Cluster meeting with representatives of newly selected CBHE projects:

"How to ensure better implementation of CBHE projects"

Venue: University of Jordan

Date: 8 March 2021

9:30 – 10:00	**Registration and welcome coffee**
10:00 – 10:50	**Welcome, Prof. Ahmad Abu-el-Haija, Director, National Erasmus+ Office** **Opening remarks, Ms. Ines Alves, Programme Manager Education and focal point Erasmus+, EU Delegation, Jordan** **Opening remarks, Mr. Clivio Casali, Project Officer, EACEA, Belgium** **Newly Selected Projects – An Overview by each partner (10 min each)** 618176 - Family Medicine Diploma Program (FMDP) 618509 - Vocational Training Diploma on Electrical and Hybrid Vehicles (ECO-CAR) 618535 - Developing Curricula for Artificial Intelligence and Robotics (DeCAIR)
10:50 – 11:50	**Project management introduction** • Your CBHE project…but we are all partners • Regulatory Framework • Budget overview • Project implementation • Quality assurance • Dissemination of results • EACEA monitoring and support
11:50 – 12:10	**Coffee break**
12:10 – 12:30	**Visibility and communication requirements,** **Press and Communication Team, EUD in Jordan**
12:30 – 14:00	**Budget: Unit cost & Actual cost** • Definitions • Supporting Documents • Joint declaration • VAT (Value Added Tax) • Exchange rate • Tendering Procurement of Goods/ Services
14:00 – 15:00	**Lunch break**

15:00 – 16:00	**Changes in the project** • Types of changes • Prior Written Authorization • Changes Requiring an Amendment • Extension of Eligibility Period • Changes in the Partnership • Transfers between Budget Headings **Reporting** • Financial Monitoring and Reporting • Calculation of the Final Grant • Good Practices • Narrative Part of the Report • Audits
16:00 - 17:00	**Closing session** **Mr. Clivio Casali, Project Officer, EACEA** • Key messages, tips for successful implementation • Open discussion, Q & A