

Michaela Tscherne

Kickoff Meeting CNL

Project Management

November 14, 2022



**Co-funded by
the European Union**



Agenda

- Responsibilities
- Timeline
- Milestones
- Dissemination
- Project Intranet
- Quality Management – Quality Board
- Payment Terms
- Reports and Audits
- Templates
- Next Steps

Padlet for our today's meeting



Project Partners

- University College of Teacher Education Lower Austria (PH NÖ): Lead of the project (Coordinator)
- Eötvös Loránd Tudományegyetem (ELTE) Budapest
- Universität Siegen
- Ludwig-Maximilians-Universität (LMU) München
- Univerza v Mariboru (Universität Maribor)
- Tartu Ülikool (Universität Tartu)
- 1. Europäisches Klima- und Umweltbildungszentrum (EKUZ)
- Bildungsdirektion für Vorarlberg
- Landschaftsverband Westfalen-Lippe (Droste-Forschungsstelle)
- Partners: Univ. Prof. Dr. Reinhold Leinfelder und Prof. Lustig, MA

Responsibilities

- Project Leader/Chair Quality Board: Erwin Rauscher
- Scientific head for the whole project: Carmen Sippl
- Project and Quality Management: Michaela Tscherne
- Co-Coordination whole project: LMU München
- Responsible person for dissemination (whole project): Michaela Tscherne
- 1 responsible person for dissemination from each partner organisation
- 1 member in Quality Board from each partner organisation
- Responsible person for each work package (Lead)
- Responsible person for each work package within the partner organisations for coordination

Timeline

- Kickoff: November 2022 in Mallnitz
- WP 1 *CNL Manual Part 1+2*: 2.11.2022-30.9.2023
- WP 2 *CNL Platform & CNL Learning Scenarios*: 1.4.2023-29.4.2024
- WP 3 *CNL MOOC*: 1.3.2023-31.10.2024
- WP 4 *CNL Narratives*: 1.4.2023-30.9.2025

Important Milestones

- WP 1: 2.11.2022-30.9.2023
 - Milestone Manual CNL Part 1: 1.4.2023
 - Milestone Manual CNL Part 2: 1.8.2023
- WP 2: 1.4.2023-29.4.2024
 - Milestone CNL Platform: 31.1.2024
 - Milestone Next-practice-Examples/Learning Scenarios: 1.12.2023 (min. 50 pdf-documents)
- WP 3: 1.3.2023-31.10.2024
 - Milestone Template: 31.8.2023
 - Milestone Implementation on CNL Platform: 30.9.2024
- WP 4: 1.4.2023-30.9.2025
 - Milestone Selection Narratives: 30.6.2023
 - Milestone Development of Narratives: 31.8.2024
 - Milestone Publication in the form of books (digital): 30.9.2025

Dissemination Strategy

- V 2.1 dtd March, 2022
- Responsibility: PH NÖ
- Co-Coordination: LMU (dual control principle)
- Review by all partners
- Important: Dissemination prior/during and after project duration
 - Project-Website, Flyers
 - Emails, Social Media, Blog Posts
 - Conferences, Openhouse Days, ...
 - Seminars, ...
 - Meetings, TNPs, Multiplier Events
 - Media: print and online
 - Journals: print and online



Dissemination

- Dissemination at appropriate, transnational events – if possible worldwide
- Funding reference
 - On any publication related to the project
 - On all information and promotional materials
- Reference to funding from Union funds and emblem of the European Union (clearly visible)
 - <https://ec.europa.eu/info/resources-partners/european-commission-visual-identity>
- Quote disclaimer in **all publications and communication**
- Document Dissemination Strategy to be found in the Project Database



Responsibilities Dissemination

- PH NÖ: Michaela Tscherne
- ELTE: Gabriella Perge
- Siegen: Berbeli Wanning
- LMU: Uta Hauck-Thum
- Maribor: Jana Ambrozic-Dolinsek
- Tartu: Liisi Pajula
- EKUZ: Magdalena Karan
- BD Vorarlberg: Gerhard Mayr
- DROSTE: Anke Kramer

Project Database (1)

■ CultureNature Literacy

CultureNature Literacy (CNL): Schulische Schlüsselkompetenzen für Zukunftsgestaltung im Anthropozän

CultureNature Literacy (CNL): Curricular key competences for shaping the future in the Anthropocene

Kofinanziert durch das Programm Erasmus+ der Europäischen Union



Über das Projektvorhaben



Ziele des Projekts



Projektaktivitäten



Projektpartner*innen

Intranet

Login

Username

Password

Login



Co-funded by
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Project Database (2)

Intranet

Willkommen im Projekt-Intranet.

In diesem Bereich haben Sie lesend Zugriff auf Dokumente betreffend Projektmanagement, Qualitätsmanagement und Vertragsmanagement.

Jede Organisation hat einen eigenen Bereich zur Verwaltung der Projektunterlagen. Sie können die Dokumente Ihrer Organisation hochladen, bearbeiten und verwalten. Bitte geben Sie Ihre Disseminationsaktivitäten regelmäßig in die Disseminationsdatenbank ein und laden Sie die Time Sheets monatlich hoch.

Bei Fragen wenden Sie sich bitte an [michaela.tscherne\(at\)ph-noe.ac\(dot\)at](mailto:michaela.tscherne(at)ph-noe.ac(dot)at)

Welcome to the project intranet.

In this area you have read-only access to documents concerning project management, quality management and contract management.

Each organisation has its own area for managing project documents. You can upload, edit and manage the documents of your institution. Please regularly enter your dissemination activities in the dissemination database and upload your time sheets on a monthly basis.

If you have any questions, please contact [michaela.tscherne\(at\)ph-noe.ac\(dot\)at](mailto:michaela.tscherne(at)ph-noe.ac(dot)at)

- [Filemanager](#)
 - [General](#)
 - [Elte](#)
 - [EKUZ](#)
- [Disseminationsdatenbank](#)
- [Logout](#)

Project Database (3)

General | CultureNatureLiteracy

+

← → ↻

cnl.ph-noe.ac.at/intranet/filemanager/general

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✎

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	Name	Updated the	Size	Action
<input type="checkbox"/>	 Contracts	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Multiplier_Events	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Project_Management	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Quality_Management	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Reports	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Templates	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 TNPs	09/11/2022	0 File(s)	📄+📄✎
<input type="checkbox"/>	 Working_Packages	13/11/2022	0 File(s)	📄+📄✎

- Filemanager
 - General
 - Elte
 - EKUZ
- Disseminationsdatenbank
- Logout

Project Database (4)

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	<u>Name</u>	<u>Updated the</u>	<u>Size</u>	<u>Action</u>
<input type="checkbox"/>	 AP0_Project_Management	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP1_CNL_Manual_Part_1	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP1_CNL_Manual_Part_2	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP2_CNL_Learning_Scenarios	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP2_CNL_Platform	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP3_CNL_MOOC	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 AP4_CNL_Narratives	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 Contracts	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 Meeting_Minutes	09/11/2022	0 File(s)	 
<input type="checkbox"/>	 Time_Sheets	09/11/2022	0 File(s)	 

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- [EKUZ](#)
- [Disseminationsdatenbank](#)
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Dissemination Database (1)



CNL
CultureNature Literacy



HOME

PROJEKTVORHABEN

ZIELE

PROJEKTAKTIVITÄTEN

PROJEKTPARTNER*INNEN

INTRANET

[CultureNature Literacy](#) / [Intranet](#) / Disseminationsdatenbank

Disseminationsdatenbank

New dissemination

Dissemination Database (2)

Partner name

First Partner ▼

Cancel

Delete

Save

Basic data about the dissemination activity

Date OR starting date 04/07/2022

Ending date (optional) 31/08/2022

Created By TestAdmin

Modified By

Created At 2022-08-02 15:57:33

Modified At

Form

- ☒ Presentation
- ☐ Flyer/brochure
- ☐ Study
- ☐ Article
- ☐ Post
- ☐ Newsletter
- ☐ Other ...

Language

- ☒ English
- ☐ Estonian
- ☒ German
- ☐ Hungarian
- ☐ Slovenian

Related Work Package

- ☐ None
- ☒ CNL Manual Part 1
- ☐ CNL Manual Part 2
- ☐ CNL Platform
- ☐ CNL Learning Scenarios
- ☐ CNL MOOC
- ☐ CNL Narratives
- ☐ Entire Project

Channel

- ☐ Project Website
- ☐ Partner Website
- ☐ Social Media
- ☒ Event
- ☐ Conference
- ☐ Meeting
- ☐ Seminar
- ☐ E-Mail
- ☐ Magazine/Newspaper
- ☐ Journal
- ☐ Other

Area

- ☒ Online
- ☐ Austria
- ☐ Estonia
- ☒ Germany
- ☐ Slovenia

Target group

- ☐ HEI Staff
- ☒ HEI Students
- ☐ Others
- ☐ Research Communities
- ☐ School Leaders
- ☐ Teachers

Level

European ▼

Url of the dissemination activity (if relevant) http://fred.com

Description:

This is my first dissemination.

Document

[s1.pdf](#)

Choose File No file chosen

Upload file

Cancel

Delete

Save

Dissemination Database (3)

New dissemination

Start Date	End Date	Partner	Form	Language	Related WP	Url	Document
2022-07-04	2022-08-31	First Partner	Presentation	English,German	CNL Manual Part 1	http://fred.com	x1.pdf Display
2022-08-03		First Partner	Presentation,Study	Hungarian	CNL Manual Part 1	www.orf.at	x1.pdf Display
2022-09-05		Second Partner		German	Entire Project	TheUrl	x1.pdf Display
2022-08-01		Another Partner	Presentation,Flyer/brochure,Study				x1.pdf Display

Scheduled Dissemination Activities

- LOGO – PH NÖ (done)
- Project Website (descriptions, targets, target groups, results, partners) – PH NÖ (in progress)
- Links to the project website from all partner websites – all
- Project flyers end of Jan 2023 – PH NÖ
- Template power point presentations – PH NÖ (in progress)
- Reports and photographs about events (hosts)
- Summary for newsletters describing finished products (1-2 A4-pages) photographs included – Lead of the working package
- Dissemination of the newsletters – PH NÖ (project website, websites of all partners)

Quality Management – Quality Board

- PH NÖ (Head): Erwin Rauscher, Carmen Sippl
- BD Vorarlberg: Markus Juranek
- Siegen: Berbeli Wanning
- LMU: Christian Hoiß
- ELTE: Rita Nagy
- Maribor: Alja Lipavic Ostir
- Tartu: Ali Leijen
- EKUZ: Sabine Seidler
- DROSTE: Anke Kramer

Quality Board

- Quarterly meetings (online – if required more often)
- Discussion about reports (status of the project, quality of the products, budget control)
- Evaluation of working packages based on checklists (regarding quality) → negative evaluation → revision
- Quarterly reports to Quality Board (by the Project Management)

More about the Project

- Funding: EUR 250,000.00
- Duration: November 2022 – October 2025
- 4 working packages (6 products) – project meetings min. every 4 weeks (online)
- Important: principle of co-financing must be considered
- Principles of economy, efficiency and effectiveness
- Subcontracting: max. 20% of the funding amount

Payment Terms

Three Instalments

- First instalment after signing the contracts in November 2022 (40%)
- Second instalment upon receipt and approval of the interims report (40%)
 - Min. of 70% of the first instalment must have been spent
 - Transfer to the partners within 2 weeks after receipt of the funding
 - In case of a consumption of less than 70% of the 1st instalment, a lower amount of the 2nd instalment will be paid for the time being after evaluation of the interim report.
- Third instalment after receipt and approval of the final report (20%)
 - Transfer to partners within 2 weeks of receipt of final payment
- Reports are uploaded in the Erasmus+ Reporting and Management Tool (Beneficiary Module) by PH NÖ

Reports

- Evaluation based on the reports
 - Quality of the partnership
 - Quality of the implementation of the project (PM, QM, Quality Board, documentation)
 - Relevance and impact
 - Self-evaluation of the partners
 - Evidence/documents
- Interim Report by May 31, 2024 (for the period of November 2, 2022 until May 1, 2024)
 - Template by PH NÖ – cooperation with all partners
- Final Report within 60 days after end of project

Rights and Data Protection

- All project results are to be made available via the internet free of charge and under open licences.
- Exploitation rights have to be waived so that all products from the project can be made available to the general public free of charge.
- Data protection in accordance with the General Data Protection Regulation must be observed. (see data protection regulations of the PH NÖ)

<https://www.ph-noe.ac.at/de/datenschutzerklaerung>

- Photographs may be published – no objection – see minutes of the kickoff meeting

Project and Quality Management

Part 2



Much ado about nature ... that is culture. Natur ist, wer wir sind. Kultur ist, was wir tun. Zukunftsfähigkeit ist mehr als Nachhaltigkeit: Nachhaltig ist, was überlebt. Zukunftsfähig ist, was gut lebt. Unterrichten ist: Zukunft antizipieren, um vorbereitet zu werden und bereit zu sein, sie zu entwickeln und mitzugestalten, und dies auch tun zu wollen.
CN-L = Zukunft mitverantwortlich mitgestalten, Natur durch Kultur begreifen.

Funding

- Implementation of all activities according to the quality criteria in the application.
- Reductions possible if work packages are not or only partially carried out or if the quality is not satisfactory.

Bewertungspunkte Projekt/Arbeitspaket	%-Satz der Auszahlung
70 - 100	100%
52 - 69	90%
40 - 54	60%
0 - 39	30%

Project Amendments

- Max. 1 month before end of project (in writing to NA → Coordinator)
- In case of partner change or partner withdrawal
- Only possible if work package is not yet completed
- No application necessary if changes are made within a work package → documenting

Evaluation & Audits

- Obligation to retain documents: 10 years
 - Website must be maintained → PH NÖ
 - All (important) documents must be additionally kept by the coordinator (PH NÖ)
 - Time Sheets
 - Agendas
 - List of participants
 - Photographs of events
 - Invoices
- Please use templates!
- Please upload photographs

Travel Expenses

- Budget: € 575.-- / TNP
- Documents: boarding pass/train tickets (keep them for 10 years)
- Lists of participants, Certificates of Participation
- Planned trips to meetings that do not take place reduce the budget or have to be compensated by additional tasks to be agreed upon between the Partner and the Coordinator.

Time Sheets

- Monthly
- Upload in the CNL-Database

Monthly Time Sheet				CNL CultureNature Literacy		
Month/Year						
Name (full name)						
Staff category (please choose from the drop-down list)		Teacher				
Country						
Organisation						
Length of the standard working day defined under work contract or national legislation (hours)		8,00				
Name of the project		CNL				
Project number:		2022-1-AT01-KA220-HED-000085025				
Reporting period: start date - end date		Nov 2022 until Oct 2025				
	AP No.	Description of the tasks/activities	Date of activities (dd.mm.yyyy)	Time spent/hours	Number of working days for the project (full-time equivalent ³)	
1	O1				0	
2					0	
3					0	
4					0	
5					0	
6					0	
7					0	
8					0	
9					0	
10					0	
11					0	
12					0	
13					0	
14					0	
15					0	
16					0	
17					0	

Budget – Time Sheets

automatisches Speichern Stundenaufstellung Partner.xlsx

Datei **Start** Einfügen Seitenlayout Formeln Daten Überprüfen Ansicht

Arial 9

Schriftenablage Schriftart Ausrichtung Zahl

1 4.2

A	B	C	D
WP0	Projektmanagement	PH NÖ	BD Vorarlberg
0.1	Vorphase		
0.2	Projektmanagement während des Projektes		
1.3	Projektmanagement nach Projektende		
WP1	CNL Manual Part 1 & Part 2		
1.1	CNL-Definition und Kick-off (EKUZ)	3	
1.2	CNL-Handbuch als Manual (Siegen)	81	
1.3	CNL-Handbuch für SL (Vorarlberg)	158	
1.4	Publikation (PH NÖ) (Technikstunden)	5	
WP2	CNL Platform & CNL Learning Scenarios		
2.1	Modellierung (LMU)	15	
2.2	CNL-Plattform (PH NÖ) tw Technik und Admin	130	
2.3	Next-Practice-Beispiele (LMU)	308	
WP3	MOOC		
3.1	Konzeption und Modellierung (Tartu)	15	
3.2	Ausarbeitung MOOC-Blöcke (Tartu)	85	
3.3	Implementierung auf CNL-Plattform (PHNÖ) Technik	40	
WP4	CNL-Text-Bild-Narrationen		
4.1	Auswahl der Narrative (PH NÖ)	9	
4.2	Ausarbeitung (PH NÖ)	90	

Templates

- Meeting minutes
- Checklists
- Newsletter
- Power Point template
- Agenda
- List of participants
- Certificate of participation
- Quarterly project status update (PM to Quality Board)
- Green Project Management checklist

Green Project Management – see padlet



Checklist for Green Project Management

This checklist is addressed to our project team. With this tool, you can check within the development and implementation of our project if you have thought about the sustainable alternatives at any point.

The checklist will consist of self-reflecting questions. The questions for self-assessment contain statements about the actions that you can do to make your project management ecologically sustainable. The actions are grouped into the following four areas:

- Project Management
- Project Implementation
- Dissemination
- Quality Assurance & Evaluation

We ask you to reflect on the actions that you might already be doing and to consider starting other actions, particularly those that can turn your team or your organisation into a sustainable one.

Due Dates Work Package 1 – CNL Manual Part 1

- Table of contents by Nov 19, 2022
- Articles by January 14, 2023
- Review by Jan 30, 2023
- Editing by **April 1, 2023**

Due Date Work Package 1 – CNL Manual Part 2

- Table of Contents (DRAFT) by Nov 19, 2022
- CNL Concept for school development projects by April 22, 2023
- Concept for a school development project by May 13, 2023
- Articles (according to Annex I) by June 10, 2023
- Review by June 30, 2023
- Editing by **August 1, 2023**

Next Steps and Due Dates

- Return contracts by **Nov 26, 2022** – duly signed
- Provide **description of your organisation** for the CNL project website (see cnl.ph-noe.ac.at) according to the PH NÖ example by **Dec 2, 2022**
- **Work Package 1 CNL Manual: November 2022 until September 30, 2023**
- **Work Package 2 CNL Platform/Learning Scenarios: Starting April, 2023**
- **Work Package 3 MOOC: Starting March, 2023**
- **Work Package 4 CNL Narratives: Starting April, 2023**
- TNP2: Siegen (virtual) April 12-14, 2023
- TNP3/Multiplier Event: LMU Munich, October 18-20, 2023

Contacts – pls fill in



Evaluation

- <https://www.iqes.net/befragung/z93ZpT4qwb>

