

PMG (Management and Monitoring)

New Employability Skills and
Business Creation in the
Audiodescription and Subtitling
Sector (CASTLE)

14th November 2017



Project Support Office

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Programme Monitoring Officer

Project Management & Governance Team



Project Support Office

- Pre award and post award
- Resources
- Contractual advice and guidance on delivery
- Project compliance/funding regulations
- Independent monitoring
- National and EU; variety of funders



Partner Agreements

- Final Agreements should be signed by legal representative
- Countersigned copies will be returned
- Legally binding



Management and Monitoring

- Management and Monitoring Guidance
- 2017 Key Action 2 Handbook
www.erasmusplus.org.uk



Monitoring Requirements

- Maintain an audit trail
- Retain records 5 years after project end date
OCT 2024
- Claims as detailed in guidance
- Contribute to progress, interim and final reports
- Publicity requirements – logo and disclaimer



Intellectual Property

- Ownership of the result of the action is shared by the beneficiaries
- The NA and Commission have the right to make free use of the results of the action
- Educational materials produced *must be made available through the internet, free of charge and under open licenses*
- Annex 1, Grant Agreement



Thank you for listening

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This communication has been produced with the support of the Erasmus+ Programme of the European Union. The contents of this communication are the sole responsibility of the University of Wolverhampton and can in no way be taken to reflect the views of the NA and the Commission.

Project No: 2016-1-UK01-KA202-036682