



Project Methodological Base

Methodological framework of the project



Project acronym	FlexWBL
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Co-leaders	TvSU (P4) and (P10) NUACA
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Abstract	The main elements for the organizational implementation of the project, management and financial issues, specific project planning activities are defined in this document. A coordinate system and coding / analysis schemes are described to determine differences, capabilities, relationships and features (requirements, criteria and parameters).
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VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
0.9	31.05.2020	The first draft version	LiepU
0.10	01.06.2020	The second draft version	LiepU

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Content

List of Acronyms	4
Project Description and Project Structure	5
The Project Team and Responsibility	5
Steering Committee	6
Transnational Steering Committee Meetings & Technical Workshops	7
Conflict Resolution	8
Project management.....	8
Overall management.....	8
Financial management.....	9
Project Time Management and Project Life Cycle.....	10
References.....	12



List of Acronyms

ECTS = European Credit Transfer System

EQF = European Qualifications Framework

EHEA = European Higher Education Area

PMS = Project Management System

TC = Technical Committee

SC = Steering Committee

WBL = Work-based Learning

Project Description and Project Structure

The project management mechanism consists of the 4 following bodies:

1. Project Coordinator (PC): The project coordinator LIEPU (P1) with a cross functional team of 5 people (project manager, financial manager, legal advisor, technician, administrative officer) will be responsible for coordinating all project activities while providing administrative, financial and technical support to the consortium partners.
2. Steering Committee (SC) with one top representative from each partner will be the highest decision-making organ responsible for overseeing and assessing the project progress and quality results.
3. Technical Committee (TC) with one top representative from each partner is responsible for the technical completion of all activities and deliverables according to the detailed work plan. The TC will work closely with each Work Package Leader – for the development of a detailed activity work plan while they will have the overall responsibility of ensuring the effective execution of all activities at partner level.
4. Work Package Leaders (WPLs): To ensure the maximum responsibility and ownership of the project activities and results, the project activities will be executed under the expert leadership of each Work Package Leader (s) with 2 co-leaders from other countries (universities) in consultation with the TC while the remaining partners will participate according to the role and expertise in the project. The coordination of WP activities will be the responsibility of LIEPU (P1)

The Project Team and Responsibility

Project team consists of ten partners from five countries:

- Liepaja University, Latvia
- Klaipeda University, Lithuania
- Private University of Education, Austria
- Tver State University, Russia
- Don State Technical University, Russia
- Perm State University, Russia
- Roshydromet Advanced Training Institute, Russia
- Brusov State University, Armenia
- Gavar State University, Armenia
- National University of Architecture and Construction of Armenia

Each partner university involves in average 2-5 participants in the project. Prompt and stable interinstitutional cooperation is vitally important in this project. Each partner shall delegate one person, who will provide fast exchange of information and will cooperate with project coordinator.

Each person involved in the project shall present the proof that he/she have contractual relationships with the partner university.

Each person involved in the project shall take responsibility to fill in their joint declarations, time sheets and individual travel reports.

Each partner shall have access to the joint file storage system: files.flexwbl.org. To receive access to the file system participants shall contact the coordinator. All progress reports are reviewed in Steering Committee and Technical Committee meetings. The progress reports are compiled by the WP leaders and they are designed as a part of the Project Management System (PMS).

Steering Committee

The role of the Steering Committee (SC), chaired by the Project Manager, is to monitor and manage the project schedule, status reporting, processes and outcomes. Practically, that means it must oversee and assess the progress of the project and quality of the output and deliveries. It will meet 8 times during the project at each transnational meeting as well as at least 3 times virtually, or more if needed.

In coordination with the Project Coordinator the tasks of the SC include:

- Solving all important issues within the projects as well as for all the important decisions by means of voting showing the democratic approach to managing the project
- Monitor and manage the project schedule including the time and place for transnational meetings and workshops according to pandemical threats
- Conflict Resolution Management
- Management of the development and submissions of the reports to EACEA, NEOs and other interested parties
- Evaluation of needs and amendments for equipment purchase
- Evaluation of risks to project implementation and development of tools for risk mitigation

Technical Committee

As to Technical Committee, its functions are the provision of fluent implementation of the project and observing all the terms and conditions as well as avoiding all possible technical issues. This team deals with monitoring and correcting the project task fulfilment and actively participates in providing qualitative organisation of all events.

In coordination with each WP leader the tasks of the TC include:

- Collaboration for the implementation of the Work Packages and deliverable
- Reviewing technical reports/papers etc.
- Presentation of progress on technical matters
- Evaluation of the needs for course development, dissemination and exploitation
- Reports regarding project progress to the SC
- Recommendations to Quality Assurance & Evaluation Plan including quality specifications and evaluation criteria
- Monitoring milestones outlined in Quality Assurance & Evaluation Plan

Both committees are important for the project and they involve different participants in their teams. This helps provide more efficient way of managing the project

Transnational Steering Committee Meetings & Technical Workshops

The transnational project meetings & workshops will serve the following:

- To ensure the effective collaboration of the project participants at all levels (administrative, technical, etc.);
- To provide a platform for the technical exchange and understanding of the European Social policy and practice between the partners;
- To establish a strong transnational network between HE and other institutions, regional and national ministries of education for future development and dissemination;
- To provide a platform for Steering Committee meetings.

The offline transnational meetings **will take place as follows¹**:

- 1st Kick-Off Meeting & 3-day WBL Transfer Workshop – Yerevan/Armenia (M2). Host: NUACA(P10)

2nd SC & TC Meeting & 3-day workshop ‘WBL Framework Development’– Lijepaja/Latvia (M8). Host: LIEPU (P1)

- 3rd SC & TC Meeting & 2-day workshop ‘WBL Framework Implementation’ & 2-day Quality Assurance Workshop – Klaipeda / Lithuania (M14). Host: KU (P2)

- 4th SC & TC Meeting & 3-day WBL Regional Workshop – Yerevan /AR (M20). Host: YSULS (P8)

- 5th SC & TC Meeting & 3-day WBL Policy Development Workshop – PH-Linz /Austria (M26). Host: PH-Linz (P3) • 6th SC & TC Meeting & 3-day WBL Regional Workshop – Tver /RU (M30). Host: TvSU (P4)

- 7th SC & TC Meeting & FlexWBL & 2-day WBL Regional Workshop & 1-day Quality Review Workshop – Perm/Russia (M32). Host: PSU (P6) • 8th SC & TC Meeting & FlexWBL Policy Conference–Rostov-on-Don/Russia (M34-M35). Host: DSTU (P5)

Participation Rules:

In all transnational meetings, the institutions from the two Partner Countries will participate with 3 members (1 SC member + 2 TC members) while the partners from the Programme Countries will participate with only 2 members.

The project coordinator LIEPU (P1) will be responsible for the meeting agenda and chairing the meeting. The host partner will be responsible for hosting and organizing the meeting logistics and the minutes. A complete set of Meeting Minutes will be developed for each meeting.

Online Meetings. In addition to the transnational meetings several online SC/TC meetings will take place in-between consortium meetings. The virtual meetings will be chaired by the Project Coordinator. Minutes will be drafted and circulated by the Project Coordinator. Such meetings shall be organised each 2 months.

¹ Тут надо будет менять расписание встреч.



Conflict Resolution

Within the project we have adopted a cooperative conflict resolution strategy by safeguarding the interests of all the parties. In the rare occasions that any conflicts will arise the SC will be the responsible board to study the issue and recommend conflict resolution tools for the case. First, a general meeting will be organized to discuss the case and find compromise with the participation of conflicting parties. Each individual opinion will be respected in the frame of commonly accepted values. In case of not finding compromised solution to the issue, the Steering Committee will prepare a conflict resolution plan. If no full solution has been achieved within 30 calendar days, then the National Agency & EC will be notified of the conflict and the prior measures undertaken by the Project SC and further action will be taken considering the specifics of each situation.

Responsibility Table

All tasks and responsibilities for all deliverables are listed in the Responsibility Table performed as .xlsx file, which is an Annex to this Guideline.

WP	Title	Type of Deliverable	Leader	Co-leader	Co-leader	Due Date	En	Arm	Ru
WP1	Preparation Project Methodology		LIEPU (P1)	DSTU (P5)	NUACA (P10)				
1 WP1.1	Research methodological guideline on WBL in HE	Report	TvSU (P4)	DSTU (P5)	LIEPU (P1)	M10 (August 2020)	Yes	No	No
2 WP1.2	3-day WBL Transfer Workshop - Yerevan (1)	Event	LIEPU (P1)	TvSU (P4)	NUACA (P10)	M2 (16-20 December 2019)	Yes	No	No
3 WP1.3	Development of the methodological base of the project	Report	LIEPU (P1)	NUACA (P10)	TvSU (P4)	M8 (June 2020)	Yes	No	No
WP2.1	WBL Framework Development		PH-Linz (P3)	TvSU (P4)	(P9) GSU				
4 WP2.1.1	Initial WBL framework and implementation plan	Report, Teaching Materials	PH-Linz (P3)	TvSU (P4)	(P9) GSU	M10 (August 2020)	Yes	Yes	Yes
5 WP2.1.2	A manual for WBL Framework development and implementation	Teaching Material	PH-Linz (P3)	TvSU (P4)	(P9) GSU	M12 - October 2020, M28 - February 2022	Yes	Yes	Yes
6 WP2.1.3	3-day WBL framework development Workshop (2) - Liepaja	Event	LIEPU (P1)	(P9) GSU	PH-Linz (P3)	M8 (June 2020)	Yes	No	No
WP2.2	Implementation of the WBL Framework: Knowledge and Competence		KU (P2)	NUACA (P10)	(P7) ATI				
7 WP2.2.1	Approved WBL Curricula at partner universities	Training Material, Learning	(P7) ATI	NUACA (P10)	KU (P2)	M14 - December 2020	Yes	Yes	Yes
8 WP2.2.2	Sample portfolios/ learning documentation material for and of students	Service/Product	(P7) ATI	KU (P2)	(P9) GSU	M16 - February 2021, M26 - December 2021	Yes	Yes	Yes
9 WP2.2.3	Analysis of the survey results and interviews	Report	P8 (YSULS)	TvSU (P4)	KU (P2)	M18 - April 2021, M26 - December 2021	Yes	Yes	Yes
10 WP2.2.4	Updated WBL framework	Training Material, Learning	(P7) ATI	TvSU (P4)	KU (P2)	M26 - December 2021	No	Yes	Yes
11 WP2.2.5	Workshop on WBL Framework Implementation (3) - Klaipeda	Event	KU (P2)	NUACA (P10)	(P7) ATI	M11 - October 2020	Yes	No	No
WP2.3	Implementation Support		DSTU (P5)	NUACA (P10)	PH-Linz (P3)				
12 WP2.3.1	Stakeholder interaction plan	Report	DSTU (P5)	PSU (P6)	NUACA (P10)	M8 - June 2020	Yes	Yes	Yes
13 WP2.3.2	WBL Website	Service/Product	DSTU (P5)	P8 (YSULS)	LIEPU (P1)	M8 - June 2020, M16 - February 2021	Yes	Yes	Yes
14 WP2.3.3	WBL Educators' Network	Service/Product	DSTU (P5)	DSTU (P5)	TvSU (P4)	M13 - November 2020 - M36+	Yes	Yes	Yes
15 WP2.3.4	WBL Regional Workshop (4) - Yerevan	Event	YSULS (P8)	PH-Linz (P3)	DSTU (P5)	M17-May 2021	Yes	Yes	Yes
16 WP2.3.5	WBL Lab	Service/Product	LIEPU (P1)	TvSU (P4)	P8 (YSULS)	M16 - February 2021	No	Yes	Yes
WP2.4	Evaluation		PSU (P6)	(P9) GSU	KU (P2)				
17 WP2.4.1	Pilot evaluation/ Plan for a second iteration	Service/Product	PSU (P6)	(P9) GSU	KU (P2)	M24 - October 2021	Yes	No	Yes
18 WP2.4.2	Final evaluation and approval of procedures	Report	PSU (P6)	(P9) GSU	KU (P2)	M32 - May 2022	Yes	No	No
19 WP2.4.3	A manual providing recommendations to non-partner HEIs, policy makers and	Report, Teaching Materials	TvSU (P4)	P8 (YSULS)	PH-Linz (P3)	M32 - May 2022	Yes	Yes	Yes
20 WP2.4.4	5th SC & TC Meeting & 3-day WBL Policy Development Workshop (5) - Linz	Event	PH-Linz (P3)	TvSU (P4)	P8 (YSULS)	M26 - December 2021	Yes	No	No
WP3	Quality Assurance and Evaluation		P8 (YSULS)	(P7) ATI	PSU (P6)				
21 WP3.1	Quality Assurance & Evaluation Plan - Requirements/Specifications for Each M	Report	P8 (YSULS)	PSU (P6)	KU (P2)	M1-M36	Yes	No	No
22 WP3.2	Quality Assurance Manual for online modules and training courses	Report	PSU (P6)	LIEPU (P1)	KU (P2)	M17 - March 2021, M28 - February 2022	Yes	Yes	Yes
23 WP3.3	Quality Evaluation Reports (Internal Quality Monitoring and reporting)	Report	P8 (YSULS)	PSU (P6)	KU (P2)	M8, M12, M14, M17, M20, M24, M32, M36	Yes	No	No
24 WP3.4	External Evaluation Report (Interim & Final Reports)	Report	LIEPU (P1)	P8 (YSULS)	(P7) ATI	M18 - April 2021, M36 - October 2022	Yes	No	No
25 WP3.5	Assessment by stakeholders	Report	P8 (YSULS)	(P7) ATI	PSU (P6)	M24 (October 2021), M32, M36	Yes	Yes	Yes
26 WP3.6	Quality Review Mechanism (SC meetings)	Report	P8 (YSULS)	PSU (P6)	PH-Linz (P3)	M1 - M36	Yes	No	No
WP4	Dissemination and Exploitation		TvSU (P4)	P8 (YSULS)	PSU (P6)				
27 WP4.1	Dissemination & Exploitation Action Plan	Report	TvSU (P4)	P8 (YSULS)	LIEPU (P1)	M8 (June 2020), M24, M36	Yes	Yes	Yes
28 WP4.2	Project Branding	Service/Product	TvSU (P4)	NUACA (P10)	DSTU (P5)	M6 (April 2020), M26	Yes	No	Yes
29 WP4.3	Networking & Exploitation at Partner Level and European Level	Event	TvSU (P4)	P8 (YSULS)	LIEPU (P1)	M1 - M36	Yes	Yes	Yes
30 WP4.4	WBL Policy Recommendation Report	Report	PSU (P6)	P8 (YSULS)	PSU (P6)	M24 (October 2021), M32	Yes	Yes	Yes
31 WP4.5	WBL - Policy Conference - Rostov-on-Don (8)	Event	DSTU (P5)	LIEPU (P1)	(P9) GSU	M32- M36	Yes	Yes	Yes
32 WP4.6	Sustainability Plan	Report	P8 (YSULS)	TvSU (P4)	LIEPU (P1)	M36	Yes	Yes	Yes
33 WP4.7	Social Media Support	Service/Product	DSTU (P5)	TvSU (P4)	P8 (YSULS)	M1 - M36	Yes	Yes	Yes
WP5	Management		LIEPU (P1)	TvSU (P4)	P8 (YSULS)				

Project Management

There are several levels of management within the project:

- Technical and overall management
- Financial management
- Quality management

Overall management

As to the overall management of the project, each partner is responsible for choosing the person responsible for management, who is a member of SC. This person plays the role of the



representative of each partner and communication is done through this. Here is the list of contact persons from each partner:

- Liepaja University, Latvia – Patriks Morevs, acentrs@liepu.lv
- Klaipeda University, Lithuania – Alona Rauckiene-Michaelsson, alona.michaelsson@ku.lt
- Private University of Education, Austria – Emmerich Boxhofer, emmerich.boxhofer@ph-linz.at
- Tver State University, Russia – Vitaly Kopnov, kopnov@list.ru
- Don State Technical University, Russia – Natalia Gasparyan, dstu_projects@mail.ru
- Perm State University, Russia, Natalia Dobrynina, dobrynina.nata@gmail.com
- Roshydromet Advanced Training Institute, Russia – Eduard Podgaisky, podgaisky@gmail.com
- Yerevan Brusov State University, Armenia – Kristina Tsaturyan, kristina.tsaturyan@gmail.com
- Gavar State University, Armenia - iro@gsu.am
- National University of Architecture, Armenia - varazdat@list.ru

Financial management

Financial management is performed by each project partner individually. In addition, the coordinator monitors all the finances in general. Each partner is responsible for their own accountancy and shall keep all the necessary documents. Copies of the documents shall be in the common shared folder shared with the coordinator. Each partner is responsible for their budget. The total budget of the project is EUR 784 425,00. Detailed budget of the project is given in the MS Excel file. Project partners shall use their amount efficiently. Each partner has staff and travel costs. Travel costs consist of two positions – travel costs and costs of stay. Once in 6 month each partner shall present their expenses to coordinator and they have to reconcile the expenses and record them in the report table.

As to the Staff costs, there are four categories of staff. Each staff category is paid certain amount of EUR per one working day. Amount of working days per one person in one category shall not be larger than 7 per month. Money shall be transferred to project members only after the work has been done. Local tax policies shall be applied. Project participants receiving salary shall have an existing contract with the corresponding HEI. For reporting the staff costs it is necessary to present to the coordinator (if documents are not in English, translation shall be provided at least of the main keywords, names, title, sums, amount):

- Work contract
- Joint declaration
- Timesheet
- Results of work

As to Travel costs, it is important to observe the rule that amount of mobilities implemented by the partner shall not be less than the amount mentioned in the application. For the report it is necessary to present to coordinator (if documents are not in English, translation shall be provided at least of the main keywords, names, title, sums, amount):

- Individual Travel Report
- Boarding passes

- Hotel reservations
- Minutes of the meetings
- Agenda of the event
- Any other proof that mobility took place and was important for the project

For Subcontracting costs, it is necessary to consider that VAT can be exempted for Partner Countries, not the program countries. And if necessary, please ask the coordinator to send the letter, which he received from Brussels. The documents for subcontracting to present (if documents are not in English, translation shall be provided at least of the main keywords, names, title, sums, amount):

- Agreement
- Invoices
- Delivery-acceptance acts
- Tendering procedure (if sum of the agreement is larger than EUR 25 000,00)

For Equipment costs, it is necessary to consider that VAT can be exempted for Partner Countries, not the program countries. And if necessary, please ask the coordinator to send the letter, which he received from Brussels. In this project procurement of the equipment will be organised by the coordinator. The documents for subcontracting to present (if documents are not in English, translation shall be provided at least of the main keywords, names, title, sums, amount):

- Equipment tendering procedure
- Invoices
- Proofs of payment
- Delivery-acceptance acts
- Agreements

Quality management

For quality management special team of project participants is created. Quality has both sides, internal and external. For internal quality one partner takes the lead and coordinates all the activities within the project. Moreover, each partner separately is responsible for their tasks and shall observe the quality rules. Internal quality is important for the project but is not enough – the look from the side is also important. Therefore, within the project external evaluator will also be attracted. The external evaluator will perform independent audit and assessment of the project and will make a report on it. This will happen in the final stage. Apart from this financial auditor will be involved in checking the accountancy of the project. A lot of attention shall be paid to the outcomes of the project. They should comply to the outcomes stated in the application and be fulfilled by 100%. Quality of the result shall be high. It is important to observe all the prescriptions of the EU and Erasmus+ policies.

Special Quality Assurance plan and Quality Assurance Manual shall be developed within the FlexWBL.

Project Time Management and Project Life Cycle

Duration of the project is 3 (three) years. Time is limited and therefore it is vitally important to observe project terms and deadlines. Activity durations shall be carefully observed. Each



participant can refer to the project application and print out the work plan E5 (see pages 36-39 of the application document, which is shared on our servers or contact the coordinator acentrs@liepu.lv). Work plan was carefully elaborated before submission of the project application and during the project it is vitally important to keep to this plan and observe the terms of starting and finishing the planned works. In the Work Plan all the activities of the project are divided into work packages. Please refer to each Work Package in the project application file to see the Leading Partner and Co-Leader, who are responsible for each (starting from page 40). The Leaders of each Work-Package are responsible for observing the timing rules of the Work Plan E5.

It is important to understand that all activities in the project are interconnected and partners from five countries take part in the project. To provide effective project implementation each partner, when planning their activities shall observe certain rules:

- Each partner shall be informed in advance about any activity anticipated (better a month before the activity or at least two weeks before the activity) when planning any activities online
- For emergency cooperation communication via mobile phones (using Telegram, WhatsApp, Viber or similar tools is advisable), therefore, contact list shall be available with at least one representative from each Partner
- It is advisable to use



References

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2. Information on Erasmus+ Capacity Building Projects. Retrieved from URL: https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-the-field-of-higher-education-2020_en (31.05.2020).