DG Justice and Consumers

Project Management

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DG Justice and Consumers

Proposal

Grant Agreement

GAP (GA preparation)

Electronic signature of the GA and accession forms

Pre-financing

Continuous reporting (incl. progress report)

Progress evaluation

Final Report

Evaluation of Project

Final Payment / Recovery

AUDIT

Project Life Cycle

Start Eligibility

Monitoring

End Eligibility

Closing of Project

AMENDMENTS

DG Justice and Consumers
Evaluation Result Letters

- For each proposal, the consortium will receive a Letter informing about this outcome (attached ESR - Evaluation Summary Report).
- The main listed projects: Invitation letter
- In DG JUST immediately after the invitation letter is sent – message sent through portal with main instructions
  - Part A/B
  - Introduction of deliverables (public / confidential)
  - Progress report if any
  - Milestones / Critical risks
  - Practical guidance for the GAP: portal, validation of entities, access rights etc...
Grant Agreement Preparation

- Your proposal is taken "as is"
- The Grant Agreement (GA) is prepared on the basis of the proposal selected for funding
- Proposals are evaluated on their merit and not on their potential
- BUT this does not mean "no change at all"
Grant Agreement Preparation

- Project start date
  - 1st day of the month
  - fixed starting date (Principle: after signature – prior to signature only if justified – never before submission)
- Duration of the action 24 months (36 for training)
  - 1 reporting period
  - Progress report if >= 24 months
- Check EU contribution and pre-financing
  - EU contribution up to 90% (JUST) / 80% (CERV)
  - Pre-financing 65% (JUST) 80% (CERV)
- Validation and LEAR appointment (REA)
- Eligibility, exclusion checks
- Financial capacity check – coordinator only – not for public bodies, member states organisations, international organisations. Liquidity, profitability (2) solvency and autonomy)
Grant Agreement Preparation

• Additional measures can be taken in case of weak financial capacity
  • Split the pre-financing
  • Replace the coordinator
• Implementation of the ESR comments
• Double funding an plagiarism check
• Check the budget
• Correction of clerical errors and obvious inconsistencies
• EU visibility
Budget of the Action principles

- no detailed budget to be submitted (instead use of the resource) but need to have a detailed and accurate estimation of costs (staff costs: project staff member/role in the project/ status/number of working days foreseen/daily cost; same for the other costs categories)

- Mixed Actual / unit costs
  - Actual costs is the rule
  - Unit costs: travel and subsistence/ SME owners / volunteers

- Budget transfer are free without amendment as long as this does not imply any substantive or important change to the description of the action in Annex 1
Cost categories

- Cost categories: Art 6.2 Grant Agreement
  - **Personnel costs: actual**
    
    Daily rate of the person x number of days worked on the action

    Daily rate = annual personnel costs of the person / 215
  
  - **Personnel costs: unit costs for SME owners and volunteers (annex 2a to the GA)**
    
    - SME Owners (Company owners who are not paid a salary => no actual cost) based on the Marie Curie programme rates
    
    - Call dependent: Volunteers (people working on a voluntary basis for an organization without payment) : Covers the co-financing. Reimbursement limited to actual costs

    Daily rates set in annex 2a
  
  - **Subcontracting costs: actual**
    
    - Limited parts of the action: procurement contracts which cover the execution by a third party of tasks forming part of the action as described in Annex I (different from implementation contracts)
    
    - Best value for money: beneficiary’s usual purchasing practices
Cost categories

- Travel and subsistence
  - Unit costs is the rule
  - Annex 2a to the GA: land travel is the rule 50 < 400 km (within a member state/between member states) / air travel > 400 km
  - Calculators available at https://ec.europa.eu/info/flight-calculator_en
  - Accommodation costs: amount per night for all member states, EEA, EFTA acceding, candidates countries, UK
  - Subsistence costs: amount per 24h period (costs of meals, local travel)

- Equipment: actual – best value for money
  - Depreciation
  - Rate of actual use for the project

- Call dependent: Financial support to third parties
- Other costs: actual - best value for money
- Indirect costs: Lump sum 7%
Cost eligibility

- Cost eligibility: Art 6 Grant Agreement
  - Actually incurred
  - During the duration of the action
  - Declared under the correct cost category
  - In connection with the action
  - Identifiable and verifiable: accounts – accounting standards
  - Comply with then national laws
  - Reasonable
  - For unit costs: units must be identifiable and verifiable
Supporting evidence

- For actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records)
- For unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared
- For personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor
Continuous reporting

- you must use the **continuous reporting functionality** as soon as the project starts to submit information that will go into the periodic reports/final report.

- This includes:
  - **deliverables**
  - progress in achieving **milestones**
  - response to **critical risks**

- It is part of your final report
Amending the project

- Art. 39: The grant may be amended, unless the amendment entails changes which would call into question the award decision on the grant.
- Amendments may be requested by any of the parties.
- Modifications of annex 1: Amendments only for significant changes.
- No amendment for changes in the staff. You will send us a CV of the new key person(s).
- No amendment for small changes in the timetable.
most frequent errors

- Personnel costs: unreliable or! missing timesheets, supporting documents or insufficient alternative evidence, incorrect time claimed, ineligible remuneration costs included in the calculation of the hourly rates.
- Subcontracting and other direct costs: costs without valid supporting documents.
- Other direct costs: lack of adequate supporting documents for other goods and services errors in equipment costs due to no direct measurement of the costs.
- Travel costs not related to the action or missing supporting documents.
How to avoid most frequent errors

• **STAFF:**
  
  • keep timesheets / the total number of hours declared for a person for a year is not higher than the number of annual productive hours used/
  
  • only claim hours actually worked on the project
  
  • Ensure that remuneration is in line with your usual practice
  
  • Remuneration must be supported by evidence (e.g. payroll, salary slips, employment contracts).
  
  • Remuneration should be paid in accordance with national law,

• link to the action (e.g. travel for which costs are claimed must be necessary for the action).

• Costs claimed must be identifiable and verifiable: reconcilable with accounts and supported by documentation.

• acquisition of goods and services (subcontracting or other direct costs) comply with ‘best value for money’ principle: internal procedures

• goods and services (e.g. consumables) charged as direct costs to the project are measured accurately and charged at cost basis. No apportionment method
TIPS for a successful Project

• Closely adhere to the call text when developing your project - thorough analysis of the grant call itself.

• Good consortium building

• Dedicate sufficient time to management of the project

• Trust is key: high level of trust among the partners

• Establish a good working relationship with the project officer Communicate pro-actively with the European Commission project officer about relevant aspects of your project, such as expected deviations in project results or consortium composition.

• Include sufficient expertise in financial management

• Do not reduce the scope of activities (it would be a substantial change of annex 1)

• Anticipate problems

• Be open/honest in your reports
Conclusion

We are there to support you for making your project a success

Thank you for your attention