

The Rotary Foundation Global Grants project

1529295

Coach Teachers – Train Students (CTS)

Educational cooperation in Bosnia and Herzegovina

2015 - 2016

Kitzbüchel, March 2015

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Introduction

In the Balkan region the tourist potential is a big hope sector for the economic development. One of the conditions for a positive development of this sector are well qualified employees and entrepreneurs. The vocational education in this region faces many problems and challenges: the education is not enough practice- and job market-oriented, (youth) unemployment is extremely high and the educational institutions are hardly able to prepare their students adequately for the job market and thus to improve their job chances. In particular necessary co-operations between schools and economy are not efficient enough in many areas.

Building up on the results of the Rotarian projects Fight Youth Poverty (FYP), Fight Youth Poverty – Two (FYP-2) and Teach the Teacher (TTT), the idea for another project was developed.

Supervised by Austrian experts' a project with the title

„Coach Teacher – Train Students“

shall be started June, 2015. The project pursues three main focuses:

Coach Teachers:

The project will improve the quality of vocational knowledge and skills of teachers of secondary colleges for tourism and cooperating entrepreneurs in Bosnia-Herzegovina (BiH) by establishing, promoting and securing effective co-operations between tourism schools and partners from tourism economy with the aim to promote the quality of students' practical indoor and outdoor training (training firm, project work, cooking, practical training etc.).

Train Students:

By organizing an international training firm fair the project will give students of vocational schools the opportunity to test in practice and as well as to extend and consolidate their acquired entrepreneurial knowledge and skills, such as negotiation techniques, communication skills, creativity, flexibility, entrepreneurship etc., to prepare them for their future business and private life in a free market economy characterized by rapid changes in society, technology and a multitude of intercultural influences.

Peace promotion (side-effect):

As the country is still suffering from the consequences of the devastating civil war two decades ago, the project will be a valuable contribution to the understanding of the ethnic groups living in the country by working with partners from all over the country.

Time table

Action	Time
Information of schools and school-authorities Schools apply for Coaching and Training firm fair Mailing manuals	June 2015
Selecting partner-schools	June – July 2015
Training firm fair - preparation	Aug. – Oct. 2015
Training firm fair in Tuzla	Oct. 16 th to 17 th , 2015
Coach teachers - Module 1	Middle of Nov. 2015
Coach teachers – seeking partners	Nov. – Dec. 2015
Coach teachers – Module 2	Beginning of Feb. 2016
Coach teachers – Projects implementation	Feb. – April 2016
Coach teachers – Module 3	May 2016

Detailed project description

Coach Teachers

Follow up project from

- Teach the Teachers – GG # 1412338

in which a manual for teachers "School – Economy" is published with best-practice examples for cooperation between schools and tourist industry and the teachers at the pilot schools are trained in using it.

"Coach Teachers, Train Students" is associated with the regional project "School – Economy", 2014 – 2017, implemented by KulturKontakt Austria, in which those who are responsible for the tourism schools in Bosnia-Herzegovina (BiH), Serbia and Montenegro are familiarized with using and pedagogically implementing the aforementioned manual.

Objective

is the dissemination of outcomes from "Teach the Teacher" to other tourism schools in BiH.

The content focuses, on the one hand, on practical training of teachers by establishing, promoting and securing efficient cooperation between the tourism schools and partners from the tourist industry, on the other hand on improving quality of in-company internships.

In order to achieve the project objective, the exchange of knowledge and experience with Austrian experts as well as between the project-partners from the educational and economic sector is supported.

Efficient cooperation between schools and economy is a requirement for quality teaching in the practical field as well as for quality in-company internships, in particular for

- Training firm
- Students' project work
- Practical training / in-company internships – cooking, serving, looking after guests
- Students gaining practical economic experience in the firms

Furthermore, experienced teachers will be trained as practical experience coordinators in using their newly developed profile and their competencies. They will act as mentors and multipliers in future.

Partner schools

- 15 tourism schools selected from Sarajevo, Banja Luka, Bihac, Cazin, Tuzla, Lukavac, Pale, Teslic, Kupres, Jablanica, Jajce, Citluk, Doboje, Livno, Zenica, Mostar and Gradac

Target Groups

- Headteachers
- Teachers
- Co-operating Entrepreneurs

of the 15 partner schools

Measures

June 2015 - Preparations

- Partner schools apply and are selected
- Information about objectives and actions of the project
- The manual "School – Economy" is mailed
- The profile and competencies for practical experience coordinators in BiH are mailed

November 2015 - Module 1 – Examples of best practice

Duration: 3 days

Conducted by:

- Austrian expert
- Project assistant

Objective:

- Raising the status of existing cooperation projects between the schools and enterprises
- Skills development for the new tasks with regard to the new profile, including competencies of the practical experience coordinators in BiH and their usage
- Improving the skills of teachers and head-teachers in the fields of: searching for business partners, fund-raising, cooperation options, project management

Target Group:

- 15 head-teachers from 15 pilot schools
- 15 teachers/practical experience coordinators from 15 pilot schools

Contents:

- Presenting the best-practice examples from the manual as a basis and signpost for new projects/project ideas
- Presenting the profile and competencies for practical experience coordinators in BiH
- Introduction to the new tasks of the practical experience coordinators

- Raising the status quo regarding existing cooperation projects, detailed analysis of the environment (potential of the schools, risks, opportunities)
- Evaluation of existing cooperation projects with business partners and options for their improvement
- Opportunities for new cooperation projects in the field of practice-oriented teaching
- Definition of topic areas for new projects with favored business partners
- Definition of a project idea with a new/future project partner

Outcome:

- Specific future project ideas
- Specific (favored) partners from commerce and industry
- Practical value for the beneficiaries;
 - Head-teachers and teachers from the pilot schools gain new skills, which they can also implement in practice-oriented teaching.
 - Students get higher quality practice-oriented teaching and gain practical experience in companies
 - Business partners get new partner (schools) and profit from cooperating with them (positive publicity, well-trained future workers)

November to December 2015 - Partner Search

Duration: 2 months

Conducted by:

- Teachers from the partner schools
- Supervision by project assistant

Target Group:

- 15 head-teachers from the pilot schools
- 15 teachers/practical experience coordinators from the pilot schools
- 15 representatives from the partner companies

Contents:

- Teachers searching for business partners
- Approaching and exploring interest for participating in a project and attending the next workshop
- Feedback on how to apply the new tasks with regard to the new profile, including the competencies of the practical experience coordinators in BiH.

Outcome:

- New partners from tourist industry for implementation of the planned projects
- Higher quality in-company internships and partnerships

February 2016 – Module 2 - Examples of best practice

Duration: 3 days

Conducted by:

- Austrian expert
- Project assistant

Objective:

- Enabling head-teachers and teachers to develop comprehensive project concepts (measures, budget, etc.)
- Incorporating the new tasks or new profile, including the competencies of the practical experience coordinators in BiH, into the intra- and extra-mural tuition
- Motivating business partners to actively support and participate in projects
- Developing and realizing practical ideas for projects
- Adapting school activities to actual market requirements

Target Group:

- 15 head-teachers from 15 pilot schools (3 days)
- 15 teachers/practical experience coordinators from 15 pilot schools (3 days)
- 15 business partners from the pilot schools (1 day)

Contents:

- Presenting the project ideas
- Feedback on how to apply the new tasks with regard to the new profile, including the competencies of the practical experience coordinators in BiH.
- Developing practical project ideas with the business partner by means of specific project descriptions (15 project ideas by 15 pilot schools)
- Supervision by the Austrian expert

Outcome:

- 15 new project descriptions
- Practical value for the beneficiaries;
 - Head-teachers and teachers learn to adapt to market requirements by means of the school projects
 - Head-teachers and teachers learn how to better interact with business partners and achieve better networking
 - Higher quality intra- and extra-mural internships and partnerships
 - Business partners gain a deeper insight into actual work at the schools and have the opportunity to identify starting points for possible cooperation and their realization

February to April 2016 – Project Implementation

Duration: 2 months

Conducted by:

- Teachers from the partner schools
- Supervision by project assistant

Target Group:

- 15 head-teachers from 15 pilot schools
- 15 teachers/practical experience coordinators from 15 pilot schools
- 15 representatives from the partner companies

Outcome:

- practical cooperation planning
- trained practical experience coordinators
- quality internships

November 2015 – Module 3 - Examples of best practice

Duration: 3 days

Conducted by:

- Austrian expert
- Project assistant

Objective:

- Head-teachers and teachers are enabled to present their projects and its procedure, as well as identifying strengths and weaknesses of the project
- Head-teachers and teachers are given the opportunity for project-related coaching, so as to be able to successfully direct the implementation of a project
- Practical feedback or brief evaluations with regard to the new practical experience coordinator profile complete with competencies (strengths, weaknesses, additions, etc.)

Target Group:

- 15 head-teachers from the pilot schools
- 15 teachers/practical experience coordinators from the pilot schools

Contents:

- Presenting the current state of the project by all 15 pilot schools
- Evaluating the project implementation so far
- Evaluating the practical experience coordinators profile
- Coaching to address any problem areas

- Definition "Lessons learned" and exchange of experiences

Outcome:

- 15 model Best-Practice examples (projects)
- Practical value for the beneficiaries;
 - Head-teachers and teachers get the opportunity to exchange experiences with regard to their projects
 - coaching head-teachers and teachers to identify and resolve problem situations
 - head-teachers and teachers are enabled to develop Best-Practice projects from "average" projects
 - Evaluation results with regard to the new practical experience coordinators profile, incl. competencies following its use and implementation in the schools/companies

Dissemination of the project descriptions

- Information by the pedagogical institutes as a basis for future teacher training
- Utilization within the project "School – Economy" to supplement the best practice examples published in the manual
- Publication online

Outcome

- The head-teachers are qualified to assess the quality of the cooperation projects initiated by their teachers with the enterprises and the resulting benefit for their teacher's classes, and thus also the tuition of their students
- The teachers are enabled to arrange well-functioning cooperation projects with enterprises, derive benefit for practical teaching from this and continuously adapt their teaching to the economic conditions and to implement quality in-house internships together with the business partners.
- The practical experience coordinators are enabled, by means of the new profile and their competences, to pass on their skills to their colleagues in their role as mentors and multipliers
- The entrepreneurs know the positive effects of cooperating with a partner school, advertising effectiveness, the chance to gain well-trained graduates as future employees
- The students receive practical tuition and quality in-house internships, which improve their knowledge and skills as well as job prospects in the economy
- The tourist industry of the country benefits from well-trained staff and entrepreneurs

Beneficiaries

- Primary effect
 - Head-teacher 15 people
 - Teachers/practical experience coordinators 15 persons
 - Entrepreneurs 15 persons
- Secondary effect
 - Students, approx. 50 classes
year by year approx. 900 persons
- Tertiary effect
 - Inclusion of additional schools as part of the teacher training

Train Students

Follow up project from

- Fight Youth Poverty - MG # 76732 - FYP
- Fight Youth Poverty – Two – MG # 78667 - FYP-2
- Applied Economics – MG # 73670 - AE
- Young Entrepreneur – MG # 73388 - YE
- ECO-NET – Austrian project carried out by KulturKontakt Austria
- TOUR-REG - Austrian project carried out by KulturKontakt Austria

As part of these projects,

- centers for applied economics, kind of open plan offices for students' training in training firms, were set up at 20 + 15 pilot schools
- specialized textbooks edited and made available to the schools
- teachers were trained in the educational fields of entrepreneurship, training firms, project management and professional experience (cooking, serving, looking after guests)
- the establishment and running of training firms and project work by the students promoted and
- the organization of two training firm fairs supported.

Objective

Perfecting the professional initial training of youth at commercial and tourist schools in BiH to improve their job prospects and, at the same time, making a contribution to fighting youth unemployment and poverty.

With youth unemployment standing at 40 %, a solid vocational training is a requirement for finding an adequate post in business, industry or trade. Having participated in a training firm fair is a strong argument when attending future job interviews.

At the same time, well-trained entrepreneurs and employees will make a commensurate contribution to developing the economy of the country.

Target Groups

- Focus
Students at vocational schools (tourism and commercial schools) in BiH
- In addition
 - Teachers at these schools
 - Entrepreneurs from the environment of these schools
 - Training firm center and school authorities

Measures

October 16th to 17th, 2015, Tuzla

Organizing a training firm fair with international participation from Austria, Serbia, Montenegro

Participants

1. 3 students and 1 teacher each

from 26 vocational schools in BiH, selected from

- 15 commercial school (Capljina, Janja, Teocak, Knezevo, Zepce, Bijeljina, Brcko Distrikt BiH, Livno, Sarajevo, Tuzla, Banja Luka, Visegrad, Travnik, Orasje, Visoko, Velika Kladusa, Gorazde, Mostar Ost, Mostar West, Trebinje)
- 15 tourism schools (Banja Luka, Bihac, Cazin, Citluk, Doboj, Jablanica, Jajce, Kupres, Livno, Lukavac, Pale, Sarajewo, Teslic, Tuzla, Zenica) – FYP, FYP 2
- 5 additional vocational schools (Commercial School Sarajevo, Commercial School Odzak, Commercial School Srbac, Commercial School Busovaca, Commercial School Kotor Varos)

and 6 vocational schools

- 2 from Austria – origin of training firm, exemplary function
- 2 each from Serbia, Montenegro – neighboring countries

The participation of training firms from Austria, Serbia and Montenegro brings an international dimension to the students' training

2. Training firm center of Bosnia and Herzegovina
3. Training firm bank of Bosnia and Herzegovina
4. Project management
 - Rotary
 - KulturKontakt Austria

Training Firm

A Training Firm is something like an educational lab for commercial education and training. It functions like a true-life business. All the business proceedings in a firm are dealt with along the lines of business routines in a market economy. The goods are, however, not really forwarded. What takes place is the administrative business routines that are relevant for economic training. The students have to pass through the various departments of the Training Firm. Here they are expected to fulfill their business tasks.

The asset of the Training Firm is the simulation. Faulty decisions which in reality may effect serious problems for the respective business will have no serious consequences at all. Thus, the Training Firm is the best place possible to teach entrepreneurial thinking, to stimulate entrepreneurship, creativity, innovativeness.

Training Firms at Tourism Colleges usually act within the Training Firm Market as hotels, as travel agencies, in the field of catering, trade with food, furniture etc.

Training firms' network

The training firms co-operate with other training firms on the national training firm market as well as with foreign training firms on the international training firm market. Important factors within this network are training firm fairs.

Training firm fair

A training firm fair is equivalent to a real fair. It is a market place for training firms, a meeting point of supply and demand.

As is customary in the world of training firms, products are exhibited which are not exchanged for real. Payment is made in virtual money. What is exchanged are the documents on which the business transactions are based.

Payment transactions:

- Payment for purchases with the aid of credit cards from the training firm bank
- Payment of target transactions between training firms by means of financial transactions between accounts at the training firm bank

A training firm fair is a unique experience in the commercial training cycle of students. It means intensive training. By participating, they try out, evaluate, and consolidate the knowledge they have gained so far in vocational business management tuition and at the training firm fair, perfect preparation for their future working life.

At the same time, a training firm fair is also a competitive exhibition, a demonstration of knowledge and related skills of participating students.

Preparing for the training firm fair requires cooperation with regional partner companies. It is a prerequisite for allowing students to act in a realistic setting. The partner company provides know-how, samples of business documents and such.

The students are encouraged to act by and large on their own accord. The teacher is assigned the role of a coach. Nevertheless the teacher in charge is responsible for his students participating in the fair.

Participating in a training firm fair also provides schools with PR benefits which can not to be underestimated. It boosts public name recognition.

Tasks of participants

Tasks of participating students as part of a training firm

- Preparation in the training firm
 - All staff (students) of the training firm
 - Cooperating with the training firm's partner company
 - Selecting the product line to be exhibited
 - Preparing the necessary commercial documents
 - Determining the advertising strategy
 - Preparing the advertising material
 - Designing the booth
 - Training sales pitches
 - Analyzing the demand for goods and services that can be bought at the fair
- Tasks at the training firm fair
 - Three members of staff (students) of the training firm
Participation is reward for exemplary contribution to the preparations
 - Presenting the own training firm to appeal to the public
 - Setting up business relationships – domestic and international
 - Supply and demand
 - Sales and purchasing
 - Closing sales contracts for target deals
 - Closing credit card transactions
 - The focus of the business activities is on verbal communication
- Follow-up in the training firm:
 - All staff (students) of the training firm
 - Reordering unavailable merchandise
 - Delivering merchandise and services ordered at the fair including preparing and mailing the related shipping documents
 - Preparing and mailing the invoice
 - Checking receipt of related bank transfers
 - Booking the business cases

Tasks of visiting students

- Staff from other training firms (students)
- Preparation:
 - Surveying the demand for merchandise available for purchase
 - Training for sales pitches

- Fair:
 - Obtaining and comparing offers
 - Closing sales contracts
 - Private deals
 - Deals for the training firm
- Follow-up in the training firm:
 - Accepting the merchandise
 - Paying the invoice by bank transfer
 - Booking

Tasks of the supervising teachers:

- Coaching the students
- Nevertheless teachers in charge are on duty for their students participating in the fair. Thus teachers are responsible for their students' welfare and conduct.

Tasks of the training firm center

- Advising the training firms
- Coaching teachers in charge

Tasks of the training firm bank

- Issuing credit cards
- Providing forms for cashless payment transactions
- Processing the financial transactions
- Statistical analysis of the business transactions completed during the fair

Benefits:

- Students:
 - Ideal preparation of the students for their future working life, facilitates the first steps and shortens the settling-in period.
 - Certificate of having attended a training firm fair - an important argument for job interviews.
- Teachers:
 - Collecting empirical values regarding the standard of their own students' qualification
 - Insight into the standard of qualification of other students
 - Conclusions for future teaching

- Training firm center:
 - Insight into the standard of qualification of the training firms supervised
 - Conclusions for future offers to training firms and training firm teachers
- School authorities, educational institutes, agency:
 - Insight into the standard of qualification of the schools through purchasing at the booths
 - Conclusions for future pedagogical measures
- Visiting partner companies and other businesses:
 - Insight into the standard of qualification of students and their cooperation with the schools through making purchases at the booths
 - Conclusions for further future cooperation
- Parents, other visitors:
 - Insight into the work of the schools through making purchases at the booths
- Rotary, KulturKontakt Austria
 - Evaluation of the results of pre-projects and the current project

Organization of the fair

The fair is organized by the project assistant in close cooperation with the Rotarian project coordinator and the BiH-training firm center.

Organization is supported by ACT – the Austrian Center for Training Firms and KulturKontakt Austria.

The Tuzla commercial school, one of three training firm service points in BiH, commands the fair infrastructure (booths, tables and chairs) sponsored by KulturKontakt Austria. It is made available free of charge by Tuzla commercial school for the planned project activity.

Preparation:

- May – June, September 2015

Fair:

- October 16th to 17th, 2015, Tuzla

Program

Th. 15th, Travel to fair

from 16:00 Setting up booths

FR. 16th, 08:00 – 11:00 Setting up booths

11:00 Opening

11:45 – 17:00 Trade fair underway

18:00 Dinner together

19:00 – 21:00 Fair-Party

SA. 17th, 09:00 – 12:00 Trade fair underway

09:30 - 11:00 Workshop for teachers

11:30 Award ceremony for the best booths

Closing ceremony

12:00 End

Departure

Workshop for teachers

Participants, 32 training-firm-teachers from BiH, Austria, Serbia and Montenegro

Support by a Rotarian expert and an employee of the BiH-training firm center.

Objectives:

- Feedback about the performance of individual training firm teams and the standard of students' qualification
- Pedagogical suggestions for the future
- Building up and consolidating the training firm network on a regional and international level
- Sustainable securing of the training firm network
- Organizing regular exchange of experiences between the teachers so as to secure the quality of tuition

Fair party

meeting point for teachers and students for exchanging experiences on a private level.

Empirical values

Training firm fair	Banja Luka 2011	Sarajevo 2013
Booths	36	35
Visitors	approx. 1,000	approx. 1,100
of which students	approx. 550	approx. 630
Business transactions	approx. 5,000	approx. 4,000

Beneficiaries:

- The aim of students' participation in a training firm fair is to improve integrated professional competence of the trainees and of their key qualifications, especially of acting and deciding competencies. The student's skill to use the acquired knowledge, to deal with business problems on his own or in a team, to develop and present solving strategies, to communicate and co-operate in local and foreign language are main points of the training.
- Exhibiting training firms 32
- Primary effect
 - involved in preparation and follow-up approx. 600 students
 - of which participating in the actual fair 96 students
 - visiting students from other schools approx. 500 students
- Secondary effect
 - coaching teachers 32 teachers
 - visiting teachers from other schools approx. 25 teachers
 - school authorities, educational institutes, agency for preschool approx. 15 persons
 - entrepreneurs approx. 30 persons
 - other visitors (parents, interested parties, media representatives) approx. 400 persons

Non Rotarian co-operating or supporting organizations

KulturKontakt Austria (KKA)

“is a European competence and resource center for the core areas of education, culture and the arts, focusing geographically on Austria and Eastern and South Eastern Europe.

The non-profit organization develops and implements its programs on behalf of and supported by the Austrian Federal Ministry of Education and Women's Affairs and the Austrian Federal Chancellery. Through its expertise and its projects, KKA is an important player at both national and European level.

KKA is committed to the fundamental principles of educational and cultural policy formulated at European level, namely dealing inclusively with diversity and difference, and lifelong learning. Based on these principles, KKA devises its activities and programs with the objective of facilitating equal access to education, culture and the arts.”

KKA has a network of project offices with locations in Eastern and South Eastern Europe for the planning and implementation of systemic education programs, among these an office in Sarajevo.

ACT – Austrian Center for Training Firms

- a project of the Austrian Federal Ministry for Education, the Arts and Culture, founded 1993
- supports about 900 training firms acting within different educational branches and institutions
- is mentor for training firms and training firms centers among others in Bosnia-Herzegovina.

Administrative assistant

The administrative assistant supports the Rotarian project coordinator and organizes all events in Bosnia and Herzegovina.

The project partners have the intention to hire Miss Inesa Plakalo in Sarajevo, based on a short-time contract to act as administrative assistant. She will fulfill her tasks alongside guidelines worked out by the project's partners closely cooperating with Monika Mott, KulturKontakt Austria, Ilija Trninc, RC Banja Luka, and Hans Philipp, RC Kitzbühel, project-coordinator.

Miss Plakalo's main occupation is to be employed as a part-time staff-member of KulturKontakt Austria in Sarajevo. She has a long term experience in the field of the implementation of educational projects in Bosnia-Herzegovina. She has the necessary contacts to our future pilot-schools; she knows school-authorities as well as teachers and multipliers; she has experience to organize teachers' training etc.

Miss Plakalo acted as administrative assistant of educational projects of KulturKontakt Austria and acted / acts as administrative assistant of TRF MG project Fight Youth Poverty - Two #78667 and TRF GG project Teach the Teachers #1412338. Thus the project partners know Miss Plakalo well: she is an effective worker and a trustworthy person. She will be the ideal administrative assistant for Coach Teachers – Train Students.

None of the members of the international and the host project committee has her experiences concerning vocational colleges in Bosnia-Herzegovina; none would have enough time to fulfill her various tasks.

Educational beneficiaries in BiH

- Secondary vocational colleges

A secondary vocational college is a three- to four-year program for the 15- to 18-year-olds, aiming at profound vocational and a broad general education. Thus it provides comprehensive training suitable in particular for economic-branches.

- Regional ministries for education

The overall authority for the education sector has been delegated to the ten cantons of the Federation of BiH, the Republika Srpska (RS) and the Brcko District, each with a ministry of education responsible for the organization and functioning of the education system. The Federal Ministry of Education and Culture in Sarajevo has only a coordinating competence.

- Agency for preschool, elementary and secondary education

The Agency for preschool, primary and secondary education is expected to define standards, to assess learning outcomes, and to develop common core curricula for preschool, primary and secondary education.

- Pedagogical Institutes

There are eight Pedagogical Institutes in BiH (one in the RS, two in the canton Herzegovina-Neretva, and one each in Sarajevo, Tuzla, Zenica, Bihac, and Gorazde). The institutes are responsible for the monitoring and supervision of educational institutions, including curriculum development, the adoption of new approaches and educational methods, and the organization of training for teachers and principals within the areas of their jurisdiction.

Organization of workshops

To organize workshops to train Bosnian-Herzegovinian beneficiaries the project partners have to work together with non-Rotarian experts:

- Austrian expert
he is an experienced Austrian teacher with the stress on students' practical training in the field of tourism. Thus he has the necessary practical expertise. He is responsible for the design of teachers' training and coaching.
- Bosnian-Herzegovinian interpreter
she translates teaching materials written in German language and translates during the workshops and lectures as far as necessary.
- Bosnian-Herzegovinian expert
he is head of the Bosnian-Herzegovinian center for training firms. He has practical experience in the training of adults.

Travel and accommodation costs

- Coach Teachers
Participating trainees and local trainers (multipliers) are teachers working at schools spread all over the country. Thus most of them have to travel to the respective locations of the events and to stay there overnight.
- Train Students
Participating staff-members of training firms (teachers and their students) have to travel from their school locations spread all over the country respectively from Austria, Serbia or Montenegro to Tuzla. The students are under supervision of their teachers in charge. Teachers are responsible for their students' welfare and conduct.

The project's partners will repay the expenses for local public transportation fares (train, bus) and will finance hotel-room rates and food out of project's funds.

Expenses for international travel aren't financed out of funds eligible to the conditions and terms for global grants projects.

Calculation

Coach Teachers - Train Students - expenses						
	eligible		illegible		total	
	EURO	EURO	EURO	EURO	EURO	EURO
Training Firm Fair		27 760		2 500		30 260
School - Economy						
Modul 1	13 659		980		14 639	
Modul 2	16 110		760		16 870	
Modul 3	11 892		760		12 652	
Charges	300	41 961		2 500	300	44 461
		69 721		5 000		74 721
10 % price / currency prot.		6 972				6 972
Total		76 693		5 000		81 693

Coach Teachers - Train Students - income						
	eligible		illegible		total	
	EURO	US\$	EURO	US\$	EURO	US\$
RC Banja Luka - 1910	88	100				
RC Bergamo - 2042	10 000	11 364				
RC Wolfratshausen - 1841	3 000	3 409				
RC Kitzbühel - 1920	11 080	12 591				
Rotarian contributions	24 168	27 464			24 168	27 464
KulturKontakt Austria			5 000	5 682	5 000	5 682
DDF						
1910 *	17 600	20 000			17 600	20 000
1920	2 750	3 125			2 750	3 125
TRF allowance	32 175	36 563			32 175	36 563
Total	76 693	87 151	5 000	5 682	81 693	92 833

* Available July 2015

Exchange rate 1 US\$ = 0,88 EURO

Module 1 BPB Workshop (30 persons, 15 partner-schools)					
Calculation				Eligible	Ineligible
	persons	days/h	EURO	EURO	EURO
Translating project's description					220,00
Admin. assistant - preparing project				1 674,00	
Admin. assistant - Module 1				930,00	
Fee translation teaching materials	1	1	150,00	150,00	
Fee interpreter	1	3	150,00	450,00	
Preparation event	1	1	150,00	150,00	
Office expenses	1	1	30,00	30,00	
Travel expenses BiH trainees	30	1	35,00	1 050,00	
Accommodation BiH trainees	30	3,0	45,00	4 050,00	
Food	33	3	30,00	2 970,00	
Coffee break	33	3	5,00	495,00	
Fee BiH trainer	0	0	0,00	0,00	
Travel expenses BiH trainers	0	0	0,00	0,00	
Accommodation BiH trainers	0	0	0,00	0,00	
Food BiH trainers	0	0	0,00	0,00	
Fee Austrian trainer	1	3	470,00	1 410,00	
Travel expenses Austrian trainer	1	1	650,00		760,00
Accommodation Austrian trainer	1	4	75,00	300,00	
International travel Rotarian experts					
Accommodation Rotarian experts					
Modul 1				13 659,00	980,00

Module 2 BPB Workshop (45 persons, 15 partner-schools)					
Calculation				Eligible	Ineligible
	persons	days/h	EURO	EURO	EURO
Admin. assistant - Module 2				930,00	
Fee translation teaching materials	1	1	150,00	150,00	
Fee interpreter	1	3	150,00	450,00	
Preparation event	1	1	150,00	150,00	
Office expenses	1	1	30,00	30,00	
Travel expenses BiH trainees	45	1	35,00	1 575,00	
Accommodation BiH trainees	45	3,0	45,00	6 075,00	
Food	48	3	30,00	4 320,00	
Coffee break	48	3	5,00	720,00	
Fee BiH trainer	0	0	0,00	0,00	
Travel expenses BiH trainers	0	0	0,00	0,00	
Accommodation BiH trainers	0	0	0,00	0,00	
Food BiH trainers	0	0	0,00	0,00	
Fee Austrian trainer illegible	1	3	470,00	1 410,00	
Travel expenses Austrian trainer	1	1	650,00		760,00
Accommodation Austrian trainer	1	4	75,00	300,00	
International travel Rotarian experts					
Accommodation Rotarian experts					
Modul 2				16 110,00	760,00

Module 3 BPB Workshop (30 persons, 15 partner-schools)					
Calculation				Eligible	Ineligible
	persons	days / h	EURO	EURO	EURO
Admin. assistant - Module 3				837,00	
Fee translation teaching materials	1	1	150,00	150,00	
Fee interpreter	1	3	150,00	450,00	
Preparation event	1	1	150,00	150,00	
Office expenses	1	1	30,00	30,00	
Travel expenses BiH trainees	30	1	35,00	1 050,00	
Accommodation BiH trainees	30	3,0	45,00	4 050,00	
Food	33	3	30,00	2 970,00	
Coffee break	33	3	5,00	495,00	
Fee BiH trainer	0	0	0,00	0,00	
Travel expenses BiH trainers	0	0	0,00	0,00	
Accommodation BiH trainers	0	0	0,00	0,00	
Food BiH trainers	0	0	0,00	0,00	
Fee Austrian trainer illegible	1	3	470,00	1 410,00	
Travel expenses Austrian trainer	1	1	650,00		760,00
Accommodation Austrian trainer	1	4	75,00	300,00	
International travel Rotarian experts					
Accommodation Rotarian experts					
Modul 3				11 892,00	760,00

Traing firm fair, 2 days					
Calculation				Eligible	Ineligible
	persons	days/h	EURO	EURO	EURO
Translating the project's description					220,00
Admin Assistant				2 790,00	
Fee translation teaching materials	1	1	100,00	100,00	
Fee interpreter	1	2	150,00	300,00	
Preparation event/Materials				400,00	
Office expenses local				400,00	
Travel expenses local	126	1	35,00	4 410,00	
Travel expenses international Austria	9	1	0,00		0,00
Travel expenses international other countries	24	1	70,00		1 680,00
Travel expenses international expert Rotary	1	1	600,00		600,00
Travel expenses international expert ACT	1	1	0,00		0,00
Accommodation single roopms (Min, PIs)	15	1,0	45,00	675,00	
Accommodation single rooms (Ass, TF cent.)	7	3,0	45,00	945,00	
Accommodation double rooms (teach., drivers)	19	2,0	40,00	1 520,00	
Accommodation three bed rooms (students)	32	2,0	35,00	2 240,00	
Accommodation single room (Experts)	2	3,0	45,00	270,00	
Food traing firms	155	2	5,00	1 550,00	
Coffee break	155	4	3,00	1 860,00	
Workshop for teachers				500,00	
Photografer				300,00	
Lokale shipping costs	2	2	50,00	200,00	
Booths' building	35			1 500,00	
Booths' shipping				500,00	
Booths' insurance				1 000,00	
Printing catalog etc.				1 800,00	
Water apparatus		2	50,00	100,00	
Materials for booths				300,00	
Loudspeaker				200,00	
Information booth				100,00	
Cables				50,00	
Rent for room		2	250,00	500,00	
Opening event				0,00	
Party for students	100	1	12,50	1 250,00	
Music				500,00	
Dinner for teachers etc.	75	1	20,00	1 500,00	
Total				27 760,00	2 500,00

Charges					
Calculation				Eligible	Ineligible
	persons	days/h	EURO	EURO	EURO
Banking charges				300,00	
Summe				300,00	0,00

Proposed money flow

- The project's account is managed by Rotary Club Kitzbühel at Sparkasse Kitzbühel, A-6370 Kitzbühel, Bahnhofstrasse 6
Account Rotary Club Coach Teachers
BIC SPKIAT2KXXX
IBAN AT35 2050 5000 0030 1077
- From there the project's funds will be transferred to an account of Rotary Club Kitzbühel at Raiffeisenbank DD Sarajevo according to the progress of the project's execution:
Raiffeisen Bank DD Bosnia I Hercegovina, Sarajevo, Zmaja OD Bosne BB
SWIFT CODE: RZBABA2S
Bank account Rotary Club Kitzbühel
IBAN: BA391611000001608609
- The money will be at the disposal of the administrative assistant in Sarajevo Miss Inesa Plakalo.
- According to the project's progress she needs money to pay invoices of suppliers and minor amounts of cash to refund expenses of beneficiaries, e.g. travel expenses of teachers sharing meetings and trainings in Sarajevo etc.
- The project's progress is steered by the project coordinator Hans Philipp, Rotary Club Kitzbühel. He checks the relevance of the calculated budgets for the single events. He transfers the needed amount of money to the disposal of the administrative assistant. He checks her payment statements and the attached payment documents. He is responsible for the accounting. Thus he takes over responsibility for the correct and sustainable use of the project funds. No money will be paid by the administrative assistant without approval of the project coordinator.
- Vendors or other involved entities:
From the project's account in Sarajevo the money flow takes place directly to the following partners as final destinations:

Money transfers:

- Accommodations for teachers' training:
Hotels in Sarajevo
- Accommodations of participants in the training firm fair
Hotels in Tuzla

Small amounts of cash have to be paid:

- For beneficiaries' training and for participants in the training firm fair to refund travel expenses to staff members of partner-schools, pedagogical institutes, Ministries for Education etc.

Beneficiaries' names and institutions will be registered within receiving confirmations

- For office expenses (copies, paper, flip charts etc.) to shops in Sarajevo and Tuzla

Vendors' names will be registered within payment receipts

- From the project's account in Kitzbühel the money flow takes place directly to the following partners as final destinations

- Fee for administrative assistant:
Inesa Plakalo, Sarajevo

- Austrian Experts:

Fees and travel expenses for Austrian experts are paid directly from the Austrian project account to their bank accounts in Austria.