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Erasmus+ Programme

2014-2020

2020 ERASMUS+ HIGHER EDUCATION STRATEGIC PARTNERSHIP
PROJECTS (KA203)

“SMART Tourism Destination increasing citizen’s sentiment of sharing local
tourism related values through gamification using emerging mobile Apps and
SMALL Data analysis- SMARTDEMA”

AGREEMENT n° 2020-1-TR01-KA203-092920

Bilateral Contract Between Dokuz Eylul University and Necmettin Erbakan
University

*A contract between the Coordinator and each partner organisation should be signed
before the beginning of the activities of the partnership as described in this contract; it
shall be annexed to the Agreement n° [2020-1-TR01-KA203-092920]*

This contract, drawn up under the Erasmus+ Programme (REGULATION (EU) No
1288/2013 of the European Parliament and of the Council of 11 December 2013
establishing Erasmus+), shall govern relations between:

Partner Name: Dokuz Eylul University

Registered Address: Cumhuriyet Bulvarı No: 144 35210 Alsancak Konak İzmir

Represented by: Prof. Dr. Uğur MALAYOĞLU, Vice Rector

on the one hand
and

Partner Name: Necmettin Erbakan University

**Registered Address: Yaka Mah. Yeni Meram Cad. Kasım Halife Sok. No: 11/1 (A Blok)
No: 11 (B Blok) 42090 Meram / KONYA**

Represented by: Prof. Dr. Zekeriya MIZIRAK, Vice Rector

on the other hand,

Which have agreed as follows:

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Article 1/Subject

1. Having regard to the provisions of REGULATION (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+: the Union programme for education, training, youth and sport, the **Coordinator** and the Partner Organisation commit themselves to carrying out the work programme covered by this contract.

This work programme comes under the **Agreement n°-[<2020-1-TR01-KA203-092920>]** concluded between the **Coordinator** and the **National Agency**.

2. The maximum Community grant towards expenditure incurred by the members of the Partnership participating in the programme shall be **222.910.00 EUR**.
3. The final financial contribution shall depend on the evaluation of the quality of the results of the project n°-[<2020-1-TR01-KA203-092920>] pursuant to the rules laid down at Community level, particularly in Annex III – Financial and Contractual Rules, but shall, under no circumstances, give rise to a profit.
4. This contract shall regulate relations between the parties, and their respective rights and obligations with regard to their participation in the project n° - [<2020-1-TR01-KA203-092920>] under the Agreement n°[<2020-1-TR01-KA203-092920>] passed between the **National Agency** and the **Coordinator**.
5. The subject matter of this contract and the related work programme are detailed in the annexes, which form an integral part of this contract and that each party declares to have read and approved.

Article 2/Duration

1. The project referred to in Article 1 has a duration of **24 months**. It starts on [01/09/2020] and ends on [31/08/2022].
2. This contract enters into force on the date of signature by the last of both participating parties to the contract and terminates at the moment of payment of the balance of the contract, as mentioned in Article 7.1.
3. The period of eligibility of the costs starts on [26/11/2020] and finishes on [31/08/2022].

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Article 3/Obligations of the Coordinator

The Coordinator shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in the Agreement concluded between the **National Agency** and the **Coordinator**;
2. to send to the Partner Organisation a copy of the Agreement n°- [*<2020-1-TR01-KA203-092920>*] and its annexes, concluded with the National Agency, of the Financial and Contractual Rules, of the various reports and of any other official document concerning the project;
3. to notify and provide the Partner with any amendment made to the Agreement n[*<2020-1-TR01-KA203-092920>*] concluded with the National Agency;
4. to define in conjunction with the Partner the role and rights and obligations of the two parties, including those concerning the attribution of the intellectual property rights;
5. to comply with all the provisions of Agreement n°- [*<2020-1-TR01-KA203-092920>*] binding the **Coordinator and Beneficiaries** to the **National Agency**.

Article 4/Obligations of the Partner Organisation

The Partner Organisation shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in the Agreement n°- [*<2020-1-TR01-KA203-092920>*] concluded between the **National Agency** and the **Coordinator**;
2. to comply with all the provisions of Agreement n° - [*<2020-1-TR01-KA203-092920>*] binding the **Coordinator** to the **National Agency**;
3. to communicate to the **Coordinator** any information or document required by the latter that is necessary for the management of the project;
4. to accept responsibility for all information communicated to the **Coordinator**, including details of costs claimed and, where appropriate, ineligible expenses;
5. to define in conjunction with the **Coordinator** the role and rights and obligations of the two parties, including those concerning the attribution of the intellectual property rights.

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Article 5/Financing

1. The Community grant contribution for the Partner shall be a maximum amount of [34.250]EUR.

Article 6/Payments

1. The **Coordinator** commits himself to carrying out payments relating to the subject matter of this contract to the Partner Organisation according to the achievement of the tasks and according to the following schedule:

1st payment: 13.700 [40% the amount in EUR] 20.12.2020

2nd payment: 13.700 [40% the amount in EUR] 30.08.2021

final payment: 6.850 [20% the amount in EUR] ...12.2022

2. All payments shall be regarded as advances pending explicit approval by the **National Agency** of the final report, the corresponding cost statement and the quality of the results of the project.

Article 7/Bank account

Account Holder: Necmettin Erbakan Üniversitesi Strateji Geliştirme Daire Başkanlığı

Bank Name: Türkiye Vakıflar Bankası

Branch Code: S00256-Konya Nalçacı Şubesi

Address: Feritpaşa, Ahmet Hilmi Cd. No: 72/A, Selçuklu

City: Konya

Account No:00158048019220495

IBAN: TR870001500158048019220495

BIC: TVBATR2A

Article 8/Reports

1. The Partner shall provide the **Coordinator** with any information and document required for the preparation of the five interim reports and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* by [21/03/2021 (*1st report*)], 05/21/2021 (*2nd report*) and 21/11/2022 (*3rd report*), 22/03/2022 (*4th report*), 22/07/2022 (*5th report*) at the latest.
2. The Partner shall provide the **Coordinator** with any information and document required for the preparation of the final report and, where appropriate, with copies of

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Article 9/ Monitoring and supervision

1. The Partner shall provide without delay the **Coordinator** with any information that the latter may request from him concerning the carrying out of the work programme covered by this contract.
2. The Partner shall make available to the **Coordinator** any document making it possible to check that the aforementioned work programme is being or has been carried out.
3. The Project Coordinator could call for an extra meeting when clear needs are identified. A minimum of three partners are required to accept to attend it for the meeting happen.

Article 10/ Liability

1. 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.
2. The Partner Organisation 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.

Article 11/Termination of the contract

1. The **Coordinator** may terminate the contract if the Partner Organisation has inadequately discharged or failed to discharge any of the contractual obligations, insofar as this is not due to *force majeure*, after notification of the Partner by registered letter has remained without effect for one month.
2. The Partner shall immediately notify the **Coordinator**, supplying all relevant information, of any event likely to prejudice the performance of this contract.

Article 12/ Jurisdiction clause

1. Failing amicable settlement, the Courts of *[Ankara]* shall have sole competence to rule on any dispute between the contracting parties in respect of this contract.
2. The law applicable to this contract shall be the law of *[Turkey]*.

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Article 13/ Amendments or additions to the contract

Amendments to this contract shall be made only by a supplementary Agreement signed on behalf of each of the parties by the signatories to this contract.

Article 14 / Intellectual Outputs

SMARTDEMA has two Intellectual Outputs all connected to each other and running in parallel in their majority.

IO1: Ideation, desing, prototyping and iterating the Digital Destination Management Training

This Intellectual Output develops five main components of the project.

See the details in the link on miro board: https://miro.com/app/board/o9J_Id6EM4o=/

1.Digital Storytelling

Local Stories digitally created by the citizens who are engaged through the Directory of Education (300 teachers) and the University Students (250). Nardoni Gallery (50 staff). NEU (20).

The framework of how to create these stories is based on a training program on the C1-LTTA.

-TWELVE story channels with five stories each are created. That is the trigger of the gamification experience. The expectation is citizens, and visitors create their own stories experience incrementing the number of stories

2.GEO-DEMA APP

The partners design the GEO-DEMA App features and user interface experience. The App can be downloaded from the Apple store and Google play for free.

So the expectation is that a large number of users at least 150 people download and interact with the App.

The core elements of the training include:

-Design User Interface Experience (UX)

-Producing the multilingual language interface

-How the App handles both, the content and player

-What is the coding of the App

-Understanding the Apple Store and Google play rules on designing the App.

-The progressive web format for other devices

3.SMALL DATA Analysis

The project creates an ICT software interface as part of the training for Virtual Destination Management. The software tool is mapping people, systems, or stories concept.

The transferability impact relies not only on the customized design of the training of the KUMU and other software but on the content analysis and the creation of the thematic maps for Virtual Destination Management

4.Digital Destination Manager (DDM)

The project create two new professional profile, for the Open Digital Badge modules

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The creation of the digital stories, the App content management of the digital stories, the SMALL DATA analysis of the stories and the potential launching of digital events over real territories configure the skills of the new profession.

5. The Digital Nutritional Healthy Chef

The tourism culinary department in cooperation targeting the local stakeholder develop a progressive web page/App format with a series of content such as local healthy recipes, e.g.

Vegan food gluten-free food to target a visitor market niche. Food and Digital Stories are connected linking academy and visitors creating a new tourism experience

The division of work, the tasks leading to the production of the intellectual output and the applied methodology

Intellectual Output 1 has five main components. All partners are involved in the activities. Partners lead some of the results implementations but cross cooperations are organized among partners to implement a solid working implementation of results.

There is a strong ownership by all partners of the tasks to be implemented in the IOs and these have been assigned according to real skills and possibilities.

The tasks leading these outputs are:

R1. The SMARTDEMA training program. It is a new training program on managing the destination based on the mobile App.

Lead by DOKUZ EYLUL UNIVERSITESI

R2. Digital Destination Manager (DDM) training for GEO-Stories and service interaction. Lead by Necmetting Erbakan University

R3. The Digital Nutritional Healthy Chef (DNHC) to involve the local stakeholder to deliver healthy food, e.g. Vegan food.

Lead by FOCA Directory of Education

R4. The SMALL Data analysis training program based on the stories and the GEO-DEMA App insights

Lead by Université Gustave Eiffel

R5. The digital Storytelling training program to understand how to design and create Mobile-based stories named webisodes.

Lead by Stichting on Eduagility and Necmetting Erbakan University

R6. The training how to generate thematic maps based on the story collection, insights into the stories given by the visitor and other data like tags, metadata, the number of visitors and timing, using specific "Kumu and mapping software".

Lead by Université Gustave Eiffel

R7. The training program on the App Geo-DEMA. How to create the App resources, what the App does, how it works, what data collects, and what is the user experience.

Lead by Stichting on Eduagility

R8. Deliver the GEO-DEMA APP

Lead by all partners

R9. Twelve different categories of thematic stories containing each a set five stories geo-referenced in the territory, in total as a pilot project

Twenty-five created by the Directory of Education, twenty-five by DOKUZ EYLUL UNIVERSITESI Virtual Destination Management and ten by the Narodni Gallery of Slovenia. Total of

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60 stories created. These stories are embedded in Google maps and located virtual and physically in the territory, delivering a new mobile destination experience for locals and visitors.

Lead by Narodni Gallery and Necmetting Erbakan University

R10. We are designing and coding an App Interface customization to gamify the stories in Turkish, Slovenian, Dutch and French. The App is free to download and ready to be used to play.

All partners at once

R11. The creation of a community of visitors playing the gamified experience.

Lead by Directory of Education and DEU

On Digital Destination Management:

R12. Creation of two events at the national and international level to attract new visitors to experience, share and create a new destination based on gamified tourism.

Lead by DOKUZ EYLUL UNIVERSITESI

The methodologies implemented for the production of the results of the IO1 are as following.

On the stories creation, we use Digital Storytelling training. The project adopts the existing techniques but introduces changes to adapt the concept to the interaction with the stories using the App.

On the Mobile App creation, since it is user interface design and coding, we use an Agile framework.

On the SMALL DATA analysis, we use the KUMU and other software for the creation of the thematic maps.

For the new two virtual professions, different educational modules are going to be prototyped using design thinking, empathy map and customer journey map. Specific training on social media management and Google analytic and Ad as methodologies.

IO2: Developing the Training Program on Open Digital Badge certification, module's content for SMART Tourism and ICT platform

The partners involved in the project become during the Open Digital Badge creation process " trusted Badge issuer."

Partners develop three OPEN Digital BADGE that gives them the qualification on how to create the Open Digital Badge.

Badges enable opening up the content of courses and displaying the expertise acquired during the project implementation, including among other Digital Stories Management, SMALL DATA analysis, GEO APP implementation. Each of these badges will have a clear module definition on the training process and knowledge acquired.

All Open Badges created in the project are valid in the Universities, Schools, National Gallery and the Foundation.

Elements of Innovation:

-The Universities and Directory of Education become a referent in the Open Badge giving support to other Educations institutions.

The division of work, the tasks leading to the production of the intellectual output and the applied methodology

The implementation of Open Digital Badges in six different Institutions goes through two main steps.

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The first step is the training in Open Digital Badge creation by the Université Gustave Eiffel and Stichting on Eduagility. :

Including the granularity of the training, the program, the course badge, the unit badge, and the topic badge.

The Open Digital Badge contains evidence-based, is stackable, free & open and transferable to a working context.

The Open Digital Badge created in the SMARTDEMA project bridges the dissonance between informal (MOOCs, YouTube, Wikipedia) and formal learning.

Three kinds of strands implemented with the insights of partners:

-DEU focus on Tourism Badge

-Directory of Education focuses on Teachers training content Badge.

-NEU combines both Education and Tourism Open Digital Badges on Teacher degree content modules and Tourism Destination Management

-Narodni Gallery focuses on Tourism cultural heritage Badge.

-Université Gustave Eiffel and Stichting on Education capitalize and adapt to all Badges and integrate them into their training portfolio.

This training happens at the LTTA 1 at the early beginning of the project so seamless integration is happening in parallel ways because Digital Open Badge content is based on Intellectual Output 1

The second level is the development of the Open Digital Badge at the local level. All partners involved in a series of ZOOM-Video webinars to monitor the quality of the Badge and its progress during the first and second project year as defined in the quality plan.

On each partner meeting (Amsterdam, Paris, Ljubljana and final meeting in Izmir, the one-day training session is run to complete the Open Digital Badges. Ready to deliver to be implemented in the last semester of 2022 at the university level.

The Narodni Gallery design special Badges, the Badges are connected to tourism heritage services; for example, the use of new methodologies or framework on raising awareness to develop new audiences on the collections.

This kind of Digital Open Badge can be replicated through an extensive local network of partners the Gallery has.

Stichting on Eduagility implements this Open Digital Badge in other sectors such as Libraries, which exhibition on Cultural Heritage is becoming a tourism asset.

The partners define the applied methodology; the goal is each Digital Open Badge having multiple learning pathways allow learners to choose their learning path according to their personal learning goals, learning style, interests and other preferences. However, learners should still be able to achieve the same learning outcomes presented in the course description.

The methodology includes Badge category:

Basic Knowledge Badges – 6 badges (6 x10 points) – based on individual assignments and forum/class discussions.

- Skill-based Badges (social skills and Destination Management) (10 points)
- Advanced Knowledge Badges (based on personal learning path), which the student can choose according to his individual learning goals and which tasks he/she needs to achieve the goals (30 points).

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• Level Based Badges – “Gold”, “Silver”, and “Bronze” - directly reflected the formal grading system of the course - excellent – gold badges, very good - silver badges, good – bronze badges).

The methodology gives the student different pathways e.g.

1. to achieve six knowledge badges (60 points), one advanced Badge (e.g. Virtual Event manager - 30 points) and at least one high-level social skill (e.g. Digital Stories insight Manager- 30 points);

2. to achieve six knowledge badges (60 points), three advanced badges (e.g. nutritional influencer - 5x10 points) and at least one high-level social skill (e.g. empathy- 10 points);

• to achieve six advanced knowledge badges (60 points), one advanced Badge (e.g. SMALL DATA analyst -45 points) and at least three high levels of social skills 15 points (e.g.communication, citizenship, orator).

Learning, Teaching, Training Activities:

Training on Digital Storytelling - Geo-DEMA APP interface design and Open Digital Badges knowledge module content creation (APRIL, 2021)

The LTTA host at Gustave Eiffel University brings on board a selected group of professionals to receive training, ideate SMART-DEMA, prototype examples using digital tools and give insights for iteration. The core of the training includes

1.Digital Storytelling (to learn how to co-create stories with citizens)

2.GEO-DEMA App features for city user experience

3.Open Digital Badge implementation to validate the learning at the educational level in the SMARTDEMA context.

DOKUZ EYLUL UNIVERSITESI benefit in designing the concept of Virtual Destination Management (SMARTDEMA) to be included in the semester classes.

Foca Ilce Milli Egitim Mudurlugu benefit to design training on cascade with other teachers (300) that connect to citizens to co-create DIGITAL Stories.

Narodna galerija enhance their digital storytelling experience and implement new activities for visitors

Necmettin Erbakan Üniversitesi benefits by modifying the actual education program for teachers introducing the modules of this unique training.

Stichting for Education on Agility Liberating Structures upgrades path skills with new training opportunities for Universities and Galleries, which are the Foundation working areas.

The Narodna galerija will assign personnel of the education department with similar criteria to the Turkish Universities.

Stichting on Eduagility will be one of the trainers so qualified profile will participate.

Université Gustave Eiffel involves the Master and PhD teachers from the Tourism department and Science and Information management.

All participants have public or private health insurance.

Each partner will implement at the local level a series of meetings to analyze the potential requirements and needs they may have. The results of the meeting are transformed into actions to answer their needs.

A roaming SIM card is provided to be always on when no WIFI available.

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Each partner develops a local level an agreement for knowledge transfer and a local supporting group is created with the LTTA participants.

The creation of the Open Digital Badge will enable the three Universities two in Turkey and one in France to validate an international shared certificate standard.

The connection with the Foca Ilce Milli Egitim Mudurlugu allows both Turkish Universities to validate a local level certificate. At the same time opens the door to train on the cascade and replicate the learning in other educational centres of their networks. The cooperation with the Narodna galerija and the Stichting on Eduagility brings both certificates into the private informal learning sector.

Besides this Europass certificate will be issued.

Dissemination Activities:

A number of activities are foreseen for dissemination of the project results since its start. They are as follows:

- leaflets with information about the project and the participants will be published;
- project logo will be created during the first project meeting and all results of the work during the implementation will have it;
- regular articles in local medias will introduce the project results at different stages of implementation;
- the project website will be the major platform for dissemination of all results. All outcomes will be uploaded gradually reaching wider audience not only in the partner countries but outside of them.
- Erasmus+ Dissemination platform will be used for introducing the results of the project;
- publications at professional website will be made in order to share the achievements with a larger group of experts in the field, teachers, specialists, etc;
- organizing a special day dedicated to the achievements of the students. During that day the participants will give information of the project, promote results and explain the benefits of the project itself.
- the eTwinning platform will be used to share the materials with other teachers;
- partner schools will organise exhibitions of students works resulting different activities.
- participating schools will organise workshops and seminars presenting the outcomes of the project in front of the local and regional public.

Media campaign dissemination by coordinator to viralize the Project through social media, local and national media and tv channels. Emphasis the importance of the Project and a specific media campaign

The destination will be successfully discernible with a well-developed communications strategy with the focus on social media. Since the social media are overcrowded and oversaturated with information, it is very difficult to attract attention – however some schemes seems to work better than others: novelty, chance to win, celebrity involvement, uniqueness, unexpectedness, competition, consonance or interesting graphical design. Proper dissemination and public awareness campaigns, workshops and meetings with local, regional and national stakeholders will have to be organised within every one of the six sites in order to inform the main stakeholders as well as the general public on the advantages and the societal benefits of the implementation of the selected actions and measures of DESTINATIONS.

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The main objective here is to inform and involve local/national stakeholders and the broader public during all phases of the project, but particularly in the benefits and output of the project in local scale as well as in its entirety.

Local dissemination activities will be conducted along three major axes:

- the involvement of all local stakeholders as well as the civic society in a continuous exchange of views and discussions in order to influence their attitudes towards the objectives of the project.
- the organisation of and participation in local/regional events to disseminate the project objectives and results.
 - o visits and workshops targeting the follower cities and regions in Europe and Turkey with the view to maximize the replication potential of the project as per tasks
 - Maximizing the use of the traditional media (press, TV), web and social media
 - o organizing events and workshops to disseminate the results produced by the project at European and local level
 - o create visibility of DESTINATIONS in Brussels, building its reputation, through the voice of its members and the media.
 - o quantify the results of the dissemination campaign and compare them to set targets

The project also needs to produce high quality material, in line with the expectations of the participants and final addressees of the project. The success of the project mainly depends on the ability of the partners to convince local communities that their transformation into “Smart Destinations” is possible and a viable alternative to support their local economic development

Article 15 / Partners' Tasks and Responsibilities

There is a responsibility distribution among partners based on their expertise to contribute best to the achievement of the results. Some partners lead the Intellectual Output. Others are in charge of the training; others participate in the training to provide insights and testing during the implementation phase. The involvement of Students, Teachers, is foreseen to implement training on cascade at DEU and Directory of Education.

Intellectual Output 1 is lead by DEU.

R1: The SMARTDEMA training program involves DEU (TR), NEU (TR), Université Gustave Eiffel (FR) and Stichting on Eduagility (NL) as trainers.

R2. Virtual Destination Manager (VDM) training for GEO-Stories and service interaction includes Dokuz Eylul University, Université Gustave Eiffel and Stichting on Eduagility as trainers and as participants Necmettin Erbakan University, the Narodna galerija and Foca District National Ed. Dir.

R3. The Virtual Nutritional Healthy Chef (VNHC) designed by the Foca District National Ed. Dir., Dokuz Eylul University and Necmettin Erbakan University.

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R4. The SMALL Data analysis training program involves Université Gustave Eiffel and Stichting on Eduagility as trainers and DEU, Directory of Education and NEU and Narodni Gallery (SI) participants.

R5. Stichting on Eduagility and Necmettin Erbakan University runs the Storytelling training program to understand how to design Mobile-based stories, named webisodes. Dokuz Eylul University , Foca District National Ed. Dir. and Narodni Gallery creates the stories,

R6. The training how to generate thematic maps based on the story collection, insights into the stories given by the visitor and other data like tags, metadata, the number of visitors and timing. Eventually, additional metrics will be analyzed. Université Gustave Eiffel and Stichting on Eduagility run the training. The rest of the partners participate in providing insights and generate the maps.

R7. The training on the App Geo-DEMA, training run by Université Gustave Eiffel and Stichting on Eduagility. The rest of the partners implement the App and validate the training.

R8. Twelve different sets of mobile phone different thematic stories containing each a set five stories geo-referenced in the territory. Twenty-five created by the Directory of Education, twenty-five by DEU Mobile Destination Management and ten by the Narodni Gallery. Total of 60 stories created. These stories embedded in Google maps and located physically in the territory, deliver a new mobile destination experience. All partners participate in the ideation, design, prototyping and iterating the stories.

R9. App Interface customization in all partners language all partners involved

R10. The creation of a community of visitors. Dokuz Eylul University , Foca District National Ed. Dir. and Narodna Galerija.

On Virtual Destination Management:

R11. Creation of two events at the national and international level to attract new visitors to experience, share and create a new destination based on mobile gamified tourism. Dokuz Eylul University, Foca District National Ed. Dir. and Narodna Galerija.

Intellectual Output 2 delivers: Lead by Université Gustave Eiffel

R12. A training program on Open Digital Badge run by Université Gustave Eiffel, Stichting on Eduagility and Necmettin Erbakan University.

R13. Open Digital Badges of the different modules of the training designed on Intellectual Outcome 1. All partners to design the Open Digital Badge modules and define the Open Digital Badge requirements.

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At Project Management level delivers:

- R14. Contract with the National Agency Dokuz Eylul University
- R15. Bilateral agreements with partners Dokuz Eylul University and partners
- R16. Management, Quality and Evaluation plan Dokuz Eylul University
- R17. Risk Plan Stichting on Eduagility
- R18. Dissemination plan Stichting on Eduagility
- R19. Sustainability plan Necmettin Erbakan University
- R20. One Multiplier event in Turkey
- R21. One multiplier event in France
- R22. One multiplier event in Slovenia
- R23. A Storybook collection printed and one e-book and epub format. Dokuz Eylul University and Stichting on Eduagility
- R24. A project website connected to the Apps and the certification. Stichting on Eduagility
- R25. On LTTA host by the Université Gustave Eiffel Training on Digital Storytelling - Geo-DEMA APP interface design and Open Digital Badges knowledge module content creation
- R26. Four Management Quality control meetings

Management document toolkit annexes.

1. Dissemination and communication plan
2. Quality and evaluation plan
3. Financial Project management
4. National Agency rules
5. Reporting periods
6. Website
7. Gantt chart of the project

Article 16 / Checks and audits

The National or Executive Agency and/or the European Commission may carry out technical and financial checks and audits in relation to the use of the grant. They may also check the statutory records of the beneficiary (or co-beneficiary) for the purpose of periodic assessments of lump sum, unit cost or flat-rate financing. The beneficiary (or co-beneficiary) will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly. The European Commission, the Executive Agency, National Agencies and/or the European Court of Auditors, or a body mandated by them, may check the use made of the grant at any time up to five years, or for up to three years for grants not exceeding 60 000 EUR, starting from the date of payment of the balance or execution of the recovery by the National or Executive Agency. Therefore, beneficiaries shall keep records, original supporting documents, statistical records and other documents connected with the grant during this period.

All budget reporting takes place in Euros.

Article 17 / Some other important Rules each partner pay attention to:

1. Project Management and Implementation

Eligible costs under this budget category include staff costs for general project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training activities, materials, tools, approaches. Eligible costs include virtual cooperation and local project activities (e.g. class-room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.); general project management and administrative tasks (including staff time for these tasks) should be covered under this budget category rather than the Intellectual Outputs budget.

2. TRANSNATIONAL Project meetings

These meetings are for project coordination and planning purposes. Transnational Project Meetings should not be confused with Learning, Teaching, and Training activities. The venue for Transnational Project Meetings should be held and hosted in the country of a project partner. Transnational Project Meetings can also be held at the seat of an institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg, and The Hague). For meeting costs to be eligible under the Transnational Project Meetings budget heading, activities must involve participants from partner organisations from at least two different Programme Countries. When the travel distance for Transnational Project Meetings is less than 100km, it is not possible to claim unit costs.

Certificates of Attendance

Please ensure that all participants who travel abroad as part of the project return a Certificate of Attendance to your organisation. This is a mandatory document that will need to be attached to your final report as proof that Transnational Project Meetings took

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place. Project coordinator will send you a sample template contains the relevant information needed.

The host organization needs to provide 2 original certificates signed and stamped by the head of the organization for each participant with the explanation of the project meeting aim, dates, project name, reference number, participant and their institution's details and necessary logos of EU Commission, Project logo and Turkish National Agency.

Each partner needs to pay attention reporting correctly according to distance calculator (from their city to meeting place).

Please note that a printed proof of attendance in form of a participants list (with name, date, place, the institution they work and email address) signed by participants will be required.

3. Intellectual Outputs

You will only be able to claim staff costs for those who are classed as a member of staff, individuals have to be employed by your organisation either on a professional or a voluntary basis. In order for costs to be eligible, partners need to be able to demonstrate a formal link (on a professional or voluntary basis) with the person(s) which staff costs are being claimed for. To demonstrate this formal link, you need to keep proof of the nature of the relationship (e.g. employment contracts or volunteer agreements and secondment letters). An official document needs to be designed indicating these staff are allocated to work in the projects IOS and attend to the transnational meetings with the title and the reference number of the Project and Project starting and end dates (01/09/2020-31/08/2022). These papers' originals or cop yor originalas should also be sent to coordinator. These documents should be in ENGLISH.

You will also need to report the number of days of work specifically for each Intellectual Output per staff category for each partner on the basis of the timesheets kept. Timesheets for each person will also need to be delivered to the coordinator according to the supporting documentation section of Grant Agreement.

Please note that people working for the organisation on the basis of a service contract (e.g. translators, web designers, etc.) are not considered as staff of the organisation. Therefore, their staff time cannot be claimed under Intellectual Outputs.

All the faturas and documents' originals should be kept by coordinator. If there are documents partners cannot send the originals owing to their internal control. Then they need to send a copy of original signed and stamped version saying that it could be used instead of original. All these evidence documents of partner should be in English. They don't accept other languages.

4. MULTIPLIER events

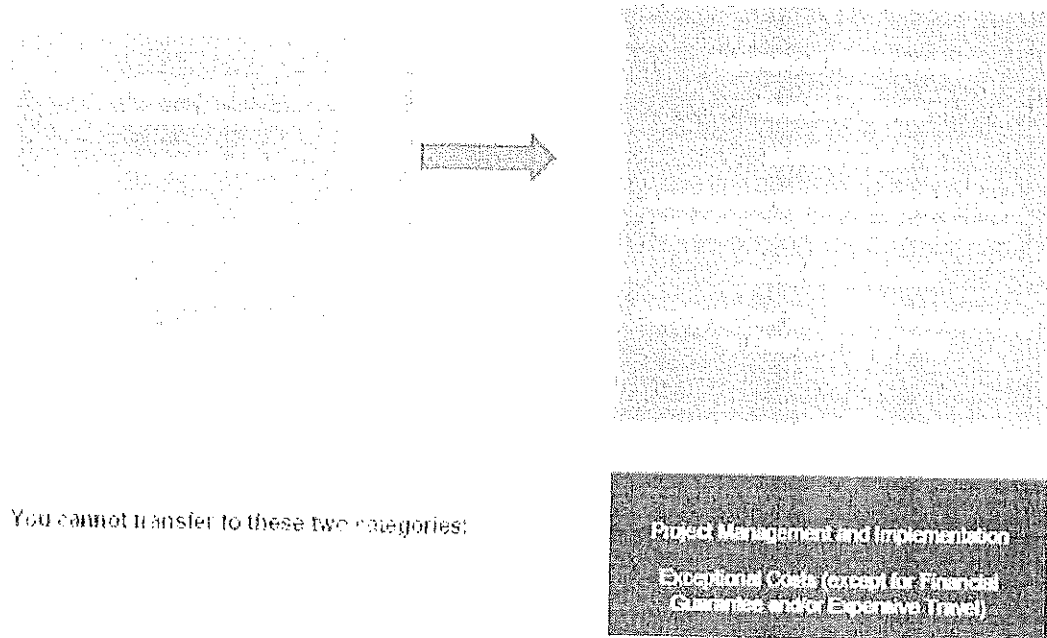
Multiplier Events are national and transnational conferences (only if hosted by a partner and are relevant to disseminating the project), seminars, events organised by the project to share and disseminate Intellectual Outputs to organisations and individuals outside of the Erasmus+ project partnership. Support for Multiplier Events is provided only if in direct relation to the Intellectual Outputs of the project.

Please note that a printed proof of attendance in form of a participants list (with name, date, place, the institution they work and the address of the institutions they work and email address) signed by participants will be required. They should deliver the original signature documents to the coordinator showing all bank records, faturas and payment details of multiplier event. We need to reach the number of participants we wrote in the application form. All the participants that will attend to the multiplier event should be from different institutions rather than coordinator and partner organizations.

Article 18 / Budget Category Transfers

Within your Key Action 2 project, there is some flexibility to transfer certain elements of your grant between the different budget categories without submitting a formal contract amendment request to the Turkish National Agency for approval.

Below you can see a diagram which demonstrates which budget categories money can be transferred from and to. But remember, it is not possible to simply vire any amount of money from one to the other. Please note the principles of triggering events and supporting documentation still stands after budget category transfers have taken place.



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- You cannot decrease a budget category by more than 20%;
- You cannot increase a budget category by more than 20%;
- You cannot transfer money to the Project Management and Implementation category.

Article 19 / Impact and Dissemination

Dissemination and exploitation of results is one of the crucial areas of the Erasmus+ programme. Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. Dissemination is an essential part of all Erasmus+ funded projects and should raise awareness about your project, its activities and highlight the outcomes of the project. Participants, beneficiary organisations and host organisations should all be included within the project's dissemination activities.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place both during and after the funding period. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

1. Using the Erasmus+ Logo and Turkish National Agency logos and the disclaimer

You must use the European Commission's Erasmus+ logo and Turkish National Agency logos and the disclaimer that will be sent to you by coordinator associated wording for any project outputs and promotional materials and publicly acknowledge the support received from the EU. You have to use all these logos for your Erasmus+ project outputs and promotional materials found here.

2. Using the Media and Press

International activity can provide interesting stories for the media, and Erasmus+ offers lots of opportunities for this. There is good scope for you to secure coverage in local and regional media for your activity. Coverage in your local paper, or on a local radio or TV station, allows you to share your successes with a wider audience and can provide good publicity for your organisation. Promoting Erasmus+ in the media also raises awareness of the programme among other organisations so that they can reap the benefits of international activity too.

Important note: You should ensure that the costs incurred as part of your Erasmus+ project are considered eligible in accordance with the project Grant Agreement. You must also ensure that expenditure is substantiated by adequate supporting documents that can be produced in the context of the checks or audits as described in Grant Agreement.

Your organisation should also keep evidence of all project expenditure. Keeping evidence of project expenditure by way of receipts and invoices is not only good practice but may

be required in evidence should your project be subject to your organisation's internal audits or external audits associated specifically with your Erasmus+ project.

FINANCIAL ISSUES ABOUT VIRTUAL MEETINGS / EVENT due to COVID 19

Regarding the new rules about the online activities carried out during COVID-19:

The beneficiaries are allowed to transfer up to 60% of the funds allocated for each of the following budget categories: Transnational Project Meetings, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.

Transnational project meetings

No additional unit costs are eligible for virtual activities.

Multiplier events

(a) Calculation of the grant amount:

The grant amount is calculated by multiplying the number of participants in the virtual activity from organisations other than the beneficiary, the associated partners hosting a multiplier event and other project partner organisations as specified in the Agreement, by 15% of the unit contribution applicable per participant up to a maximum of 5.000 EUR per project.

For the acceptance of the grant, the necessary beneficiary documents are:

The event that entitles the grant is that the ME has taken place and has an acceptable level of quality.

Document A: document proving that the activity is organized virtually, showing the names and dates of the ME.

Document B: document signed by the organizer of the event, showing the names of the participants in the event and the names and address of the sending organizations, proving the actual number of the participants in the event

All the Documents used or distributed for ME such as invitation letters, the program agenda, social media dissemination posts.

Learning, teaching and training activities

(a) Calculation of the grant amount: The grant amount is in the form of unit contribution towards individual support.

No grant support will be given for travel.

- Language support can also be provided for virtual activities and the same rules apply.
- Individual support: The grant amount is calculated by multiplying the number of days / months of virtual participation per participant by 15% of the unit contribution applicable per day / month for the participant type and host country. Travel days before and after the activity cannot be included in the calculation of individual support.

(b) Deserving the grant:

- Individual support: The event that qualifies for the grant is that the participant has carried out the activity.
- Language support: The event that qualifies for the grant is that the participant has carried out more than 2 months of activity and has made language preparation in the language of instruction.

(c) Supporting documents:

- Individual support: an attendance list that proves participation in the activity, signed by the host organization, stating the name of the participant, the purpose of the activity and the start and end dates of the virtual activity.
- Language support: A certificate of attendance proving attendance to the course, signed by the course organizer, stating the participant's name, the language taught and the duration of the language support.

Project Budget

NECMETTIN ERBAKAN UNIVERSITY			
Project Management	6.000 E		
Transnational Meetings	6.490 E		
	2 people	100-1999km	1.150 E
	2 people	100-1999km	1.150 E
	2	>=2000 km	1.520 E
	2	>=2000 km	1.520 E
	2 people	100-1999km	1.150 E
Intellectual Outputs	19.980 E		
	IO1 (150 days)		11.100 E
	IO2 (120 days)		8.880 E
Learning/Teaching Activity	1.780 E		
	2 people (10 days) 720E (Travel) + 1060 E		
Total	34.250 E		

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Annexes

- a) detailed budget relating to the activities of the Partner Organisation (costs associated with the activities and sources of financing).

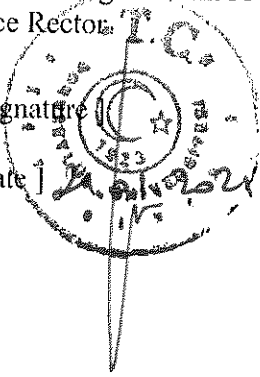
Done at....., in two copies.

For the **Coordinator**,

The legal representative
Prof. Dr. Uğur MALAYOĞLU
Vice Rector

[signature]

[date]



For the **Partner**,

The legal representative
Prof. Dr. Zekeriya MIZIRAK
Vice Rector

[signature]

[date]

17.12.2020

