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## Orienta4VET

VET: an attractive and viable pathway. Innovating in VET through guidance processes and exploring flexible and diversified opportunities in VET  
(2021-ES01-KA220-VET-000033043)

# Project Handbook

*All the partners of the Orienta4VET project approved this document on 28<sup>th</sup> April 2023*



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## Project aim

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The aim of our proposal is to work on and towards VET access, as well as contributing in and for staying and completing these programs. The project will produce tangible results divided in four areas of intervention, contributing to provide results to build the VET scenarios 2035 (Cedefop, 2020): (1) pluralistic VET that implies a redefinition of VET's overall position in the education and training system; (2) individually tailored teaching, learning and guidance solutions; (3) progression and pathways of vocationally oriented learning throughout life and portability of vocational learning; (4) flexible pathways. These areas of intervention are corresponding to three main project results (PR):

- **PR1- Orienta4VET shared and interactive guidance process:** this PR1 will be a shared, active, and interactive guideline for the implementation of VET orientation and tutorial strategies / actions, which are understood as innovative teaching and learning approaches. The key and relevant feature of this shared and interactive guidance plan is it will be design with the interaction of VET educational agents, who will be involved in the project, and it will be feed by them during the life of the project. Therefore, this PR will develop pedagogical resources to provide guidance methods and / or strategies related to approach young people to VET itineraries and / or pathways.
- **PR2 - Orienta4VET interactive map:** this PR2 looks for being an accessible tool and resource useful for counsellors, teachers / trainers, young people, researchers, educational centres, external educational agents, educational Administration, etc. in the VET field. This interactive map suits the reality of the territories that will be involved of this project, being a response to specific demands and needs of the involved agents. This PR2 will make up of: (a) information related to current VET difficulties and advantages of VET pathways and/or itineraries in the different territories; (b) exploring diverse and flexible

VET access itineraries in the different territories; (c) identifying alternative VET access itineraries in the different territories.

- **PR3 – Orienta4VET MOOC:** This PR3 looks for being an accessible training resource that contributes to VET educational agents’ capacity building on implementing guidance processes and orientation and tutorial action strategies as integrated elements of their teaching and learning processes.

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## Partners

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Institution	Contact Person (e-mail)
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## Implementation

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The work packages (WPs) are the basic coordination units for this project. The core project activities are grouped within 7 WPs:

- **WP1. Management/Leader:**  
**UAB/Duration:** Month (M) 1 to M36. This WP covering all aspects to ensure effective development of the project: financial management, monitoring, meetings, and report elaboration. It includes the procedures for joint decision-making regarding major issues, such as detailed task descriptions and assignments and dissemination activities.
- **WP2/PR1. Orienta4VET shared and interactive guidance plan/Leader:**  
**AU and UAB/Duration:** M1 to M19. This This WP focuses on the development of the PR1, a shared and interactive guidance plan. Activities: collecting orientation and tutorial action strategies in VET to adapt for every partner in each territory and according to their involved VET educational centres. Constant contact and coordination are crucial, as well as the contact with involved VET educational centres. That is why we have planned to have three workshops with these latter and a meeting just before starting the development of these workshops to discuss the proposals.
- **WP3/PR2. Orienta4VET interactive map/Leader:**  
**UB and IPlleiria/Duration:** M16 to M29. This WP focuses on the development of the PR2, an interactive map. Activities: although this PR starts collecting information of interest in the first PR1 workshop, PR2 is focused on collecting information to explore diversified, flexible, and alternative access itineraries in VET to adapt for every partner in each territory, being a complementary tool and resource of PR1 to VET educational agents. Constant contact and coordination are also crucial, as well

as the contact with involved VET educational centres. That is why we have planned to have three more workshops with these latter and a meeting just before starting the development of these WP and workshops to discuss the proposals.

- **WP4/PR3.** Orienta4VET MOOC/Leader:  
**UAB and U.Buc/Duration:** M23 to M34. This WP focuses on the development of the PR3, the Orienta4VET MOOC. Activities: design, produce and test the Orienta4VET MOOC, a training resource that contributes to VET educational agents' capacity building on implementing guidance processes and orientation and tutorial action strategies as integrated elements of their teaching and learning processes. This MOOC resource will bring the interactive guide and the interactive map together as part of the training process.
- **WP5.** Dissemination and communication/Leader:  
**UAB and U.Buc/Duration:** M1 to M36. Activities: Designing a dissemination and communication strategy plan for the overall project. Use of social media and the project's website to communicate the progress. Agreed methods of internal dissemination of the achieved results to partner institutions and stakeholders. Presentation of the project's outputs in national and international events. Preparation multiplies events both locals (five in total; one per territory) and a final in Romania. Design of a communication campaign for local and regional stakeholders to impact on VET.
- **WP6.** Exploitation/Leader:  
**UB and AU/Duration:** M9 to M36. Activities: exploitation of the results of this project including further dissemination and upscaling – in other sectors, areas, target groups, countries or regions, etc.; project sustainability, possible synergies with other programmes and funds, etc.

- **WP7. Quality plan/Leader:**

**IPLeiria/Duration:** M1 to M36. Activities: definition of internal monitoring and quality assurance procedures. Creation of Quality assurance committee (QAC) formed by one representative in each consortium partner. Definition of role and tasks of ethics guidelines of the project in processes of resources design, web site and guidelines.

Communication with partners is an essential part of the project's success. The project overall management is ensured and monitored through the Project Management Handbook including all the action protocols, QA system and communication channels to facilitate constant and efficient contact and cooperation among partners:

- The Coordination Team (CT), led by the Project Coordinators, will meet virtually bimonthly to monitor the project's progress.
- Work packages' leaders (WPL) will run virtual meetings with those that are responsible for developing the necessary tasks of each WP.
- Consortium meetings (two per year being one virtual and one face to face; six in total: three virtual and three face to face) will act as milestones of the project's results and will facilitate the process of monitoring the project's tasks.
- Some Quality Assurance Committee (QAC) meetings will take place one day before or after the consortium meeting to monitor the QA system.
- The consortium will make use of a management tool, which will be supervised and managed by the PM. This tool is TEAMS. That will allow us to tackle the project progress, milestones and tasks.

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## Non-Intellectual Outputs

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- 1 Project handbook
- 2 Interim reports
- 1 Quality plan (included in the project handbook).
- 1 Communication and dissemination plan
- 1 Project webpage

In addition, other expected results of the projects will be reached: the partners' institutions will use their web pages to disseminate the project outputs, they also could develop their own platforms as blogs or webs to promote the project news and outcomes, the participants will update their professional social networks as: Research Gate, Google Scholar, Twitter, LinkedIn, Facebook, or others with news derived from the project. Also, due to the partner institution possess their own publishing houses, posters and leaflets will be published and make available to project targets and stakeholders.

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## Monitoring meetings and international multiplier events (seminars/conferences) associated

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<b>Year 2022</b>
Kick-off Meeting (2 days): July-Spain-Attendance: 8 participants (partners)
Follow-up Meeting (1 day): October-Virtual-Attendance: 8 participants (partners)
<b>Year 2023</b>
Follow-up Meeting (2 days): April-Germany-Attendance: 8 participants (partners)
Follow-up Meeting (1 day): September-Virtual-Attendance: 8 participants (partners)



Local Multiplier event (1 Day): November-Barcelona-Attendance: 20 local participants
Local Multiplier event (1 Day): November -Denmark-Attendance: 20 local participants
Local Multiplier event (1 Day): November -Germany-Attendance: 20 local participants
Local Multiplier event (1 Day): November-Portugal-Attendance: 20 local participants
Local Multiplier event (1 Day): November-Romania-Attendance: 20 local participants
<b>Year 2024</b>
Follow-up Meeting (2 days): April-Portugal-Attendance: 8 participants (partners)
Final Meeting (1.5 days): November-Romania-Attendance: 12 participants (partners)
Final Multiplier event (1 Day): November-Romania-Attendance: 70 local participants and 10 foreign participants

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## Local and final multiplier events (seminars/conferences)

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Each partner should hold a local seminar. These local MEs aim to present the interactive guide for implementing orientation and tutorial action strategies in VET itineraries (PR1) as the result of the shared and interactive work with driving-force teams of the VET educational centres in each territory and introduce PR2 — as a future complementary tool for the interactive guide — and PR3 — as training resource that integrates both PR1 and PR2 —. During this presentation, the resource will be presented through both experience of VET educational agents in the implementation process and exemplification of how the interactive resource works. The participants will give us feedback for improving the resource. These feedbacks will be received in oral and written support in each local event and will be put together by the partners to improve the final version of the PRs. The target groups are, mainly, VET educational agents — teachers / trainers, counsellors, tutors, etc. — from educational centres and apprenticeship centres, as well as Educational Administrations. Intellectual Outputs Covered PR1 as the main covered PR2 and PR3 will

be also introduce in this local event. The local ME will be held in each country and is expected to participate a minimum of 20 local participants:

- **ME1** - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Spain.
- **ME2** - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Denmark.
- **ME3** - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Germany.
- **ME4** - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Portugal.
- **ME5** - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Romania.

The project should hold a final seminar: The final Orienta4VET event.

- **ME6** - Final Orienta4VET Event. Diversification and flexibility of access opportunities in VET: Exploring the potentiality and viability of alternative pathways. This final ME aims to present the results of a co-creation process with driving-force teams of VET educational centres in each territory. During this presentation, PRs will be presented through both VET educational agents' voice and exemplification of how these interactive and digital resources work helping to explore access opportunities in VET, as well as helping to VET guidance. The participants will give us feedback for improving those. These feedbacks will be received in oral and written support in each local event and will be put together by the partners to improve the final version of either both PR2 and PR3 or also PR1. The target group is the wider VET community: VET educational agents — teachers / trainers, counsellors, tutors, etc. —, young people, educational centres, apprenticeship centres, Educational Administrations. Project Results covered PR2 and PR3 are the main covered PR although PR1 will be retrieved to introduce the complementary role of PR2 to PR1 as well as highlighting that PR3 is built on the basis of PR1 and PR2.

## Outputs and main tasks summary

Output	Activities	Coordinator	Date
Orienta4VET shared and interactive guidance process	All the partners will contribute as part of the consortium, in order to respond to the need of adaptation of the guidance process to each territory. The PR will be developed with the involvement and participation of the driving-force teams of involved VET educational centres in three workshops (WS) that will be developed in each territory. <b>WS1</b> will take place in month 7 of the project aiming to work on selection of the orientation and tutorial actions strategies better suit needs of VET educational agents and institutions. <b>WS2</b> will take place in month 10 of the project aiming to draw the shared and interactive guideline for the implementation that will be available on the online bank of resources. <b>WS3</b> will take place in month 14 of the project aiming to check and adjust the final version of the interactive guideline. The PR1 workplan will start during the TM1 (KOM) in month 1. In the TM2 the co-leaders will present a common working framework for WS development in each territory seeking the consortium's agreement and consolidating the expected	AU and UAB	From February 2022 to April 2023

Output	Activities	Coordinator	Date
	<p>PR1 achievements. In the TM3 in month 16, the PR1 will be checked by the partners to adjust the interactive guideline considering the feedback received by the driving force teams in every country and agree its dissemination (WP5) and exploitation (WP6). These latter tasks will be led by partners UAB and U. Bucharest, as coleaders of WP5, and by Aarhus University and U. Bremen, as coleaders of WP6.</p>		
<p>PR2-Orienta4VET interactive map</p>	<p>All the partners will contribute as part of the consortium and also, in order to respond to the need of adaptation of the interactive map to each territory. The PR will be developed with the involvement and participation of the driving-force teams of involved VET educational centres in three workshops (WS) that will be developed in each territory. <b>WS4</b> will take place in month 19 of the project aiming to work on exploring the potentiality and viability of alternative pathways that facilitate the diversification and flexibility of access opportunities in VET. <b>WS5</b> will take place in month 22 of the project aiming to draw the interactive map that will be available on the online bank of resources. <b>WS6</b> will take place in month 26 of the project aiming to check and adjust the final version of the interactive map. The PR workplan will start during the TM3 in month 16 where the co-leaders will present a common working framework for WS development in each territory seeking the consortium's</p>	<p>ITB-UB and IPLeiria</p>	<p>From November 2022 to December 2023</p>

Output	Activities	Coordinator	Date
	<p>agreement and consolidating the expected PR2 achievements. In the TM4 in month 23, the PR2 will be subjected to partners’ monitoring to lead its final version. During the TM5 in month 29, the PR2 will be checked by the partners to adjust the interactive map considering the feedback received by the driving-force teams in every country and agree its dissemination (WP5) and exploitation (WP6). These latter tasks will be led by partners UAB and U. Bucharest, as coleaders of WP5, and by Aarhus University and U. Bremen, as coleaders of WP6.</p>		
PR3-Orienta4VET MOOC	<p>The PR3 will be co-led by UAB and U. Bucharest and all the partners will contribute as part of the consortium. The PR will be developed with the involvement and participation of the driving force teams of involved VET educational centres in different meetings. The PR3 workplan will start during the TM4 in month 23 where the co-leaders will present a common working framework for MOOC design. In the TM in month 23, the PR2 will be subjected to partners’ monitoring in order to lead its final version. In the TM5 in month 29, the PR3 will be checked by the partners to adjust the MOOC considering the feedback received by the driving-force teams in every country and agree its dissemination (WP5) and exploitation (WP6). These</p>	UBuc and UAB	From September 2023 to September 2024

Output	Activities	Coordinator	Date
	latter tasks will be led by partners UAB and U. Bucharest, as co-leaders of WP5, and by Aarhus University and U. Bremen, as co-leaders of WP6.		

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## Participants

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The project involves the participation of a minimum of 8 or 10 educational centres, in which Secondary Education is taught in its first (compulsory level) and second (upper level in vocational option) stage in each country. Likewise, in each one educational centre, there is necessary to involve one driving-force team (working group) by educational centre integrated by 3 or 4 educational stakeholders, whose profile would be members of the guidance team, VET leadership team, and VET teachers / trainers.

It is expected to have at least 40 VET educational centres (a minimum of 8 per territory) and 40 driving-force team integrated by 120 people (one driving-force per educational centre integrated with a minimum of 3 people per territory). On this basis and taking into account the different objectives and PRs, the activities undertaken in the project will involve different types of participants as follows:

1. Achievement of O1 and O2 and its related PR2 will imply developing three workshops with the participation of the driving-force teams in each territory. That is, at least 24 key actors (3 people per 8 driving-force teams by partner) will be involved. Complementary to these workshops, other activities linked to questionnaires addressed to young people in vocational option, VET teachers / trainers, VET tutors / trainers in apprenticeship centres that work with the involved educational centres will be developed. Developing this action, we expect at least the participation of 1,600 youngsters in vocational option (a minimum of 40 youths per centre in each territory), between 400 or 600 VET teachers / trainers (between 10 – 15 per centre in each territory as a minimum) and 200 VET tutors / trainers in apprenticeship centres (a minimum of 5 tutors /trainers in the workplace per educational centre in each territory).
2. Achievement of O3 and its related PR1 will imply developing three workshops with the participation of the driving force teams in each territory. That is, at least 24 key actors (3 people per 8 driving-force teams by partner) will be involved. Complementary, to these workshops, activities linked to implementation of

- orientation and tutorial action strategies in VET itineraries and analysing their impact will be developed in the involved educational centres with the needed participation at least of 600 youths in vocational option (one group of 15 – 20 youths by centre in each territory) and 80 teachers / trainers (minimum 2 teachers / trainers per group by centre in each territory).
3. Achievement of O1, O2 and O3 through its related PR3 will imply developing meetings with the driving-force teams in each territory. That is, at least 24 key actors by territory (3 people per 8 driving-force teams by partner), a total of 120 for the whole project, will be involved.
  4. The ME are other of the activities that will be developed in both level local ME – a total of 5 (one per each territory) where we expect to have at least 40 local participants by ME and, a final ME where we expect have at least 50 local participants and 20 foreign participants (4 of each partner country).

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## Quality plan

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The quality plan ensures support for the planning, monitoring, control and evaluation of results. Monitoring and checking the project is a permanent constant in its design. Quality assurance actions will cover the entire duration of the project.

The project will be monitored in a way that makes it possible to check compliance with deadlines, the operational objectives, and the achievement of the products of each of the designed initiatives and phases. For this purpose, a series of instruments will be established that the different partners will fulfil, and which will serve to improve and optimize the processes and results. Monitoring and checking the project is a permanent constant in its design. Quality assurance actions will cover the entire duration of the project. Its aim is to guarantee project quality, namely through the development of monitoring and evaluation activities (ex-ante, ongoing and ex-post). Main actions to assure the project quality:



1) Quality plan. A Quality Plan (QP) will be drawn up at the initial meeting (Month 1) to set out the roles, tasks and responsibilities of each partner in ensuring quality, in both delivery and outcomes, and their responsibilities for the project monitoring and evaluation. The Quality Plan will include, among other items, the strategies, activities, and tools to be adopted, timescales and reporting mechanisms, and will be incorporated into both the internal and external reports. This will be included as part of the activities lead by UCLL with expertise in QA mechanisms.

2) Internal evaluation of the project outputs. Based on what is defined in QP, and in the data collected and analysed, internal reports will be produced (which will be integrated into the monitoring and final reports required by the implementation methodology). The data collected will be analysed and integrated into the project reports.

3) External assessment. To support Project consortium, a **Project Advisory Group (PAG)** will be established. The PAG will comprise a senior manager from each partner organisation and relevant stakeholder organisations (e.g. Public Administration, high school professors, VET teachers / trainers, counselling experts). PAG will be appointed to carry out an external assessment of the overall project results. Their focus will be the quality of the products and results, the impact on the target group and the quality of dissemination and exploitation measures. Delivery date: every 10/12 months during Transnational Meetings.

The qualitative indicators are:

- Project general management and coordination: compliance of the proposed timetable/ on-time delivery of the management tools, reporting procedure and budget information.
- Activities implementation and follow-up: the quality of the project outputs and results, extent to which project results are assessed by the PAG and scientific community through feedback received in professional meeting and scientific events.
- Dissemination of results: on-time delivery of project products, visibility, number and quality of the interaction through the project dissemination platforms.

The quantitative indicators are:

- Implementation activities: achieving the targeted number of participants, number of VET educational centres, number of other added institutions, number of attendants in the final conference, number of meetings.
- Dissemination of results: Number of followers of the project web page, digital resources, number of participants accessing the digital resources from partners countries and external to the project consortium, number of visits of the project social media pages, number of participants in the multiplier events.
- Frequency of monitoring activities: the transnational project meetings will be held every 6/8 months (either face-to-face or virtual). These meetings are planned as follow up meetings, where the main milestones of the project will be checked, since preferably they will be implemented at the end and the beginning of each Project Result. Bimonthly online meetings will be done in order to monitor the project implementation, fix deviations and agree the next steps in the implementation of the different activities. Furthermore, each PR leaders will be able to plan b2b meetings in order to coordinate the specific activities linked to each outcome.

\* As a complement, see the document *Quality Plan of the Orienta4VET Project*. This document is developed aiming to describe the process that allows to guarantee the general quality of the project outputs and outcomes, ensuring the high-quality implementation of the project and the main results.

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## Dissemination

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The communication plan will guarantee the transference and knowledge mobilization of the project and ensure that project results have a relevant impact on society. The project foresees the following main target groups for dissemination activities:

- 1) **TEACHERS / TRAINERS** from VET education programmes. They represent the relevant end-users, and they will be targeted by means of the work of the project partners and the general dissemination strategies.

- 2) **OTHER PROFESSIONALS** involved either in VET education programmes or with VET teachers / trainers (counsellors, apprenticeships tutors, etc.) since they will have to ensure the inclusion in VET programmes and / or itineraries, increase VET visibility and attractiveness of VET and its flexibility of opportunities and contribute to innovation in VET.
- 3) **YOUNG PEOPLE** represent the direct beneficiaries of the strategies developed in the project since is expected to improve their 'VET outcomes' at the medium and long term.
- 4) **DECISION-MAKERS / POLICYMAKERS** at different authority levels with responsibilities in VET institutions are another target group for the present project's knowledge production. Although each PR is meant to be disseminated to decision-makers in some level, PR2 is the one that expect to make a greater impact in them.
- 5) **THE GENERAL PUBLIC** is the general target groups of the project, as any educational measure or initiatives need to raise awareness about positive effects of VET in education and social level and the importance to address it through valid, quality, and best evidence in the field. These target audiences are present at different scales, as follows: LOCAL LEVEL. The local level is the central one of the project. It is designed to reach and to engage VET educational agents, centres and external organisations. They will be directly engaged in the project activities. They will be invited to participate in both local MEs and final ME (final conference), as well as, in the MOOC.

The dissemination activities of this project will be planned from the very start of the project and will be assigned to the WP5 (DISSEMINATION & COMMUNICATION). The dissemination plan will be designed in a collaborative way by all the members of the consortium, under the co-lead of UAB and U. Bucharest and will contain different tools to disseminate and communicate the project outputs and progress. All partners will be required to play an active role in the dissemination of information and materials throughout the lifetime of the project. In this respect, all partners have confirmed access to a range of networks, tools and mechanisms that will enable them to successfully disseminate core outputs and achievements (partner websites; social media accounts;

links to relevant stakeholder networks). Dissemination will, also, be a standing reporting and discussion item on the agendas for all Consortium allowing actions and approaches to be monitored and recorded across the partner countries. UAB possesses excellent communication tools and network and will facilitate the use of the latest media resources to spread the information of the project and to connect different beneficiaries of project results and ensure their engagement with these. The co-leaders of WP5 will be in permanent contact with all partners in order to ensure the collection of relevant and updated data from all the partners and disseminate it through the project communication platforms. These strategies and dissemination platform will be discussed at the kick-off meeting, and main responsibilities for dissemination activities will be shared among all partners, including the use of social media, the feeding of project's website and the main lines that the communication will take. The resources that will be used for dissemination include the time that professionals from partner institutions will dedicate to the project (especially those experts in communication), the acquisition of a .eu domain to host project's results, the printing materials needed to make some project results available and the paid content to facilitating access to project's results in most used search platforms. Furthermore, all the institutions will make use of their web sites, dissemination events, social media to disseminate the project and its outputs worldwide.

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## Timeline

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Activity type	Starting period	End of period	Activity title
Project Results	February 2022	April 2023	PR1 - Orienta4VET shared and interactive guidance process
Transnational Project Meeting	July 2022	July 2022	TM1 - Kick-off meeting (Host: UAB)
Transnational Project Meeting	October 2022	October 2022	TM2 - Follow-up meeting (Virtual)
Project results	April 2023	December 2023	PR2 - Orienta4VET interactive map
Transnational Project Meeting	April 2023	April 2023	TM3 - Follow up meeting (Host: ITB – U. Bremen)
Transnational Project Meeting	September 2023	September 2023	TM4 - Follow up meeting (Virtual)

Activity type	Starting period	End of period	Activity title
<b>Project results</b>	September 2023	September 2024	<b>PR3 - Orienta4VET MOOC</b>
<b>Multiplier event</b>	November 2023	November 2023	<b>ME1 - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Spain</b>
<b>Multiplier event</b>	November 2023	November 2023	<b>ME2 - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Denmark</b>
<b>Multiplier event</b>	November 2023	November 2023	<b>ME3 - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Germany</b>
<b>Multiplier event</b>	November 2023	November 2023	<b>ME4 - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Portugal</b>
<b>Multiplier Event</b>	November 2023	November 2023	<b>ME5 - Local Orienta4VET Event. Interactive guide for implementing orientation and tutorial action strategies in VET itineraries in Romania</b>

Activity type	Starting period	End of period	Activity title
<b>Transnational Project Meeting</b>	April 2024	April 2024	<b>TM5 - Follow up meeting (Host: IPLeiria)</b>
<b>Transnational Project Meeting</b>	November 2024	November 2024	<b>TM6 – Final Meeting (Host: U. Bucharest)</b>
<b>Multiplier Event</b>	November 2024	November 2024	<b>ME6 - Final Orienta4VET Event. Diversification and flexibility of access (Bucharest/Romania) opportunities in VET: Exploring the potentiality and viability of alternative pathways</b>

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## Budget

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Institution	Management	Transnational meetings	Project Results	Multiplier Events	Total
UAB	18.000, 0 €	4.025, 0 €	46.398, 0 €	2.000, 0 €	<b>70.423, 0 €</b>
AU	9.000, 0 €	5.175, 0 €	64.819, 0 €	2.000, 0 €	<b>80.994, 0 €</b>
ITB	9.000, 0 €	4.025, 0 €	52.334, 0 €	2.000, 0 €	<b>67.369, 0 €</b>
IPL	9.000, 0 €	4.580, 0 €	33.486, 0 €	2.000, 0 €	<b>49.066, 0 €</b>
UniBuc	9.000, 0 €	3.820, 0 €	18.304, 0 €	11.000, 0 €	<b>42.124, 0 €</b>
	<b>54.000, 0 €</b>	<b>21.625, 0 €</b>	<b>215.351, 0 €</b>	<b>19.000, 0 €</b>	<b>309.976, 0 €</b>

The global budget approved by the Spanish national agency is 309.976,00 €.



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## Reports

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### **Progress report**

By **30th June 2023**, the coordinator shall complete a report on the implementation of the project, covering the reporting period from the beginning of the implementation of the project to 31<sup>th</sup> May 2023. The Partner shall make necessary contributions to this report according to the conditions agreed in the coordination meetings.

### **Final report**

Within 60 days after the end date of the project, the coordinator will complete a final report on the realization of the project. Again, the Partners shall make necessary contributions according to the protocols established in the coordination meetings.

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## Administrative issues

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As specified on the partnership agreement, the general aspects that all partners shall comply are:

### **General obligations and role of the partners**

The beneficiaries shall:

- a. be jointly and severally responsible for carrying out the Project in accordance with the terms and conditions of the Agreement;
- b. be responsible for complying with any legal obligations incumbent on them jointly or individually;
- c. make appropriate internal arrangements for the proper implementation of the Project, consistent with the provisions of this Agreement; where provided for in the Special Conditions, those arrangements shall take the form of an internal co-operation agreement between the beneficiaries.

- d. be responsible of data protection management, according with the general rules of the European Union and the specific rules of its country and/or organization.

### **General obligations and role of each partner**

Each beneficiary shall:

- a. inform the coordinator immediately of any change likely to affect or delay the implementation of the Project of which the beneficiary is aware;
- b. inform the coordinator immediately of any change in its legal, financial, technical, organizational or ownership situation and of any change in its name, address or legal representative;
- c. submit in due time to the coordinator:
  - I. the contributions which have been agreed upon in order to reach the project goals.
  - II. all the necessary documents in the event of audits, checks, evaluation and monitoring.
- d. Summary of Outputs, Activities and approximate submission shall be the same exposed on the original submission form.

### **Liability for damages**

- Neither of the parties makes any representation or gives any warranty to the other that any advice or information given by it or any of its employees or students who work or have worked on the project, or the content or use of any Arising Intellectual Property (IP), Background or materials, works or information provided in connection with the project, will not constitute or result in any infringement of third-party rights.
- The liability of each party to the other for all and any breaches of this Partnership Agreement, any negligence or arising in any other way out of the subject matter of this Agreement, the project and the Arising IP, will not exceed in total the

value of grant maximum amount. Nothing in this Partnership Agreement shall limit any party's liability for death or personal injury caused by negligence.

- The liability of either party to the other for any breach of this Partnership Agreement, any negligence or arising in any other way out of the subject matter of this Partnership Agreement, the project and the Arising IP, will not extend to any indirect damages or losses or any loss of profits, loss of revenue, loss of data, loss of contracts or opportunity, whether direct or indirect.
- According to Erasmus + Programme Guide, the Partner shall provide its staff with travel insurance when they are attending meetings or learning, teaching or training activities abroad

### **Confidentiality**

- The parties shall preserve the confidentiality of any information and documents, in any form, which are disclosed in writing or orally in relation to the implementation of the Agreement and which are explicitly indicated in writing as confidential.
- The parties shall not use confidential information and documents for any reason other than fulfilling their obligations under the Agreement, unless otherwise agreed with each other in writing.
- Coordinator shall preserve the confidentiality of any information and documents, in any form, which are required to the partners for the correct economical and technical implementation of the project.
- The Partner shall not be in breach of its confidentiality obligations under this Article 4. The Partner shall notify the Coordinator of such confidential information requested and shall assist in the determination of whether or not an exemption in that Act applies.

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## Payment arrangements

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### ***First pre-financing payment***

The pre-financing is intended to provide the beneficiaries with a float.

The coordinator shall pay the first pre-financing after receiving the amount from the National Agency as follows:

The coordinator shall pay to the Partner within 30 days following the reception of first National Agency payment, a pre-financing payment corresponding to 40% of the maximum grant amount.

### ***Second pre-financing payment***

When the National Agency accepts the second progress report, the coordinator will receive the second pre-financing payment. Coordinator shall pay to the partner within 30 days following the reception of National Agency Payment according to this criteria: (1) if the activities developed and reported by the partner accomplish with the National Agency quality standards, the Coordinator shall transfer to the partner the corresponding 40% of the maximum grant amount; (2) if not, the Coordinator will discount from this pre-financing payment the corresponding discount applied by the National Agency.

### ***Payment of the balance***

The coordinator shall pay the amount due as the balance within 60 calendar days, after he receives it from the National Agency, and after all documents referred to the final report arrive. This amount shall be determined following approval of the final report by the National Agency. The coordinator shall apply to the partner the discounts imposed by the National Agency when it reviews the reports and activities in accordance with its quality standards.

### ***Conversion of costs incurred in another currency into euro (only if it is necessary)***

Any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the daily exchange rate established by the European Central Bank and published on its website

([http://ec.europa.eu/budget/contracts.grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts.grants/info_contracts/infoeuro/infoeuro_en.cfm)) applicable on the day when the bank account of the coordinator is credited.

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## **Economic justification**

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All partners shall keep the documents cited below in order to accomplish the economic justification of the project. Before any economic report, copies of these documents must be available for the coordinator (online or hard copies), otherwise the cost shall not be accepted.

### **Management:**

- No extra documents are required.

### **Transnational Meetings:**

- Copy of traveller's passport.
- Laboral contract with a partner institution / certificate of legal representative
- Flight booking/ticket
- Flight boarding pass
- Original invoice of the flight company.
- Original invoice of the hotel.
- Travel Insurance
- Any other invoices than can demonstrate the meeting attendance.

- Certificate of meeting attendance signed by a responsible figure of the institution hosting the meeting.
- Signature sheets of all meeting participants.
- Meeting Agenda.
- Photos, videos, documents presented during the meeting, etc

### **Intellectual Outputs**

- The output.
- Timesheets to demonstrate the hours dedicated to elaborate the product. That timesheets shall include:
  - Participant's name and surname.
  - Professional profile (Researcher/Professor, Technician)
  - Working hours and days dedicated to the project.
  - IMPORTANT: The time spent to attend meetings is not considered as part of intellectual outputs.
- Laboral contract between the participant and the partner institution / certificate of legal representative
- Last payroll to demonstrate the current relation between participants and their institutions.

### **Multiplier Events**

- Event Agenda.
- Previous and post event's broadcasting
- Signature sheets of all event participants.
- Original invoices of the costs of the event organization.
- Participants' satisfaction survey.
- Photos, videos, documents presented during the event, etc.

### **Learning activities**

- Copy of traveller's passport.
- Laboral contract with a partner institution / certificate of legal representative
- Flight booking/ticket
- Flight boarding pass

- Original invoice of the flight company.
- Original invoice of the hotel.
- Travel Insurance
- Any other invoices than can demonstrate the training attendance.
- Certificate of training attendance signed by a responsible figure of the institution hosting the training.
- Signature sheets of all training participants.
- Training Agenda.
- Photos, videos, documents presented during the training, etc