UNESCO
Avicenna Project
Document information related to the phase of the project

AKCM

27/10/03

1- Activities:

The following activities have been undertaken during the first phase of the project.
- WP1 :
a) Participation to the Kick off meeting as well as to the pedagogical workshop.
b) Analysis of the TECHNICAL-ANNEX of the project, including the budgetary aspects and the activities related to each Work Package

- WP3:
Participation to two training session: 1) Poitiers, 18-20 March 2003, Paris 9-12 September 2003.

- WP2 :
a) Identification of existing technical resources and technological selection of the equipment to be acquired.
b) Analysis and evaluation of the platform of the project
c) Organization of the Avicenna Centers within the partner institution

- WP4 : Identification of pedagogical resources and selection of the courses to be produced and adapted.

- WP8 : Actions to give visibility to the project and dissemination of information at partner's national level

All activities should be realized by the Avicenna center's staff and two Consultants/experts:
a) The staff of the Avicenna Centre is as follow:
   - The Director
   - The Technical Expert,
   - The Pedagogical Expert
   - The Technician
b) Consultants / Experts (Teachers having participated to the project):
   - Participation of two teachers in the framework of the WP4. Two high level teachers for the identification of the pedagogical resources et

selection of the courses to be produced and adapted according to the questionnaire enclosed.

(Please send us the CV of the two teachers involved in the project)

2- First installment and contribution from the partner:

In conformity with the Agreement between UNESCO and your institution the first installment of an amount of 10300 € has been transferred to you on September 2003

_ Installement **1**:
+ Personnel	1 170 €
+ Consultants -experts	1 113 €
+ Perdiem	5 178 €
+ Travel costs	2 864 €
Total:	**10 325 €**

The partner has to contribute as follow:

- **Contribution 1**:
+ Personnel	540 €
+ Administrative costs	4 780 €
Total:	**5 320 €**

2.1 First installment details:
:

Staff, consultants and experts:
*** Personnel 1 170 € :**
- Director : 750 €
- Technical expert: 420 € (50% from the project and 50% from the institution
- Pedagogical expert : 420 € (50% from the project and 50% from de institution (see correspondence of 09 December 2002 ref : SC/AP/AVC02/08)

*** Consultants –experts 1 113 € :**
- Within the framework of the WP4, two high level teachers (Teacher producer AKCM)
    (556,5 x 2 = 1113 €)

The perdiems and the travel costs:
*** Perdiem 5 178 €**
*** Travel costs 2 864 € :**
- an amount of this costs has been utilized for the II training session in Paris 9-12 September 2003 and the rest should be used to cover the costs of the III training session on January 2004
-

2.2 Partner's contribution details:
This contribution is as follow:

* Personnel 540 € :
- Technical Expert: 210 €
- Pedagogical Expert: 210 €
- Technician : 120 €

* Administrative costs 4 780 € :
- Administrative costs : 4780 €
  - secretariat
  - meeting
  - Documents ' production
  - Communications
  - etc …

3- Interim Report and financial report:

At the end of the first phase of the project, UNESCO has to submit to the European Commission an interim report en a global financial report. At the same time the partners have to submit to UNESSCO a report on the activities undertaken and a financial report.

The interim report and the financial report have to reflect, the activities and the expenses according to the signed agreements:

- between UNESCO and the European Commission
- Between UNESCO and the partner

The activities and the expenses have to be consistent with the first installment as well as to the first contribution.

In conformity the Agreement signed between the partner and UNESCO (Art. I aliena 2.3) the PARTNER shall supply UNESCO with the interim report and the detailed financial accounts related to the expenditures. as well as with all receipts (in original or certified copies of the original) in order to be integrated into the global interim report to be submitted to the European Commission. The financial documents related to the expenditures, have to be certified either by your financial controller

We should be grateful if you would send to UNESCO before 20 November 2003 the following documents:
- **Report on the activities undertaken**
- **Financial report (format Appendix 4° enclosed)**

-

4- Launching of the WP5 :

I would like to draw your attention to the fact that the WP5 can be launched only on the base on your selection of the courses to be produced and/or adapted. A first proposal list of such courses will be submitted to the Scientific Committee, which will be set up soon. For the launching of WP5, which is the most important of the project, we need urgently the table 2.1 of the questionnaire enclosed.

5- Report D2.1 (non-jet realized and not jet delivered to the Commission).
In order to finalize the Report D2.1 (State of the art study on available technology), which normally has to be delivered to the European Commission at the end of the second month of the start of the project, a form was sent to all partners the start of the project. We have received only 4 replies.

In order to finalize the report D2.1, we urgently need the tables 1.2 and 2.3 of the questionnaire enclosed.
I take this opportunity to inform you that in conformity with the 'TECHNICAL ANNEX' (page 55), UNESCO has delivered to the European Commission the following reports:
D1.1, D1.2, D1.3, D1.4, D1.5, D2.2, D3.1, D3.2, D6.1, D8.1-2 , D9.123. (see Avicenna Intranet). We are finalizing the other reports

6- Visibility and Information dissemination on the project:

Within the framework of the WP8, le partners have to submit to UNESCO a dissemination medium term plan at national level, including actions eventually undertaken since the launch of the project. (Publications « media », meeting, conferences, demonstrations….)

Programme of the events

	Events					
Dates	*Conferences*	*Demonstrations*	*Meetings*	*Publications*	*Partnership*	*Project extension*