

# National Authorities for Apprenticeships:

## Introduction of Elements Dual VET Slovak Republic

### Work Package 1: Project Management

### Kick-off Meeting

**Bratislava**

**15th January 2015**



MINISTERSTVO ŠKOLSTVA,  
VEDY, VÝSKUMU A ŠPORTU  
SLOVENSKEJ REPUBLIKY



Erasmus+



**Duration: 24 months**

**Start:** 1st October 2014

**End:** 30th September 2016

**WP Leader:**

Ministry of Education, Science, Research and Sport of the Slovak Republic

**Main tasks:**

To plan, organise, secure and manage the project resources and to achieve the project objectives.



## Planned Activities:

### *1. Day to day project management, coordination and internal and external communication*

- Development of appropriate tools and procedures
- Monitoring of progress of activities and preparation of progress reports (interim/final)
- Communication with the EC Agency (Education, Audio-visual and Culture Executive Agency) and other relevant bodies on national and European level



## 2. Steering and advising of the project

- Establishment of an management group and steering group and organising of the steering and management groups meetings (representatives of all project and associated partners)
- Monitoring of project progress and activities of all WP

## 3. Financial management

- Transfer of funds and cash flow management
- Monitoring of incurred expenditures



## Deliverables:

- ❖ 4 meetings management group, (2 per year):

Proposal: The meetings take place in:

1.	<b>Bratislava</b>	<b>Kickoff – January 2015</b>
2.	<b>Stuttgart</b>	<b>Autumn 2015</b>
3.	<b>Vienna</b>	<b>Spring 2016</b>
4.	<b>Bratislava</b>	<b>Autumn 2016 – Final Meeting</b>

- ❖ 3 steering group meetings:

Proposal: The meetings take place in:

1.	<b>Vienna</b>	<b>Summer 2015</b>
2.	<b>Stuttgart</b>	<b>Spring 2016</b>
3.	<b>Bratislava</b>	<b>Autumn 2016 – Final Meeting</b>

- ❖ Interim (after 1 year) and final progress reports
  
- ❖ 3 transfers of funds (according to the GA):
  - 1) 40% after signing the partner contracts
  - 2) 40% after the interim report
  - 3) 20% after the project ends

## Steps already done:

- ✓ Preparation of the documents to sign the Grant Agreement with EC (thank you for your confident and Mandate Letters) – conclusion of the GA
- ✓ Receiving first payment (40 % of the EC funding)

## Next Steps:

- ✓ Definition of way of nomination of the management group members, steering committee members, internal procedures of cooperation and communication (January 2015)
- ✓ Development and signing of contracts between contractor and partners (January 2015)
- ✓ Scheduling of next project meeting (January 2015)
- ✓ Attendance of the Kick off meeting for projects “National Authorities for Apprenticeships”: 26 January 2015, Brussels organised by the EC Executive Agency PLEASE SEND ME QUESTIONS TO BE ASKED before Friday 23 January
- ✓ Transfer of the first payment (February 2015)



**Draft Programme**

<b>09:30</b>	<b>Welcome and opening</b> <b>Presentation of selection results 2014</b> Maria Luisa GARCIA MINGUEZ, Acting Head of Unit A5, EACEA
<b>09:45</b>	<b>Policy background and EU priorities</b> European Commission
<b>10:30</b>	Break
<b>10:45</b>	<b>Overview of the projects selected for funding</b> Coordinators' representatives
<b>12:00</b>	<b>General Project Management Issues</b> EACEA
<b>12:30</b>	Lunch break
<b>13:30</b>	<b>General Project Management Issues- Questions and Answers</b>
<b>14:30</b>	<b>Financial management</b> EACEA
<b>15:00</b>	<b>Financial management - Questions and Answers</b>
<b>15:30</b>	Break
<b>15:45</b>	<b>Bilateral meetings with project and financial officers</b>
<b>17:00</b>	<b>Wrap up and End of meeting</b>



**Looking forward to cooperation with  
you and thank you for your attention!**

**Ing. Ľubica Pitlová**

**Ministerstvo školstva, vedy, výskumu a športu Slovenskej  
republiky**

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