

Q&A SESSION - MEETING EMPL C3 AND ITS PROJECT BENEFICIARIES
– 25/10/23

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1. A1 – STAFF

Q: Can we pay remaining part of staff fees after we receive the final payment for the project, that is after the project has officially ended?

A: You can of course pay remaining part of staff fees after you receive the final payment. However, you will not have the possibility to charge those costs as the final payment has been done and the periods of eligibility is over..

Q: For staff costs /daily rate. We must use the annual rate for 2022 for 2023 or do we calculate it for 2023 later on and report that daily costs, if the report is in 2024?

A: Staff costs must be calculated on the basis of a rate which corresponds to the costs actually incurred. Costs incurred in 2023 must be charged for the eligible period of 2023. And so on...

Q: How detailed a timesheet needed to be? Is the declaration available on the portal enough?

A: For persons who work for the action, you may either:
(a) use reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system, to record (at least) all the hours worked in the action

Reliable time records must be dated and signed at least monthly by the person working for the action and their supervisor.

If the time recording system is computer-based, the signatures may be electronic with a documented and secure process for managing user rights and an auditable log of all electronic transactions.

or (b) sign a monthly declaration on days spent for the action (template).

You may find a template example here: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents?selectedProgrammePeriod=2021-2027&selectedProgramme=SOCPL->

More information in the Annotated Grant Agreement, page 179, chapter “6. Records for personnel costs — Day-equivalents worked for the action”

Q: Regarding my previous daily rate costs question. If the report is due before I can calculate the yearly cost for that year, do I use the costs for just those months or do I use the yearly cost of the previous year? For example if the report is also for January and February of that year I can only calculate the costs of those two months. Do I use the costs for this two months or do I use the daily rate from 2023 for January and February of 2024?

A: You must calculate the daily rate for those two months (January and February 2024).

You have to calculate a daily rate per person for the reporting period.

Many actions have a reporting period not aligned with the calendar year, or part-time work etc.

The formula for calculating break down the annual personnel cost with a daily rate for any possible situation, you have to use the following formula:

Daily rate =

Actual personnel costs during the months within the reporting period

Divided by Maximum declarable day-equivalents (For 2 Months)

In your example: The person is a full-time permanent employee hired in 2020.

The maximum number of day-equivalents to be used (to calculate the daily rate) would be:

$((215 / 12) \times 2 \text{ (months)}) \times 1 \text{ (full-time)} = 36$

For a full year, you must divide by 215

Q: Which salary documents are required? Monthly payslips?

A: When reporting, no evidence are required.

The use of resources must be correctly filled at the final period.

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

Q: In the proposal we calculated personnel costs for 3 employees/staff, Project Manager, Financial Manager and Legislation expert. When project started there are only Project Manager and Financial Manager working on the project and allocating working days from Legislation Manager between themselves to meet the project working plan and activities per WP. Is there any restriction to allocate working days from 1 expert between other two experts (for each employee costs will be calculated from actual costs)?

A: No, there is no restriction.

However, the names of the two other experts should be mentioned in the Annex.

Q: Thank you. The names of other two experts are mentioned in part B. Do we need to make new annex?

A: No, no need to make new Annex.

Q: How to justify the rate of doctoral students and part-time workers? By annual rate /215 and multiply to the actual days like to the others ?

A: For doctoral students: the procedure is the same because we suppose the doctoral student is assimilated to a salary. He has a salary, pay slip and must be included in your annual social documents.

A: Part-time workers: the procedure is also the same.

However, the Maximum declarable day-equivalents for each reporting period will be:

215/12 Multiplied by the number of months (during which the person is employed) within the reporting period, multiplied by the working time factor (e.g. For full time, 0.5 for 50% part time).

You will round up or down to the nearest half day-equivalent.

Examples: The reporting period runs from 01/01/2022 to 30/06/2022 (6 months):

Full-time case: The person is a full-time permanent employee hired in 2020.

The maximum number of day-equivalents to be used in the daily rate formula would be:

$((215 / 12) \times 6 \text{ (months)}) \times 1 \text{ (full-time)} = 107,5$

107.5 is also the maximum number of days you can charge.

Part-time case: The person is a 50 % part-time permanent employee hired in 2020.

The maximum number of day-equivalents to be used in the daily rate formula would be:

$((215 / 12) \times 6) \times 0.5 \text{ (for 50% part-time)} = 54$

54 is also the maximum number of days you can charge.

New hire case: the person is a 50% part-time employee hired on 01/06/2022.

The maximum number of days-equivalents to be used in the daily rate formula would be:

$((215/12) \times 1 \text{ (only June 2022)}) \times 0.5 = 9$

9 is also the maximum number of days you can charge.

Q: Where a natural person works for a beneficiary under a direct contract linked exclusively to the implementation of the project, and the contract states a fixed amount for the work, can't this total amount be declared as actual costs without calculating the daily rate?

A: Costs for natural persons working under a direct contract other than an employment contract are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

(a) work under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed) and

(b) the result of the work belongs to the beneficiary (unless agreed otherwise).

They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

Q: How does it work for project that has a duration of 18 months, and in particular for the mid-term report, should we divide by 9 months?

A: indeed, the mid-term report will be at 9 months

Q: Concerning my previous question, (duration 18 months), I was asking precision on how to calculate the work effort per months, not the deadline for mid-term (sorry I was not clear enough as I did not provide the context).

You have to calculate a daily rate per person for the reporting period.

Many actions have a reporting period not aligned with the calendar year, or part-time work etc.

The formula for calculating break down the annual personnel cost with a daily rate for any possible situation, you have to use the following formula:

Daily rate =

Actual personnel costs during the months within the reporting period

Divided by Maximum declarable day-equivalents

Examples: The reporting period runs from 01/01/2022 to 30/09/2022 (9 months):

Full-time case: The person is a full-time permanent employee hired in 2020.

The maximum number of day-equivalents to be used in the daily rate formula would be:

$((215 / 12) \times 9 \text{ (months)}) \times 1 \text{ (full-time)} = 161$

161 is also the maximum number of days you can charge.

2. B – SUBCONTRACTING

Q: Regarding the Subcontracting, is there any requirements for the subcontractors' eligibility with regards to their nationality? (e.g., are candidate countries/EFTA allowed to present bids? how about non-EU and EU citizens based outside the EU?)

A: there is no restriction with regards to the nationality of a subcontractor. Service providers based outside eligible countries can be subcontracted provided that recourse to subcontracting is well-justified and fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price)

Q: Is it allowed to subcontract a provider from outside the EU (for example from the UK or Switzerland)?

Service providers based outside eligible countries can be subcontracted provided that recourse to subcontracting is well-justified and fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price)

Q: My project external consultant has changed name. The two actual contacts we have are the same, but their company has changed. Do we need to make an official amendment on this? The invoice comes from a different company name than what the agreement states. They are subcontracting costs

A: No amendment is needed when it concerns the change of a subcontractor's name.

Q: Can we apply 7% indirect costs to subcontracting costs?

A: Yes, indirect costs on subcontracting can apply in this call.

3. C1 - TRAVEL, ACCOMMODATION, SUBSISTENCE UNIT COSTS – GENERAL

Reference: Decision (2021)35, updated: [unit-cost-decision-travel_en.pdf \(europa.eu\)](#)

Q: Do the new rates have to be applied consistently by the whole consortium? Can the new rates be applied in the following reporting period, in order to verify later on if there is any underspending which could cover the increase?

A: each beneficiary is free to apply to new rates or not. Those can be applied in all reporting periods, or adjusted in the final report

Q: With regards to record-keeping, is the proof of attending a meeting (for instance by means of a signed attendance sheet) sufficient as supporting document? Especially considering the possibility of declaring subsistence costs for persons participating in a meeting even if he/she didn't travel, and also considering the possibility of journeys by car, for which there would be no proof such as a boarding pass or a train ticket.

A: an attendance list is the typical proof to keep as record. Bear in mind that local transport is covered by subsistence unit costs

4. C1 TRAVEL COSTS

Q: On the method of unit cost, which is the rule for travel that applies if the actual cost is higher, but does that apply if the actual cost is smaller too?

Q: If the actual costs for the travel are less than unit costs, do we report actual costs or the unit cost ?
Unit costs shall be sometimes higher, sometimes lower than actual costs /current price. At reporting time, the eligible cost will relate to the actual number of travel units used, based on the unit cost available in the decision.

Q: On the travel for employees: as working remotely has become ever more important, can employees also claim travel from other locations than the location of the employer?

A: As a general rule, whenever a participant is travelling for a programme activity, all travel is deemed to start and finish at the place of employment. However, if more appropriate, travel can start from another place (e.g. home, another meeting's location, place of holiday). In this case, a rule is applied

for re-defining the duration of the business trip and the related subsistence costs (accommodation and subsistence allowance).

Q: In case of staff members (staff cost) - especially experts - who works under direct contract on the project but not as employees. They often work from an other country (telework is normal practice) . They do not work as employees therefore their place of employment is not relevant. Travel cost eligibility: is their travel cost eligible between the place of work (place of telework) or between only the place of the organisation's headquarter to the meeting place? If that the case how to prove / claim it?

A: If these experts are under subcontracting, then travel rules should be defined in the contract signed with the subcontractor. If these experts have a direct contract with the beneficiary, then the same rule then for the employees apply (see above answer).

Q: Can subcontractors' travel costs be reported using travel/subsistence unit costs?

Q: Are the travels of subcontractors – who may be invited to attend EU-funded events – to be declared under C.3 Subcontracting, or do they need to be declared as unit costs?

A: It will depend on the contract signed with the subcontractor. Sometimes the contract mentions that the travel costs are covered by the contract (therefore to be paid directly by the subcontractor and therefore not claimable to the Commission)

5. C1 ACCOMMODATION UNIT COSTS

Q: For accommodation unit costs, is the travel schedule – by means of travel tickets indicating travel time - sufficient to support the number of units (nights spent on the action) declared? Is the hotel invoice necessary?

A: travel schedule supported by the boarding passes should be sufficient. The hotel invoice is useful only if the names of the clients are mentioned.

Q: In case we invite international experts, is there anything we can cover for them, e.g. accommodation, meals?

A: Unit costs are paid to you and are based on the number of participants to a given event independently from the fact they are consultant or staff member of your organisation. The Commission does not check the actual use of the unit cost paid per participant. The beneficiary may therefore transfer this amount to each participant and ask them to cover their subsistence cost with it or he may keep this amount and use it to organise catering for all the participant of a given EU funded event

6. C1 SUBSISTENCE UNIT COSTS

Q: Can we reduce the subsistence allowance by 25% for each meal provided by the Coordinator, and by 15% for breakfast?

A: Subsistence unit costs are for a 24-hour period. As unit costs, they are not fractionable by meals.

Q: In case an event lasts 0,5 days, shall we apply a full day for subsistence costs when reporting expenses?

A: Yes, 1 full day.

Q: If the organisers would charge for subsistence costs for the whole meeting (for catering) - it is mean that attendee can not apply for subsistence costs for the travel?

A: The participant travelling will receive subsistence unit according to the number of travelling days:

Examples of time spent on the event including the travel: :

0 - 24 hours means 1 day

24-35 hours will also be 1 day

36-48 hours will be 2 days

48-60 hours will also be 2 days

60- 72 hours will be 3 days

Q: Can we include the interpreters in the calculation of the total DSA amount, as well as the travel costs?

A: Nonetheless interpreters are eligible under C3 category, the same rules than the ones applying to the subcontractors': It will be part of the contract signed with the subcontractor. Sometimes the contract mentions that the travel / subsistence / accommodation costs are covered by the contract (therefore to be paid directly by the subcontractor and therefore not claimable to the Commission). In any case, you should also apply your usual practices in the matter.

Q: Breakfast in the hotel, does it count as accommodation or subsistence?

A: The subsistence unit costs is intended to cover meals and other incidental expenses. Since accommodation will in most cases also be paid on the basis of unit costs, there is no need to check whether breakfast was included in the cost of the hotel.

Q: Can less expensive costs in subsistence cover travel costs that are above their rate ? (Basically, can DSA be reimbursed as an envelope?)

A: The Commission will reimburse the units costs reported and adequately justified. We cannot speak of "covering the travel costs that are above the unit cost rate". Unit costs shall be sometimes higher, sometimes lower than actual costs /current price. At reporting time, the eligible cost will relate to the actual number of travel units used, based on the unit cost available in the decision.

Q: Can we backdate the new travel allowance to the beginning of the project? (My project started July 2022 and will run until June 2024)

A: Yes, absolutely

6.1.1.1 "Catering" costs

Q: Subsistence for each participant - even when not travelling. You mention no Catering invoice is allowed? How to cover catering for an event paid by an organizing partner. Catering is for participants from partners (partners submitting travel and subsistence). How can the organizer pay for catering where the partners claim the subsistence?

A: Grant beneficiaries receive unit cost to ensure participant's subsistence during any event organised in the frame of an EU funded project. This amount is paid to the beneficiary and is based on the number of participants to a given event independently from the fact they have been travelling or not. The Commission does not check the actual use of the unit cost paid per participant. The beneficiary may therefore transfer this amount to each participant and ask them to cover their subsistence cost with it, or he may keep this amount and use it to organise catering for all the participant of a given EU funded event. In this case the beneficiary is not allowed to request the reimbursement of catering on the base of actual costs because this cost is already covered by the payment of the unit cost per participant.

Q: During the presentation, it has been mentioned that catering cost are ineligible, but question 41 of the previous Q&A document says "the beneficiary may keep this amount and use it to organise catering for all the participants of a five EU-funded event" Could you kindly clarify?

A: As regarding the catering costs, you, as the grant beneficiary organising the event, receive unit costs to ensure participants' subsistence during any event organised in the frame of your project. This amount is paid to you and is based on the number of participants to a given event independently from the fact they are consultant or staff member of your organisation and if they have been travelling or not.

You are free to manage these subsistence unit costs as you want: you can transfer all or part of this amount to the participants or you can use part or all of the subsistence unit costs to pay the catering provided to the participants.

But catering costs are subsistence costs (meals, coffee, drinks,...) incurred by the participants and can therefore not be claimed under category C3.

For information, no details on the distribution of the unit costs will be requested by the Commission .

Sorry if we were not clear enough in the answer made in the previous Q&A.

Q: Are you saying that the 'subsistence allowance' is on top of the, for example, unit cost of lunch for a workshop? Example: Workshop in Zagreb so daily subsistence is 75 EUR/person. Lunch for workshop is 25 EUR/person. Can we pay the full 75 EUR/person for subsistence, as the lunch 25 EUR/person is covered in the cost of the workshop?

A: Yes, absolutely. You will be reimbursed 75€/participant regardless the price of the lunch.

Q: Is the unit costs for subsistence covering catering also applicable in other program like DG Just? Do you have the reference to the commission decision where this is mentioned?

A: Under DG EMPL Programs, the subsistence allowance (formerly named "daily allowance") is paid based on a unit cost per participant per day and/or for the travel, as described here below:

Grant beneficiaries receives unit cost to ensure participant's subsistence during any event organised in the frame of an EU funded project. This amount is paid to the beneficiary and his based on the number of participants to a given event independently from the fact they have been travelling or not. The Commission does not check the actual use of the unit cost paid per participant. The beneficiary may therefore transfer this amount to each participant and ask them to cover their subsistence cost with it, or he may keep this amount and use it to organise catering for all the participant of a given EU funded event. This interpretation is confirmed by Article 3.3 of the decision (abstract below) which prevents the beneficiary to request the reimbursement of catering costs in addition to Unit costs, and forbid the Commission to reimburse such cost.

Article 3.2. excerpt: "Scope of subsistence costs Subsistence costs are provided as an amount per 24-hour period for all Member States, EEA/EFTA countries, acceding, candidate and potential candidate countries, the UK and countries covered by European neighbourhood policy¹⁰. The unit costs can be used whenever subsistence costs are an eligible cost of the action and, when used, no additional subsistence costs can be reimbursed."

As far as it regards the application of this rule in DG Just, we kindly recommend you to consult our Colleagues of DG Just on their possible programmes' specificities.

Q: If I organize the event, can the subsistence cost be claimed by each project partner separately in their costs claim or must I only claim it by myself (organizer) and distribute it to the participants or organize the food for them?

A: The unit costs for an event should be claimed by the organizer. The organiser may transfer this amount to each participant and ask them to cover their subsistence cost with it, or may keep this amount and use it to organise catering for all the participant of a given EU funded event, as part of your project.

Q: I'm not sure I understood correctly how the subsistence allowance costs can be claimed. I read in your slides that the subsistence allowance is paid whether the participant has been travelling or not. Shouldn't the expenses be actually incurred by the participant in order to be eligible? could you please clarify?

A: You, as a grant beneficiary, receive unit cost to ensure participants' subsistence during any event organised in the frame of your project. You may therefore transfer this amount to each participant and ask them to cover their subsistence cost with it, or you may keep this amount and use it to organise catering for all the participant of a given EU funded event, as part of your project. .

DG EMPL has taken the decision that 1 participant equals 1 subsistence unit cost, whether the participant has travelled or not. If the attendance list of the event shows 50 participants, the subsistence unit cost to claim will be 50.

Q: Regarding Subsistence costs: let's assume I'm the project coordinator and I organize a project event. I can decide not to organize any catering and tell participants to take care of their own subsistence. At the end of the event, I will ask the subsistence costs to the Commission, based on the signature list and the unit cost for the event Country. I will then reimburse participants who will submit to me their expenses claim form (travel, accommodation, subsistence). Is it ok?

A: Yes.

*Q: If all project beneficiaries participate in an event organized by another beneficiary (e.g., KoM) where the organizer pays for catering for X euros per person, will the "organizing" beneficiary charge in its financial statement X euros*n. participants in C1(subsistence) and will the other beneficiaries charge in their own statements, item C1, travel and accommodation costs in addition to their own SUBSISTENCE costs deducted, in contrast, by X euros, equal to the costs incurred by the "organizing" BEN for catering. :*

A: only the beneficiary that has organised the meeting will claim the unit costs (the Commission -does not need to be informed if these unit costs have been redistributed to the participants or if the organising beneficiary has kept all the amount)

Q: Considering that self-standing catering cost are no more eligible as cost of services (C3 Other Goods, works and services) under the shift to the unit cost system, could you please specify :

*a. how should those who had included, in proposals design and submission phase, these costs based on actual costs in category C3 deal with this issue? We are aware that budget transfers are possible without amendment, so the amount budgeted in C3 can be moved to C1, but, we would like to know how do it practically. Is it sufficient to report this expense using the no. of DSAs (from the country where the event is held) needed to cover the actual cost of the service? For example: for an event in Italy, € 2160 was budgeted in category C3 for a catering service (36 persons*30€ p/p*2days). To properly report this expense, how have we to justify the amount? Considering a full Italian DSA pair to 98€, have we to calculate 22people * 98€ of DSA=2.156,00€, independently on the fact that the number of people attending the event was different and the meeting lasted two days?*

A: To adjust your budget: If you expect to have 36 persons in the event, then you need to calculate 36*98 of DSA= 3.528 Euros. For reporting period submission: you need to take the real participants number (who have signed the list of attendance) * 98 of DSA.

*b. For future submissions (and budget design), have we to charge a full DSA * n. people attending the event (other than BENs representatives), regardless of whether these participants travel or not? If yes, there is a risk of incurring higher costs than are actually necessary (there could be the case of an event for which reimbursement of 98€ for an event in Italy/person, against 25€ as usual price of a light lunch)?*

A: correct, the total of the unit costs could be higher that the actual price of the catering

Q: Is there any situation where the reimbursement of catering costs on the basis of actual costs is allowed?

A: yes, when the place of the event is not in Commission Decision

Q: Is it possible to split subsistence unit costs between beneficiaries, e.g. in situations where one entity organises catering for all the participants of an EU-funded event, and another entity reimburses the participants of additional costs they incurred (such as local travel)?

A: as long as the same costs are not claimed by 2 different beneficiary, it is acceptable

7. C3 - OTHER GOODS, WORKS AND SERVICES

Q: Are auditor costs covered by the grant?

A: Yes, absolutely. Under "C3, services, etc."

Q: Aren't costs for interpreters eligible under C3? We usually consider interpreters in other direct cost category. Should we ask for an amendment for having them under subcontracting?

A: Interpreters costs are indeed eligible under C3. Maybe we have created a misunderstanding by using a confusing wording to inform you in a previous question that the same rules than the subcontractors should be applied to travel, accommodation and subsistence costs of the interpreters.

Q: Bearing in mind, in any case, the requirement not to exceed the max. grant amount of the COO, could you please specify whether bank fees supported by the COO to transfer the pre financings (first and 2nd tranche) to BENs (in particular BENs not based in EURO zone) can be included in C3 Other Goods, works and services, since they are cost directly connected to the action?

A: Yes, these costs are eligible. "bank costs charged by the beneficiary's bank for transfers from the granting authority are ineligible. Conversely, bank charges for the distribution of the EU funding from the coordinator to the beneficiaries may constitute an eligible cost for the coordinator (if the eligibility conditions of Article 6.1 and Article 6.2.C.3 are met) ([aga_en.pdf \(europa.eu\)](#) , page 123)

8. PRE-FINANCING / REPORTING

Q: In the financial statement, I encounter an issue when detailing major costs:

If I select 'YES' to add a description of the cost in the comment section for each item, the platform generates a validation error: 'An explanation must be provided only for costs that were not foreseen in Annex 1.' As a workaround, I opted to select 'NO,' which allows the addition of comments for each entry, despite all costs being initially foreseen in Annex 1. How can I resolve this to properly add a comment for each item?

A: If the cost was foreseen, you don't have to give a detail. You only give a cost item name. No use to put "no" if the cost was foreseen. If you want, you can add something in the technical report (point 1.6); we might ask you to provide us an additional document with more details concerning the costs incurred.

Q: We understood that when the first report on the additional prefinancing was to be provided, we should provide a "report on cumulative expenditure" which it has a template. Then, which is the difference between the "report on cumulative expenditure" and the consumption table report? Shall we provide both tables?

A: the report on cumulative expenditure table is only compulsory for grants of more than 5 millions.

A: In order to proceed with the second prefinancing, we need a short table with the costs incurred per category and per beneficiary (if applicable). This will be helpful to see how the first prefinancing was spent.

Q: Is the template of "cumulative expenditure" that is published here https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/report-on-cumulative-expenditure_en.docx ok for justifying the consumption during the request for additional prefinancing report?

A: In order to proceed with the second prefinancing, we only need a short table with the costs incurred per category and per beneficiary (if applicable). This will be helpful to see how the first prefinancing was spent.

Q: In case of a financial audit/random check from the EC, will that check be conducted to particular beneficiaries? or the coordinator must provide documents (invoices, payslips, contracts...) from the whole consortium?

A: In case of random checks from the EC, or request for clarifications / documents, the Coordinator will always be the contact between the Consortium and the Commission,, even if the question concerns a beneficiary.

However, Audits will take place to particular beneficiaries (or to Coordinator if the Audit concerns the coordinator).

Q: As Coordinator, are we responsible financially on the Final report & justification documents?

A: As Coordinator, you are responsible of the reports. for the whole consortium.

In case of random checks from the EC, or request for clarifications / documents, Coordinator will always be the interlocutor, even if the question concerns a beneficiary.

However, Audits will take place to particular beneficiaries (or to Coordinator if the Audit concerns the coordinator).

Q: With regards to the statement on the use of the previous prefinancing instalment in the additional prefinancing report, is there a template to fill out or is it to be filled in directly in the portal reporting tool?

A: there is no template, but you can follow the structure of Annex II for instance

Q: With regards to the paper Financial Statement to be signed and submitted by affiliated entities, is there a template or is it a free-format document?

A: If you mean the document to be submitted by AE to Beneficiary, please use the financial statement model provided in the portal.(Annex II)

Q: Can you specify which link/version of the online manual should be referred to:

A: For the 2nd pre-financing request procedures (RP1). [Reporting process — Request for Additional Prefinancing - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

For final reporting procedures (RP2). [Reporting process — general - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Q : For project started in year 2022, for which the Reporting Period 1 has already been submitted to the EC and where the catering cost was wrongly reported in category C3, can we solve the problem in the final financial statement at the end of the action?

A: Yes, the costs will be assessed at the final report, therefore the corrections must be done at that stage

Q: If participants don't submit their reimbursement forms, are we entitled to claim their costs?

A: No. Participants must absolutely submit their own financial statement through the portal. The coordinator will then consolidate the report before submitting it to the Commission. .

9. AMENDMENTS / MODIFICATIONS

Q: In our project, we have a change of timeline, the project started a month later, and we also changed the policy officer. Do we need an amendment for these? Thank you.

A: An amendment is mandatory as soon as an article of the Grant Agreement needs to be modified. A modification of the starting date of the project should therefore be implemented by an amendment. And you can take the opportunity of this amendment to change the policy officer as well.

Q: are budget shift between beneficiaries possible? is there a limit?

A: The budget breakdown may be adjusted — without an amendment— by transfers (between participants and also budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1. In any case, please always let the EU project officer know in advance (through the Communication centre) of your intention to make transfer adjustments. previously and to obtain a prior approval in order to avoid any further cost rejection. Exception: Addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2. Please see the annotated grant agreement (AGA), Article 5.5, point 7: [aga_en.pdf \(europa.eu\)](#)

10. MISCELLANEOUS

Q: Can we have a template for the shift in cost category request? It was not easy to put it together when I made a request and I am sure I am not the only one who did not know how to put together the request

A: There is no template for that. Or this is an important change and you can use the budget template available in SYGMA for the amendment, or the modification is not that important and you can then send a message to your Project Officer, with your own table. You can also decide to submit an amendment even for slight changes in the budget if that helps your management.

Q: Regarding the consumption table per cost category - is there a template on Sygma or do we create one from scratch?

A: You can create one from scratch, or take as example the Annex II table.

Q: As Coordinator, should we ask co-beneficiaries to submit to us supporting documents e.g. salary documents; travel invoices, restaurant invoices etc?

A: No, this is not necessary. In case of random check, the Commission will ask for proofs to the Coordinator.

Q: Should we put all meetings (internal work meetings) in the events section?

A: If these are management meetings, they are already reimbursed in the 7% flat rate. If they are meetings directly in relation with the project, then yes, you can put them in the events section.

Q: Should we record the meetings of the project?

A: What type of recording ?

Q: Blackboard Collaborative, Google Meet: I am not sure if we should record such as an evidence

A: Regarding the financial report, you do not have to record the meetings. The usual evidence are enough (like i.e. the presence list). But a meeting record could in some case be an interesting deliverable; we would advise you to ask your Project officer when you have a doubt.

Q: My Institute completed infos and docs on EC Project Manage Account. But we still keep getting a yellow warning as "Please verify that the participant 'XXX' from Türkiye is eligible to participate in the project and to get funding." In the Beneficiaries section Will this resolve itself? Is there anything that needs to be done? The same warning appears for two other stakeholders like us. Is this because we are a candidate country?

A: Unfortunately egrant system doesn't make the difference of eligible countries under certain programmes. As Turkey might not be an eligible country under another programme than SOCPL, you will keep receiving the warning

Q: But this situation will not create an obstacle for our social dialogue project, right?

A: Not at all. The warning is just a reminder to double check the eligibility of the country .

Q: Our project started on July 1 instead of June 1. We informed you about it through the communication centre. We don't have an answer for more than a month. Did we proceed correctly?

A: Yes, absolutely. But the lack of reaction is abnormal. We usually answer messages asap (in a week max), especially in phase of GAP (Grant preparation agreement). Please notice that if you do not receive an answer in the 15 calendars there might be a problem and we invite you send an email to the email address mentioned in the call text .

For what regards the change of the starting date, an amendment is necessary.

Q: What happens if we hardly ever get answer to our questions via the system? Who to address the questions in that case?

A: We try to answer messages asap, especially in phase of GAP (Grant preparation agreement). Please note that if you do not receive an answer in the 15 calendars days there might be a problem and we invite you to send an email to the email address mentioned in the call text.

Q: Who can we contact for questions related to the recognition of expenses?

A: All correspondence should go through communication centre, we will reply to you as soon as possible.