Erasmus+
Erasmus Mundus Joint Masters 2022 (EMJM)

PROJECT MONITORING & REPORTING

Coordinators' Kick-off meeting

December 2022

EACEA A.3

Monitoring – objectives & role EACEA

Project level

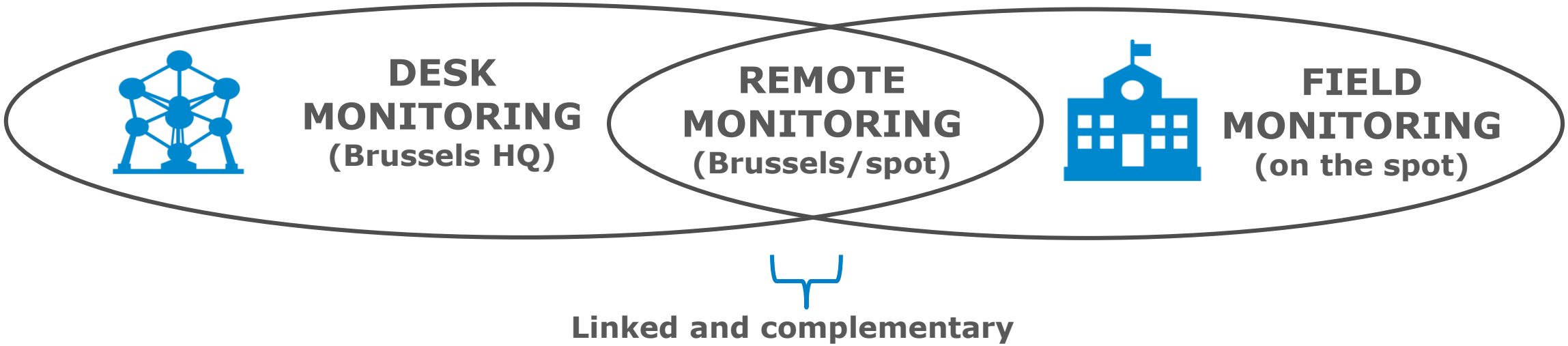
- Sound project management
- On track with initial objectives

Programme level

- Project in line with EMJM policy objectives
- Compliance with EU rules

European Commission

Types of monitoring



European Commission

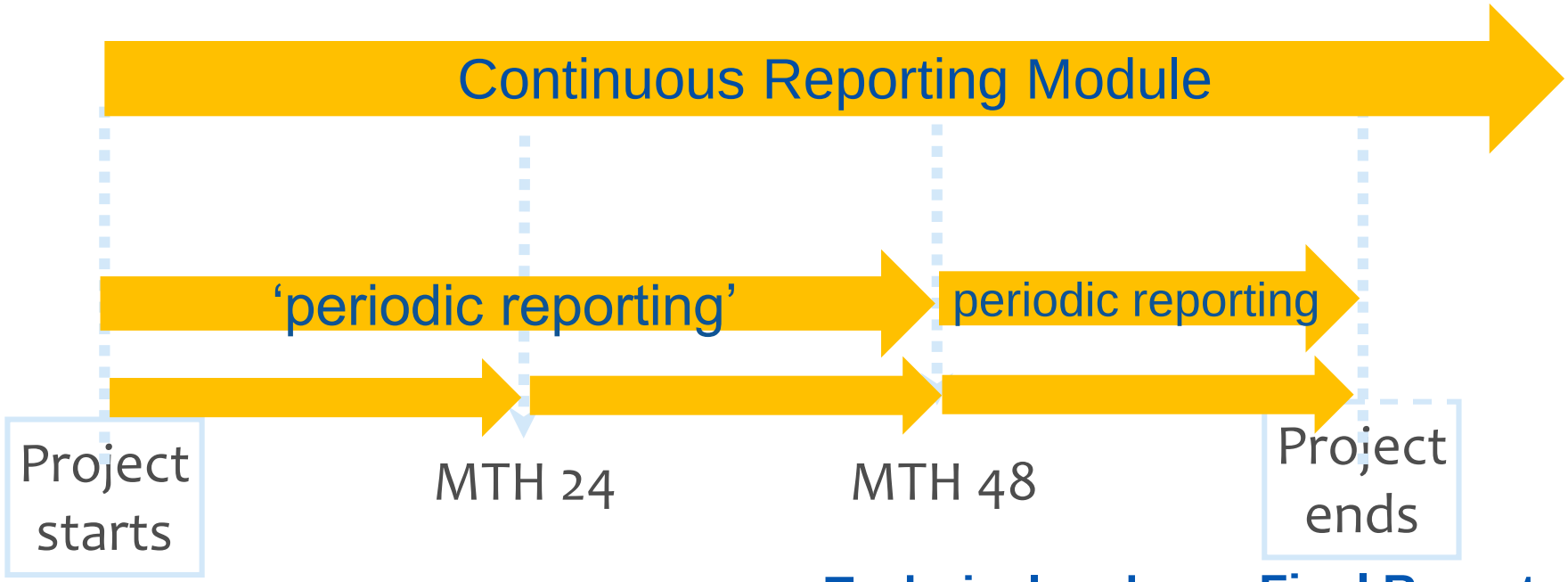
FTOP REPORTING

Continuous reporting
& monitoring

FIXED
REPORTING
PERIODS

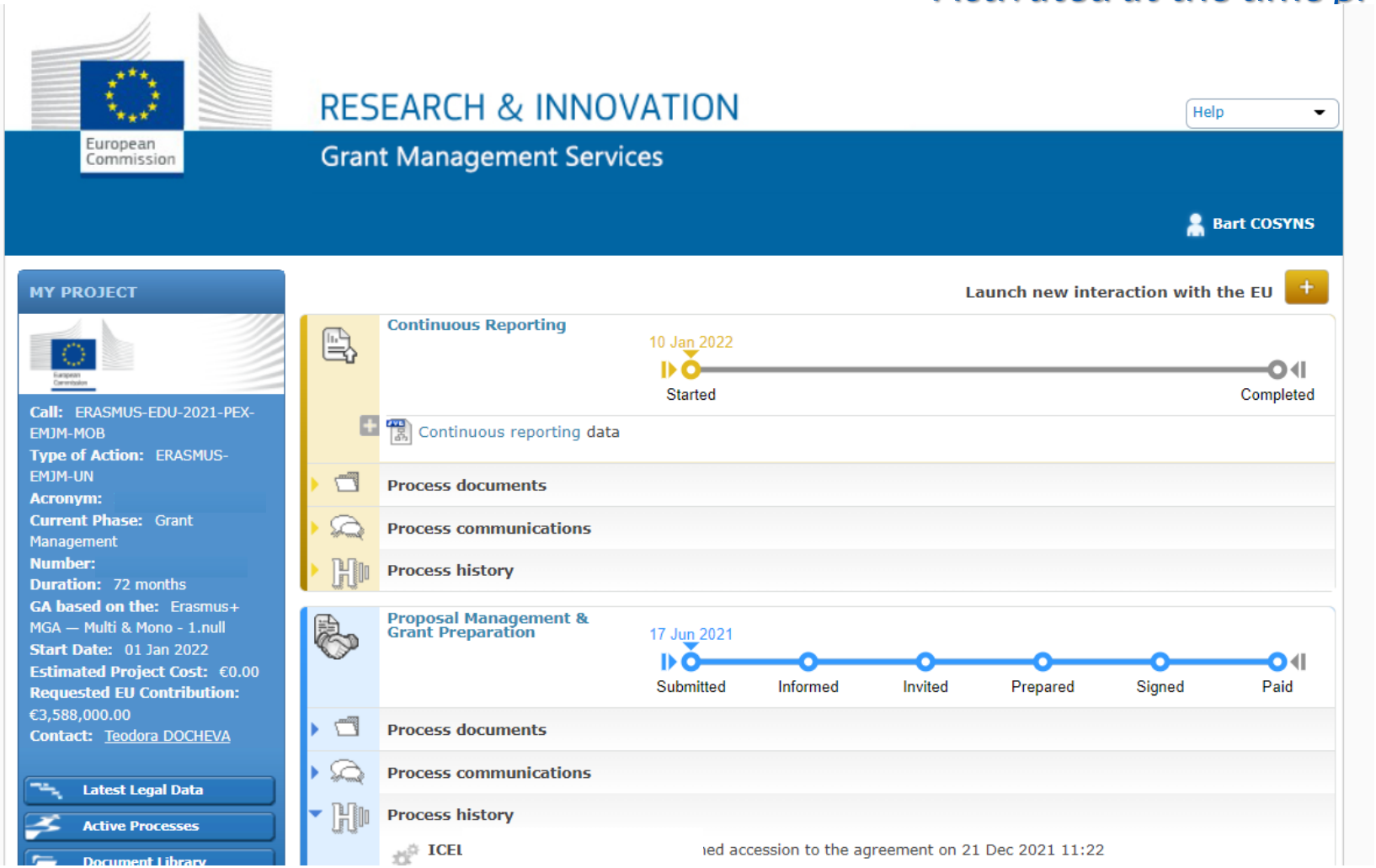
European Commission

“Fixed” reporting periods & pre-financings + annual mobility tool updates

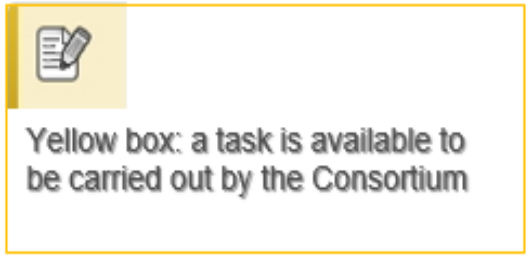


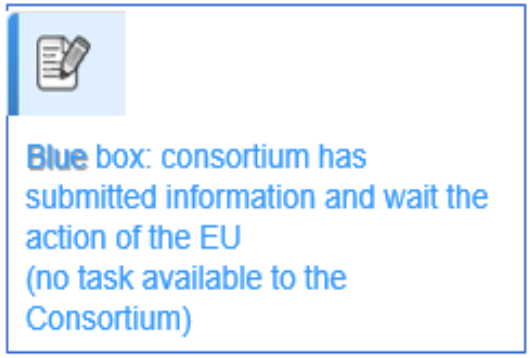
European Commission

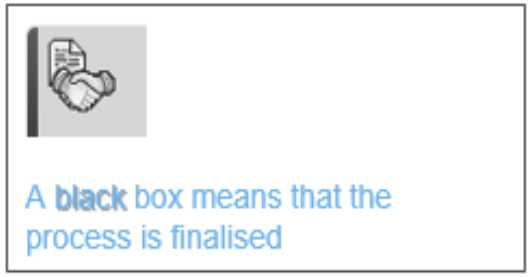
Activated at the time project starts



Each PROCESS box consists of different sections
Click on the hyperlink to encode the data





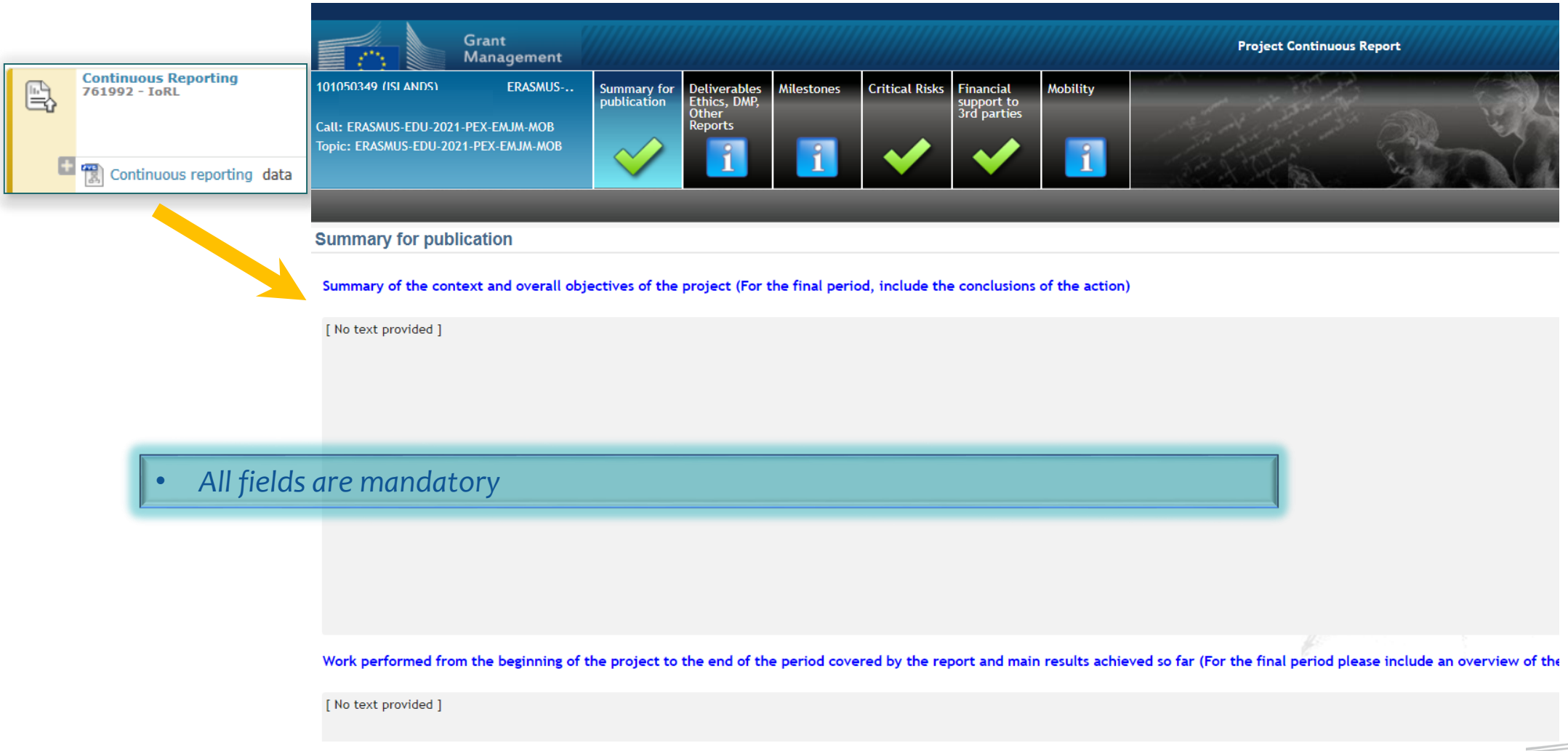


e.g. Grant Agreement Preparation, Amendment, Continuous Reporting etc.

European Commission

Continuous Reporting

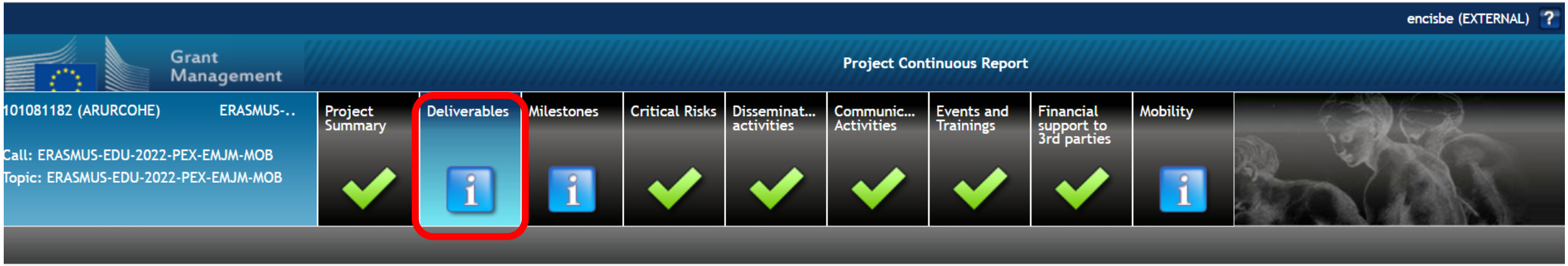
Summary for Publication



- *All fields are mandatory*

Deliverables

Allowed formats: doc, docx, odt, rtf, pdf, csv, zip



Deliverables and Other Reports

Upload a deliverable

Show Filters | Clear Filters | Deliverables

Work F	Deliver	Delive	Deliverable Name	Description	Lead	Type	Diss	Due Date	New Due	Delivery	Approval D	Status
WP1	D1.1	D1	Consortium Agreeme	The Consortium Agreement sets out the nature of...	UPV	OTHER	SEN	31 Oct 2				Pending
WP1	D1.2	D2	Student Agreement t	The Student Agreement aims to regulate the term...	UPV	OTHER	PU	31 Oct 2				Pending
WP1	D1.3	D3	Diploma and Diploma	Blank copies of the proposed master degree dipl...	UPV	OTHER	PU	31 Oct 2		31 Oct 2	28 Nov 20	Approved
WP1	D1.4	D4	Internal Quality Hanc	PDF English. Approved by the ARURCOHE's Academi...	UPV	OTHER	PU	31 Oct 2				Pending
WP1	D1.5	D5	Promotion Plan	PDF English. Outcome of T.1.6 List and time pla...	UPV	R						
WP1	D1.6	D6	Exploitation Plan	PDF English. Financial plan. New associated par...	UPV	R						
WP1	D1.7	D7	Green Practices Char	PDF English. code of good practice for all par...	UPV	R						
WP1	D1.8	D9	Programme specific r	This deliverable enables to collect specific in...	UPV	R						
WP1	D1.9	D10	Programme specific r	This deliverable enables to collect specific in...	UPV	R						
WP1	D1.10	D11	Programme specific r	This deliverable enables to collect specific in...	UPV	R						
WP2	D2.1	D8	Implementation repo	Implementation report for ARURCOHE's T2.1 Appli...	UPV	R						

Comments

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards.

Please provide a comment (mandatory)

Ok | Cancel

History of comments for the deliverable 'D1 - deliverable title' (starting from the most recent action)

[*No comments have been provided for this deliverable submission*]

Continuous Reporting

MEANS	TASKS
DELIVERABLES	Update only for very important changes Upload all deliverables in FTOP by the 'due dates' (dissemination level!) Upload 'Programme specific reporting information (i.e. progress report + specific inf) in month 24 Upload 'Programme Specific information' along with Technical reports in month 48 and month 74 TEMPLATES AVAILABLE IN FTOP + FINANCIALS TATEMENT TO BE PROVIDED BY EACEA
MILESTONES	Implement as planned (Update only for very important changes) ANNUAL MOBILITY TOOL UPDATE!
ACTIVITIES	INTERNAL
RISKS	Update only for very important changes

European Commission

Progress Report

(cf. deliverable 'Programme specific reporting information m24')

- Only in the form of a '**deliverable**' (part of 'continuous reporting')
- To be uploaded in month 24 of your project
- Template is available in FTOP (statistical data: number of applicants, scholar mobility numbers ; narrative information: good practices, problems if any) and later in the reporting module

Periodic Reporting

- **Technical and financial Report** (mth 48)
- **Final Report** (mth 74 final)

EACH COMPOSED OF:

1) « Official » periodic report:
   - PART A – 'picture' of all deliverables
   - PART B – short narrative part
   - Financial statement

2) Programme specific reporting information m48+m74 (as deliverables)

European Commission

Sources of information

- Programme Guide – EM Action, EMJM lot
  in FTOP, here: Erasmus Mundus Joint Masters
- (Annotated) Grant agreement
  in FTOP, here: aga_en.pdf (europa.eu)
- FTOP user manuals (!)
  In FTOP, here: Guidance & Manuals (europa.eu)
- Your project officer
  Through FTOP messaging facility.
- Templates available
  in FTOP, under 'Templates & forms'

European Commission

Thank you

© European Union 2020

Unless otherwise noted the reuse of this presentation is authorised under the CC BY 4.0 license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

European Commission