



# “**MO**nitoring **T**rends **I**n **V**ietnamese graduates’ **E**mployment” **MOTIVE**

[www.motive-euproject.net](http://www.motive-euproject.net)

Project No. 609781-EPP-1-2019-IT-EPPKA2-CBHE-SP

**Steering Committee and management meeting**

**Bologna, Italy, 18-20 May 2022**

**Dr. Dorel Manitiu**  
AlmaLaurea Interuniversity  
Consortium



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	HANU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	6	5	0	11
DISSEMINATION	13	45	35	6	99
QUALITY	1	4	2	1	8
MANAGEMENT	5	6	2	1	14
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>19</b>	<b>61</b>	<b>44</b>	<b>8</b>	<b>132</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	893,00 €	2.013,00 €	968,00 €	136,00 €	<b>4.010,00 €</b>
Third year 15/04/2022 - 14/04/2023	HANU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	15	15	0	30
DISSEMINATION	14	37	21	7	79
QUALITY	1	4	4	0	9
MANAGEMENT	4	4	3	1	12
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>19</b>	<b>60</b>	<b>43</b>	<b>8</b>	<b>130</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	893,00 €	1.980,00 €	946,00 €	136,00 €	<b>3.955,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	PTIT				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	10	0	20
DISSEMINATION	6	31	30	7	74
QUALITY	1	3	1	1	6
MANAGEMENT	4	4	1	1	10
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>11</b>	<b>48</b>	<b>42</b>	<b>9</b>	<b>110</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	517,00 €	1.584,00 €	924,00 €	153,00 €	<b>3.178,00 €</b>
Third year 15/04/2022 - 14/04/2023	PTIT				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	11	9	0	20
DISSEMINATION	16	35	10	8	69
QUALITY	1	5	3	0	9
MANAGEMENT	6	6	5	1	18
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>23</b>	<b>57</b>	<b>27</b>	<b>9</b>	<b>116</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	1.081,00 €	1.881,00 €	594,00 €	153,00 €	<b>3.709,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	NUAE				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	10	0	20
DISSEMINATION	6	31	30	7	74
QUALITY	1	3	1	1	6
MANAGEMENT	4	4	1	1	10
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>11</b>	<b>48</b>	<b>42</b>	<b>9</b>	<b>110</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	517,00 €	1.584,00 €	924,00 €	153,00 €	<b>3.178,00 €</b>
Third year 15/04/2022 - 14/04/2023	NUAE				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	11	9	0	20
DISSEMINATION	16	35	10	8	69
QUALITY	1	5	3	0	9
MANAGEMENT	6	6	5	1	18
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>23</b>	<b>57</b>	<b>27</b>	<b>9</b>	<b>116</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	1.081,00 €	1.881,00 €	594,00 €	153,00 €	<b>3.709,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	VNUA				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	9	8	0	17
DISSEMINATION	10	30	20	5	65
QUALITY	1	5	1	1	8
MANAGEMENT	5	5	3	1	14
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>16</b>	<b>49</b>	<b>32</b>	<b>7</b>	<b>104</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	752,00 €	1.617,00 €	704,00 €	119,00 €	<b>3.192,00 €</b>
Third year 15/04/2022 - 14/04/2023	VNUA				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	9	0	19
DISSEMINATION	8	33	20	8	69
QUALITY	1	3	3	0	7
MANAGEMENT	6	5	3	1	15
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>15</b>	<b>51</b>	<b>35</b>	<b>9</b>	<b>110</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	705,00 €	1.683,00 €	770,00 €	153,00 €	<b>3.311,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	TNU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	9	8	0	17
DISSEMINATION	10	30	20	5	65
QUALITY	1	5	1	1	8
MANAGEMENT	5	5	3	1	14
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>16</b>	<b>49</b>	<b>32</b>	<b>7</b>	<b>104</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	752,00 €	1.617,00 €	704,00 €	119,00 €	3.192,00 €
	<b>16</b>	<b>39</b>	<b>43</b>	<b>7</b>	
	752,00 €	1.287,00 €	946,00 €	119,00 €	<b>3.104,00 €</b>
Third year 15/04/2022 - 14/04/2023	TNU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	9	0	19
DISSEMINATION	8	31	20	8	67
QUALITY	1	3	3	0	7
MANAGEMENT	6	5	3	1	15
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>15</b>	<b>49</b>	<b>35</b>	<b>9</b>	<b>108</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	705,00 €	1.617,00 €	770,00 €	153,00 €	3.245,00 €
	<b>15</b>	<b>38</b>	<b>45</b>	<b>9</b>	
	705,00 €	1.254,00 €	990,00 €	153,00 €	<b>3.102,00 €</b>

TNU should report the yellow values (for the first period was reported 4,482€ and we transferred 4,251€, so with the next transfer will pay the difference, but in order to respect the number of allocated days, they will report less in 2° and 3° years)



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	AJC				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	11	0	21
DISSEMINATION	10	32	23	6	71
QUALITY	1	4	2	1	8
MANAGEMENT	5	4	2	1	12
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>16</b>	<b>50</b>	<b>38</b>	<b>8</b>	<b>112</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	752,00 €	1.650,00 €	836,00 €	136,00 €	<b>3.374,00 €</b>
Third year 15/04/2022 - 14/04/2023	AJC				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	11	0	21
DISSEMINATION	8	33	26	7	74
QUALITY	1	4	2	0	7
MANAGEMENT	5	5	2	1	13
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>14</b>	<b>52</b>	<b>41</b>	<b>8</b>	<b>115</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	658,00 €	1.716,00 €	902,00 €	136,00 €	<b>3.412,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	HUHA				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	10	0	20
DISSEMINATION	9	35	20	6	70
QUALITY	1	3	1	1	6
MANAGEMENT	4	3	1	1	9
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>14</b>	<b>51</b>	<b>32</b>	<b>8</b>	<b>105</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	658,00 €	1.683,00 €	704,00 €	136,00 €	<b>3.181,00 €</b>
Third year 15/04/2022 - 14/04/2023	HUHA				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	9	7	0	16
DISSEMINATION	10	35	15	6	66
QUALITY	1	3	3	0	7
MANAGEMENT	5	7	5	1	18
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>16</b>	<b>54</b>	<b>30</b>	<b>7</b>	<b>107</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	752,00 €	1.782,00 €	660,00 €	119,00 €	<b>3.313,00 €</b>





# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	HTC				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	10	0	20
DISSEMINATION	9	35	20	6	70
QUALITY	1	3	1	1	6
MANAGEMENT	4	3	1	1	9
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>14</b>	<b>51</b>	<b>32</b>	<b>8</b>	<b>105</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	658,00 €	1.683,00 €	704,00 €	136,00 €	<b>3.181,00 €</b>
Third year 15/04/2022 - 14/04/2023	HTC				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	9	7	0	16
DISSEMINATION	10	35	15	6	66
QUALITY	1	3	3	0	7
MANAGEMENT	5	7	5	1	18
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>16</b>	<b>54</b>	<b>30</b>	<b>7</b>	<b>107</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	752,00 €	1.782,00 €	660,00 €	119,00 €	<b>3.313,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	HALOU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	10	10	0	20
DISSEMINATION	9	35	20	6	70
QUALITY	1	3	1	1	6
MANAGEMENT	4	3	1	1	9
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>14</b>	<b>51</b>	<b>32</b>	<b>8</b>	<b>105</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	658,00 €	1.683,00 €	704,00 €	136,00 €	<b>3.181,00 €</b>
Third year 15/04/2022 - 14/04/2023	HALOU				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	0	9	7	0	16
DISSEMINATION	10	35	15	6	66
QUALITY	1	3	3	0	7
MANAGEMENT	5	7	5	1	18
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>16</b>	<b>54</b>	<b>30</b>	<b>7</b>	<b>107</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	752,00 €	1.782,00 €	660,00 €	119,00 €	<b>3.313,00 €</b>



# Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	MOET				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	2	3	3	0	8
DISSEMINATION	13	15	3	0	31
QUALITY	0	5	3	2	10
MANAGEMENT	5	4	3	1	13
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>20</b>	<b>27</b>	<b>12</b>	<b>3</b>	<b>62</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	940,00 €	891,00 €	264,00 €	51,00 €	<b>2.146,00 €</b>
Third year 15/04/2022 - 14/04/2023	MOET				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	2	4	3	0	9
DISSEMINATION	14	16	4	0	34
QUALITY	0	5	3	2	10
MANAGEMENT	4	5	2	1	12
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>20</b>	<b>30</b>	<b>12</b>	<b>3</b>	<b>65</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	940,00 €	990,00 €	264,00 €	51,00 €	<b>2.245,00 €</b>



## Second and third year staff cost to be reported

Second year: 15/04/2021 - 14/04/2022	HanoiSME				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	2	3	3	0	8
DISSEMINATION	8	21	2	0	31
QUALITY	0	5	3	2	10
MANAGEMENT	5	4	3	1	13
<b>TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR</b>	<b>15</b>	<b>33</b>	<b>11</b>	<b>3</b>	<b>62</b>
<b>TOTAL STAFF BUDGET SECOND YEAR</b>	705,00 €	1.089,00 €	242,00 €	51,00 €	<b>2.087,00 €</b>
Third year 15/04/2022 - 14/04/2023	HanoiSME				
	MAN	RES	TECH	ADM	TOT
PREPARATION	0	0	0	0	0
DEVELOPMENT	2	4	3	0	9
DISSEMINATION	7	20	1	0	28
QUALITY	0	5	3	2	10
MANAGEMENT	4	5	2	1	12
<b>TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR</b>	<b>13</b>	<b>34</b>	<b>9</b>	<b>3</b>	<b>59</b>
<b>TOTAL STAFF BUDGET THIRD YEAR</b>	611,00 €	1.122,00 €	198,00 €	51,00 €	<b>1.982,00 €</b>



For all staff involved and beneficiary of funds (travel, cost of stay and staff costs):

- Copy of employment contract (with short translation in English) or
- Appointment decision +  
+  
- Statement of Human resources office that the staff worked for the entire period reported (no long-term leave for maternity, sabbatical year, etc)

Travel cost and cost of stay

- Individual travel Report - signed by the staff member
- Flight tickets and boarding passes
- Train, bus tickets or car travel statement

Staff costs

- Joint declaration
- Timesheet
  - Both signed by staff member and organization representative + stamp



Deadline for filling **Joint declarations and timesheets** for the second year ( period 15/04/2021 - 14/04/2022):

We will collect it during **next meeting planned at AJC: July 2022**

## **AJC meeting topics:**

6th Dissemination event

**14<sup>th</sup> of July 2022**

**2nd Thematic Workshop: Self Assessment Tool on Scanning Key competences for Employability (chaired by project partner INCOMA)**

**15<sup>th</sup> of July 2022**

5th SC, management and financial meeting

Next meetings planned: HTC - September 2022; HALOU - November 2022

July: field visits at Universities from Hanoi: HUHA and VNUA



THANK YOU!