



Education, Audiovisual and Culture Executive Agency

Unit P3 - Lifelong Learning: Leonardo da Vinci, Grundtvig and Dissemination

Syddansk Erhvervsskole	
Besvares af	J.nr.
Indgået 12. JAN. 2010	
Kopi til	

ODENSE TEKNISKE SKOLE
Munke Mose Allé 9
DK – 5100 ODENSE C.

Brussels, **06. 01. 2010**

EACEA/P3/MH/RM/PDC Evr D (2009)042290

Registered letter

Agreement No.: 2008-1937 (please use this reference n° in all correspondence)

Title of Project: Producing open on line learning system tools

Approval of Progress Report and Notification of Payment

Dear Mr. Niels Henning Olsen,

I am pleased to inform you that we have approved the Progress Report for the above mentioned project. The approval is based on the assessment undertaken by an external expert on behalf of the Education, Audiovisual and Culture Executive Agency. Enclosed is a copy of the expert's comments and recommendations following the assessment of the report. We strongly recommend that you use them as guidelines for the implementation of your project as they will be taken into account when assessing the Final Report.

We kindly ask you to upload the public part of the progress report in the ADAM portal (<http://www.adam-europe.eu>) in the section "PRODUCTS" within five working days after receiving this letter

We also confirm that a payment of a second pre-financing of EUR 102,719.60 has been initiated. The second pre-financing payment has been made in accordance with article I.4.2 of the Grant Agreement.

The assessment of your report by the expert resulted in 9 on 10.

Please note that the approval of the Progress Report should not be considered as an approval of the reported expenses. All expenses of the project, including the expenses already reported at Progress Report stage, will have to be approved at Final Report stage.

We would also like to bring to your attention the following points concerning the financial part of the report which should be taken into consideration during the subsequent period and for the submission of the Final Report:

Staff Costs:

cat.2 – P3, the declared staff costs per day are higher than the ceilings (345,44 € versus the ceiling 333€). Any surplus will be considered as ineligible;

cat.1:4 - P5, the amounts declared are slightly above the ceiling. We remind you that staff costs have to be reported according to the actual costs, not according to the ceilings

Travel costs:

To be considered as eligible, the costs of the project must be **generated** during its lifetime (01/10/2008 – 30/09/2010).

All costs occurred outside that timeframe will be considered as ineligible. Therefore, we suggest you to pay attention and check carefully the following items:

Ref. Item	Partner	Name of the person (one per line please)	Purpose of the trip	Start Date	End Date	Total costs
1	P1	Kent Andersen	Kick Off Meeting	8/08/2008	12/12/2008	996,91
5	P1	Torben Kjær Pedersen	Pools Workshop	28/09/2009	1/10/2009	540,82
19	P4	Gordon Wells	Brussels Workshop	28/09/2009	1/10/2009	471,25
20	P4	Gordon Wells	Brussels Workshop	27/09/2009	1/10/2009	146,00
21	P4	Caoimhin O Donnaile	Brussels Workshop	27/09/2009	1/10/2009	146,00
22	P4	Caoimhin O Donnaile	Brussels Workshop	27/09/2009	1/10/2009	506,57
23	P4	Gordon Wells	Brussels Workshop	28/09/2009	1/10/2009	74,70
24	P4	Caoimhin O Donnaile	Brussels Workshop	27/09/2009	1/10/2009	146,00
25	P4	Gordon Wells	Brussels Workshop	28/09/2009	1/10/2009	146,00

We remind you that the LLP logo, recognition of Community funding and official disclaimer should be included in all project products and outcomes, including the different project websites. Failure to add these elements could result in the Agency being unable to accept the results of the project at Final Report stage and have an impact on the payment of the last instalment of your project's LLP Grant.

The LLP logo and a translation of the funding disclaimer in the official EU languages can be found on the following website: http://eacea.ec.europa.eu/about/logos_en.htm

Important Advice:

We strongly suggest that you pay particular attention to the rules defined in the Guidelines for Administrative and Financial Management and Reporting http://eacea.ec.europa.eu/llp/projects/reporting/index_en.htm

In particular check the rules concerning the **eligibility of expenditure** (cf. Section 2) when preparing your Final Report.

International transfers can take up to two weeks to be credited to the beneficiary's account. Please contact us if you do not receive the payment within two weeks.

Please do not hesitate to contact Ms. Roberta MANONI (Roberta.manoni@ec.europa.eu) should you have any further queries.

Yours sincerely,



Mónica Holik
Head of Unit

Annex: Comments and Recommendations from an Independent Expert

LLP PROGRESS REPORT ASSESSMENT SHEET

Project number: [number]-[year]-[country]-[LLP Action]
141783-LLP-1-2008-1-DK-LEONARDO-LMP

Project title:
Producing Open Online Learning System Tools

	Score /10
<p>1. Objectives, results and products</p> <p>Have the project's activities been in accordance with its aims and objectives as declared in the original application or as officially amended? Have there already been any valuable results achieved at Progress Report stage?</p>	10
<p>The project has been delivered during the first year in accordance with its original goals and objectives as specified in the initial application. A new organisation from Switzerland joined the project as a silent partner covering its own expenses that allows developing some products in 2 more languages (German and Italian). A good number of products were delivered during the reported period, all publicly available at the project website. Some results like a TextBlender Guide/Manual, tools related to on-line dictionaries etc. are already available for a wide use by the target audience.</p>	

	Score /10
<p>2. Coherence between workplan and activities carried out to date</p> <p>Have the planned activities been implemented in accordance with the project's work plan as declared in the original application, or as officially amended, and have any variations been adequately justified?</p>	10

The project is well on track. Implementation of some activities is ahead of schedule that demonstrates high efficiency (activities started 2-3 months earlier). The expected project impact has been enhanced by bringing an additional partner with own resources, developing certain products in two more languages compared to the original plan and exceeding the reached audience targets. The project also built well on another previously funded EU project by using and further developing an existing popular web platform, tools and experience.

<p>3. Partnership Are there indicators to show that the partnership is working properly? Are there clear indications of a real and effective involvement of the partners? Are there significant changes in the partnership compared to the application? If so, have these changes had any impact on the partnership?</p>	<p>Score /10 7</p>
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According to the internal evaluation reports and given that the project has been delivered effectively so far and exceeded its targets, one can conclude that the partners worked well together. A new partner was brought to the team with a clear role that is expected to scale up the project impact. Each partner reported internally to the coordinator on a quarterly basis that clearly demonstrates accountability and commitment. Various vehicles of communication have been used that ensured smooth running of the activities. However, it is also noticed that one of the partners (Efvet) had just 12 staff days on the project that compared to the others having between 100 and 200 days shows a rather insignificant and disbalanced engagement.

Score /10

<p>4. Management Does the project seem to be well managed on the whole? How efficient were the management and coordination arrangements? To what extent were appropriate decisions made to support effective implementation and problem resolution? Have any deviations been satisfactorily justified?</p>	9
<p>The project was run according to good project management practices: established and agreed clear success indicators, internal regular reporting on milestones and products delivery, on-going communication, full transparency of the internal processes, meetings, reports etc. It is advisable the coordinator to devise also a risk assessment tool of identifying and agreeing risk mitigation strategies to ensure the project is well under control.</p>	

	Score /10
<p>5. Financial management Are the expenditures made so far in line with the project activities?</p>	9
<p>The expenditures so far seem to be in line with the project activities and agreed budget limits. No inconsistencies are identified.</p>	

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	Score /10
6. Evaluation and/or quality assurance If evaluation activities have already taken place, are they satisfactory? How well has the project's strategy for evaluation been implemented so far? To what extent has the project considered the comments or recommendations following the project selection?	10

An excellent evaluation mechanism is established encompassing both internal and external evaluation. Internal quarterly reports from each partner as well as a first year activity external evaluation were prepared and conducted to assess the progress against agreed success indicators, milestones delivery, quality of the outcomes and products, inclusion of the target group in project planning and activities, impact, dissemination activities, administrative process etc. Products testing, on-going feedback gathering from external users on the products etc. have been taking place that would ensure a good quality of the final products. The partners considered the recommendations from the project selection regarding expanding the consortium to a new country and languages areas, max 4-days duration of the workshops and budget changes.

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	Score /10
7. Dissemination How does the project develop communication, visibility, and the dissemination of its activities and results as outlined in the original application? With reference to the original application, to what extent has the consortium addressed the issue of the exploitation of the project activities / results during the project lifetime and beyond?	9

A project website is developed that contains the Lifelong Learning Programme logo and funding disclaimer. Apart from some products it seems that the website is available only in English and in order to increase the potential users, the partners may want to consider the possibility of developing the website into all partners' languages. Links to the partners' websites are not found. Perhaps where partners of Pools-t consortium are listed, links should be provided to the respective organisations.

Strong e-visibility and effective dissemination activities were ensured evidenced by the high number of the web visitors and product users.

The Progress Report and achievements of the first year show a good exploitation strategy is in place to help secure the products exploitation and sustainability beyond the project lifetime.

Overall evaluation

Overall comment:

The project is well on track and a very good progress has been made. Some of the activities have started ahead of the schedule. The report demonstrates a fair record of the project progress and hence, the 2nd payment should be released. No risks or concerns are identified.

Strong points:

The project and the work plan have been implemented in accordance with the original application aims and objectives. The deviations from the initial work programme relate to launching activities ahead of the schedule, expanding the partnership and developing products into more languages. Sound management and an effective evaluation system are demonstrated by the report and developed materials. The project already is reaching a high number of the target groups.

Weak points:

The project is successful and only minor recommendations would be made: the partnership may consider developing the project website into the partners' languages to reach a higher number of the target groups. It seems that it is available only in English. Links to the partner organisations website should be provided from the website.

Summary scoring sheet for Final Report	
Criterion	Score
1 Objectives, results and products	10
2 Coherence between work plan and activities carried out during life of the project	10
3 Partnership	7
4 Project Management	9
5 Financial Management	9
6 Evaluation	10
7 Dissemination	9

Your global score is:	9 /10	90%
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KEY TO THE SCORING SYSTEM

Score	Definition	Description of score
0	No evidence	Fails to include a minimum amount of evidence to enable the criterion to be evaluated
1 - 2	Very weak	Addresses the criterion but with significant or many weaknesses
3 - 4	Weak	Addresses the criterion but with some weaknesses
5 - 6	Acceptable	Addresses the criterion satisfactorily
7 - 8	Good	Addresses the criterion with some aspects of high quality
9 - 10	Very good	Addresses the criterion with all aspects of high quality
X	Not applicable	Activity of the criterion was not planned for the evaluated period of time