



SEMINAR & LECTURE, 10-14 SEP, UHZ, PEJA

Erasmus +

STEPS

**Cooperation for innovation and the exchange of good practices
Capacity Building in the Field of Higher Education**

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

Project number: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Management WP10

- *Management issues*
- *Equipment, procurement procedure,*
- *Financial aspects*
- *Document archive and audit*
- *Reports*



Management issues: Amendments

TEISTE to AUA, all new amendments from Partners-send to the Agency,
After the verification procedure, will have a reply legalization of P10:

Agricultural University of Athens (AUA)

Bank account of AUA-50% of funds

**All partners in case of amendment requested should inform in advance*

Partner Agreements (BH-budget)



Management: Equipment, procurement procedure

- Procedure
 - Exemption from the VAT.
 - Tender procedure, at least three competitive offers
- **Supporting documents:** For the purpose of any **financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:**
 - Invoice(s) and bank statement(s) for all purchased equipment (please note that order forms,
 - pro-forma invoices, quotations or estimates are not considered as proof of expenditure).
 - Documentation on the tendering procedure and three quotations from different suppliers.
 - Proof that the equipment is recorded in the inventory of the institution.

Procurement procedure and supporting documents

Equipment will support the development of the **two types of laboratories:**

- Food Quality Control
- Food Productions Systems Management laboratories.

Equipment will be used for the

- **development of exercises and projects**
- **support the theoretical part of the courses**
- **improve the quality of research**

| No. | Equipment | Pcs |
|-----|---|-----|
| 1 | pH Meter | 1 |
| 2 | System Kjehdal: Kjeltex 200 (Nitrogen, protein) semi automated, Digester, Scrubber | 1 |
| 3 | Elisa reader+ accesories (software, 4 mikropipeta, Aflatoxin kit, Acid malic +acid lactic kit, Test tube 15 mL) | 1 |
| 4 | vortex | 1 |
| 5 | centrifuge | 1 |
| 6 | Analytical balance | 2 |
| 7 | Refractometer Abbe | 1 |
| 8 | Hotplate Magnetic Stirrer+ Accessories | 1 |
| 9 | Soxhlet Extractor | 1 |
| 10 | Water activity meter | 1 |
| 11 | Advanced Moisture analyzer with halogen light. | 1 |
| 12 | Color Meter +software | 1 |

P1- AUT
Budget: 44,000 EUR

| Equipment | Pcs |
|---|-----|
| Desktop PC (type 1) | 5 |
| Photocopy Multifunction Stand alone color copy machine A4 | 2 |
| Projector (type 1) | 2 |

P2-EUT
Budget: 44,000 EUR

| No. | Equipment | Pcs |
|-----|----------------------------|-----|
| 1 | PC | 25 |
| 2 | Tools/Hardware | 1 |
| 3 | Data Centre / Server | 1 |
| 4 | UPS for Server | 1 |
| 5 | Firewall / security system | 1 |

| No. | Equipment | Pcs |
|-----|--|-----|
| 1 | Vacumeter | 2 |
| 2 | Temperature / Humidity Data Logger, interface and software | 10 |
| 3 | Infrared Thermometer with splash proof housing | 5 |
| 4 | Water activity analyzer for food | 1 |
| 5 | Multiple-position hot plate stirrer with 4 positions | 1 |
| 6 | ELISA READER | 1 |
| 7 | Multifunctional hand operator for vaccum systems including vacuum pump | 1 |
| 8 | Moister analyzer | 1 |
| 9 | Color Meter +software | 1 |

P3- UHZ
Budget: 42,000 EUR

| Equipment | Pcs |
|------------------------------------|-----|
| Desktop PC | 10 |
| Network Switch min 8 port, Gigabit | 1 |
| LAN Cable and others | 1 |

P4- UC
Budget: 46,000 EUR

| No. | Equipment | Pcs |
|-----|--|-----|
| 1 | Analytical Instrument - Automated Titrators | 1 |
| 2 | Laboratory mill - Instrument for grinding and homogenizing foods and feeds | 1 |
| 3 | Moisture Analyzer | 1 |
| 4 | pH measuring device - pH portable Food kit | 1 |
| 5 | VORTEX - laboratory orbital shaker | 1 |

| No. | Equipment | Pcs |
|-----|--------------------|-----|
| 1 | All-in-One Desktop | 50 |
| 2 | Desktop PC | 18 |
| 3 | Monitor | 18 |
| 4 | Laptop | 6 |

P5- UNBI
Budget: 45,500 EUR

| No. | Equipment | Pcs |
|-----|---|-----|
| 1 | Kjeldahl Distillation Solutions for Food and Feed - Automatic distillation unit | 1 |
| 2 | Analytical Instruments - Automated Titrators EasyPlus Titrator Easy Pro | 1 |
| 3 | Color measurement instrument - portable colorimeters for measuring reflected colour and colour difference in a wide range CR-410 SETS data processor (microcomputer and printer in one) | 1 |
| 4 | Laboratory mill - Instrument for grinding and homogenizing foods and feeds IKA A 10 basic | 1 |
| 5 | Moisture Analyzer -Mettler Toledo HE 53 | 1 |
| 6 | pH measuring device - pH portable Food kit-Mettler Toledo F2-Food Kit | 1 |
| 7 | VORTEX 3 - orbital shaker | 1 |

| No. | Equipment | Pcs |
|-----|---|---------------|
| 1 | Computer Configuration - Brand name-Installed OS: Windows 10 Pro 64 and MS Office 365 | 11 |
| 2 | Monitor -"21.5" Monitor | 11 |
| 3 | SERVER Rack version 1U-Device Type 1U rack Server | 1 |
| 4 | DSP WINDOWS SVR STD 2016 -2VM, 16 Core | 1 |
| 5 | Laser printer A4 | 1 |
| 6 | UPS 19" RACK 1500VA | 1 |
| 7 | Rack cabinet 19 "12U | 1 |
| 8 | SWITCH 16 Ports | 1 |
| 9 | White writing boards and presentation | 1 |
| 10 | Swap panel 24 port switch panel CAT6a | 1 |
| | Installation of equipment with networking and commissioning | 1 (flat rate) |



| No. | Equipment | Pcs |
|-----|---|----------|
| 1 | ELISA (mycotoxins) system with kits | 1 |
| 2 | Autoclave (47 liters) | 1 |
| 3 | Spectrophotometer | 1 |
| 4 | Portable NIR Spectrometer (350-950 nm) | 1 |
| 5 | Microscale food processing devices (fruits and vegetables) | 1 |
| | <i>5.1. Mill for fruit grinding</i> | <i>1</i> |
| | <i>5.2. Hydropressa</i> | <i>1</i> |
| | <i>5.3. Pasteurizer</i> | <i>1</i> |
| | <i>5.4. Sterilizer</i> | <i>1</i> |
| | <i>5.5. Manuel bottle filling equipment</i> | <i>1</i> |
| | <i>5.6. Pouling container with pump (for juice transfer from hydropress to pasteurizer)</i> | <i>1</i> |
| | <i>5.7. Plate filter</i> | <i>1</i> |
| | <i>5.8. Inox (steinless steel) containers</i> | <i>1</i> |

P6- UNSA
Budget: 44,000 EUR

| No. | Equipment | Pcs |
|-----|-------------------------------|-----|
| 1 | Lap top computers (notebooks) | 3 |
| 2 | Desk computers | 3 |
| 3 | Monitors | 3 |
| 4 | Multifuncion printer | 1 |
| 5 | LabVIEW softwer portfolio | 1 |



Management: financial aspects

- The beneficiary will have to demonstrate expenditure covering at least 70% of the total amount already transferred in previous instalment.

As soon as the spending level of 70% of the previous pre-financing installment has effectively been achieved, an **updated "Statement on the use of the previous pre-financing instalment"** together with the **request for payment** of the second pre-financing should be submitted.

Provided that the **progress report on the implementation of the action** was submitted and that the Agency is not requesting or waiting for additional information, a second pre-financing payment of **40% of the maximum amount specified in Article I.3** shall be paid as indicated under section 2.1.

Note: The list of supporting documents to be kept by the beneficiaries has been indicated under each budget heading.

Management: financial aspects

- The beneficiary will have to demonstrate expenditure covering at least 70% of the total amount already transferred in previous instalment.
- The beneficiary provides the following documents (where applying with project actions planning):
 - Staff cost** for each person (as per respective terms of pre-financing instalments mentioned above) including:
 - Individual mobility report** (as per respective terms of pre-financing instalments mentioned above) including:
 - Subcontracting** report (as per respective terms of pre-financing instalments mentioned above) including:
 - A.Copies of subcontracts
 - B.Invoices, receipts (in the case of travel: travel agency invoices, restaurants, other)
 - C.Tangible outputs/products.

Travel cost and cost of stay for each partner /meeting in Peja, Kosovo

| Partner | No. of participants | City of destination | No. of days | Travel cost euro | Cost of stay euro | Total euro |
|-----------|---------------------|---------------------|-------------|------------------|-------------------|------------|
| AUT | 4 | Peja | 5 | 720.00 | 2,400.00 | 3,120.00 |
| EUT | 4 | Peja | 5 | 720.00 | 2,400.00 | 3,120.00 |
| UC | 4 | Peja | 5 | 80.00 | 2,400.00 | 2,480.00 |
| UNBI | 4 | Peja | 5 | 720.00 | 2,400.00 | 3,120.00 |
| UNSA | 4 | Peja | 5 | 720.00 | 2,400.00 | 3,120.00 |
| MESCS USK | 4 | Peja | 5 | 720.00 | 2,400.00 | 3,120.00 |
| CULS | 4 | Peja | 5 | 1,100.00 | 2,400.00 | 3,500.00 |
| USMAVB | 4 | Peja | 5 | 1,100.00 | 2,400.00 | 3,500.00 |
| TEISTE | 4 | Peja | 5 | 1,100.00 | 2,400.00 | 3,500.00 |
| ReadLab | 2 | Peja | 5 | 550.00 | 1,200.00 | 1,750.00 |



ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No. Project No.
The reference number must correspond to the progressive number indicated in the financial statements in the final report

P1-ITR-001

(1) PERSONAL DATA

Surname: Forename:
Nationality:
Home institution:
Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

| | |
|--|---|
| <p>STAFF</p> <input type="checkbox"/> Teaching/training assignment <input type="checkbox"/> Training and retraining purposes <input type="checkbox"/> Updating programmes and courses <input type="checkbox"/> Practical placements in companies, industries and institutions <input type="checkbox"/> Project management related meetings <input type="checkbox"/> Workshops and visits for result dissemination purposes | <p>STUDENTS</p> <input type="checkbox"/> Study period <input type="checkbox"/> Participation in intensive courses <input type="checkbox"/> Practical placements, internships in companies, industries or institutions <input type="checkbox"/> Participation in short term activities linked to the management of the project |
|--|---|

(3) DETAILS OF THE TRAVEL

| | | |
|---|----------------------------------|--------------------------------|
| PERIOD* | From (Depart date) (dd/mm/yy) | To (Return date) (dd/mm/yy) |
| PLACE OF DEPARTURE** | HOME INSTITUTION | |
| | COUNTRY..... CITY..... | |
| PLACE OF DESTINATION/ LOCATION OF ACTIVITY | HOST INSTITUTION | |
| | COUNTRY..... CITY..... | |
| TRAVEL DISTANCE*** | Km | |

*Please indicate period of travel from departure to return to place of origin
** If different from Home institution please enclose authorisation from the Agency
*** Travel distance in Km (One-way travel) using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/toolkit/distance_en.html
from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

| | |
|---|------------------------------------|
| DATES (excluding travel) | From (date):..... To (date): |
| DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed) | |
| | |
| | |
| | |

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:..... Signature:

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Individual mobility report (as per respective terms of pre-financing instalments mentioned above) including:

- A. Copies of boarding passes and other tickets (including car use)
- B. Invoices, receipts (Travel agency, restaurants, other)
- C. Copy of per diem certificates



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| | |
|---|------------------|
| JOINT DECLARATION | |
| Ref. No. | Project No. |
| The reference number must correspond to the progressive numbering indicated in the financial statements of the final report | |

P1-JD-001

FROM
Hereinafter "the Institution"*

AND Name:
Address:
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution YES/NO
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

| | | | |
|------|-----------------|----|-----------------|
| | <i>dd/mm/yy</i> | | <i>dd/mm/yy</i> |
| FROM | | TO | |

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....

.....

4. Please complete the following information.

| | |
|---|--|
| Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff) | |
| Country of the Institution | |
| Number of days worked and charged to the project (according to time-sheet) | |

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in Date

Name

Function

Institution

Staff member name

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

- the person works under conditions similar to those of an employee (in particular regarding the way the work is organized, the tasks that are performed and the premises where they are performed); and*
- the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and*
- the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution*

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Staff cost for each person (as per respective terms of pre-financing instalments mentioned above) including:

A. Timesheets (mandatory by the EU)

B. Additional information demonstrating the real cost/person indicated in Annex I (i.e. salaries tables, laws, payslips, contracts, internal staff convections)



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Format of the Timesheet

| PROJECT TIMESHEET | | | | |
|-------------------|-------|----------------|--------------|---|
| Project number : | | | | |
| Surname : | | | | |
| First Name : | | | | |
| Institution : | | | | |
| Country : | | | | |
| Position : | | | | |
| Staff Category : | | | | |
| Year | Month | Number of Days | Work Package | Description of tasks performed and outputs produced |
| | | | | |
| | | | | |
| | | | | |

The daily rate corresponds to one full day of work in accordance with the applicable national legislation or internal regulation;

Management for Staff Costs Declaration in Erasmus+ Capacity Building (CBHE) Projects

In the context of the "**Final Financial Statement**" to be submitted to the Agency together with the final report at the end of your CBHE project, your organization will declare various expenses.

Among the expenses declared under CBHE projects, your organization will probably declare "staff costs" covering its staff contribution to the project activities and are several important rules i.e.:

- **Staff costs can only be claimed for individuals employed by a beneficiary** organization mentioned in the grant agreement;
- The reimbursement of staff costs is done under the condition that **the staff member's salary for the tasks performed is compensated only once**;
- **The daily rate corresponds to one full day of work** in accordance with the applicable national legislation or internal regulation;
- **The number of full working days declared per staff member** (for one or several funded projects) **cannot exceed 20 days per month or 240 days per year.**

Management for Staff Costs Declaration in Erasmus+ Capacity Building (CBHE) Projects

In particular that the declaration for a single individual of a number of working days close to the **above mentioned ceiling** would mean that for the period concerned, the staff member **has been working (almost) exclusively for the CBHE project(s)**.

This implies that he/she was **released from the normal teaching/research/administrative tasks** in your organization during that period and **that there are no institutional or national rules limiting the time a staff member can dedicate to activities supported by external funding**.

A thorough examination will be carried out by the Agency during the analysis of the "Final Financial Statement(s)".

In case of doubts, further verifications could be performed across several projects in which your organization participates.

Participation of “Foundations” in capacity Building Higher Education (CBHE) projects

EU and Non-EU Universities which work with *foundation* (autonomous bodies with an own legal entity, different from the one of the Uni they assist),

- for supporting their administrative and financial activities and to assist them in implementation of their projects,
- but are not included in the CBHE grant agreement,

cost incurred by these foundations cannot be allowed and become ineligible for reimbursement (concerning all cost categories)

Participation of “Foundations” in capacity Building Higher Education (CBHE) projects

In accordance with article II.19 of the CBHE grant agreement costs incurred for the implementation of an E+ CBHE project must

- Be incurred by a beneficiary identified as such in Annex IV of the Grant Agreement, and
- Be registered in the accounting records of this beneficiary

Please, verify all declared costs if are compliant with the eligibility criteria of costs under grant agreement

Management: document archive

- Necessary information about the **implementation of the project, including work plan, budget and human resources** will be uploaded in platform.
- Synchronization on **draft development and information updates** about the changes of the composition of project teams at consortium or institutional level as well as the status of the deliverables (draft/finalized, published etc.) will be through the platform.
- It will provide the opportunity to partners to **analyze the tasks, claim on the work plan, and provide their contribution by using appropriate templates for reports, presentations and core documents.**



Management documents audit

- Partners should submit in good time to the Coordinator, any **data, documents or information** required for
 - reporting,
 - audits,
 - checks,
 - monitoring or evaluation
- keep all original documents, especially accounting and tax records, including digitalized originals

Management documents audit

Beneficiaries should keep all **original documents**,

especially accounting and tax records,

including **digitalized originals**

Management documents audit

For audit purposes the beneficiary shall:

- keep at the Commission's disposal all **original documents**, especially **accounting and tax records**, or in **exceptional and dully justified cases, certified copies of original documents** any expenditure/activity incurred under the project and all proofs and related documents relating to the grant agreement **for a period of 5 years after the payment of the final balance**, in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant;
- provide the coordinator with any information needed related to such an audit without any delay.
- **Original invoices, debit notes, receipts, bank statements for every item of expense** have to be thoroughly documented and kept by the institution and can only be financed by the project funding if they are in **compliance with eligibility of expenditure**.
- **The beneficiary is fully responsible for the correct delivery of the declaration of the expenses and for appropriate application of the account system.**

Management: reports

All reports and financial statements as required in the Grant Agreement have to be submitted in due time to the Executive Agency

The beneficiaries commit to provide

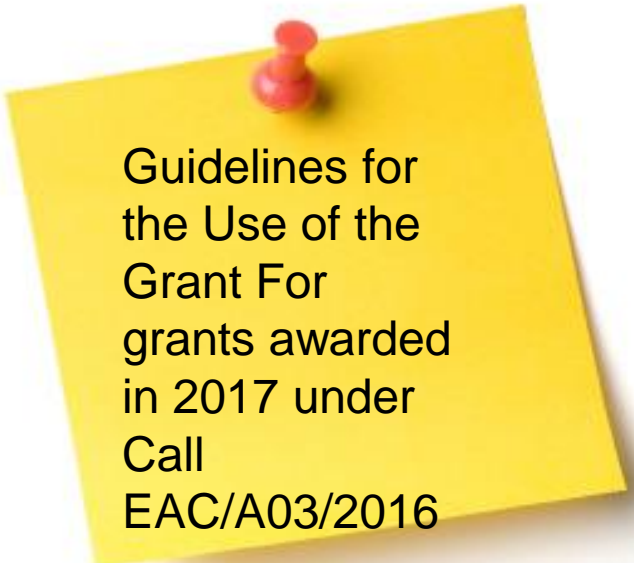
- adequate information and **copies of supporting documents** on the progress of the project needed for drawing up reports,
- also the beneficiary has **to submit a Report to the coordinator consisting of an activity report describing the activities carried out and their outputs and results during the reporting period,**
- and a **financial report** presenting the cost incurred in accordance with the approved Application Form,
- and **statements** and any other documents required.

Management: reports


- **Annual reports** will present the overall achievements of the project.
- The presentation of **the progress will be structured according to the work plan**.
- **Actions related to financial and technical management** will be reviewed.
- **Communication, information exchange and effective cooperation activities** will be also highlighted.
- The reports will contain links to the **most important outputs and outcomes** of the project and **quality monitoring** issues.
- **Specific sections** will be devoted to the **dissemination/exploitation activities and the management of links/relationships with the external environment** of the project, including other similar projects, stakeholders, EACEA etc.



For any further information please check the documents shown below



Guidelines for
the Use of the
Grant For
grants awarded
in 2017 under
Call
EAC/A03/2016



Grant
Agreement

COMMENTS & QUESTIONS

