

IZVEŠTAJ O ODRŽANOJ OBUKI / **TRAINING REPORT**

NAZIV OBUKE / TITLE	OBUKA O RUKOVOĐENJU FINANSIJSMA PROJEKTA KEY PROJECT KEY FINANCE MANAGEMENT TRAINING
MESTO I VREME ODRŽAVANJA OBUKE / VENUE AND TIME	13/02/2019 – Visoka škola strukovnih studija za obrazovanje vaspitača Novi Sad, Petra Drapšina 8, Novi Sad / Preschool Teacher Training College Novi Sad, Petra Drapšina 8, Novi Sad
OKVIR / FRAMEWORK	Projekat KEY (ERASMUS+, KA2, CBHE)
UČESNICI/E PARTICIPANTS	24 UČESNIKA / 24 PARTICIPANTS 1. Geraldine Lee-Treweek; 2. Kevin Hoffin, 3. Diana Mihut; 4. Milena Čupić; 5. Jovanka Ulić; 6. Bojan Milošević; 7. Jelena Prtljaga; 8. Slavica Luburić; 9. Veselin Mićanović; 10. Radmila Petrović; 11. Vesna Kostić; 12. Nataša Perić; 13. Olivera Todorović; 14. Vladana Jovanovski; 15. Slavica Pavličević; 16. Zorica Duković; 17. Predrag Prtljaga; 18. Gordana Mijailović; 19. Marta Gal; 20. Adelheid Manz; 21. Bernadett Csilics; 22. Robert Celec; 23. Jelena Krivograd; 24. Bojana Nikolić; 25. Nela Dujić; 26. Slađana Tomašević;
TRENERSKI PAR	Marko Stojanović, Jelena Nastić (WEBIN)
IZVEŠTAJ SASTAVIO / PREPARED BY	Marko Stojanović, 15/02/2019, Beograd

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2. PRIPREMA OBUKE / **TRAINING PREPARATION**

Obuka je pripremljena kao uvodna obuka za predstavnike finansijskih službi institucija partnera, na početku sprovođenja projekta KEY. Obuka je osmišljena kao dvočasovna obuka sa 2 jednake sesije, pre, odnosno posle ručka, u okviru drugog dana Uvodne konferencije u Novom Sadu. / The training was prepared as introduction training for finance managers of partner institutions, at the beginning of KEY project. It was designed as 2-hour training consisting of 2 equal sessions, one before and one after lunch break. The training was part of the Introduction conference in Novi Sad.

Obuku su pripremili treneri prema sopstvenoj proceni, uz upoznatost sa profilom učesnika obuke, i bez prethodne primarne procene potreba učesnika obuka. Procena trenera je bila da će na obuci učestvovati predstavnici finansijskih službi i projektni menadžeri ili lica za zastupanje institucije, koji nisu upoznati sa finansijskim pravilima Erasmus+ programa. / The training was prepared by trainers on the basis of their own assessment, and with knowing of profile of participants, but without primary needs assessment. Trainers estimated that most of their participants will be finance and project managers or legal representatives, which are not acquainted with financial rules of the Erasmus+ programme.

S tim u vezi, definisani su sledeći ciljevi obuke / The following objectives of the training were set:

1. Upoznati se sa načinom vođenja finansija i finansijske dokumentacije u projektu KEY / To get acquainted with finance management and finance documentation administration in the KEY project
2. Osposobiti učesnike da samostalno vode finansije projekta KEY u svojim institucijama / To equip participants with knowledge necessary to independently manage finances of the KEY project at their institutions

Na osnovu definisanih ciljeva obuke, razvijen je dizajn obuke i pripremljeni materijali (GM, JD, TS, ITR formulari). U obuci je učestvovalo 26 učesnika. / According to the set objectives, training design was developed and materials prepared (such as GM, JD, TS and ITR). 26 participant took part in the training.

3. REALIZACIJA OBUKE / TRAINING IMPLEMENTATION

Obuku je u 12 časova otvorio Marko Stojanović, koji se nadovezao na prethodno izlaganje o partnerskim ugovorima od strane direktorke Visoke škole u Novom Sadu Jovanke Ulić. Objasnio je da će on obuku voditi na srpskom/crnogorskom jeziku zbog toga što većina partnera dolazi sa tog govornog područja i potrebe da se bitni detalji dobro razumeju, dok će ko-trener Jelena Nastić sedeti sa stranim partnerima sa engleskog govornog područja i prevoditi odnosno objašnjavati sadržaj na engleskom. / The training was opened at noon by Marko Stojanović. He explained that

training will be delivered in Serbian/Montenegrin language as most of participants was coming from this language area, and taking into account the importance of understanding of the details about finance management of the KEY project. He also explained that co-trainer Jelena Nastić will be with foreign participants speaking English language, and will explain in English the content of the training.

Podsetio je da će partneri sredstva primiti u EUR i to i na račun koji je naveden u partnerskom sporazumu i u precizno utvrđenim iznosima i broju tranši koji je definisan u partnerskom sporazumu. Podsetio je i da će troškovi bankarske provizije takođe ići na teret korisnika. / He reminded that partners will receive the funds in EUR, onto account included in a partnership agreement, in scope and tranches as set in partnership agreement. He also reminded that transaction charges will fall on partners account.

Zatim je podsetio da upravljanje projektnim finansijama treba posmatrati iz 2 ugla, iz ugla donatora (Izvršna agencija u Briselu) i iz ugla nacionalnog zakonodavstva zemlje iz koje naša institucija dolazi. / Than he suggested that the management of project funds should be approached from 2 sides – from the side of the Donor (EACEA) and the side of the National legislation.

Zatim je objasnio da je budžet projekta 877,732.00 EUR i koliki deo budžeta odlazi na različite vrste troškova (honorare, putovanja, opremu i druge troškove). Objasnio je i da iz ugla donatora, ovde postoje 2 grupe troškova: / He presented that the total maximum budget of the project is 877,732.00 EUR and the size of different budgetary headings (honoraria, travel costs and stay, equipment and other costs). He explained that from the shoes of the Donor, we deal here with 2 types of costs:

- a) stvarni troškovi / **real costs**
- b) jedinični troškovi / **unit costs**

Zatim je objasnio šta su stvarni troškovi i povezao ih sa troškovima opreme i drugim troškovima (akreditacija, štampa, promo materijali, dizajn i sl.). Ovde se podela rasprava i o zajedničkoj nabavci opreme i potvrđeno je da se oprema mora nabaviti i jednoj velikoj zajedničkoj nabavci po lotovima, pri čemu će svaki partner sa svog računa platiti svoj deo. / Than he explained what are the real costs and linked it with equipment costs and other costs (accreditation, printing, promotional materials, design, etc.). Herein the participants discussed joint procurement procedure for purchasing of equipment.

Zatim smo prešli na honorare i na tom primeru objasnili šta su iz ugla donatora jedinični troškovi i čime se isplata honorara pravda donatoru (JD i TS) a čime se pravda prema nacionalnom zakonodavstvu (ugovori). / Than rules about honoraria were presented from the shoes of the

Donor. Joint Declaration and Time Sheet forms were presented as a mean of justifying honoraria as the Unit costs.

Nakon pauze za ručak, nastavili smo sa finansijskom obukom i predstavljanjem jediničnih troškova kroz primer troškova u vezi sa putovanjem u šta spadaju troškovi puta (benzin, autobus, voz, avion i sl.) i troškovi boravka (dnevnice za sl. Put, ishrana, hotel tj. Smeštaj, metro i td.). Napravili smo razliku između troškova boravka i smeštaja prema pravilima donatora i troškova boravka i smeštaja prema pravilima nacionalnog zakonodavstva. Takođe smo predstavili jedinične troškove za putovanja prema distanci utvrđenoj na distance calculatoru, i za boravak po osobi po danu, i kojim dokumentima se to pravda (ITR). Zatim smo predstavili pravila nacionalnog zakonodavstva i potsetili se šta nam sve od dokumentacije treba da službeni put (putni nalog i sl.). / After lunch break, unit costs were presented through travel and stay costs. Difference was made between documentation required for justifying travel and stay costs by the Donor and by the National authorities. Thus, for the Donor, calculation of the travel costs should be made according to Erasmus+ distance calculator and maximum amounts set for each distance band, and justified with completed International Travel Report (ITR) form. According to national legislations, for each business trip, one should have a travel order and keep receipts.

Zatim smo se osvrnuli na pravilo oslobađanja od PDV-a i na šta sve imamo pravo da se oslobodimo PDV-a. Zatim smo prešli na grant monitoring (GM) formu za praćenje potrošnje projektnih sredstava u EUR i predstavili svrsishodnost ovog alata. / Finally exemption from VAT rule was tackled, and grant monitoring sheet presented.

Obuka je završena u 15.30 časova. / The training was completed at 15.30.

4. UTISCI I ZAKLJUČCI TRENERA / TRAINERS CONCLUSIONS

Broj učesnika je bio veći od očekivanog ali su svi stali u salu za sastanke i obuka je mogla da se izvede prema planu. Učesnici su bili projektni koordinatori i osobe iz finansijskih službi. Većina učesnika nema iskustva u sprovođenju Erasmus projekata osim nekoliko učesnika iz Programskih zemalja. Većina učesnika je aktivno učestvovala u obuci sa pitanjima. Ukupan utisak je da je prezentovani sadržaj učesnicima bio nov i da im je obuka bila korisna te da im je pomogla da razumeju na koji način treba da upravljaju projektnim finansijama. / Number of participants was higher than expected, but all were accomodated and training was ready to start as planned. The project managers and finance officers of the partner institutions were the participants of the training. Majority of them has no experience in implementation of the Erasmus projects, apart from participants from the Program countries. Majority of participants actively participated with

questions. General impression is that presented content was usefull to participants, and that it contributed to better understanding how best to manage this grant.

5. EVALUACIJA OBUKE / EVALUATION OF THE TRAINING

Evaluacioni upitnik popunilo je 9 učesnika/ca (37.50%). / 9 participants (37.50%) completed the questionnaire.

1. Da li je trening ispunio lična očekivanja? / Did this event meet personal expectations?

- DA/YES - 9
- DELIMIČNO/PARTLY - 0
- NE/NO - 0

Komentari / Comments:

- Bilo mi je zadovoljstvo učestvovati.

2. Koliko je trening bio koristan/relevantan? / How useful/relevant was the training?

- VEOMA/VERY - 9
- DELIMIČNO/PARTLY - 0
- NIMALO/USELESS-IRRELEVANT - 0

Komentari / Comments: /

3. Ocenite facilitatora događaja, njegovo-njeno razumevanje teme, pristup događaju i učesnicima / Evaluate the event facilitator, his-her grasp of the subject, approach to event and participants

- 5 - 8
- 4 - 1
- 3 - 0
- 2 - 0
- 1 - 0

Komentari / Comments:

- Voditelj radionice je bio odlično pripremljen.

- Veoma jasan facilitator, komunikativan, razumljiv,saradljiv, lepo obrazlaže /A very clear facilitator, communicative,undrerstandable, cooperative, well explained

- odličana i nesebična pomoć i podrška, ljubazan, pristupačan...

4. Ocenite prostor i uslove za rad za ovakvu obuku / Evaluate the venue and working conditions for this training

- 5 - 7
- 4 - 1
- 3 - 1
- 2 - 0
- 1 - 0

Komentari / Comments:

- Način sedenja je bio takav da nije bilo moguće lako pratiti PPP
- PRIJATAN PROSTOR
- Odlični, prijatni uslovi rada/ Excellent, pleasant working conditions nice
- Sve pohvale i zahvalnost.

5. Šta Vam se najviše dopalo? / What did you like the most?

- All topics were relevant for project specificity, clear examples, availability to answer to specific questions
- Kompetentost facilitatora, način i jasnoća izlaganja, konkretni primjeri. The facilitator`s competence, method and clarity of presentation, practical examples.
- Informacije koje smo dobili na radionici su bile veoma jasne i korisne, voditelj spreman na komunikaciju, odlično pripremljena prezentacija sa adekvatnim primerima.
- Postupnost, informativnost, strpljenje, praktični saveti.
- Praktični primjeri svih aktivnosti kako treba da se rade.
- Najviše mi se dopalo upoznavanje sa kolegicama i kolegama iz drugih zemalja i njihova otvorenost, spremnost za učešće, razmenu ideja i saradnju / I mostly like to meet with colleagues from other countries their openness, readiness to participate, exchange ideas and cooperation
- Sve aktivnosti ovoga događaja su potkrijepljene brojnim praktičnim primjerima.

6. Šta Vam se najmanje dopalo? / What did you like the least?

- Linguistic frame: it would have been more efficient to have a dialogue using only one language accessible to all participants.
- Sve je bilo odlično. Everything was perfect.
- Nesuvisla uporna pitanja polaznika
- Najmanje mi se dopalo što vreme brzo prolazi. / At least i liked that the weather going fast.

7. Molimo Vas napišite svoje sugestije za budući sličan događaj? / Please write your suggestions for future similar event?

- Perhaps it would be more efficient to have a separate discussion with partners involved in this activity to clarify specific aspects related to procurement procedures, if case;
- To draw attention of all partners on issues related to possible frequent financial mistakes that occur often in this kind of projects, to prevent them;
- To keep partners up to date with latest financial provisions related to the programme;
- Na isti način. Sve pohvale.
- Kada budemo došli u situaciju da planiramo i trošimo sredstva iz ostalih kategorija (staf i sl) da se organizuje slična obuka.
- Samo tako nastavite/ Keep going.

6. DOGOVORI ZA NASTAVAK UPRAVLJANJA FINANSIJAMA PROJEKTA KEY / AGREEMENTS ON FURTHER MANAGEMENT OF KEY PROJECT FUNDS

1. Formiraće se tim finansijskih menadžera, jedan predstavnik u ime svake institucije, koji će koordinirati šefica računovodstva Visoke škole u Novom Sadu. / Team of financial managers of this project shall be established, with participation of one representative from each institution. It will be coordinated by financial manager from the Preschool Training College in Novi Sad.
2. Unificiraćemo koliko je moguće, opise i datume u Joint Declaration (JS), Time Sheet (TS) i Individual Travel Report (ITR) dokumentima. Koordinatori radnih paketa će povremeno slati informacije u vezi sa opisima za JD i TS a domaćini sastanaka će slati primere popunjenih ITR sa predlogom opisa. / Descriptions and dates on Joint Declarations (JS), Time Sheets (TS) and Individual Travel Reports (ITR) shall be unified as much as possible. WP coordinators shall from time to time send preferred descriptions and dates to insert in JDs and TSs, whereas hosts of the meetings shall send examples of filled ITRs for that meeting.