



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

## WP 6 Project management

Prof. Dr. Danilo Nikolić & MSc Radmila Gagić  
Faculty of Maritime Studies Kotor, University of Montenegro  
Ljubljana, December 14-15<sup>th</sup> 2023

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





# About

## - Task:

- MNGT 6.2: Project meetings (M2-M43, Event/Report)
- MNGT 6.3: Day-to-day management of the project activities (M1-M43, Event/Report)
- MNGT 6.4: Periodic and final reports to EACEA (M17-M43, Report)
- MNGT 6.5: External financial control (M33-M43, Report)

## - Assumptions and risks:

- Late responses of partners on reporting
- Timely availability of human and technical resources
- Realisation of financial transactions from EC and distribution among partners, within deadline specified in contracts
- Competence of administrative staff for efficient project implementation

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





## Costs

- **The costs include:**
- Staff Costs
- Travel Costs & Costs of Stay
- Subcontracting Costs
  - External financial audit
  - Meeting organization
  - Printing

For this WP no costs for equipment are foreseen.

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





## DEV 6.2 Project meetings

- **Status:**
  - In 2023 we meet each other couple of times: Durres, Kotor, virtual meetings.
  - Plan for the PMB meetings in 2024 will be presented tomorrow by prof. dr Danilo Nikolić.
  - Recommendable to use Travel Costs & Costs of Stay still available in your budget.
  - PC HEIs may attend and/or organize bilateral meetings among each other dedicated to the development activities.



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





## DEV 6.3 Day-to-day management of the project

- **Communication:**
  - Communication on the level of consortium, WPs, or even tasks.
  - The communication will be via e-mail, phone, or other means deemed suitable.
  - Project Handbook, Partnership Agreements and Grant Agreement will contribute to **setting the rules for coordination**.
  - Collaboration platform together with project Google drive channel to be used.
  - Plan and communicate your finance with us. 😊

**IN PROGRESS**

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





## DEV 6.4 Periodic and final reports to EACEA

Expected Deliverable/Results / Outcomes	Work Package and Outcome ref.nr	6.4.	
	Title	Development of master program curricula	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report Service/Product
	Description	<p>Following the rules set in the GA, Project Coordinator will submit two reports to EACEA during the project implementation – Interim and Final reports.</p> <p>All project partners will take part in its completion by providing reports for their institutions. Also, they will be in day-to-day communication with the Coordinator until the end of the reporting. The Coordinator may choose to make on-site visits to partners, if deemed necessary for meeting reporting (and other contractual) obligations.</p> <p>As part of the final report, obligatory audit report will also be submitted. Audit will be carried out by an independent external auditor, with experience in auditing internationally funded projects.</p> <p>The Coordinator will submit the reports to EACEA, and also inform project partners on feedback received.</p>	
	Due date	14-01-2024	
Languages	English		

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





## DEV 6.4 Periodic and final reports to EACEA

- P1 will be in charge of collecting data, finalization and submission of Final report + Final Financial Statement on MEP&M.
- All project partners are expected to cooperate and commonly develop these report forms.
- WP lead partners should check once again the status and deliverables, and to keep the evidences uploaded on Google drive channel properly.
- P1 also need to upload all main outcomes and results to the EACEA platform during the final reporting.

**We count on all of you and we are here for you.**

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





## DEV 6.5 External financial control

- P1 finished procurement procedure for the external financial audit of the project on October 2023.
- All partners successfully uploaded relevant documents on Google drive channel.
- Mostly 100% supporting documents have been checked until now. We ask partners who didn't finished upload yet to do it ASAP.
- Preliminary feedback from external financial auditors show a high level of enthusiasm. 😊
- Report on Factual Findings for the first audit will be delivered before the end of this month.
- Next round expects us soon. We need to be prepared adequately. We propose to upload your documents periodically in order to facilitate yourself and the auditors.

**Thanks to Rezarta, Klarida, Iva, Maria, Javier, Marko, Žarko and GMD team for the great job!**

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







## DEV 6.5 External financial control

Budget Headings	1. Grant Awarded (in EUR)	Please fill in the Project Number	Budget Spent (in EUR)
1. Staff Costs	331,668.00		174,604.00
2. Travel Costs	65,180.00		10,105.00
3. Costs of Stay	123,840.00		22,800.00
4. Equipment Costs	245,000.00		0.00
5. Subcontracting Costs	79,500.00		6,361.00
6. Exceptional Costs	0.00		0.00
<b>Total Grant requested from the European Union</b>	<b>845,188.00</b>		<b>213,870.00</b>

**We will go through GA once again.**

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





## GA provisions

**ARTICLE 1.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION of the Agreement shall read as follows:**

**1.2.1** The Agreement enters into force on the date on which the last party signs it.

**1.2.2** The action runs as of **15/01/2021** (“the starting og the action”) and ends on **14/08/2024**.

**ARTICLE 1.4 – REPORTING – REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS**

### 1.4.1 Reporting periods

The action is divided into the following *reporting periods*:

Reporting period 1: from month 1 to month 21

Reporting period 2: from months 22 to month 43

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





## GA provisions

### I.4.2 Request for second pre-financing payment and supporting documents

The coordinator must submit a request for second pre-financing payment within 60 calendar days following the end of the first reporting period.

The request must be accompanied by the following documents:

- (a) a progress report on the implementation of the action ('technical report on progress');
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the action ('statement on the use of the previous pre-financing instalment'). The statement must be drawn up in accordance with Annex VI.

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





# GA provisions

## I.5.2 Pre-financing payment[s]

The Agency must make a second pre-financing payment of 40% of the maximum amount specified in Article I.3.1 to the coordinator within 60 calendar days from when the Agency receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.

If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

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







## GA provisions

### ARTICLE I.9 — INELIGIBLE COSTS

In addition to Article II.19.4 of the General Conditions, the following costs are ineligible:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.).
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out in the project beneficiaries' country (see Annex IV), unless listed as an eligible activity in the Erasmus+ Programme Guide or explicit prior authorisation has been granted by the Agency;
- depreciation costs (see Art.I.13).

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





## GA provisions

### ARTICLE I.14 — SPECIAL PROVISIONS ON BUDGET TRANSFERS

As an exception to the first subparagraph of Article II.22 of the General Conditions, the coordinator may, in agreement with the beneficiaries, when carrying out the action, adjust the estimated budget by transfers between categories of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between categories does not exceed 10% of the amount of each category of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Article I.3.

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





## GA provisions – follow

### I.5.4 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs and contributions for the implementation of the action.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the Agency must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

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





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

THANK YOU FOR YOUR ATTENTION!



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.

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

