

# **Handbook**

**for the  
Coordinating Committee and Partners  
in**

**CLIOHWORLD.net**

**"Creating a New Historical Perspective: the European Union and the  
Wider World"**

**An Erasmus Academic Network  
supported by the European Commission, DG Education and Culture,  
under the Lifelong Learning Programme  
for the period October 2008 – September 2011**

*Agreement No. 2008-3200/001-001*

**February 2010 (Year 2)**

Please note that this handbook reflects the opinions of the authors.  
The European Commission cannot be held responsible for its contents or any use which may be made of it.

# *Contents*

## *Foreword*

### *I. General Matters*

- I.1 Project Summary
- I.2 Logos
- I.3 Disciplines involved
- I.4 Erasmus Academic Networks
- I.5 Selection Procedure

### *II. Contractual Basis and Work-plan*

- II.1 Contractual Documents
- II.2 The Partnership
- II.3 Internal Organization
- II.4 Rules on meetings
- II.5 Working Groups
- II.6 The Quality Initiative
- II.7 Work-plan
- II.8 Goals, Activities, Outcomes
- II.9 Working Methods
- II.10 Milestones
- II.11 Relations with CLIOHRES, CoRe2, Tuning, HUMART and ISHA

### *III. Financial matters*

- III.1 Budget and general considerations
- III.2 Travel and subsistence costs
- III.3 Management
- III.4 Staff time
- III.6 Financial Reporting

## Foreword

This Handbook has been prepared by the Central Coordinator of CLIOHWORLD.net in the collaboration of the Co-coordinator and the Project Assistant. The purpose is to present in clear and synthetic form the main things that CLIOHWORLD Coordinators of the Partner Institutions may need to know to carry out their activities in the agreed way.

As explained in this Handbook under point II.1 (Contractual Documents), the Network exists within the legal framework set up by the Contract with the European Commission and the Financial and Administrative Handbook produced by the Commission and their Annexes. These documents have been signed by the legal representative of the Coordinating institution and the European Commission. They are binding for all partners, and take precedence over what is stated in this Handbook. Therefore, continuous reference must be made to the Contractual Documents which are available to all partners on a restricted area of the cliohworld.net site.

The Legal Representative of each partner has signed an Endorsement Letter stating that they will carry out the Project. The Endorsement Letter included the following clauses:

*I confirm that I and others involved in this partner organisation have read and approved the proposal, the budget and the breakdown of work among partners, as submitted in the application form addressed to the Education, Audiovisual and Culture Executive Agency. We are prepared to contribute to the project budget with our own resources as specified in the budget. We confirm that the key staff involved in the project, as presented in Section 2 of the application form will be available to fulfil the role outlined, and we undertake to comply with the principles of good partnership practice.*

*I declare agreement to*

- (a) operating as a partner with University of Pisa to carry out the project identified above;*
- (b) undertaking the roles stipulated in sections 2 and 5 of the application form.*
- (c) managing all grant money according to the conditions of the Grant Agreement*

The Partnership intends to specify more precisely the rules of their consortium through a "Partnership Agreement".

We hope that this synthesis will prove useful for quick reference in the day-to-day running of the Network and ensuring its success in reaching its objectives.

## I. General Matters

### I.1 Project Summary

The following is the official summary contained in our Contract:

"CLIOHWORLD is an Erasmus Academic Network, now at the beginning of its second year. It is based on the findings of several previous projects. It intends to take an important further step towards increasing the critical understanding - on the part of European students and citizens in general - of Europe's past, present and future and its role in the wider world. The underlying motive is to fight xenophobia at its base, encouraging an inclusive European citizenship by providing the necessary tools for learners of all ages.

The main goals of previous and parallel European History Network projects (CLIOH, CLIOHnet, CLIOHnet2, CLIOHRES) have been to improve the understanding of national histories as they are studied, taught and learned in European universities. We have emphasised putting into contact and creating links between national historical narratives, preparing tools and materials to structure history programmes that can make learners aware of how national historical viewpoints have been created, and how and why they may contrast with the beliefs and understandings about history in neighbouring countries.

CLIOHWORLD.net uses its consolidated experience and methodology to deal with further challenges: first, to develop learning and teaching of EU history itself, including European integration and expansion, and, second, to promote knowledge of the links with the histories of other continents as well.

The main products envisaged are plenary working meetings, meetings of smaller working groups, dissemination activities in all partner countries, development of links with European and World History Associations in other continents, production and dissemination of Guidelines and Reference Points for Higher Education programmes in EU and World History, development and implementation of an EU History quality label based on Tuning competences and state of the art internal quality enhancement procedures, development of the [www.cliohworld.net](http://www.cliohworld.net) website, production and dissemination of new materials for innovative history teaching and learning.

CLIOHWORLD will disseminate its results in Europe and in other continents, giving students and teachers everywhere useful agreed guidelines and tools for implementing them."

### I.2 Logos

The **CLIOHWORLD logo** is formed by a detail of the Muse Clio as depicted by Vermeer in his Allegory of Painting (already used in the logo of the parent and sister Networks, CLIOHnet, CLIOHnet2 and CLIOHRES), in this case superimposed on an image of the Earth. The intent is to symbolise History through its muse and the World as the CLIOHWORLD context. In our logo Clio has her eyes open and holds one of our books in her arms, to symbolise an awakening and a new awareness of her surroundings.

The Network is obliged by contract to give high visibility in all its publications and on its website to the European Commission and to the **logo of the Directorate General for Education and Culture**. The logo is a stylised many-coloured bird in flight. The logo must be accompanied by a '**disclaimer**' formula stating that the publication represents the opinion of the authors and that the European Commission cannot be held responsible for the contents or any use which may be made of them.

There are norms on giving appropriate **visibility to Commission support** which must be followed. These consist in always making evident in every document, meeting, website and so forth, the name of the Network, the Contract number and that the activity is funded by the European Commission through the Erasmus action of the Lifelong Learning Programme of DG Education and Culture. And the '**disclaimer**' must always be included.

### **I.3 Disciplines involved**

The Network does not include historians alone. The particular expertise of historians – providing the general structure and cohesiveness of the proposed Network -- lies in their ability to clarify the political and cultural context in which various developments, events and processes occur and to engage knowledgeably in innovation in learning and teaching in History. However, the specific understanding and knowledge of researchers whose formation and activities regard other areas of human endeavour are also needed in order to achieve a high level of results.

This means that partners are invited to involve staff and students coming from other disciplinary areas to carry out the objectives of the Network.

### **I.4 Erasmus Academic Networks**

In the new Lifelong Learning Programme, which regards Education (teaching, learning: formal, non formal and informal, from infants to retired citizens) the Erasmus sector is devoted to Higher Education. Amongst the Erasmus Programmes there are the Academic Networks, which in substance are very similar to the Thematic Networks of the Socrates Programme. CLIOHnet and CLIOHnet2 were Thematic Networks; CLIOHWORLD as an Erasmus Academic Network is a partnership including Higher Education Institutions from all countries eligible to participate in Erasmus, organised in a Network to address a specific disciplinary area and specific themes.

### **I.5 Selection Procedure**

The CLIOHWORLD project was presented (in March 2008) in response to a call for proposals. Specifically it addressed one of the priorities indicated in the 2008 call for Networks on European expansion and integration.

Our proposal was judged "Very Good" and "Very Good" by the two independent experts engaged by the Commission as evaluators, and was selected for financing.

## II. Contractual Basis and Work-plan

### II.1 CLIOHWORLD Contractual Documents

The legal framework of the Network is established by the **Contract with the European Commission and its annexes**. It defines the rules and the reciprocal obligations between the Network and the Commission. It has been signed by the Rector of the University of Pisa as Coordinating Institution, also on behalf of the partnership on the basis of the Endorsement Letters presented with the Application.

**The contractual documents are reserved. They cannot be published outside the Network without the consent of all the members.** Therefore they are on a restricted part of the website. From the restricted space for each WG and the CC, with the 'login', it is possible to download the complete document.

### II.2 The Partnership

The Network is formed by 60 partners. These are:

Karl-Franzens-Universität, Graz (AT)  
Paris-Lodron-Universität, Salzburg (AT)  
Universiteit Gent (BE)  
Nov Balgarski Universitet, Sofia (BG)  
Sofiyski Universitet "Sveti Kliment Ohridski", Sofia (BG)  
Panepistimio Kyprou, Nicosia (CY)  
Univerzita Karlova v Praze, Prague (CZ)  
Otto-Friedrich-Universität Bamberg (DE)  
Ruhr-Universität, Bochum (DE)  
Technische Universität Chemnitz (DE)  
Roskilde Universitetscenter (DK)  
Tartu Ülikool (EE)  
Universitat de Barcelona (ES)  
Universitat Pompeu Fabra, Barcelona (ES)  
Universidad de Deusto, Bilbao (ES)  
Universidad Autónoma de Madrid (ES)  
Oulun Yliopisto, Oulu (FI)  
Turun Yliopisto, Turku (FI)  
Université Pierre Mendès France, Grenoble II (FR)  
Université de Toulouse II- Le Mirail (FR)  
Ethniko kai Kapodistriako Panepistimio Athinon (GR)  
Panepistimio Dytikis Makedonias (GR)  
Aristotelio Panepistimio Thessalonikis (GR)  
Miskolci Egyetem (HU)  
Coláiste na hOllscoile Corcaigh, Cork (IE)  
Ollscoil na hÉireann, Gaillimh-Galway (IE)  
Háskóli Íslands, Reykjavik (IS)  
Università di Bologna (IT)  
Università degli Studi di Milano (IT)  
Università degli Studi di Padova (IT)  
Università di Pisa (IT)  
Università degli Studi di Roma Tre (IT)

Vilniaus Universitetas, Vilnius (LT)  
 Latvijas Universitāte, Riga (LV)  
 L-Università ta' Malta, Msida (MT)  
 Rijksuniversiteit Groningen (NL)  
 Universiteit Utrecht (NL)  
 Universitetet i Oslo (NO)  
 Uniwersytet w Białymstoku (PL)  
 Uniwersytet Jagielloński, Kraków (PL)  
 Universidade de Coimbra (PT)  
 Universidade Aberta (PT)  
 Universidade Nova de Lisboa (PT)  
 Universitatea Babeş Bolyai din Cluj-Napoca (RO)  
 Universitatea "Alexandru Ioan Cuza" Iasi (RO)  
 Universitatea "Ştefan cel Mare" Suceava (RO)  
 Linköpings Universitet (SE)  
 Uppsala Universitet (SE)  
 Univerza v Mariboru, Maribor (SI)  
 Univerzita Mateja Bela, Banská Bystrica (SK)  
 Çukurova Üniversitesi, Adana (TR)  
 Karadeniz Teknik Üniversitesi, Trabzon (TR)  
 University of Aberdeen (UK)  
 Queen's University, Belfast (UK)  
 University of Sussex, Brighton (UK)  
 The University of the West of England, Bristol (UK)  
 University of Edinburgh (UK)  
 University of Strathclyde (UK)  
 Swansea University (UK)  
 Primrose Publishing (UK)

There are also 9 Associate partners, who are invited to participate in the meetings and activities but who cannot be financed because they are located in countries not eligible at present for Erasmus. These are:

Universität Basel (CH)  
 ISHA- International Student of History Association  
 Universiteti i Tiranës (AL)  
 Univerzitet u Banjoj Luci (BA)  
 Univerzitet u Sarajevu (BA)  
 Osaka University, Graduate School of Letters (JP)  
 Univerzitet "Sv. Kliment Ohridski"- Bitola (MK)  
 Moskovskij Gosudarstvennyj Oblastnoj Universitet (RU)  
 Univerzitet u Novom Sadu (SCG)

### II.3 Internal Organization

The Network is organised in such a way as to delegate different roles to different partners, giving responsibility to all and using the competences of all.

The Network is coordinated by the University of Pisa, assisted by the Pisa team. The Central Coordinator is Prof. Ann Katherine Isaacs. Prof. Anna-Maria Pult assists in the Management. Dr. Laura Burgisano is the

Project Assistant. Finances are administered by Drs Laura Franciosi and Tommaso Salamone at the Projects Office of the University of Pisa.

There are two Co-coordinators: Prof. Guðmundur Hálfðanarson (University of Iceland) and Prof. Carla Salvaterra (University of Bologna). They informed of all relevant business and share in the day-to-day coordination of the Network.

There is a Coordinating Committee which is composed of the leaders of the Working Groups, and several other key members of the Network. It meets regularly before and after each Plenary Conference and Working Meeting in order to organise and finalise the results of the Meetings. The Organisers of the respective meetings are also invited as appropriate.

## **II.4 Rules on Meetings**

The working rules regarding meetings are as follows:

Agendas of Coordinating Committee meetings are to be sent to the participants at least 10 days before the meeting; members within seven days before the meeting can ask to have included points which they think are missing.

Plenary meetings and Coordinating Committee meetings are presided by the Central Coordinator. All are minuted, the minutes circulated to the participants and finalised.

Working Group meetings are presided by their leaders and reports made of them.

When necessary, meetings may be carried out in electronic form.

## **II.5 Work Groups**

The five Work Groups designated are follows:

1. History of European Integration and of the European Union
2. World and Global History including periodization
3. e-learning and Digitization
4. EU-Turkey Dialogue
5. Regional and Transnational History

There are two leaders for each WG. These are, for WG 1, Luisa Trindade and Ewald Hiebl; for WG2 Seija Jaligin and Gerhard Dohrn-van Rossum; for WG3, Tapio Onnela and Carla Salvaterra; for WG4 Hatice Sofu and Guðmundur Hálfðanarson; for WG5 Steven G. Ellis and Iakovos Michailidis.

Each Group is responsible for carrying out the Workplan for its area.

## **II.6 The Quality Initiative**

There is a Commission on Quality, formed by Profs. Manfredi Merluzzi, Steven G. Ellis and Luc François. The Commission has perfected a Self-evaluation manual which can be used by the partner Universities to evaluate their History degree programmes using state of the art Tuning-ECTS-CLIOHWORLD tools.

Five Universities per year are asked to use and test the Manual.



## II.7 Work-plan

The Work-plans for the full three years is described in the proposal in some detail. If there are any changes they must be negotiated with the Commission.

The Work-plan is composed of the following Work Packages:

Workpackage number	Workpackage type	Workpackage title	Start	End
1	MAN	Management and Coordination of Network and Organisation of Network Activities	1	36
2	DIS	Dissemination of products, knowledge about Network, Guidelines, Reports and Learning Teaching Material	2	36
3	EXP	CLIOHWORLD Guidelines, tools and materials for Quality study programmes and CLIOH-WORLD Quality Label	1	36
4	QA	Quality assurance, evaluation and monitoring	1	36
5	DEV	<b>Start up</b>	1	3
6	DEV	First Conference and Working Meeting in SALZBURG: "Creating Dialogue between EU History, History of Europe and World History" (with preparation and follow-up CC meetings in Gent and Bologna)	4	10
7	DEV	Second General Conference and Working Meeting in BOCHUM: "Learning and Teaching History in Transregional, Transnational Frameworks" (and follow-up in CC meeting in Uppsala)	9	15
8	DEV	Joint Conference with CLIOHRES (FP6 Network of Excellence) in PISA on "Using Research Results and Publications in History Programmes" (and follow-up in CC meeting in Chemnitz)	14	20
9	DEV	Fourth General Conference and working meeting in OULU devoted to "History of Globalisation and Globalisation of History" (and follow-up in CC meeting in Athens)	20	26
10	DEV	Fifth General Conference and Working Meeting in ADANA: "Towards a New Ottoman History: Enhancing EU-Turkey Dialogue" (and follow-up in CC meeting in Miskole)	26	31
11	DEV	Final Conference and Working Meeting in LISBON: "Guidelines and Reference Points for EU and World History for Citizens of the 21st Century" (and follow-up in CC meeting in Riga).	31	35
12	DEV	Final report and organisation of follow-up which will take back after the after eligibility period	34	36

## II. 8 Goals, Activities, Outcomes

The following is a Summary made on the basis of the Contract. The Contract itself takes precedence over this Summary.

### Concrete aims and objectives:

- To increase awareness of how national narratives and public use of history may distort reality and lead to conflicts and misunderstandings
- To increase knowledge about national histories and cultures

- To increase knowledge and understanding of history of trans-national regions (border and frontier regions) particularly in the countries involved
- To increase knowledge and understanding of the European integration process
- To increase knowledge and understanding of the History of the European Union
- To increase knowledge and understanding of how European History (and Europe) relate to the wider world and its history
- To increase knowledge and understanding of shared histories of the territories once part of the Byzantine and Ottoman empires, promoting EU-Turkey Dialogue
- To provide tools and materials to assist Universities in accomplishing the above and in monitoring the quality of their provision

The Network possesses methodologies and materials which provide a basis for activities. Our needs analyses indicate that further strongly focused work is needed in the areas indicated, because they are amongst the most neglected, although they are clearly very important in a general strategy of increasing historical understanding for European citizens.

Specifically, in all these areas:

- **Higher Education institutions** will be provided with Guidelines, quality mechanisms, and learning teaching materials based on Tuning methodology and cutting edge research.
- **Students**, as the main beneficiaries, will have improved opportunities to understand the histories of EU member states, the history of their relationships, and the history of the European Union itself. They will also be able understand historical relationships with Turkey, and more generally that Europe is not alone on our planet, achieving greater understanding and respect for peoples of other continents.
- **Immigrants:** attitudes towards immigrants are clearly an issue in Europe today. A desired result of CLIOH-WORLD is to improve the service of HE in providing tools for dealing with immigrants in an inclusive way.
- **Young employed adults** are targeted as requiring particular kinds of offers of history l/t, and the general strategies for this sector will include specific packages on EU, Regional, EU-Turkey and world history.
- **Mature students** will also be the target of specific programmes and guidelines.
- **Children:** although our Network is an HE Network, we create materials for children too (utilised by others including CiCe in various projects). We intend to continue.

### **Concrete outcomes: Tuning Guidelines**

As to the specific pedagogical methodologies, ours are based on Tuning, a methodology to which the History Network has contributed from the very beginning. This is based on creating a platform of academics from many countries, in our case EU, EFTA and Turkey (but with strong functional links to SEE countries, Russia, Georgia and to partners in other continents), to develop agreed guidelines and reference points for student centred curriculum design and delivery. The Tuning guidelines for History give competences and level descriptors, use credits to calculate workload, and embed a number of quality mechanisms.

In the CLIOH-WORLD project, the existing History Tuning guidelines will be reviewed, in the light of the new Europe-wide consultation, and – this is the specific objective of CLIOH-WORLD – Guidelines will be elaborated, tested and disseminated for:

- History of European Integration;
- History of the European Union
- Transnational Regional History
- EU-Turkey dialogue
- World or Global History.

This will be accomplished thanks to an articulated workplan, in which the various sectors are targeted one after the other in a series of General conferences and Working meetings, and Coordination and organisation meetings.

### Concrete outcomes: Other CLIOHWORLD Materials

In addition to Guidelines, though, the CLIOH-WORLD Network will also provide materials (books, virtual readers, on-line course units) for use in:

- learning/teaching at HE level
- adult education
- for children
- for the general public.

The Network is divided into Work Groups and ad hoc commissions. Each of these has a distinct area of endeavour, and will produce **Guidelines and L/T materials** appropriate to its remit.

The Guidelines and L/T materials will be disseminated in a variety of ways, and will be available for free download on the [www.cliohworld.net](http://www.cliohworld.net) site, which will be linked to the [www.cliohnet.net](http://www.cliohnet.net), [www.cliohres.net](http://www.cliohres.net) and other relevant sites. (WG3 is developing social networking strategies as well.)

The CLIOH-WORLD Network will also provide a **quality service**, including a perfected self-evaluation manual, peer review, and in the cases judged meritorious, a quality label. This label will be distinguished between a generic CLIOH-WORLD History quality label and specific labels for Transnational Regional History, EU/European Integration History; World History and History of Europe with regard to promoting EU-Turkey dialogue.

### Dissemination

A number of very important CLIOHWORLD activities are described under the 'Dissemination' work package. This describes publications, website and the dissemination activities to be carried out by the Partners overall and year by year. Partners need to be aware of the description contained in the Proposal, which is as follows:

<b>Workpackage Number</b>	2	<b>Workpackage Type</b>	DIS
---------------------------	---	-------------------------	-----

<b>Workpackage title:</b>	Dissemination of products, knowledge about Network, Guidelines, Reports and Learning Teaching Material		
---------------------------	--	--	--

<b>Start Month number</b>	2	<b>End Month number</b>	36	<b>Duration in number of months</b>	35
---------------------------	---	-------------------------	----	-------------------------------------	----

#### Description of workpackage

**Max 2000 characters**  
 Dissemination activities are central to the Network project. These include both direct dissemination of the results obtained in the previous phases of the Network and the dissemination of new materials, knowledge and insights gained in CLIOH-WORLD. A further kind of dissemination will be based on the reorganisation and packaging for different targets the various publications already made and to be elaborated during the Project. These materials are basically of four kinds:

- knowledge about the Network and its activities;
- historical studies written since 2000 by the History Network CLIOHnet and by the FP6 Network of Excellence CLIOHRES which are available in paper and on line, and which will be added to substantially during the life of the project (already 26 volumes and more than 55 volumes by the second year of CLIOH-WORLD, in order to bring novel research results into teaching/learning;
- special packaging of selected chapters of the above in order to make readers appropriate to different programmes (in different countries and at different academic levels, from High school to doctoral level). The new volumes will virtual (on the website and./ or CD) and if possible printed in book for use by interested parties.
- dissemination of Tuning Guidelines and reference points, both those already elaborated (Tuning History brochure, Tuning History Doctoral Studies brochure, Pocket Guide) and those for EU, World and Regional History which will be produced in CLIOH-WORLD.

## ***Deliverables – outputs / products / results***

<b>Deliverable number</b>	7 (WP2)
<b>Title</b>	First dissemination cycle
<b>Type of outcome / product / results</b>	<i>Other</i>
<b>Description:</b>	
<p>Limit 500 Characters</p> <p>The first cycle corresponds to the first year of the project and is articulated as follows:</p> <p>From month 2 until month 12:</p> <ul style="list-style-type: none"> <li>- the website will be a primary tool of dissemination: a new www.cliohworld.net domain will be acquired (with links to the existing www.clioh.net and www.cliohres.net sites), and will be launched and subsequently updated. It will contain information about the Network and project a working tool for the participants themselves, a <b>forum-blog</b> will allow sharing of opinions and information about events.</li> <li>- The existing books and virtual books, including the Tuning publications will be available from this site</li> <li>- Four new readers will be available for Ba/Ma courses by month 9</li> <li>- Report on EU-World Dialogue (produced in WP4) will be available by month 12</li> </ul> <p>During the course of the <b>first year all partners</b> will disseminate information and materials in at least <b>one meeting held in their department or Faculty</b>.</p> <p>At the meetings (Conference and CC meetings described in WP6) there will be a public part dedicated to dissemination.</p> <p><b>Ten partners</b> during the year will arrange to distribute information at meetings of <b>historical associations</b>.</p>	

<b>Deliverable number</b>	8 (WP2)
<b>Title</b>	Second dissemination cycle
<b>Type of outcome / product / results</b>	<i>Other</i>
<b>Description:</b>	
<p>The second cycle corresponds to the second year of the project and is articulated as follows:</p> <p>From month 13 until month 24:</p> <ul style="list-style-type: none"> <li>- the website will continue to be a primary tool of dissemination (www.cliohworld.net with links to www.clioh.net and www.cliohres.net and other relevant sites);</li> <li>- The existing books and virtual books, including the Tuning publications will continue to be available from the site</li> <li>- By month 20 three new readers on regional history will be available for Ba/Ma courses utilising CLIOHRES research results</li> <li>- Report and Tuning Guidelines on regional (macro and micro) history, produced in WP5) will be available by month 24.</li> </ul> <p>During the course of the <b>second year all partners</b> will disseminate information and materials in at least <b>one meeting</b> to which other historians and interested parties in their <b>local region</b> are invited.</p> <p>At the meetings (Conference and CC meetings described in WP7 and 8) there will be a public part dedicated to dissemination.</p> <p><b>Ten partners</b> during the year will arrange to distribute information at meetings of <b>historical associations</b> or other significant events.</p>	

<b>Deliverable number</b>	9 (WP2)
<b>Title</b>	Third dissemination cycle
<b>Type of outcome / product / results</b>	Other
<b>Description:</b>	
<p>Limit 500 Characters</p> <p>The third dissemination cycle corresponds to the third year of the project and is articulated as follows:</p> <p>From month 25 until month 36:</p> <ul style="list-style-type: none"> <li>- the website will continue as a primary tool of dissemination</li> <li>- the existing books and virtual books, including the Tuning publications will be available from this site</li> <li>- Three new readers on World history, Europe-Turkey history will be available for Ba/Ma courses by month 32</li> <li>- Report on World History EU and Turkey Dialogue (produced in WP10) will be available by month 32</li> <li>- Tuning Guidelines for History of the European Union will be finalised at the Conference in Lisbon (WP11) and made available on the site and in Pocket Guide form.</li> </ul> <p>During the course of the <b>third year</b> all partners will disseminate information and materials in at least one meeting held in their department or Faculty and will invite colleagues from other areas to attend..</p> <p>At the meetings (Conference and CC meetings described in WP6) there will be a public part dedicated to dissemination.</p> <p><b>Ten partners</b> during the year will arrange to distribute information at meetings of <b>historical associations</b> or appropriate events.</p>	

## II.9 Working Methods

The main products envisaged are plenary working meetings, meetings of smaller working groups, dissemination activities in all partner countries, development of links with European and World History associations in other continents, production and dissemination of Guidelines and Reference Points for Higher Education programmes in EU and World History, development and implementation of an EU History quality label based on Tuning-style competences and state of the art internal quality enhancement procedures, further development of the [www.clioh.net](http://www.clioh.net) website, production and dissemination of new materials for innovative history teaching and learning.

The activities are organisation in a series of stages, in each of which one set of priorities is particularly targeted. This system has been adopted to make very clear to all participants how completing the work programme means completing a series of sections, according to an overall strategy. In order to do this, each of the various strands of endeavour are associated with a specific large workpackage, centred around a working conference, and including preparation and follow-up. There are also commissions whose responsibilities are **'horizontal'**, cutting through all workpackages (such as **Quality, Lifelong Learning, Tuning, ICT**). Each of these will translate – or interpret -- the findings of the rest of the Network to their specific sector.

## II.10 Milestones

These are centred around the Working Conferences and their products: particularly EU History and World dialogue(Salzburg); transnational regional perspective (Bochum); research - learning/teaching (Pisa); World/Global History (Oulu); EU-Turkey Dialogue (Adana); Presentation of all products and summing up (Lisbon).

## II.11 Relations with CLIOHRES, CoRe2, Tuning, HUMART and ISHA

An important part of our activities is dissemination, development and validation through the links with other projects and Networks. At this time these are CLIOHRES, CoRe2, Tuning, ISHA and HUMART.

CLIOHRES: the Sixth Framework Research Network of Excellence: CLIOHWORLD has as one of its tasks that of making the academic community aware of the the importance of CLIOHRES resources and showing how they can be used in learning/teaching.

CoRe2: a project to define how to design Degree Profiles for use in the Diploma Supplement for recognition purposes. History is one of the three pilot subject areas and CLIOHWORLD partners are participating in the project.

Tuning: a large scale university driven project to provide agreed reference points and guidelines for quality programmes. History is one of the key subject areas. The process has been carried out in Europe, Latin America, Georgia, Russia and the Kyrgyz Republic. Other countries and continents are beginning. All the European Tuning partners in the History Subject Area Group are members of CLIOHWORLD.

HUMART: presented by Tuning, HUMART is a project to create a Sectoral Qualifications Framework for the Humanities. CLIOHWORLD participates.

ISHA: the International Students of History Association. CLIOHWORLD collaborates with ISHA, supporting them in organising their seminars, and appreciates their input and viewpoint.

## III. Financial Matters

### III.1 Budget and general considerations

The budget is set out in the Contract and its management governed by the Financial and Administrative rules of the Commission.

The maximum grant available for Academic Networks was **600.000,00 euros**. We have been awarded a maximum of **599.999,00 euros** for the three year contract, which can be used to cover a maximum of **47,15%** of the total eligible costs of the project. The total costs estimated for the project and contained in our Contract for the contractual period is estimated at **1.272.465,00 euros**.

That is to say, for each euro of grant money which we spend, we must document both the expenditure for which we use the grant money and a slightly greater, eligible expense which is 'co-financed' by the members of the Network.

All the expenditures whether 'co-financed' or financed using the Grant Money, must be eligible according to the Commission rules contained in the Financial and Administrative Handbook. Furthermore they must fit into the various budget categories foreseen in our Contract. We can only move money from one category to another in a minimal amount, unless we ask for an amendment to our Contract, which may or may not be granted.

In practice this means that:

- **The money from the grant** is used to pay for the travel and subsistence for our meetings; for the materials for our meetings and for our publications, for the management of the Network and the website.
- **The co-financing** results from the documentation of the cost of our time to our Universities.

### III.2 Travel and Subsistence Costs

A large part of the CLIOHWORLD budget is devoted to travel and subsistence costs. In the Network work-plan, meetings are very important insofar as it is at meetings that the Network interacts directly, learning about different historiographical approaches, presenting their own viewpoints and discussing their premises and their findings. Meetings are also the place where plans can be made best.

Since the CLIOHWORLD budget is very limited, members are asked to book tickets in advance, to use low-cost solutions whenever possible. For air travel APEX or low cost tickets can be reimbursed. Train travel can be reimbursed. Travel by automobile can only be reimbursed to the amount of a **second class** train ticket over the same route. In any case, expenses must be reasonable, and partners are urged to search out the most economical ways of travel and to purchase tickets early to obtain advantageous fares. Taxi travel and personal expenses (e.g. minibar, telephone) cannot be reimbursed.

### III.3 Management

A small amount of money is designated for the work of the Pisa team and the website.

### **III.4 Staff Time**

The time staff member spend on CLIOHWORLD is, of course in many ways their own contribution. However, from a formal point of view, that time is considered to be the contribution of their Universities to the Network.

The Universities' (our) contribution in terms of Staff Time must be carefully documented with Time Sheets and supporting documents about the actual cost to each University. For this reason we ask each member to provide certification of employment and daily cost to their University on the basis of gross annual salary divided by number of official working days in a year.

### **III.5 Financial Reporting**

We must present a **Progress Report on 31 March 2010**. If it is approved and if we have spent 70% of the first 40% of our budget, we will receive the second 40% as an advance for the second half of the project.

We will only receive the final 20% of the grant after the Final Report, due after the Project ends, has been approved and evaluated, and if we are actually able to document the total eligible expenditure of **1.272.465,00 euros** or more.

**Please note: If we do not carry out the project according to plan, we will be asked to give the money back (including the first two tranches of 40%).**