EASME
Executive Agency for Small and Medium-sized Enterprises

TOOLKIT FOR COORDINATORS
EUROPEAN MARITIME AND FISHERIES FUND
EMFF

Guidance on Project Implementation

Updated Oct 2017
Before you apply...

Get familiar with core documents to prepare your application:

1) **Call text** (all sections are important)
2) **Application form (Annex Ia) + Financial capacity table (Annex Ib)**
3) **Estimated budget (Annex III)**

**Model Grant Agreement (Annex II) and its annexes:**

- **Special conditions:** adapted to the requirements of the specific call
- **General conditions:** common to all grants funded by the EU budget

After the evaluation phase:

- **Grant agreement preparation and implementation of project:**
PROJECT IMPLEMENTATION
The coordinator has a key role, in particular:

- **Only contact point for communication with EASME’s Project Officer** (claims, requests for changes, information, reporting, etc.)
- **Intermediary between EASME and co-beneficiaries**
- **Establishes payment requests**

Co-beneficiaries are responsible for the proper performance of planned work and reporting to the coordinator in particular.

Responsibilities of beneficiaries are described in Annex II (*Model Grant Agreement - General Conditions, article II.2*)
1. SUPPORT TO THE PROJECTS
- Meeting with beneficiaries
- EASME contact by email/telephone

2. MONITORING
- On site-visit – once during the project lifetime

Please remember:
- Changes to the project implementation need to be agreed
- Contact your EASME project adviser immediately when an issue occurs to agree on how to proceed
- Be open and put all facts on the table – otherwise it could be too late to solve a problem!
- EASME is there to help and support projects – count with us!
REPORTING REQUIREMENTS
WHY REPORTS?

- Tool to monitor the project
- Reporting periods are long
- Degree of partners expenditure
- Regular feedback & invoices
- Keep in touch with partners
- Contact Project Advisor for advice
WHICH REPORTS?

PROGRESS REPORTS
- Short electronic report (e.g. 2 pages) for monitoring purposes (template Annex Va)
- Sent to EASME to EASME-EMFF-CONTRACTS@ec.europa.eu
- Requests for clarification and/or approvals of progress reports by e-mail

INTERIM REPORT
- Financial reporting (Financial Statement Annex VI of GA) & Technical reporting (Annex Vb of GA) – legal obligation linked to satisfactory performance of tasks and compliance of expenses - condition of interim payment

FINAL REPORT
- Financial reporting (Financial Statement Annex VI of GA) & Technical reporting (Annex Vc of GA) – legal obligation linked to satisfactory performance of tasks and compliance of expenses - condition of final payment
PAYMENTS & REPORTS

**PAYMENTS***

- **Pre-financing**: within 30 days after signature by EASME
- **Interim payment**: within 60 days of receipt and approval of interim report
- **Final payment**: within 60 days of receipt and approval of final report

*Eligibility of costs from starting date of project

**REPORTS (Section Reporting Requirements of the call)**

- **Progress reports** – *every X months* as stated in section Timetable of the call for proposals + 15 days
- **1 Interim report** – *end of first reporting period* + 60 days
- **1 Final report** – *End of project* + 60 days
- **1 report on the distribution of the EU financial contribution** + 60 days of final payment
REPORT & DELIVERABLES

➢ REPORTS (see Section Reporting Requirements of the call) (PR = Progress Report; IR = Interim Report; FR = Final Report)

Have to be submitted by the deadline. They must be drafted in English. Supporting documents (including for financial reporting) must be in one of the EU languages

➢ DELIVERABLES
due for the same reporting period have to be sent together with the report. If not available in English, a summary in ENGLISH must be provided

NOTE For IR and FR:
The financial statements have to be submitted in paper form and the technical report linked to it can be sent electronically.
Communication (branding, make you project known) ≠ Dissemination (results and activities)

Requirements:
- Work package on communication and dissemination
- Project website
- Networking events

Inform the Agency about your communication activities, we can help you spread the word through LINKEDIN, twitter etc...

Check out the following link to increase the impact of your project
60-minute workout to increase the communication impact of your project - webinar
• Acknowledgement of the EU funding is an obligation (article II.8 of General Conditions)

• **When?**
  - ☑ Conferences, seminars
  - ☑ Brochures, leaflets, posters, presentations

... all must indicate that the action has received funding from the Union and shall display the European Union emblem.
European flag + sentence:

Co-funded by the European Union

Co-funded by the EMFF programme of the European Union

FINANCIAL PROVISIONS OF THE GRANT AGREEMENT
COST CATEGORIES

1. Staff Costs
2. Equipment
3. Travel Costs
4. Subcontracting
5. Other Specific costs
1. Staff Costs (art.I.11 and II.19)

- Costs corresponding to **staff directly hired** by the Beneficiaries working for the project.

- May include **permanent or temporary** employees.

- **Total remuneration** including social security taxes, in accordance with the national legislation and the usual Management & Accounting practices of the Beneficiaries.

- **Administrative staff** can be considered as eligible if they work directly for the project.

- **In house consultants** need to fulfill additional conditions so as to be eligible.
2. Equipment (art. I.11 and II.19)

- **Only depreciation costs** directly linked to the project and **not** the purchase costs of the equipment used for the implementation of the project.

**Depreciation policy:** usual Management & Accounting practices of the Beneficiaries.

- **Usual office equipment** can be considered as eligible if they are directly used for the project.

- **Renting or leasing** of equipment should be declared under other specific costs.
3. Travel Costs (art.I.11 and II.19)

- Travel costs **directly linked** with the implementation of the project

- **Only for staff members** employed by the Beneficiaries working for the project

- The **travel costs of invited experts or speakers** to meetings organised by the Beneficiaries should be declared under "**Other costs**" category
4. Subcontracting (art.II.11)

- Tasks necessary for the implementation of the project outsourced to a third entity

- Beneficiaries are responsible vis-à-vis EASME for carrying out the subcontracted tasks

- The tasks of the Coordinator and project core tasks cannot be subcontracted

- Ensure best value for money and based on "business conditions" – profit for the Subcontractor

- Without direct supervision of the Beneficiaries

- Subcontractor has no rights vis-à-vis EASME
5. Other Specific Costs (art.I.11, II.10 and II.19)

- Costs necessary for the implementation of the project such as consumables (if directly assigned to the action), publications, supplies
- Including contracts necessary for the implementation of the project
- Incurred during grant implementation
- In direct relation to the project
- According to the usual Management & Accounting practices of the Beneficiaries
Financial Reporting (art. I.4)

All the Beneficiaries have to submit through the Coordinator their respective signed Financial Statements

AND

- Copies of timesheets and payslips of the three highest Staff Costs

- Copies of invoices/supporting documents of the three highest cost items for all the other cost categories
DOs AND DON'T OF FINANCIAL REPORTING
Be **transparent** and apply on your usual **Management & Accounting practices**

- Record **working hours** devoted to the project and procurement processes

- **Timely delivery and quality of reports** are key to speed up the payment process

- **Discuss in advance with PA/FO** any doubt about eligibility cost, exception, need of amendment or any other difficulty
FINANCIAL MANAGEMENT
SOME ADVICE (2)

TRAVEL COSTS AND MEETINGS
- Keep your boarding passes
- Keep list of presence and collect signatures of meeting attendance

KEEP TIME RECORDS:
- Hours worked on the tasks

SUBCONTRACTING (IF NOT ENVISAGED IN ANNEX I):
- Ask approval to the Project officer beforehand

INVOICES
- Reference to the deliverables & description of the content, date and terms of payment
- Proof of payment & registration of the invoices in the bookkeeping
Recurrent errors during the financial reporting

- Financial Statements not signed or missing
- Not all the required information is given in the statements
- Reporting period not (or wrongly) indicated.
- Calculation of the hourly rates missing (see template: https://ec.europa.eu/easme/en/emff-managing-grant)
- Travel costs of external experts claimed under Travel Costs instead of Other Specific Costs
- Date of invoices missing
- VAT included in the costs
- Office consumables included in the costs
- Supporting documents missing
ANY QUESTION?

Useful links:

Templates of reports

Communication guidelines and tips and tricks

Frequently Asked Questions
Contact details:

EASME-EMFF-CONTRACTS@ec.europa.eu
THANK YOU