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## Questions and Answers from the Lead Partner and Communication seminar 2020

<b>LP'S GENERAL TASKS</b>	
<b>How does the steering group confirms the final report? Meeting minutes? Some kind of statement?</b>	The Steering Group must approve the final report. This can be done also as an e-meeting or as a written procedure. The meeting minutes, where the approval is indicated, work as evidence of approval. The Steering Group does need to approve project reports.
<b>Who do you recommend to be in the steering group?</b>	Representatives of relevant organisations, depending on the project topic. Usually there are participants from partner organisations, main end users of the project results, organisations that need to be aware of the project and its results etc. These should be considered by the partners already in the project planning phase. Members of project staff must not be members, but the relevant staff members can and will of course participate to the meetings.
<b>How long do outputs need to be achieved, according to organisational rules?</b>	Each project should plan for the sustainability and further use of the project results and outputs, and make them available free of charge to anyone who is interested. Regarding the keeping of documents and project bookkeeping, the rules related to this can be found from the Programme Manual. Organisational rules may be followed, in case their time limits exceed those of the CB programme.
<b>FINANCIAL MANAGEMENT</b>	
<b>How does the flexibility rule apply to project periods. E.g. if some costs are planned to the end of a certain period and they are just slightly postponed (so that they take place in next period), do we need to inform the contact person or how should this be done?</b>	No, in such case you don't need to inform us separately. You just report costs in the relevant reporting period (i.e. when you have actually paid them). If you were delayed with your planned activity, you mention it in the content part of your report under the relevant work package and activity.
<b>Because of the COVID-19 situation, the possibility to have extension of project period may become needed - do we need to modify also the contract? when would be a good time to apply for extension</b>	The extension of the project needs a change of the Subsidy Contract and for that the full official modification procedure must be followed, regardless of the COVID situation or other reasons. For the just contracted 5th call projects the extension

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	<p>possibilities are very limited: the current EU financial period ends in 2020 and the latest end date for projects funded in this period is 31.12.2022. Therefore we cannot allow any extension for projects with already planned end date of 31.12.2022. Good time for the project modification is when you have an understanding of your needs and you are able to plan you activities and budget realistically. You should not leave it in the last minute anyway.</p>
<b>ELIGIBILITY RULES</b>	
<p>If I understand it right the 20% flexibility rule does not exist for the staff cost. Two question: 1. can the % of the staff work vary for different periods? Can stay work 50% one moth and 70% another month if the average should be 60%? 2. The maximun cost for staff is the one that is in the application?</p>	<p>Yes, the 20% flexibility rule does not apply to the Staff cost budget line. When working in the project with fixed % the actual working time can vary when the average will be same percentage as in AF budget and in employment document. However, if the working time/workload differs more than 25% then you must contact JS contact person. The maximum cost for staff is defined in the AF budget line Staff cost and that cannot be exceeded. Staff cost increase can be applied only with the official budget modification request.</p>
<p>Which is the minimum sum in EUR when you need to organize public procurement for service (e.g., catering or accommodation)?</p>	<p>Public Procurement thresholds are set in the Member States Public Procurement acts, i.e. national rules. According to Programme Manual you need to take three offers if the purchase/service will be more than 5000€.</p>
<p>Will VAT be eligible?</p>	<p>VAT is not eligible at any times when the partner organization is VAT liable, as the VAT can be recovered from the tax office. If the partner organization is not VAT liable, then the VAT is eligible.</p>
<p>In regards to the final phase of the project. I understood that project manager (staff costs) is eligible, however, what about communication manager?</p>	<p>At the closure period (3 months before end of the project duration) only cost for the LP for the for the management type of tasks (salaries, office and rent) are eligible.</p>
<p>What about sick leave and vacation costs of the part-time staff involved in the project?</p>	<p>Working with the fixed % for the project you calculate staff costs from gross employment costs divided with the % stipulated in the employment document. Holidays and sick leave when paid by</p>

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	partner organization forms part of the gross employment cost.
Still once more, for staff average work load is , e.g., 60%, as defined in eMS. But it will be different for different periods, e.g., 80% in 1st period but only 40 % in 3rd. Is this ok?	Workload can vary when the average will be same as in the budget. If the workload differs more than 25% you must contact with your JS contact person.
If we have an internal travel agency provider. Do we need to make public procurement. If organisation rules are saying we need to use this agency	Framework contracts are allowed and you can use travelagency who are providing travel services for the organization. References to the project can be added to the invoices. However, it is partner organization responsibility to have proper public procurement for this type of service.
If service will be provided in small place, where we don `t have many service providers, is it ok to make contract only one without only procurement procedure	If the service will be under 5000€ the justification can be the small place. If the service will be more than 5000€ you have to prove that you have done everything to have more offers. Please bear in mind that equal treatment applies, you have asked more offers but received only one. Public procurement act must be followed when the treshold in the public procurement act is reached.
<b>COMMUNICATION REQUIREMENTS</b>	
Should we create a special project banner (e.g. a roll-up) with all the necessary information to be used in all meetings, activities etc?	It depends very much on the project and its activities. If the project has many "outside" activities (participation in trade fairs, exhibitions, etc) where information will be shared for general public or wide range of target groups, a banner with project main information might work as a useful tool. If you work very much internally with your project partners and with quite limited target groups, the banner probably will not have much added value because people should know about the project anyway. You just need to find another proper (and efficient and sustainable) solution how to meet communication requirements (logos, EU flag, etc). You don't need a banner just for standing in the corner of your office.