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Orienta4YEL

Supporting educational and social inclusion of youth early leavers and youth at risk of early leaving through mechanisms of orientation and tutorial action (604501-EPP-1-2018-1-ES-EPPKA3-IPI-SOC-IN)

Project Handbook

All the partners of the Orienta4YEL project approved this document on 12-04-2019

POLITÉCNICO DE LEIRIA · UNIVERSITY OF BATH · UNIVERSITY OF BUCHAREST · Universität Bremen · UAB Universitat Autònoma de Barcelona

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Document information

Project Title	Supporting educational and social inclusion of youth early leavers and youth at risk of early leaving through mechanisms of orientation and tutorial action
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Author (Partner Institution)	Universitat Autònoma de Barcelona (UAB)
Responsible Author(s)	Patricia Olmos Rueda
Contributor(s):	Aleix Barrera Coromines
Abstract (for dissemination)	The purpose of this document is to provide guidance to Project Managers (Action Coordinators) of Orienta4YEL projects and their teams about how to conduct their project and comply with needs as defined by the Orienta4YEL programme execution framework.

Revision history

Version	Date	Revised
1.0 – first draft	25/01/2019	UAB
2.0 – second draft	19/02/2019	UAB
3.0 – third draft	15/02/2019	All partners
4.0 – final version	12/04/2019	UAB

All project partners have actively contributed to the elaboration and implementation of the Project Handbook with feedback and contributions

Project Aim

Our project aims to develop, implement and evaluate innovative methods and practices focused on mechanisms of orientation and tutorial actions to foster inclusive education of young people, who are at risk of early leavers, in formal and non-formal educational contexts. This aim is addressing clearly one of the important features of the Erasmus+ Call (EACEA/10/2018): "developing and implementing innovative methods and practices to foster inclusive education and/or youth environments in specific contexts".

This main aim is divided in five specific objectives:

1. To develop a data collection tools to identify risk factors and support mechanisms of early leaving.
2. To develop, implement and evaluate mechanisms of orientation and tutorial action with young people who are early leavers or at risk of early leaving.
3. To support educational stakeholders (teachers, trainers, educators, leaders of educational institutions, and other professionals) in dealing with young people early leavers or those who are at risk of early leaving through orientation and tutorial actions.
4. To stablish learning networks about tackling early leaving through mechanisms of orientation and tutorial actions.
5. To identify the aspects of effective leadership in educational institutions that foster educational and social inclusion of young people who are early leavers or those are at risk of early leaving in the educational institutions.

Partners

Partner	Institution	Country	Members	Email contact
P1	Universitat Autònoma de Barcelona (UAB)	Spain	Joaquín Gairín Sallán	joaquin.gairin@uab.cat
			Patricia Olmos Rueda	patricia.olmos@uab.cat
			José Luís Muñoz Moreno	joseluis.munoz@uab.cat
			Oscar Mar Torelló	oscar.mas@uab.cat
			Anna Díaz Vicario	anna.diaz@uab.cat
			Aleix Barrera Corominas	aleix.barrera@uab.cat
P2	Instituto Politécnico de Leiria (IPLeiria)	Portugal	Carla Sofia Freire	carla.freire@ipleiria.pt
			Catarina Mangas	catarina.mangas@ipleiria.pt
			Rita Cadima	rita.cadima@ipleiria.pt
			Sandrina Milhano	sandrina.milhano@ipleiria.pt
			Sara Lopes	sara.lopes@ipleiria.pt
P3	University of Bremen	Germany	Klaus Ruth	kruth@uni-bremen.de
P4	University of Bath	United Kingdom	Ceri Brown	C.L.Brown@bath.ac.uk
			Nicola Savvides	ns915@bath.ac.uk
			Ioannis Costas Batlle	I.A.Costas.Batlle@bath.ac.uk
P5	University of Bucharest	Romania	Mihaela-Monica Stîngu	mihaela.stingu@fpse.unibuc.ro
			Elena Marín	elena.marin@fpse.unibuc.ro
			Miruna Miulescu	miruna.miulescu@gmail.com

Implementation

The work packages (WPs) are the basic coordination units for this project. Each WP consists of four levels: 1) the WP leader, his/her main role is that of 'process owner' and therefore must plan and control the activities, outputs and resources allocated, 2) the core team, made up of the local research team, 3) a representative of each partners, to ensure maximum coherence and coordination between phases and tasks, 4) a representative of P1, as coordinating university, to ensure compliance with the program and an overview report on the project.

The core project activities are grouped within eight WP (*see Annex 1 of this document for more details*):

1) WP1: "*Management activities"*, led by P1, involves 3 activities/tasks, and 3 outputs.
2) WP2: "*Monitoring Early Leaving*", leading by P4, involves 4 activities/tasks and 2 outputs.
3) WP3: "*Orientation and tutorial action proposal*", leading by P1, involves 5 activities and 5 outputs.
4) WP4: "*Implementation of the proposal*", leading by P5, involves 3 activities and 2 outputs.
5) WP5: "*Evaluation of the proposal*", leading by P3, involves 3 activities and 3 outputs.
6) WP6: "*Dissemination & Communication"*, leading by P5, involves 4 activities and 4 outputs.
7) WP7: "*Exploitation"*, leading by P2, involves 1 activity and 2 outputs.
8) WP8: "*Quality plan"*, leading by P2, involves 2 activities and 1 output.

The implementation methodology of this project is based on three basic principles:

- *Distribution of the leadership*: enables the assignation of responsibilities and tasks of the different work packages among the partners.
- *Horizontal participation*: facilitates communication between all the participant members and organisations and, most of all, makes it possible to take advantage of all the ideas and initiatives and for these to be implemented without delay. Enabling all the members to participate will increase implication and co-responsibility in compliance with objectives.
- *Knowledge management*: is proposed from a double time perspective: (1) to manage the flow of knowledge accumulated from previous research and projects; (2) the management of the knowledge that other research teams are generating in relation to the same topics being proposed by our project. These methodological principles will benefit networking.

The following summarizes the main actions to assure the optimal implementation of the project:

- **Initial meeting (kick-off meeting).** Partners will attend an initial meeting hosted by P1 in January 2019 (3 days). At this meeting, P1 will lead the contractual agreement with EACEA and clarify the legal and financial requirements[1]. P1 will prepare and issue a draft project handbook for all partners that will be discussed and finalised at the meeting. The project handbook will set out overall roles and responsibilities, expectations, a detailed budget breakdown, systems for reporting and strategies for communication including

[1] On 3rd and 4th February P1 will attend the initial meeting of the project in Brussels where legal and financial requirements will be explained and clarified. After this meeting, P1 will communicate to the partners European guiding principles related to the project.

the scheduling of further meetings. The roles and responsibilities will be set out in partner agreements, which all partners will sign. At the initial meeting, a detailed and operative action plan will also be drawn up that will set out timescales, specific actions to be led by each partner, criteria for success and the budget allocated. Lead partner: P1. UAB

Output: Project handbook (it will include quality plan). Delivery date: March 2019.

- **Progress reports and interim monitoring meeting**. Partners will produce interim reports on progress with the deliverables, the action plan and the costs to P1 in accordance with all terms and conditions set out in the partner agreements by early November 2019, September 2020, March 2021 and November 2021. These reports will be discussed at the monitoring progress meetings which will take place in UK (November 2019), Portugal (September 2020), and Germany (March 2021) (2 days each one). P1 will check, approve, analyse, and summarise the internal partner reports and issue a progress report to EACEA. Lead partner: P2. IPLEIRIA (supported by P1. UAB)

  Output: Progress Reports and interim monitoring meeting (include external reports); Delivery date: NOV 2019; SEP 2020; MARCH 2021.
  Progress report to EACEA; Delivery date: May 2020

- **Final reports and final meeting**. Partners will produce a final set of reports on the outcomes of the deliverables, the action plan and the costs to date to P1 in accordance with all terms and conditions set out in the partner agreements. These will be completed by the middle of October 2021 to prepare for the final meeting in November 2021 (3 days). This final meeting will be held the same week as the international seminar foreseen within WP6, in order to make efficient use of the budget. Therefore, this final partner meeting will be hosted by P5 and will close the formal project activities, summarise the results achieved, analyse the information gathered from the final partner evaluation and set the basis for the final report of the project (due data December 2021), which will be conducted by P1. Lead partner: P5. UB

  Output: Final Reports and Final meeting (include external reports). Delivery date: OCT 2021; NOV 2021; DEC 2021.
  Final report to EACEA; Delivery date: 60 days after the end of the project

Outputs of the Project

- **Project handbook**.
- **Website** of the project.
- **Interim reports** on progress (a total of 3 that should be submitted in advance of the interim meeting in November 2019, September 2020 and March 2021).
- **Final** project **report** (a total of 1 that should be submitted in advance of the final meeting in November 2021. Due data December 2021).
- **Monitoring reports** of meeting with **stakeholders** (a total of 15, each partner will develop a total of 3 meeting with the stakeholders in his/her territory: December 2019, January 2021 and June-July 2021).
- **Evaluation** reports of the implemented proposal (a total of 20, 4 per territory: January, April, July and October 2021).
- **Quality plan** (included in the project handbook).
- **Interim** event **minutes** (a total of 5, one per territory and/or partner in June-July 2020)
- **Final** event **minutes** (1 final international seminar in Romania in November 2021)
- Attendance at a minimum of 3 academic **conferences** by partner (one per each year of the project and therefore, 3 communications and/or posters).
- A minimum of 2 **papers** in indexed journals by partner.

In addition, other expected results of the projects will be reached. The partners' institutions and stakeholders' institutions will use their web pages to disseminate the project outputs, news and outcomes. The participants will update their professional social networks such as LinkedIn, Research Gate, google Scholar or Twitter, to name a few, with news derived from the project. Likewise, due to the partner's institution possess their own publishing houses, posters and leaflets will be published and make available to project targets and stakeholders.

Coordination meetings and multiplier events (seminars/conferences) associated

Year 2019

WP1 - **Initial meeting** (3 days): January 2019 –Spain-. Attendance: all partners (2 persons by partner)

WP1 – **Interim coordination meeting** (2 days): November 2019 –UK–. Attendance: all partners (2 persons by partner)

WP3 – **First meeting with educational stakeholders**: December 2019 –Spain, Portugal, UK, Germany, Romania–. Attendance: each partner with his/her stakeholders.

Year 2020

WP6 – **Interim event (local seminar)** (1 day): June-July 2020 –Spain, Portugal, UK, Germany, Romania–. Attendance: each partner with his/her stakeholders and other agents in his/her respective territories.

WP1 – **Interim coordination meeting** (2 days): September 2020 –Portugal–. Attendance: all partners (2 persons by partner)

Year 2021

WP3 – **Second meeting with educational stakeholders**: January 2021 –Spain, Portugal, UK, Germany, Romania–. Attendance: each partner with his/her stakeholders.

WP1 – **Interim coordination meeting** (2 days): March 2021 –Germany–. Attendance: all partners (2 persons by partner)

WP3 – **Third meeting with educational stakeholders**: June-July 2021 –Spain, Portugal, UK, Germany, Romania–. Attendance: each partner with his/her stakeholders.

WP6 – **Final coordination meeting** and **International seminar (final event)** (3 days, 2 days for meeting and 1 day for International seminar): November 2021 –Romania–. Attendance: all partners (3 persons by partner)

Local and international multiplier events (seminars/conferences)

Two multiplier events are planned to be taken during the project. On the one hand, a local seminar (interim event in July 2020). On the other hand, an international seminar (final event in November 2021).

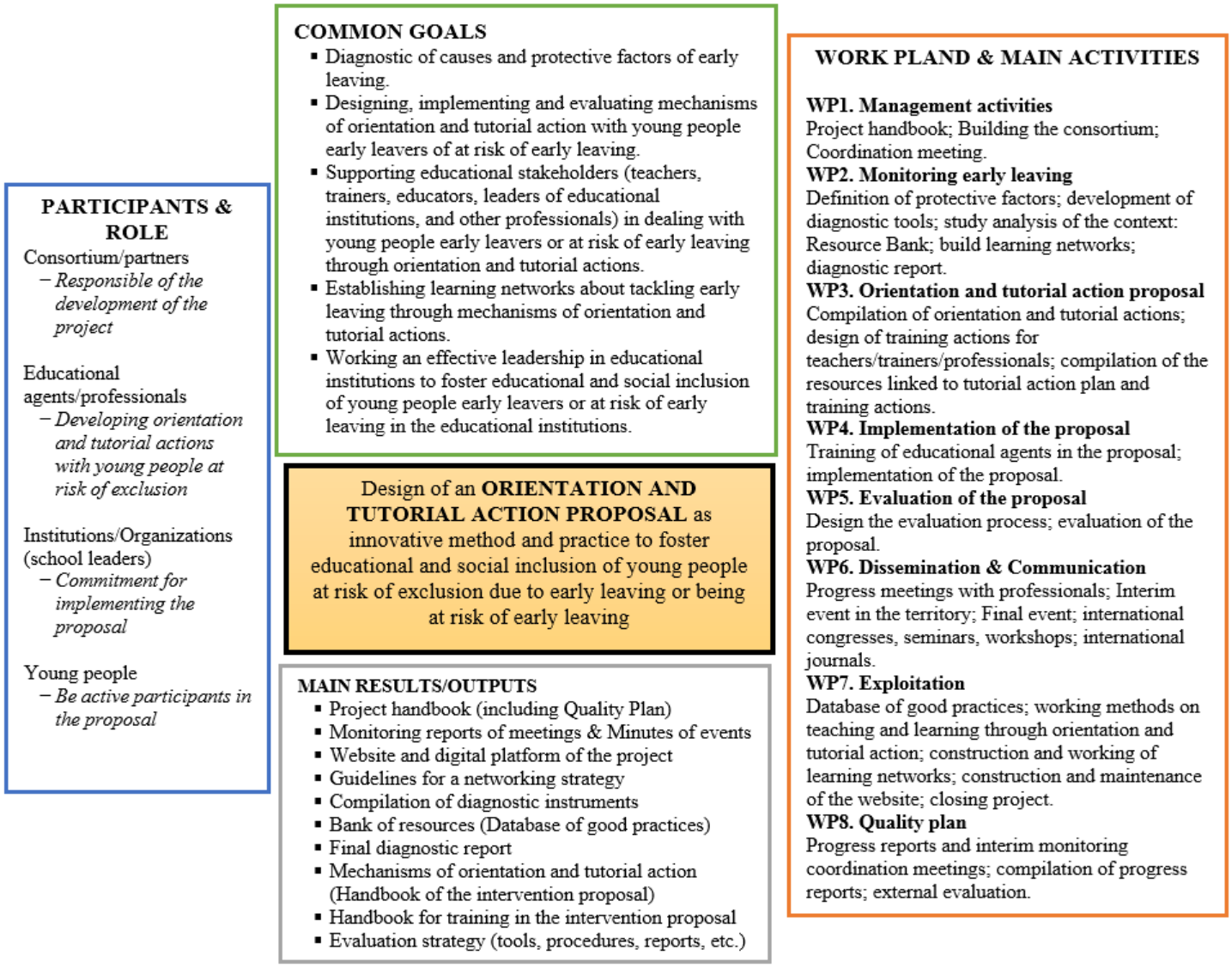
Regarding the local seminar, each partner should hold in each respective territory, in order to communicate and disseminate to other professionals and institutions the actions (mechanisms of orientation and tutorial action) that, within the framework of Orienta4YEL project, are being developed to tackle young people's risk of early leaving, and to improve their educational and social inclusion. This local seminar will be developed at local level and will involve the participation of all the stakeholders at local level. During the seminar the main progresses of the project will be explained. Likewise, the seminar will contribute to the creation of the local networks and the exchange of practices between different stakeholders and the co-creation of measures to be implemented during and after the project at local level. This event will create the premises for the sustainability of the project.

Regarding the international seminar, this final event aims to close the project. P5 should hold this final event with the support of the other partners who will be actively involved in the dissemination plan of the event (different media will be used for its dissemination), and communication of the results of the project during the event. This event will be open to all those who are involved and/or interested in fostering education and social inclusion of young people at risk of exclusion due to early leaving or for being at risk of early leaving. One of the objectives of this event is to communicate and disseminate the results of Orienta4YEL project.

Formal and non-formal educational institutions and local and/or regional policy makers will be invited to take part of all the multiplier events planned within the framework of the project.

Strategic Plan

The **strategic plan** of Orienta4YEL project is characterized by the inter-relation among its components, as next figure summarizes.



Likewise, the **work plan of this project** (*see annex 1 of this document*), summarize the expected outputs of this project through the different work packages, and their related list of activities, time period or due date, lead partner, and country of the activities.

Participants

Our main target group is made up of young people who are early leavers or at risk of early leaving within different educational stages such as secondary compulsory education, initial/basic vocational education and training (VET) programmes (level 1), intermediate VET programmes (level 2). This target group are youngsters aged between 12-21 who: a) do not finish lower secondary education (compulsory secondary education); b) are at risk of not finishing lower secondary education (compulsory secondary education); c) finish lower secondary education (compulsory secondary education) but do not make the transition to upper secondary education; d) make the transition to upper secondary education and are at risk of early leaving.

On the other hand, we can also identify the educational stakeholders who are involved in working with this group of young people. We are talking about teachers, trainers, other professionals and services, and leaders of educational institutions who manage this young people group through training and the intervention of specific intervention plans in their institutions/organizations for aiming this project (effective leadership).

This project's development requires from each partner their access to one territory and to formal and non-formal educational institutions/organizations that are committed for tackling early leaving through education and training, more specifically providing with mechanisms of orientation and tutorial action to this end.

Therefore, the consortium will work under the umbrella of this assumption:

- A minimum of 10 institutions/organizations per territory −this minimum sample has to have institutions where compulsory secondary education, initial/basic VET programmes, and intermediate VET programmes are implemented−.
- A minimum of one group of young people by institution (approximately, 20 youths) but it would be preferable two groups of young people.
- A minimum of two educational stakeholders by institution/organization –one of these educational agents should be the school leader/management team and other should be teacher/trainer as tutors− but it would be preferable two educational stakeholders (two teachers/trainers as tutors and one leader/management team).

The involvement of participants will start at an early stage through contacts with institutions and/or organizations potentially interested in entering into the project to work on orientation and tutorial actions with young people.

Quality plan

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). A separate quality plan will be drawn up that will set out the testing and assessment activities. These will include the interim progress reports, the assessment of the "final diagnostic report", the testing of the strategic plan and its implementation. This quality plan also involves an external assessment, which will be made by one external institution who will verify and proof the activity developed during the process according to initial agreements.

The assessment strategy will include assessments from involved educational stakeholders, young people and formal and non-formal educational institutions/organisations using questionnaires, feedback forms, and dialogue –interviews and focus groups–. As already explained, an independent expert will be appointed through a sub-contract, who will be responsible for producing a formal external assessment.

Assessments will be based on both quantitative and qualitative measures. The quality assurance mechanisms for the consortium itself over issues such as delivery, financial management and meeting deadlines will be set out in the project handbook and managed by P1. Quality assurance will be led by P1 too.

The following summarizes the main actions to assure the project quality:

- Action 1: *Quality plan*. Partner 2 (IPLeiria) is who leads this action. IPLeiria will develop a Quality Plan (it will be included in the Annex of this document) that will be drawn up at the initial meeting (kick-off-meeting) 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. The internal monitoring reports associated to the implementation methodology will take this Quality Plan into account.
- Action 2: *Evaluation of ORIENTA4YEL outputs*. Based on what is defined in the Quality Plan, and in the data collected and analysed, internal reports, which will be integrated in the monitoring and final reports required by the implementation methodology, will be produced. During the project time, evaluation tools will be designed and applied to involve the actors. The data collected will be analysed and integrated in the project reports. Likewise, an external expert will be appointed to carry out an external evaluation of the overall project. This external expert will provide interim and final evaluations of the project development and its outcomes. The focus will be on meeting the targets set out in the project, the quality of the products and results, the management and participation of consortium partners, the impact on the target group, and the quality of dissemination and exploitation measures.

Dissemination

Dissemination will not only address staff, leaders of educational institutions, teachers, trainers, other professionals, institutions/organisations, vulnerable groups of disadvantaged young people at involved partners, but also a wider public in the territory. To this end, the partnership will disseminate the project −developed activities, results, etc.− in the territory through newsletters, local meetings, and events like seminars and/or conferences, workshops, e-mail, public web site, etc., and to other levels outside the territory.

All partner countries will arrange for local dissemination in their national contexts through training seminars to ensure that the results of the project reach relevant stakeholders. Likewise, the results of the project will be presented to a wider public for all areas of the academic and practice field at cross-national training seminar/conference. The program will represent the different types of partners and the different national contexts. The cross-national conference will be open to participants from all areas involved with the field of study of the project.

Work on the dissemination of the project will start in month one of the first year of the project, at the initial meeting (kick-off meeting). A dissemination plan and its strategies will be drawn up at this meeting, and all members of the consortium will have a role in dissemination using their own networks in their own countries at the beginnings.

The dissemination strategy will be managed by P5 and implemented by the all ones. P5 will be who lead the *Work Package of Dissemination & Communication* although the consortium will draw up the dissemination plan and all members of these will have a role in dissemination.
The initial dissemination of the project will take place through the partnership's own networks using meetings, conferences, newsletters, academic journals and press releases to disseminate the project and expand the use of the educational intervention model.

Similarly, after the development of the dissemination plan, all partners will broaden the strategy through the normal networking channels, and exhibiting or speaking at key conferences in order to begin engaging education professionals. For example, the members of the consortium will continue to disseminate the project through attendance of relevant conferences or seminars, and use of such resources as papers, academic events, and others−.

During the project, the website will be one of the key dissemination strategies. Materials produced during the course of the project such as photos, blogs or regular updates on activities will be added to this website and disseminated using a variety of communication channels including social networks like LinkedIn, Twitter or Facebook. It will also include contact details for how to get involved in the scheme, or to find out additional information. Specialised media, publications and other websites will be other examples of dissemination strategies in order to maximise publicity.

All documentation generated from ORIENTA4YEL will be available from the project website repositories. Research report will be published under Creative Commons license. In regards to the research papers written in the ORIENTA4YEL project framework, we will try to publish it in journals that allow open access.

Timeline

See Orienta4YEL Gantt chart on *Work Plan* (Annex 1)

Budget

The global budget approved by the national agency is 486.677,00 €. The following table shows the revenue of budgeted costs.

Institution	Staff costs	Travel and subsistence for project staff	Subcontracting	Other	Total direct costs	Total Indirect costs	TOTAL
UAB	103.325,00	10.931,00	37.440,00	8.300,00	159.996,00	10.900,00	170.896,00
IPLeiria	89.210,00	6.127,00	7.500,00	4.300,00	107.137,00	7.400,00	114.537,00
U. Bremen	97.440,00	5.923,00	14.500,00	4.300,00	122.163,00	8.500,00	130.663,00
U. Bath	112.320,00	5.535,00	14.500,00	4.300,00	136.655,00	9.800,00	146.455,00
U. Bucharest	19.890,00	5.106,00	7.500,00	10.300,00	42.796,00	3.000,00	45.796,00
TOTAL	**422.185,00**	**33.622,00**	**81.440,00**	**31.500,00**	**568.747,00**	**39.600,00**	**608.347,00**

The approved budget considers 20% of co-financing and 80% of costs covered by the grant. The following table summarizes de total amount of co-financing and EU-Grant for each partner:

Institution	Co-Financing (20%)	EU-Grant (80%)	TOTAL (100%)
UAB	34.179,20	136.716,80	170.896,00
IPLeiria	22.907,40	91.629,60	114.537,00
U. Bremen	26.132,60	104.530,40	130.663,00
U. Bath	39.291,00	117.164,00	146.455,00
U. Bucharest	9.159,20	36.636,80	45.796,00
TOTAL	**121.669,40**	**486.677,60**	**608.347,00**

Reports to EACEA

Progress report

By ***31/05/2020***, 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 31/05/2020. 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 implementation of the project. Again, the Partner shall make necessary contributions according to the protocols stablished in the coordination meetings.

Administrative issues

All the partners shall follow the rules contained in the Partnership Agreement, which are compulsory for all with its annexes. Below there are some of the main aspects that all partners shall comply with:

General obligations and role of the partners

The beneficiaries shall:

(a) be jointly and severely (?) 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. In order to facilitate data management, the Coordinator will provide the Partner with access to specific project management tool (https://edouab.eu.teamwork.com)

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

(a) Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this Agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel.

(b) The **Partner** shall protect the **National Agency**, the **Coordinator** and their personnel against any action for damages suffered by third parties, including project personnel, as a result of the performance of this contract, to the extent that these damages are not due to the serious or intentional negligence of the **National Agency**, the **Coordinator** or their personnel.

(c) The **Partner** shall provide their personnel with travel insurance when they are attending meetings abroad. When the Coordinator manages the budget for travels and accommodation, this will provide the travel insurance for the partner's personnel.

Confidentiality

(a) The beneficiaries 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 Grant Agreement and which are explicitly indicated in writing as confidential.

(b) The beneficiaries shall not use confidential information and documents for any reason other than fulfilling their obligations under the Grant Agreement, unless otherwise agreed with the NA in writing.

(c) 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.

Payment arrangements

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, and the signature of this Agreement, as follows:

The Coordinator shall pay to the Partner within 30 days following the reception of first National Agency payment (or the signature of this Agreement), a pre-financing payment of 40% of the maximum amount to be transferred specified in each partner Partnership Agreement.

Second pre-financing payment

When the National Agency accepts the progress report, 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 these 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 to be transferred; (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/contacts.grants/info_contracts/infoeuro/infoeuro_en.cfm) applicable on the day when the bank account of the **Coordinator** is credited.

Economic justification

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. Below you can find a summary of the main documents to be presented in each justification. The **Partner** could be requested to provide further documents in the event of an audit.

Indirect costs:

- No extra documents are required.

Staff costs

- 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 the costs.
- Laboral contract between the participant and the partner institution.
- Payroll to demonstrate the current relation between participants and their institutions.
- Proof of payroll payment (bank transfer, etc.).

Travel and subsistence for the project staff:

- Copy of traveller's passport.
- Original invoice of the flight company.
- Original invoice of the hotel.
- Certificate of meeting attendance signed by a responsible figure of the institution hosting the meeting.
- Signature sheets of all meeting participants.
- Meeting Agenda.
- Prove of the issued Insurance for the travel.
- Any other invoices than can demonstrate the meeting attendance.

Interim Events and meetings with costs

- Event Agenda.
- Previous and post event's broadcasting
- Signature sheets of all event participants.
- Original invoices of the costs of the event organisation.
- Proof of invoices payment.
- Participants' satisfaction survey.

- Photos, videos, documents presented during the event, etc…

Subcontracting and other costs

- Budget of the planned cost.
- Original invoices of the costs.
- Proof of invoices payment.
- Result of the product / service purchased.

ANNEXES

ANNEX 1. Work plan

Work Plan of the project

WORK PLAN PROPOSAL OF THE PROJECT *ORIENTA4YEL*

Work Package	Lead Partner	List of activities	Expected outputs	Time period or Due Date	Country of activity
WP1. Management activities	UAB	1. Building de consortium. Initial meeting (kick-off-meeting)	▪ Project handbook (management document) ▪ First monitoring report	02/2019	Spain (UAB)
		2. Coordination meetings	▪ Progress reports (monitoring reports)	11-2019 to 11-2021	
		▪ Interim coord. Meeting		11-2019	UK (U. Bath)
		▪ Interim coord. Meeting		09-2020	Portugal (IPLeiria)
		▪ Interim coord. Meeting		03-2021	Germany (U. Bremen)
		▪ Final coord. Meeting		11-2021	Romania (U. Bucharest)
		3. Management of the creation of the website of the project	▪ Website of the project	09-2019 to 12-2021	Spain (UAB)
WP2. Monitoring early leaving	U. Bath	1. Definition of protective factors against early leaving	▪ Definition and compilation of diagnostic instruments	01-2019 to 05-2019	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		2. Development of diagnostic instruments			
		3. Study analysis of the context	▪ Final diagnostic report per territory	05-2019 to 10-2019	
		4. Diagnostic report			
WP3. Orientation and tutorial action proposal	UAB	1. Design training actions (orientation and tutorial action proposal)	▪ Tutorial action plan (compilation of orientation and tutorial actions) ▪ Design of training actions for educational agents	11-2019 to 04-2020	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)

Work Package	Lead Partner	List of activities	Expected outputs	Time period or Due Date	Country of activity
		2. Design and construct the digital platform	▪ Compilation of resources linked to training actions on digital platform	03-2020 to 04-2020	Spain (UAB) in collaboration with the partners
		3. First meeting with educational stakeholders	▪ Monitoring report	12-2019	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		4. Bank of resources	▪ Database of good practices	04-2020 to 12-2021	Spain (UAB) in collaboration with the partners
		5. Learning networks	▪ Networking strategy inter-institutions	04-2020 to 12-2021	Spain (UAB) in collaboration with the partners
WP4. Implementation of the proposal	U. Bucharest	1. Training of educational stakeholders	▪ Basic handbook for training	05-2020 to 07-2020	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		2. Implementation of the proposal by the educational stakeholders (supporting by the partners)		09-2020 to 06-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		3. Second meeting with educational stakeholders	▪ Monitoring report	01-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria)

Work Package	Lead Partner	List of activities	Expected outputs	Time period or Due Date	Country of activity
					Germany (U. Bremen) Romania (U. Bucharest)
WP5. Evaluation of the proposal	U. Bremen	1. Design of the evaluation process/plan	▪ Evaluation tools and proposals	05-2020 to 12-2020	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		2. Evaluation of the proposal	▪ Evaluation report (result of interim evaluation reports)	01-201 to 10-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		▪ First evaluation report		01-2021	
		▪ Second evaluation report		04-2021	
		▪ Third evaluation report		07-2021	
		▪ Fourth evaluation report		10-2021	
		3. Third meeting with educational stakeholders	▪ Monitoring report	06-2021 to 07-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
WP6. Dissemination & Communication	U. Bucharest	1. Interim event in the territory	▪ Interim event minutes	07-2020	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
		2. Final event of the project	▪ Final event minutes	11-2021	Romania (U. Bucharest)
		3. Conference attendance (one per year)	▪ Conference papers	12-2019 to 12-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria)

Work Package	Lead Partner	List of activities	Expected outputs	Time period or Due Date	Country of activity
					Germany (U. Bremen) Romania (U. Bucharest)
		4. Articles / papers	▪ Minimum of two articles (impact journals)	12-2020 to 12-2021	Spain (UAB) UK (U. Bath) Portugal (IPLeiria) Germany (U. Bremen) Romania (U. Bucharest)
WP7. Exploitation	IPLeiria	1. Document for closing the project	▪ Final version of the handbook of intervention proposal ▪ Final report of the project	07-2021 to 12-2021	Spain (UAB) and IPLeiria in collaboration with the other partners
WP8. Quality plan	IPLeiria	1. Compilation of progress reports	▪ Compilation of progress reports	01-2019 to 12-2021	IPLeiria in collaboration with the other partners
		2. External evaluation	▪ External monitoring reports	09-2020 to 11-2021	External organization of the consortium (Spain)
		▪ Interim external evaluation		09-2020	
		▪ Final external evaluation		11-2021	

GANTT CHART OF THE PROJECT *ORIENTA4YEL*

Milestone ▪ *Deliverables*	2019												2020												2021											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Phase I. Monitoring early leaving																																				
WP1. Management activities																																				
Building the Consortium (kick-off-meeting)																																				
Project Handbook																																				
First monitoring report																																				
Coordination meetings																																				
Progress reports (monitoring reports)																																				
Management of the creation of the website																																				
Website of the project																																				
WP2. Monitoring early leaving																																				
Definition of protective factors against early leaving																																				
Development of diagnostic instruments																																				
Definition and compilation of diagnostic instruments																																				
Study analysis of the context																																				
Diagnostic report																																				

Milestone ▪ *Deliverables*	2019												2020												2021											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Final diagnostic report per territory																																				
Phase II. Design an orientation and tutorial action proposal																																				
WP3. Orientation and tutorial action proposal																																				
Design training actions (orientation and tutorial action proposal)																																				
Tutorial action plan (compilations of orientation and tutorial actions)																																				
Design of training actions for educational agents																																				
Design and construct the digital platform																																				
Compilation of resources linked to training actions																																				
First meeting with educational stakeholders																																				
Monitoring report																																				
Bank of resources																																				
Database of good practice																																				
Learning networks																																				
Networking strategy inter-institutions																																				

Milestone ▪ *Deliverables*	2019												2020												2021											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Phase III. Implementation of the proposal																																				
WP4. Implementation of the proposal																																				
Training educational stakeholders																																				
Implementation of the proposal by educational stakeholders (supporting by the partners)																																				
Basic handbook for training																																				
Second meeting with educational stakeholders																																				
Monitoring report																																				
Phase IV. Evaluation of the proposal																																				
WP5. Evaluation of the proposal																																				
Design of the evaluation process/plan																																				
Evaluation tools and proposals																																				
Evaluation of the proposal																																				
Evaluation reports																																				
Third meeting with educational stakeholders																																				
Monitoring reports																																				

Milestone ▪ *Deliverables*	2019												2020												2021											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
WP6. Dissemination & Communication																																				
Interim event in the territory																																				
Interim event minute																																				
Final event of the project																																				
Final event minute																																				
Conference attendance (one per year)																																				
Conference paper																																				
Articles/papers																																				
Articles (minimum two)																																				
WP7. Exploitation																																				
Documents for closing the project																																				
Final version of the handbook of intervention proposal																																				
Final report of the project																																				
WP8. Quality Plan																																				
Compilation of progress reports																																				
Compilation of progress reports																																				
External evaluation																																				
Interim external evaluation report																																				

Milestone ▪ *Deliverables*	2019												2020												2021											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Final external evaluation report																																				

ANNEX 2. Quality control and monitoring

The entire **Quality plan document** of the project is available on the website of the project.

This section shows the summarize tables of the output/internal assessment by each work package of the project.

Work package	Short term impact	Target groups/potential beneficiaries	Output/Internal assessment
WP1	Ensure the effectiveness of the project aims/quality project (in accordance with WP8)	Research team	Project handbook (include quality plan) - Internal checklist about the issues that should be in the handbook First monitoring report - Internal questionnaire to evaluate the meeting quality - Partners' review about the issues that should be in the first internal interim monitoring report - Kick-off meeting Progress reports and interim monitoring meeting (include external reports) - Internal questionnaire to evaluate the interim coordination meetings - Partners' review about the issues that should be in each internal monitoring report (4 in total) Website of the project - Internal checklist to identify if the website allows the project dissemination, communication and exploitation.
WP2	Monitoring early leaving	Educational institutions Administration (City Council) Professionals and/or educational stakeholders	Compilation of diagnostic instruments - Partners' internal validation of data collection tools Application of diagnostic instruments - Partners' internal review of the effectiveness of the toolkit to identify the causes of the early leaving (critical variables) and protective factors against early leaving. Final diagnostic report - Partners' internal review of the final diagnostic report (diagnostic reports per territory, which will be compiled on a final one).
	Design a Bank of resources	Educational stakeholders Formal and non-formal educational Institutions	Database of good practices - Partners' internal monitoring of the availability of the compilation of good practices on the project website Questionnaires/Interviews with the stakeholders and educational institutions about the resources/practices available.
	Build a networking between professionals and institutions	Educational stakeholders Formal and non-formal educational Institutions	Networking strategy inter-institutions - Partners' internal monitoring of the availability and updating of network strategies on the website of the project
WP3	Design training activities	Educational stakeholders Formal and non-formal educational Institutions	Tutorial action plan - Partners' internal monitoring of the appropriateness and availability of the

Work package	Short term impact	Target groups/potential beneficiaries	Output/Internal assessment
			compilation of orientation and tutorial action plan in the website Training actions design for educational agents - Partners' internal monitoring of the availability of the training actions design in the website - Partners' internal review of the appropriateness and adaptation of the training action for educational agents to every territory - Partners' internal monitoring of the availability of the resources in the website Monitoring report of meeting with educational stakeholders - Questionnaire/Interviews to assess the meetings with educational stakeholders - Internal checklist of each one of the partners' report after meetings with educational stakeholders
WP4	Improve educational situation (i.e. Reduce risk of drop-out and its reasons)	Disadvantaged young people early leavers Young people Educational Stakeholders	Basic handbook for training - Internal check of the availability and appropriateness of the handbook for training of educational stakeholders Monitoring report of meeting with educational stakeholders - Questionnaire/Interviews to assess the meetings with educational stakeholders - Internal checklist of each one of the partners' report after meetings with educational stakeholders
WP5	Know the real impact of an intervention proposal based on mechanisms of orientation and tutorial action	All the participants	Evaluation tools and procedures of the orientation and tutorial actions implementation - Partners' internal validation of the assessment elements and/or evaluation instruments/tools - On the basis of the results of assessment tools application, partners' internal review of the effectiveness of the assessment of the implementation procedures Evaluation reports (result of interim evaluation reports) - Internal checklist of the four evaluation reports by each partner to evaluate the proposal implementation and corresponding impact
WP6	Project results disclosure	Scientific community	Interim event in the territory Partners' review about the issues that should be in each partners' interim event minutes Final event of the project Partners' review about the issues that should be in the final event minute. Partners' internal monitoring of the availability of the proceedings of the event on the website. Internal checklist of dissemination in different media for each partner Conference attendance Internal checklist of conference papers

Work package	Short term impact	Target groups/potential beneficiaries	Output/Internal assessment
			Partners' internal monitoring of the availability of the paper's references on the website Publication in impact journals Internal checklist of published papers
WP7	Project Exploitation	Research team	Handbook of intervention proposal (final version) Partners' internal monitoring of the availability of the handbook of intervention proposal with improvement elements on the website Final report and final meeting Partners' review about the issues that should be in the project final report Partners' internal monitoring of the availability of the project final report on the website
WP8	Intern quality of the project	Research team	Compilation of progress reports Analysis and summary of the progress reports of the project to develop a final report