



PROJECT GUIDELINES

CITYLAB

Engaging students with sustainable cities in Latin-America

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



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General information

Project description

The CITYLAB project aims to enhance the quality of HEI's in Latin America through problem based-learning. Problem-based learning is a proven innovative approach for introducing real-world problems in the education program with huge possibilities to transform the quality of learning and teaching. It is a kind of active, integrated and constructive learning method that works from a student centered approach and emphasizes on learning to learn and learning by doing, and breaks with traditional teaching methods such as ex-cathedra lectures. In order to introduce and spread PBL, it is required to work on specific problems through multidisciplinary approaches.

We choose to work on typical urban problems, such as urban planning, conservation, energy and climate change, poverty and crime, employment, etc. which are in general complex, and wicked problems that can only be properly addressed through multi-disciplinary and trans-disciplinary working methods. Moreover, the selection of urban problems, and the transdisciplinary approach which works directly with urban actors, provides the opportunity to structurally strengthen the relation between universities and cities and to make education more socially relevant.

The project departs from existing niches of problem based learning methods in curricula of architecture, urban planning and urban engineering in 12 Latin American universities, and gradually involves other faculty members such as sociology, economics, environmental engineering, law, criminology, administration and political sciences through the development of CITYLABS.

The CITYLABS are accredited modules that will be integrated into existing curricula and which work directly in partnership with selected cities on urban problems.

Teachers from different faculties will be involved and trained to implement PBL methods in their CITYLAB module. The Global Network of United Cities and Local and Regional Governments will act as a linking partner between universities and cities (guiding invitations, identifying partners if necessary etc.).


At same time this project provides an added value for European HEIs to collaborate on:


- PBL methods: the different universities involved have their own experience in PBL. Through this project they will be able to share best practice and innovations in PBL methods. An important side product of the proposal is a convergence in learning methods in Europe as European HEI also might adapt their own teaching methods and PBL modules.
- Pool of experts: European partners will form a pool of experts with LA colleagues in which they will be able to collaborate in the student modules. This collaboration will foster the exchange of best practice in urban issues, but will also increase cultural awareness of the participating staff members.
- Relations with Latin American countries: the European partners will have the opportunity to collaborate with 12 LA universities, which will provide further opportunities for staff and student Engaging Students with Sustainable Cities in Latin-America mobility.



Who-is-who


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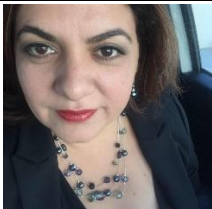
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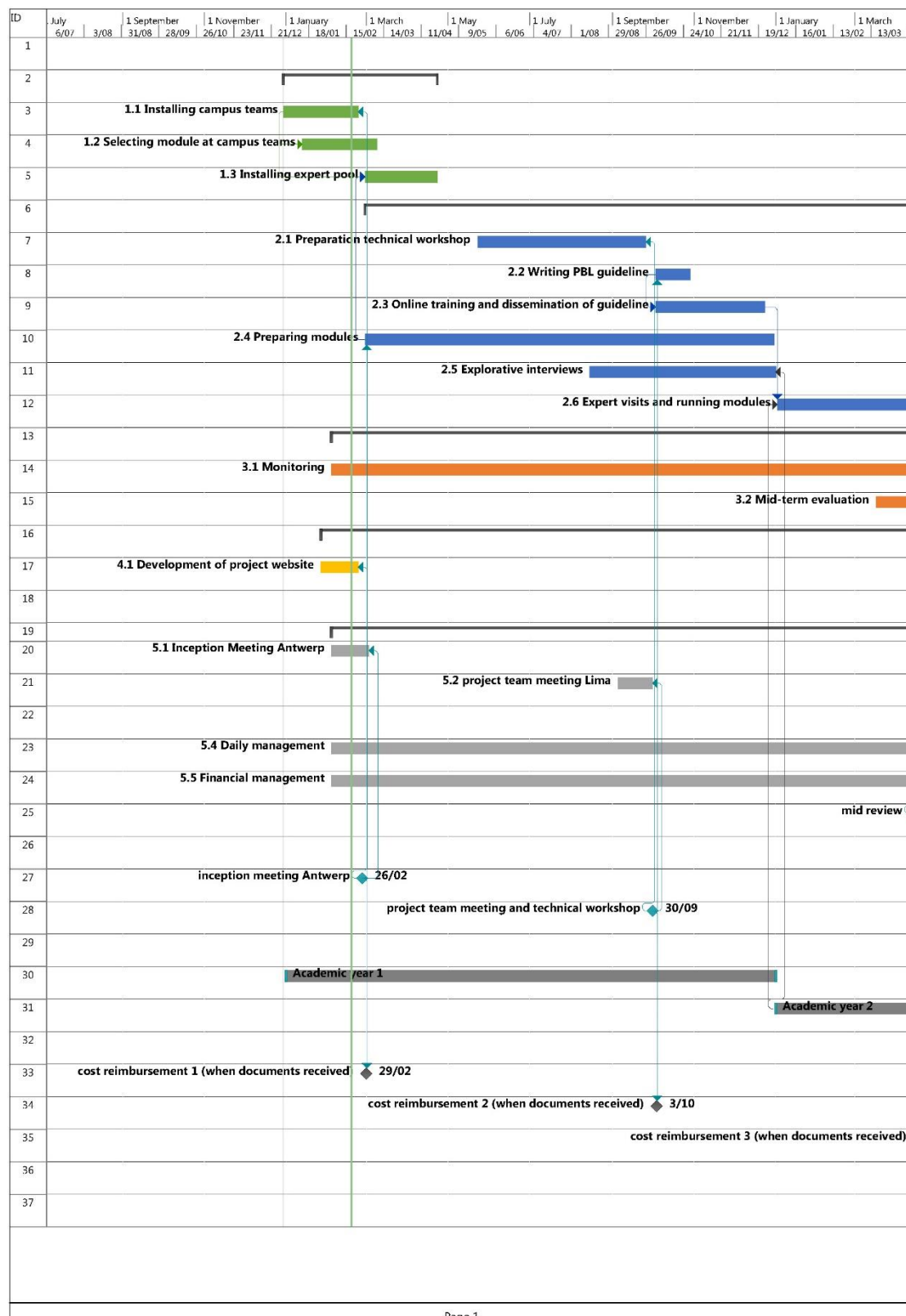
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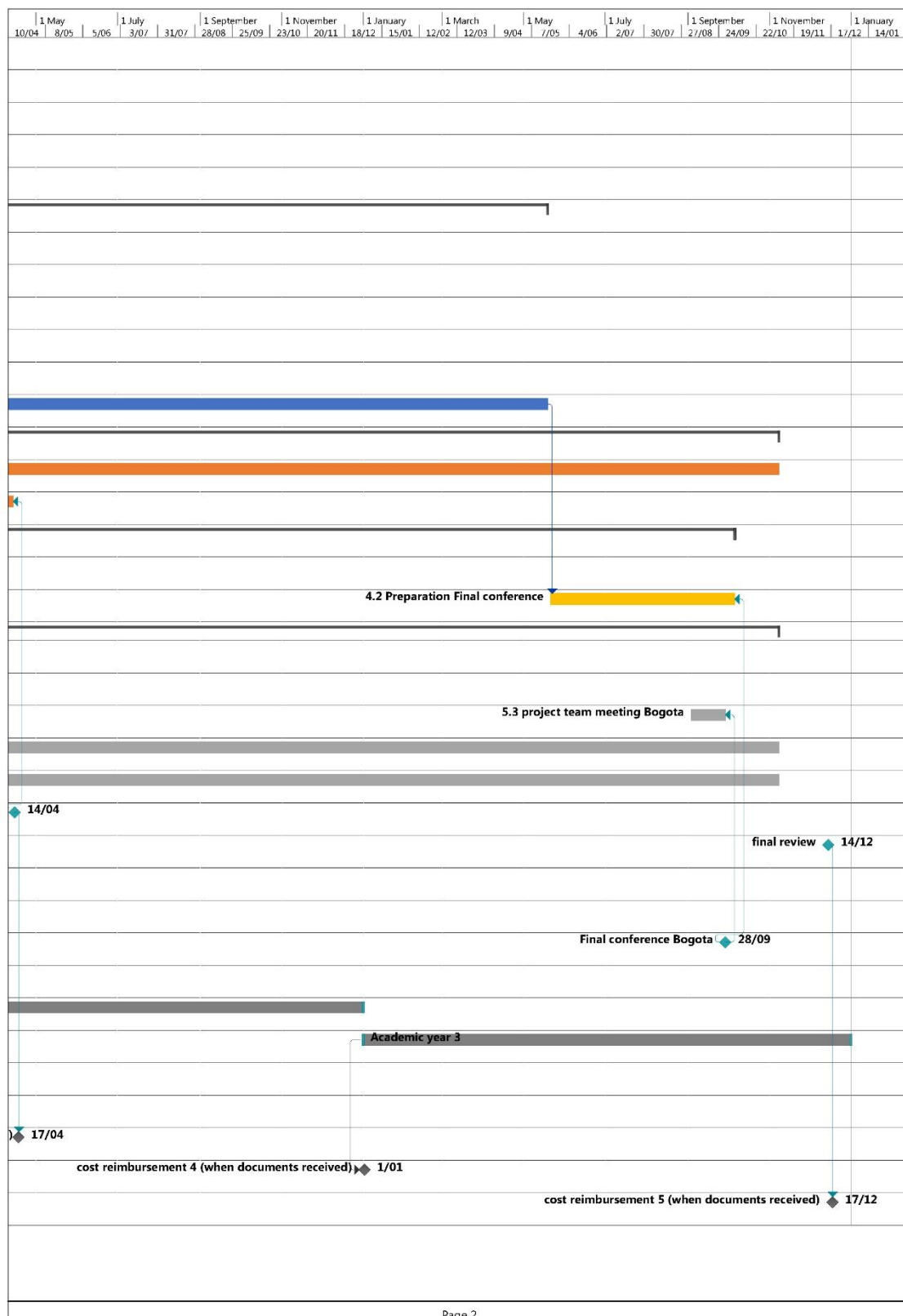
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Workplan and timeline





Guidelines

These (non-exhaustive) Guidelines are an essential tool that complements the rules and regulations set out in the Grant Agreement and its annexes, the Guidelines for the use of the Grant, as well as the partnership agreement. They provide guidance with regards to the implementation of the activities and the use of the grant funded under the Erasmus + programme.

These guidelines must be applied in full compliance with the Erasmus + Programme Guide. (Call 2015, version 3 in English pages 145-165: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/2015/documents/2015-guide-v-3_en.pdf; Call 2015, version in Spanish pages 145-165: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/2015/documents/2015-guide-v-3_es.pdf)

On the Projects' website you will find the links to all the essential documents:

<https://www.uantwerpen.be/en/projects/citylab/documents/>

Introduction

Responsibilities

The role of the coordinator(s):

- Oversees the implementation of activities
- Manages the grant
- Central communication point. (Always include the coordinators in CC in communications)
- In contact with the EACEA (Culture, Education and Audiovisual Executive Agency): all communication with EACEA will go through the coordinator.

The role of the co-coordinator:

- Supports the coordinator monitoring the implementation of tasks and actions of the partner universities in Latin America.

The role of the partners:

- implement activities under their responsibility
- support the coordinator and co-coordinator (providing information and supporting documents)
- cooperate with the key institutional services in their organization
- contribute to the dissemination of the project results in their institute, community or region

General

Each university has its own specific tasks in the project. See Annex II and III for the detailed work plan and timeline for an overview of the partners' responsibilities.



Partnership Agreement

The Partnership Agreement is a compulsory and multilateral (i.e. single agreement signed by the coordinator and all the other beneficiary organizations) commitment that must be agreed and signed by each beneficiary organization and should be consistent with the provisions as laid out in the Agreement (and its annexes).

Detailed implementation modalities of the project must be agreed upon by the beneficiaries and formalized in a Partnership Agreement to be signed by the legal representative of each of the beneficiary organizations.

The Partnership Agreement covers the various financial, technical and legal aspects related to the implementation of the project, including:

- beneficiaries' rights and obligations within the framework of the project and the Agreement;
- beneficiaries' role and responsibilities in carrying out the work program;
- management and governance modalities;
- financial management and related rules, in particular for what concerns:
- the budget structure (co-financing, breakdown of budget per activity and beneficiary, modalities of transfer of funds, etc.);
- remuneration policy for staff;
- payment modalities (reimbursement for travels and costs of stay, etc.);
- reporting mechanisms;
- conflict management mechanisms in case of problems or tasks/activities not properly implemented;
- communication strategy (project website, promotional material and its dissemination, dissemination and exploitation plan);
- sustainability strategy;
- any other relevant topic for the efficient implementation of the project.

The first reimbursement of costs will only take place after the Partnership Agreement has been signed by the legal representative of the beneficiary organization.

The Partnership Agreement has to be signed and delivered to the coordinator before 30th of April 2016.



Publicity obligations

Any communication, publication or output resulting from the project, made by the beneficiaries jointly or individually, including conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received European Union funding. This means that all material produced for project activities, training material, projects websites, special events, posters, leaflets, press releases, CD ROMs, etc. must carry the Erasmus+ logo and mention: "Co-funded by the Erasmus+ Programme of the European Union"

The EU may apply a 20% reduction of the grant initially provided for, in the case of non-compliance with these publicity obligations¹.

Erasmus + Logo



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Logo to be downloaded from: https://eacea.ec.europa.eu/about-eacea/visual-identity_en

More information: http://ec.europa.eu/research/pdf/eu_emblem_rules_2012.pdf

Disclaimer

Any publication should mention the following sentence

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

For other official EU language versions, please consult the following website: http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_all.pdf

Stickers

If equipment is purchased with the Erasmus + CBHE funds, it must bear an Erasmus + sticker (provided by the coordinators) AND be recorded in the inventory of the institution where it is installed.

¹ According to Article I.10.10 of the Agreement, the obligation to comply with the publicity provisions constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

Financial management

See ANNEX IV : Budget Breakdown per work package per partner

See ANNEX V: Overview total budget

General financing principles

The amount of the grant \neq the total costs of the project. The grant requires co-funding of all the partners in order to implement the project.

Actual costs = budget items **Equipment** and **Subcontracting**

Unit costs = budget items **Staff costs**, **Travel costs** and **Costs of stay**

Actual costs

Actual costs are expenses that have actually been incurred. They need to be duly documented and justified with the corresponding level of cost incurred.

Eligible Costs

ACCORDING TO: ARTICLE II.19 – GRANT AGREEMENT

- Incurred during the eligibility period (date of invoice between 15/10/2015 to 14/10/2018)
- Foreseen in the budget / application
- In connection with the action and necessary for project implementation
- Identifiable, verifiable, recorded in accounting records of the beneficiary
- Comply with requirements of applicable tax and national legislation
- Reasonable, justified, complying with principle of sound financial management, in particular regarding economy and efficiency.

Ineligible Costs

ACCORDING TO: ARTICLE I.10.4 / II.19.4 – GRANT AGREEMENT

Non exhaustive list:

- Equipment such as: furniture, motor vehicles, alarm systems
- Costs linked to the purchase of real estate
- Activities not carried out in the project beneficiaries country
- In kind contribution
- Excessive or reckless expenditure
- Deductible VAT (unless unable to recover it according to national tax authority)

Exchange rate

Transactions \neq EUR will be converted in EUR.

The rate to apply = monthly established by the Commission: <http://ec.europa.eu/budget/inforeuro>

The exchange rate that will be applied is:

- During the first pre-financing: the rate of the month in which the coordinator received the first pre-financing : January 2016



- During the second pre-financing: the rate of the month in which the coordinator received the second pre-financing

Equipment

- Relevant to the objectives of the project
- Total purchase cost (not depreciation)
- Exclusively for Partner Country Higher Education Institutions
- Installed as soon as practically possible
- **Recorded in inventory of institution where it is installed**
- **Labelled with E+ sticker**

Unit costs

A unit cost is a fixed contribution which is multiplied by the specific number of units to cover the costs linked to the implementation of a specific activity or task. The unit costs to be applied are those defined in ANNEX I OF THE GUIDELINES FOR THE USE OF THE GRANT, and they cannot be modified neither fractioned.

Financial reporting based on unit costs (contribution to staff costs, travel costs and costs of stay) will be based on the principle of the "triggering event". Beneficiaries will have to prove that the activities have been actually and properly implemented and/or that the expected output(s) have been produced but they will not have to justify the costs actually incurred. As a consequence, beneficiaries will have flexibility in the way they manage the funds awarded to cover the expenses necessary for the implementation of the activities concerned. These activities must be implemented during the eligibility period FROM 15/10/2015 to 14/10/2018) set out in the Agreement.

Staff costs

The grant for Staff costs is calculated by multiplying the unit cost (corresponding to the applicable category of country and staff) by the total number of days spent on the implementation of the project per staff member. **One working day is defined according to the applicable national legislation.**

Declared working days per individual will not exceed 20 days per month or 240 days per year.

The unit costs to be applied for Staff costs are those defined in the table in ANNEX I OF THE GUIDELINES FOR THE USE OF THE GRANT and take into account two variables: the type of staff category (Manager, Researchers, Technical staff, Administrative staff) and the country in which the staff member is employed.

The Staff **category** to be applied will **depend** on the **work** to be **performed** in the project **and not** on the **status** or **title** of the **individual**. Staff carrying out an administrative task should be reported under the category "Administrative staff".

See Annex I for an overview of the allocation of staff per work package per partner.

Travel costs and cost of stay

The unit costs to be applied are those defined in ANNEX I OF THE GUIDELINES FOR THE USE OF THE GRANT and are calculated taking into account the following variables: the travel distance (for travel costs) and the duration in days (for costs of stay).



Reimbursement

ACCORDING TO / ARTICLE 5 – OF THE PARTNERSHIP AGREEMENT:

Within 30 days of receipt of the necessary proofs of expenditure/activity (as specified in the Guidelines for the Use of the Grant) and after the completion of a Work Package, the coordinator will reimburse to the beneficiary's account specified in the Partnership Agreement the [part of the] costs actually incurred in accordance with the estimated budget breakdown identified under Annex 1 of the Partnership Agreement.

The table below provides an overview when the cost reimbursement will take place and which outputs need to be provided in order to receive corresponding amount.

Notice: the first cost reimbursement will only take place after the Partnership Agreement has been signed and after the coordinator has received all the required documents.

WHAT	WHEN*	CORRESPONDING OUTPUTS**
Cost reimbursement 1	After Inception meeting Antwerp	WP 1.1; 1.2; 1.3
Cost reimbursement 2	After technical workshop Lima	WP 2.1; 2.4 ; 5.2
Cost reimbursement 3	After mid review	WP 2.2; 2.3; 2.5; 3.2
Cost reimbursement 4	At the end of the second academic year	WP 2.6
Cost reimbursement 5	After the final review	WP 4.2; 5.3

* For a detailed timeline see Annex II

** The outputs for each specific work package are defined in Annex III

Travel costs and cost of stay

The expenses made for travel and the according costs of stay will be reimbursed only after the actual travel has taken place and after the coordinator has received all the required documents. The corresponding amount will be transferred to the account of the beneficiary as stated in the partnership agreement.

FOLLOWING DOCUMENTS NEED TO BE SENT TO THE COORDINATOR:

- Invoices (copy or scan)
- Copy of the boarding passes
- Individual travel report
- Reporting template

FOLLOWING DOCUMENTS NEED TO BE KEPT BY EACH PARTNER (requested in case of financial audit):

- Invoices
- The original boarding passes
- Copy of personal travel document



Staff costs

Beneficiaries do not need to justify the actual cost of the activity or to provide supporting documents on the actual amount spent. For activities funded with unit costs, the supporting documents will have to demonstrate that the volume and/or the nature of the activities actually implemented, justify the number of unit costs charged to the grant.

Staff costs will be reimbursed on a regular time base. After every deadline (according to Annex XXX), and if the required documents have been sent to the coordinator, the corresponding staff cost will be transferred to the account of the beneficiary as stated in the partnership agreement.

FOLLOWING DOCUMENTS NEED TO BE SENT TO THE COORDINATOR:

- **Staff convention for each person employed**
- **Time sheets (corresponding to each staff convention) indicating:**
 - the project reference
 - the name of the person performing the tasks, his/her position and the staff category
 - the institution and the country where the person is employed
 - the number of days worked for the corresponding month and year
 - the description of the tasks performed, the outputs produced and the related work package.
- **Any evidence to verify if the actual activities took place (e.g. attendance list for lectures, tangible products such as publications, salary records, etc.)**
- **Employment contract.**
- **Reporting template**



Reporting

All the necessary reporting documents such as Individual travel report, Timesheets, Staff convention, etc. will be downloadable from the website through the following link:

<https://www.uantwerpen.be/en/projects/citylab/documents/>

Always use the template that has been provided by the coordinator. Otherwise the documents will not be considered eligible and therefore nonrefundable.

The table below provides an overview of the documents that should be retained at each partner institute and the documents that should be sent to the coordinator.

Reimbursement basis	Budget Headings	Documents to retain with project accounts at each institute	Documents to be send to the coordinator
Actual costs	Equipment	<ul style="list-style-type: none"> • Invoices • Bank statements • Tendering procedure (>25.000€) • Proof of recorded in the inventory of the institution 	<ul style="list-style-type: none"> • Copy of invoices • Copy of bank statements • Tendering procedure (>25.000€) • Proof of recorded in the inventory of the institution • Reporting template
	Subcontracting	<ul style="list-style-type: none"> • Subcontracts • Invoices • Bank statements • Tendering procedure (>25.000€) • Tangible outputs/products 	<ul style="list-style-type: none"> • Subcontracts • Invoices • Bank statements • Tendering procedure (>25.000€) • Tangible outputs/products • Reporting template
Unit costs	Staff	<ul style="list-style-type: none"> • Formal employment contract • Staff convention • Time sheets • Tangible outputs • Agendas • Attendance / Participant lists • Minutes of meeting 	<ul style="list-style-type: none"> • Copy of formal employment contract • Staff convention • Time sheets • Reporting template
	Travel and costs of stay	<ul style="list-style-type: none"> • Individual travel report • Original invoices • Original boarding passes • Original receipts 	<ul style="list-style-type: none"> • Individual travel report • Copy of invoices • Copy of boarding passes • Copy of receipts • Reporting template

The reimbursement of the actual costs and the unit cost will only take place after all the required documents have been received by the coordinator.



Annexes

ANNEX I :Allocation of staff per work package per partner

ANNEX II :Project Timeline

ANNEX III: Detailed overview work packages and outputs

ANNEX IV : Budget Breakdown per work package per partner

ANNEX V: Overview total budget



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