



PROJECT TECHICAL AND FINANCIAL MANAGEMENT GUIDELINES

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Title of the project: **INCLUSION – Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-regional Peer Learning**

Project reference number: **574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP**

Project official logo:

inclusion 

ERASMUS+ logo:



Disclaimer for the dissemination purposes:

Any publication should mention the following sentence:

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

I. TECHNICAL MANAGEMENT

- ❖ General correspondence is to be done via mail: includi.mngt@gmail.com and socincl.coord@gmail.com. Please always copy both mails.
- ❖ Skype is also possible in case of urgent discussions.
- ❖ Mailing list will be updated based on the letters sent to the management team by the partners on any change of the contact person and/or working teams.
- ❖ The management team proposes a general template for the presentations for the project (*see attached*). However, all presentations should have the project logo and ERASMUS+ logo.
- ❖ Any meeting minute template and participation list template is proposed by the management team and also available for the project (*see attached*).
- ❖ Any publication should have the disclaimer mentioned above (acc. to the GUIDELINES FOR THE USE OF THE GRANT, Article 1.7, p7).
- ❖ The project documentation will be uploaded in a platform (for now it is in DROPBOX, but we are planning to have a separate place in the website too).

II. FINANCIAL MANAGEMENT

The financial management of the project will be done according to the Grant agreement, approved BUDGET by EACEA and the partnership agreements and any amendments to it. Both the Coordinator and the beneficiaries are responsible for the financial management of the project. The copies of supporting documents are to be kept at coordinating institution – YSAFA for the audit and final reporting. The budget is to be managed under the following 4 headings:

Budget Headings

- (1) STAFF COSTS**
- (2) TRAVEL COSTS AND COSTS OF STAY**
- (3) EQUIPMENT**
- (4) SUBCONTRACTING**

(1) STAFF COSTS

Detailed information is provided in the GUIDELINES FOR THE USE OF THE GRANT, page 29

The payment for the staff costs to all partners will be based on performance and with the existence of **ALL** supporting documents and the deliverables/outputs for the reporting period. Within one reporting year the payment for staff costs will be done twice or once a year based on the partnership agreement. So the partners are requested to send the supporting documents (**staff conventions, timesheets**) on **15 of JUNE (1st reporting period)** and **05 of DECEMBER (2nd reporting period)** each year together with the deliverables developed/redeveloped by each of the partner or once in the reporting year (**15th of October during the project lifetime**). After the feedback from the management team the signed copies of documents are to be provided. Within 15 days all the payments to the partners will be done by YSAFA.

Staff costs are to be paid to the staff members officially employed at the partner institutions (contractual basis) for conducting the activities for the implementation of the project objectives according to the following categories:

- **Managers** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- **Researchers, teachers and trainers** (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- **Technical staff** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- **Administrative staff** (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

Supporting documents: List of supporting documents is provided below in the table.

Templates for STAFF CONVENTION and TIMESHEET are available.

UNIT COSTS FOR STAFF COSTS

COUNTRY	AMOUNTS IN EURO PER DAY			
	Manager	Researcher	Technician	Administrative staff
Austria	294	241	190	157
Belgium	280	214	162	131
United Kingdom	280	214	162	131
Bosnia and Herzegovina	108	80	57	45
Armenia	47	33	22	17

**Students can be paid from Staff costs – as administrative staff ensuring they have signed a work contract with the consortium member institution.*

(2) TRAVEL COSTS AND COSTS OF STAY

Detailed information is provided in the GUIDELINES FOR THE USE OF THE GRANT, page 3, etc.

The staff and students of the partner institutions are to conduct mobility within INCLUSION according to the available budget upon the agreed schedule and rules for travel and costs of stay.

The payments for the travel costs and costs of stay to the consortium institutions **will be done for the year planned activities (unit costs)**. In case of individual transfers (exceptional cases) separate official letters from the partner institutions will be attached to the partnership agreements. In this case payments to the individuals will be done per event.

After each event all participants are to send the supporting documents together with the **INDIVIDUAL TRAVEL REPORT** to the coordinating institution – YSAFA. The original documents are to be kept at the institutions.

Supporting documents: List of supporting documents is provided below in the table. Template for INDIVIDUAL TRAVEL REPORT is available.

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

Travel costs:

Travel distances must be calculated using the distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

DISTANCE	Unit costs per participant
Between 100 and 499 km	180 EUR
Between 500 and 1999 km	275 EUR
Between 2000 and 2999 km	360 EUR
Between 3000 and 3999 km	530 EUR
Between 4000 and 7999 km	820 EUR
8000 KM or more	1100 EUR

Costs of stay:

	Unit cost per day per participant	Amount in EUR
STAFF	Up to 14th day of activity	120 EUR
STUDENT	Up to 14th day of activity	55 EUR

(3) EQUIPMENT

Detailed information is provided in the GUIDELINES FOR THE USE OF THE GRANT, page 25

Equipment is intended **exclusively** for the Partner Country Higher Education Institutions (as defined in the Programme Guide) which are included in the partnership agreements where it must be installed as soon as practically possible. Under no circumstances may equipment be purchased for any Programme Country institution/organization or for non-higher education institutions in the Partner Countries.

The equipment **must be recorded in the inventory** of the institution where it is installed; this institution is the sole owner of the equipment. The template for the registration in the inventory will be provided by the management team.

The list for the equipment requested by the partner institutions should be sent and agreed with the coordinator and all the SUPPORTING DOCUMENTS (including invoices, tender documents, and payment orders) should be provided. For AM HEIs YSAFA will conduct a generalized tender and purchase the equipment according to the lists. BiH universities are requested to agree the lists and present the contract after the tender. All the payments for equipment will be made accordingly.

The purchased equipment should be exempt from VAT and correspond to the tender procedures described in the GUIDELINES FOR THE USE OF THE GRANT (Article 3.2.5, p. 23). VAT exemption letter will be sent by the Agency and respectively sent to all partners.

When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers is to be provided.

When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation.

All the equipment purchased with the Erasmus+ CBHE funds must bear an **Erasmus+ sticker** provided by the Agency.

Supporting documents: List of supporting documents is provided below in the table.

(4) SUBCONTRACTING

Detailed information is provided in the GUIDELINES FOR THE USE OF THE GRANT, page 27

Subcontracting refers to the implementation of specific tasks being part of the action, by a third party, to which a service contract has been awarded by the consortium partner institution.

Subcontracting must be done on the basis of a contract, which should describe the specific task being carried out and its duration. It must include a date, project number and the signature of both parties. Beneficiaries and their staff members are not allowed to operate in a subcontracting capacity for the project.

Typical activities which are to be sub-contracted within INCLUSION mainly include:

- Evaluation activities and auditing (Certificate on the Financial Statement)
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance

- Logistic support for the organization of events, etc.

Detailed description is in the budget breakdown per partner.

In order to prevent double funding by the grant, catering and hospitality costs (e.g. during project events) for participants receiving Costs of Stay cannot be covered by subcontracting. Under no circumstances should these costs be charged to the project twice.

All the SUPPORTING DOCUMENTS (including invoices, contracts and payment orders) should be provided to the coordinator once the activity is completed. The payment will be done accordingly submitting the evidence of the task performed.

When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.

When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation.

Supporting documents: List of supporting documents is provided below in the table.

SUPPORTING DOCUMENTS

Detailed information is provided in the GUIDELINES FOR THE USE OF THE GRANT, page 19

Supporting documents (originals) must be kept by the beneficiaries. Readable copies must be submitted to the coordinating institution - YSAFA with the project documentations.

The list of supporting documents kept by the beneficiaries has been indicated under each budget heading.

Submitting the required supporting documents is an integral part of the Agreement obligations and failure to submit one or more documents may lead to a request for reimbursement of the corresponding expenses/unit costs contribution.

IF THE FINANCIAL SUPPORTING DOCUMENTS are in other languages than ENGLISH, partners are to translate them into English and send both documents to the coordinator.

SUPPORTING DOCUMENTS PER BUDGET HEADING

BUDGET HEADING	SUPPORTING DOCUMENTS	PAYMENTS
<i>Staff costs</i>	<ul style="list-style-type: none"> ▪ Formal employment contract ▪ Staff convention ▪ Time sheets ▪ Salary slips ▪ Agendas ▪ Attendance / Participant lists ▪ Tangible outputs/products ▪ Minutes of meetings 	<i>Will be paid to the partner twice a reporting year when submitting the supporting documents with outputs/deliverables or once a reporting year.</i>
<i>Travel costs & costs of stay</i>	<ul style="list-style-type: none"> ▪ Individual Travel Report (ITR) ▪ Invoices, receipts, boarding passes ▪ Agendas ▪ Attendance / Participant lists ▪ Tangible outputs/products ▪ Minutes of meetings 	<i>Will be paid to the partner based on annual scheduled events or to the individuals (specific cases) per event.</i>

<i>Equipment</i>	<ul style="list-style-type: none"> ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Proof that the equipment is recorded in the inventory of the institution 	<i>Will be paid to the partner when the contract with the supplier is signed and a copy is sent to the coordinating institution.</i>
<i>Subcontracting</i>	<ul style="list-style-type: none"> ▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products 	<i>Will be paid to the partner when the task is completed and evidences are provided.</i>

REPORTING

All the project partners are requested to provide financial reports for the reporting period by the end of the year **(15 DECEMBER each year)**. The reporting template will be provided by the management team.

EXCHANGE RATE

Any conversion into euro of actual costs incurred in **other** currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) applicable:

- on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received **(for INCLUSION it is JANUARY 2017)** and
- on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

The invoice date will be taken into account to determine the applicable monthly exchange rate.

REFERENCES

1. Guidelines for the Use of the Grant (https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_cbhe_8.12.16.pdf)
2. Inforeuro – currency converter
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm
3. Distance calculator http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

For any detailed information and/or question, please contact the project management team.

WITH BEST REGARDS

INCLUSION MANAGEMENT TEAM

YEREVAN STATE ACADEMY OF FINE ARTS

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