DG Justice and Consumers

Project Management

JUST/2015/SPOB/AG/VICT

Kick-off meeting – 24 January 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, may contribute to the co-financing. Represented by the coordinator by virtue of the mandates.

- **Associate partners**: participate in the action but with no EU funding

- **Co-financers/Sponsors/donors**: contribute to the co-financing, no active role

- **Sub-contractors**: max. 30% (at application stage), no management and overall administrative tasks, no core tasks

Commission Directorate-General Justice and Consumers

- **Unit 04 – Programme Management**
  - **Project Officers**: assess budgets and project descriptions, prepare agreements and amendments, monitor projects, evaluate technical reports, act as contact points.

  - **Financial Officers**: assess final financial statements, sample costs 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's activities and budget
Co-Beneficiaries (partners)

Organisations that are parties to the grant agreement

Share part of the budget:

- Incur costs
- Receive part of the EU funding
- May 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
- Collect evidence: deliverables, invoices, contracts, signed lists of participants, etc and hand them all in on time!
- Provide the signed mandates in good time!
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/recovery
• The OLAF could also check the project
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: the Beneficiaries shall be jointly and severally liable for any amount due to the Commission by any one of them which could not be honoured, up to the maximum amount specified in Article I.3. (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!
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
Project Life Cycle

Start Eligibility → Monitoring → End Eligibility → Closing of Project

Proposal → Grant Agreement → Progress report → Final Report

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

Pre-financing payment → 2nd Pre-financing payment (if applicable)

Evaluation of Project → Final Payment / Recovery

AMENDMENTS

DG Justice and Consumers
Communication

• Filter and assess requests from partners
• Anticipate difficulties
• Inform us on time in case of problem
• Be precise when you contact the Commission
  ➢ Agreement number
  ➢ Workstream number
  ➢ Activity or output number
  ➢ Budget line number
  ➢ Event/publication name
• Collect the relevant documents - pages 40 to 42 in the Guide for Action Grants
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 regularly the invoices, contracts, travel tickets, signed participation lists, etc., fully documented evidence during the project, not at the end of the project.
Changes

- are exceptions
- may not substantially modify the project
- must have an EU added value
- shall respect the principle of equality of treatment of applicants
- shall comply with the provisions of the programme, the call for proposals and the grant agreement
- may not increase the maximum grant amount or co-financing rate
Adaptations - 20% Rule

• 20% increase of the heading for which the transfer is intended

• Indirect costs (Heading F) may not be increased

• 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 those 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.
EU-funding visibility

• The preferred option to communicate about the EU funding is to write: “Co-funded by the Rights, Equality and Citizenship (REC) /Justice 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
EU-funding visibility

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 publications, communication means, websites, products and deliverables add also the following “Disclaimer”:

" This publication has been produced with the financial support of the Rights, Equality and Citizenship (REC) / Justice 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