



Date:13.12.2016.

Place:Novi Sad

Knowledge FOR Resilient soCiEty

KICK-OFF MEETING

WP 9 – PROJECT MANAGEMENT



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Work package 9 comprises activities related to the project management. It will result in partnership terms and conditions being fully agreed upon, management procedures being fully established and teamwork culture being built.

Leader: UNS



ORGANIZATIONAL CHART

ORGANIZATION CHART

KNOWLEDGE FOR RESILIENT SOCIETY

K-FORCE



ASSUMPTIONS

- Competence of administrative staff for efficient project implementation
- Dully working mechanism of communication

RISKS

- Creating structures for management of the project are not fully relaying on the bureaucratic procedures
- Members of the Steering Committee and working groups are overburden with their other daily activities



The primary challenge of project management is to achieve all of the project goals and objectives while honouring the preconceived constraints.

Primary constraints are **scope, time, quality and budget**.

Secondary — and more ambitious — challenge is **to optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives**.



CO-FINANCING PRINCIPLE

- In order to implement the project, the grant amount will have to be complemented by additional funding provided by the beneficiary, according to the co-financing breakdown per partner defined in project budget.
- This means that the resources which are necessary to carry out the project shall not be provided entirely by the EU contribution.
- In practical terms, the implementation of the CBHE project may require other types of expenditures, not specifically foreseen and included in the budget of the grant (such as costs for dissemination, publishing, translation if not sub-contracted, overheads costs, bank fees etc.), that are supposed to be covered by co-financing. It is important to note that these expenditures covered by the co-financing will not be taken into account for the final calculation of the grant and therefore will not have any financial impact on it.
- Beneficiary shall provide an indication on the level and source of co-financing that contributed to the project results.



The main objective of this Manual is to provide support to project partners so that they can manage the project locally in an efficient and successful manner.

The structure of the manual:

- Management structure
- Obligations of the Beneficiary
- Financial management of K-FORCE project
- Reporting
- Eligibility of costs
- Supporting documents

Annexes

- Technical report
- Partner financial report
- Partner request for payment
- Supporting documents
- Staff Convention
- Timesheet
- Individual mobility report
- Unit costs for staff, travel and costs of stay defined by EACEA



BASIC PRINCIPLES OF REPORTING

Within K-FORCE project three ways of reporting are planned:

The formal reporting by the Coordinator including Intermediate and Final Reports, provides the necessary information to the Education, Audiovisual and Culture Executive Agency (EACEA) to assure them that our project is implemented according to the Grant Agreement provisions and Guidelines for the Use of the Grant.

Internal reporting within the Consortium where beneficiaries inform the Coordinator about the technical progress on institutional implementation of the project (two partners' technical reports during the project) and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents (four reports).

Reporting on realized different events (info days, workshops, seminars, conference, meetings, trainings, etc.) by all beneficiaries prepared using the template provided in QM Manual for posting on the project website.



REPORTING SCHEDULE

I	Reports (two in total) prepared by the Coordinator to be delivered to EACEA	Intermediate Report – 14.04.2018.
		Final report – 14.12.2019.
II	Partner's Financial Report (four reports)	1 st report – 14.09.2017.
		2 nd report-14.03.2018.
		3 rd report-14.12.2018.
		4 th report-14.10.2019.
III	Partner's Technical report on the implementation of the project (two reports)	1 st report-14.03.2018.
		2 nd report-14.10.2019.

Partner financial reports are linked to transfer of instalments of the Erasmus plus grant by the Coordinator. Information contained in the reports will be reviewed by PMT.

The Coordinator can submit Final report, as well as financial statements to the EACEA on behalf of all beneficiaries only based on inputs received from all partners.

Therefore, in order to provide adequate information on the expenditure made within the project, each beneficiary has to submit a partner financial report to the Coordinator consisting of:

- Financial statement presenting the costs incurred during the reporting period
- Supporting documents

**detailed list of supporting documents will be defined in Manual for administration and financial management.*



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DOCUMENTATION (EXAMPLE)

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
ACTUAL COSTS	<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 	<ul style="list-style-type: none"> ▪ Invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
	<i>Subcontracting</i>	<ul style="list-style-type: none"> ▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products* 	<ul style="list-style-type: none"> ▪ Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
UNIT COSTS	<i>Staff</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* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
	<i>Travel and 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* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency

The Technical reports should provide the clear picture on the progress of project activities, time and quality of deliverables and results, to what extent the progress indicators are achieved, as well as introduction of changes into the Work plan (if any).

The Technical report is structured as follows:

- Statistics and indicators
- Table of achieved/planned results

The major part of the Technical report is consisted of the Table of achieved/planned results (one table per workpackage), with following describing elements:

- Activities carried out and indicators of achievement,
- Activities to be carried out and indicators for progress,
- Any proposed changes (people involved, budget, remaining activities...).

**Technical report form will be given in Manual for administration and financial management.*

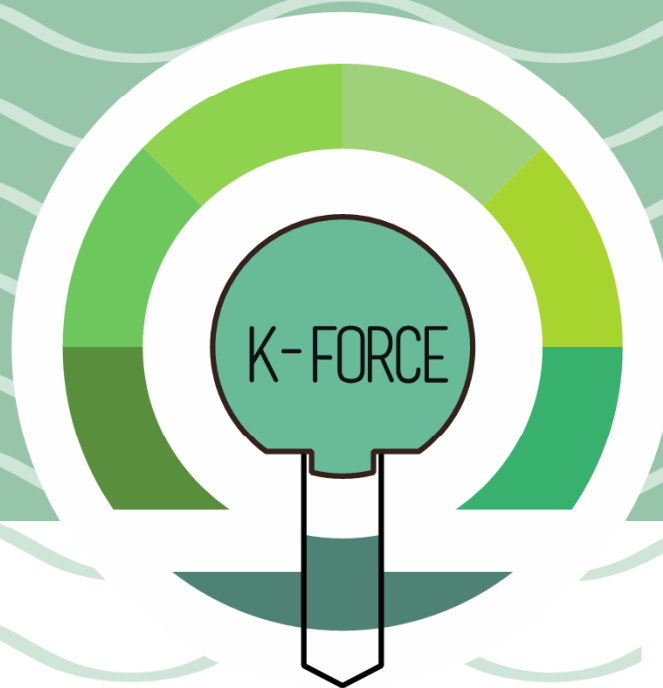


The amount of staff costs charged to the grant are linked to the nature (and volume) of work performed and not to the function or salary of the person in the employing organization.



PENALTIES IN THE CASE OF POOR, PARTIAL OR LATE IMPLEMENTATION OF THE ACTION

- According to Article I.10.6 of the Grant Agreement, the Agency may reduce the grant initially provided if the action is **implemented poorly, partially or late**.
- The final report and the outputs produced by the project, will be assessed using a common set of quality criteria based on the same evaluation criteria and the same scoring scale as those used application stage: relevance (maximum 30 points); quality of the project (design and) implementation (maximum 30 points); quality of the project team and cooperation arrangements (maximum 20 points); and impact and sustainability (maximum 20 points).
- The score will vary from 0 to 100.
- Where the rating falls between 0 and 50, a reduction of the EU grant initially provided to the partnership will be implemented according to the following scale:
 - 25% reduction if the final report scores at least 40 points and below 50 points;
 - 35% reduction if final report scores at least 30 points and below 40 points;
 - 55% reduction if the final report scores at least 20 points and below 30 points;
 - 75% reduction if the final report scores below 20 points



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Thank you
for your attention

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