Project Handbook

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Enhancing Youth Entrepreneurship Skills, Careers Guidance and Competences in Agriculture through a Game Based Virtual Reality Platform

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KA2 Strategic Partnerships

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Document History

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Computer Technology Institute and Press "Diophantus"					

2   PROJECT SUMMARY

At the time of EU economic crisis, the interest of young people in agriculture, their skills, and their entrepreneurship competences and spirit have become of strategic importance for the economy and the society of all EU countries. The agriculture sector according to ILO accounts for 32% of total employment globally and has great potential in creating new jobs, fighting youth unemployment, strengthening countries` economies and produce social capital. However, in EU only the 14% of farmers are younger than 40 years and only 6% are younger than 35. With an aging population of farmers, it's clear that young people skills and entrepreneurship competencies in agriculture are of great importance. So, it is necessary more than ever before to attract youth interest in agriculture, help them gain quality skills and strong entrepreneurship capabilities and also assist them in succeeding in the sector.

The project aims to develop an innovative and systematic approach to train and support young people to succeed in formulating, starting and running their own agribusinesses. AGRIENT will utilize innovative educational ICT, like virtual reality, to enhance the efficiency and attractiveness of agriculture entrepreneurship, attract youth interest and enhance their entrepreneurship skills and career horizons.

The project is expected to have substantial impact on national and European level, modernize and enhance the efficiency, the quality and attractiveness of youth agriculture entrepreneurship by offering innovative training in 3D virtual reality environment. The project is in line with the principles of Common Agriculture Policy (CAP) 2014-2020 and the EU 2020 strategy for innovation, growth and jobs and can bring added value to bring added value to the overall European youth agriculture entrepreneurship education. The sustainability plan secures that project's results will continue to have impact after the EU fund is over.

2.1   Further strengthening key competences

The project will produce outputs that are completely new and innovative in terms of learning methods, courses and youth training approaches in virtual reality environments. The general expected results are the following: Intellectual Outputs: O1:

Design of Agro-Entepreneurship Curriculum, Formulation of Innovative Courses and Creation of Open Educational Resources O2: Game-based 3D Virtual Reality Educational Platform for Agro-Entepreneurship Education For the first Intellectual Output of the project, partners will design and prepare material for a series of Courses on Agro-Entrepreneurship Training. The material will be hosted on a content repository online. The courses will be targeted directly to young people or to trainers and organizations dedicated to teaching Agribusiness to young people. The second Intellectual Output of the project is a 3D Virtual World Educational Platform, dedicated to Agro-Entrepreneurship Training for young people, hosting the learning material of the Courses, additional 3D learning scenarios and featuring innovative pedagogical methods including Gamification ideas. The 3D Virtual World Platform will be freely available online through the necessary 3D Viewer Software and will be primarily designed for self learning purposes through interactive activities, simulations and self assessment opportunities. Nonetheless it will also contain functionalities like Classrooms and Auditoriums that will allow trainers to guide groups of students and give lectures.

The project has also an indirect impact on disadvantaged groups with its online open educational materials, particularly immobile students, whilst the digital integration in education provides easy access "anytime and anywhere".

2.2   Open and innovative practices in a digital era

Our project aims at producing an innovative educational platform and providing a systematic approach to train and support young people to run successfully their own agribusinesses. Several innovative open courses and training procedures will be designed to efficiently teach Entrepreneurship, focused on the Agriculture domain. The educational platform will utilize and use advanced ICT-based educational methods like 3D virtual reality. This will contribute in ICT-based innovative teaching and training as well as assessment.

Teachers will be offered new and more attractive ways of teaching, through the 3D Virtual reality educational environment that will be developed. Learners will have the opportunity to learn more efficiently and improve their skills on agriculture and entrepreneurship by using advanced ICT technologies (like virtual reality), thus

improving the overall quality of learning. The design and formulation of advanced 3D Virtual Reality educational procedures, can offer new, more efficient ways of teaching, suitable for the Agro-Entrepreneurship domain, and also assist young people in getting valuable knowledge that will allow them to put their own ideas into practice and have successful businesses in the agricultural domain.

In addition, young people already involved in the agricultural sector can get advanced training with innovative courses, improve their skills, their productivity and above all, the quality of their work. Regardless of the technological means utilized, the main objective of this project is to design a high-quality training course addressed to young people interested to follow entrepreneurship careers in agriculture.

3   TARGET GROUPS AND STAKEHOLDERS

The AGRIENT project will have strong impact not only on young people directly involved into the project activities but on their teachers/trainers/tutors and organizations involved in education on agriculture and youth entrepreneurship as well, that take advantage of the project's training environment and learning materials Also, teachers/trainers/tutors and youth training centers involved in agriculture entrepreneurship will benefit by utilizing the developed tools in their teaching.

The AGRIENT main target groups are:

- Young individuals:
    - o unemployed or employed/involved in agriculture sector and want to extend their knowledge, entrepreneurship skills and qualifications;
    - o graduates of agriculture educational institutes of all levels;
    - o young 'NEETS' that are not in employment, education or training and would like to study and trained in entrepreneurship in agriculture sector;
    - o young people with fewer opportunities such as in isolated areas and small villages;
- Teachers/trainers/tutors in the fields of:
    - o agriculture,

o   entrepreneurship education,

o   training, associated with educational institutes or independent.

- Training institutions of all levels that offer education in the fields of agriculture and entrepreneurship, career counselors and agencies, institutions and organizations involved in youth training, policy makers, youth educational networks, youth agriculture and entrepreneurship networks.

A special aspect concerns the partnership communication with stakeholders during and after the duration of the AGRIENT project. Each partner will be in constant communication with stakeholders such as young people, unemployed or employed/involved in agriculture, young farmers, entrepreneurship centers, chamber of craft & commerce, agriculture educational centers, carrier counselors, youth - agriculture - entrepreneurship networks, decision makers which will be addressed and involved in various ways.

4   PARTNER DESCRIPTION & TASKS

All partners commit themselves to notify lead partner SIBENIK whenever issues rise with one or more of the project partners that might jeopardise the outcomes of the AGRIENT project, affect or delay the implementation of the project or any changes in their legal, financial, technical, organisational or ownership situation or name, address or legal representative.

Partners commit themselves to provide the necessary documents for interim and final reporting as mentioned in this Project Handbook. Partners are obliged to report internal or external organisational issues that might jeopardise the progress of the project.

1. **SIBENIK (HR)** is the project coordinator. SIBENIK is a public polytechnic with high experience in offering entrepreneurship training to young people and will be the main content provider for the entrepreneurship courses that will be developed. The aim of the institution is to provide programs of high quality that will enable responsible young experts to become the carriers of future

development for the local, national and international community especially since the Polytechnic is the only higher education institution in the county.

2. **SUA (SK)** is a public university with high experience in delivering courses using online and distance education for Bc, MSc and PhD. studies in applied Informatics and programming. SUA, thanks to a lot of realized projects, has extensive expertise in eLearning at the levels of course delivery and administration, the development of online environments and social software, Web 2.0, mobile multimedia applications development and research in the area of VLEs and LMS, with strong interests in the use of eLearning. SUA will lead *WP1 (IO1)*

3. **UPAT (GR)** has great skills and expertise in Virtual Reality and intelligent educational systems and will be leading the development of the 3D virtual world environment. Experts from the UPAT have varied skills from the interactive learning scenarios and gamification principles in the 3D World. UPAT leads *WP2 (IO2)*

4. **CTE (RO)** has extensive experiences with various services relating to ICT, focusing mostly on creating eCommerce and eBusiness solutions for SMEs. It is also actively involved in the research and development of innovative solutions for eLearning and gamifying, as well as being experts in the configuration and programming of cross-platform systems.

5. **ARI (CY)** has specialization in entrepreneurship training in agriculture and will be the main content provider, that will participate in the design of the educational resources of the Agro-Entrepreneurship Courses, focusing on the Research and Innovation topics. ARI is the only public institution in Cyprus engaged exclusively in agricultural research, covering the wider domain of crop and animal production.

6. **CTI (GR)** is a research and technology organization focusing on research and development in Information and Communication Technologies (ICT). CTI will support the design of 3D educational content and the integration of educational opportunities like game-based learning and gamification, suitable for youth training in 3D virtual environments.

5 WORK PROGRAMME

5.1 Meetings

Four transnational partner meetings will be scheduled and programmed to coincide with work on key project deliverables. Attendance of each partner organization is obligatory (please note the transnational meeting budget allocated to you); however this does not preclude other types of partner meetings. Meetings are planned as follows:

Meeting	Venue, Hosted By	Proposed Date	Meeting Actions
Meeting 1: Kick Off	Šibenik, hosted by SIBENIK		The consortium will establish the channels of communication and cooperation and the management of work. Partners led by SUA will discuss the contents of the study report for IO1 and the data required to prepare it, in order to create Questionnaires. SUA will provide a first plan about the Agri-Entrepreneurship Courses in order to identify the objectives of the study report. UPAT will present a plan regarding the implementation of the 3D world and CTE will present ideas and opportunities for learning activities inside the Virtual World. A first draft for the website of the project will be presented by CTE. Furthermore, the project's Quality Plan will be presented and approved by the consortium. In the kick off meeting, representatives of the NA will also be invited.
Meeting 2: Meeting in Nitra on the development of the curriculum and the formulation of the courses	Nitra, hosted by SUA		The almost final version of the Agri- Entrepreneurship Training Courses will be presented and partners will organize the remaining activities to prepare for piloting activities and finalize the learning material. CTE will present the Content Repository

		site. Experts from SUA will give each partner specific instructions associated with the implementation of the learning material. UPAT will present a plan for the Virtual World and all partners will cooperate to decide on the areas, the content and the style of the 3D World. UPAT will also provide detailed instructions about the templates for the description of Learning Scenarios in the 3D World.
Meeting 3: Meeting in Nicosia on the finalization of the courses and the design of the game-based 3D virtual reality platform	Nicosia, hosted by ARI	The 3D learning scenarios are going to be discussed in detail, to ensure their efficient implementation in the 3D World. UPAT will present a draft of the 3D World with the integrated learning material. SUA will lead the discussion about the content of the Handbook and the plan about the Piloting Activities that will take place in each country will be thoroughly discussed and agreed upon.
Meeting 4: Final Meeting in Patras on the development of the 3D virtual reality platform	Patras, hosted by UPAT	The main objectives of this meeting will be: to analyze the piloting results (presented by Sibenik Polytechnic) and the impact of the project, to check that the outcomes respond exactly to the initial priorities established, to plan the activities to improve and finalize the 3D virtual world, the courses and the learning activities based on feedback and also to disseminate the project and it's results. Moreover, special attention will be paid to the sustainability plan in order to be carefully implemented.

All the outcomes of the Agrient project will be continuously disseminated among representatives of the target-groups. All partners are expected to make significant contribution to all project activities.

5.2 Intellectual outputs

Intellectual Outputs are the tangible deliverables of the project.

INTELLECTUAL OUTPUT 1	Design of Agro-Entrepreneurship Curriculum, Formulation of Innovative Courses and Creation of Open Educational Resources (O1)
LEADER:	SUA
DURATION:	This IO will start in month 1 and be completed by month 16.
DESCRIPTION:	The aim of intellectual output 1 (O1) is to develop curriculum and prepare the baseline for preparation of learning materials. The curriculum will be design based on the study and capture best practice in the development of agro businesses and successful entrepreneurial activities. Through cooperation -via interviews and questionnaires - between research institutions, educational bodies, industry and/or government stakeholders, the most effective way how to establish successful business (entrepreneurial activities) will be identify. EU overall conditions, but local disparities in partners' countries will be taken into account. INNOVATION POTENTIAL As a result of the survey detailed description of the course will be prepared, including the contents outline and the suitable learning delivery methods for each topic covered. An important part of this Output will be determining in detail the Learning Scenarios that will take place in the Virtual World. These scenarios will cover general learning functionality of the 3D world, as well as specific interactive 3D activities associated with each learning concept that is going to be taught. All media resources and 3D objects will be thoroughly described with texts, images and illustrations. The output will serve as comprehensive baseline for 3D Virtual World which sets out, stage by stage, practical help for all those are interested in starting a business. The O1 will represent set of information that allow to develop learning materials focusing on start-ups' key areas like: Developing a business idea; Building a team; Creating a business plan; Customers, sales and marketing, Forms of investments etc.
METHODOLOGY:	The activities will be **led by SUA, with support from ARI and SIBENIK** being the main experts on agriculture and entrepreneurship. UPAT, CTE and CTI will also participate in the efforts by elucidating any issues related to technological aspects

and also providing suitable templates for the description of Multimedia and 3D learning Scenarios.

Key Activities, Milestones and Timeline:
- O1A1: Preparation of Questionnaires and collection of data (M2)
- O1A2: Report and Need Analysis on Agribusiness Training in Europe (M4)
- O1A3: Draft Curriculum and Outline of Contents (M4)
- O1A4: Templates for the Learning Material (Theory, Exercises) (M5)
- O1A5: First Version of the Learning Material (M8)
- O1A6: Preparation of Content Repository (M10)
- O1A7: Final Version of the Learning Material (M12)
- O1A8: Translation of the Learning Material (M16)
- O1A9: Piloting and Evaluation of the Curriculum and Learning Resources (M18)
- O1A10: Final Version of the Content Repository with Open Learning Resources (M18)

SUA will lead the authoring of the "Report on Agro-Entepreneurship Training in Europe" with support from all partners. Based on the report and the data collected, SUA, SIBENIK and ARI will cooperate to specify the courses that will be prepared and their outlines. CTI and UPAT will prepare the templates for the learning material, taking into account the requirements for hosting it both online and in the 3D World. CTE will prepare a content repository site with basic social networking capabilities, to host all material in an organized manner. SUA, SIBENIK and ARI will work on different courses based on their skills and expertise and generate the content of the courses using the corresponding templates. All partners will help by proof-reading and providing feedback on the draft and final versions of the documents. Each partner will be responsible in translating the material in their country's language. -Croatian (by Polytechnic of Šibenik) -Romanian (by CTE) -Greek (by UPAT and CTI) -Slovak (by SUA) UPAT and CTE will cooperate in organizing and hosting all material in the Content Repository. Each partner will then run a small scale pilot use of the Courses, collecting useful feedback. CTI will lead the activities to evaluate the results and SUA the actions to adjust the Courses accordingly.

LANGUAGES:	All partners' languages + English

INTELLECTUAL OUTPUT 2	**Game-based 3D Virtual Reality Educational Platform for Agro- Entepreneurship Education(IO2)**
LEADER:	UPAT
DURATION:	This IO will start in month 1 and be completed by month 24.
DESCRIPTION:	**THE AIM** This output regards the development of an innovative 3D World Environment about Agro-Entepreneurship Training. The 3D World will host all the learning material prepared in IO1 in an attractive, multi-user training environment. Additionally the 3D Virtual World will include for each course, a series of 3D interactive scenarios that will be designed and implemented as part of this output. Finally the environment will feature training functionality like Auditoriums, classrooms and media rooms. The material will be available in all partner's languages. This output also includes authoring the User's Handbook for using the 3D World Platform. **INNOVATION POTENTIAL** Innovation potential of the output lays on the combination of technological innovation and pedagogical approach. Activities planned for AGRIENT 3D Virtual World and social game will focus on addressing three issues: • access to effective learning scenarios, • bringing practical experiences from real-life best practices into digital learning, • pedagogical approach that covers all aspects of learning preferences of young people (short but consistent information, videos, interactivity, etc.) The Agrient 3D Virtual World and social game will consist of: • 15 learning scenarios in the 3D Virtual World.
METHODOLOGY:	UPAT will be the overall leader for this output. CTE will cooperate with UPAT for all technical aspects regarding the setup and configuration of the 3D World, and the design of 3D objects. SUA, SIBENIK and ARI will be the content providers that will describe the 3D learning scenarios taking place for each course. CTE will prepare the report/roadmap on "State of the art in Virtual Reality and Virtual Worlds", and CTI the report/roadmap about "Training with Virtual Worlds". UPAT and CTI will install and configure the 3D World server and necessary additional software (http server, database, voice communication software, avatar management interface etc). SUA will make a first plan about the areas that are needed and how they will be formatted and CTE

will also help in the design, providing 3D objects. CTI will design and implement the auxiliary functionality of the world including 3D Auditorium, Library and Media Room. CTI will prepare suitable templates for the description of 3D learning scenarios. UPAT will also lead the integration of the learning material. SUA will lead and SIBENIK and ARI will cooperate in the description of the learning scenarios, using the templates prepared. UPAT and CTE will work in implementing the 3D activities for each course. Remaining Partners will help by testing and giving feedback on the 3D World during the development and also providing translations where necessary. SUA will coordinate the organization of all pilot testing activities. Polytechnic of Šibenik will help prepare the Piloting Plan that will describe all pilot activities and parameters (training time schedule, form of training, content of training), the structure of the questionnaires etc. CTE will work on preparing the online version of the questionnaires. CTI will lead authoring the User's Handbook, with support from the rest of the partners, who will also be responsible for translating it in their languages. Local pilot events will be carried out by all partners who will organize them according to the prepared plan and collect feedback. SUA will collect and prepare analysis of the results that will help finalize the 3D platform. CTE, ARI and CTI will offer technical support during the piloting events.

All Partners will help by testing and giving feedback on the 3D World during the development and also providing translations where necessary.

Key Activities, Milestones and Timeline:

- O2A1: State of the art in Virtual Reality and Virtual Worlds (M4)
- O2A2: State of the art in Training with Virtual Worlds (M5)
- O2A3: System Architecture and Implementation Plan (M6)
- O2A4: Server configured and Software installed (M6)
- O2A5: Avatar Management Webpage (M8)
- O2A6: First version of 3D World without Learning Material (M10)
- O2A7: Templates for the 3D learning scenarios (M10)
- O2A8: 3D Auditorium, Library and Media Room (M12)
- O2A9: Integration of Learning Material in the 3D World(M15)
- O2A10: Final Description of 3D learning scenarios(M16)
- O2A11: Implementation of the 3D learning scenarios(M18)
- O2A12: Translations for the 3D World (M20)
- O2A13: Authoring of the User's Handbook (M21)

- O2A14: Translation of the User's Handbook (M21)
- O2A15: Piloting and Evaluation of the 3D World (M22)
- O2A16: Final Version of the 3D World (M24)

LANGUAGES: All partners' languages + English

KEY POINTS ON INTELLECTUAL OUTPUTS

o   An Open Licence must be associated with each resource produced

o   Beneficiaries are copyright holders of materials produced

o   Requirement for beneficiaries to make resources produced by the project freely accessible through open licences

5.3   Multiplier events

A multiplier event is used to promote the project outputs to the relevant target group and stakeholders. These events must be directly related to project Intellectual Outputs and are hosted by a project partner. Multiplier events should make an active contribution to the aims of the project.

NO INTELLECTUAL OUTPUT = NO MULTIPLIER EVENT

E1 – E5 Workshop in Šibenik, Croatia; Workshop in Bucharest, Romania; Workshop in Patras, Greece; Workshop in Nicosia, Cyprus, Workshop in Nitra, Slovakia

Multiplier event is planned for at least 25 (Sibenik) and 15 participants from the target group and other relevant stakeholders.

All partners will be responsible for methodology of the Multiplier Event development and feedback data analysis.

Except potential young entrepreneurs and teachers/trainers/tutors, representatives of policy decision bodies, youth organizations will also be invited.

Although only a limited number of stakeholders can be reached in the event, they will form the starter group using and promoting the AGRIENT Virtual World and social game and thus making them more attractive for other users.

During the event the new innovative educational methods and approach – combination of OERs, social game and virtual learning platform - will be introduced to the participants in order to enable them to use all elements of the project outputs effectively, and to understand the benefits and process of them.

During the event participants will go through developed outcomes and at the end will provide feedback via online questionnaires.

Working process:

- set up time schedule of the workshop and split responsibilities for organisation between partners

- preparation of workshop activities

- realisation of the Workshop

- feedback data analysis.

Aims of Events:

- to introduce and explain the concept of Virtual learning environment to the stakeholders attending,

- to gain feedback from the attendees on future sustainability for the project and its outputs,

- to gain significant pan European media and social media coverage for the event and the project.

In this way, the event will highlight all aspects of the project:

- O1: AGrient Course curriculum & Content - how to develop a successful agro-business

- O2: Agrient 3D Virtual world as online open educational resources

-

Event planning and logistics:

SUA will carry out the necessary practical and technical arrangements to ensure a successful event in terms of attendance and dissemination outcomes including; invitations/guest list, selection of location and host facility, catering, etc as well as scripting the event, coordinating presentations and speakers.

All event stationery, digital presence and promotional materials (Pop up display stands etc.) will carry the consistent project branding and comply with EU requirements on promotion as outlined in the Project Brand Manual.

SUA will ensure that professional photography/videography is taken at the event and these images subsequently uploaded to the project website and through social media.

All partners will assist proactively in the promotion to ensure optimal attendance.

Event delivery:

The event will be scheduled to comprise a mix of plenary sessions and working group sessions. The initial plenary sessions will introduce the background and rationale for

the project, the concept of the AGRIENT game based3D Virtual World and the range of OER produced. Then smaller breakout working sessions will be organised to facilitate "hands on" use of the AGRIENT 3D Virtual World and OER resources. These working sessions will be led by an international member of the project team. Working session will focus on promoting the "usability" and benefits of the project outputs and on achieving maximum uptake amongst the delegates.

The event will conclude with two plenary sessions, the first reviewing the work and opinions of the breakout groups, and the final plenary session which will focus on Sustainability with a focus on potential of virtual learning environments. The event will end with a Press Call and Photo Opportunity. Networking opportunities will be a prominent feature of the event, given that it will be attended by international delegates.

A structured feedback questionnaire will be completed by all delegates on their opinions and suggestions of the project, as well as a more general evaluation form on their satisfaction with the event.

Event follow up and public relations

UPAT will work closely with SUA to ensure attendance of key press contacts, raising interest in the event beforehand. UPAT will develop and distribute a professional press kit and will follow up on media and key opportunities presented by the event. SUA will ensure that photos/video taken at the event are uploaded to the project website and through social media.

At all times during the course of the project, the EU publicity requirements must be adhered to, as per Article II.7 of the Standard Grant Agreement and Conditions.

6   QUALITY MONITORING AND EVALUATION

Quality Manager (QM) will be responsible for the establishment and control of the project quality procedures, laid down in the Quality Management Plan (QM Plan). The QM will report to the Project Manager (PM) and will be in charge for implementing and monitoring in-house quality procedures based on the QM Plan. The QM will be also responsible for setting the success indicators and measuring the evolution of the project according to these, and report any significant deviation to the Management Committee.

(MC), since the QM be responsible for the Plan in collaboration with the PM and the MC.

There will be 3 levels of quality monitoring and evaluation:

1. QUALITY OF COORDINATION AND MANAGEMENT (including overall project quality as perceived by the project partners: The implementation of the QM Plan will be supervised by Polytechnic in Šibenik and executed together with all partners. Polytechnic in Šibenik will collect and analyze partners input and will develop executive quality reports on a 6-monthly basis, and yearly full evaluation reports that will cover the 3 types of quality control. Quality control will be executed during the whole project and will contribute to the achievement of all project results. The method to be used is anonymous questionnaires among partners and external experts, complemented by informal dialogues with a selected set of them. Items to be evaluated are the quality of the consortium and cooperation; project management and leadership; project and its content; perceived support.

2. QUALITY OF THE INTELLECTUAL OUTPUTS are subject to a peer review process. For each output a peer reviewer will be assigned. All partners will provide experts to act as peer reviewers. The peer reviewer will focus on the quality and coherence of the content, and indicates the main corrections using a standard template. After this the QM reviews the output for consistency with the project description and adherence to templates. In case of disagreement between the reviewer(s) and the partner in charge of the output, the QM will inform the PM, who will mediate (if no agreement is reached, the 3rd reviewer will be called in). Formal approval of the output is documented at the next MC meeting. The quality of the main result of the project – courses and 3D Virtual World environment - apart from being subject to the above procedure, will have an additional quality control through the foreseen testing and validation. Here representatives of the direct target group enroll in the testing and evaluate its adequateness to their needs; the relevance of the content; the user-friendliness and other features. The importance of this quality evaluation is emphasized by the dedicated relevant resources and time to the development of these outputs. The design of the Testing and Evaluation Methodology will take into account a specific set of performance indicators and establish the threshold level.

3. QUALITY OF DISSEMINATION EFFORTS, including networking and cooperation (inside the consortium and with the relevant stakeholders). The evaluation of the quality of the dissemination activities will use the following indicators: ·

– Level of completion of dissemination and exploitation activities (% of completion)

– Participation level for dissemination activities (e.g. expected vs. actual participants/users) ·

– Perceived quality of the on-line dissemination activities and tools, incl. project website (unique visitors, repeat visits etc).

QM will collect all indicators every 4 months. A set of thresholds will be established for each indicator. In case of a result under threshold, the QM will signal the PM who will decide, in consensus with the rest of the consortium, the type of correcting action to be taken.

6.1 AGRIENT performance indicators

For all activities within each intellectual output quantitative and qualitative indicators of achievement have been set:

Intellectual Output 1:
– Report on Agro-Entepreneurship Training in Europe
– Content Repository site with basic Social Networking features - Agri-Entrepreneurship Courses (at least 5 distinct courses) and
– learning material (For each course at least 5 presentation files with the theory and at least 5 exercises.)

Intellectual Output 2:
– 3D Virtual World (auditorium, library, media room, agriculture Entrepreneurship domain specific courses and activities areas etc.) hosting all learning material
– At least 20 interactive learning scenarios inside the 3D World distributed among the Agro- Entepreneurship Courses
– User's Handbook
– At least 75 young people participating in the piloting activities

6.2 Rolling impact assessment

In line with the Quality Management Plan, all activities will be controlled via adequate proofs (e.g. participant lists, interviews with stakeholders and learners, questionnaires, follow-up participants' surveys etc.,) to assess and ensure that impact objectives and performance indicators are met. All partners will be responsible for the evaluation of project impact, and will produce a final impact evaluation assessment.

7 COMMUNICATION

7.1 Communication between partners and with the coordinating partner

The <u>main</u> channel of regular communication in this project will be **email.** All contact details are available in the partner contact list (Partner Contact List).

Contact emails:

- o to coordinator -
- o to partners – according to the contact list (Partner Contact List).

Furthermore, we will include frequent Skype and telephone contact.

7.2 Documents storage

The Google Drive https://drive.google.com/drive/folders/1mXj_CmYeBoTCDt_p_SBwr ILrM4xQgyev?usp=sharing_eip&invite=CJel6e4H&ts=5c6b1033 is to be used by all partners to record all project activities, progress and documentation. This system has been set up and created entitled for sharing/exchanging documents and information. All partners have editing powers for the folder and are required to use this platform for sharing all documents related to the project.   Please note the folder structure as below and adhere to same.
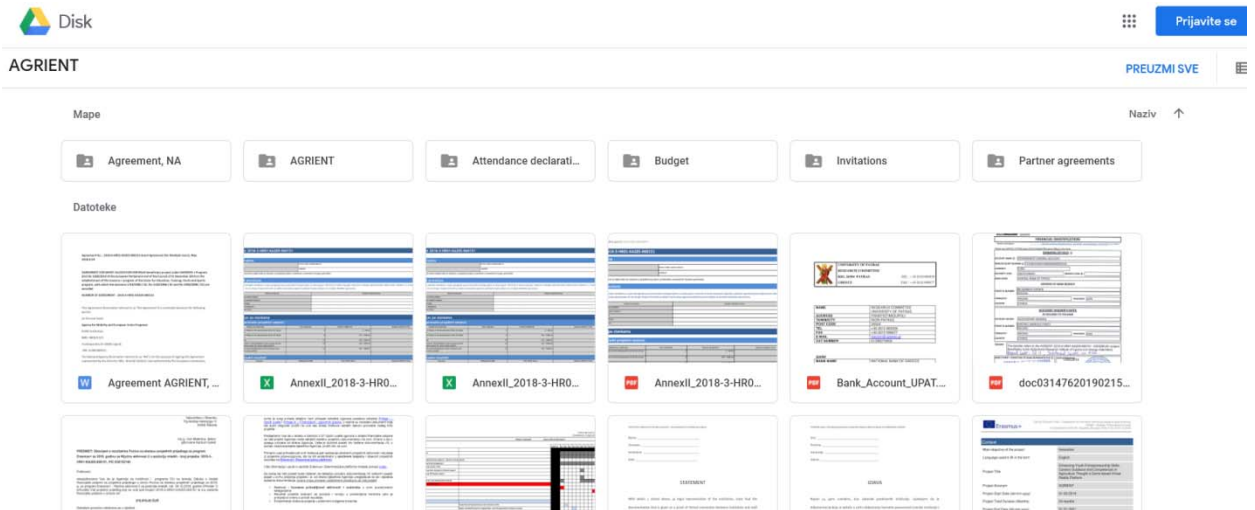
7.3 Website and Graphic Design

The project website domain is https://agrient.etcenter.eu/index.php/en/. Every Agrient. At all times during the course of the project, the EU publicity requirements must be adhered to, as per Article II.7 of the Standard Grant Agreement and Conditions.

8   BUDGET

Budget item	Grant
Project Management and Implementation	42 000.00 €
Transnational Project Meetings	21 850.00 €
Intellectual Outputs	145 760.00 €
Multiplier Events	10 000.00 €
Total grant	**219 610.00 €**

9   FINANCIAL REPORTING - GUIDE

For facilitating a sound and effective financial management the coordinating partner, Polytechnic of Šibenik will provide at the project's kick-off meeting an introduction into the Erasmus+ financial guidelines as well as the official financial guidelines provided by the European Commission. Furthermore Polytechnic of Šibenik will provide internal guidelines with examples illustrating the correct application of financial rules.

During the project's lifetime, all partners will regularly (every 6 months) deliver financial reports to help the project coordinator get an overview about the partners' state of expenses and check the correct application of the Commission`s financial rules as well as the supporting documents.

Sibenik safeguards the correct financial management of the project and will elaborate the intermediary and final reports. The eligibility of costs begins on **1st February 2019.**

Each partner is required to submit the following in due time to the coordinator:

a) Data needed to draw up reports, financial statements and other documents provided for in the Grant Agreement and associated Annexes.

b) Documents required in the event of audits, checks, evaluation and monitoring.

c) Any other information that may be required to be submitted to the Agency for mobility and EU programs.

Each partner is required to record their project expenditure easily identifiable as Erasmus AGRIENT in their annual accounts and financial statements. The expenditure in each partner's annual accounts

should match claims in your financial statements for that period. All partners are required to forward copies of your company's signed accounts for the project period on completion of the project.

In addition to forwarding scanned copies by email, all completed, signed claim documentation and original documents as required will be forwarded by post to the coordinating partner on the address:

> *Ivana Kardum Goleš*
> *Veleučilište u Šibeniku*
> *Trg Andrije Hebranga 11*
> *22000 Šibenik*
> *Croatia*

Partners are required to retain a copy of all original documentation forwarded by post on their own files, which will be made available in the event of an audit.

9.1   Mobility Tool +

Mobility Tool+ is the information system that allows Erasmus+ beneficiary organisations to manage their project information, request individual participants' reports and submit final reports to their National Agencies. Agency for mobility and EU programs (CRO) will use Mobility Tool+ to monitor and validate project information.

9.2   Exchange Rate

All claims and requests for payment shall be made in Euro. Any costs incurred in a currency other than Euro shall be converted into Euro at the exchange rates published in the Euro foreign exchange reference rates publish at the European Central Bank[1], determined in the day when partner will receive respective payment.

9.3   Payments of Grant

Payments are planned according to the schedule below, taking into account possible changes due to decreased or delayed payments from the National Agency:

Payments	%	When
1st payment	40 % of grant	Upon signing of the partner agreement.
2nd payment	40 % of grant	Upon completion of agreed tasks, outputs in the work plan, approval of the 1st claim (end of the first year of the project)and other reports in electronic and paper version

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[1] https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

		and approval of the quality of the outputs and after the National Agency approves the interim reports and releases the second pre-financing payment to the Coordinator
Final payment	Up to 20 % of grant	The balance will be paid once partner's tasks have been completed, outputs from the work plan accomplished and the 3rd claim approved in electronic and paper version and once Final Report and approval of the quality of the outputs have been approved by the National Agency.

9.4 Budget Categories for AGRIENT

Unit Costs	Real Costs
Project Management & Implementation Transnational Partner Meetings Intellectual Outputs Multiplier Events	Exceptional Costs - **not approved for AGRIENT**

ELIGIBLE COSTS MUST BE:

- o incurred by beneficiaries,

- o incurred during the project lifetime,

- o indicated in Project Budget (or eligible following budget transfers),

- o necessary for the project implementation,

- o identifiable and verifiable = supported by relevant documentation.

No overlap is permitted between unit costs and actual costs.

VAT **may be eligible if not recoverable** under under national legislation.

INELIGIBLE COSTS INCLUDE:

- o debt and debt service charges,

- o interest owed,

- o exchange losses,

- o costs of opening and operating bank accounts,

- o costs declared within another project receiving a grant from EU budget,

- o VAT, when it is recoverable under the applicable national VAT legislation.

9.4.1 Project management & implementation

Eligible Costs	**Applies to management of the project by the Partners:** - general project management, e.g. planning, finances, coordination, - liaising with partners, incl. organisation of partner meetings, - developing approaches, local work on project, producing reports, etc., **Applies to Dissemination:** - meetings with stakeholders, - preparation and promotion of dissemination materials, - online dissemination (e.g. project website), - promotional meetings (local and/or international). **REDISTRIBUTION POSSIBLE BETWEEN THE PARTNERS!**
Financing Mechanism	**Unit costs of**: - 500 €per month for Co-ordinator, - 250 € per month for Partner.
Triggering Event	Activities and outputs were developed/produced as planned, fully reported on and approved by NA
Supporting Documents	- Description of activities undertaken and outputs produced in final report. - Outputs uploaded in the WP3 Dissemination and Exploitation Directory in Google Drive and, depending on nature, available for checks and audits at the premises of the beneficiaries. - Keep evidence of all costs incurred (e.g. photos, invoices, receipts, etc.).

9.4.2 Transnational project meetings

Eligible Costs	- Costs directly related to participation in meetings between project Partners for implementation and co-ordination purposes. - Contribution to travel and subsistence costs. - Evident direct and formal link between the Partner organisations and individuals attending the meetings on behalf of Partners (whether individuals are staff or learners).
Financing Mechanism	Calculated on a unit cost basis according to the distance of travel for each participant per meeting: - 575 € (return) per participant for distances between 100 and 1999 km, - 760 € (return) per participant for distances over 1999 km[2].

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[2] On-line distance calculator has been used to establish the applicable distance band:

	The distance is based on place of origin and place of the venue: - Place of origin: where the sending organisation is located - Place of the venue: where the receiving organisation is located. **If a different place of origin or venue is planned, NA's** **approval is required before the meeting.**
Triggering Event	The eligible participant actually participated in the transnational meeting and undertook reported travel.
Supporting Documents	Proof of attendance of the activity abroad in a form of a declaration signed by the receiving organisation specifying (**Error! Reference source not found.**): - the name of the participant, - start and end dates of the activity, - purpose of the activity. Signed attendance list of each meeting indicating: - date, place, agenda and purpose of the meeting. The actual travel itinerary + travel tickets or other invoices specifying the place of departure and arrival – original documents.

Additional principle:	Beneficiary's participation in a transnational project meeting in their own country is eligible only when:
	- The meeting is attended by participants representing Partners from at least 2 other Programme Countries
	- Distance between the place of departure and arrival is at least 100km (as per distance calculator). In this case:
	    o place of departure = place of residence of the participant
	    o place of arrival = place where the receiving organisation is located

9.4.3   INTELLECTUAL OUTPUTS

Definition and rules regarding staff involved in IOs

1. A person involved in education, training or youth non-formal learning on a professional or voluntary basis.

2. Formal link between the staff members and relevant Partner organisations must be evident.

3. Staff working for the beneficiaries on the basis of service contract (e.g. translators) **cannot** be reported under this budget heading.

Rules:

o A person can be reported as staff in only 1 staff category per intellectual output. That staff category does not have to match their professional status within their organisation.

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http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

- A person can be reported as staff in different categories for different intellectual outputs but only 1 category per intellectual output.

Eligible Costs	Costs associated with the development of any tangible deliverables (substantial in quality and quantity) of the project by eligible staff members (on professional or voluntary basis) of relevant Partners.
Financing Mechanism	Calculated on a unit cost basis, per day, according to the role of individuals in the project and the country of the participating organisation whose staff is involved. 5 staff categories exist (see **Error! Reference source not found.**): - Manager - Teacher/Trainer/Researcher - Technician - Administrative staff - Youth workers
Triggering Event	Intellectual Outputs were produced as planned and are of an acceptable quality level.
Supporting Documents	Proof of the intellectual outputs produced (available for checks on-site and uploaded onto relevant WP in Google Drive) Proof of the staff time spent on the development of project outputs – **signed Timesheets** (**Error! Reference source not found.**). Proof of the relationship between the staff member and the beneficiary (e.g. employment contract, voluntary agreement, payslips, etc.) as per official records of the beneficiary.

9.4.4 Multiplier events

Eligible Costs	- Contribution to the costs linked to the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs realised by the project - Taking place in beneficiaries' Programme or Partner Countries - Multiplier events must be approved by NA in our contract
Financing Mechanism	Calculated on a unit cost basis according to the type and number of participants: - 100 € per local participant (= from the country where ME is taking place), - 200 € per international participant. **Participants from beneficiaries' organisation ≠ participants of those events.**
Triggering Event	Multiplier event took place as planned, was of an acceptable quality level and attended by eligible participants. Relevant Intellectual Outputs were fully developed.
Supporting	- Description of the multiplier event in the final report. - Proof of attendance of the multiplier event – original

Documents	sign-in sheet of participants (incl.: name, date and place of the multiplier event and for each participant: his/her name, e-mail, signature, name & address of the sending organisation).
	- Detailed agenda and any additional documentation used or distributed at the event (e.g. minutes).
	- Satisfaction survey data provided by participants from each event.

9.4.5 Budget transfers

o **<u>All changes or budget transfers are subject to the prior approval of the lead/ coordinating partner with no exception.</u>**

o Up to 20% of the funds can be transferred from Project Management and Implementation, Transnational Partner Meetings, Intellectual Outputs, Multiplier Events and Exceptional Costs to any budget category except for Project Management and Implementation and Exceptional Costs

o The maximum increase in a destination budget category is 20%.

o No budget transfer is allowed to a budget category for which the grant awarded was 0 €.

9.4.6 Record keeping

o All documents submitted to the lead partner – SIBENIK - must be original documents from your organisation.

o All partners must retain all original documentation (including invoices etc.) and any documentation not being submitted to the organising partner, must be stored appropriately for a minimum period of five years following completion of the project.

o Original documents from all Partners will be required in the event of any checks or audits.

o Keep documents in a format and language which would allow the the NA or any external bodies authorised to check your project to understand the contents of the supporting documents - provide brief translation where needed!

o the National Agency will return the original documents submitted to the Coordinator upon completion of any audits or checks.

Each partner is obliged to report expenditure to the project leader as per the deadlines indicated below. In the first instance, partners should send these documents via email. Once the leader approves the reports, partners will be obliged to send hard copies of the presented documents to the Project Leader by post within 5 days after acceptance of the reports. Posted documents should include signed copies of claim forms and original documentation supporting the claim.

Claims prepared without proper care, without original documentation required or sent after mentioned deadline may cause the withholding of the payment. It is important to prepare all documentation with due diligence and adherence to the conditions of the grant agreement.

Remember, grant payments are linked to the submission of these claims and reports and associated original documentation.

10 QUALITY MONITORING AND EXTERNAL EVALUATION

As part of our Quality Management Plan, all partners are obliged to send internal quality monitoring reports according to the requirements outlined in the Plan. Deadlines for sending electronic version of internal quality monitoring reports are as follows:

Quality Report	Period	Deadline

Erasmus+ Programme – Strategic Partnership
Project No. **2018-3-HR01-KA205-060151**

Certificate of attendance

Transnational project meetings

I undersigned…………………………………………………………………………,

function……………………………………………………………………………..

representing the host organization/school:

complete name: ………………………………………………………………………….

address:…………………………………………………………………………………

city:……………………………………………..country…………………………

certify that the following person:

M………………………………mail:……………………………….signature:……………

M………………………………mail:……………………………….signature:……………

M………………………………mail:……………………………….signature:……………

representing the sending organization/school:

complete name:………………………………………………………………………

address: …………………………………………………………………………………

city: ……………………………… country: ………………………………

were present from……………………………… to ………………………………

attended a transnational meeting organized in ………………………………

Place……………………..date…………………………………………….

The host organization/school:

(signature of the legal representative&stamp)

Travel costs

Note: Partners must keep flight tickets/boarding passes or invoices/receipts confirming the route of journey. Partners must provide copies of these documents to the lead partner. Originals of documents sent to the lead partner and any additional original documents should be kept on your own financial records and made available for audit if required.

Intellectual outputs

Note: Each partner is obliged to evidence work by timesheets (**Error! Reference source not found.**) which will contain:

- o a name and surname of a person responsible for fulfilment of the task,

- o detail of each task, activity and specific project outputs,

- o staff category in the project,

- o date of activity,

- o sum of days spent working on the specific project outputs,

- o signature of the person responsible for fulfilment of the task,

- o signature of the legal representative.

Each partner is obliged to provide to the leader documentation confirming connection with the beneficiary organisation. The form of connection must be confirmed by additional documentation (type and form of contract) on the basis of official record of employment, according to national legislation. The person fulfilling the tasks is carrying out the project activities in line with the regular scope of functioning of his/her institution.

Multiplier Events

Note: Each partner is obliged to provide the lead partner with the original attendance list for each multiplier event including:

- o title,

- o place and date of the event,

- o name and surname of a participant,

- e-mail address of a participant,

- signature of participant,

- address of a participant's organization.

The original attendance list containing this information must be sent to the lead partner along with the completed template (**Error! Reference source not found.**). Copies of all documents sent to the lead partner and any additional original documents should be kept on your own financial records and made available for audit if required.