

Danube Transnational Programme

*Antonios Melas
Financial Officer PA3*

*TRANSGREEN, kick-off meeting
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- Eligibility in time
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Eligible expenditures by budget lines

- Staff costs (real costs or flat rate of 20% of direct costs)
- Office and administrative expenditure (15% of staff costs)
- Travel and accommodation
- External expertise and service
- Equipment
- Infrastructure and works (**not relevant** for TRANSGREEN)



Consult the Implementation Manual (IM) at all times !!!

Staff costs

Limited to:

- Salary payments
- Any other costs directly linked to salary payments incurred and paid by the employer, such as employment taxes and social security

Methods of reimbursement:

- Real cost basis
- As a flat rate up to 20% of direct costs other than staff costs

Each Project partner must choose one reimbursement option in the Application Form which will remain unchanged through the entire project period.



In case of real cost method:

Justification and supporting documents necessary

a) Full-time working on the project (no timesheet necessary)

b) Part-time work on the project

- Part-time with a fixed percentage of time worked per month on the operation (no timesheets)
- Part-time with a flexible number of hours worked per month (timesheet necessary)
- On an hourly basis (timesheet necessary)

In case of flat rate method:

- No justification and supporting documents is needed
- Flat rate defined in approved AF shall be automatically applied by the given project partner for reporting staff costs in each WP (except WPO) and each reporting period
- Cannot exceed flat rate defined in approved AF
- No further staff costs incurred on real costs basis can be reported

Basis of calculation of the BL1-Staff costs

<i>Direct costs</i>	<i>WP1</i>
BL3 Travel and accommodation costs	1,000.00
BL4 External expertise and service costs	4,000.00
BL5 Equipment expenditure	2,000.00
BL6 Infrastructure and works	0.00
Total direct costs (BL3+BL4+BL5+BL6)	7,000.00

Eligible BL1 Staff costs = Total direct costs x flat rate

Eligible staff costs (BL1 WP1) = 7,000.00 x 20% = 1,400.00



Travel and accommodation costs

Eligible expenditure includes (exhaustive list):

- a.Travel costs
- b.Costs of meals
- c.Accommodation costs
- d.Visa costs
- e.Daily allowances



**PLEASE
NOTE:**

Costs for flight carbon offsetting are eligible if invoice is provided

External expertise and services

- a. Studies or surveys
- b. Training
- c. Translations
- d. IT systems and website, modifications and updates
- e. Promotion, communication, publicity or information linked to the project
- f. Financial management
- g. Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation)
- h. Participation in events (e.g. registration fees)
- i. Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services
- j. Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers

External expertise and services

k.Verifications: Externalised control activities (FLC) for the verification of the project expenditure where it is relevant for the control system of the concerned Partner State

l.Other specific expertise and services needed for the given project

Public procurement: The selection of external experts shall comply in case of (i) ERDF partners with the national public procurement law in force, (ii) IPA partners with the provisions of the Financial Regulation (Chapter 3 of Title IV of Part Two) and the Delegated Regulation (Chapter 3 of Title II of Part Two)



Programme specific rules shall be applied for procurements between 5,000 € (excluding VAT) and the national public procurement thresholds

Detailed public procurement rules: IM, section 3.3.4, pages 45-48

Equipment

Purchase, rent or lease

- a. Office equipment
- b. IT hardware and software
- c. Furniture and fittings
- d. Laboratory equipment
- e. Machines and instruments
- f. Tools or devices
- g. Vehicles
- h. Other specific equipment



Only equipment listed in the approved AF are eligible

Only depreciation costs should be allocated to the project

Rental or leasing costs for certain period during the project lifetime are eligible

Eligibility in time



Eligible project expenditure shall be incurred and paid within the project period defined by the starting date and end date of the project according to the SC.

Exceptions



- Control costs related to the last progress report and application for reimbursement
 - Expenditure incurred in the last reporting period
- Shall be paid within 60 days after the end date of the project

Financial management process

1. Project Partners (including the LP) prepare and submit
 - i. their Partner Report (PPR), and 15 days
 - ii. all supporting documentsto the designated or selected national First Level Controller (FLC)
2. The FLC, after validation of the reported expenditures, sends
 - i. the validated Partner Report, and
 - ii. the issued Control Certificate 60 daysto the Project Partner
3. The Partner forwards the PPR and the Control Certificate to the LP
4. Based on the Control Certificates, the LP compiles the Progress Report (PR) at project level 15 days

Financial management process

5. The LP submits the PR together with the Application for Reimbursement (AfR) to the MA/JS
6. The MA/JS checks the submitted Progress Report (and the AfR), in all its parts and annexes circa 45-60 days
7. After verification, the MA/JS initiates through the Certifying Authority the reimbursement of the related EU contribution part (ERDF and IPA) to the LP's bank account circa 20-30 days
8. The LP transfers the ERDF and IPA contributions to the PPs according to the approved AfR 30 working days, PA Article 5(3)g

Reporting periods and deadlines

Period ID	Reporting period dd/mm/yyyy - dd/mm/yyyy	Deadline for submission of the Progress Report and Application for Reimbursement (dd/mm/yyyy)	Spending forecast EUR
period 1	08/12/2016 - 30/06/2017	01/10/2017	442,267.36
period 2	01/07/2017 - 31/12/2017	01/04/2018	479,669.81
period 3	01/01/2018 - 30/06/2018	01/10/2018	499,629.51
period 4	01/07/2018 - 31/12/2018	01/04/2019	529,794.75
period 5	01/01/2019 - 30/06/2019	01/10/2019	529,959.73
Total Project budget			2,481,321.16

➤ Article 13(1) b) : in case the LP does not report validated eligible expenditure according to the approved spending forecast in Article 4(3), the MA/JS will assess the level of under-spending and the reasons for the lower financial performance; in such a case, the MA/JS is entitled to de-commit the project by reducing the project budget and the corresponding contribution from the EU Funds.

Advices for project implementation

1. Read Programme documents (IM, reporting templates and guidelines)
2. Establish contact with NCP and FLC
3. Keep the LP informed at all times
4. Keep track of expenditure in real time
5. Provide LP with draft PPR before submission to FLC

Advices for project implementation

- 6.LP, WPL and Act. Leaders - regularly elaborate task checklists and closely monitor project activities
- 7.LP - permanently assess the possible risks and prepare alternative plans
- 8.Use the available technologies (e.g. phone, skype, whatsapp) to facilitate communication
- 9.Use the Document Manager tool on project website

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