Administrative Guidelines for Asia Programme 2019 -projects

Webinar on administration of the projects
3.4.2020
EDUFI/Opethushallitus in a nutshell

• EDUFI is a national development agency working under the Ministry of Education and Culture

• Our core tasks are to develop education and training, early childhood education and lifelong learning and to promote internationalization in Finland

• Established in January 2017 after a merger of two organisations, the Finnish National Board of Education and the Centre for International Mobility CIMO
Asia Programme – background & topical

• 2007-2012 CIMO had an Asia Network programme, concentrating on teacher exchange with India, China, South-Korea

• The programme was evaluated in 2011 and HEIs & funded projects were being consulted on the needs for future funding instruments.

• As a result on the consultation and wishes of Finnish HEIs, the current Asia Programme was founded.

• In 2020, Asia-programme will be renewd together with First+ - programme, to support even more strongly the efforts of Team Finland Knowledge Network. The first call of the new programme will be in 2021 → current projects will be consulted on the needs of HEIs
More info on the funded projects at https://www.oph.fi/fi/ohjelmat/aasia-ohjelma

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<td>Hakkuin 2020 liittyyt dokumentit</td>
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<td>Team Finland Knowledge - asiantuntijoiden webinaarit</td>
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Administrative guidelines

• Guidelines by call available at: https://www.oph.fi/fi/ohjelmat/aasia-ohjelma

• Funding can never be used to other purposes than mentioned in:
  o application
  o project plan
  o call for applications

• Project plan needs to be adjusted to the administrative guidelines, that follow the Call for application

• Additionally for 2019 projects, “Valtionavustuksen erityisehdot” applies:
Payment of the grant

• The first part of the grant (60%) will be paid at the latest in September 2019 according to the payment information given in the project application.

• The second part of the payment will be paid after the final report.

• In case part of the grant is unused after the project period, EDUFI will invoice it back after examining the final reports.
Contact information of the grant

- If there will be changes in bank and/or invoicing details, the contracting Higher Education Institution will inform EDUFI on the changes in writing, duly signed by the legal representative of the coordinating higher education institution. The changes shall be sent by mail or as scanned documents by e-mail to aasia@oph.fi

- Should there be any changes in the contact persons, that were appointed in the application, the coordinator is responsible to notify EDUFI by e-mail to aasia@oph.fi.
General terms for using the grant

100% of the total project budget must be related to costs resulting from travelling and/or exchanges between Finland and Asia

- Eligible as travel costs are costs related to the travel such as trips, accommodation, travel agency costs, visas, insurance and possible subsistence allowances (=päivärahat).
- Wages or salaries for the duration of the mobility are not eligible as travel costs
- Costs regarding cancellations due to COVID-19 can be reported as travel cost, please see separate guidelines for this at EDUFI’s www-page for Asia Programme
- Any other costs related to the project need to be covered by self-financing of the project partners.
Monitoring of the grant

• It must be possible to monitor the use of the Asia Programme grant, as well as the use of self-financing, separately in the internal bookkeeping of HEIs → own project for Asia-funding in the bookkeeping for the costs

• HEIs must be able to demonstrate that travel grants have been paid to participants of the Asia Programme

• The project will be implemented as indicated in the project plan, in case of changes, a written request needs to be send to EDUFI

• In case the contracting HEI has not been able to realize the project as planned, EDUFI will charge back the amount of unused grant.
Possible self-financing of the project

The contribution to self-financing does not necessarily need to show in the internal bookkeeping of the contracting HEI. Other ways to demonstrate the self-financing:

→ **Finnish partners**: advisable to add a separate extract of account of the partnering HEI(s) to the interim/final report to demonstrate the partners’ financial contribution (and costs) to the project, **OR**

→ **Finnish partners**: invoices (for example rental costs of seminar premises or travel costs) to demonstrate the partners’ financial contribution

→ **Asian partners**: invoices of the realized costs in partner countries need to be attached to the final report
The coordinating Higher Education Institution is responsible to report about the use of funds awarded and the implementation of the project to EDUFI two times during the project period.

Interim Report, to be filled in the “Valtionapujärjestelmä” consists of:

- a short narrative report
- financial and statistical report

Main idea is to check, that the project is on the go, only in cases where problems occur, the projects are contacted & offered guidance

Will be done via the same online system as for the grant application
Final report, dl 11.1.2022

1) Financial and statistical report toteutuneet kulut & liikkuvuus Suomen ja Aasian partnerimaan kanssa

2) Extracts of the accounts, kirjanpidon ote

3) Qualitative report, raportti hankkeen tuloksista

4) Summary for publication, tiivistelmä hankkeen tavoitteista ja tuloksista
Each trip and/or exchange between Finland and Asia should be reported in the financial and statistical report.

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<th>No</th>
<th>Surname</th>
<th>Firstname</th>
<th>Title/other status of FIH</th>
<th>Sending institution</th>
<th>Host institution</th>
<th>Duration of mobility (weeks + days)</th>
<th>Dates of the visit</th>
<th>Amount of CMU grant in euros</th>
<th>Self-financing of the visit in euros</th>
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- Liikkujatyyppi (henkilökunta, opiskelija (kandi, maisteri, jatko-opiskelija)
- Lähtömaa
- Lähettävä/vastaanottava korkeakoulu
- Jakson kesto
- Jakson päivämäärät
- EDUFI rahoitus / omarahoitus
- KOONTI kokonaiskäytöstä eli paljonko käytetty kokonaisuudessaan & EDUFI + omarahoituksen osuudet
- COVID-19 kulut myös tähän raporttiin
2) Extracts of the accounts

- **Extracts of the accounts** from the separately kept internal bookkeeping on the expenses of the Asia-project for the whole project period.

- The **total amount** of the extracts of the accounts **should match with the financial and statistical reporting**, except when part of the activities is funded by Asian project partners.
3) Qualitative report = raportti hankkeen etenemisestä ja tuloksista

1a) Has the project achieved its set objective and does it match the needs identified in the original application and project plan?

1b) How did the Finnish & Asian project partners evaluate the project implementation; what was the impact reached by the project?

2. Please describe how the mobilities (both HEI staff and students, if involved) have contributed to the achievement of the project objectives.

3. Academic and administrative management of the project

4. Dissemination and Sustainability; future co-operation between the partners and utilization of the project outcomes

5. Unexpected outcomes / spin-off effects
Contact us:

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EDUFII’s Asia Programme:

https://www.oph.fi/fi/ohjelmat/aasia-ohjelma
Thank You!

Questions?