



DG Justice and Consumers

Project Management

Philippe Boving

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Project Life Cycle

Start Eligibility



End Eligibility

Closing of Project

AMENDMENTS

Proposal



Grant Agreement

Continuous reporting (incl. progress report)

Final Report

AUDIT

GAP (GA preparation)

Electronic signature of the GA and accession forms

Progress evaluation

Evaluation of Project



Pre-financing



Final Payment / Recovery

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 and 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