



DG Justice and Consumers

Project Management

**JUST/2015/RDAP/AG/MULT
JUST/2015/RGEN/AG/ROLE
JUST/2016/RGEN/AG/VAWA**

Kick-off Meeting – 14 March 2017

Who's who? – different actors

Beneficiaries (mono or multi) and other project partners

- **Coordinator** legal representative + contact person.
- **Co-beneficiaries** participate in the action, receive part of the funding, can contribute to the co-financing. Represented by the coordinator by virtue of the mandates)
- **Associate partners**: participate in the action, (cannot incur costs, cannot be subcontractors)
- **Co-financers/Sponsors**: contribute to the co-financing
- **Sub-contractors**: max. 30% (at application stage) see call for proposals, no management and overall administrative tasks.

Commission Directorate-General Justice and Consumers

- **Unit 04 – Programme Management**
 - **Project Officers**: check budgets prepare agreements and amendments, monitor and evaluate projects , assess technical reports, act as contact points
 - **Financial Officers**: assess final financial statement and process payments
- **Policy Units / Policy officers**
Prepare calls, assess technical reports, disseminate calls

Contact Person / Coordinator: Manager of the Project

- **MANAGEMENT:** Responsible for the implementation of the project
- **COMMUNICATION:** Deals with all official communication from and to the Commission
- **REPORTING:** Prepares all the reports for the Commission with the assistance of the co-beneficiaries
- **COORDINATION:** Coordinates partners' work,
Solves partnership problems
- **MONITORING:** Monitors the implementation of the project
and the budget

Co-Beneficiaries (partners)

Organisations that are parties to the grant agreement

Share part of the budget:

- Receive part of the EU funding
- Some contribute to the co-financing

Co-responsible for the implementation of the project:

- Manage their activities & related expenditure
- Cooperate with all partners towards achieving the aims of the project
- Report to the coordinator
- Provide the signed mandates in good time!
- Collect invoices, travel tickets, signed lists of participants, etc and hand them all in on time!

Financial liability

- In a multi-beneficiary grant agreement, common responsibility for implementing the project (**GA – Annex II - Art. II.1**)
 - Coordinator by signing the grant agreement
 - and co-beneficiaries by signing the mandates
- **Joint financial liability** towards the Commission: this also implies that beneficiaries shall be jointly and severally liable for any amount due to the Commission by any one of them which could not be honoured (**GA - Art.I.8**)

Partnership agreements

Beneficiaries may sign partnership agreements to clarify:

- Cooperation rules
- Financial arrangements (transfer of pre-financing and final payment)
- Information requirements
- Reporting documents
- Intellectual property arrangements, etc.

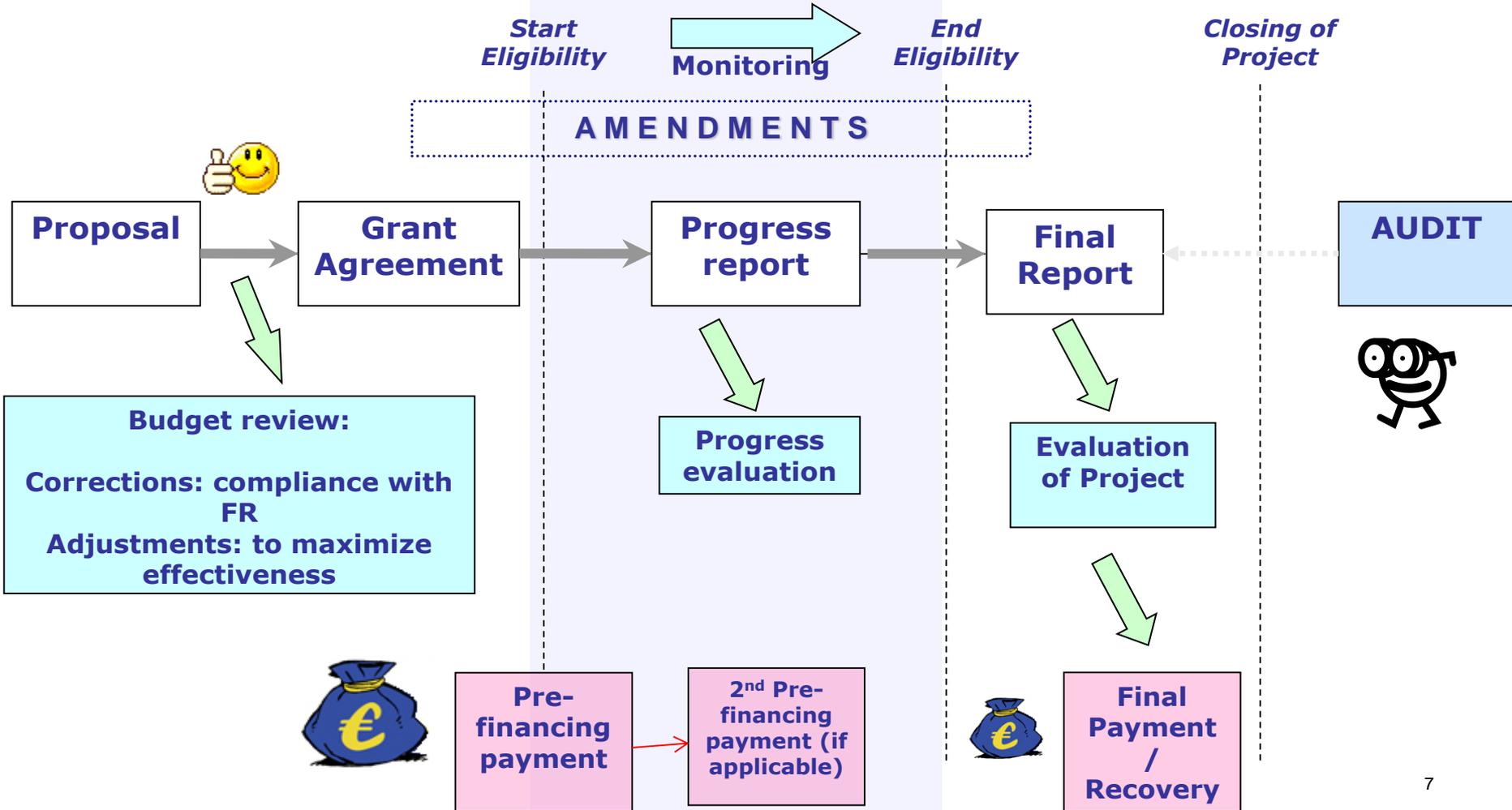
The Commission does not interfere, no template is provided

The grant agreement takes precedence!



European Commission

Project Life Cycle



Audits and checks (GA - Art. II 27)

- Commission, an audit firm or the Court of Auditors could audit the project
- Right of access to sites and premises and to all the information
- Up to 5 years after the final payment
- The OLAF could also check the project

EU-funding visibility

- The preferred option to communicate about the EU funding is to write: **“Co-funded by the Rights, Equality and Citizenship (REC) Programme of the European Union”** next to the EU emblem on the communication material.
- A guide "*The use of the EU emblem in the context of EU programmes*" is available on:
http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

See: GA – Annex II - article II.7



But not
this logo



EU-funding visibility



Examples:

Supported by the *Rights, Equality and Citizenship (REC)* Programme of the European Union



This project is funded by the *Rights, Equality and Citizenship (REC)* Programme of the European Union

EU-funding visibility

On websites, publications, communication means, products and deliverables add also the following “Disclaimer”
excluding Commission responsibility (GA – Annex II - article II.7.2):

" This publication has been produced with the financial support of the Rights, Equality and Citizenship (REC) Programme of the European Union. The contents of this publication are the sole responsibility of <name of the author/contractor/implementing beneficiary> and can in no way be taken to reflect the views of the European Commission."

- If you have any technical questions regarding the use of the EU emblem in the context of EU programmes, please write to:
comm-visual-identity@ec.europa.eu
- EU flag: https://europa.eu/european-union/about-eu/symbols/flag_en

Communication

- Filter and assess requests from partners
- Anticipate difficulties
- Inform us on time in case of problems
- Be precise when you contact the Commission:
 - Agreement number
 - Workstream number
 - Activity or output number
 - Budget line number
 - Event/publication name

STAY ON TOP OF THE GAME !

- **As a coordinator**

 - You are responsible for the project

 - You are the contact point for the Commission

- **On-going coordination and management**

 - Gather information and do your coordination work as an on-going process, also in terms of financial management

- **On-going accounting and financial management**

 - Collect invoices, travel tickets, signed participation lists, etc., fully documented during the project, not at the end of the project.

Adaptations - 20% Rule

- 20% increase of the heading for which the transfer is intended (**GA – article I.12**)
- Indirect costs (Heading F) may not be increased, percentage fixed in the grant agreement
- Costs must be eligible (**article II.19**)
 - Indicated in the estimated budget
 - Necessary
 - Reasonable
 - Incurred during the eligibility period, recorded in the accounts, etc.

Adaptations - 20% Rule

- The action must be implemented as described in Annex I
 - Activities and outputs may not be reduced/cancelled to free funds
- Changes are cumulative
 - Monitor your expenses and these of your co-beneficiaries closely
 - Report expenses in the initial estimated budget/financial statement (Annex III to the agreement)
 - The Commission will check that no budget heading has been increased by more than 20% after reception of the final report
- Transfer of costs within a budget heading is possible
- Transfer of costs **between co-beneficiaries** is possible

Non-substantial Changes in the Activities

- What is allowed - examples
 - Swap of venues of project meetings
 - Adaptation of the date of events or length of workstream, within eligibility period
 - Higher number of participants at workshops, seminars
- What is questionable - examples
 - Meetings/events moved to non-participating countries
 - Too many representatives of co-beneficiaries at project events
 - Transfer of an activity from one co-beneficiary to another
 - Increase n° of working days
- Not allowed
 - Change of methodology, reduce scope of the project, change of main results/outputs of the project, change of target groups, etc.

Ownership of results

- The results of the action, including industrial and intellectual property rights
- The reports and other documents

are the property of the beneficiaries but the Commission has the right to use of them (GA – Art I.7 and Annex II - Art. II.8)

- ➔ Cover ownership rights in your partnership agreements
- ➔ Ensure that publishing agreements acknowledge the Commission's rights