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communities in WB and EU

# WP1 - PROJECT MANAGEMENT PLAN & PROJECT MANAGEMENT BOARDS

Lund Study Visit  
University of Tirana

*Date: June 16, 2023*  
*Place: Lund,*  
*Sweden*

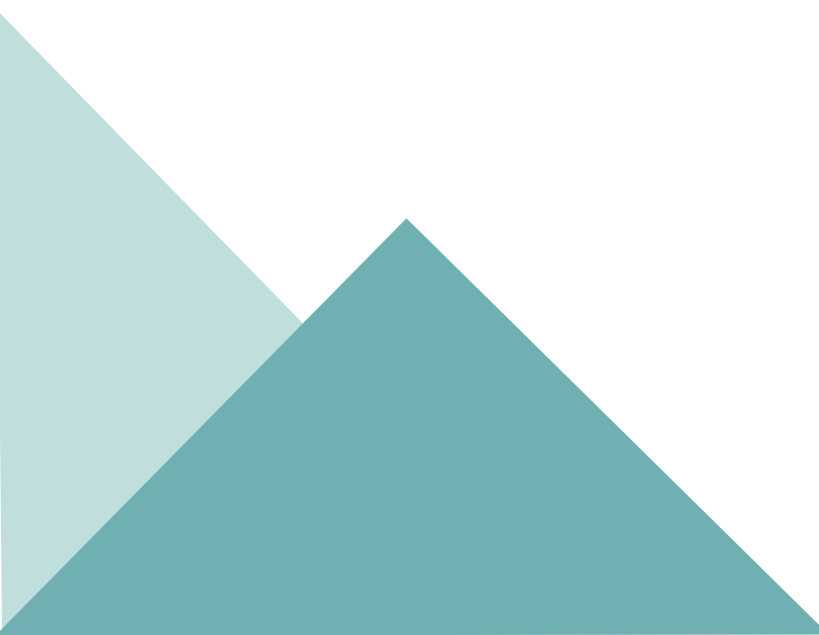


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## Presentation outline

- Project Management Plan
- Financial reporting





## Project Management Plan

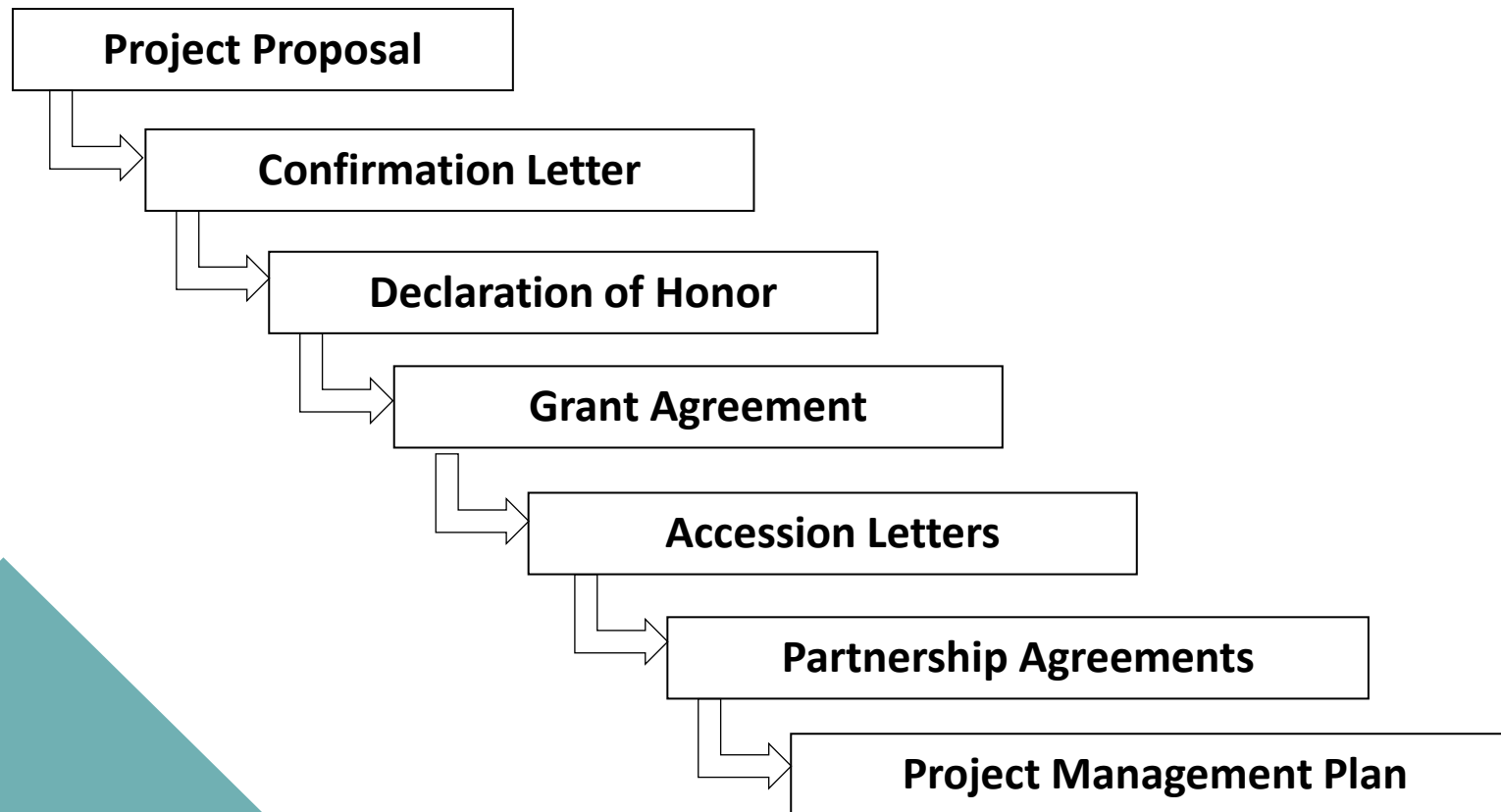
- **Project Management Plan preparation is based on:**
  - 1FUTURE Proposal
  - Erasmus+ Grant Agreement
  - Partnership Agreements
  - EU Guidelines for the Use of the Grant





# Project Management Plan

- **Partnership Documents Evolution**



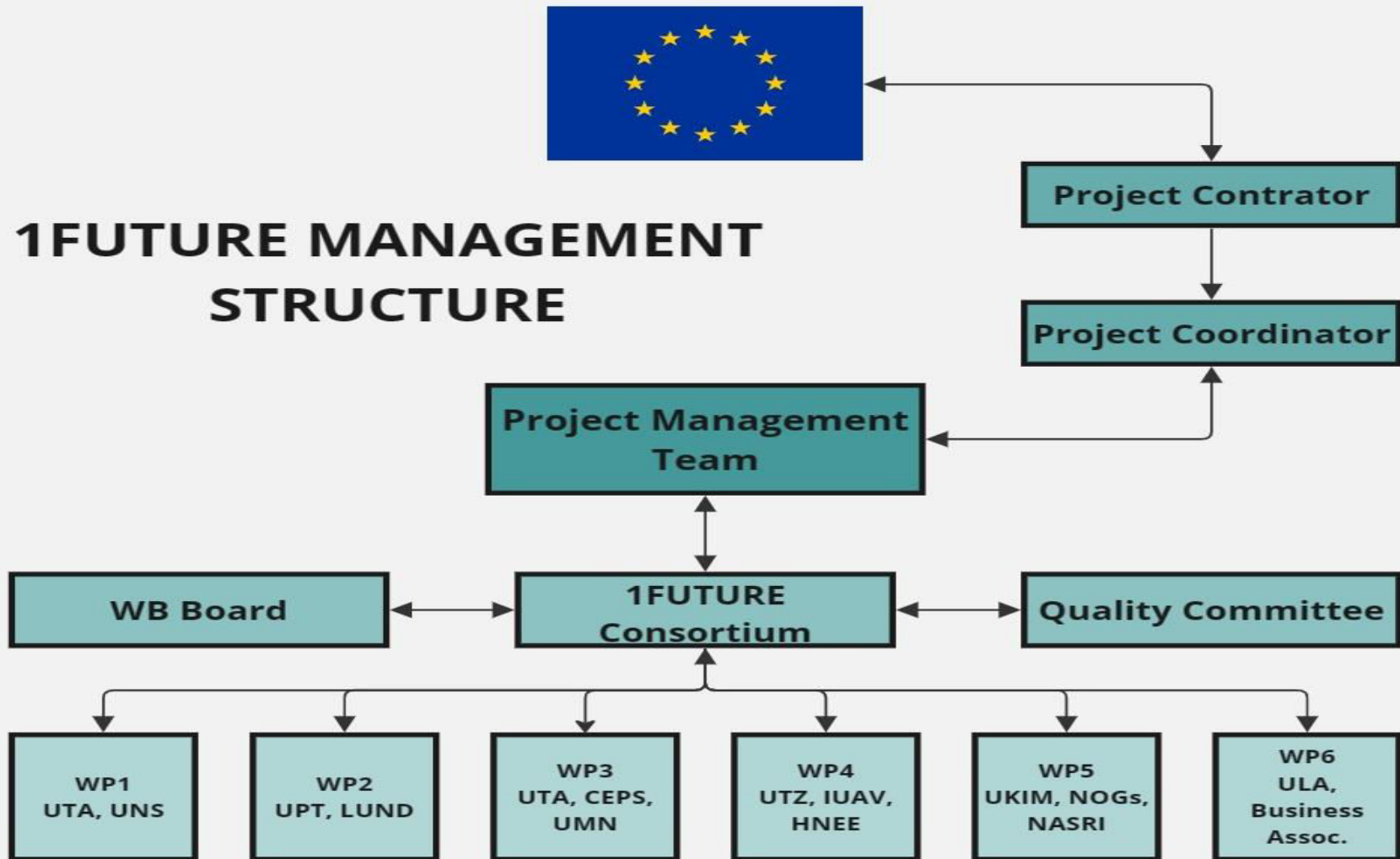


## Project Management Plan Content

- **Structure management** (description of partners, structures, work packages and communication)
- **Contractual management** (obligation and responsibilities, conflict resolution)
- **Financial management** (grant specifics, payment cycle, installments to beneficiaries)
- **Reporting**
- **Annexes**



# Project Management Structure





## Communication

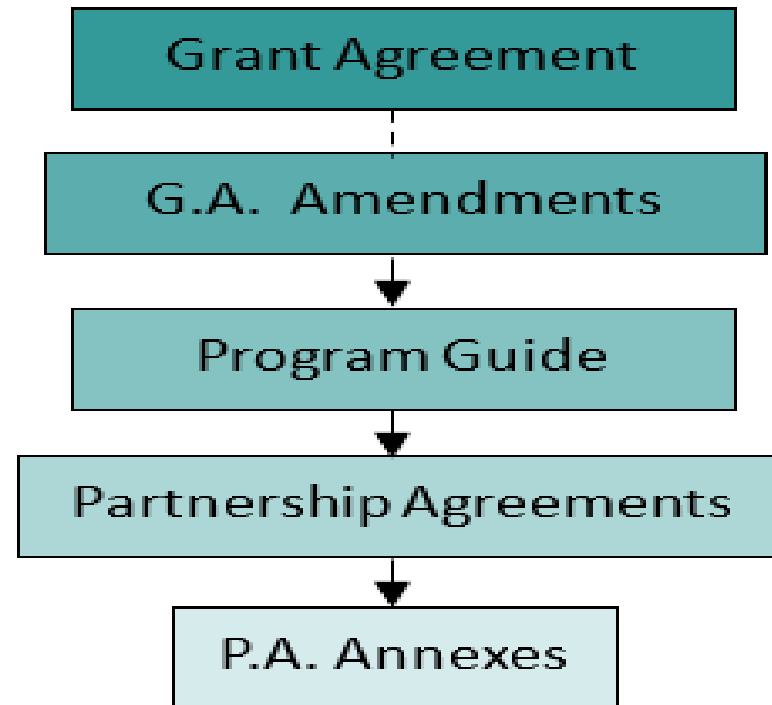
- **Internal Communication**
  - Google Drive
  - One Drive (outlook)
  - Project Management Platform (possibly)
- **Communication with EACEA**
  - EU Portal through Funding and Tender Platform
- **Communication with National Erasmus+Office (NEO)/EU Delegation**





# Contractual Management of Project

## Hierarchy and precedence







## Obligations and Responsibilities

### Jointly Responsibility Principle

- General obligations and role of **all beneficiaries** (including coordinator)
- General obligations and role of the **project coordinator**
- General obligations and role of **project beneficiaries**

*(Source: Grant Agreement, Partnership Agreement)*



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# Publicity Obligations

- Acknowledgement of the EU support and display of the European flag (emblem) and funding statement (translated into local languages, where appropriate):



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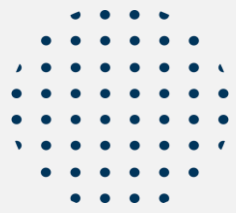
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- Disclaimer:

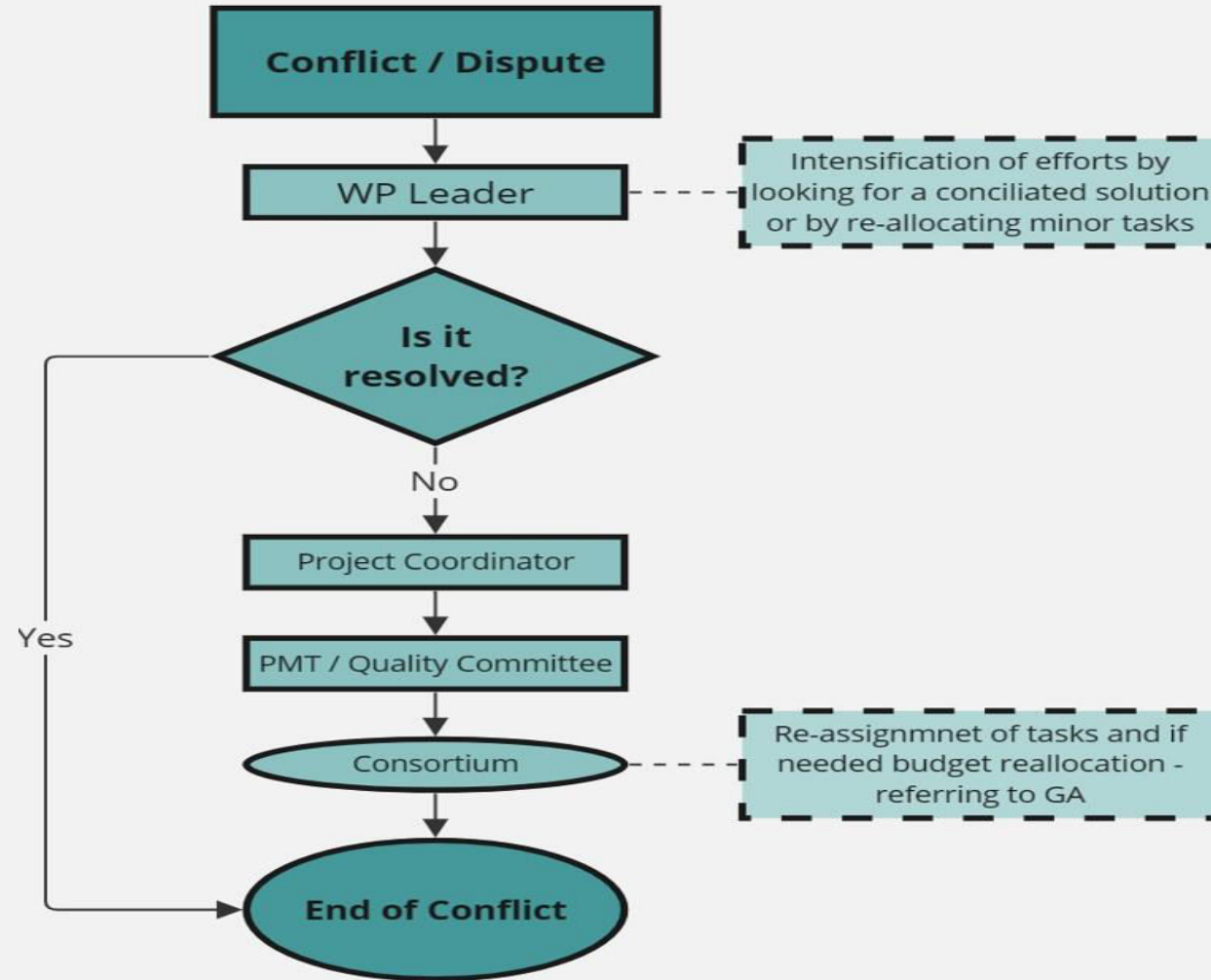
*“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”*



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## Conflict Resolution





# Financial Management of Project

**Maximum grant amount, total estimated eligible costs and contributions and funding rate:**

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
796 389.00	796 389.00

**Grant form:** Lump Sum

**Grant mode:** Action grant

**Budget categories/activity types:** Lump sum contributions

**Cost eligibility options:** n/a

**Budget flexibility:** No





# Payment Cycle

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	18	Additional prefinancing report	60 days after end of reporting period	Additional prefinancing	60 days from receiving additional prefinancing report/ financial guarantee (if required) – whichever is the latest
2	19	36	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report





# Payment Transferee to Beneficiaries

- **First instalment of pre-financing** The coordinator will transfer the first instalment of pre-financing as stated in PA, at the time of signature of the Partnership Agreement, provided that the coordinator has received the first pre-financing payment from the Executive Agency.
- **Second instalment of pre-financing** The coordinator will transfer the second instalment of pre-financing of the beneficiary's total Erasmus+ grant budget as stated in PA, when the beneficiary will demonstrate expenditure covering at least 70% of the total amount already transferred in previous instalment.
- **Additional pre-financing** The coordinator will transfer the additional prefinancing after the first periodic report, having received all the necessary proofs of expenditure/activity covering the amount of advance payment(s) already made, and having all partners spent at least 70% of their budget
- **Payment of the balance** The balance will be distributed after the granting authority calculation of the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see articles 22 and 32 of the Grant Agreement and articles 5.5, 5.6 and 5.7 of this Partnership Agreement).





# Eligibile Cost

## ELIGIBLE COSTS

As specified in Article 6 of the Grant Agreement, "Eligible contributions" Lump sum contributions are eligible ('eligible contributions'), if:

- they are set out in Annex 2 of Grant Agreement,
- the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 of Grant Agreement and during in the period set out in Article 4 of Grant Agreement (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21 of Grant Agreement)





# A. Personnel Cost

This budget category covers the following subcategories:

- – Costs for employees (or equivalent)
- – Costs for natural persons working under a direct contract and for personnel seconded by a third party against payment
- – Costs for SME owners not receiving a salary and for beneficiaries that are natural persons not receiving a salary
- – Costs for volunteers
- – Other personnel costs

**A.1 Costs for employees** (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

The applicable staff categories to be applied are the following:

- **Managers** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- **Senior/Junior Researchers/Teachers** 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 and administrative staff** (including technicians, associate professionals and office and customer service clerks) carries out technical tasks such as book-keeping, accountancy, in-house translation activities, secretarial duties and other administrative tasks. 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.







# Eligibility for Personnel Cost

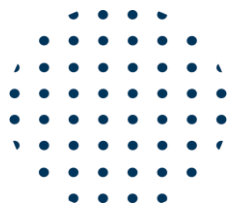
This budget heading contributes to the cost of staff for all beneficiaries when they are performing tasks which are directly necessary to the achievement of the objectives of the project.

- The existence of a formal contractual relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution.
- Salaries of non-permanent staff (e.g. staff specifically recruited for the project and/or not appearing in the payroll system) may be charged to the project if the individual concerned fulfills all these conditions:

The actual costs to be applied for Personnel Costs corresponds to an amount in Euro per working **month** per staff and take into account these variables:

- the type of staff category,
- the country in which the staff member is employed,
- and the number of months worked for the project.





## Supporting Documents for Personnel Cost

Beneficiaries need to justify the actual cost of the activity or to provide supporting documents on the actual amount spent.

For the purpose of any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- The existence of a formal contractual employment relationship between the employee and the employer. A formal employment contract is required.
- A duly filled-in Staff Convention for each person employed by the project.
- Time-sheets have to be attached to each staff convention. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. For staff performing different categories of tasks a separate Time-sheets must be signed for each type of activity (Manager, RTT, Technical, Administrative). They must indicate the following:





## B. Subcontracting Cost

This budget category covers subcontracted action tasks, i.e. contracts for parts of the project described in the description of the action that are not implemented by the beneficiary itself, but by a subcontractor.

- Subcontractors must implement their action tasks in accordance with Article 11 of GA. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

Subcontracting costs must be declared as actual costs.

- **SUPPORTING DOCUMENTS FOR SUB-CONTRACTING COST**

For the purpose of any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- Invoices, subcontracts and bank statements.
- In the case of travel activities of subcontracted service provider, copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km. The aim of the supporting documentation is to demonstrate that the activities took place.
- Tangible outputs/products.
- In addition, the declared costs must be identifiable and verifiable, in particular being recorded in the accounting system of the beneficiary.





## C. PURCHASE Cost

This budget category covers, the following subcategories:

- – Travel, accommodation and subsistence
- – Equipment
- – Other goods, works or services, if necessary to implement the action

### C.1 Travel and subsistence

This budget heading contributes to the costs of travel and stay for staff and students participating in activities directly related to the achievement of the project.

- Purchases for travel, accommodation and subsistence must be calculated as follows:
- - travel: on the basis of the costs actually incurred and in line with the beneficiary's usual practices on travel
- - accommodation: on the basis of the costs actually incurred and in line with the beneficiary's usual practices on travel
- - subsistence: on the basis of the costs actually incurred and in line with the beneficiary's usual practices on travel





## C2. Equipment

This could include, for example, (e-)books and periodicals, fax machines, photocopying machines, computers and peripherals (including notebooks/laptops and tablets), software, machines and equipment for teaching purposes, laboratory supplies (teaching purposes), video-projectors (hardware) and video-presentations (software), television sets, installing/setting up of communication lines for internet connection, access to databases (libraries and electronic libraries outside the partnership) and clouds, equipment maintenance, insurance, transport and installation costs.

- The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold. In addition, the declared costs must be identifiable and verifiable, in particular being recorded in the accounting system of the beneficiary. Furthermore, the equipment must be properly registered in the inventory of the institution concerned.
- All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker provided by the Agency.
- VAT is not considered as an eligible project cost. Therefore, the measures for the exemption should be launched sufficiently in advance to the purchase of the equipment (as explained in “TAXES” below).

### **SUPPORTING DOCUMENTS FOR EQUIPMENT**

For the purpose of any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- Invoice(s) and bank statement(s) for all purchased equipment (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure).
- Procurement procedure documentation
- Proof that the equipment is recorded in the inventory of the institution.





## C3. Other goods, works and services

Purchases of other goods, works and services must be calculated on the basis of the costs actually incurred.

This budget category covers the costs for goods and services that were purchased for the action, such as:

- – costs for consumables and supplies (e.g. raw materials, office supplies)
- – communication and dissemination costs (e.g. translation and printing costs or graphic designer fees for printed products such as leaflets or other promotional items in relation to communication activities; conference fees; costs for speakers and interpreters)
- – costs related to intellectual property rights (IPR) (e.g. costs related to protecting the results such as consulting fees or fees paid to patent offices)
- – costs for certificates on financial statements (CFS) and certificates on methodology (CoMUC; where necessary)
- – costs for financial guarantees (only if required by the granting authority).

**Best practice: If there is any doubt about whether a cost is eligible, or whether a cost is to be considered purchase cost for other goods, works and services the beneficiaries should contact the granting authority.**

Costs of other goods, works and services must be declared as actual costs.





# Reporting

During the project, the beneficiaries are expected to provide regular updates on the status of the project: the continuous reporting.

## The continuous reporting includes:

- progress in achieving milestones
- deliverables
- updates to the publishable summary
- response to critical risks, publications, communications activities
- programme-specific monitoring information (if required).

Milestones and deliverables should report on milestones and deliverables in accordance with the schedule set out for them.

The Continuous Reporting Module also allows the participants to report on critical risks, prepare the summary for publication and the programme-specific information on indicators (e.g. Trainings, Gender, Open Data, etc.).

- **Milestones** — Control points in the project that help to chart progress (kick-off meetings, steering committees, first-draft of a survey, prototype, etc). They may correspond to the completion of a key deliverable, which allows the next phase of the work to begin or is needed at intermediary points.
- **Deliverables** — Outputs to be submitted to the EU (publication, leaflet, progress report, brochure, list, etc).





Thank you for your attention

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