

EUROPEAN COMMISSION
Directorate-General for Education and Culture

ANNEX III

Technical implementation report and financial statement

T E M P U S
Joint European Project

23193-2002

(Agreement n°)

| The Reports | | Deadlines | |
|--------------------------------|---|-------------------|-------------------|
| | | 2-year JEP | 3-year JEP |
| 1st Report : | - progress report on the action's implementation | 1/12/2003 | |
| 2nd Report : | - progress report on the action's implementation - statement on the costs incurred | 1/07/2004 | 1/03/2005 |
| 3rd Report : | - technical implementation report - financial statement | 30/10/2005 | 30/10/2006 |

Structure of the Report

Part I: Progress Report on the action's implementation

Part II: Financial report

Part II. a.: Statement on the costs incurred

Part II. b.: Summary statement of the receipts and expenditure of the action

The technical implementation reports and financial statements are to be returned in FOUR copies by registered mail (date as per postmark).

One copy (with the original signatures)
Three copies (of which two with the supporting documentation)
Head of Unit
Tempus Programme - USA / Canada
Directorate-General for Education and Culture
European Commission B7-6/68
B – 1049 Brussels (Belgium)

DECLARATION

This declaration should be completed and signed by the following people:

1. the beneficiary of the Joint European Project;
2. the person who is legally authorised to represent the beneficiary institution.

We, the undersigned, certify that we have submitted all the required documentation, including the documents listed in the checklist.

Furthermore, we certify that the information given in this technical implementation report and financial statement is correct to the best of our knowledge and complies with the requirements of the provisions of Article II.15 of the grant agreement.

We are aware that amendments to these documents will not be accepted after the date of submission.

Name of the beneficiary institution: **University of Hohenheim**

Name of the beneficiary: **Prof. Dr. J. Zeddies**

Name of the legal representative: **Prof. Dr. H.-P. Liebig**

Function: **Professor**

Function : **Rector**

Done at: **Stuttgart**

Done at: **Stuttgart**

Date: **15.12.2004**

Date: **15.12.2004**

Signature:

Signature:

Seal of the beneficiary institution:

Part I: Progress Report on the action's implementation

2nd REPORT: PROGRESS REPORT ON THE ACTION'S IMPLEMENTATION AND STATEMENT OF THE COSTS INCURRED

PROGRESS REPORT ON THE ACTION'S IMPLEMENTATION

Please provide an overview on **the progress of the project's implementation**, by responding, where relevant, to the questions below:

Overall achievement level

- Will the project achieve its defined outcomes and does it match to-date, the needs identified in the original application? If yes, could you briefly describe how? If not, could you explain the reasons for this and what you are proposing to address this situation?

So far the project can be considered to be successful and to achieve its defined outcomes. All the activities planned in the original application for the first project year have been carried out and the main intermediate results have been achieved:

- 1) The first Co-ordination meeting was conducted in Tbilisi from 30th October to 2nd November 2003. The contact persons from the EU, Armenia, Azerbaijan and Georgia revised the budget of the project and planned the project activities for the 1st year
- 2) A 1-week networking workshop was conducted in Tbilisi in February 2004. Younger lecturers from Armenia, Azerbaijan and Georgia took part in the workshop (in total 20 people).
- 3) A project web-page has been developed and is online since February 2004.
- 4) A curriculum development visit of 9 professors from Armenia, Azerbaijan and Georgia to all 3 EU-universities (D, F, A) was organized in March 2004.
- 5) Laboratory and dissemination equipment was purchased and scientific staff of the Armenian and Azerbaijan Agricultural Academy has been trained on using this equipment.
- 6) 4-week training visits of in total 8 younger teachers from Armenia, Azerbaijan and Georgia to the EU-universities were organised in May-June, 2004.
- 7) A 1-week dissemination seminar for teaching staff of the agricultural universities in ARM, AZB and GEO was conducted in Tbilisi on Environmental Studies. 3 EU professors as well as Georgian professors were assigned to deliver lectures at the seminar.
- 8) The second co-ordination meeting was organized in Tbilisi (GEO) in September 2004.

Due to the fulfilment of the planned activities the main results were achieved:

- 1) The curricula and teaching materials were reviewed, selected, up-graded and prepared for publication.
- 2) The courses for the first year of the study programme were prepared for the introduction in the partner universities in September, 2004.
- 3) The new programme in Environmental Studies has been introduced at the partner universities in ARM and AZB in September 2004.
- 4) The younger teachers were prepared in EU universities for the teaching process in their home universities.
- 5) The technical basis for the establishment of teaching laboratories in ARM and AZB was created.
- 6) The academic network of the EU and Caucasian universities on Environmental Studies was created.

Academic and administrative management of the project

- Please describe your methodology for the day-to-day management of the project activities. Please indicate what kind of administrative support or other support you receive from your institution.
- Have you encountered problems related to the management of the project?
- Please comment on the respective roles of each of the partners of the consortium and their involvement in the management of the project. Do you consider that all the areas of the project are covered by the various members of the consortium?
- Could you please indicate whether you have had, or foresee, any internal or inter-project monitoring activities?

In general, all consortium member institutions are participating equally in the decision making process. This is ensured by a frequent communication and the co-ordination meetings where all decisions are discussed and made on a co-operative basis.

However, in order to have efficient and well functioning project management structures the main tasks and responsibilities are divided between the consortium members.

The overall administrative and financial management responsibilities in the project are given to the beneficiary, the University of Hohenheim. The co-ordinator, the Georgian State Agrarian University Tbilisi, has the overall responsibility for the academic co-ordination.

Among the EU-universities the academic tasks (curriculum development activities and teachers training) are divided as follows:

- the University of Agricultural Sciences Vienna (A) is mainly responsible for the field of 'Agro-Ecology'
- the Institute National Agronomique Paris-Grignon (F) is mainly responsible for 'Environmental Policy'
- the University of Hohenheim (D) is mainly responsible for 'Environmental Economics'.

The project is managed by a Committee made up of one representative of each consortium member. The Committee meets twice a year in order to co-ordinate the project activities, to evaluate the progress of the project and to decide on the project budget.

For the day to day management four project offices have been established, one at the beneficiary institution in Stuttgart-Hohenheim (D), the second at the co-ordinating institution in Tbilisi (GEO) and another two at the partner countries institutions in Yerevan (ARM) and Ganja (AZB).

The project office at the beneficiary institution in Hohenheim is carrying out the administrative and financial affairs of the project. It organises the selection of lectures for the intensive courses in partner countries; it organises the host service for other consortium members during the East-West mobilities.

The project office at the co-ordinating institution in Tbilisi organises activities in the project, such as meetings, selection of local lectures for local professorship, administration of mobilities, organisation of host service for staff during the West-East and East-East mobilities, provides reports after every activities performed by them to the beneficiary institution.

The local co-ordinators in Yerevan and Ganja are responsible for the pre-selection of teachers for East-East and East-West mobilities; for organising the host meetings for the staff during West-East and East-East mobilities; for the provision of reports after every activity performed by them to the beneficiary institution.

A monitoring review of the progress in development of teaching materials in all the partner universities is continuously being held by means of e-mail surveys and questionnaires. The progress and the outcomes of the project have been discussed during the networking workshop and the dissemination seminar.

Programmes and courses

- If your project foresees the development/restructuring of programmes/courses, could you please describe your progress in this area *vis-à-vis* the original application? What progress has been made concerning the development of teaching materials? Shall the materials be available for the introduction of the courses?
- Have you encountered problems in this area, perhaps already identified in the original application or unexpected? If this is the case, what are these problems linked to and how do you foresee addressing them?

One of the main objectives of the project is to introduce a programme in Environmental Studies at the partner universities in ARM and AZB according to the results of the previous Tempus JEP 21237-2000.

During the networking workshop and the curriculum development visits to EU universities, the representatives of all the consortium-member universities reviewed the curriculum for the Environmental Studies program developed at the Georgian State Agricultural University in the framework of the previous Tempus project, up-graded it and agreed to introduce the program and use this reviewed curriculum in all the partner universities.

All the courses and study materials developed in GSAU have been disseminated to all the partners, reviewed and discussed. It was decided that the courses should be improved and adapted to the local conditions in each partner university. A number of new study materials for some of the courses must be developed.

These new study materials will be prepared in the frame of 4-week retraining visits of in total 15 younger lecturers from ARM, AZB and GEO to the EU-universities. Out of these already 8 younger lecturers visited the EU-universities in May/June 2004. Another 7 younger lecturers will visit the EU-universities between December 2004 and June 2005.

The new 2-year study programme has been introduced at the partner universities in ARM and AZB in September 2004. All the materials necessary for the first year of the 2-year study programme have been prepared and distributed among the partners before September, 2004. Furthermore the study materials will be published on the project's web-page.

Restructuring

- Will changes at institutional level be introduced (establishment of units, new faculties, financing, international relations offices and such like)? Could you describe whether there are eventual obstacles to these changes and how you intend to address them ?

No institutional changes have been planned in the original application.

Mobility, training and development of teachers, university staff, trainers, students and trainees:

- Please describe in what way the mobility of the above-mentioned categories of persons has contributed to the achievement of the project's outcomes to-date, in particular:
 - Mobility of teachers, university staff, trainers and trainees:
 - Please indicate whether the consortium has established selection criteria for the mobility and indicate how the home institutions evaluate and recognize this mobility, once it has been carried out.
 - Could you also indicate what dissemination activities have been organized by the home institution to share the results of the mobility within the institution?
 - Have you carried out all the planned mobility flows or were there unforeseen changes? If there were unforeseen changes, could you indicate what they were and what measures will be taken to address them?

The persons participating in the development of activities are the local co-ordinators of the partner universities involved as well as the heads of departments relevant to the topic of the project, i.e. the heads of the departments of Agroecology, Forestry and Environmental Economics, and the deans of the faculties of Ecology, Agronomy and Economy of the partner universities. These persons have been identified beforehand, already during the application phase.

The persons participating in mobilities have been selected according to their professional skills and specialization, their language skills and their age. In mobilities related to curriculum development, mainly heads of the special (Agroecology, Environmental Economics) Departments/Chairs and/or key professors took part. Younger teachers for retraining visits to EU-universities were pre-selected by the local co-ordinators of the partner universities. During the co-ordination meetings

and networking workshop the final decision on the persons was made. Teachers from EU-universities visiting the partner universities for teaching purposes were selected according to their professional background.

The selection procedure of the key professors and younger teachers from the partner universities assumes that they have basic knowledge in Agroecology or Environmental Economics and sufficient foreign language knowledge gained in frame of previous projects or programmes.

The main dissemination activities of the project are directed to the inter-university academic network and are therefore carried out during the dissemination seminars organized in the frame of the project. But all the results of the mobilities of both heads/professors of the departments and younger teachers (curricula and teaching materials developed during the CD-visits, workshops, training visits and seminars) have also been shared within the departments and faculties of each university and have been put in the libraries of the partner universities. In all three partner universities meetings have been organized where the younger teachers after their return from the EU shared their experience and results of their stay with their colleagues.

In addition the teaching materials prepared by the younger teachers are available on the project's web-page.

Compared to the original application there were a few changes in the mobility plan:

- The dissemination seminar (activity 1.1) was postponed from October 2003 to September 2004. Until September 2004 the main results (curriculum, teaching programs, study materials etc.) of the previous CD-JEP 21237-2000 have been reviewed and updated and at the same time the younger lecturers who were trained at the EU universities (activity 4.1) could present their results.
- Originally two one-week curriculum development visits of 6 key professors from partner countries to EU universities (activity 3.1) have been planned. One in the first and one in the second year of the project. As the results of the curriculum development activities are of high importance for retraining and teaching materials development, it was decided to combine these two one-week visits into one two-week visit, which shall take place in March 2004 already. During this visit altogether 9 key professors from partner countries visited all three EU universities in A, D, and F.
- The second meeting of the management board (activity 8.1) has been organized together with the dissemination seminar. Therefore also this meeting was postponed to September 2004.

These changes have already been planned during the first co-ordination meeting and proposed in the 1st technical implementation report.

Furthermore the planned teaching input from 6 EU-professors was divided into two visits of 3 professors each, one in 09/2004, the second visit in 05/2005.

- Student mobility :
 - Regarding eventual student mobility, could you please describe the selection criteria and provide information on the recognition of the study periods abroad by the home institution?
 - Were you able to carry out all the student mobility flows originally foreseen or were there changes? If yes, what were these changes and what measures have been taken to address them?

Student mobility was not planned in the original application

Equipment

- What kind of equipment has been purchased? Where has the equipment been installed and who has access to it?

Special equipment for dissemination activities, language teaching, establishment of modern teaching laboratories in ARM and AZB and for the administration of the project has been purchased and installed in the partner universities. All the academic staff-members of the involved departments at the partner universities as well as post-graduate students have access to the equipment and literature. Literature purchased in frame of the project is located in the libraries of the partner universities.

So far, the following equipment has been purchased:

| LIST OF EQUIPMENT | Beneficiary university, Ref. No | Number of units |
|-------------------------------|---------------------------------|-----------------|
| Spectrophotometer Spekol 1100 | 5, 6 | 2 |
| PC's | 5, 6 | 8 |
| Notebook | 2 | 1 |
| Video projector | 2, 6 | 2 |
| Copy machines | 5, 6 | 4 |
| Printers | 5, 6 | 6 |
| Scanner | 5, 6 | 2 |
| Digital photo cameras | 5, 6 | 2 |
| Video recorder | 5, 6 | 2 |
| Language teaching equipment | 2, 5, 6 | |
| Stationery | 2, 5, 6 | |
| Literature | 2, 5, 6 | |

Dissemination

- Could you please describe what actions have been undertaken to make available the results of the different activities and to whom?
- Has a website been created for the project? If yes, could you please provide the address?
- Could you please indicate whether the project has undertaken any information activities outside the project itself or if you plan to disseminate the project outcomes beyond the target group?

During the networking meetings the curricula and teaching programs in Environmental Studies at GSAU and the EU universities have been presented to the representatives of the Armenian and Azerbaijan Agricultural Academy. Teaching materials developed in the frame of the previous TEMPUS project have been disseminated both during the workshops and training seminars/visits of younger teachers conducted in EU and GSAU.

A website of the project has been created for the purposes of information supply and dissemination:

<http://www.tempus-caucasus.net>

Dissemination between the members of the created network is the basic idea of the multiplier project. The detailed information about the project idea and its progress as well as all the developed study materials (curricula, text-books, lectures, case-studies, etc.) have been disseminated. In addition it is planned to organize a final conference in June 2005 in order to reach a broader audience outside the consortium members.

Sustainability

- What measures will be taken to formalise or institutionalise any links with local non-university partners?
- Do you think that the beneficiary institutions will be able to sustain and develop the achievements of the project? What eventual obstacles, internal or external to the project, could you envisage at this stage? How do you plan to address them?

The newly developed curricula, study program and courses have already been officially approved by the universities' Boards. Since September, 2004 these study programs are introduced at the Armenian and the Azerbaidjan Agricultural Academy and are therefore part of the regular study programmes of these universities.

The newly established network of agricultural universities in the south Caucasus region has already started its academic activities and is supposed to continue after the end of the project.

TABLE OF ACHIEVED/PLANNED OUTCOMES

Please complete a table for each outcome following the order of your original application and as follows:

- For the 1st Report : « activities carried out» and «achieved results» if any, since the start of the project, « planned activities» and « planned results», and «proposed changes» until the end of the action

Do you foresee changes compared to the activities proposed in the original application :



No

Title and reference number of the outcome :

Outcome No. 1: Dissemination of existing curricula and teaching material in Environmental Studies

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|--|------------------------------------|
| 1.1 Dissemination Seminar | 09/2004 |
| 1.2 Dissemination of new developed courses at GSAU | 10/2004 |

Achieved results

| |
|---|
| 1.1 The main results (curriculum, teaching programs, study materials etc.) of the previous CD-JEP 21237-2000 have been disseminated to 20 professors and lecturers of the Agricultural Academies in Ganja (AZB) and Yerevan (ARM) as well as to members of other faculties of GSAU. |
| 1.2 In total 4 younger Georgian university teachers who have been trained at EU universities teach intensive courses in Environmental Studies in ARM and AZB. Younger lecturers and postgraduate students of the economic faculties of these universities attend the courses. |

Indicators of achievement

| |
|---|
| Teaching materials have been updated, translated, printed and distributed to the partner country universities Planned mobility flows have been carried out |
|---|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|------------------------------|---|
| | |

Planned results

| |
|--|
| |
|--|

Indicators of progress

| |
|--|
| |
|--|

Changes

Proposed changes

| |
|---|
| 1.1 The dissemination seminar was postponed from October 2003 to September 2004 because by that time the main results (curriculum, teaching programs, study materials etc.) of the previous CD-JEP 21237-2000 have been reviewed and updated and at the same time the younger lecturers who were trained at the EU universities (activity 4.1) could present their results. |
|---|

Title and reference number of the outcome :

Outcome No. 2: Establishment of South Caucasus Agricultural University Network

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|------------------------------|------------------------------------|
| 2.1 First networking meeting | 02/2004 |
| 2.2 Web-page of the project | 10/2003 – 02/2004 |

Achieved results

| |
|---|
| 2.1 A sustainable co-operation between the three partner universities in South Caucasus Region and a network of the Agricultural Universities in the South Caucasus region has been initiated.. |
| 2.2 A joint multilingual web-page, which is updated regularly, has been created. The web page provides all consortium members with information about the past project (JEP 21237-2000) and all activities of the ongoing project. Furthermore, it is used for dissemination purposes and the permanent exchange of teaching materials, course programmes and current project information. |

Indicators of achievement

| |
|---|
| Networking meeting reports, individual grantholder reports Regularly updated and maintained web-page, number of visitors on the web page |
|---|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|--|---|
| 2.3 Second networking meeting | 05/2005 |
| 2.4 Updating the web-page of the project | 12/2004 – 09/2005 |

Planned results

| |
|--|
| 2.3 Regular Networking meetings for different target groups (levels) of the partner country universities will be organised in order to promote a sustainable co-operation between the three partner universities in South Caucasus Region. |
| 2.4 The joint multilingual web-page is updated regularly. |

Indicators of progress

| |
|--|
| Networking meeting reports, individual grantholder reports, after the project end: continuing networking meetings on a regular basis. Regularly updated and maintained web-page, number of visitors on the web page |
|--|

Changes

Proposed changes

| |
|------------|
| No changes |
|------------|

Title and reference number of the outcome :

Outcome No. 3: Updating and implementation of new subjects and curricula

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|---|------------------------------------|
| 3.1 Visit of 9 key professors from partner countries at EU institutions | 03/2004 |
| 3.2 Teaching input by EU university teachers in new developed subjects | 09/2004 |

Achieved results

| |
|---|
| 3.1 3 key professors from each partner country university (in total 9 professors) are acquainted with the curricula and teaching programs of the EU universities |
| 3.2 3 EU university teaching staff visited partner country universities for 1 week to give lectures and training seminars in newly developed subjects and to give advice in study materials development |

Indicators of achievement

| |
|---|
| updated study programs grantholder reports |
|---|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|--|---|
| 3.3 Teaching input by EU university teachers in new developed subjects | 05/2005 |

Planned results

| |
|---|
| 3.3 3 EU university teaching staff visit partner country universities for 1 week to give lectures and training seminars in new developed subjects and to give advice in study materials development |
|---|

Indicators of progress

| |
|---|
| Grantholder reports updated study programs |
|---|

Changes

Proposed changes

| |
|---|
| 3.1 1 2-week visit of 9 professors instead of 2 1-week visits of 6 professors. The curriculum development visit was organised during the first phase of the project in March 2004 as a combined visit to D, F and A (already proposed in the 1 st report). |
| 3.3 The teaching input from EU-professors was divided into two visits, one in 09/2004, the second visit in 05/2005. |

Title and reference number of the outcome :

Outcome No. 4: Continuous training of teachers

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|---|------------------------------------|
| 4.1 Teacher mobilities for updating existing courses and development of new courses | 05-07/2004 |
| 4.2 Language Courses | 11/2003 – 06/2004 |

Achieved results

| |
|---|
| 4.1 In total 8 younger lecturers from ARM, AZB and GEO retrained at EU universities during 4-week training periods, new study materials developed. |
| 4.2 Intensive language courses in English, German and French held at each partner university in order to prepare younger teachers visiting EU universities for their stay abroad. |

Indicators of achievement

| |
|--|
| Developed teaching materials, grantholder reports Language knowledge of younger teacher |
|--|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|---|---|
| 4.3 Teacher mobilities for updating existing courses and development of new courses | 12/2004, 05-06/2005 |
| 4.4 Continuation of language courses | 10/2004 – 05/2005 |

Planned results

| |
|---|
| 4.3 In total 7 younger lecturers from the partner country university retrained at EU universities during 4-week training periods, new study materials developed. |
| 4.4 Intensive language courses in English, German and French held at each partner university in order to prepare younger teachers visiting EU universities for their stay abroad. |

Indicators of progress

| |
|---|
| Developed teaching materials, grantholder reports Language knowledge of younger teachers |
|---|

Changes

Proposed changes

| |
|------------|
| No changes |
|------------|

Title and reference number of the outcome :

Outcome No. 5: Technical equipment for dissemination, training and study materials

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|--|------------------------------------|
| 5.1 Purchasing equipment for dissemination | 01-02/2004 |
| 5.2 Purchasing of laboratory equipment | 01-02/2004 |

Achieved results

| |
|---|
| 5.1 Special equipment for dissemination purposes has been purchased and installed in partner country universities (computers, projectors, copy machines, books and software). |
| 5.2 Laboratory equipment for student's training, books and software for updating library capacity has been purchased for the Armenian and Azerbaijan Agricultural Academy |

Indicators of achievement

| |
|---|
| The purchased equipment is installed at the partner universities and used according to the objectives of the project. |
|---|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|---|---|
| 5.3 Purchasing additional equipment for dissemination | 01-02/2005 |
| 5.4 Purchasing additional laboratory equipment | 01-02/2005 |

Planned results

| |
|--|
| 5.3 Some additional equipment for dissemination purposes will be purchased and installed in partner country universities |
| 5.4 Additional laboratory equipment for student's training, books and software for updating library capacity will be purchased for the Armenian and Azerbaijani Agricultural Academy |

Indicators of progress

| |
|---|
| The purchased equipment is installed at the partner universities and used according to the objectives of the project. |
|---|

Changes

Proposed changes

| |
|-------------|
| No changes. |
|-------------|

Title and reference number of the outcome :

Outcome No. 6: Sustainability

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|---|------------------------------------|
| 6.1 Preparation and distribution of information materials | 06/2004 – 10/2004 |

Achieved results

6.1 Course descriptions and teaching materials developed in the frame of the younger lecturers retraining visits to EU universities have been printed and published in the partner countries. Information brochures and leaflets are prepared, printed and distributed in partner countries.

Indicators of achievement

Printed/published and distributed course descriptions, teaching materials and information brochures

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|---|---|
| 6.2 Preparation and distribution of information materials | 06/2005 – 08/2005 |
| 6.3 Final conference | 06/2005 |

Planned results

6.2 Course descriptions and teaching materials developed in the frame of the younger lecturers retraining visits to EU universities will be printed and published in the partner countries. Information brochures and leaflets will be prepared, printed and distributed in partner countries.

6.3 The results of the project are presented to other universities, ministries and extension services. Possibilities for further co-operation have been discussed and agreed.

Indicators of progress

Printed/published and distributed course descriptions, teaching materials and information brochures
Materials and report of the final conference

Changes

Proposed changes

No changes

Title and reference number of the outcome :

Outcome No. 7: Quality control and monitoring

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|---|------------------------------------|
| 7.1 Meetings of the Scientific Boards to monitor the new courses and teaching materials | 05/2004-08/2004 |
| 7.2 Ex-post evaluation of study materials quality | 06/2004-09/2004 |

Achieved results

| |
|--|
| 7.1 The new courses developed in the first project year are delivered at partner countries' universities by the local professors, senior and specially trained younger teachers. The new teaching materials developed in the first project year are used at partner countries' universities. The libraries of the universities are supplied with new textbooks and study materials. Special teaching equipment is purchased and installed in partner countries' universities and used in teaching process. |
| 7.2 The study materials developed and used during the project are of high quality. |

Indicators of achievement

| |
|--|
| Scientific Boards Monitoring reports, annual reports of the universities, departments and libraries, personal reports of faculty staff members, teaching materials published and printed |
|--|

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|--|---|
| 7.3 Meetings of the Scientific Boards to monitor the quality of new courses and teaching materials | 05/2005 – 08/2005 |
| 7.4 Ex-post evaluation of teaching process and study materials quality | 05/2005 – 08/2005 |

Planned results

| |
|--|
| 7.3 The new courses developed in the second project year are delivered at partner countries' universities by the local professors, senior and specially trained younger teachers. The new teaching materials developed in the second project year are used at partner countries' universities. The libraries of the universities are supplied with new textbooks and study materials. Special teaching equipment is purchased and installed in partner countries' universities and used in teaching process. |
| 7.4 The teaching process in partner country universities and study materials developed and used during the project are of high quality. |

Indicators of progress

| |
|--|
| Scientific Boards Monitoring reports, annual reports of the universities, departments and libraries, personal reports of faculty staff members, teaching materials published and printed Final report, ex-post evaluation at the project end, teaching materials published and printed, ex-post feed-back monitoring report on using new courses in partner country universities, documents of the final conference |
|--|

Changes

Proposed changes

| |
|------------|
| No changes |
|------------|

Title and reference number of the outcome :

Outcome No. 8: Management of the project

Activities carried out and achieved results

| Activities carried out | Month when the activity took place |
|--|------------------------------------|
| 8.1 First Meeting of Management Board | 10/2003 |
| 8.2 Second meeting of the Management Board | 09/2004 |
| 8.3 Administrative tasks | 09/2003-12/2004 |

Achieved results

Work plan and project budget have been discussed and agreed between all consortium partners
Project progress has been reviewed and discussed

Indicators of achievement

1st technical implementation report
2nd technical implementation report

Planned activities and results

| Activities to be carried out | Month when the activity will take place |
|---------------------------------|---|
| 8.4 Meeting of Management Board | 06/2005 |
| 8.5 Administrative tasks | 12/2004 – 09/2005 |

Planned results

8.4 Reviewing the progress of the project implementation, discussing strong and weak points, making appropriate management decisions, planning future activities and preparations for the networking meetings
8.5 Preparation of the technical implementation and financial reports

Indicators of progress

3rd technical implementation report and financial statements

Changes

Proposed changes

8.1 According to the dissemination seminar (activity 1.1) also the second meeting of the management board has been postponed to September 2004

Part II: Financial report

Part II. a. : Statement on the costs incurred (to be completed with the 2nd and 3rd Report)

WARNING ! The content of the statement on the costs incurred is different depending on the deadline

- 2nd Report : Progress report on the action's implementation and statement on the costs incurred : **Column B refers to expenditure made until the date of submission of the Report ;**
- 3rd Report : Technical implementation report and financial statement: **Column B refers to all expenditure incurred in the framework of the project, from the starting date to the end date of the action.**

| | | A Tempus Financing (Re. Annex II) | B Expenditure |
|------------------------|-----------------------------------|---|------------------|
| I | STAFF COSTS | 74.000 | 46.250 |
| II | TRAVEL COSTS AND COSTS OF STAY | 154.300 | 89.500 |
| III | EQUIPMENT | 34.500 | 29.500 |
| IV | PRINTING AND PUBLISHING | 12.600 | 3.050 |
| V | OTHER COSTS | 6.600 | 550 |
| VI | OVERHEADS | 14.685 | 9.375 |
| TOTAL | | 296.685 | 178.225 |
| Bank interest * | | - | |
| OVERALL TOTAL | | 296.685 | |

Bank interest is to be declared in the second Report if it represents a significant amount, but in any case with the last Report (Re. Article II.16.4 of the agreement).

ACKNOWLEDGEMENT OF RECEIPT

| | | |
|---|---------------|-----------|
| Your name: Prof. Dr. Jürgen Zeddies | | |
| Complete address: University of Hohenheim - 410 B - | | |
| D | - 70593 | Stuttgart |
| Country code | Postal code | City |

This page of the form will be returned to you on receipt of your technical implementation report and financial statement. Therefore please enter your name and address in the box above. Please remember to send in this page with each of your reports.

Please tick the box corresponding to the report you are submitting:

- 1° Report
- 2° Report
- 3° Report

| | | |
|--|---|--|
| For internal use only | <table border="1"><tr><td>Joint European Project N° 23193-2002</td></tr></table> | Joint European Project N° 23193-2002 |
| Joint European Project N° 23193-2002 | | |
| under the Tempus programme. | | |
| Yours sincerely, | | |
| Done at | Date | |

CHECKLIST

WHAT INFORMATION TO BE SENT AND BY WHEN ?

| | | <u>REPORT SUBMISSION DEADLINES</u> | | | | |
|---|--|------------------------------------|-----------|-----------|------------|------------|
| | | 1/12/2003 | 1/07/2004 | 1/03/2005 | 30/10/2005 | 30/10/2006 |
| | ➤ Declaration : duly signed by the beneficiary and the legal representative - Annex III/2 | OO XX | OO | XX | OO | XX |
| PART I Progress report on the action's implementation | ➤ Progress Report on the action's implementation - Annex III/3-5 | OO XX | OO | XX | OO | XX |
| | ➤ Table on achieved/planned outcomes - Annexe III/6 | OO XX | OO | XX | | |
| PART II Financial report | PART II. a. Statement on the costs incurred | | OO | XX | OO | XX |
| | ➤ General overview of expenditure – Annex III/7 | | | | | |
| | PART II. b. Summary statement of the receipts and expenditure of the action | | | | OO | XX |
| | ➤ Expenditure tables for each budget heading – Annexes III/8-13 (include supporting documents) | | | | | |
| | ➤ Individual Grantholders Report (include travel tickets and invoices for travel costs) | | | | OO | XX |
| | ➤ Conventions | | | | OO | XX |

Legend: OO = Report for 2-year projects

XX = Report for 3-year projects