EUROPEAN COMMISSION
Directorate-General for Education and Culture

ANNEX IV

Guidelines for the Use of the Grant,
& the establishment of budget and work plan

National Tempus Offices (NTO)
BACKGROUND

In accordance with the Memorandum of Understanding on Tempus IV, signed by the Directors-General of EAC, AIDCO, ELARG and RELEX on 23 February 2007, the Commission shall establish National Tempus offices in the partner countries which will assist with the coordination of activities related to the implementation of the programme.

The present document should serve to guide:
- the use of the budget
- the establishment of the Activity plan and the overall budget of the period covered by the agreement, which form an integral part of the Grant Agreement signed with each NTO.

NTO are expected to establish a new work plan and operating budget for a period of 30 months (1st July 2008 – 31 December 2010).

When filling the templates please do not modify the layout or the cells containing a formula (these cells are in principle protected).

GENERAL CONDITIONS

Reminder: All eligible costs and financial conditions, except for NTO staff salaries, are those defined in the TEMPUS IV Call for Proposals No EAC/04/2008, published in January 2008.

1. Supporting documents for reporting

1.1. Readable copies of all supporting documents have to be sent together with the final financial statement in accordance with the Special Conditions of the agreement. The said supporting documents are the only ones which will be taken into consideration.

1.2. Submission of the required supporting documents is an integral part of the agreement obligations and lack of presentation of one or more documents may lead the Commission not to take the corresponding expenses into consideration.

1.3. For the services the NTO intends to contract (experts, editing of brochures, organisation of events, …) or for the equipment the NTO intends to purchase, three quotations are required before contracting/purchasing if the value of the services/equipment is above the following limits:
* experts: assignment requiring more than ten man days or representing an amount of more than 1500 euros
* editing: 1000 euros
* organisation of events: 1500 euros
* other services: 1000 euros
* equipment: 300 euros

The best-value-for-money offer must be chosen as the result of this competitive selection.

2. **NTO Personnel costs**

2.2 The grant may be used to cover the costs of the NTO staff provided they are performing tasks which are directly necessary to the achievement of the objectives of the mission of the NTO and on the condition that they do not receive remuneration for the same tasks from another source.

2.3 The Commission recalls that the selection, recruitment and code of conduct of the NTO staff should strictly be in line with the contractual provision regarding potential conflict of interest. “The beneficiary shall take every necessary precaution to avoid any risk of a conflict of interests and shall inform the Commission without delay of any situation constituting or likely to lead to a conflict of interests. A conflict of interests may arise in particular from economic interests, political or national affinities, family or emotional ties, or any other common interests that are liable to influence the impartial and objective performance of the agreement.”

2.4 Personnel charges, except for NTO staff salaries, are based on the indications provided in the Call for Proposals No EAC/04/2008 published in January 2008.

2.5 Any costs for insurances, social security charges (pension, health insurance or other) are included in remuneration. Other local taxes are to be paid according to the national legislation -unless it is otherwise provided for by a framework agreement between the European Communities and the local authorities.

3. **Recommendations for NTO staffing**

The Commission recommends that the NTO staffing does not represent more than:

- For countries with annual small Tempus budgets (less than 1 million euros): twenty four (24) working months per year.

- For countries with annual average Tempus budgets (more than 1 million euros and less than 2.5 millions euros): thirty six (36) working months per year.

- For countries with annual large Tempus budgets (more than 3 million euros): forty two (42) working months per year.
4 Missions and travels

4.1 This budget heading covers costs incurred by the NTO staff as well as hired experts or other personnel involved in the activities defined in the work plan. It includes travel costs, accommodation and subsistence costs. Arrangements for personal or health insurances fall under the responsibility of the staff member.

4.2 Missions and meetings can take place in the European Union (EU), in the country where the NTO is established (DOM), or in another Tempus partner country (PC).

4.3 Missions and meetings must be strictly necessary to the achievement of the objectives of the mission of the NTO, and must be in line with the annual work plan of the NTO.

4.4 For missions abroad, NTO staff as well as hired experts and other personnel should request and receive prior authorisation from the EC. Mission reports should also be submitted to the EC services, the EC Delegation in the partner country and the relevant Ministry in the partner country after each mission, except for missions convened by the EC.

4.5 All travel should be linked to an activity. At least three international travels per year (eg Brussels type) for meetings convened by the EC should be included. Domestic travel should ensure project monitoring needs.

4.6 The Commission recommends that the number of missions that the NTO carries out per year is in line with the following criteria:

For countries with annual small Tempus budgets (less than 1 million euros): four (4) international (EU or PC outside the region), one (1) regional (PC within the region).

For countries with annual average Tempus budgets (more than 1 million euros and less than 2.5 millions euros): five (5) international (EU or PC outside the region), one (1) regional (PC within the region).

For countries with annual large Tempus budgets (more than 3 million euros): five (5) international (EU or PC outside the region), one (1) regional (PC within the region).

Domestic travels (DOM) should not be more than the portfolio size per year.

WORKPLAN AND BUDGET

Workplan and budget is composed of three different integrated sheets called "Running costs", "Activity plan and costs per activity", and "Budget plan summary table".
PART I – RUNNING COSTS

Running costs cover all the basic costs of the NTO, and include in particular personnel costs, equipment, rent and general operating costs that can not be linked to one particular activity. All other costs including expert fees, all travels and missions (also by NTO staff), publication and interpretation have to be linked to the relevant activity and presented in the section "Activity plan and costs per activity" – Part II.

A – NTO Personnel Costs

For each staff member:

Column "part time": Please indicate the proportion of time that the individual works for the NTO. This should be expressed in percentage of full time.

Column "monthly rate": Please indicate the remuneration the individual receives per month corresponding to a full working month.

Column "total number of months": Please give the total number of months of work throughout the contractual period.

Column "total costs": Will automatically appear as a result of the following calculation:

\[
\text{Total Costs} = \text{Percentage part time} \times \text{Monthly Rate} \times \text{Total Number of Months}
\]

B – Equipment Expenses

Column B 1 – B4
Equipment is intended exclusively for the use of the National Tempus Office, where it must be installed as soon as practically possible.

The equipment expenses must be strictly linked to the running of the NTO and must be necessary for the mission assigned to the NTO.

Equipment expense for installation at the NTO premises are in principle eligible for the year during which the NTO is set up. On an exceptional basis, and only where strictly necessary for the running of the NTO activities, additional equipment may be purchased beyond the first contractual year with the prior approval of the Commission.

When purchasing equipment, taxes - incl. VAT - are not eligible unless the NTO can prove it cannot reclaim them. In any case, taxes and duties have to be treated in accordance with the tax exemption agreement signed between the European Communities and the country where the NTO is established.
The Commission does not recommend an equipment leasing or maintenance contract. However, on an exceptional basis, and only where strictly necessary for the execution of the NTO activities, this can be accepted with the prior approval of the Commission.

Supporting documents to be sent with the final financial statement for the payment of the balance are: all invoices related to these expenses. In addition, if the expense of a piece of equipment exceeds 300 €, three quotations and a brief evaluation report of the offers are required before the purchase is made. The three quotations and an evaluation report should be attached to the final financial statement.

C – Rent and Related Costs

The rent and related costs budget is to be used only for the rent and the charges relating to the NTO premises, and only in case these costs are not otherwise covered. In case the NTO premises are put at the NTO’s disposal free of charge by the competent ministry or any other body, neither rent nor related charges can be charged to the NTO budget.

Supporting documents to be sent with the final financial statement for the payment of the balance are: copy of the lease contract and originals of the invoices proving the charges paid. In case an insurance policy is taken out, copy of the policy contract.

D – General Operating Costs

These costs cover, telecommunications, post, office supplies, copies, printing and other operating costs (like representation costs etc.).

Supporting documents to be sent with the final financial statement for the payment of the balance are: invoices.

Recommendations for general operating costs
In principle, the heading "General operating costs" should not exceed 15% of the total NTO budget.

PART II – ACTIVITY PLAN AND COSTS PER ACTIVITY

The purpose of this document is to explain in detail the activities foreseen during the duration of the contract. The activities should be grouped under seven main headings (E – K). The table provides a limited number of rows which can be increased/decreased. If necessary, insert additional rows.

Column number:

1. **Column "activity code" (E – K):** Each activity should be identified by a code mentioning the letter of the main heading. (E1,E2 etc.)
2. **Column "activities"**: Please give a simple, concise and self-explanatory name to each activity. Mention each activity under the correct heading. Seven possibilities are offered:

E – Information and promotion - TEMPUS: Any activity (events, missions, publications etc.) on local level aimed at disseminating and promoting the TEMPUS programme in the country concerned.

F – Information and promotion - other activity: Any activities (events, missions, publications etc.) on local level aimed at disseminating and promoting other EU programmes/initiatives such as the ERASMUS MUNDUS programme and the pilot programme on scholarships for EU studies.

G – Consultation, coordination, selection: Any activity linked to the implementation of the programme, including NTO meetings in Brussels, local contacts with applicants, participation in the coordination/consultation processes of applications.

H – Monitoring of projects: Any activity linked to the monitoring/advising of ongoing projects.

I – Training and staff development (NTO personnel): Any activity, local or international linked to training and staff development for NTO personnel. This may include attendance to training seminars, conferences, workshops, language courses organised by the Commission or any other organisation.

J – Other activities: Any activity not covered by the other main headings.

K – Support to Team of Reform Experts: Any activity linked to the Higher Education Reform – Bologna Process, in particular it includes the former Strategic Activity Plan. Activities can cover participation to events, conferences or training seminars, provision of counselling or provision of training, organisation of national events. All these activities must be clearly and strongly related to support to reforms deriving from the Lisbon agenda and the Bologna process. In principle, the following types of costs are eligible for funding:

- Travel and subsistence costs for Higher Education Reform experts in their home country.
- Travel and subsistence costs for experts taking part in Higher Education Reform training seminars abroad.
- Travel and subsistence costs for Higher Education Reform experts taking part in Lisbon / Bologna events abroad.
- Travel and subsistence costs for incoming Higher Education Reform experts undertaking visits in the country (with focused and pre identified objectives).
- Specific fees for incoming experts should be based on the indications provided in the Call for Proposals No EAC/04/2008
- Fees for national Higher Education Reform experts is only possible for information, promotion and training activities they provide to stakeholders.
Please note:

The maximum annual budget under this activity is:

1. Countries with annual small Tempus budgets: Up to 12,000 €
2. Countries with annual average Tempus budgets: Up to 16,000 €
3. Countries with annual large Tempus budgets: Up to 20,000 €

The activities implemented under this heading must get the formal endorsement of the national authorities.

3. **Column "description of activities"**: Should contain concrete activities, including in particular targeted groups and resources needed (including experts). Activities may cover missions or visits, studies and surveys, publications, conferences, counselling etc. When different actors are involved, it should also explain their role and responsibility.

4. **Column "date/place"**: Should indicate, if relevant, when and where the activity is planned to take place.

5. **Column "expected outputs"**: List and define the expected outputs such as notes, background papers, report on the partner country higher education sector, publications, brochures, leaflets, web sites, etc... When different actors are involved, it should also clarify who is expected to produce the output (a report for instance). For each output indicators are recommended to be used to quantify them.

6 - 9. **Column "Expert fees"**: This section relates to cases when an expert, from the EU or a Partner country, is hired or appointed by the NTO for provision of expertise, counselling, specific services for the direct or indirect benefit of the NTO or of the Tempus programme or other EC initiatives. When the NTO intends to hire an expert, it should first establish brief terms of reference which describe the mission to be carried out. This document should contain at least indication of the main objective, activities, results and outputs, clear deliverables which will be the basis for payments and the duration and amount of the contract.

Calculation of the expert fee costs:

Column 6: Total number of experts
Column 7: Average daily rate for the experts
Column 8: Average working days per expert
Column 9: Total fee costs: Will automatically appear as a result of the following calculation: Col 6 x Col 7 x Col 8

Supporting documents to be sent with the final financial statement for the payment of the balance are: invoices.
10-14 **Column "Missions required":** This section relates to missions carried out by NTO staff as well as hired experts, included Higher Education Reform Experts under activity code K. Total mission costs (14) is equal to:

- Column 10: Total number of travels needed for the contractual period (average number of travels per person x number of persons)
- Column 11: Average number of days per travel
- Column 12: Per diem (unit cost per day)
- Column 13: Travel cost (average cost per travel)
- Column 14: Total mission costs: Will automatically appear as a result of the following calculation: Column (10 x 11 x 12) + (10 x 13)

For travel costs and expenses for costs of stay, please apply section 10 in the Call for Proposals No EAC/04/2008.

15-17 **Column "Publications, Translations & Interpretation":**

- Column 15: Price per unit (explain in column 3)
- Column 16: Quantity
- Column 17: Total cost: Will automatically appear as a result of the following calculation: Column 15 x 16

18. **Column "Other costs":** Please indicate here any additional input (apart from human resources or travels or publications, translations and interpretation) or specific requirement necessary to carry out the activity. Fill in the cost in this column and give an explanation in column 3.

19. **Column "Total costs of the activity":** Will automatically appear as a result of the following calculation:

\[
\text{Column 9} + \text{Column 14} + \text{Column 17} + \text{Column 18} = \text{Column 19}
\]

**PART III – BUDGET PLAN SUMMARY TABLE**

This part reflects the overall budget for the NTO workplan. The figures will be automatically updated on the basis of the data from part I and II. Please make sure that all amounts are correctly transferred to the Budget Plan Summary Table.