd-c	Montevideo	2019-03	Student	2	275	3010	3285	6570
Management - 4th	Porto	2019-06	Staff	1	1100	840	1940	1940
Preparation - 4th	Salamanca	2019-09	Staff	1	1100	840	1940	1940
Preparation - 5th-a	Santiago	2019-11	Staff	2	0	0	0	0
Management - 5th	Montevideo	2019-12	Staff	1	275	840	1115	1115
Development - 3rd-a	Santiago	2020-03	Student	8	0	0	0	0
Development - 3rd-c	Goiania	2020-03	Student	2	360	3010	3370	6740
Development - 3rd-d	Manaus	2020-03	Student	2	530	3010	3540	7080
Quality Plan - 3rd-a	Santiago	2020-04	Staff	1	0	0	0	0
Management - 6th	Brasília	2020-06	Staff	1	530	840	1370	1370
Management - 7th	Porto	2020-09	Staff	1	1100	840	1940	1940

Figure 10 – Travels and Stay for DUOC partner

3. DOCUMENTATION AND PLANS FOR THE 2ND MANAGEMENT MEETING (PORTO+PONTEVEDRA)

Since the 2nd Management Meeting was scheduled in the project proposal to be held by UVIGO and the 1st Preparation Meeting was scheduled to be held by IPP in close dates it was decided to join both meeting in both cities (Porto and Pontevedra), since the distance between both cities Porto and Pontevedra/Vigo) is just 170 km, so partners can know better the two institutions. Thus, from 26th to 28th of February 2018 the meeting was held in Porto, and then from 1st to 2nd of March it was held in Pontevedra.

The joint organization of the two meetings in both cities allowed things like the visit of all participants to Porto Design Factory and for sure a better empathy, usual in large groups of participants. It allowed to have moments where participants of both meetings goes together like in the presentation of the proposal for the first set of development projects for students to be held in Santiago (Chile) – LAPASSION@Santiago.



Figure 11 – Chilean partners, DUOC and PUC, presenting the plans for LAPASSION@Santiago, Porto/Pontevedra, February-March 2018

Since the multidisciplinary students teams' projects were something new for most of the partners some schemes have been created to explain the idea.

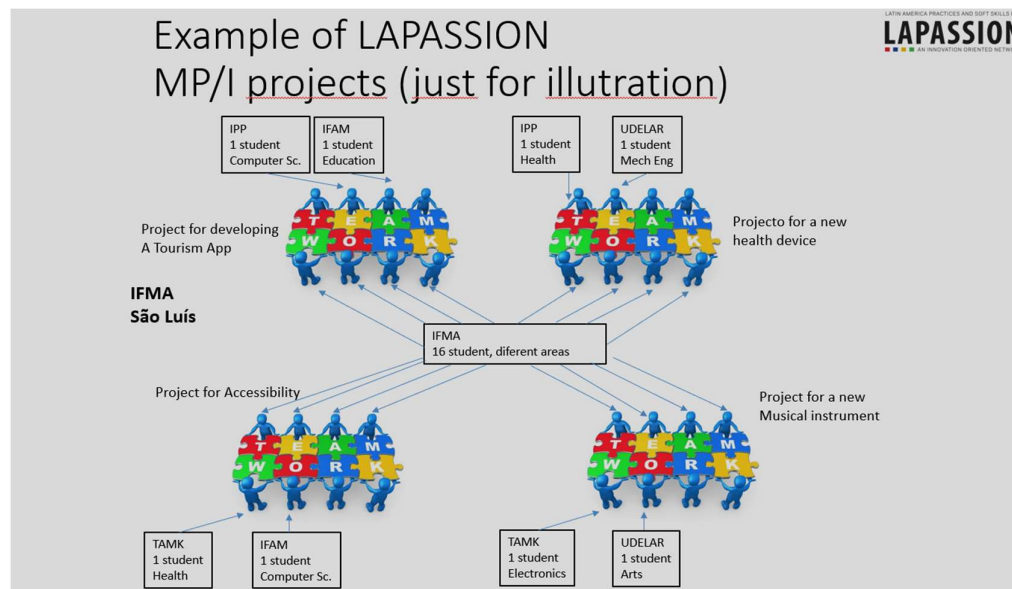


Figure 12 – Explaining the concept of Multidisciplinary projects for teams of students, Porto/Pontevedra, February-March 2018



Carlos Ramos (IPP) and Ruberley Souza (IFG) presented and shared with the participants in the meeting the material used during the kickoff meeting of newly selected Capacity Building in Higher Education (CBHE) Projects, organized by EACEA Agency in Brussels, from 29th to 30th January 2018 in which they participated.

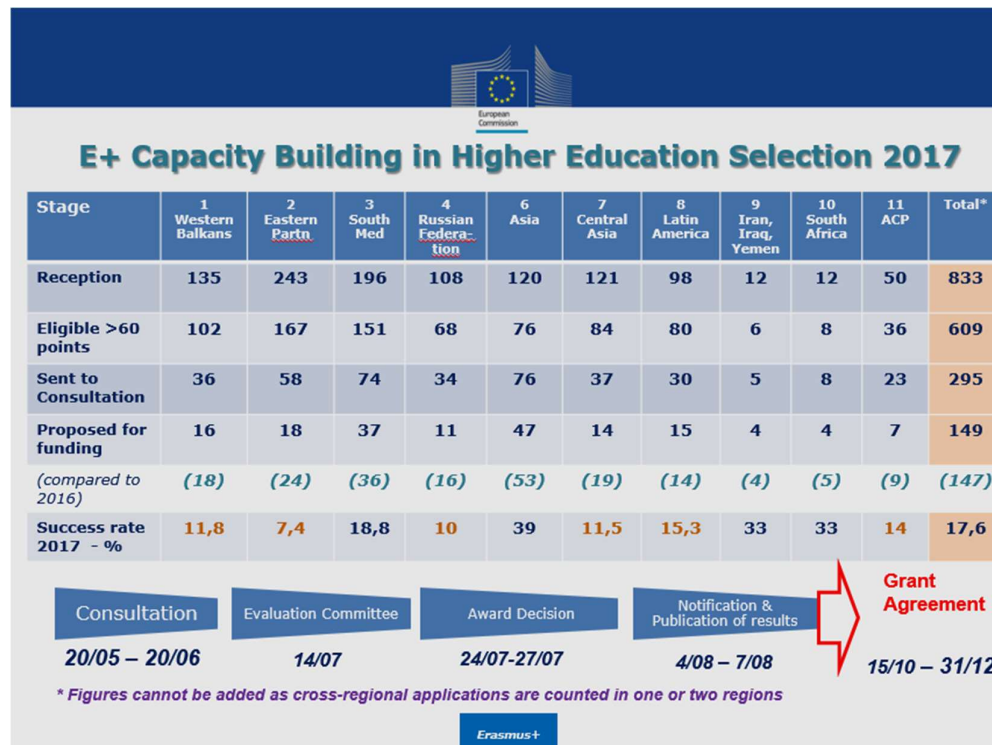


Figure 13 – A slide from Dorina Angelescu presentation during the kickoff meeting of newly selected Capacity Building in Higher Education (CBHE) Projects held in Brussels, 2018

Contractual Documents

Multi-Beneficiary Grant Agreement signed by the coordinating HEI on behalf of the partnership

Shared obligation of the partnership!

Support documents and guidelines for projects implementation available in the CBHE "Beneficiaries' Space"

Figure 14 – A slide from *Contractual Management of the Grant* presentation during the kickoff meeting of newly selected Capacity Building in Higher Education (CBHE) Projects held in Brussels, 2018

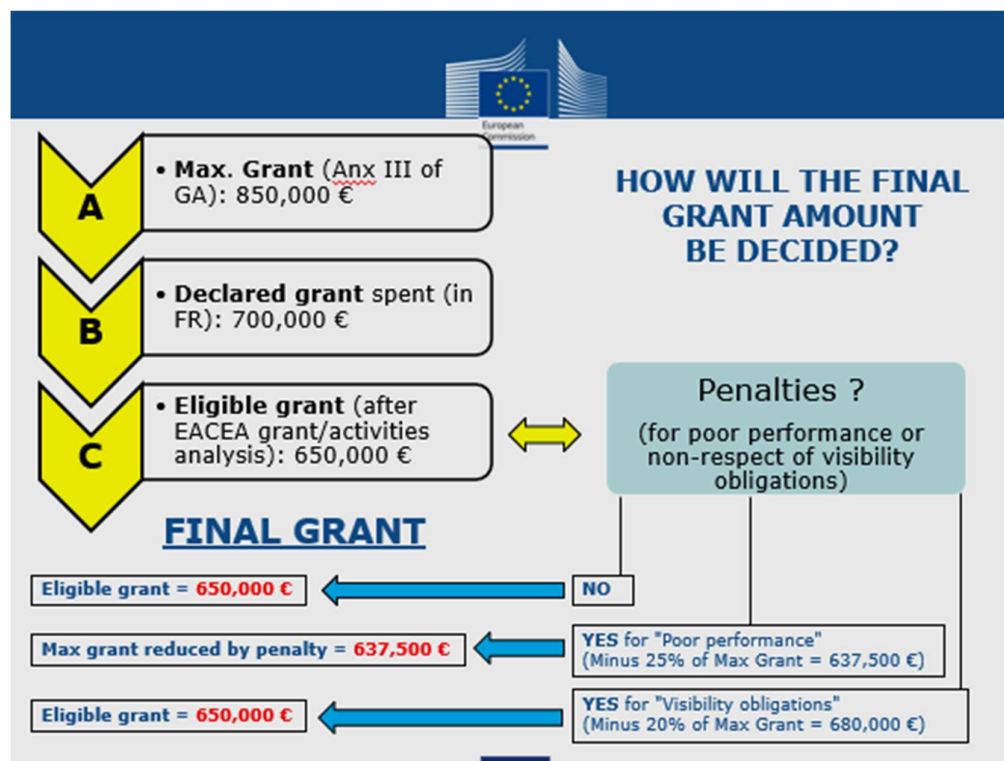


Figure 15 – A slide from *Financial Management of the Grant* presentation during the kickoff meeting of newly selected Capacity Building in Higher Education (CBHE) Projects held in Brussels, 2018



Figure 16 – A slide from Impact, Dissemination and Sustainability presentation during the kickoff meeting of newly selected Capacity Building in Higher Education (CBHE) Projects held in Brussels, 2018

4. DOCUMENTATION AND PLANS FOR THE 3RD MANAGEMENT MEETING (TAMPERE)

Due to the success of LAPASSION@Santiago the participants of the 3rd Management Meeting were confident about the impact of the practices promoted by the project. However, the future of LAPASSION had a new challenge. How to go from one edition with a set of multidisciplinary students teams' project to three editions in 2019? All learning from the Santiago edition was very important and was shared during this meeting. On the other hand, this Management meeting of Tampere, held from 24th to 29th of September 2018, was the last physical Management meeting before the Intermediate Technical Report, expected for the middle of April 2019. Thus, lots of work was expected.

The meeting was also an opportunity to know some of the most innovative structures of the University of Applied Sciences of Tampere (TAMK), namely Proakatemia and Y-Campus, where students apply methods that are used now in LAPASSION. To see these structures is always inspiring how happened with the bleachers of Y-Campus that inspired part of Fábrica de Inovação room in IFMA for receiving students for LAPASSION@SãoLuís.



Figure 17 – Bleacher structure in Y-Campus in Tampere that inspired parto f Fabrica de Inovação room for LAPASSION@SãoLuis, September 2018



Figure 18 – Fábrica de Inovação space in IFMA

It has not been referred before but the Agenda of the meetings and Minutes of the meetings are two essential documents for reporting the program and the results of the meetings.

Agenda: LAPASSION 3rd Management Meeting

Places: TAMK Proakatemia and Y-kampus, Tampere, Finland

Proakatemia, Address: Finlaysoninkuja 21 A, 33210 Tampere

Y-kampus, Address: Kuntokatu 3, 333520 Tampere

Agenda

24-Sep (Proakatemia)

01:00am – 04:00am (Proakatemia)

Welcome, Presentation of all participants of the Meeting, and Agenda

1 - Introduction and point of situation of LAPASSION (by Carlos Ramos)

2 – Proakatemia presentation (by Carita Prokki and TAMK Proakatemia Students)

3 – Assignment of participants for LAPASSION Preparation Sessions in 2018

4 – Assignment of Dates for the LAPASSION activities in the First semester of 2019
(Development of Multidisciplinary Projects and Quality Control in São Luis, Uberaba and
Montevideo, and 4th Management Meeting in Porto)

25-Sep (Y-kampus)

09:00am – 12:00am

5 – Y-kampus presentation and innovative experiences (by Tiina Koskiranta)

6 – Preparation of Progress Report of LAPASSION (Carlos Ramos)

7 – Activities' Outputs of the LAPASSION Workpackages

12:00am-01:30pm Lunch Interval

01:30pm-04:00pm

8 – Quality Plan & Control of LAPASSION project (Carlos Souto and Doris Fernandes)

9 – Quality Plan & Control of Students' Multidisciplinary Projects (Rosita de Lisi)

26-Sep (Proakatemia)

Figure 19 – Agenda of the Management Meeting (1st page)



Minutes of the Third Management of Project LAPASSION

Tampere, Finland

24th to 28th September 2018

The Management Meeting started with the welcome of Carita Prokki, Tiina Koskiranta, and Virpi Heinonen from TAMK in Proakatemia in the place where there is an unique Programme of Business and Administration where students create their own real Enterprises.

In this meeting the following participants were present:

Carlos Ramos (IPP)

Zita Vale (IPP)

Carita Prokki (TAMK)

Tiina Koskiranta (TAMK)

Virpi Heinonen (TAMK)

Carlos Souto Otero (UVIGO)

Maria Dolores Fernandez del Pozo (UVIGO)

Fernando de la Prieta (USAL)

Vinicius Martins (IFSUL)

Juliana Alves (IFTM)

Ruberley Souza (IFG)

Oneida Irigon (IFG)

Natilene Brito (IFMA)

José Pinheiro (IFAM)

Rosita de Lisi (UDELAR)

Alvaro Pena (UTEC)

Rodrigo Alvarez (DUOC)

Constanza Miranda (PUC)

Sónia Ferraz (AEP)

Roberto Gil Almeida (CONIF)

1 - Introduction and point of situation of LAPASSION

Carlos Ramos has presented the point of situation of LAPASSION. LAPASSION started on Oct 15, 2017 and will complete soon the first of 3 years of the project. The Schedule of the activities is

Figure 20 – Minutes of the Management Meeting (1st page)

Considering that this meeting is the last Management Meeting before the Intermediate Technical Report a document with information about the Progress Report was presented in detail.

Structure of the Progress Report	
Annex V	Declaration
	Narrative sections
	Statistics and Indicators
	Example showing how to fill in the tables of achieved/planned outcomes
	Table of achieved/planned results
	Check-list
Annex VI	CBHE 2015 – Annex VI - Financial Statements (Excel file) and Request for Payment (if applicable)

Also:
 - Electronic versions of the QA Plan, the "Dissemination and Sustainability Plan" and any other project output that may illustrate the activities implemented

Figure 21 – The structure of the Progress Report

The Quality Plan was approved and analysed in detail during the meeting.

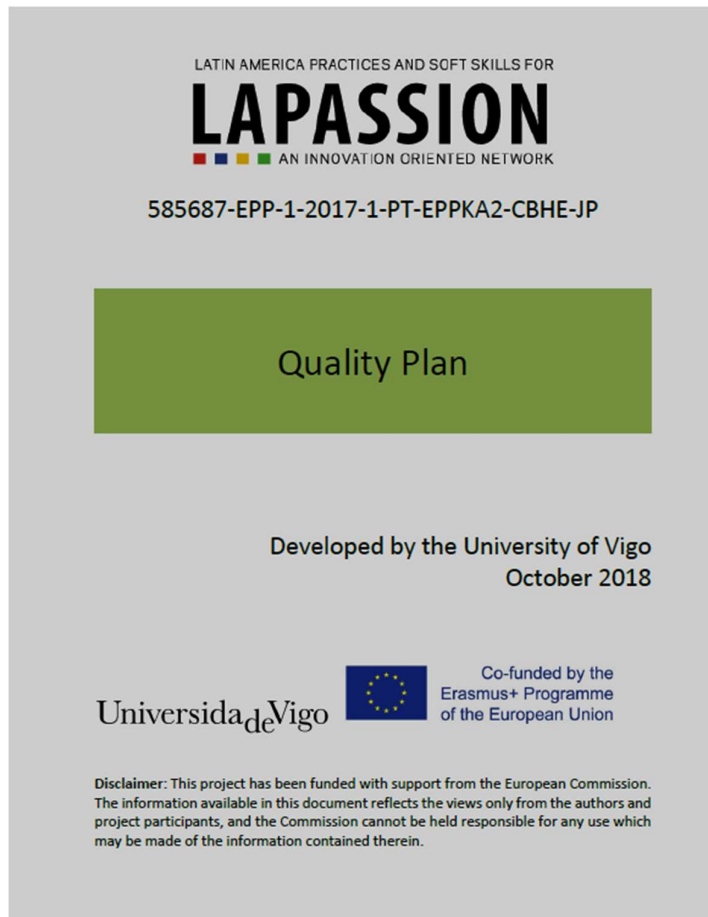


Figure 22 – LAPASSION Quality Plan

5. DOCUMENTATION AND PLANS FOR THE 4TH MANAGEMENT MEETING (PORTO)

This meeting happened some few months after the production of the Intermediate Technical Report and the execution of three parallel Development activities, corresponding to the editions of LAPASSION@Uruguay, LAPASSION@Uberaba, and LAPASSION@SãoLuís. With the success in these three editions of multidisciplinary students teams' projects LAPASSION has achieved the cruising speed, and now the consortium has a much better idea of problems that may happen, and how to handle them, so the consortium considered as very positive the experience till the meeting. On May 21st EACEA has sent the result of the evaluation of the Intermediate Technical Report, and it has been approved and qualified as "GOOD". The Statement of Costs was also analysed and approved and EACEA decided to transfer the second part of the budget with 40% of the total. This amount was already received by IPP.

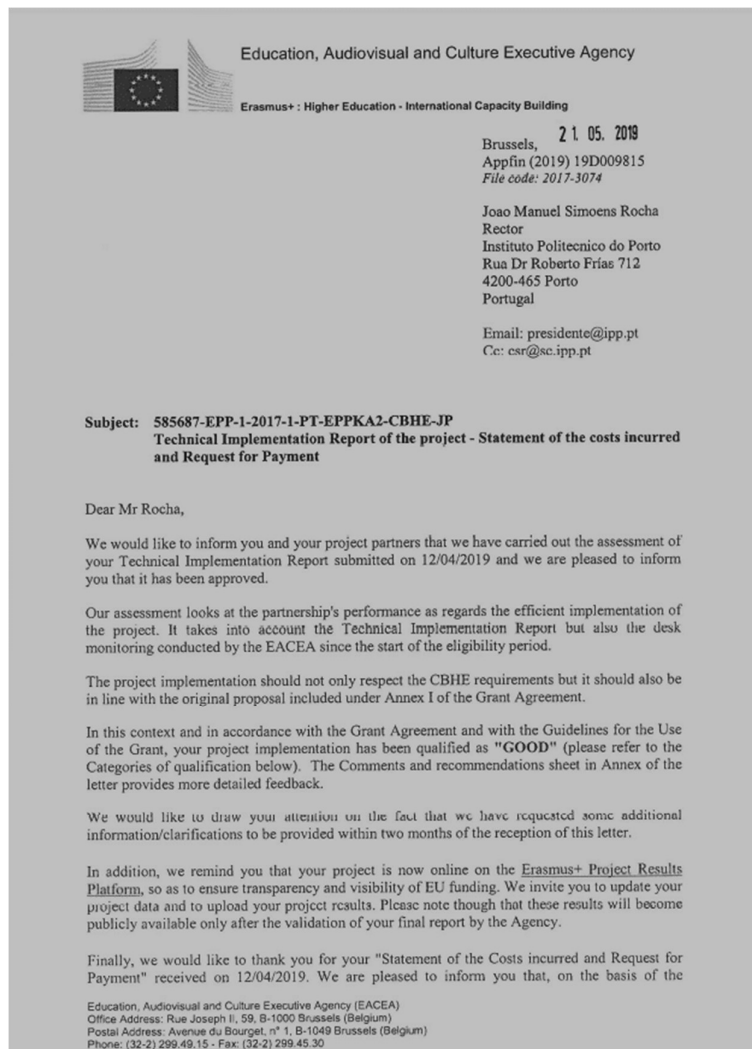


Figure 23 – Evaluation Report from EACEA relative to LAPASSION Intermediate Technica Report



7 - Current Situation of the Budget Documentation and Execution of LAPASSION, discussion about the reformulation of the Budget



DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)									
Partner N°	Name of Partner	Country	PRPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	Politecnico di Porto (PP, partner P1)	Portugal	Programme Countries	21 801,00	12 485,00	17 420,00	-	-	51 706,00
P2	Tampere University of Applied Sciences (TAMK, partner P2)	Finland	Programme Countries	19 057,00	6 560,00	10 220,00	-	-	35 837,00
P3	University of Vigo (UVIGO, partner P3)	Spain	Programme Countries	17 695,00	5 360,00	4 560,00	-	-	27 615,00
P4	University of Salamanca (USAL, partner P4)	Spain	Programme Countries	7 349,00	5 280,00	5 500,00	-	-	22 130,00
P5	Federal Institute of São Carlos (FSC, partner P5)	Brazil	Partner Countries	6 976,00	7 765,00	15 020,00	-	-	29 761,00
P6	Federal Institute of Triângulo Mineiro (FIM, partner P6)	Brazil	Partner Countries	8 648,00	5 635,00	12 500,00	-	1 952,91	28 735,91
P7	Federal Institute of Goiás (FEG, partner P7)	Brazil	Partner Countries	8 876,00	10 095,00	21 390,00	-	-	40 361,00
P8	Federal Institute of Maranhão (FIMA, partner P8)	Brazil	Partner Countries	9 817,00	10 355,00	19 360,00	-	1 759,99	41 331,99
P9	Federal Institute of Amazonas (FIAM, partner P9)	Brazil	Partner Countries	6 944,00	7 356,00	15 140,00	-	-	29 470,00
P10	University of the Republic of Uruguay (UDEAR, partner P10)	Uruguay	Partner Countries	8 725,00	6 305,00	12 740,00	-	-	27 770,00
P11	Technical University of Uruguay (UTEC, partner P11)	Uruguay	Partner Countries	8 261,00	4 530,00	12 140,00	-	-	25 331,00
P12	Foundation of Professional Institute (DUC, partner P12)	Chile	Partner Countries	11 459,00	4 940,00	4 200,00	-	8 325,24	29 964,24
P13	Catholic University of Chile (PUC, partner P13)	Chile	Partner Countries	9 701,00	5 030,00	4 680,00	-	7 054,53	26 465,53
P14	Association of Enterprises of Portugal (AEP, partner P14)	Portugal	Programme Countries	3 653,00	1 630,00	1 680,00	-	-	6 963,00
P15	Council of Rectors of Federal Institutes (CONF, partner P15)	Brazil	Partner Countries	3 926,00	4 375,00	5 160,00	-	-	13 461,00
TOTAL (not including point B. Additional Grant for Special Mobility Strand)									435 920,67

- Executed budget until April 15, 2019, and not considering Development projects of students (travel/stay of students, Staff costs, Subcontracting during the projects, etc)
- Costs not included from Oct 15, 2017 til April 15, 2019 can be included in the final budget
- Cost items were not validated by EACEA, they depend on supporting documents (staff sheets, boarding passes, travel reports, Invoices/receipts, staff contracts, etc)

Figure 24 – Point of situation of the Project Budget execution

The Planning of Meetings and Development projects allow a good visualization of the development of LAPASSION.

Period\Activ.	Management	Preparation & Training	Quality Control	Development
Nov. 2017	João Pessoa (BR) Kickoff meeting REDITEC			
1st sem 2018	Pontevedra (ES)	Porto (PT), Santiago (CL)	Santiago (CHI)	Santiago (CHI)
2nd sem 2018 and 1st sem 2019	Tampere (FI) Porto (PT)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)
2nd sem 2019 and 1st sem 2020	Montevideo (UY) Brasília (BR)	Salamanca (ES) Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)
2nd sem 2020	Porto (PT) + Salamanca (ES)			

Figure 25 – Planning of Meetings and Development projects

The Planning of Students Mobility Table and the Follow Up of Impacted Students table give us a better idea of the point of situation of the students' project execution.

Students in the Projects

Institution	Santiago 4-6/2018	São Luís 3-5/2019	Uberaba 3-5/2019	Montevide. 3-5/2019	Santiago 3-5/2020	Pelotas 3-5/2020	Goiania 3-5/2020	Manaus 3-5/2020
IPP - Portugal	2	2	2	2	2	2	2	2
TAMK - Finland	2	2					2	2
UVIGO - Spain	0	2		2		2		
USAL - Spain	2		2		2			
IFSUL - Brazil	2			2		16		
IFTM - Brazil	2		16		2		2	
IFG - Brazil	3		2		2		20	
IFMA - Brazil	4	17						2
IFAM - Brazil	2	2						20
UDELAR - Uruguay	2	2		15		2		
UTEC - Uruguay	2		2			2		
DUOC - Chile	9			2	8		2	2
PUC - Chile	7			2	8		2	2
TOTAL FORA	23	10+2	8	10	8	8	10	10
TOTAL	39	29	24	25	24	24	30	30

Students involved – 230 -> 225
 Students in mobility – 84 -> 87+2
 Students of home institutions- 146 -> 136
 Students from other Institutions- 0 -> 2 (IFAL, IFPE -> IFMA)

Figure 26 – The Planning of Students Mobility table is another useful tool for analysing the evolution of the mobilities

Follow up of Impacted Students

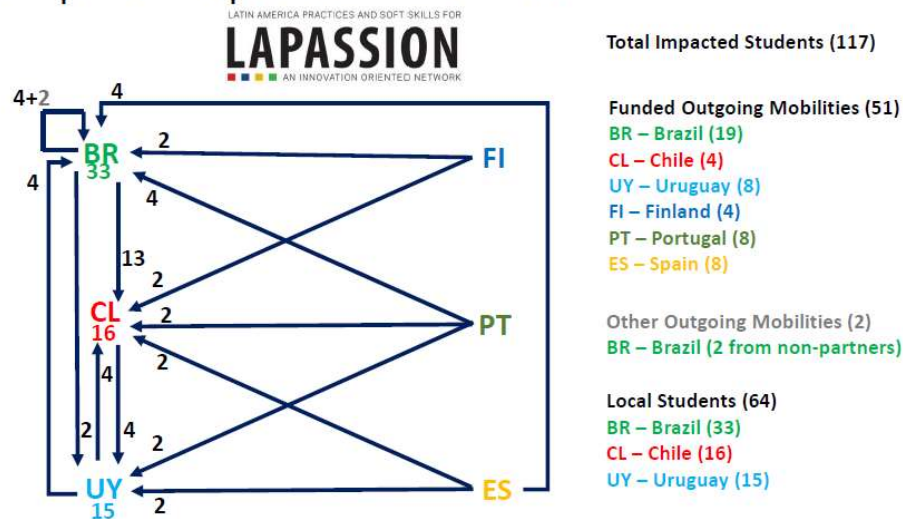


Figure 27 – Another interesting instrument for planning is the Follow up of Impacted Students

The Communication Plan and Dissemination and Exploitation plan was approved and analysed in detail during the meeting.

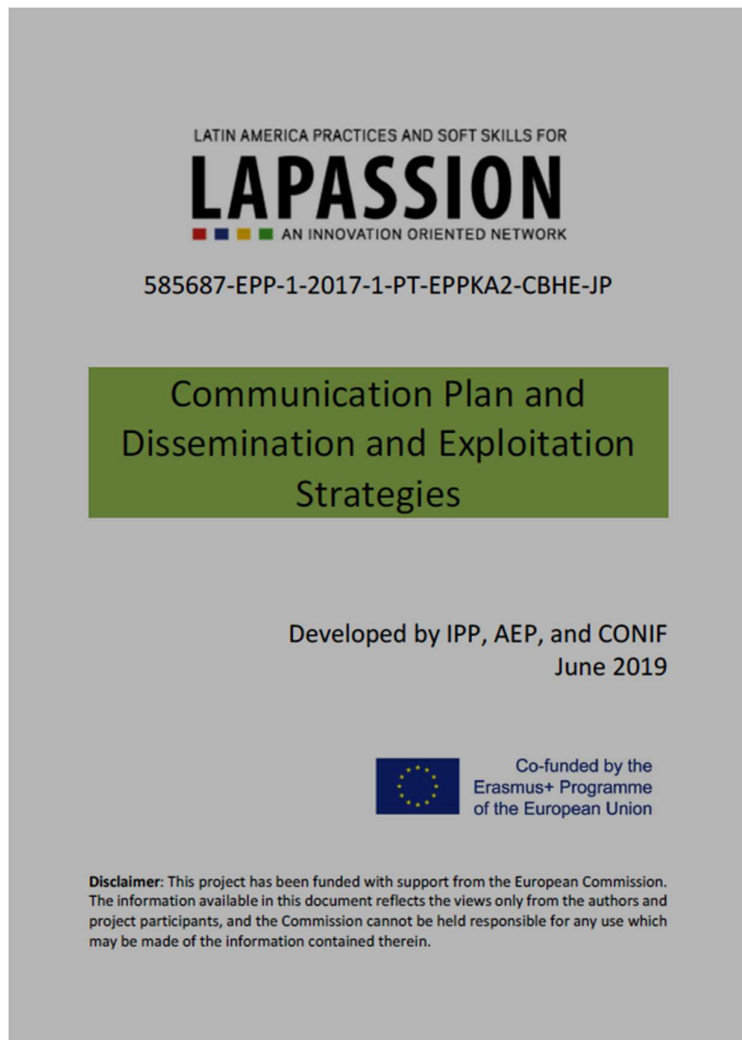


Figure 28 – LAPASSION Communication Plan and Dissemination and Exploitation Plan

6. DOCUMENTATION AND PLANS FOR THE 5TH MANAGEMENT MEETING (MONTEVIDEO)

LAPASSION project is approaching the end and after a successful execution of the Preparation and Development activities and the impact the project had in the institutions where the activities were held, and for the enterprises/organizations involved with the project this Management Meeting prepared the activities for 2020, in which the last 4 editions of development projects will be held. Auditing is a very important part of the project. Thus, during this meeting, a review of the main documents was done.



Since we are approaching the Auditing of the project, the completion of the necessary documents for Auditing is necessary. One of the tasks during the meetings was explaining how to fulfil all documents, good example corresponds to the Timesheets.

LATIN AMERICA PRACTICES AND SOFT SKILLS FOR
LAPASSION
AN INNOVATION ORIENTED NETWORK

Project Timesheets

Position of the person in the institution (Rector, International Officer, Professor,...)

Activity in the project (just Manager, Researcher/Teacher, Technical, Administrative)
Column H of the B of the excel annex IV Financial Statements)

PROJECT TIMESHEET				
Project number :	585687			
Surname :	Ramos			
First Name :	Carlos			
Institution :	Instituto Politécnico de Porto (IPPP)			
Country :	Portugal			
Position :	Coordinator Professor			
Staff Category ¹ :	Manager			
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2017	October	3	Management	Documentation and On line meetings
2017	November	3	Management	Documentation for 1st Management Meeting - João Pessoa
2017	November	5	Management	Participation in 1st Management Meeting - João Pessoa
Total days:		11		

¹ Please refer to Section 3.3.1.1 (Staff costs) of the Guidelines for the use of the Grant. Time sheets have to be attached to each Joint Declaration.

Signatures

Signature of the staff member : (column L of the excel annex IV Financial Statements)

Signature of the person responsible in the institution (where the staff member is employed) : (column I of the excel annex IV Financial Statements)

From excel annex IV
Financial
Statements
Staff Costs sheet

One timesheet by each person in each staff category by year
Send for 2017 and 2018 until Dec. 2019
Send for 2019 until Jan. 2020

Figure 29 – Explaining how to fulfil a Timesheet in a correct way

The planning of assignment of students for the last development projects and the planning of assignment of staff mobility is also done during the meeting, with the table tools.



	Dev. Manaus 02-Mar 08-May	Dev.Santiago 30-Mar 05-Jun	Prep.Goiania 09-Mar 15-May	Prep.Pelotas 23-Mar 29-May
IPP	2	2	2	2
TAMK	2		2	
UVIGO				2
USAL		2		
IFSUL				16
IFTM		2	2	
IFG		2	20	
IFMA	2			
IFAM	20			
UDELAR				2
UTEC				2
DUOC	2	8	2	
PUC	2	8	2	
AEP				
CONIF				

Figure 30 – The Planning of Students Mobility just for the last sets of development projects

	Qual. Manaus 04-08 May	Qual. Santiago 01-05 Jun	Qual. Goiania 11-15 May	Qual. Pelotas 25-29 May
IPP	1	1	1	1
TAMK			← 1	
UVIGO	1	1	1	1
USAL		1		
IFSUL				*
IFTM			1	
IFG			*	
IFMA	1			
IFAM	*			
UDELAR	1	1	1	1
UTEC				1
DUOC		*	← 1	
PUC	← 1	*	→	
AEP	1		1	→
CONIF	1		1	1

Figure 31 – The Planning of Staff Mobility just for the last sets of Quality Meetings

The point of situation of the produced documents, namely those identified as output results is also

done during this meeting.

WP5 (coordinators: IPP+IFG; special help UTEC+IFSUL)

WP5: Management

A5.1 - Management Meetings & Plan (Nov/2017; Mar/2018; Sep/2018; Jun/2019; Dec/2019; Jun/2020; Sep/2020)

OA5.1.1 – Meeting Documentation & Management Plan

OA5.1.2 – Meeting Decisions

A5.2 - Organization work EU+LA (continuous, every month)

OA5.2.1 – Project Execution Dossier

OA5.2.2 – Financial Dossier

Figure 32 – Follow up of the Output reports – for Management Workpackage

7. DOCUMENTATION AND PLANS FOR THE 6TH MANAGEMENT MEETING (ONLINE)

If everything run well, almost as planned in the LAPASSION project proposal till the end of 2019 the year of 2020 was itself a challenge for the project. News about a health problem in China appeared at the end of 2019, Occidental world started to look to news about coronavirus with attention. Soon the problem spread all around the world, in Europe during February the number of cases start to raise dramatically, first in Italy, after in Spain, and then to the rest of world, Latin-America included. At the middle of March, the situation is so complex that in most countries classes in Schools and Universities are suspended. At this moment LAPASSION@Manaus was in the second week of the project, and LAPASSION@Goiania was in the first week, both with students there. LAPASSION@Pelotas and LAPASSION@Santiago2 were planned to start on 23rd of March. With the huge impact in the flights, namely in intercontinental flights and students in Manaus and Goiania fears about remain retained out of home during a sanitary crisis appear, and most of the students are required by their home institution to return. However, in an extraordinary work of the coordinators of LAPASSION@Manaus and LAPASSION@Goiania, and with the involvement of all people, namely students, a pact of honour is established to run the project till the end, in the 10th week, even with the remote/online continuation of the project. Projects continued and in the Demo Days made online as well, all 11 projects (6 from Manaus and 5 from Goiania) are presented with great success and impact. Important to say that during this period LAPASSION was the only academic activity happening (even online) in IFAM and IFG. This proved the resilience and capability to recover from critical problems of LAPASSION. The projects scheduled to Pelotas and Santiago are suspended.



If the students' projects of Manaus and Goiania were a success, the impact of coronavirus pandemic in LAPASSION organization and budget was high. For returning students from Goiania and Manaus to home cities several institutions paid additional flights. Besides, with these returns the justification for the number of days of stay drop from 70 days (10 weeks) to less weeks (in several cases 2 weeks), but institutions cannot pass this cost not justified to the students. In the case of Pelotas and Santiago several students had already spent money with flights and even stay reservations, this is a lost money, since after that it was not possible to return to the normal situation. As imagined in a project with more than 66% of budget in travels and stay, the impact is considerable in LAPASSION, how to execute it if no travels are possible? It was clear that an extension of the project for one more year was necessary, and that looking for the budget in a different point of view is important. So LAPASSION consortium decided as first operation to allow the 10% maximum exceeding variation in some budget headings (namely for staff and subcontracting costs and reduce the amounts for travel and stay.

Partner	Variations in Budget (€)					Initial Budeget (€)					VAR+	Proposed Budget (€)				
	ΔStaff	Δtravel	Δstay	Δsubcont	Difference	Staff IN	Trav IN	Stay IN	Subcontr IN	Total IN		Staff PROP	Trav PROP	Stay PROP	bcontr PR	total PROP
IPP	4028	-5635	-15480	1450	-15637	40280	37300	67480	14500	159560		44308	34365	64937	15950	159560
TAMK	3344	-2535	-8920	600	-7511	33440	20900	33320	6000	93660		36784	21015	29261	6600	93660
UVIGO	2289,5	-8460	-11180	500	-16850,5	22895	23060	32340	5000	83295		25184,5	17480	35130,5	5500	83295
USAL	2152,5	-9070	-11420	700	-17637,5	21525	16740	27300	7000	72565		23677,5	10730	30457,5	7700	72565
IFSUL	1239	-1005	-1360	500	-626	12390	10960	25480	5000	53830		13629	10135	24566	5500	53830
IFTM	1239	-625	-11340	500	-10226	12390	10170	31500	5000	59060		13629	7745	32186	5500	59060
IFG	1239	480	-5410	500	-3191	12390	10255	31500	5000	59145		13629	10735	29281	5500	59145
IFMA	1239	-1920	-5720	500	-5901	12390	12575	25480	5000	55445		13629	9575	26741	5500	55445
IFAM	1239	-1640	-1800	500	-1701	12390	11210	25480	5000	54080		13629	9210	25741	5500	54080
UDELAR	1439	-5430	-15260	500	-18751	14390	13895	34860	5000	68145		15829	11705	35111	5500	68145
UTEC	1239	-6190	-12140	400	-16691	12390	11415	30660	4000	58465		13629	8105	32331	4400	58465
DUOC	1479	-4740	-13480	500	-16241	14790	14275	31500	5000	65565		16269	12415	31381	5500	65565
PUC	1119	-3555	-10050	400	-12086	11190	11655	26460	4000	53305		12309	10260	26336	4400	53305
AEP	1063	-5240	-4320	300	-8197	10630	9600	8400	3000	31630		11693	5800	10837	3300	31630
CONIF	788	-1070	-4080	300	-4062	7880	8080	12600	3000	31560		8668	7730	11862	3300	31560
total	25136	-56635	-131960	8150	-155309	251360	222090	444360	81500	999310		276496	187005	446159	89650	999310
%total											var	10,00%	-15,80%	0,40%	10,00%	0,00%

Figure 33 – Thinking in the Budget in a different way due to the coronavirus pandemic situation

8. DOCUMENTATION AND PLANS FOR THE 7TH MANAGEMENT MEETING (ONLINE)

And the situation worldwide did not change at all, coronavirus pandemic continues, and it is clear at the end of March that LAPASSION activities for students has to be organized online. The 7th Management Meeting is held from 24th to 26th of March 2021, less than 7 months till the final date of the project, and in online mode.

The Planning of Meetings and Development projects table helped to see the current situation. Now we introduced a color code, green for activities in presential mode, yellow for combined presential-online mode and red for activities completely in online mode.

Activities of LAPASSION: Where are we now?

Period\Activ.	Management	Preparation & Training	Quality Control	Development
Nov. 2017	João Pessoa (BR) Kickoff meeting REDITEC			
1st sem 2018	Pontevedra (ES)	Porto (PT), Santiago (CL)	Santiago (CHI)	Santiago (CHI)
2nd sem 2018 and 1st sem 2019	Tampere (FI) Porto (PT)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)	São Luís (BR) Uberaba (BR) Montevideo (UY)
2nd sem 2019 and 1st sem 2020	Montevideo (UY) Brasília (BR)	Salamanca (ES) Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)	Manaus (BR) Goiânia (BR) Pelotas (BR) Santiago (CL)
2nd sem 2020 and 2021	Salamanca (ES) Brasília (BR) Salamanca (ES)		Pelotas (BR)	Pelotas (BR)



Figure 34 – Planning of Meetings and Development projects with impact of covid pandemic

9. DOCUMENTATION AND PLANS FOR THE 8TH MANAGEMENT MEETING (SALAMANCA)

And finally happens, it was possible to meet people again and to have intercontinental flights, and the last Management Meeting of LAPASSION was organized in presential mode. From 20th to 24th of September 2021 it was possible to have a presential meeting of LAPASSION again, in Salamanca (Spain). This meeting has been collocated in the week after the Preparation/Training of Tampere and in the week before the Preparation/Training of Porto, to allow Latin-America partner members to travel to Europe and participate in 1, 2 or even the 3 events. The mood was formidable with participants happy to meet again and for all the success and resilience of LAPASSION project and consortium.

In terms of documents and plans the attention was given to the final Auditing, to start in October 1st, and the Final Report.

Concerning the Auditing the analysis was in missing documents partner by partner, namely in Joint Declarations that will be signed now in all partners.



ANNEX II

JOINT DECLARATION

Ref. No. JDI_11-10-Tr Project No. 585687-EPP-1-2017-1-PT-EPPKA2-CBHE-JP
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM Universidad Tecnológica del Uruguay
Hereinafter "the Institution"

AND Name: Fabián Capdevielle
Address: Calle A. Italia, 6201, Edificio Los Talas, Parque Tecnológico LATU
Montevideo, Uruguay
Hereinafter "the Staff member"

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
- employed by the Institution and is part of its payroll system YES
or
- a natural person ** assigned to the project on the basis of a contract against payment NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.
dd/mm/yy dd/mm/yy

FROM	15/10/2017	TO	14/10/2021
------	------------	----	------------

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying timesheets):
Training activities in LAPASSION involving students' projects

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Training Activities
Country of the Institution	Uruguay
Number of days worked and charged to the project (according to timesheets)	10

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in Montevideo Date 14/10/2020

Name: Alvaro Pena Staff member name: Fabián Capdevielle

Function: Director

Institution: Universidad Tecnológica del Uruguay Signature of the Staff member

Signature and Stamp of the Institution

*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.
** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultants) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

Figure 35 – Joint Declaration example

Concerning the Final Report, the analysis was based on the Explanatory note document about the Final Report



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

EACEA.A - Erasmus+ EU Solidarity Corps
EACEA.A.4 - International Capacity Building

The CBHE eReport Explanatory Note on The Final Report

A) General framework

Please note that the submission of the Final Report is a contractual obligation (art. I.4.1 of the Grant Agreement); the Agency reserves the right to terminate the Agreement if this contractually required report is not submitted, in accordance with articles II.16.3.1 (c) and II.23.3 of the Grant Agreement.

The report will be evaluated on the basis of the award criteria defined for assessing the grant proposal and will be scored out of a total of a maximum of 100 points.

The table below presents the award criteria and the maximum score for each:

Title of the award criterion	Maximum number of points for each criterion
Relevance of the project	30
Quality of the project's implementation	30
Quality of the project team and the cooperation arrangements	20
Impact and dissemination	20
TOTAL	100

Based on these award criteria, the assessment of the report will aim to reflect the quality of the project's implementation, as well as the consortium's overall performance, taking into account:

- (1) The CBHE requirements as specified in the Erasmus+ Programme Guide
- (2) The relevance of the activities implemented, compared to the "Description of the action" included in Annex I of the Grant Agreement
- (3) The desk monitoring activities conducted by the EACEA since the start of the eligibility period
- (4) The field monitoring visits carried out by or on behalf of the Agency at any of the consortium partners
- (5) The evaluation of the Technical Implementation Report

At the end of the report assessment, the project's performance will be qualified in four different categories, i.e.

Figure 36 – Explanatory Note of the Final Report

For sure the LAPASSION Budget situation was analysed, partner by partner. The total execution of the project will be very close till the 100%, estimates are in the interval 95%-98%, what is an excellent execution for a project impacted by covid pandemic.

10. CONCLUSIONS

Management Meetings of LAPASSION were the places where partners plan all the activities, handle all bureaucratic documents, analyse if work packages are running well, deal with exceptions and unexpected situations, adopt recovery plans, produce the necessary documents, namely the reports of the project, verify milestones and deliverables, deal with all funding aspects, establish the communication with Erasmus+ necessary for the excellent development of the project, guarantee the ownership of the project innovation and methodology, providing

the dissemination to other interested institutions, perform the Sustainability Plan and deal with the auditing of LAPASSION. IPP and IFG assumed the responsibility for the Management Work package and meetings were important for the monitoring and control of all project.

Documents and Plans were essential for the monitoring of the evolution of LAPASSION project, allowing always a bird-eye view on the project. This was essential for a project with a total of 15 partners, 7 of them with no previous experience in EU projects, and to follow in the direction of the successful execution of the project even with the huge impact of the coronavirus pandemic. All objectives of the project were achieved and even exceeded, and LAPASSION will certainly continue, inspiring institutions in Latin America to promote multidisciplinary projects for students' teams based on the practices developed in LAPASSION.