



Welcome to: KICK-OFF MEETING GRAZ

Financial Education

Levering the Implementation
Efficiency in Schools

14/01/13-16/01/13

DAY I - Monday

■ Contents

- Introduction of partners
- Distribution of relevant documents
- Grant Agreement
 - Parts I 4,5,6,11
 - Part II 5
- Budget/Setting of future meetings



Day I – Introduction of Partners

Please provide information
about you, your department as well as
your organization.

DAY I – Relevant Documents

- **Grant Agreement**
- **Mandate Letters**
- **Partner Contracts**
- **Templates for Project Controlling**

DAY I – Grant Agreement

- **Part I 4 - Financing the Action**
- **Part I 5 - Payment Arrangements**
- **Part I 6 - Reports**
- **Part I 11 - Other Special Conditions**
 - Exchange Rate
 - Dissemination
 - Publicity Obligation
- **Part II 5 - Publicity**

DAY I – Budget

- **Travel & Subsistence Budget**
- **Other Costs**
- **Expenditures & Revenues**
- **Ceilings**

DAY I – Future Meetings

- **2nd Meeting: FH Kaiserslautern**
 - April 2013
- **3rd Meeting: KH Leuven**
 - August or early September 2013
- **4th Meeting: BA School of Business and Finance**
 - July or August 2014
- **Final Conference: FH Joanneum**
 - November or December 2014
- **Other Meetings**
 - Quality Peer Group
 - National Meetings → School + University

DAY II - Tuesday

■ Contents

- Introduction to Financial Guidelines
- Work Packages
 - Determination of Outcomes
- Dissemination Strategy
- Exploitation Strategy

DAY II – Work Packages (IMP)

- **WP 3: Needs and Gap Analysis**
 - Timetable/Outcomes/Deadlines
- **WP 4: Teaching Materials**
 - Timetable/Outcomes/Deadlines
- **WP 5: Pilot Phase**
 - Timetable/Outcomes/Deadlines

DAY II – Dissemination Strategy_i

■ Media Strategy

■ Timing of publications

- (working) **Papers** – published at the website
 - about project progress
 - about specific results (WP 3,4,5)
 - about financial literacy in general

■ Conferences

- e.g. Finance and Economics Conference, June, Germany
- e.g. PEIAC 2013 (Academic Conference), June, France
- e.g. LICER 2013 (Educational Research), September, Malaysia
- *Deadlines for 2014 relevant (!) now – Conferences in the USA*
- *Conference Costs are not covered by the project budget!*

■ Journals, maybe regional newspapers

DAY II Dissemination Strategy_ii

- **Please note all dissemination activities as follows:**

The following table should be created by the partners themselves

Type	Place	Time	Target group
Website	Internet	01/2013	Unspecified
Folder	<ul style="list-style-type: none">– Internet– Personal Delivery– Participating Organisations (in-house)	01/2013	<ul style="list-style-type: none">– Project partner– Other schools– Universities– Relevant (political) institutions
Poster	Participating Organisations (in-house)	01/2013	Other interested researchers

DAY II – Exploitation Strategy

- **Activities to ensure sustainability**
 - e.g. maintenance of website
 - offering of workshops
 - naming of a contact person/organisation

DAY III - Wednesday

■ Contents

- Quality Management
- Quality Assurance
- Performance Measurement

DAY III – Quality Management

- **Quality assurance within EU-funded projects**
 - RAMS
- **Peer group members**
- **Evaluation of work packages**
- **Evaluation of the project's progress/performance**
 - Progress/Performance indicators
 - Actual vs. planned termination – COMPARISON
 - Evaluation of Partner Satisfaction
 - Evaluation of Meetings