

<Please insert latest revision date>

<Please insert here logo of partner university/universities>

**<Please insert here name of programme and particular AP year>,**

**Format for an IUC Activity Programme**

**Table of contents**

0. [Key facts and figures](#_Toc332355514)

[1. Programme level introduction level (relevant for Programme Coordination)](#_Toc332355516)

 [PROGRAMME RELATED ANNEXES](#_Toc332355516)

[2. Project level activity programme (relevant for Project leaders)](#_Toc332355516)

 [PROJECT RELATED ANNEXES](#_Toc332355516)

**Remarks:**

**In order to facilitate reading, please do delete the guiding comments while completing the document.**

# O. KEY FACTS AND FIGURES

##### ***Duration of the activity programmes, and budget***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Annual Programme***  | ***Starting date*** | ***Closing date*** | ***Budget*** |
| AP 1 | 01.04.2014 | 31.03.2015 |  |
|  |  |  |  |

##### ***IUC Partnership structure and project overview***

|  |  |
| --- | --- |
| IUC partner university |  |
| University of the Flemish coordinator |  |
| **programme coordination level** |
| **COORDINATION** | **FLEMISH**  | **LOCAL**  |
| Academic |  |  |
| Operational (ICOS, PM) |  |  |
| **PROJECT LEVEL** |
| **PROJECT** | **FLEMISH PROJECT LEADER** | **LOCAL PROJECT LEADER** |
| PROJECT N° 1 : |  |  |
| PROJECT N° 2 : |  |  |
| PROJECT N° 3 : |  |  |
| PROJECT N° 4 : |  |  |
| PROJECT N° 5 : |  |  |
| PROJECT N° 7 : |  |  |
| **PROGRAMME SUPPORT UNIT** |
| PROJECT N° 8 : |  |  |

*Remark: if appropriate, the projects can be divided in clusters, taking into consideration “Institutional development”, “Research and Education”, “Extension”, and “Programme Support Unit”*

# PROGRAMME LEVEL INTRODUCTION TO THE ACTIVITY PROGRAMME

*The programme level activity programme is compiled together with all project level activity programmes into one annual activity report*

## 1. General contextual issues

*The introduction is not meant to elaborate on the general framework of the cooperation or the characteristics of the partner university, but is expected to be specific and relevant to the description of the activity programme for that given year.*

*In general, the introduction provides a link between the current and previous activity programme(s), including an update of the respective part(s) of the Partner Programme if so required.*

### 1.1. Developments at the university or in the country that could have a bearing on the overall climate of cooperation and the implementation of the Partner Programme

*These could include:*

* *a change of university management and/or direction for institutional development*
* *a change in national policies*
* *strikes, political unrest, devaluations, or other events leading to instability*
* *others*

### 1.2. Developments regarding the Partner Programme

*such as:*

* *changes in the number of projects or project leaders, including a justification*
* *shifts in terms of the content and/or timing of project implementation*
* *others*

### 1.3. Organisational changes in terms of programme implementation

*such as:*

* *local and/or Flemish programme coordination mechanisms (steering committee, task forces or likewise)*
* *financial management*
* *monitoring and communication*
* *others*

### 1.4. Other relevant information

*such as:*

* *donor coordination*
* *network activities*
* *evaluation results*
* *change of permanent staff*
* *others*

## 2. Specific issues

### 2.1. Guidelines

*According to the guidelines concerning the management and submission of reports justifying the funds allocated to VLIR-UOS in the framework of the indirect university cooperation, the following information needs to be mentioned in this section of the activity programme:*

* *investment goods : cars, highly expensive investment goods, rehabilitation of buildings, ...*
* *local staff employed by and paid from the programme*
* *partner university regulations as to local scholarships, including tuition fees*
* *partner university regulations as to allowances*
* *local accommodation expenses for permanent staff (in case this cannot be provided by the partner university)*

### 2.2. Flemish travel grants

*If applicable; Please indicate whether or not the programme has foreseen and budgeted for Flemish travel grants (max. 5 at € 1.000 each), including reference to the projects that have planned such travel grants.*

## 3. Annexes

*All annexes listed below are mandatory. There are no optional annexes.*

Annex 1 AP PROG: Activity Programme Operational Plan for Management Activities: North and South

Annex 2 AP PROG: Activity Programme Budget – AP – IUC

Annex 3 AP PROG: Procurement list – AP – IUC (Format for listing of main planned investment costs to be

 procured in the referred AP)

*In case the management manual has been updated, please include update at time of AP submission.*

# II. PROJECT LEVEL ACTIVITY PROGRAMME

*In this section, the document will elaborate on the activities that will be undertaken by project. In so far as no changes have taken place, the information provided should be consistent with the Partner Programme. If this is not the case, it should be mentioned and explained.*

*To be filled out by IUC project leaders (S/N), except the PSU, to be filled out by the coordinators and the management team.*

*All project level activity programmes should be compiled with the programme level activity programme into one annual activity report*

## 1. Project 1: Title

### 1.0. Introduction

*The introduction is expected to be specific and relevant to the description of the activity programme for that specific project for that given year.*

*Therefore, in the introduction the following aspects could be addressed:*

*- In case of any changes to the initial project logical framework matrix, please explain:*

* *what has been changed*
* *reasons for change*
* *decision-making process.*

*- organisational changes in terms of programme implementation and management*

*- other relevant information.*

*In general, the introduction provides a link between the current and previous activity programme(s) as to this specific project.*

### 1.1. The project summary and collaborating teams

*The team structure as originally defined in the PP can be copy-pasted here while highlighting possible changes.*

*Lay out of this table can be changed, dbase version can be “pasted” here, however please provide the requested in formation*

|  |
| --- |
| **PROJECT MEMBERS** |
| **PROJECT LEADER NORTH** |
| **< Name, First Name>** | < Flemish University/Institute of HE> | Academic |
| **TEAM MEMBER NORTH** |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **PROJECT LEADER SOUTH** |
| **< Name, First Name>** | < Flemish University/Institute of HE> | Academic expertise |
| **TEAM MEMBER SOUTH** |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |

### 1.2. Logical Framework covering the full 5 year period

*Please comment on the project objectives (general, specific) and the expected progress on result areas during this activity year of the partner programme, and as specified in the PP project logframe (Annex1 AP-PROJ x)*

### 1.3. Description of the activities for year "x", including references to the budget

*Please use Annex1 AP – PROJ x – Operational Plan (or “copy and paste from IUC*

*d-base) for reference but include here narrative comments on the expected development of activities during the upcoming AP year, on the progress expected towards the achievement of intermediate results and on the means/funds needed for the development of activities and achievement of results.*

*When describing the last part, please use Annex2 AP – PROJx – budgetline overview for reference per project and comment on the most important expenditure posts and relate with the planned activities.* *This last annex has proved to be important for preventive backstopping of potential problem areas at financial reporting stage, as regarding budget for personnel related costs, investment costs etc…*

## 2. Project 2 : Title

### 2.0. Introduction

### 2.1. The project summary and collaborating teams

### 2.2. Logical Framework covering the full 5 year period

### 2.3. Description of the activities for year "x", including references to the budget

## n. Project n : Title

### n.0. Introduction

### n.1. The project summary and collaborating teams

### n.2. Logical Framework covering the full 5 year period

### n.3. Description of the activities for year "x", including references to the budget

## x. Project x : Programme Support Unit

*Describe the PSU activities as an individual project and provide information on the planned budget. Use the same annexes as for the normal IUC projects. This part is however, only relevant at programme coordination level and not for project leaders. Practically this means that annex 2 – annual operational plan will be similar to annex 1 at the programme level.*

## y. Annexes at project level

AP – PROJECT ‘X’ Annex 1: Logframe (*copy of PP logframe*) – PROJECT “X”

AP – PROJECT ‘X’ Annex 2: Annual Operational Plan – PROJECT “X”

AP – PROJECT ‘X’ Annex 3: Annual Project Budget – budgetline overview – PROJECT “X”

AP – PROJECT ‘X’ Annex 4: Annual Mobility Schedule – PROJECT “X”