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!
Project Life Cycle

- Proposal
- Grant Agreement
- Progress report
- Final Report
- Evaluation of Project
- Final Payment / Recovery
- Pre-financing payment
- 2nd Pre-financing payment (if applicable)

Start Eligibility → Monitoring → End Eligibility

AMENDMENTS

Budget review:
Corrections: compliance with FR
Adjustments: to maximize effectiveness

Audit
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 – Annexe II - article II.7
Examples:

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

This project is funded by the Justice 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 – Annexe 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
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