



DG Justice and Consumers

Project Management Some points of attention

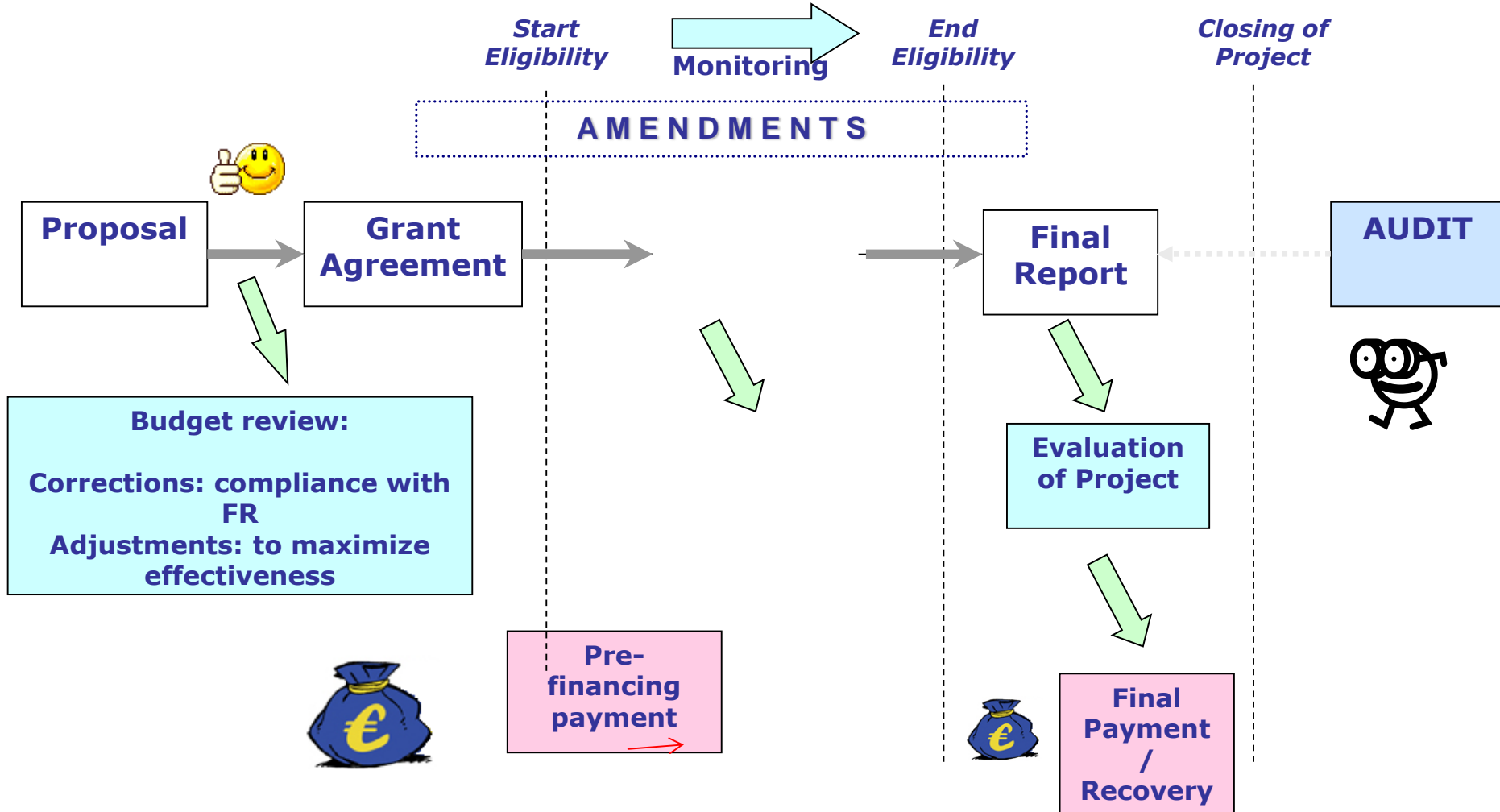
JUST/2015/RDIS/AG/NRP2

Kick-off meeting 26 May 2016



European Commission

Project Life Cycle



Reference documents

- The **Grant Agreement** (including the Special Conditions) between the Commission and the co-beneficiaries and its binding **annexes**:
 - Project description (Annex I)
 - General conditions (Annex II)
 - Estimated Budget (Annex III)

The terms set out in the Special Conditions shall take precedence over those set out in the Annexes.

The terms of Annex II "General Conditions" shall take precedence over the other Annexes.

- **Amendments**
- **Other documents**: The call for proposals, the 'Guide for Action Grants 2015' (http://ec.europa.eu/justice/grants1/files/2015_action_grants/2015_general/guide_for_action_grants_2015.pdf), EU and national legislation applicable (tax, social security, labour law), the guide on the use of the EU emblem, etc.

Who's who? – different actors

Beneficiary

- **Coordinator** (legal representative + contact person)
- **Sub-contractors**: no management and overall administrative tasks.

Commission Directorate-General Justice and Consumers

Unit A4 – "Programme Management"

- **Project Officer**: budget review, grant agreement and amendments, monitoring and evaluation visits, narrative reports, overall contact point, assistance
- **Financial Officer**: pre-financing, assessment final financial statement and final payment
- **Policy Units / Policy officers**
Preparation call, assessing narrative reports, dissemination

Other stakeholders

involved in the project but not parties to the grant agreement

-
- **Sub-contractor:**
Outsourcing of tasks with a justified need of requiring technical capacity or competencies not available in the partnership

National rules must be applied.

Project Management and the general administration of the project may NOT be sub-contracted (GA – Annex II – Art. II.10)

Ownership of results

- **Results of the action, including industrial and intellectual property rights**
- **Reports and other documents relating to it**

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



EU-FUNDING VISIBILITY

- The preferred option to communicate about the EU funding is to write: ***“Co-funded by the Rights, Equality & Citizenship 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 – Annexe II - article II.7



But not
this logo



EU-FUNDING VISIBILITY



Examples:

Supported by the Rights, Equality & Citizenship Programme of the European **Union**



This project is funded by the Rights, Equality & Citizenship Programme of the European **Union**

EU-FUNDING VISIBILITY

- On websites, publications, communication means, products and deliverables add also the following "Disclaimer":

" This publication has been produced with the financial support of the Rights, Equality & Citizenship 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



REPORTS

- **Final narrative report (Template online)**
 - Show the quality, achievements and impact of your project
 - Justify the costs of the activities
 - Not necessarily long but complete and precise
 - Add e.g. annexes presenting results in tables
- **See: Guide for Action Grants 2015, pages 46 – 47 + GA - article I.4**

Complete Final Report

- Must be submitted within 60 days after the end of the implementation period
- It consists of:

final financial statement and signed cost claim (hard copy and electronically)

final narrative report (hard copy and electronically)

copy of the final products (CDs, publications, deliverables, signed lists of participants, links to websites, USB keys, etc.) (hard copy and electronically)

Minutes of meetings and presentations (in electronic format only)

Evaluation of Final Report

- Policy Officer:
Evaluation of the technical content of the Report and the results of the project
- Project Officer:
Operational and administrative aspects and outputs
- Financial Officer:
Financial analysis such as eligibility of costs, implementation period, supporting documents, exchange rates and payment

Audits and Checks (GA - Art. II 27)

- The beneficiaries agree to an audit by the Commission staff or an outside contracted body
- Right of access to sites and premises, and to all information
- During 5 years starting from the date of the final payment
- The Court of Auditors has the same rights as the Commission as regards checks and audits

KEEP IN TOUCH

- Keep in touch with the Commission (your project officer)
- Anticipate problems and if in doubt consult the '**Guide for Action Grants 2015**'
(http://ec.europa.eu/justice/grants1/files/2015_action_grants/2015_general/guide_for_action_grants_2015.pdf)
or the Commission (your project officer)



Thank you for your attention!
All the best with your project!