Day 3

Ecological and Sustainable Project Management in Erasmus+

Project Implementation

Working on quality and sustainability during the project lifetime
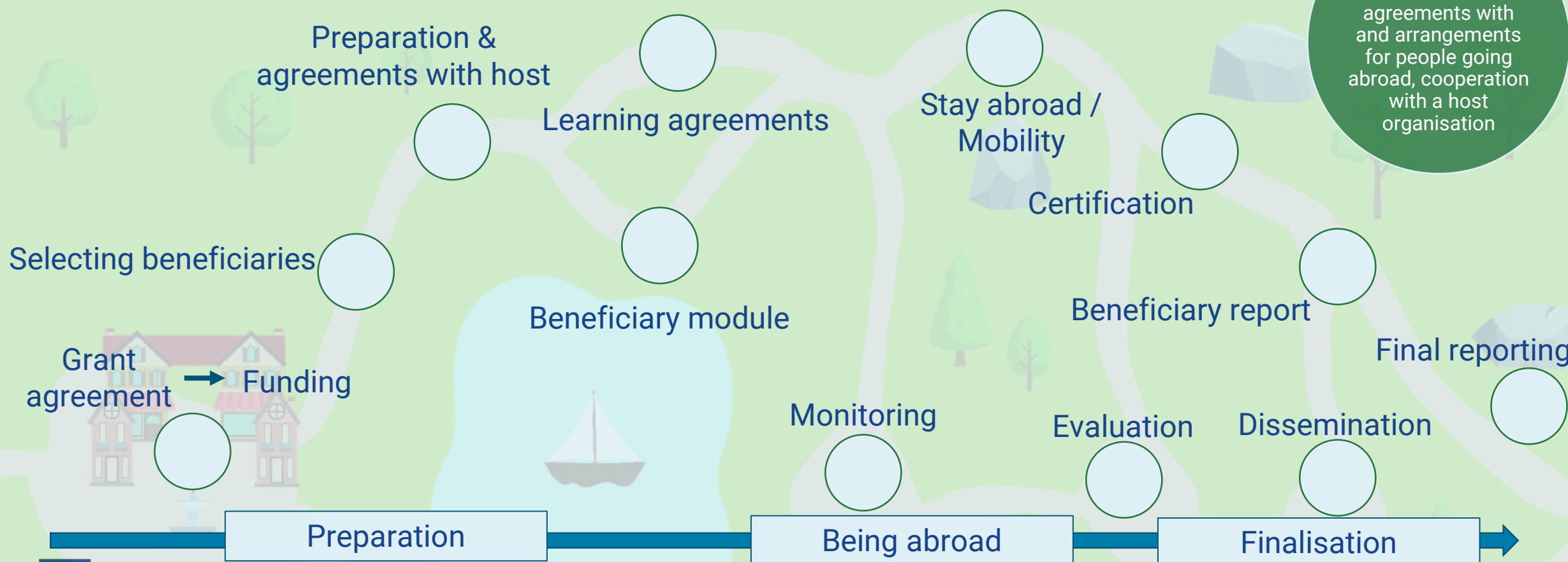
Erasmus+

KA1:
Individual agreements with and arrangements for people going abroad, cooperation with a host organisation

Similarities in administration:
Contracting, monitoring, evaluation, dissemination, reporting

KA2:
Cooperation between organisations for exchange or development of innovative results

And where can we go green? Menti:

Erasmus+
Enriching lives, opening minds.

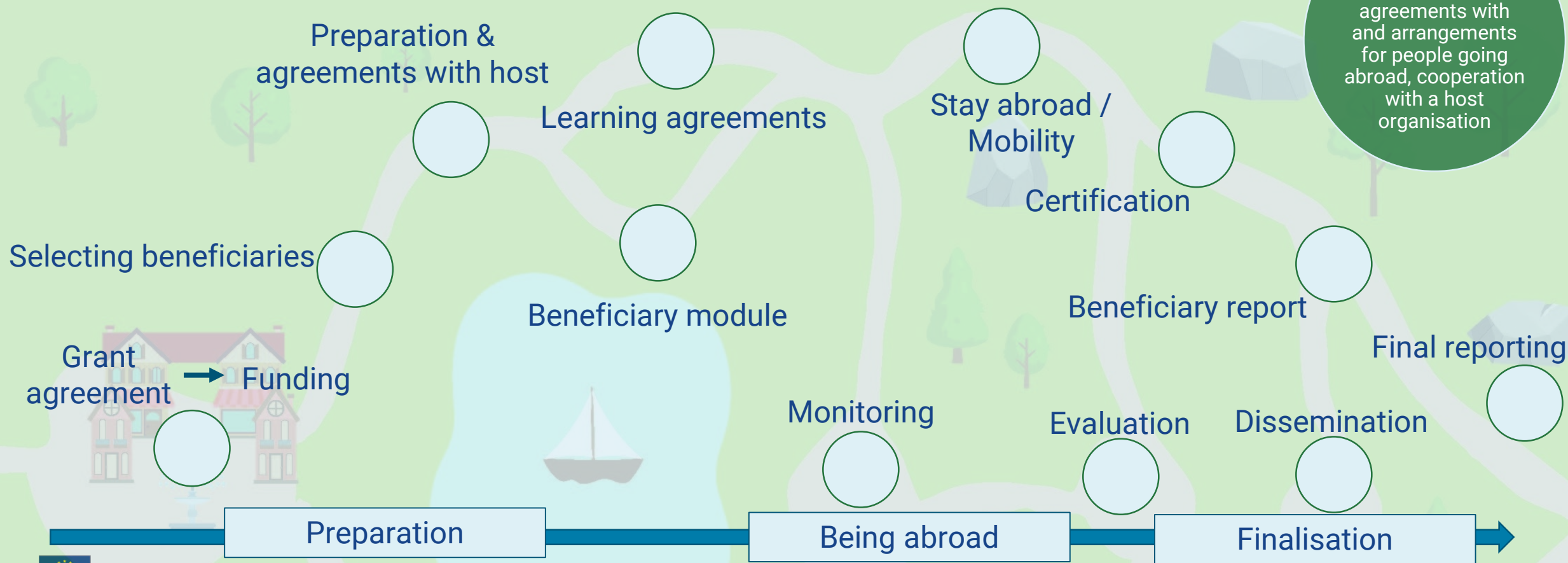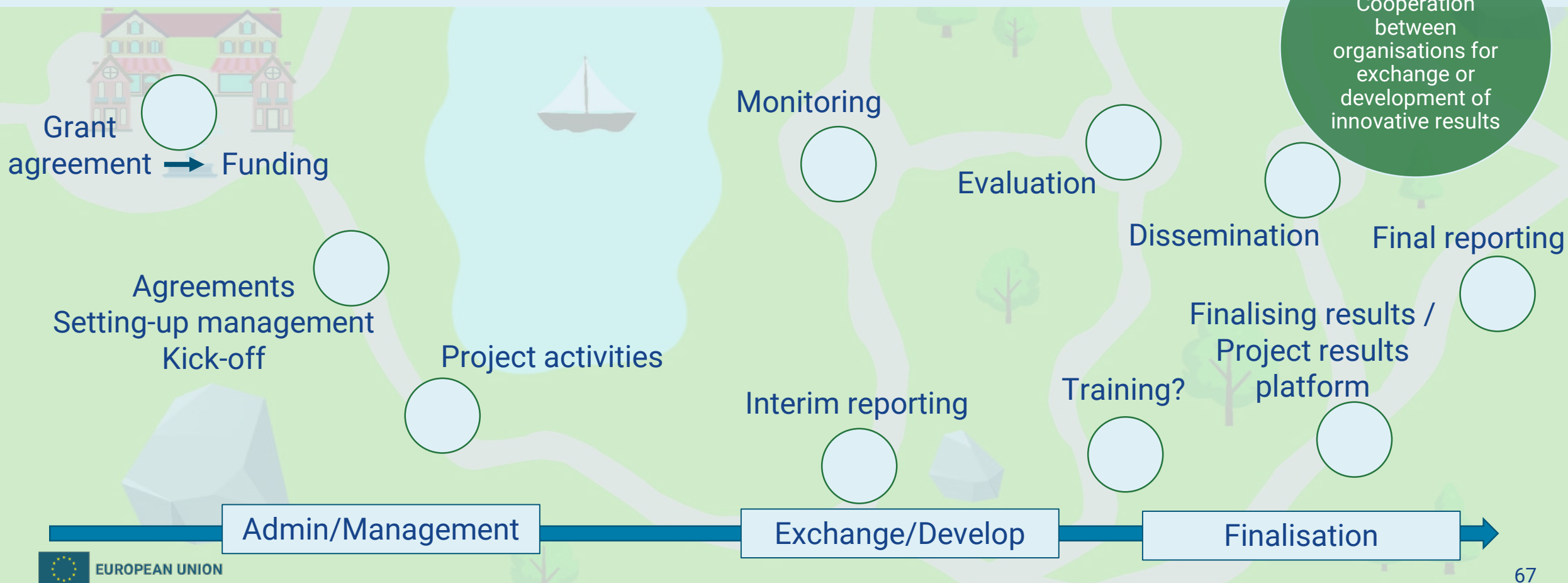**KA1:** Individual agreements with and arrangements for people going abroad, cooperation with a host organisation

Preparation & agreements with host

Learning agreements

Stay abroad / Mobility

Certification

Selecting beneficiaries

Beneficiary module

Beneficiary report

Grant agreement → Funding

Final reporting

Monitoring

Evaluation

Dissemination

| Preparation | Being abroad | Finalisation |

Implementing an Erasmus+ KA2 project

Erasmus+
Enriching lives, opening minds.

KA2: Cooperation between organisations for exchange or development of innovative results

Grant agreement → Funding

Monitoring

Evaluation

Dissemination

Final reporting

Agreements
Setting-up management
Kick-off

Project activities

Interim reporting

Finalising results / Project results platform

Training?

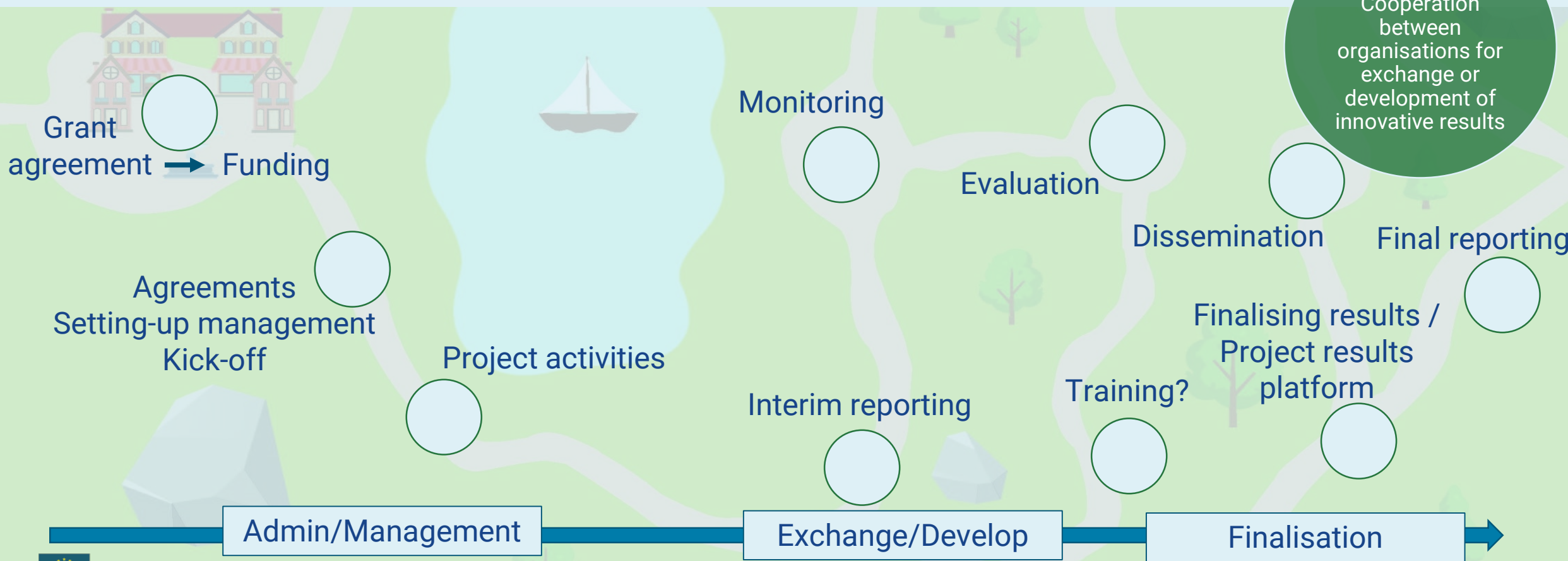| Admin/Management | Exchange/Develop | Finalisation |

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And where can we go green?

Menti: XXX

KA2: Cooperation between organisations for exchange or development of innovative results

Grant agreement → Funding

Monitoring

Evaluation

Dissemination

Final reporting

Agreements
Setting-up management
Kick-off

Project activities

Interim reporting

Finalising results / Project results platform

Training?

Admin/Management

Exchange/Develop

Finalisation

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Looking for further inspiration?

https://thinktwice.management/toolbox/

Management

»

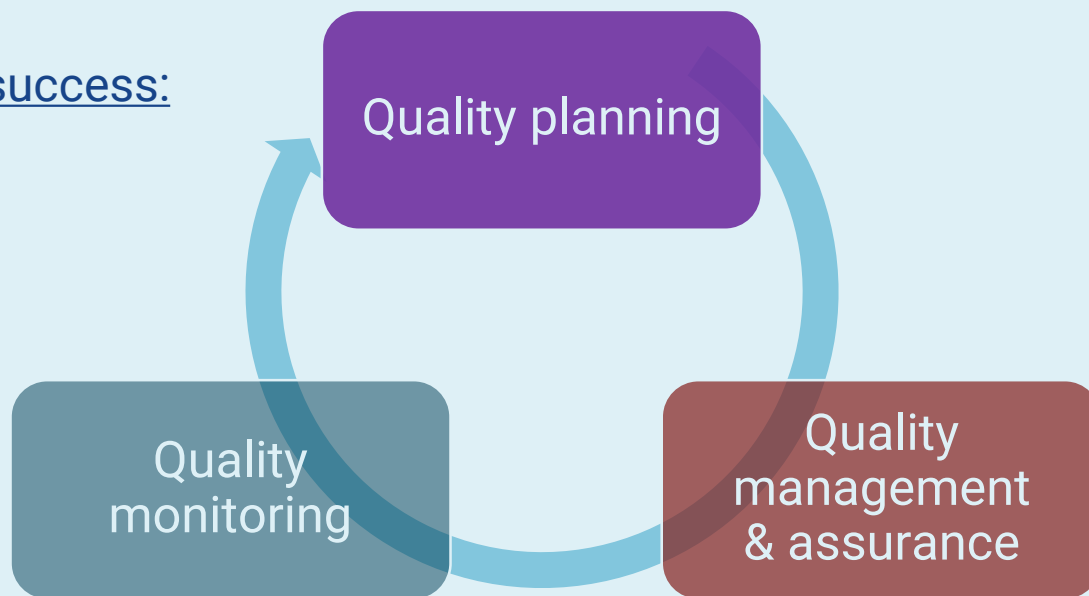Implementation

»

Dissemination

»

Evaluation

»

Welcome to the Curated Treasury of good practice in ecologically sustainable project management.

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QA – Quality Assurance in Erasmus+ projects

Quality is the extent to which an object fulfils the requirements.

Three steps to success:

- Quality planning
- Quality management & assurance
- Quality monitoring

Sources

- ☐ E+ Programme guide
- ☐ Handbook on lump sum financial mechanism
- ☐ Project application
- ☐ E+ / Organisational Quality Standards

BUT: Distinguish between the quality of project content (e.g. project results) and the quality of project management (e.g. time and cost targets, compliance with predefined processes, …).
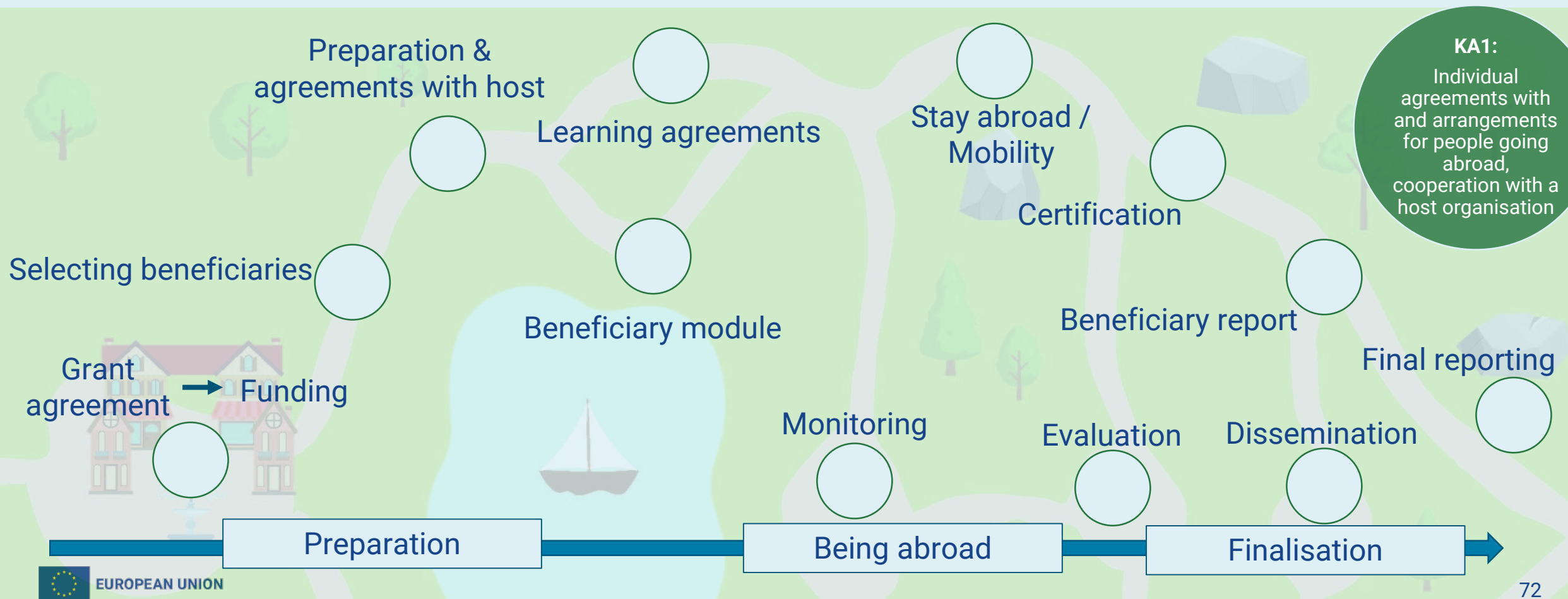
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QA in Erasmus+ Project management

Erasmus+
Enriching lives, opening minds.

Quality planning
Quality monitoring
Quality management & assurance

Elements to be considered for QA in project management:

KA1: Individual agreements with and arrangements for people going abroad, cooperation with a host organisation

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Monitoring

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Dissemination

Preparation

Being abroad

Finalisation

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QA in Erasmus+ Project management

Elements to be considered for QA in project management:

Quality planning

Quality monitoring

Quality management & assurance

KA2: Cooperation between organisations for exchange or development of innovative results

Grant agreement → Funding

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QA in Erasmus+ Project management

QA elements in project management: (from a practical perspective)

Basic elements: e.g. transparency, comprehensible basis for decision-making, requirements of project partners, …

KA1
- Standards in partner contracts,
- Standards in preparation for mobility activities (MA)
- Predefined standards & guidelines for mobilities
- Predefined standards for documentation of MA
- Predefined standards for monitoring of MA
- Dissemination & communication guidelines of MA (for participants, beneficiaries, partners, …)
- …

KA2
- Standards in partner contracts
- Consistent and sound division of tasks
- Meetings: agenda, invitation, protocol, evaluation
- Predefined & jointly agreed methods of collaboration
- Predefined & jointly agreed communication (rules)
- Predefined standards for monitoring collaboration
- Regularly meetings (online, in person)
- Coherent workplan consisting agreed milestones
- Clear dissemination & communication plan
- Reflexion of project / results and its impact
- Planned reworking process: objectives-results-indicators
- Cooperation on interim reports and final report
- …

Erasmus+ Quality Standards in KA1

Basic principles

- Inclusion and diversity
- Environmental sustainability and responsibility
- Digital education – including virtual cooperation, virtual mobility and blended mobility
- Active participation in the network of Erasmus organisations

Sharing results and knowledge about the programme

- Within the organisation
- With other organisations and the public
- Publicly acknowledging European Union funding

https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools

https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-youth

Good management of mobility activities

- Core tasks - keeping ownership of the activities
- Integrating results of mobility activities in the organization
- Developing capacity
- Regular updates & Gathering feedback

Providing quality & support to participants

- Practical arrangements
- Health, safety, respect of applicable regulation,
- Selection of participants,
- Preparation,
- Monitoring and mentoring,
- Support during the activity,
- Linguistic support,
- Definition, Evaluation and Recognition of learning outcomes

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Let´s start our sustainable Erasmus journey
Group work

A look behind the words – let´s collect

Associate your own knowledge and ideas with the relevant terms of the following sentence:

How can we assure quality and environmental sustainability in the different phases of project implementation?

Please write on sticky notes of the corresponding colour and add to any phase of project implementation, for:
- KA1: Preparation, Being abroad, Finalisation
- KA2: Admin/Management, Exchange/Development, Finalisation

Wishes and obstacles

Let´s review our ideas, discuss in small groups for KA1 and KA2:

- Your idea: Briefly present it to your group members
- Why do you think it is useful?
- What do you want to achieve?
- What hinders you? Are their obstacles to implement it?

Bring your ideas in an order, considering:

- It has a high impact – it has a lower impact
- It is easy to implement – it takes time or is complicated

Reflexion of Working Block Wishes & Obstacles

Prepare your KA1/KA2 wall paper with sticky notes and reflect aspects for quality and environmental sustainability.

➤ **Your Presentation**

How can we deal with risks
Group work

Introduction: Sustainable project management at a glance

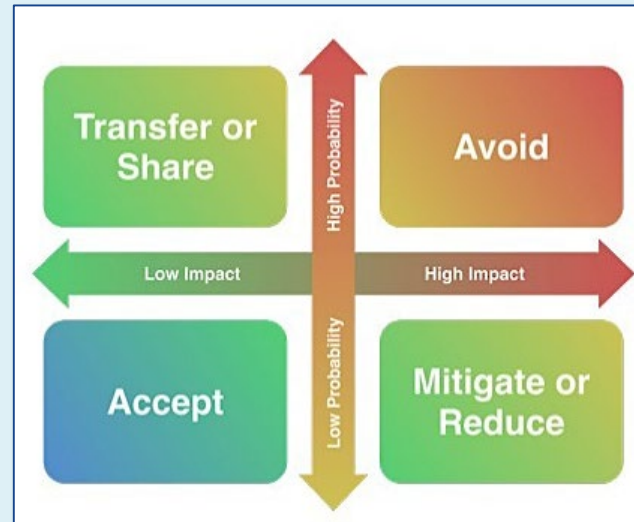# Introducing Risk Management

Prepare a risk management plan:

- Identify & consider risks (partner, time, e…)

Risk mitigation:

- be a prepper …

Group work:

- act as a prepper …

Transfer or Share		Avoid
	High Probability	
Low Impact		High Impact
Accept	Low Probability	Mitigate or Reduce

Example risk management plan

Reflexion of Working Block Risk Management

Prepare a risk management plan for your KA1/KA2 project.

➢ **Your Presentation**

Project Dissemination

A journey to successful project communication, dissemination and exploitation

What is it about?

Spreading information about the project and its results to the **target audience** and other relevant **stakeholders** via determined **channels** using planned **strategies**.
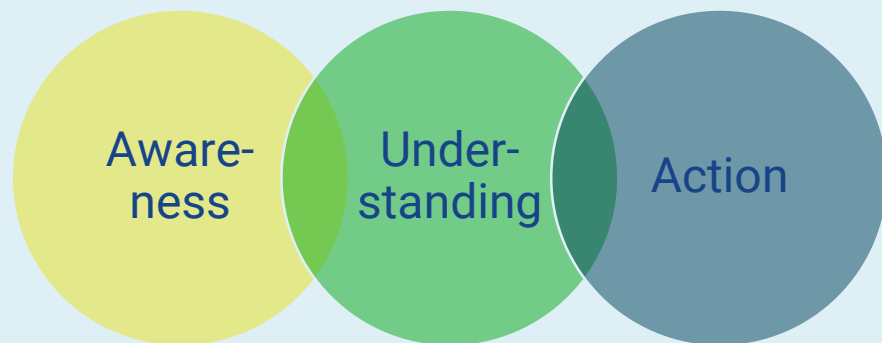
- Communication: Inform about project and results
- Dissemination: Make results available
- Exploitation: Support making use of results

Rise aware-ness / inform

Engage with stake-holders

Support project sustain-ability

Communi-cation, Dissemi-nation & Exploitation

Show impact of your project

Expand your network

Promote your results
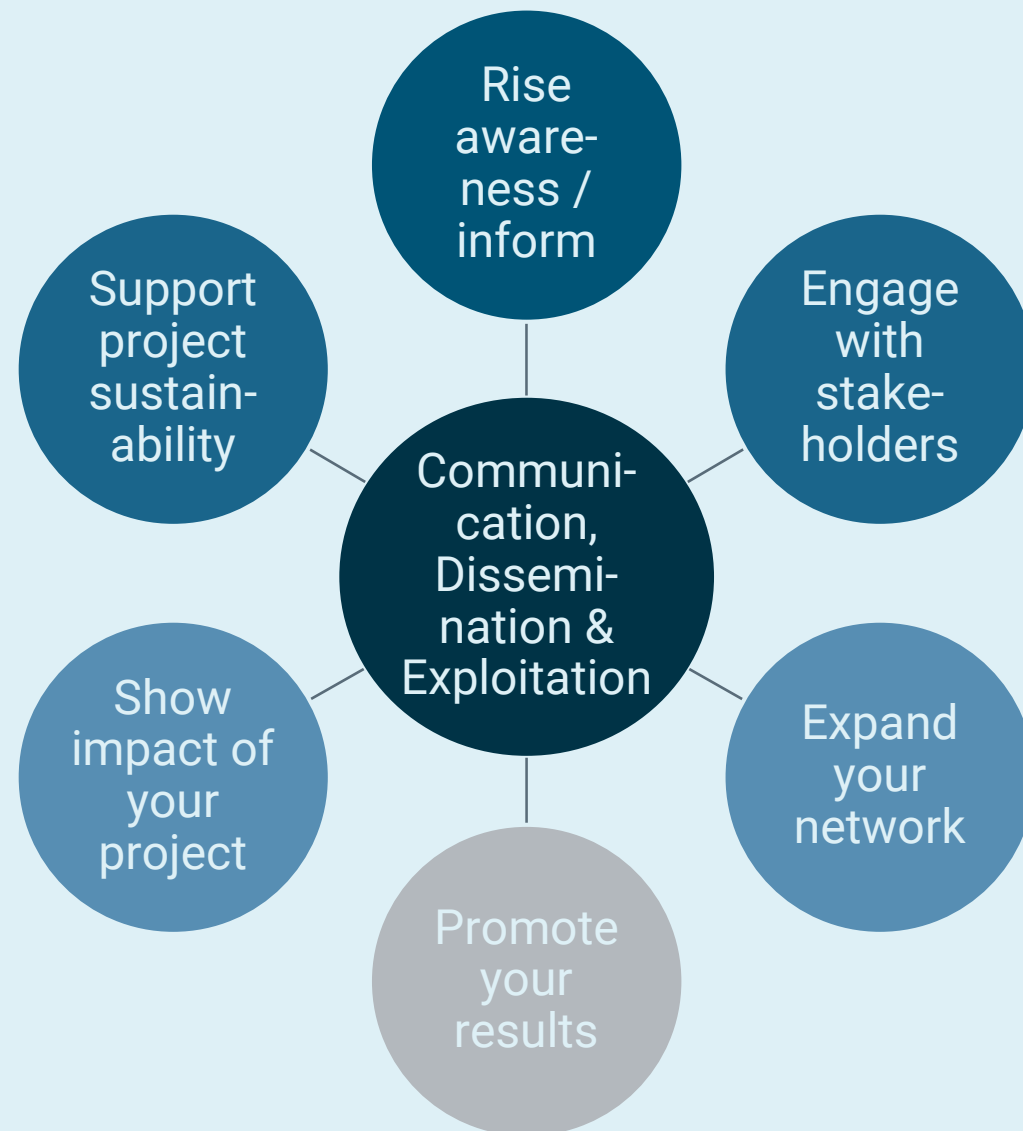
Towards successful project dissemination

Write your travel guide:
Communication strategy

Aware-ness

Under-standing

Action

S — Specific
M — Measurable
A — Attainable
R — Realistic
T — Time-bound

Why?
Your objectives

For whom?
Target audience

What?
Your message

How?
Your channels

What concretely?
Your activities

Impact

W H E N ?

Towards successful project dissemination

Impact

Write your travel guide: **Communication strategy**

Scope	Local/ regional	National	Inter.- national	Own organisation	Target group	Stake-holders	System level
Aim	Input for result	Awareness rising	Awareness rising	Support for implemen-tation	Intensive testing	Supporting impact	Assuring sustain-ability
Activity	Personal meetings	National event / fair	Social media	Intranet, team meeting	Partici-pation in course	Partici-pation multiplier event	Meeting with authorities
Indicators (quantitative & qualitative)	Number, feedback given	Visitors, interest	Number, reactions	Number, participa-tion in activities	Number, Knowledge gained	Number, Recom-mendation	Inclusion in curriculum

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PRP – Project Results Platform

Erasmus+ project results

Presenting the details and outcomes of projects funded under the Erasmus+ programme.

Search for Erasmus+ funded projects

- http://ec.europa.eu/programmes/erasmus-plus/projects/
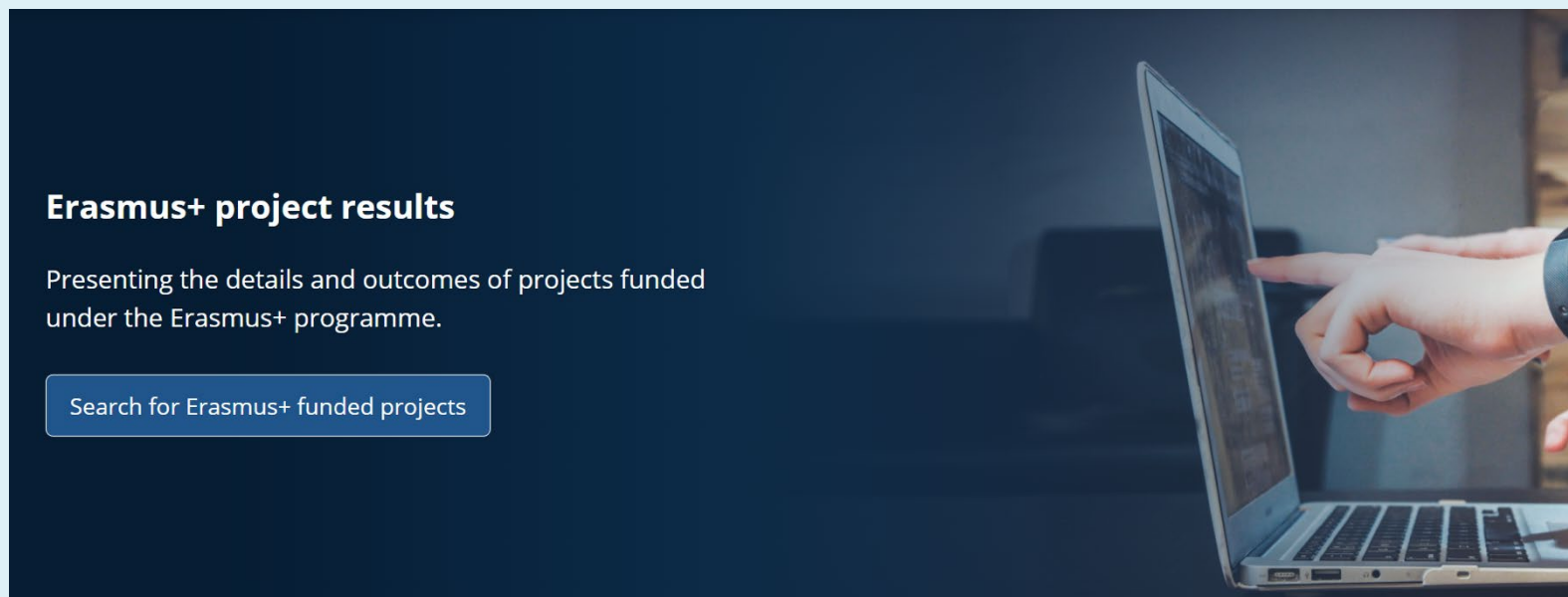
- Access with EU Login

- Update **BEFORE** you submit the final report in the Beneficiary Module: supply all documents and projects results (internal and external)
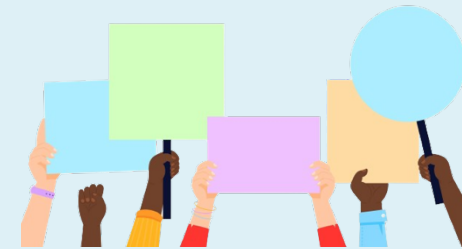
Don´t forget from the beginning
Consider European values & the four Erasmus+ Priorities

Inclusion & Diversity

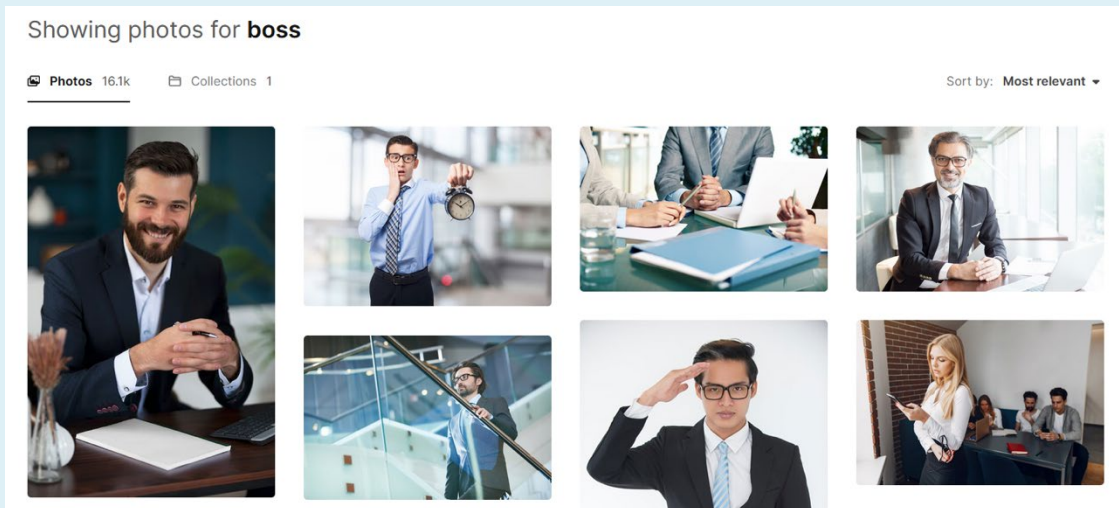Particiation in democratic life

Digital transformation

Environment and fight against climate change

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Let´s talk about inclusion in dissemination
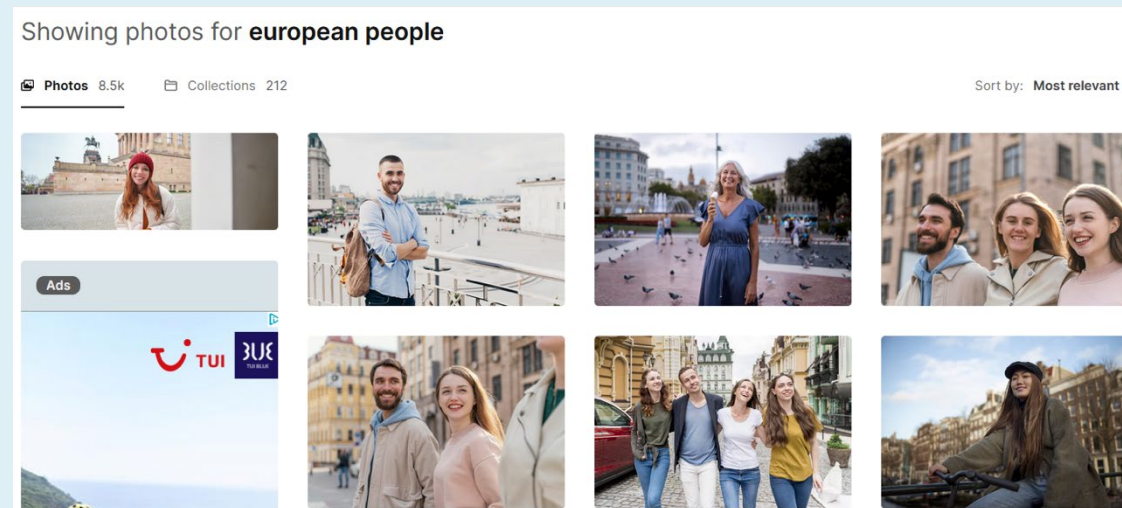
Inclusion in Dissemination

- Pictures and their impact – what is normal, who is a typical boss, a typical family, a „real man"…
Images that change the world (Tomas Gunarsson)

- Inclusive language:
Gender inclusive, racism critical, barrier-free, diversity-sensitive
https://commission.europa.eu/system/files/2021-10/cw2021-inclusive-language-and-clear-writing-andrasegyedi-clairechevalier-karen-margaret-walker.pdf

Inclusion in Dissemination

- Web accessibility
  - Colours and contrast
  - Descriptive texts for pictures and graphics
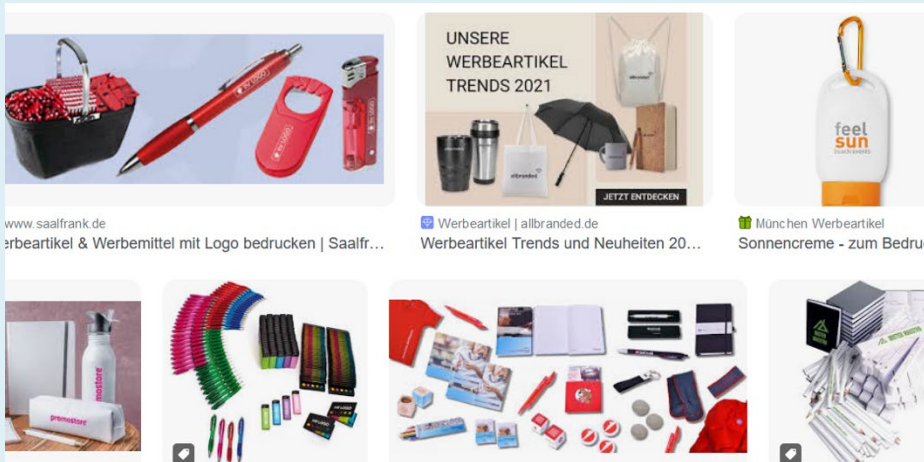 - Avoid flashing lights

https://commission.europa.eu/resources-partners/europa-web-guide/design-content-and-development/accessibility/what-accessibility_en

- Consider accessibility at events, trainings…

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SIZING UP THE INTERNET'S CARBON EMISSIONS

CARBON FOOTPRINT

4 BILLION+
Over 4 billion people are active internet users.

3.7%
The carbon footprint of our gadgets, the internet and the systems supporting them accounts for 3.7% of global greenhouse emissions, similar to the airline industry. These emissions are predicted to double by 2025.[1]

NO.3
Global IT sector electricity demand ranks behind only two countries in the world – China and the US.[2]

https://www.climateimpact.com/news-insights/insights/infographic-carbon-footprint-internet/

Sustainability in Dissemination

» Multipliers

» Physical aspects

» Digital

» Green Suppliers Database

» Spring-clean your photograph folder

» Prefer "green" servers for websites, e-mail, etc

» Use your digital marketing in a greener way

» Local networks against food waste

» Synergy in grouping websites under one platform

» Carbon neutral website: the case of VW Canada

» Ecological sustainability of online multiplier events compared to physical events

» Sustainable catering

» Sustainable event management

» Upcycled marketing items

https://thinktwice.management/toolbox/

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Let´s work

Group work - Prepare a dissemination plan for an example project:

- Green-School: Fostering environmental responsibility among students and staff, encouraging them to adopt sustainable habits and reduce the overall ecological footprint of the school community.

- VALU-ABLE: Educate students about the core principles and values of Europe, such as democracy, human rights, and cultural diversity, fostering a sense of European identity and promoting civic engagement among young people.

- EDU-TECH: Integrate digital technologies into teaching and learning processes to enhance educational outcomes, improve access to resources, and prepare students for a technology-driven world.

- INCLU_CATION: Create educational environments that accommodate diverse student needs, ensuring equitable access to learning opportunities and promoting the full participation and academic success

Let´s work

Group work: Prepare a dissemination plan for an example project

Scope / level	What for / purpose?	To whom / target group	What? Content	How? Method	When? Timing	Who?	Measure impact
Regional level	Streng-thening green compe-tences	Educational authorities, further training organi-sations	Training course	Presentation at event	During the implemen-tation of R2	Project Manager	Nr. of participants, Expressions of interest, feedback, follow-up

Reflexion of Working Block Dissemination

Prepare a dissemination plan for an example project.

➢ **Your Presentation**