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Proiect: OPPORTUNITIES AND CHALLENGES FOR TERTIARY EDUCATIONAL SYSTEM IN PROMOTING EVIDENCE-INFORMED GOOD GOVERNANCE SOCIETY - (ACRONYM: ACTIVEGOVEDU)

Contract nr. 2/24.07.2015, finanțat prin Programul PROIECTE DE COOPERARE INTER-INSTITUTIONALA Programul „Fondul de burse” – RO15 Finanțat prin Mecanismul Financiar SEE 2009-2014

COD: 15-SEE-PC-RO TIMISOA01

Annex 1.

PROCEDURE

Financial Reporting

Related to the Project 15-SEE-PC-RO TIMISOA01

Opportunities and Challenges for Tertiary Educational

System in Promoting Evidence-Informed Good

Governance Society - (Acronym: Activegovedu),

Contract:

2/24.07.2015- 15-SEE-PC-RO TIMISOA01



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INTRODUCTION

The legal basis of this procedure:

FINANCING AGREEMENT FOR INTER-INSTITUTIONAL COOPERATION PROJECTS Programme „Scholarship Fund” – RO15 funded through the EEA Financial Mechanism 2009-2014 no. 2/24.07.2015 - 15 -SEE-PC-RO TIMISOA01 between

- The National Agency for Community Programmes in the Field of Education and Vocational Training (A.N.P.C.D.E.F.P.), ("Program Operator " or "PO") and the West University of Timisoara - East-European Center for Research in Economics and Business (“Project Promoter” or „PP”);
- Government Emergency Ordinance no. 23/2013 regarding the financial management of external grants related to the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism 2009 to 2014, approved with amendments and completions by Law no.242 / 2013;
- Minister of Finance Order no. 1683/2013 on the approval of the Methodological Norms for the application of Government Emergency Ordinance No. 23/2013;
- National financial legislation in force.

PROJECT DURATION:

The eligible activities shall start at the earliest 01.08.2015 and will be finalized at the latest 31.07.2016, both inclusive.



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1. STATEMENTS REGARDING THE SPECIAL ACCOUNTS OF THE PROJECT

The beneficiary/partners will open special accounts for the project in RON for Romanian partners and in EURO for the foreign partners, which they will transmit to the Project Promoter.

2. GENERAL STATEMENTS ON THE BUDGET PROJECT, ITS IMPLEMENTATION AND THE JUSTIFYING DOCUMENTS FOR EXPENSES

For an effective implementation and a proper budget execution the detailed budget for each partner was specified, according to the approved application form. Each project partner is directly responsible for the budget execution (Annex iii).

All original documents certifying a payment made under this agreement shall be marked "Reimbursed from the EEA agreement no. 2/24.07.2015 - 15-SEE-PC-RO TIMISOA01 financed with EEA funds – Programme RO 15".

On each invoice shall also be mentioned „approved for payment the amount of...” and „I certify the reality, regularity and legality”, together with the required signatures.

In addition, for each type of costs approved by the Financing Agreement annexed shall be the following documents (for expenditures made by the PP or partners from Romania).

To be considered eligible, any expenditure must: be made during the contractual period mentioned in art. 2.2 (The eligible activities shall start at the earliest 01.08.2015 and will be finalized at the latest 31.07.2016, both inclusive), be mentioned in the budgetary proposal in Application Form, be proportionate and necessary for the project, be useful to the project aim, be identifiable and verifiable in the accounting system of PP, respecting national legislation in the field.

The PO will co-finance the project's costs up to a total maximum amount of the equivalent in RON of 4822,78 EURO.

The maximum total amount in RON of the present contract is of 191342,35 RON, calculated according to the Info euro conversion rate of 4,4083 RON/EURO for August 2015.

The period of project implementation is 01.08.2015 – 31.07.2016.



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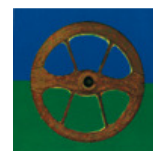
3. FINANCING THE PROJECT

a) Transnational mobility (travel costs, insurance and subsistence):

- travel, insurance for transnational mobility: real costs reimbursed from the EEA grant up to an amount of maximum 500 EURO, if the mobility is realized between a donor state (DS) and a beneficiary state (BS) and up to a maximum of 300 EURO if the mobility is realized between two beneficiary states;
- subsistence for staff transnational mobility – lump sum, scale of unit costs (on the basis of the number of days of activity), taking into account the table "Subsistence rates and staff costs" in Annex i) Subsistence rates applied to students shall not exceed 30% of the rates specified in the table;
- travel and subsistence costs for the PP staff are not eligible if the activities are carried out in the city of the Project promoter. Travel and subsistence costs for a Project Partner staff are not eligible if the activities are carried out in its city.
- PP may distribute to the participants in the Project the funds allocated for covering the costs incurred during mobility (subsistence costs, insurance, travel) or may organize himself travel, accommodation and/or meals for participants. In any case, the funds allocated for mobility (subsistence costs, insurance and travel) will be used for this purpose only and managed in a transparent way.
- These costs will be demonstrated by justifying documents specified in the Payment Arrangements.

b) National mobility (travel and subsistence costs)

- Travel for national mobility: real costs reimbursed from the EEA grant up to an amount of maximum 0.15 Euro/km multiplied by the round trip distance between the home place of the institution and the place where the activity is carried out;
- subsistence for staff national mobility (mobility between two different cities): lump sum, scale of unit costs (on the basis of the number of days of activity), taking into account the table "Subsistence rates and staff costs" from Annex i) Subsistence rates applied to students shall not exceed 30% of the rates specified in the table;
- travel and subsistence costs for the PP staff are not eligible if the activities are carried out in the city of the Project promoter. Travel and subsistence costs for a Project Partner staff are not eligible if the activities are carried out in its city.



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- PP may distribute to the participants in the Project the fund allocated for covering the costs incurred during mobility (subsistence costs, travel) or may organize himself travel, accommodation and/or meals for participants. In any case, the funds allocated for mobility (subsistence costs and travel) will be used for this purpose only and managed in a transparent way.
- These costs will be demonstrated by justifying documents specified in the Payment Arrangements.

c) Staff costs

- Cover costs for the staff working in the project: salaries, including legal taxes - scale of unit costs (based on the number of worked days and the cost for a day of work), taking into account the table "Subsistence rates and staff costs" in Annex i) according to the EEA Financial Mechanism Regulation, the cost of staff assigned to project teams are eligible to the extent that they correspond to the usual remuneration policy of the promoter and partners; for the external experts needed within the project (only from DS and BS) there will be applied the maximum rates in the table "Subsistence rates and staff costs" from Annex i).
- These costs will not exceed 40% of total eligible project costs and will be demonstrated by justifying documents specified in the Payment Arrangements.

d) Costs for organizing seminars, workshops, conferences

- organizing seminars, workshops, conferences (rooms and equipment renting, subcontracting various services eg. catering, etc.) – based on actual costs demonstrated by justifying documents specified in the Payment Arrangements.

e) Costs related to the acquisition of equipments and materials

- purchasing of equipment needed for the project – up to 20% of total eligible project costs - real costs demonstrated by justifying documents specified in Article 4.3. regarding Payment Arrangements. (it will only be considered the part of equipment depreciation corresponding to the duration of the project and utilization of equipment for the project).
- Procurement of goods, services or works made within the projects by Romanian beneficiaries will be made according to GEO 34/2006 with subsequent amendments and completions.



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f) Preparing and realizing materials / products within the project

- Preparing and realizing materials / products within the project real costs demonstrated by justifying documents specified in the Payment Arrangements.

g) Other direct costs than the ones mentioned above– actual costs, directly related to the implementation of the project, demonstrated by justifying documents specified in Payment Arrangements.

Any other costs related or resulted from Project Activities must be supported by the Beneficiary.

Project Promoter shall co-finance the total project's costs up to a minimum of 10% of the total eligible costs, representing the equivalent in RON of 4822,78 EURO. Project Partner will cover bank fees for transactions related to this agreement from its own funds.

Transfers from one chapter to another might be realized within a maximum of 10% of the chapter from which the transfer is made, taking into account the limitations imposed by the financing agreement (eg: the acquisition of equipment shall be up to 20% of the total eligible costs) and only with the PO approval.

4. PAYMENT ARRANGEMENTS

The Beneficiary and each project partner must keep the analytical accounting of the project using analytical accounts to reflect all transactions and operations related to the project in accordance with the legal provisions.

Travel and insurance costs

Travel and insurance costs reimbursement will be made based on the following documents (photocopies, certified "according to the original" by the stamp of the institution and the signature of the legal representative):

- Ticket, boarding pass, the insurance policy



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- Invoice
- Proof of payment
- Travel essay
- Travel order (completed correctly)

The PO returns roundtrip transportation expenses for partners involved in the project, in accordance with the national law and respecting the compliance with the limits specified in Annex i) Subsistence and staff rates, taken from the Application form requested the grant.

Subsistence costs

Subsistence costs reimbursement will be based on the evidence of the number of days of activity:

Diploma / certificate of participation in the activities, signed and stamped by the legal representative of the host institution. The certificate shall mention the name of the programme under which the activity was realized (RO 15 Scholarships and inter-institutional cooperation) title of the respective project, name of the person who participated in the activities, the exact period in which the activities were realized and a note on realizing the activities initially proposed. To the final report shall be attached a photocopy of the certificate, marked „according to the original” (attested by the stamp and signature of the legal representative of PP)

Narrative report (according to the Final Report and Interim Report Forms of the EEA Grants for Inter-Institutional Cooperation in Higher Education).

Time Sheet Report of every member of the project team (Annex ii))

Staff costs (salaries and similar costs)

According to the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism, the costs for the staff assigned to the project are eligible, provided that they correspond to the Project promoter's and project partner's usual policy on remuneration; In this regard, the Project promoter shall submit together with reimbursement documents (payroll, etc.) a declaration (in original), in which it is described the internal policy on remuneration for staff working in international projects (it is necessary a declaration from each project partner, if it received staff costs);



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The necessary documents for staff costs reimbursement, which will be send as photocopies marked „according to the original” are the following:

Salaries

- Individual employment contracts (or equivalent)
- Payment order / cheque note/ paying-in slip
- Slip of transfer into card account or cash book
- Order of payment (in case of cash payments)
- Bank statement showing transfers and / or withdrawals
- Payroll synoptic table
- Timesheets containing a brief overview of the realized activities
- Payrolls
- Activity reports

Fees

- Legal contracts for services
- Timesheets
- Issued invoice/payroll
- Bank statement showing transfers and / or withdrawals
- Approval of the beneficiary (PP) for the documents / services delivered under the contract

Social contributions related to salary costs

- Payrolls
- Payrolls synoptic tables
- Bank statement showing transfers and / or withdrawals

Other costs

- Costs for organizing seminars, workshops, conferences
- Costs for preparing and realizing materials / products (other than publications)
- Costs for producing publications;
- Acquisition/rental of equipment necessary for the project (limited to 20% of the total eligible costs).



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Requested documents for reimbursing the procurement of goods or services (as applicable):

- Procurement file (for information and publicity costs, the public procurement file shall include a copy of the realized flyer/brochure/folder, as well as photographs taken at the venue where the events were organized within the project);
- Contract signed with the products' or services supplier;
- The handover-takeover minutes, on the entry and commissioning receipt (for goods);
- Warranty certificates (for goods);
- Customs declarations (import goods from outside the EU) (for goods);
- Invoice;
- Receipt, Payment order / cheque note/ paying-in slip endorsed by the bank;
- DPE or other documents justifying payment according to the bank instrument used (bank letter of credit, etc.);
- Bank statement stamped on each page by the issuing bank or other proof of payment of the invoice (for electronic payments);
- Grounds for the necessity of purchasing goods / services;
- Necessity Report.

For depreciation:

A statement regarding the method of calculation of depreciation and its monthly value, for each fixed asset, as well as the using rate of the respective equipment.

Goods, services or works purchased from funds EEA Mechanism 2009-2014 Grant shall be recorded in the Project Promoter / Partners accounting, according to the legal provisions in force.

5. FINANCIAL REPORTING DURING PROJECT

Partners will submit, in accordance with the terms specified in the contract, the justifying documents according to the financial transactions carried out within the project.



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6. FINAL REMARKS

Financial reporting documents and this procedure will be updated / modified by the Project Promoter – West University of Timisoara, according to the new provisions, requirements and instructions provided by the Program Operator - The National Agency for Community Programmes in the Field of Education and Vocational Training during project implementation and / or whenever is necessary. Any changes will be notified to the institutional coordinators of partners as soon as they are made.

Annexes

Annex i) Subsistence and staff rates

Annex ii) Time sheet report

Annex iii) Budget execution

West University of Timisoara

Project Manager, Oana LOBONȚ

Signature:

University of Iceland - The Social Science Research Institute,

Signature:

Timis County Youth Foundation

Signature:

Roma Women Association For Our Children

Signature:



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Annex i) Subsistence and staff rates

	Country	Code	Subsistence (EUR/day)	Staff costs (per day)			
				Director /Project manager	Researcher Teacher Trainer	Technical	Administrative
Beneficiary States (BS)	Bulgaria	BG	150	150	115	80	60
	Cyprus	CY	150	150	115	80	60
	Czech Republic	CZ	150	150	115	80	60
	Estonia	EE	150	150	115	80	60
	Greece	EL	150	150	115	80	60
	Spain	ES	150	150	115	80	60
	Hungary	HU	150	150	115	80	60
	Latvia	LT	150	150	115	80	60
	Lithuania	LV	150	150	115	80	60
	Malta	MT	150	150	115	80	60
	Poland	PL	150	150	115	80	60
	Portugal	PT	150	150	115	80	60
	Romania	RO	150	150	115	80	60
	Slovenia	SI	150	150	115	80	60
Slovakia	SK	150	150	115	80	60	
Donor States (DS)	Iceland	IS	250	300	230	160	120
	Liechtenstein	LI	250	300	230	160	120
	Norway	NO	250	300	230	160	120



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Annex ii)

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TIME SHEET REPORT

No.	Activity No. / title according to Project Application form	Responsibilities and duties according to contract / job description	Activity performed	Results obtained / material / deliverables	No. of hours worked
1.					
2.					
	Total				

Name of Expert

Signature

Date:

Approved by:

Name of Project Manager

Signature

Date:



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Annex iii) Budget execution

Institution: West University of Timisoara

**Inter-institutional cooperation projects - Application
 Budget calculation (TOTAL)**

7.1 Transnational mobility

Travel requested	Partner organisation	Purpose of journey	Type of mobility	Country of origin	Country of destination	Number of persons	Duration (days)	Subsistence	Travel costs	Total costs
Yes	West University of Timisoara - Faculty of Economics and Business Administration	Joint Summer School on Public Sector Governance attendance in Reykjavik, Iceland, activity no 2.2	Student	RO	IS	2	7	1050,00	1000,00	2050,00
Yes	West University of Timisoara - Faculty of Economics and Business Administration	Joint Summer School on Public Sector Governance attendance in Reykjavik, Iceland, activity no 2.2	Staff	RO	IS	2	7	3500,00	1000,00	4500,00



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Yes	Timis County Youth Foundation	Joint Summer School on Public Sector Governance attendance in Reykjavik, Iceland, activity no 2.2	Staff	RO	IS	1	7	1750,00	500,00	2250,00
Yes	Roma Women Association for our Children	Joint Summer School on Public Sector Governance attendance in Reykjavik, Iceland, activity no 2.2	Staff	RO	IS	1	7	1750,00	500,00	2250,00
Yes	University of Iceland - The Institute of Public Administration and Politics	Learning module/training in advocacy attendance, activity no 3.1	Student	IS	RO	2	3	270,00	1000,00	1270,00
Yes	University of Iceland - The Institute of Public Administration and Politics	Learning module/training in advocacy attendance, activity no 3.1	Staff	IS	RO	3	3	1350,00	1500,00	2850,00
Yes	University of Iceland - The Institute of Public Administration and Politics	International Conference/Event for Youth: Be an Active Citizen	Student	IS	RO	2	3	270,00	1000,00	1270,00



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		attendance, activity no 4.1								
Yes	University of Iceland - The Institute of Public Administration and Politics	International Conference/Event for Youth: Be an Active Citizen attendance, activity no 4.1	Staff	IS	RO	3	3	1350,00	1500,00	2850,00
						Total:		11290,00	8000,00	19290,00

7.2 National mobility

Travel and subsistence costs

Travel requested	Partner organisation	Purpose of journey	Type of mobility	Country	Number of persons	Duration (days)	Travel distance (roundtrip) km	Subsistence	Travel costs	Total costs
Yes	West University of Timisoara - Faculty of Economics and Business Administration	Good practices exchange to Bucharest at ANPCDEFP and other institutions and events	Staff	RO	2	2	1120,00	600,00	336,00	936,00



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		related to the project (Romanian Academy, Parliament, Ministries)								
Yes	Roma Women Association for our Children	Fields visits in Roma communities in Oradea	Staff	RO	1	2	338,00	300,00	50,70	350,70
Yes	Roma Women Association for our Children	Fields visits in Roma communities in Sălaj	Staff	RO	1	2	574,00	300,00	86,10	386,10
							Total:	1200,00	472,80	1672,80

7.3 Staff costs related to the organization of project

Number of staff/experts	Country of origin	Function of the person in the project	Type of rate	Rate used (according to the country of origin)	Duration (days)	Staff organisation costs
1	RO	Project Manager	Director/Project manager	150	21	3150,00
1	RO	Institutional coordinator WUT	Director/Project manager	150	10	1500,00
1	RO	Networking, promotion and dissemination Researcher Expert	Researcher/Teacher/Trainer	115	4	460,00
1	RO	Research Expert WUT	Researcher/Teacher/Trainer	115	3	345,00



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1	RO	Didactic Expert WUT	Researcher/Teacher/Trainer	115	3	345,00
2	RO	Youth/Student WUT	Technical	80	8	1280,00
1	RO	Expert regarding Advocacy learning module WUT	Researcher/Teacher/Trainer	115	2	230,00
1	RO	Expert regarding sociological studies on study on the proliferation of the new risks and threats topic WUT	Researcher/Teacher/Trainer	115	2	230,00
1	RO	Experts classes and training Joint Summer School on Public Sector Governance WUT	Researcher/Teacher/Trainer	115	3	345,00
1	RO	Financial manager WUT	Administrative	60	14	840,00
1	IS	Institutional coordinator	Director/Project manager	300	6	1800,00
1	IS	Research Expert IPAP	Researcher/Teacher/Trainer	230	4	920,00
1	IS	Didactic Expert IPAP	Researcher/Teacher/Trainer	230	2	460,00
1	IS	Youth/Student Expert IPAP	Technical	160	4	640,00
1	IS	Expert regarding Advocacy learning module IPAP	Researcher/Teacher/Trainer	230	2	460,00
3	IS	Experts classes and training Joint Summer School on Public Sector Governance IPAP	Researcher/Teacher/Trainer	230	3	2070,00
1	RO	Institutional coordinator FITT	Director/Project manager	150	6	900,00



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1	RO	Youth/Student Expert FITT	Technical	80	3	240,00
1	RO	Expert regarding Advocacy learning module FITT	Researcher/Teacher/Trainer	115	2	230,00
1	RO	Social facilitator for Youth volunteering actions FITT	Technical	80	6	480,00
1	RO	Institutional coordinator RWA	Director/Project manager	150	2	300,00
1	RO	Expert regarding Advocacy learning module RWA	Researcher/Teacher/Trainer	115	2	230,00
2	RO	Social facilitators for community development RWA	Technical	80	3	480,00
1	IS	Expert regarding sociological studies on study on the proliferation of the new risks and threats topic WUT	Researcher/Teacher/Trainer	230	2	460,00
28,00						18395,00

7.4 Organisation of seminars, workshops, conferences

Type of costs	Number of items	Estimated Cost per item	Total costs
Catering - Event for Youth: Be an Active Citizen	1	800,00	800,00
Materials purchasing for Event for Youth: Be an Active Citizen -1	100	10,00	1000,00



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bag with pen, notes, agenda			
Catering - summer school Iceland	1	2500,00	2500,00
Catering - Learning module/training in advocacy	1	800,00	800,00
		Total:	5100

7.5 Equipment and materials costs

Type of equipment or materials	Acquisition or rent	Number of items	Cost of purchase or rent/item	Utilisation length in project (years)	Usage rate for the project (%)	Depreciation rate (%)	Eligible cost
Consumables: paper	Aquisition	10	3,00	2	100%	50%	30,00
Consumables: printer cartridge	Aquisition	8	30,00	2	100%	50%	240,00
Consumables: paperboard	Aquisition	10	5,00	2	100%	50%	50,00
Consumables: pens	Aquisition	20	3,00	2	100%	50%	60,00
Consumables: bookshelves	Aquisition	20	3,00	2	100%	50%	60,00
						Total:	440,00

7.6 Preparation and production of project materials - 0 Euro

Type of publication /materials	Number of items (copies)	Estimated cost per item	Total cost
RO_Editing costs for the Joint Handbook on Public Sector Governance in Romanian language	100	5	500,00



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ENG_Editing costs for the Joint Handbook on Public Sector Governance in English language	100	9	900,00
IS_Editing costs for the Joint Handbook on Public Sector Governance in Icelandic language	100	9	900,00
Acreditation of Advocacy module	1	0	0,00
Roll-up	1	30	30,00
Translation of Joint Handbook	1	1000	1000,00
		Total:	3330,00

7.7 Other direct costs - 0 Euro

Summary budget

Expenditure	EURO
7.1 Travel and subsistence costs (transnational mobility)	19290,00
7.2 Travel and subsistence costs (national mobility)	1672,80
7.3 Staff costs related to the organisation of project	18395,00
7.4 Organisation of seminars, workshops, conferences	5100,00
7.5 Equipment and materials costs	440,00
7.6 Preparation and production of project materials	3330,00
7.7 Other direct costs	0,00
Total costs:	48227,80



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General Budget

BUGET/BUDGET	West University of Timisoara (WUT)	University of Iceland (IPAP)	Timis County Youth Foundation (FITT)	Roma Women Association For Our Children (RWA)
Transnational mobility	6550	8240	2250	2250
National mobility	936	0	0	736,8
Staff costs related to the organization of project:	8725	6810	1850	1010
Organisation of seminars, workshops, conferences	1800	2500	800	0
Equipment and materials costs	440	0	0	0
Preparation and production of project materials	3330	0	0	0
Total by Partner	21781	17550	4900	3996,8
Total Project		48227,8		

West University of Timisoara
Project Manager, Oana LOBONT
Signature:



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University of Iceland - The Social Science Research Institute,
Signature:

Timis County Youth Foundation
Signature:

Roma Women Association For Our Children
Signature: