

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



“MOnitoring **T**rends **I**n **V**ietnamese graduates’ **E**mployment” **MOTIVE**

www.motive-euproject.net

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

MANAGEMENT ANFD FINANICIAL MEETING

FH Joanneum, 28-30 March 2023
Graz, Austria

Dr. Dorel Manitiu
AlmaLaurea Interuniversity Consortium





- Extension approved by the European Commission - end of Project 14 January 2024
- The Consortium concluded the First pilot survey report and is in phase of data analysis for the second pilot survey (deadline for the 2° pilot survey - July 2023)
- Next meeting planned - Final Conference - November 2023 at Hanoi University



The working group HANU and AJC continuously update the center portal

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

The center structure must be updated (staff from each university)



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) - **15 April 2023!!!**

We will started to collect to collect the Joint declaration and Timesheets for the third (last) year of the Project: period 15 April 2023 - 14 April 2023 - **deadline - 30 April 2023!!!!!!**



Budget situation

In the financial report are missing expenditure reported:

- Staff cost and third second years
- Travel and stay meetings Graz and final conference
- Subcontracting (interpreters) meetings: HTC, AJC, FH Joanneum and final conference
- Audit (to be done at the end of the project) + last tranche External expert

ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number	609781-EPP-1-2019-1-IT-EPPKA2-CBHE- SP
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Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	269.022,00	117.207,00
2. Travel Costs	344.410,00	118.885,00
3. Costs of Stay	253.800,00	114.120,00
4. Equipment Costs	54.550,00	53.641,89
5. Subcontracting Costs	70.200,00	33.029,72
6. Exceptional Costs	0,00	0,00
Total Grant requested from the European Union	991.982,00	436.883,61



Compulsory documents for reporting - Compulsory AUDIT

Budget received from European Commission: 791.541,22€
Budget reported in Financial Statement: 436.883,61€
To be reported: **354.657,61€**

Staff in proposal: 269.550€
Reported: 117.207€
Difference: **152.343€**

Subcontracting in proposal: 70.200€
Reported: 33.029€
Difference: **33.171€**

Equipment in proposal: 54.550€
Reported: 53.641,89€

Travel and stay Graz predicted: 79.940€
Travel and stay final conference: 32.560€

TOTAL TRAVEL AND STAY: 112.500€

TOTAL AVAILABLE: 56.643,61€

(IS NOT THE FINAL AMOUNT DUE TO THE FACT THAT WE DO NOT RECEIVED ALL THE DOCUMENTS!!!)

Possible dissemination event in Ho Chi Minh City (September 2023??) - 36.435€ for travel and stay + subcontracting



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	19	61	44	8	132
TOTAL STAFF BUDGET SECOND YEAR	893,00 €	2.013,00 €	968,00 €	136,00 €	4.010,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	19	60	43	8	130
TOTAL STAFF BUDGET THIRD YEAR	893,00 €	1.980,00 €	946,00 €	136,00 €	3.955,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	11	48	42	9	110
TOTAL STAFF BUDGET SECOND YEAR	517,00 €	1.584,00 €	924,00 €	153,00 €	3.178,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	23	57	27	9	116
TOTAL STAFF BUDGET THIRD YEAR	1.081,00 €	1.881,00 €	594,00 €	153,00 €	3.709,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	11	48	42	9	110
TOTAL STAFF BUDGET SECOND YEAR	517,00 €	1.584,00 €	924,00 €	153,00 €	3.178,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	23	57	27	9	116
TOTAL STAFF BUDGET THIRD YEAR	1.081,00 €	1.881,00 €	594,00 €	153,00 €	3.709,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	16	49	32	7	104
TOTAL STAFF BUDGET SECOND YEAR	752,00 €	1.617,00 €	704,00 €	119,00 €	3.192,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	15	51	35	9	110
TOTAL STAFF BUDGET THIRD YEAR	705,00 €	1.683,00 €	770,00 €	153,00 €	3.311,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	16	49	32	7	104
TOTAL STAFF BUDGET SECOND YEAR	752,00 €	1.617,00 €	704,00 €	119,00 €	3.192,00 €
	16	39	43	7	
	752,00 €	1.287,00 €	946,00 €	119,00 €	3.104,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	15	49	35	9	108
TOTAL STAFF BUDGET THIRD YEAR	705,00 €	1.617,00 €	770,00 €	153,00 €	3.245,00 €
	15	38	45	9	
	705,00 €	1.254,00 €	990,00 €	153,00 €	3.102,00 €

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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	16	50	38	8	112
TOTAL STAFF BUDGET SECOND YEAR	752,00 €	1.650,00 €	836,00 €	136,00 €	3.374,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	14	52	41	8	115
TOTAL STAFF BUDGET THIRD YEAR	658,00 €	1.716,00 €	902,00 €	136,00 €	3.412,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	14	51	32	8	105
TOTAL STAFF BUDGET SECOND YEAR	658,00 €	1.683,00 €	704,00 €	136,00 €	3.181,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	16	54	30	7	107
TOTAL STAFF BUDGET THIRD YEAR	752,00 €	1.782,00 €	660,00 €	119,00 €	3.313,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	14	51	32	8	105
TOTAL STAFF BUDGET SECOND YEAR	658,00 €	1.683,00 €	704,00 €	136,00 €	3.181,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	16	54	30	7	107
TOTAL STAFF BUDGET THIRD YEAR	752,00 €	1.782,00 €	660,00 €	119,00 €	3.313,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	14	51	32	8	105
TOTAL STAFF BUDGET SECOND YEAR	658,00 €	1.683,00 €	704,00 €	136,00 €	3.181,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	16	54	30	7	107
TOTAL STAFF BUDGET THIRD YEAR	752,00 €	1.782,00 €	660,00 €	119,00 €	3.313,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	20	27	12	3	62
TOTAL STAFF BUDGET SECOND YEAR	940,00 €	891,00 €	264,00 €	51,00 €	2.146,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	20	30	12	3	65
TOTAL STAFF BUDGET THIRD YEAR	940,00 €	990,00 €	264,00 €	51,00 €	2.245,00 €



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
TOTAL N. OF DAYS TO BE REPORTED SECOND YEAR	15	33	11	3	62
TOTAL STAFF BUDGET SECOND YEAR	705,00 €	1.089,00 €	242,00 €	51,00 €	2.087,00 €
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
TOTAL N. OF DAYS TO BE REPORTED THIRD YEAR	13	34	9	3	59
TOTAL STAFF BUDGET THIRD YEAR	611,00 €	1.122,00 €	198,00 €	51,00 €	1.982,00 €

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 "Inforeuro" 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!