

**Tempus**

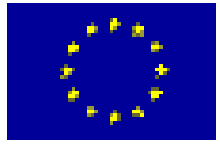


# **TEMPUS PROGRAMME**

**PROJECT REPRESENTATIVES' MEETING**

**Brussels, 10-11 March 2008**

**Management of the Grant Agreement**



## THE AIM OF THIS PRESENTATION

### Approach and rules for sound contract management:

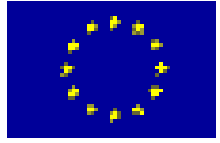
- ➔ Essential information on the Tempus Grant Agreement

### Monitoring:

- ➔ Overview of what type of monitoring will be undertaken during the implementation of your project

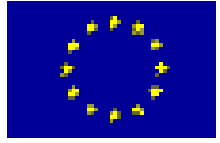
### Objectives of the following sessions:

- ➔ Information on the workshops and the helpdesk



## **APPROACH AND RULES FOR SOUND CONTRACT MANAGEMENT**

- Structure of the Grant Agreement**
- Hierarchy**
- Special Conditions and General Conditions**
- Annexes**



## STRUCTURE OF THE GRANT AGREEMENT

- I. Special Conditions
- II. General Conditions

Annex I : Description of the action and list of consortium members

Annex II : Estimated budget of the action

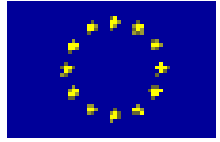
Annex III : Implementation Report and Financial Statement

Annex IV : Third Party Fiche

Annex V : Guidelines for the Use of the Grant

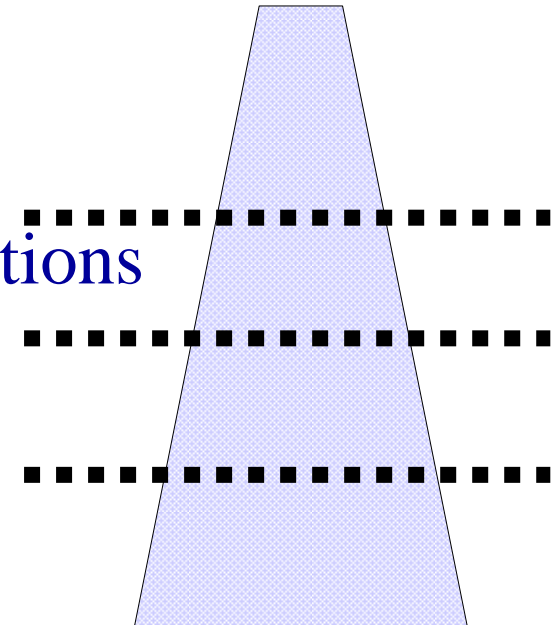
Annex VI : Declaration on taxation of equipment and services

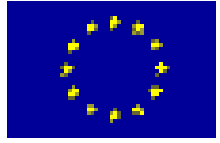
Annex VII : Mandates conferring powers of attorney from the consortium members to the grantholder



## HIERARCHY

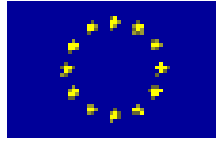
1. **Special Conditions**  
take precedence over general conditions
2. **General Conditions**  
take precedence over annexes
3. **Annexes**
4. **Guide for Applicants** has no contractual value
5. **Project Proposal** has no contractual value





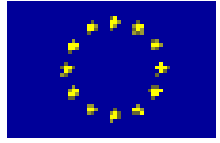
## **SPECIAL CONDITIONS: What's important?**

- Purpose of the grant and duration
- Who can benefit?
- Role of beneficiaries
- What is the budget? / Co-financing / Flexibility
- When are payments made?
- When are reports submitted?
- Who should you write to?
- Eligibility of costs



## GENERAL CONDITIONS: What's important?

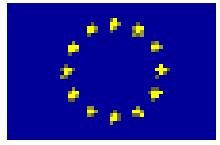
- Liability
- Ownership/use of the results
- Visibility
- Award of contracts
- Termination procedure
- Eligible and ineligible costs
- Requests for payment
- Determining the final grant
- Financial responsibilities
- Recovery
- Checks and audits



## **ANNEX I DESCRIPTION OF THE ACTION AND LIST OF CONSORTIUM MEMBERS: What's important?**

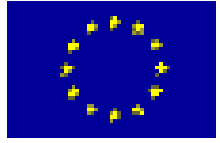
- ➔ Objective
- ➔ Participating institutions
- ➔ Institutions entitled to receive equipment
- ➔ Participating experts
- ➔ Special clauses





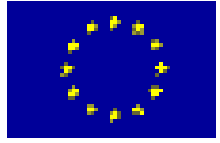
## **ANNEX II ESTIMATED BUDGET OF THE ACTION: What's important?**

- ➔ The budget headings
- ➔ The overall cost of the action (A.4 of the Grant agreement)
- ➔ The maximum Tempus Grant Amount (A.3 of the Grant agreement)
- ➔ The amount of pre-financing (A.3.1 of the Grant agreement)
- ➔ The information given during tomorrow's workshop



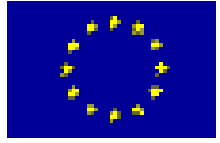
## **ANNEX III IMPLEMENTATION REPORT AND FINANCIAL STATEMENT: What's important?**

- ➔ On-line form for the 1st report (until 15 May)
- ➔ Deadlines
- ➔ What is to be reported?
- ➔ No more link between level of expenditure and reporting (2<sup>nd</sup> report)
- ➔ The information given during the workshops



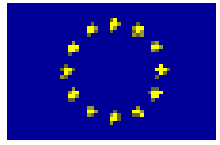
## **ANNEX IV THIRD PARTY FICHE: What's important?**

- ➔ Payments are being made to this bank account number
- ➔ Changing bank account details



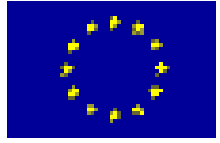
## **ANNEX V GUIDELINES FOR THE USE OF THE GRANT: What's important?**

- ➔ Modifications of institutions
- ➔ Rules for each budget heading
- ➔ Supporting documentation
- ➔ Request for payment
  
- ➔ The information given during tomorrow's workshop



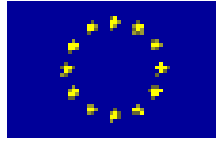
## **ANNEX VI DECLARATION ON TAXATION OF EQUIPMENT AND SERVICES: What's important?**

- ➔ Necessary for avoiding VAT on equipment and services
- ➔ Procedures are lengthy
  
- ➔ Get in touch with National Tempus Offices (NTO) as soon as you start your project to get acquainted with local procedures on VAT and customs



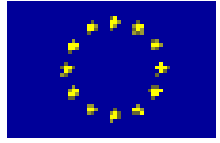
## **ANNEX VII MANDATES CONFERRING POWERS OF ATTORNEY FROM THE CONSORTIUM MEMBERS TO THE GRANTHOLDER: What's important?**

- ➔ Mandates to be signed by all partners
- ➔ This mandate shall take precedence over any other agreement between the consortium members and the grantholder



## MONITORING

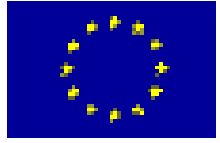
- Objectives of monitoring
- Types of monitoring that will be undertaken during the implementation of your project



## OBJECTIVES OF MONITORING

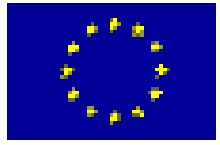
- ➔ Necessary core management instrument, both for projects that might be encountering problems and, in a more positive sense, for projects, which are encountering particular success.
- ➔ Benefits of monitoring extend beyond a given project, since lessons can be learnt and principles of best practice disseminated.
- ➔ The general objective of all monitoring activities is to maximise the impact of the programme and, as importantly, to maximise the return on investment of public monies through the achievement of public policy objectives.





## TYPES OF MONITORING IN TEMPUS

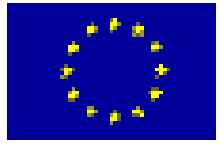
- Preventive monitoring
- Desk monitoring
- Financial monitoring (including audits)
- Field monitoring



## PREVENTIVE MONITORING

**Aim: Through carefully planned activities, address perceived or potential problem areas**

- ➔ Recommendation letters
- ➔ Information materials: Guidelines for the use of the grant, Frequently Asked Questions (FAQ)
- ➔ Information sessions: Info Days, Project Representatives Meetings
- ➔ Tempus website
- ➔ On-going guidance to projects



## DESK MONITORING

**Aim:** The primary instrument for following the progress of projects; the basis for carrying out payments to projects and provide input to both preventive and field monitoring as well as the basis for further feedback into the design of the programme as a whole



**Report assessment**



Assess performance in terms of progress/outcomes, organisation/management and consider budgetary matters



Identify and take measures during the lifecycle



Take decisions on payments



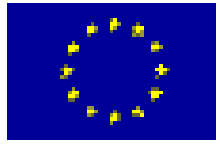
Identify projects of particular interest/innovative features



**Correspondence with grantholders**



**Answers to telephone, fax and e-mail inquiries**



## FINANCIAL MONITORING

Aim: Ensure a sound management of Tempus funds

→ Financial assessment

✓ Based on reporting documents, check of compliance of the costs incurred with the Grant agreement and the Guidelines for the use of the grant

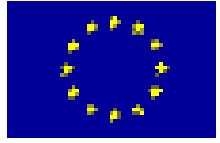
✓ Basis for the payment of the last instalment

→ Audits

✓ A sample of approximately 10% of projects are audited (random and special cases)

✓ Audits take place at the grantholder's site

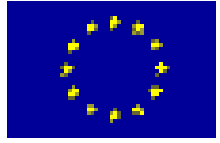
✓ All financial operations, invoices and bank statements are checked



## FIELD MONITORING

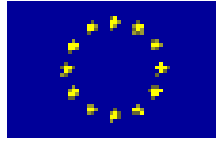
### Aims:

- ➔ Monitor the progress and achievements of projects in their real context
- ➔ Gather facts to judge whether the projects are progressing according to plan and producing the expected benefits for the local institutions
- ➔ Scutinise the context in which the programme operates
- ➔ Highlight the added value for the subject area, for the university, innovations and links with policies
- ➔ Assess the potential for the sustainability of the project



## OBJECTIVES OF THE WORKSHOPS

- **Provide structured information on how to report your achievements**
- **Provide structured information on how to prepare your financial report, based on the rules in the Grant agreement**
- **Provide opportunities for questions and discussion**



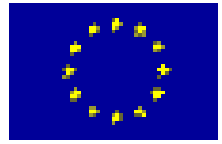
## OBJECTIVES OF THE HELPDESK

### Aim

- Provide, through a 15 minute slot, specific guidance and feedback to individual projects

### How

- Write your project number and Tempus country on the appointment board
- Try to avoid missing the workshops sessions that are important for you
- Please leave the earlier sessions for those people with early departures
- Please respect the timetable



## FACILITATORS AT THE HELPDESK

Ms Loretta Calcagno (RF)

Ms Halina Klimkiewicz Reinprecht (RS, TJ)

Ms Deirdre Lennan (SY, MK)

Ms Martina Rathner (HR, 1244)

Ms Simona Rinaldi (EG, GE, AM, AZ)

Mr Witold Szwebs (UA, KZ)

Ms Alba Chiara Tiberi (JO, KY, ME, PS, TM, TN)

Ms Eva Valle Casanova (BA, DZ, MA, UZ)

Ms Kristien Van den Eynde (AL, RF, LB)

**This is not an exclusive list, so please address any one of the group – Looking forward to seeing you**