

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



# **“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

**MANAGEMENT ANFD FINANICIAL MEETING**

**Hanoi Tourism College, 12-15 September 2022**

**Dr. Dorel Manitiu**

AlmaLaurea Interuniversity Consortium





As decided during the Steering Committee held in Halong University in July:

- The 9 universities will start the second pilot survey
- The tasks and deadline were presented by researchers leader, Prof. Dung from Hanoi University
- The Project coordinator will ask an appointment with Project officer for update and clarify the procedure and timing for the extension of the Project



The working group HANU and AJC will update the center portal

The portal name is «Higher Education Institutions for Graduate Tracking»

The Structure of the Center was decided during the first day by Steering Committee



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 started to collect and also to be collected during **next meeting planned at AJC: 31 October 2022 - 3 November 2022**

### **AJC meeting topics:**

6th Dissemination event and Conferenece

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



# 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>





As stated in the Grant Agreement and Erasmus+ Rules the exchange rate to be applied is (please see the «exchange rate» sheet from the Financial statement file

**Beneficiaries and affiliated entities with general accounts NOT in euros  
(see Article I.4.6 of Grant Agreement)**

Must convert costs incurred in another currency into euros using an average.

**HOW TO CALCULATE AVERAGE ON ECB**

1. Click on the button "European Central Bank" above.
2. On the website, click on the currency concerned.
3. Encode the period from/to (top of the page).
4. The average is automatically displayed (top of the page).
5. Encode the currency in the column "Currency (ISO Code)" and the average in the column "Average".

**HOW TO CALCULATE AVERAGE ON INFOREURO**

1. Click on the button "Infoeuro" above.
2. On the website, click on the "List of currencies".
3. Click on the currency concerned.
4. Click on arrow "Download in table format" and open the file in Excel.
5. Select the exchange rates for the period concerned, the average is automatically displayed in Excel.
6. Encode the currency in the column "Currency (ISO Code)" and the average in the column "Average".



THANK YOU!