



Development of Regional Joint Master Program in Maritime Environmental Protection and Management - MEP&M -

WP 6 Project Management MNGT 6.3 Day-to-day management of the project

Online meeting Overview of MSc programs in field of MEP&M at EU HEIs (WP1) March 30, 2021

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Virtual meeting via Zoom application

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP





Project financial management

- The Coordinator prepares the requests for payment to be sent to the EACEA.
- The Coordinator is the sole recipient of grant instalments from EACEA and responsible for transferring money to the PPs.
- The Coordinator manages the funds ensuring the respect of the EACEA's rules and verifies the appropriate spending of funds by the Partners.



Unit Costs

- UC approach is implemented for staff costs, travel costs and costs of stay
- UC budget categories the grant contribution for incurred eligible expenses will cover the amount of predefined unit costs (the amount obtained by multiplying the predefined unit amount by number of units used).



Staff Costs

- According to EACEA rules, for the purpose of financial reporting, grant beneficiaries:
 - Do not need to provide justifications to prove the level of expenses, i.e. the level of units.
 - Have to prove that the activities have been (properly) implemented and the output produced.
 - Do not need to send supporting documents when sending the financial statements to EACEA (unless specifically requested by EACEA).
- Each unit cost corresponds to an amount in € per working day per staff member. One working day is defined according to national legislation (7 to 8 hours). In principle, declared working days per staff member should not exceed 20 days per month or 240 days per year.



Calculation and supporting documents

Country of the staff member	€ per day			
	managerial work	teaching/training/ researching work	technical work	administrative work
France	280.00	214.00	162.00	131.00
Spain / Slovenia	164.00	137.00	102.00	78.00
Montenegro / Albania	108.00	80.00	57.00	45.00

- A formal contractual relationship between the staff member and the Partner institution.
- A duly filled-in Joint Declaration (JD) for each staff member. Duly filled-in Time-Sheets (TS). Each JD must have a corresponding Time-Sheet attached.
- Any material evidence allowing to verify the purpose, workload, quality and outputs of work performed, and that the declared workloads correspond to actual activities/outputs (for example: agendas, minutes, attendance/participant lists, personal internal reports, tangible outputs/products, salary slips, etc).



Travel Costs & Costs of Stay [1/2]

- This budget category contributes to the costs of travel for staff participating in activities directly related to the achievement of the project objectives.
- Staff member must have a formal contractual relationship with the Partner institution in order to participate to any travel.
- The maximum duration of travel can be three (3) months.
- Prior written authorization from EACEA is required if the staff concerned intends to carry out activities not described in the application form.



Travel Costs & Costs of Stay [2/2]

- Travel costs include visa fee and related obligatory insurance, travel insurance and cancellation costs, if justified.
- No financial contribution will be granted for travels of less than 10 km.
- ***Number of days of activities (including travel) = Number of unit costs***
- No costs of stay will be granted for travels of less than 10 km.
- In case of circular/multiple travels, separate ITRs have to be filled in.
- Prior to initiating any travel to be financed from the grant funds (either to fully cover the incurred expenses or partially) the Partner is supposed to send to the Coordinator a travel application form (by e-mail).



Calculation and supporting documents

One-way travel distance	€ per person (for round trip)
10 - 99 km	20.00
100 - 499 km	180.00
500 – 1,999 km	275.00
2,000 – 2,999 km	360.00
3,000 – 3,999 km	530.00
4,000 – 7,999 km	820.00
more than 8,000 km	1,500.00

Duration of stay	€ per person
up to 14 days	120.00 €/day
+ from the 15th until 60th day	70.00 €/day
+ from the 61st day up to 3 months	50.00 €/day

- A duly filled-in Individual Travel Report (ITR), to be filled in by a staff member after each travel.
- Supporting documentation will have to be attached to each ITR in order to demonstrate that the travel and the activity actually took place (e.g. travel orders issued by the Partner institution, travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, all invoices, including for accommodation, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings; this list is not exhaustive, so for example also photos from the meetings/events/activities may be attached).



Rules for designation of reference numbers for JD and ITR

- Reference number (“Ref. No.”) to be written in JD and ITR forms should be composed in the following format:

XXX-YYY-ZZZ

- XXX – Instead of this write the acronym of the Partner institution.
- YYY – Instead of this write the acronym of the document in question (JD or ITR).
- ZZZ – Instead of this write a three-digit ordinal number of the document, using progressive numbering (001, 002, 003, 004...) in order that each JD/ITR from the Partner institution has a different reference number.
- Thus, the first JD signed for example of the University of Montenegro (“Partner number” is P1) will have the reference number P1-JD-001, the next one will be P1-JD-002, etc (while ITRs will be numbered as P1-ITR-001, then P1-ITR-002, etc).



Co-funded by the
Erasmus+ Programme
of the European Union



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THANK YOU!

This project has been funded with support from the European Commission. This presentation reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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