

BUGI Project: Initial Project management procedures, Financial issues and Reporting

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Kick-off Meeting of the Erasmus+ project

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Donja Gorica, Montenegro

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Initial Management Procedures



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Mutual respect of all partners

Establishment of communication framework between Project Coordinator (p.drkenda@ppf.unsa.ba) and HEIs coordinators

Effective and adequate coordination on a daily basis between main administration office of the Project (p.glamoclija@ppf.unsa.ba and zsabanac@pmf.unsa.ba) and HEIs administrators

Contact with EACEA Project Officer only via Project Coordinator (p.drkenda@ppf.unsa.ba) unless exceptional circumstances

Contacts with NEOs/EU delegations for support of project

Detailed procedures to be sent to partners by January 15, 2018

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Management of the Project I

- HEI Project Team officially appointed by HEI management (copy of decision to be sent to Project Coordinator)
- Steering Committee of the Project – one member per partner institution
 - SC will elect a Chairman and Vice Chairman,
 - SC will meet face-to-face approximately every 6 months during the entire duration of the project,
 - online meetings will be organized every 2 months between the two consecutive meetings,
 - SC Chairman will call SC meetings at least 1 month before the meeting date,
 - meeting agenda will be sent at least 1 week ahead of the meeting,
 - regular project management procedures would be adopted at the first SC meeting,
 - SC will set up working groups for implementation of WPs.

Management of the Project II

- Quality assurance committee (QAC) – 4 members (2 from partner and 2 from program HEIs) with previous experience in quality assurance and will not be engaged in any other project activities
 - QAC operational plan with milestones and meetings;
 - QAC will develop, propose and adopt the QA guidelines that includes quality performance indicators, guidelines for different project activities including project implementation and budget realization, report forms, questioners, etc;
 - QAC will analyze reports delivered by WP teams, peer reviewers etc., as well as feedbacks (from target groups, stakeholders, social medias, etc);
 - QAC will deliver project evaluation reports,
 - QAC will organize Skype conferences and work closely with project coordinator, WP coordinators and SC to report on, inspect and, if necessary, propose change in work organization, work plan, etc.



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Management of the Project III

- WP leaders and vice leaders
 - WP1 – SWUAS and UP
 - WP2 – UNIBO and UHZ
 - WP3 – UL and UDG
 - WP4 – UNIBO and UNSA
 - WP5 – UL and UNMO/UNSA
 - WP6 – UNSA

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Project budget

• 1. Staff Costs	328,897.00
• 2. Travel Costs	72,655.00
• 3. Costs of Stay	149,640.00
• 4. Equipment Costs	235,000.00
• 5. Subcontracting Costs	52,205.90
• Total Grant for Project Activities	838,397.90



Partner breakdown



Partner	Partner	1. Staff	2. Travel	3. Stay Costs	4. Equipment	5. Subcontracting	Total
P1	University of Sarajevo (UNSA)	51,309.00	12,490.00	26,520.00	54,500.00	34,705.90	179,524.90
P2	University Dzemal Bijedic of Mostar (UNMO)	25,589.00	9,735.00	23,160.00	39,500.00	4,000.00	101,984.00
P3	University of Donja Gorica (UDG)	32,664.00	12,865.00	27,000.00	47,000.00	4,000.00	123,529.00
P4	University of Prishtina (UP)	31,064.00	12,865.00	27,000.00	47,000.00	4,000.00	121,929.00
P5	University Haxhi Zeka (UHZ)	31,114.00	12,725.00	26,880.00	47,000.00	2,500.00	120,219.00
P6	University of Bologna (UNIBO)	54,555.00	5,490.00	8,280.00	-	1,500.00	69,825.00
P7	South Westphalia University of Applied Sciences (SWUAS)	58,025.00	3,575.00	5,400.00	-	1,000.00	68,000.00
P8	University of Ljubljana (UL)	44,577.00	2,910.00	5,400.00	-	500	53,387.00

Costs of travel and Costs of stay

- the beneficiary must identify the travel distance of a one-way travel (from their place of origin - home institution within the partnership - to the venue of the activity) using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
- For travel distances between 100 and 499 km: 180 EUR per participant
- For travel distances between 500 and 1999 KM: 275 EUR per participant
- 120 EUR per day unit cost for stay
- No financial contribution will be granted for travels of less than 100 km
- Although no financial contribution will be granted for travels of less than 100 km, the corresponding costs of stay are eligible

Distance table

	UNSA	UNMO	UDG	UP	UHZ	UNIBO	SWUAS	UL
UNSA	0	73.64 KM	172.66 KM	260.80 KM	203.22 KM	561.49 KM	1166.45 KM	391 KM
UNMO	73.64 KM	0	153.27 KM	282.76 KM	215.14 KM	533.61 KM	1181.77 KM	398.87 KM
UDG	172.66 KM	153.27 KM	0	161.72 KM	91.64 KM	669.79 KM	1332.32 KM	550.73 KM
UP	260.80 KM	282.76 KM	161.72 KM	0	71.58 KM	810.99 KM	1414.25 KM	649.14 KM
UHZ	203.22 KM	215.14 KM	91.64 KM	71.58 KM	0	743.03 KM	1367.32 KM	594.23 KM
UNIBO	561.49 KM	533.61 KM	669.79 KM	810.99 KM	743.03 KM	0	823.34 KM	302.77 KM
SWUAS	1166.45 KM	1181.77 KM	1332.32 KM	1414.25 KM	1367.32 KM	823.34 KM	0	783.39 KM
UL	391 KM	398.87 KM	550.73 KM	649.14 KM	594.23 KM	302.77 KM	783.39 KM	0

Reporting

- Yearly activities
- Mid-term report
- Partners' requests for instalment accompanied by Progress Report and Report on use of grant
 - Documentation for staff costs
 - a) annex II – CBHE joint declaration,
 - b) timesheet,
 - c) copy of employment contract or original employment certificate
 - d) copy of decision or special contract
 - e) copy of bank statement

Reporting II



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- Documentation for travel and stay costs:
 - a) annex III – ITR,
 - b) copy of travel order,
 - c) decision or agreement,
 - d) copy of bank statement,
 - e) copy of hotel invoice,
 - f) copy of travel invoice, copy of boarding passes,
 - g) copy of attendance list.

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Purchase of equipment

- To be clarified with EACEA
- VAT/customs exemption certificate to be obtained
- Tender procedure to be conducted
- All relevant documents to UNSA to be submitted
 - copy of at least 3 offers,
 - copy of decision of the best supplier,
 - copy of contract,
 - copy of invoice,
 - copy of bank statement,
 - handing over record/protocol of equipment,
 - proof of registration of equipment as HEIs property

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Official documents

- annex II – CBHE joint declaration,
- timesheet,
- annex III – ITR

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Q&A

- Any questions?
- Discussion