



Erasmus+

Офис Программы Erasmus+
в Республике Беларусь

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«Жан Моне»: опыт участия Белорусского государственного университета



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БГУ в проектах программы Жана Моне

№	Подпрограмма Жана Моне	Название проекта	Сроки реализации	Факультет
1	Jean Monnet European modules	Ethnic Minorities in the European Union	2014-2016	Исторический факультет
2	Jean Monnet Center of Excellence	Promoting European Law and Integration Studies	2013-2015	Факультет международных отношений
3	Information and Research activity	International Conference "European Union and Belarus: Getting closer for better future"	2013-2014	Управление международных связей, факультет международных отношений
4	Jean Monnet Chair	Evolution of the European Union	2007-2010	Факультет международных отношений
5	Jean Monnet European modules	Legal developments of the European Union	2001-2003	Факультет международных отношений

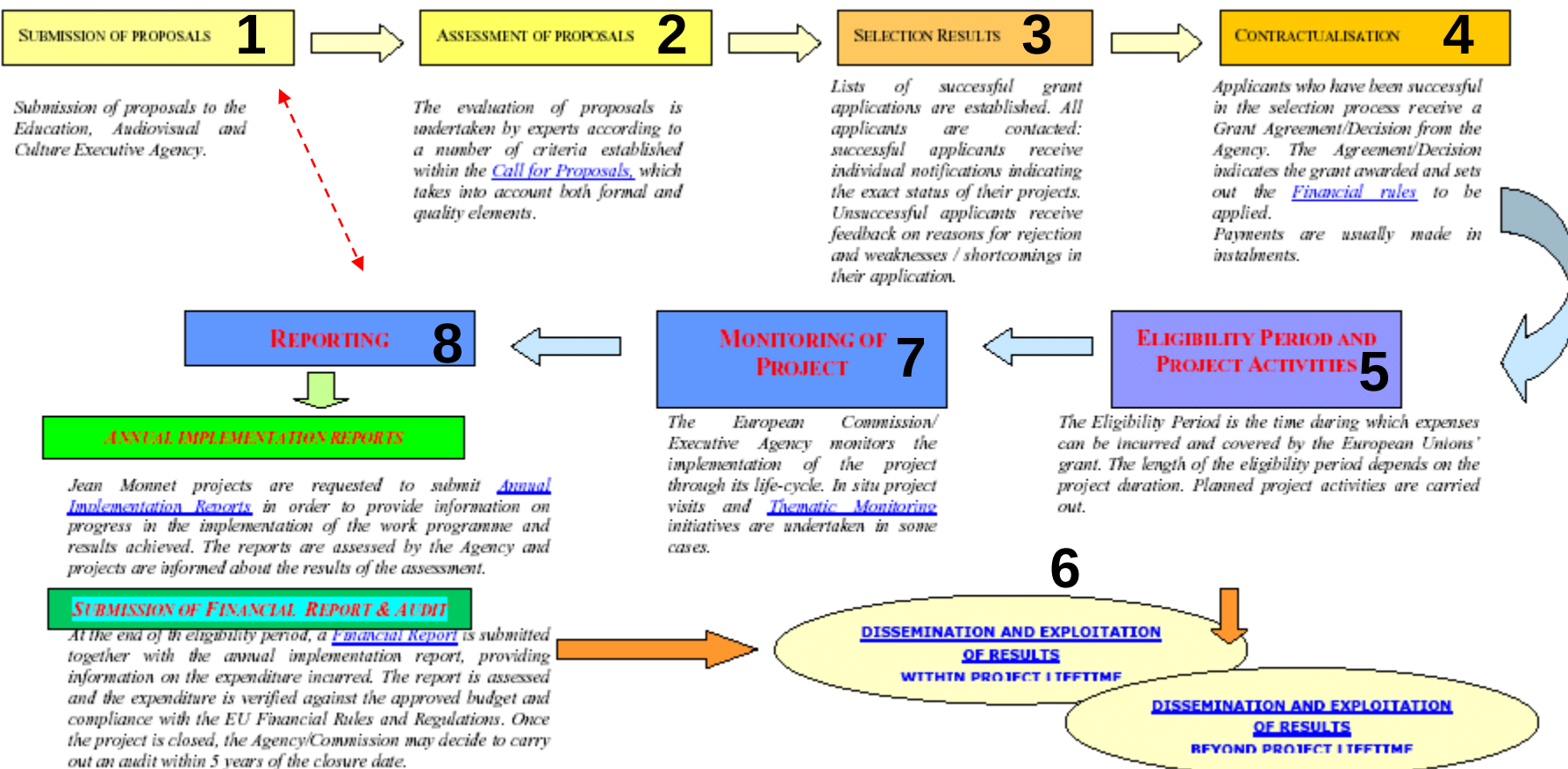


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Жизненный цикл проекта Жана Моне





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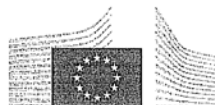
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SELECTION RESULTS

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3.1 Ваша проектная заявка отобрана для со-финансирования!



Education, Audiovisual and Culture Executive Agency

Lifelong Learning: Erasmus, Jean Monnet

Brussels, - 8.07.2013
EACEA/P2/MLFM/LDF 542948

ИЮЛЬ

Prof. Alexey Danilchenko, Vice Rector for
Academic Affairs
Belarusian State University,
Faculty of International Relations
Bobruiskaya, 5a
BY - 220030 Minsk

Subject: Lifelong Learning Programme - Call for Proposals 2013 (EAC/S07/12)
Jean Monnet Programme: Key Activity 1

Reference: 542948-LLP-1-2013-1-BY-AJM-IC
Project Title: "International Conference "European Union and Belarus: Getting closer for
better future""

Dear Prof. Alexey Danilchenko,

You have submitted an application to the Lifelong Learning Call for Proposals 2013 for the action specified above for which the Executive Agency received a total of 595 applications. I am pleased to inform you that your application has been selected for EU co-financing. Please note that competition in the Jean Monnet Programme is high: the success rate for this year is 33%.

The lists of all selected projects will be published on the website of the Executive Agency when all applicants have been notified about the results of the selection. The address of the website is: http://eacea.ec.europa.eu/llp/results_projects/selection_results_en.php

A panel of external experts assisted the Executive Agency in the evaluation of your application against the 4 award criteria indicated in the Call for Proposals. The result of this evaluation is set out in the evaluation report by the external experts attached to this letter. Please take into account the fact that most of the evaluation reports were written by non-native speakers. The Executive Agency will not elaborate further on these assessments. Please consider this feedback for the future implementation of your project.

The process of awarding a grant can only be finalised once the Executive Agency has received and analysed the documents as requested in the list of documents to be submitted. The



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CONTRACTUALISATION

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4.1 переписка с агентством о грантовом соглашении

- *legal representative + project contact person
- *Head of Jean Monnet unit in EACEA + contact person for your project
- *номер грантового соглашения
- *порядок дальнейших действий / amendment requests

From: EACEA-AJM@ec.europa.eu [mailto:EACEA-AJM@ec.europa.eu]
Sent: Wednesday, October 23, 2013 11:57 AM
To: Danilchanka Aliaksei V.
Cc: Shadursky Victor G.
Subject: Your Grant Agreement 2013-4078
Importance: High

Dear Sir / Madam,

Attached you will find the cover letter and the scanned version of the Grant Agreement for your Jean Monnet project. The documents include all annexes.

In order to speed up the process and ensure that your project receives its first pre-financing payment as soon as possible, we would like to ask you to print out **2 full copies of the Agreement and its annexes**. Please **do not bind or staple** the copies. The Agency will bind the copies before your copy is returned to you.

These should then be **signed by the Legal Representative** and the 2 complete sets of Agreements should be returned as soon as possible by registered mail or courier service to:

MarĖca Luisa GARCIA MINGUEZ
Unit P2 - Lifelong Learning: Erasmus, Jean Monnet
Executive Agency Education, Audiovisual and Culture
BOU2 3/107
Avenue du Bourget, 1
BE-1140 Brussels
Belgium

Please note:

o **Cover letter from the Legal Representative to the Executive Agency:** you will also find a letter addressed to the Executive Agency and to be signed by the Legal Representative of the Beneficiary Organisation confirming that no changes have been made to the content of the Grant Agreement or to any of its annexes. This must be returned with the signed Grant Agreements

o **Errors in the Grant Agreement:** if you discover an error or have a question on any aspect of the Grant Agreement or its annexes, you must contact the Agency immediately. You should NOT make any remarks or changes on any part of the Grant Agreement.

If you have any questions, please do not hesitate to contact us - **quoting the reference number of your Grant Agreement**.

Your contact person: Mr Luciano Di Fonzo (tel: +32 2 29 81779, email: Luciano.DiFonzo@ec.europa.eu).

Yours faithfully,

Jean Monnet Staff

CONTRACTUALISATION

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4.2 подготовка и направление необходимых документов

для проектов, стоимостью менее 60 000 евро:

- cover letter
- legal entity form
- financial identification form
- 2 copies of GA signed by Legal representative
- uploading to EU e-portal (LEAR, PIC)



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CONTRACTUALISATION

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4.2 подготовка и направление необходимых документов

для проектов, стоимостью
более 60 000 евро:

тоже самое + документы,
подтверждающие
финансовую
состоятельность
бенефициара

-  Annual accounts_2012_BSU_Rus_Eng
-  Annual accounts_2013_BSU_Rus_Eng
-  Annual reports_BSU_2011_Rus_Eng
-  Annual reports_BSU_2012_Rus_Eng
-  Belarusian State University financial identification form
-  Belarusian State University legal entity form
-  Certificate on state registration_BSU_Rus_Eng
-  Notification of the assignment of Taxpayer's Identification Number _Rus_Eng
-  Statement of the bank on the BSU bank account
-  Statute of BSU_English
-  Statute of BSU_Russian



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CONTRACTUALISATION

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4.3 Грантовое соглашение

HAVE AGREED

to the Special Conditions (hereinafter referred to as "the Special Conditions") and the following Annexes:

- | | |
|-----------|---|
| Annex I | Description of the action |
| Annex II | General Conditions (hereinafter referred to as "the General Conditions") |
| Annex III | Estimated budget of the action |
| Annex IV | Procedure for determining the amount of the grant, technical implementation report(s) and financial statements to be submitted (Handbook) |
| Annex V | Model financial statement: not applicable (included in Annex IV) |
| Annex VI | List of supporting documents: not applicable (included in Annex IV) |
| Annex VII | Model terms of reference for the operational verification report: not applicable |

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the Annexes.

The terms of Annex II "General Conditions" shall take precedence over the other Annexes.



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ELIGIBILITY PERIOD AND PROJECT ACTIVITIES

5

5.1 Получение и использование гранта

- 2-3 транша
- 2 системы финансового менеджмента
- план расходования средств

Budget based system – учет реальных затрат

Отчет по первичным финансовым документам

Flate-rate system – упрощенная система финансирования на основе единых ставок (unit costs) / единовременных выплат (lump sum)

Отчет по условным единицам



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ELIGIBILITY PERIOD AND PROJECT ACTIVITIES

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5.2 «Лигализация гранта»

регистрация как ИБП (или МТП -?)



УДОСТОВЕРЕНИЕ

о регистрации иностранной безвозмездной помощи

ПЛАН

целевого использования (распределения) иностранной
безвозмездной помощи, поступившей в адрес

Белорусского государственного университета

Документы для Департамента:

1. Заявление на регистрацию ИБП
2. План целевого использования ИБП
3. Выписка из банковского счета
4. Грантовое соглашение + перевод
5. Заявка (проектный документ) + перевод
6. Приказ о проведении конференции
7. Копия свидетельства о регистрации бенефициара
8. Письмо-подтверждение безвозмездного распределения публикаций
9. Доверенность
10. Письма поддержки, разъясняющие письма министерств



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ELIGIBILITY PERIOD AND PROJECT ACTIVITIES

5

5.3 Общие принципы использования средств гранта

- договоры заключаются только от лица бенифициара
- подписант - legal representative
- источник средств - грант Жана Моне
- сроки (eligibility period / payments period)

To be considered as eligible costs of the project, costs must satisfy the following general criteria:

- They must be incurred by **legal bodies/institutions or by natural persons**;
- They must be **connected** with the project (i.e. relevant to the project and be directly connected with the execution of the project in accordance with the approved work plan);
- They must be **necessary** for the execution of the project;
- They must be **reasonable and justified** and they must accord with the principles of **sound financial management**⁸, in particular in terms of value for money and cost-effectiveness;
- They must be **generated** during the lifetime of the project⁸, as specified in Article 1.2.2 of the Grant Agreement/ Article 2.2 of the Decision;
- They must be **actually incurred** by the beneficiary and be recorded in the accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- They must be **identifiable and verifiable**;
- They must **not be part** of the list of **ineligible costs outlined in 2.2.**;

⁸ i.e. generated by an activity that takes place during the lifetime (legal duration) of the project/action. Activities taking place before or after the period specified in the Grant Agreement/Decision are not eligible for funding. However, if the expenditure was committed/ billed within the eligibility period, the actual payment can be effected later (but before the final implementation and financial reports are submitted) to be considered as eligible costs).



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DISSEMINATION AND EXPLOITATION
OF RESULTS
WITHIN PROJECT LIFETIME

6

<http://jmconf.bsu.by/>

6.1 6.100

Реализация проекта

- распространение результатов / информации о проекте





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DISSEMINATION AND EXPLOITATION OF RESULTS WITHIN PROJECT LIFETIME

6

6.1 6.100 Реализация проекта

- Evidence - документирование свидетельств о деятельности по проекту (списки участников / слушателей, анкеты, отзывы, фото-видео материалы, интернет-сайт, печатные материалы, программы мероприятия, учебные планы, и др.)

The image shows two overlapping registration forms for the Erasmus+ project. The forms contain columns for registration number, name, country, institution, and other details. The top form is partially filled with handwritten data, and the bottom form is mostly blank.

№	Ф.И.О.	СТРАНА	УЧРЕЖДЕНИЕ	ПОДПИСЬ
1.	Андруха Виктор	Беларусь	Минский государственный университет	
2.	Андруха Виктор	Беларусь	Минский государственный университет	
3.	Андруха Виктор	Беларусь	Минский государственный университет	
4.	Андруха Виктор	Беларусь	Минский государственный университет	
5.	Андруха Виктор	Беларусь	Минский государственный университет	
6.	Андруха Виктор	Беларусь	Минский государственный университет	
7.	Андруха Виктор	Беларусь	Минский государственный университет	
8.	Андруха Виктор	Беларусь	Минский государственный университет	
9.	Андруха Виктор	Беларусь	Минский государственный университет	
10.	Андруха Виктор	Беларусь	Минский государственный университет	
11.	Андруха Виктор	Беларусь	Минский государственный университет	
12.	Андруха Виктор	Беларусь	Минский государственный университет	
13.	Андруха Виктор	Беларусь	Минский государственный университет	



MONITORING OF PROJECT

7

7.1 Мониторинг

The monitoring may be performed in one or more of the following ways:

- remote monitoring, e.g. assessment of the work carried out and reported by the project in comparison with the originally defined objectives and acting as helpdesk, providing assistance and guidance for project coordinators;
- visit by Agency representatives to the premises of the beneficiary/coordinating organisation (*in situ* visit);
- visit by Agency representatives to a project event;
- visit by experts to review the work of the project and report back to the Agency;
- visit by project representatives to the Agency;
- invitation to project representatives to visit the Agency to participate in an event organised by the Agency.

Visits by Agency representatives may be undertaken by Agency staff, external experts or a combination of the two.

The above list is not exhaustive – additional project monitoring methods may be developed in response to new needs that arise.

REPORTING**8****7.1 Notification + Guide**

1. Project Handbook for selected projects in the year 2013 (IC-ICS)

http://eacea.ec.europa.eu/llp/jean_monnet/documents/ajm_2013_project_handbook_en.pdf

2. The online reporting form is available at the following link:

<http://eacea.ec.europa.eu/llp/jeanmonnet/reporting/New/Version/2008/V1/default.asp>

3. Posting the hard copy of the Final Activity Report to EACEA



REPORTING

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7.2 Reporting calendar

Chairs/Chairs *ad personam* (CH/CL); Modules (MO); Associations (XA); Centres of Excellence (PO); Information & Research Activities (IC) incl. "Learning EU @ School" projects (ICS)

Length of period of eligibility,	Event	Deadline
12 months (IC, ICS)	Starting date of period of eligibility	01/09/2013
	End date of period of eligibility	31/08/2014
	Submission of the final implementation + financial report	31/10/2014
36 months (CH, CL, MO, XA, PO)	Starting date of period of eligibility	01/09/2013
	End date of period of eligibility	31/08/2016
	Submission of 1 st implementation report	31/08/2014
	Submission of 2 nd implementation report	31/08/2015
	Submission of the 3 rd implementation + financial report	31/10/2016
24 months (RE)	Starting date of period of eligibility	01/09/2013
	End date of period of eligibility	31/08/2015
	Submission of 1 st implementation report	31/08/2014
	Submission of the final implementation + financial report	31/10/2015



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REPORTING

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7.3 Reporting docs

- нарративный отчет
- финансовый отчет
- декларация-подтверждение
- продукты-результаты
- свидетельства проведенной работы

1. Confirmation of project data (address etc.).
2. Description of the activities organised including venue, agenda and number of participants as indicated in the "grant calculator" (= financial reporting form). For Summer courses, indication of the number of hours taught.
3. Submission of the following documents: participant list(s) with the number and names of all participants (including their signature), a copy of the programme, leaflet of the event(s), etc.
4. Impact - Activities carried out during the academic year:
 - 4.1 Within the Institution/Association: did the Jean Monnet label and the project activities increase the visibility of resources available at your Institution in the field of European Integration? Did your project create links/networks with other Jean Monnet activities? If yes, please elaborate.
 - 4.2 Outside the Institution/Association: description of the links that your Jean Monnet project created with civil society (e.g. with NGOs, trade unions, employers' federations, students associations etc.), local authorities and other institutions/associations active in the field of European integration.
 - 4.3 Publications.
 - 4.4 Other (this point could cover e.g. lessons learned, best practices identified, measures taken related to the sustainability of the project results and any other information you would like to communicate to the Agency).
5. For the entire project period, an evaluation of the results of the project compared to the initial objectives, a summary of the main results.
6. Financial statement.



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REPORTING

8

7.3 Reporting docs

финансовый отчет

SUM OF COSTS OF ALL CONFERENCES			
	Approved Budget	Actual data	%
Costs of all conferences	33 550,00 €	24 610,00 €	
Fixed amount covering other costs	5 000,00 €	5 000,00 €	
Total Costs	38 550,00 €	29 610,00 €	100,00%
Maximum Union Contribution (Grant ceiling)	28 912,50 €	22 207,50 €	75,00%
Applicant Contribution	9 638,00 €	7 403,00 €	25,00%

PREFINANCING AMOUNT(S) RECEIVED	
BALANCE PAYMENT or RECOVERY REQUESTED	22 207,50 €



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Благодарю за внимание!

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