HEI ICI WEBINAR ON REPORTING

27th February 2018

EDUFI Internationalisation Services for Higher Education
10.00-10.30
EDUFI Reporting system + Questions

10.30-11.00
Narrative Report + Questions

11.00-11.30
Financial Reporting + Question
TIMELINE

The coordinating HEI will in collaboration with partners prepare and submit three reports during the project implementation period spanning over 2017-2020:

- **Annual Progress Report I will be submitted to EDUFI by 31.3.2018**
- **Annual Progress Report II will be submitted to EDUFI by 31.3.2019**
- **A Final Report will be submitted to EDUFI by 30.6.2020**
“Valtionavustusjärjestelmä” / VA-system is a EDUFI funding management tool

- No more signing-in! You have received a project specific link to your project’s annual reporting template by email. You can return to the report using the link.

- **The reporting link is generated by the VA-system.** It has been sent to you from the address no-reply@valtionavustukset.oph.fi.

- The system saves automatically, but make sure to also save and refresh the page frequently

- Make sure the report includes all information and attachments, and has been submitted before the deadline.
FOUR SIMPLE STEPS FOR SUBMITTING REPORTS

1. Click the Personal Reporting Link
   - The link will direct you to the electronic reporting form, which needs to be filled in and submitted.
   - Each report has its own specific link.
   - Please check it has not ended up in your junk mail folder.
   - Avoid Internet Explorer
HEI ICI Programme 2016-2020

ANNUAL REPORT 2017

To be filled in online by end of March 2018. Please find additional information on content required via the "?" signs next to the questions.

PROJECT DETAILS

Acronym *

Project Name *

Coordinating HEI *

Primary contact email for this report *

1. OVERVIEW

Short Summary of Progress So Far *
FOUR SIMPLE STEPS FOR SUBMITTING REPORTS

2. Fill in all needed information following the HEI ICI Online Reporting Content Word Document.

3. Upload all necessary attachments:
   - The financial report in Excel format (.xls/.xlsx)
   - Accounts Extract of the coordinating HEI
   - Mobility Reports, for those with mobility actions
     - no specific HEI ICI template, you may use the reports/feed-back documents of your own HEI
FOUR SIMPLE STEPS FOR SUBMITTING REPORTS

4. Remember to submit the report with the “Lähetä Käsiteltäväksi” – button.

- The legal representative receives a copy of the submitted report
  ➔ This is enough to confirm that the project funding has been used in accordance with the HEI ICI agreements and regulations.
QUESTIONS

COMMENTS
NARRATIVE CONTENT

1. OVERVIEW OF PROJECT IMPLEMENTATION
2. CONSISTENCY WITH DEVELOPMENT POLICY
3. ACHIEVEMENT OF RESULTS DURING REPORTING PERIOD
4. SUSTAINABILITY
5. COMPLEMENTARITY
6. PROJECT MANAGEMENT
7. PROJECT VISIBILITY
8. TRAININGS AND MOBILITY
9. LESSONS LEARNED
CONSISTENCY WITH DEVELOPMENT POLICY

• HUMAN RIGHTS BASED APPROACH PRINCIPLES: non-discrimination, participation, inclusion, accountability, transparency
  ➢ Project activities do not contribute to discrimination

• PROMOTING GENDER EQUALITY

• REDUCING INEQUALITY OF ALL KINDS

• STRENGTHENING CLIMATE SUSTAINABILITY

• AGENDA2030 & SUSTAINABLE DEVELOPMENT GOALS
On a scale from 1-5 how well does your project integrate a human rights based approach? *

1 Negative  2 Neutral  3 Sensitive  4 Positive  5 Transformative

Describe How Human Rights Based Approach Has Been Applied *

On a scale from 1-5 how well has your project mainstreamed gender? *

1 Negative  2 Neutral  3 Sensitive  4 Positive  5 Transformative

Describe Project’s Approaches to Gender *

On a scale from 1-5 how well has your project integrated the reduction of inequality? *

1 Negative  2 Neutral  3 Sensitive  4 Positive  5 Transformative

Describe Project’s Approach to Reduction of Inequality *
NEGATIVE - Problems are used or reinforced to achieve desired outcomes

NEUTRAL - Does not reinforce existing problems

SENSITIVE - Takes problems into consideration

POSITIVE - Seeks positive change

TRANSFORMATIVE - Enables systemic change
**Links to SDG indicators**


4.c By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States.

4.c.1 Proportion of teachers in (a) pre-primary; (b) primary; (c) lower secondary; and (d) upper secondary education who have received at least the minimum organized teacher training (e.g. pedagogical training) pre-service or in-service required for teaching at the relevant level in a given country.

### Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all

<table>
<thead>
<tr>
<th><strong>7.1</strong> By 2030, ensure universal access to affordable, reliable and modern energy services</th>
<th><strong>7.1.1</strong> Proportion of population with access to electricity</th>
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<tr>
<td><strong>7.2</strong> By 2030, increase substantially the share of renewable energy in the global energy mix</td>
<td><strong>7.1.2</strong> Proportion of population with primary reliance on clean fuels and technology</td>
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<tr>
<td><strong>7.3</strong> By 2030, double the global rate of improvement in energy efficiency</td>
<td><strong>7.2.1</strong> Renewable energy share in the total final energy consumption</td>
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<tr>
<td><strong>7.a</strong> By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology</td>
<td><strong>7.3.1</strong> Energy intensity measured in terms of primary energy and GDP</td>
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<td></td>
<td><strong>7.a.1</strong> International financial flows to developing countries in support of clean energy research and development and renewable energy production, including in hybrid systems</td>
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## Links to SDG indicators

https://unstats.un.org/sdgs/

### Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

| 8.3 Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services | 8.3.1 Proportion of informal employment in non-agriculture employment, by sex |

### Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

| 9.5 Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending | 9.5.1 Research and development expenditure as a proportion of GDP |
| 9.5.2 Researchers (in full-time equivalent) per million inhabitants |
Links to SDG indicators

https://unstats.un.org/sdgs/

<table>
<thead>
<tr>
<th>Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development</th>
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<tbody>
<tr>
<td>14.7 By 2030, increase the economic benefits to small island developing States and least developed countries from the sustainable use of marine resources, including through sustainable management of fisheries, aquaculture and tourism</td>
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<tr>
<td>14.7.1 Sustainable fisheries as a proportion of GDP in small island developing States, least developed countries and all countries</td>
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<tr>
<th>Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss</th>
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<tr>
<td>15.2 By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally</td>
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<tr>
<td>15.2.1 Progress towards sustainable forest management</td>
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</table>
RESULTS

OBSERVABLE, MEASURABLE CHANGE

DELIVERED BY THE ACTIVITIES
Output indicator 1.1: New methods improving access to higher education and research information (number/%)

Output indicator 1.2: Students/teachers/other stakeholders having improved access to HE and research information (incl. women /girls, minorities, persons with disabilities) (number/%)

Output indicator 2.1: New teaching methods, curricula, study programmes, modules and quality assurance mechanisms (number/%)

Output indicator 2.2: New collaboration initiatives, (joint) publications or dissemination events (number/%)

Output indicator 3.1: New mechanisms created for administration (number/%)

Output indicator 3.2: New mechanisms/tools created for management (number/%)

Output indicator 4.1: New forms of cooperation enhancing participation in local, regional or national level (number/%)

Output indicator 4.2: New modalities of cooperation enhancing the role of HE at international level (number/%)
SUSTAINABILITY

CONCRETE MEASURES TAKEN SO FAR FOR SUSTAINING PROJECT RESULTS AT THE END OF THE PROJECT FUNDING, e.g. accreditation process started

THE CONTINUED INTERNAL SUPPORT OF ACTIVITIES AND INVOLVEMENT IN FINNISH AND PARTNER INSTITUTIONS
COMPLEMENTARITY

COMPLEMENTARITY WITH ACTIVITIES SUPPORTED BY FINLAND OR OTHER DEVELOPMENT PARTNERS IN THE TARGET COUNTRY, REGION OR HEI.

SYNERGIES WITH OTHER HEI ICI PROJECTS

LINK TO EDUCATIONAL EXPORT ACTIVITIES/PARTNERSHIPS

COOPERATION WITH NON-ACADEMIC STAKEHOLDERS
PROJECT MANAGEMENT

- ORGANIZATION AND MANAGEMENT STRUCTURE
- MODES OF COMMUNICATION
- REPRESENTATION AND RESPONSIBILITIES OF PARTNER INSTITUTIONS
- FINANCIAL MANAGEMENT AND LOGISTICS
- TRANSPARENCY AND POSSIBLE ANTI-CORRUPTION MONITORING

DESCRIBE JOINT REPORTING PROCEDURES AS WELL AS APPROVAL OF PROJECT REPORTS

INTERNAL FEEDBACK SYSTEMS AND INTERNAL QUALITY CONTROL

PROCUREMENTS
PROJECT VISIBILITY

• HOW HAVE THE PROJECT RESULTS BEEN DISSEMINATED SO FAR?
• DISSEMINATION EVENTS AND SEMINARS
• PUBLICATIONS AND ARTICLES
TRAININGS AND MOBILITY

NUMBER OF TRAININGS AND PARTICIPANTS
  + DESCRIBE TRAININGS WITH TOPICS, PARTICIPANTS AND LOCATIONS

NUMBER OF MOBILITY ACTIONS
  + DESCRIBE SELECTION PROCESS, THE RECOGNITION OF STUDIES AND EACH MOBILITY PERIOD
ATTACHMENTS NEEDED

1. FINANCIAL PROGRESS REPORT
2. ACCOUNTS EXTRACT OF COORDINATING HEI
3. MOBILITY REPORTS OF STAFF AND STUDENTS

Financial Progress Report *
talousaulukko sähköiseen järjestelmään.xlsx (Liitetty 24.1.2018 klo 14.24) 

Upload in Excel format!

Accounts Extract *

Printout of bookkeeping system should include project number

Mobility Reports of Staff and Students *

Only one file can be uploaded per element, so combine reports into one file
KEY TAKEAWAYS

- Prepared jointly with the partner HEI(s), approved by Project Board
- Describe progress against project objectives and expected results
- Proof of effectiveness of the intervention
- Provide links to pictures and videos
Financial reporting

The contracting HEI is responsible for the control of the expenditure.

The excel budget table is to be filled in according to the cost item principles in
- the HEI ICI Programme Document 2016-2018,
- the General Terms and Conditions of State Aid, as well as
- the HEI ICI Administrative Handbook 2017-2020

All available on the HEI ICI website: [http://www.cimo.fi/programmes/hei-ici/to-the-coordinator](http://www.cimo.fi/programmes/hei-ici/to-the-coordinator)
Financial reporting

The total annual expenditure (100%) incurred during the reporting period is reported in the HEI ICI excel template. **The financing by the Ministry of Foreign Affairs (80 %) and the self-financing (20 %) are calculated in the excel-template on the basis of the total.**

The expenditure by the partner HEIs is to be reported, not the transferred amounts. The partnership shall agree on the cost reporting by the southern partners to the Finnish coordinating HEI.
Financial reporting

HEI ICI contract period 1.3.2017-30.3.2020, costs directly linked to the project activities can be charged to the project.

The cost is to be reported in the year that it is shown on the accounts extract, regardless of when the actual activity happened, e.g. if you are reporting a mobility scholarship for the academic year 2017-2018, and the scholarship has been paid in autumn 2017, you will report the cost as part of the annual financial report 2017.

Costs have to be actual, accrued costs (i.e. verifiable and acceptable costs).
More comprehensive changes* already approved through the Change Request Form don’t need to be repeated, but please refer to the approved Change Request in the “comments” field.

Minor budget changes can be explained in the annual excel reporting sheet, without a Change Request.

* Changes in Key Experts (>10 days input), Coordinators, members of the Project Board, budget changes of more than 15% between budget items
Financial reporting content and schedule

By end of March 2018
Progress Report 2017 1.3-31.12.2017
Summary 2017

By end of March 2019
Summary 2018

By end of June 2020
Progress Report 2020 1.1-30.3.2020
Summary 2019, Summary 2020
2017-2020 SUMMARY
Financial reporting by cost item

COST ITEM 1-2

Salaries are allocated using *time sheets* and the HEI's method of allocation of working hours.

Time sheets are not attached, but kept at the HEIs, to be checked in the final audit and during the monitoring visits by EDUFI.

Total working hours are indicated in the excel.
Financial reporting by cost item

COST ITEM 3 Grants for students and staff. *Please report costs related to student mobility periods, and short-term staff mobility with the sole purpose of teaching as part of normal curricula.* There is no specified time limit for what is considered a mobility period, **the aim is decisive**, i.e. whether the aim is capacity building or participation in normal teaching (i.e. teacher/student exchange).

Other mobility periods, such as capacity building and trainings, and reported under “salaries and fees” and “travel costs”. NB. **Also the travel costs for mobility are reported under the Cost item 4 “travel costs”** and not as part of the Grants for students and staff.

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HEI ICI FINANCIAL PROGRESS REPORT I (01/03/17-31/12/17)

<table>
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<tr>
<th>Project name:</th>
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<th>Name of the coordinating HEI:</th>
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<td>3. Grants for students and staff</td>
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<td>Grants for the coordinating Finnish HEI students and staff</td>
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<td>&gt;name of student/staff member&lt;</td>
<td>&gt;living expenses, visa, insurance. &lt;</td>
<td>&gt;dates, country&lt;</td>
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<td>Total Grants for the coordinating Finnish HEI students and staff</td>
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<td>Grants for partner 1 students and staff</td>
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<td>&gt;name of student/staff member&lt;</td>
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<td>Total Grants for partner 1 students and staff</td>
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Financial reporting by cost item

COST ITEM 5 Services and sub-contracting. In case there are Finnish partners in the project, the salaries paid to the Finnish partners should be reported under Cost item 5. Eventual annual audits are also reported under this cost item.

NB. Projects are asked to indicated total numbers of working hours of staff at partnering Finnish HEIs here
### Financial reporting by cost item

**COST ITEM 6** The overhead costs of the Finnish coordinating HEI. The percentage for indirect employee costs and the overheads percentage by the Finnish HEIs given at the time of application.

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<td><strong>6 The overhead costs of the coordinating Finnish HEI</strong></td>
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<td>Full cost model multiplier x % of coordinating HEIs' salaries</td>
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<td><strong>Total 6 The overhead costs of the coordinating Finnish HEI</strong></td>
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<td><strong>7 The direct administrative costs of the coordinating Finnish HEI</strong></td>
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<td><strong>Total 7 The direct administrative costs of the coordinating Finnish HEI</strong></td>
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<td><strong>8 The administrative costs of the partner HEIs</strong></td>
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<td><strong>Meeting arrangements, bank transfer costs, exchange gains/loss</strong></td>
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**COST ITEM 7** The administrative costs of Partner HEIs. Costs under this cost item may include costs arising directly from project implementation (e.g. photocopying or printing, venue rentals for seminars/workshops, VAT losses, bank transfer fees). No overhead costs are accepted under this cost item.
2017 Summary - Overall Funding

Costs of the coordinating Finnish HEI and the southern partner HEIs are automatically transferred

NB. Add costs of Finnish partner HEIs, reported under cost item 5, in overall expenditure of Finnish HEIs