



# *VOXEARLYMUS*

**Steering Group Meeting**  
**29<sup>th</sup> – 30<sup>th</sup> of September 2016,**  
**Bucharest**

## PROJECT OVERVIEW

- **Duration:** September 2015 – August 2018
- **Funded** from the European Commission's Erasmus+ KA2 Strategic Partnership
- **Total budget:** 280, 461 EUR
- **8 partners institutions**



# PROJECT PARTNERS

- National University of Music Bucharest - coordinator (Romania)
  - Den Haag Royal Conservatory (Netherlands)
  - "Joseph Haydn" Conservatory, Eisenstadt (Austria)
  - "Arrigo Pedrollo" Conservatory of Vicenza (Italy)
  - "Arrigo Boito" Conservatory of Parma (Italy)
  - Association of European Conservatories - AEC (Belgium)
  - Fondazione Italiana per la Musica Antica - Rome (Italy)
  - National Choir Association - Bucharest (Romania)
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## REVIEW OF THE 1<sup>ST</sup> YEAR PROJECT ACTIVITIES

- *Steering group meeting (17<sup>th</sup> – 18<sup>th</sup> of December 2015)*
- *Working Group Meeting on Curriculum design & development and Repertoire research (16<sup>th</sup> – 18<sup>th</sup> of March 2016)*
- *Working Group Meeting on the Repertoire research and preparing the 1<sup>st</sup> Intensive Programme (26<sup>th</sup> – 27<sup>th</sup> of May 2016)*
- *Intensive Programme “Getting into the spirit “ (22<sup>nd</sup> of June – 1<sup>st</sup> of July 2016)*



# Financial situation after the 1<sup>st</sup> Year Project

There are **four** major directions on which the partner institutions have made payments so far:

1. Project management and implementation
2. Transnational Project Meetings (TPM)
3. Learning, teaching, training activities  
(Intensive Programme)
4. Exceptional costs



# Accountant advice after the 1<sup>st</sup> Year Project

1. Try to stick to the budgetary directions and to report according to them
  2. Respect the unit costs amounts (e.g. for travel – 275 euro/pers., for TPM – 575 euro/pers., etc.)
  3. Provide an account statement – as soon as possible
  4. Send scanned copies from the justifying documents (invoices, proof of the payment to the beneficiaries – teachers, students) – as soon as possible (preferably immediately after the project's activity to the following email addresses: [angela.sindeli@unmb.ro](mailto:angela.sindeli@unmb.ro)/ [contabilitate@unmb.ro](mailto:contabilitate@unmb.ro) (mentioning VOXearlyMUS budget)
  5. Read carefully the financial rules from the ERASMUS+ Guide
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# PROJECT DISSEMINATION

- Project website [www.voxearlymus.unmb.ro](http://www.voxearlymus.unmb.ro)
- Partner's websites
- Steering group members
- Participating teachers and students
- AEC webpage, AEC Newsletter
- IRC meeting Krakow (Sept.2016)
- Press releases (media, the echoes of the 1<sup>st</sup> Intensive Programme “Getting into the spirit”)



## PROJECT'S WEBSITE & SOCIAL MEDIA

[www.voxearlymus.unmb.ro](http://www.voxearlymus.unmb.ro)

<https://www.facebook.com/VOXearlyMUS/>



# PROJECT MANAGEMENT AND IMPLEMENTATION

- Amount **81000 Euro**
- Supporting project implementation
- For general administration of the project (project and financial management)  
Support for IP-s etc.



# TRANSNATIONAL PROJECT MEETINGS

- Amount **44850 Euro**
- Project partner meetings for implementation and coordination purposes
- Based on unit cost (to cover travel and subsistence expenses)
- For travel distances between 100 and 1999KM:  
**575 EUR per participant per meeting**
- For travel distances of 2000 KM or more:  
**760 EUR per participant per meeting**
- **No grant for distances between 0-99 KM**
- **Travel insurance is mandatory**



# TRANSNATIONAL PROJECT MEETINGS

## **Supporting document(s):**

- Certificate of attendance (signed by receiving organisation)
- Certificate must include the name of the participant, the purpose of the activity, starting and end date



# INTELLECTUAL OUTPUTS

- Amount **47956 Euro**
- Based on unit cost
- Salaries for teachers/trainers/researchers to develop intellectual outputs
- Funds for participation in the thematic meetings
- Based on work load and results

## **Supporting documents:**

- Proof of the intellectual output produced
  - Time sheets (coordinator will send special form)
  - Proof that persons are staff members and working under the employment contract
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<b>Programme Countries</b>	<b>Manager</b>	<b>Teacher/ Trainer/ Researcher/ Youth worker</b>	<b>Technician</b>	<b>Administrative staff</b>
	<b>Amount per day in EUR</b>			
<b>Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway</b>	294	241	190	157
<b>Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland</b>	280	214	162	131
<b>Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia</b>	164	137	102	78
<b>Bulgaria, Estonia, Croatia,</b>	88	74	55	39

# TRANSNATIONAL TRAINING, TEACHING AND LEARNING ACTIVITIES

- Travel: **27775 Euro**
- Individual support: **54880 Euro**
- Allocated to teachers and students who are attending the Intensive Study Programs
- Based on unit costs



# TRANSNATIONAL TRAINING, TEACHING AND LEARNING ACTIVITIES

Travel:

- For travel distances between 100 and 1 999KM:
  - **275 EUR per participant**
- For travel distances of 2 000KM or more:
  - **360 EUR per participant**
- **No grant for distances between 0-99 KM**

Individual support :

Teachers- **100 EUR per day per participant**

Learners - **55 EUR per day per participant**

**Travel insurance is mandatory**



# TRANSNATIONAL TRAINING, TEACHING AND LEARNING ACTIVITIES

- **Supporting documents** for travel:
  - Certificate of attendance
- **Supporting documents** for individual support:
  - Certificate of attendance
- Proof that students are registered in participating HEI
- Proof that the professors, teachers, trainers are employed at a participating organisation



# Planning the 2<sup>nd</sup> year project:

## Upcoming activities:

- **Thematic working group:** 20<sup>th</sup> – 21<sup>st</sup> of October 2016 (in Vicenza):  
2 experts from each HEI and 1 expert from FIMA, ANCR, AEC
  - **Thematic working group:** March 2017 (Eisenstadt)  
2 experts from each HEI and 1 expert from FIMA, ANCR, AEC
  - **Intensive program:** July 2017 (Parma & Urbino)  
2 teachers and 6 students from each HEI, 1 expert from FIMA and ANCR
- Off the budget:** the accountants' meeting (based on the ERASMUS + KA1 funds, as STT): 17<sup>th</sup> – 18<sup>th</sup> of November 2016, Bucharest



# Issues to be discussed about:

## 1. Institutional commitment/involvement

- Teachers exchanges (under the ERASMUS + KA1) in order to form a community of teachers

## 2. Documentation:

- The monthly timesheets & The summary timesheet (for the Intellectual outputs)
- Justifying documents for the payments (all the budgetary lines)

## 3. The list with the experts(teachers) involved in the upcoming activities

## 4. Designating the leading teachers (mostly for the IP), based on the level of experience into the vocal early music field

## 5. Hosting the 2<sup>nd</sup> IP in Parma & Urbino

- Financial aspects
- Repertory to be worked on & performed
- Selection process

## 6. Setting up deadlines!



**QUESTIONS,**

**SUGGESTIONS,**

**FEEDBACK**



THANK YOU!

