

Lifelong Learning Programme

Education and Culture DG

EACEA



Project

Identifying barriers in promoting the European Standards and Guidelines for Quality Assurance at institutional level and making recommendations as to how these might be addressed (IBAR)

Co-ordinator

*Centre for Higher Education Studies,
Prague, Czech Republic*

Seminar in Brussels

PROGRAMME

➤ official presentations

- * representative of European Commission
- * Lifelong Learning Programme
- * EACEA Education, Audiovisual and Culture Executive Agency (the “Agency”)
- * presentation of all 6 funded projects

➤ practical presentation

Operational and financial aspects (2 sessions)

- * operational aspects and multi beneficiary contracts
- * principles for sound financial management
- * amendments
- * interim and final report; project results
- * questions and answers

workshops

- * **dissemination, quality assurance and evaluation**

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(ADVANCE) PAYMENT / FINANCIAL ISSUES

- coordinator ⇒ 40% of the grant designated for the project budget.
- beneficiaries ⇒ already provided with all resources corresponding to the same proportion of their budgets (Grant Agreement **Contract**, 1.7.3)
- second instalment of 40% of the grant ⇒ coordinator ⇒ after the delivery of the "progress report" (deadline Grant Agreement **Contract**, Art. 1.5)
- conditions ⇒ at least 70% of previous pre-financing payment has been used up
- Agency has 90 days to process the request
- payment of the balance (20%) ⇒ after submission of the "final report" and positive overall evaluation

It is therefore necessary to be aware of financing the last 20% of the budget in advance.

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Each beneficiary is responsible for its professional and administrative work:

- **perform, properly and according to schedule the project- related activities (IBAR Application)**
- **submit the monthly account sheets, the interim reports and offer full assistance in preparing account statements of the entire project**
- **provide the coordinator with copies of all needed documents (i.e. tax documents, supporting documentation, employment contracts and internal rules, resp. national rules (electronic softcopies))**

It is therefore strongly recommended to read through all the documents related to the project and the Agency web site (<http://ec.europa.eu/>) and especially Grant Agreement and its Annex IV (Handbook).

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BASIC PRINCIPLES

EU grant 75% of total eligible costs

remaining 25% is proportionally co-financed by beneficiaries

- no requirement to separate between 75% grant funded and 25% own money funded of costs of individual items
- **co-financed items must be any eligible costs** (supported with the same documentation as any other expenses)
- accountancy has to be transparent, it shall be clearly seen for what purpose funds have been used; coordinator is provided with electronic copies of accounting and supporting documents
- the applicant's internal accounting must permit direct reconciliation of the costs and revenue declared with the corresponding accounting statements and supporting documents
- **Agency recovers interests yielded on the total amount** of the pre-financing ⇒ beneficiaries have to pay back the yielded interests, therefore each beneficiary has to keep track on earned interests

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TEMPLATES, VISITS (the Agency)

It is recommended:

- use "templates,, in general (for purposes of reporting to the Agency)
- set a timetable (use "template") and fill it regularly
- demand reports on the progress of the work (use "templates") ⇒ regular evaluation reports

Coordinator should

- * provide the Agency with the proper documentation of the work on the project

- * be able to submit it at any time to the visitor from the

Agency

- The visitor (the Agency) may decide by himself to come (random visits)

- The Agency would appreciate the invitation ⇒ participation at various project events

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EXPENDITURE AND SUPPORTING DOCUMENTATION

All beneficiaries shall

- * approve all expenditures of the project by relevant documents

- * keep all original documents (accounting and tax records) for five years from the date of the payment of the balance.

- EU ceiling rates (staff and subsistence costs) shall be kept (exceeded amount will be considered by the Agency as non-eligible)

- subcontracting costs vs. other costs ⇒ the **transfer between budget headings** ⇒ can be made after a formal request to the Agency is approved

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STAFF COSTS

Each beneficiary should ensure that:

- employee "daily rates" not exceed EU maximum (exceeded amount will be considered as a non-eligible cost)
- real daily staff cost rates are based on average **rates corresponding to the applicant's usual policy on remuneration**, comprising salaries plus social security charges and other statutory costs included in the remuneration. Non statutory costs such as bonuses, leased car, expense account schemes, incentive payments or profit-sharing schemes are excluded
- wages are paid in accordance with the national legislation/institutional rules (**saved money can be used by the beneficiary for higher number of working days** of employees of appropriate category; agreement with the Agency is needed)

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- **an employment contract permitted by the national legislation of each beneficiary is acceptable** (statutory staff, temporary staff);
- **every member of the project team has to be an employee of the beneficiary, who signed the Grant Agreement - Contract (CZ, UK) or the “Mandate Letter” (all other beneficiaries)**
- **all wages expenses are planned as “staff costs” (see the global budget); there are no resources dedicated to the subcontracting costs, i.e. team members cannot work under subcontracts**

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Coordinator shall require:

- **a copy of internal/institutional policy on remuneration**
- **details of the calculation method of daily rate (on basis of each employee's employment contract), in accordance to internal rules and the national legislation of the particular beneficiary**
- **a list of all staff involved in the project ⇒ stating their position, category, employee payroll, wages amount**
- **copies of employment contracts of all project staff**
- **proof that reported salaries have been actually paid in reporting period (pay slip)**
- **completed monthly timesheet from each project team member (timesheet template ⇒ Staff cost documentation file)**

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TRAVEL AND SUBSISTENCE COSTS

Each beneficiary shall

- **reimburse travel and subsistence costs to its staff from its budget related to the project**
- **be responsible for the validity of travel and subsistence reimbursement according to its internal rules and national legislation.**
- **follow the internal/national rules in all aspects related to travelling (if they exist, otherwise the EU ceilings are obligatory)**
- **a pro rata reduction must be applied if accommodation, meals and local travel costs are provided for by a third party**
- **proof of attendance and overnight accommodation will be required to substantiate declared costs at reporting stage.**
- **the maximum amount of subsistence for a two day seminar (a conference spread over a three day period that includes a stay for two nights) is 2.5 of the daily rate for subsistence.**

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EXAMPLES

Staff costs:

- estimation - 260 working days per year
- Mr X: the annual cost (21 632,60 Euro) is composed by gross salary (16 000 Euro) and social security charges (5 632,60 Euro)
- calculation of daily cost

$$21\ 632,60 / 260 \text{ working days} = 83,20 \text{ Euro/day}$$

Travel and subsistence:

- meeting from 01/02/2010 to 03/03/2010 (2 nights stay)
- subsistence cost will be calculated as follows:
2,5 days (not 3 day) x maximum subsistence rate (in accordance with national/institutional rules if they exist)

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MESSAGE FROM THE AGENCY

- **Keep an eye on your planning and budget**
- **Take the feedback of your progress report into account**
- **Establish a common approach with the consortium to address concerns**
- **Start dissemination activities from the very beginning of the project**
- **Keep all supporting documents**
- **Read all legal documentation carefully**
- **Consult us for advice and support**

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USEFUL LINKS

- The EACEA beneficiary space

http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting_lifelong_learning_2010_en.php

- DG-EAC- reports and studies

http://ec.europa.eu/education/more-information/moreinformation139_en.htm

- EVE-LLP projects

http://ec.europa.eu/dgs/education_culture/eve/index_en.htm

- Survival KIT – Practical Project Guide, Tools

<http://www.european-project-management.eu/index.php?id=19>

- Google Translate

<http://translate.google.com/#cs|en|>

Evaluation of Prague seminar

- hotel and/or meeting rooms internet access needed
- more information on logistics would be helpful
- not to invite official people and/or people from HEIs we plan to study (seminar is an internal project meeting, it should allow to discuss sensitive issues)
- **preference of small working groups**, minimum presentations,
- more space for sophisticated partners discussion
- support of pre-circulated documents via e-mail ⇒ clearer and more fruitful discussions during the meetings
- presentation of IBAR project more broadly ⇒ more partners involved

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Project description (Part C of Application)

C 1.1 Summary

C 1.2 Reasons of the project submission

C 1.3 Aims and objectives

C 1.4 Impact and sustainability

Target groups (short-term, long term target groups, how they will be reached and involved during the project lifetime, impact of the project beyond its lifetime)

C 2 List of deliverables

National reports in national language ⇒ important for the national dissemination as well as for the support of the national language

Organisation of project work

Horizontal WPs: management, evaluation, exploitation of results, dissemination (responsibility of project co-ordinator in collaboration with UK team)

Development WP:

LEADING PARTNER RESPONSIBLE FOR ALL ACTIVITIES

- **WP5 „Survey of Internal Quality Assurance Systems“**
- **short description of activity**
- **theory: policy implementation + organisation theory (to be finalised)**
- **methods: document analysis and semi-structured interviews**
- **respondents: major actors identified by the method of snowball sampling**
- **time period: 5 months (March-July 2010)**
- **deliverables: coordinating seminar, 7 national case studies, comparative study (leading partner) distributed in draft version at coordinating seminar of WP6**
- **WPs on pages 76, 82, 88,94,100, 106,112 and 118 of Application**

Project deliverables

Deliverable (WP5): Comparative analysis

Based on the 7 national case studies the cross-country comparative analysis will be made. **Comparative study will be public through the project's website and its preliminary version will be distributed during the coordinating seminar WP6.** The direct distribution to the national decision bodies, QA agencies and HEIs governing bodies is expected (part of the dissemination process).

(P78 of Application)

Coordinating seminar (WP6)

Presentation of the intermediate project results achieved within WPs organised until the date of the seminar will be included.