



SETOF

Soil Erosion and TOrrential Flood
Prevention: Curriculum Development at the
Universities of Western Balkan Countries

Guidelines on the reporting and correspondence

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University of Belgrade
Faculty of Forestry

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Introduction

- is to ensure support and necessary information to the beneficiaries in order to manage the project locally in an efficient and successful manner.
- ... offers instruction on how to report upon an implemented activity, gives a detailed definition of eligible and ineligible costs, as well as necessary supporting documents that need to be provided in order to justify the costs





Management structure

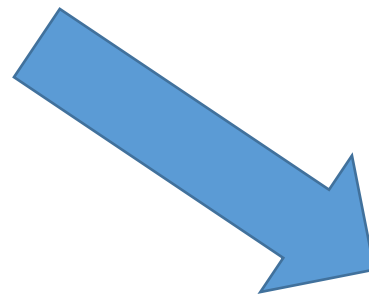
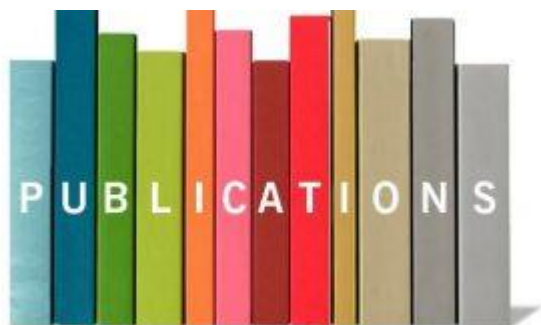
- **WP Leaders (WPL)** - responsible for monitoring of the overall progress of the WP and its activities.
- **Project Management Unit (PMU)** - is responsible for the achievement of the project outcomes.
- **Steering Committee (SC)** - decision-making body consisting of one representative (preferably the contact person) from each partner institution. SC will meet twice a year (in combination with other project events due to cost efficiency) to discuss and review the progress of project activities, make decisions, approve deliverables and agree on any risk contingency measures.
- **Quality Assurance Committee (QAC)** - consisted of 4 members from partner institutions experienced in quality assurance. The QAC team ought monitoring and assessing the quality of the project and its results, as well as development of Quality Control and Monitoring Plan.





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Publicity



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Obligation and responsibilities

- Inform the coordinator immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware.
- Inform the coordinator immediately of any change (legal, financial, technical...)
- Submit the all necessary documents (reports, financial statements and other documents) in due time to the coordinator.



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Coorespodence

EACEA

Education, Audiovisual & Culture
Executive Agency

Giulia.MORO@ec.europa.eu

EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

(e.g. conflict with coordinator)



Coordinator



**UNIVERSITY OF
BELGRADE**

Partners



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Internal communication

- **The administrator's address for SETOF project is:**
setof.admin@sfb.bg.ac.rs. Each partner should make sure that persons from its team are on the email list from bellow.
- **Contact person from each institution!**



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Financial management

grant
EUR 865,070.00

first pre-financing



~EUR 400,000.00



Partnership
agreement



First instalment of
first pre-financing

25% of the beneficiary's
total Erasmus+ grant
budget deducted for
the funds intended for
equipment purchase
(if applicable),

Partners





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Request for payment

Beneficiary's
Request for Payment – template

[DD/MM/YY], [City]

University of Belgrade
Studentskitrg 1
11000 Belgrade, Serbia

["Soil Erosion and Torrential Flood Prevention: Curriculum Development at the Universities of
Western Balkan Countries"]

[SETOF]

Project reference number:

[598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP]

Request for payment number:

[number/year]

Name and address of the beneficiary:

University of Natural Resources and Life Sciences, Vienna
Department of Civil Engineering and Natural Hazards
Institute of Mountain Risk Engineering
A-1190 Vienna, Peter-Jordan Straße 82

Dear Sir/Madam,

I hereby request:

(tick the appropriate box)

- the first instalment of the first pre-financing
- the second instalment of the first pre-financing
- instalment for the purchase of the equipment
- the first instalment of the second pre-financing
- the second instalment of the second pre-financing
- balance payment

of the Erasmus+ grant contribution under the Grant Agreement 2018-2579/001-001, and based on the Partnership Agreement, No. [Click here to enter Ref.No.] by the University of Belgrade, dated on [Click here to enter date].

The amount requested is: [amount] €

The payment should be made to the bank account of the beneficiary according to disposal of Article 6, paragraph 6.1 of the above mentioned Partnership Agreement.

Stamp

Signature of the beneficiary legal representative

Position: [Click here to enter text]



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Costs

- Staff cost
- Travel cost
- Cost of stay
- Equipement cost



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Staff cost

Example: A staff employed in Bosnia and Herzegovina performing a teaching activity for 3 days in the project will be entitled to claim a total of 240 Euro, corresponding to 3 unit costs of 80 Euro (Table 2.).

Table 2. – Unit costs for staff (Source: [Guidelines](#) for the Use of the Grant for grants awarded in 2017 under Call EAC/A03/2016)

	Manager	Teacher /Trainer /Researcher	Technician	Administrative staff
AMOUNTS IN EURO PER DAY				
Austria	294	241	190	157
Italy	280	214	162	131
Spain	164	137	102	78
Macedonia, Bulgaria	88	74	55	39
Serbia, Bosnia and Herzegovina	108	80 X 3	57	45



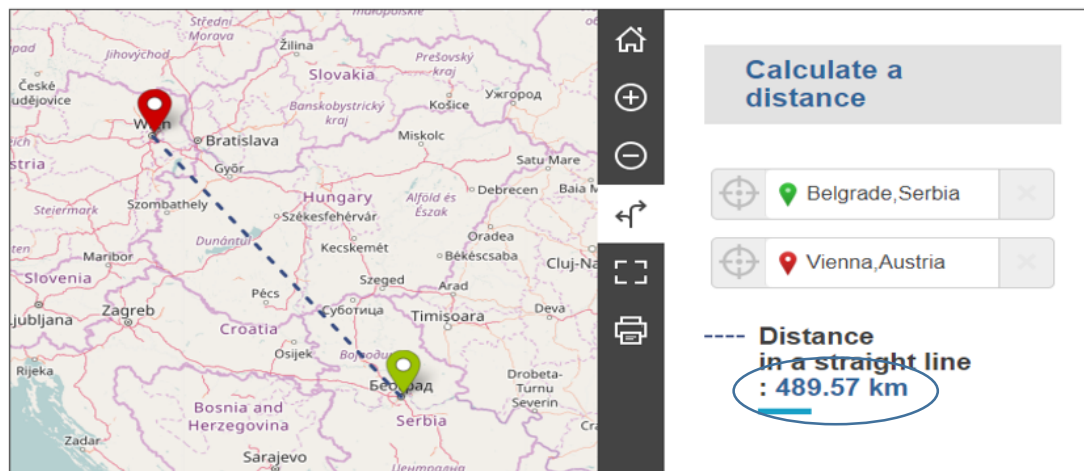


Travel cost

Example: If a person from Belgrade (Serbia) is taking part in an activity in Vienna (Austria), the beneficiary will calculate the distance from Belgrade to Vienna using the distance calculator (489.57 Km) (Figure 1.), then apply the unit cost for the corresponding distance band, i.e. 100/499 Km (Table 3.). This unit cost will be a fixed contribution of 180 Euro that will cover the costs of travel from Madrid to Rome and return.

Table 3. – Unit cost for travel costs (Source: [Guidelines](#) for the Use of the Grant for grants awarded in 2017 under Call EAC/A03/2016)

Distance band	Unit cost per participant
Between 10 and 99 KM	20 EUR
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR





Cost of stay

Example: if a staff from Skopje (Macedonia) is taking part in an activity in Banja Luka (Bosnia and Herzegovina) during 3 days, the beneficiary will apply 3 unit costs of 120 Euros each (Table 4.), for a total of 260Euros.

Table 4. Costs of stay (Source: [Guidelines](#) for the Use of the Grant for grants awarded in 2017 under Call EAC/A03/2016).

STAFF	Unit cost per day per participant	STUDENT	STUDENT
Up to the 14th day of activity +	120 EUR	Up to the 14th day of activity +	55 EUR
Between the 15th and the 60 th day of activity +	70 EUR	Up to the 14th day of activity +	55 EUR





Reporting



Formal reporting by the Coordinator including **Progress** and **Final** Reports

- **The technical reports**
- **Financial reports**



Internal reporting within the Consortium





Reporting schedule

Reports (two in total) prepared by the Coordinator to be delivered to EACEA	10 days before - 14.04.2020.
Partner's Financial Report	- 14.01.2022. - 10.06.2019. - 10.10.2019. - 10.01.2019. - 07.04.2019. - 10.07.2019. - 10.10.2019.
Partner's Technical report on the implementation of the project	- 10.01.2020. - 10.04.2020. - 10.07.2020. - 14.11.2020.

Reporting period: 15.11.2018 – 30.5.2019





Financial report

- Financial statement (https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education_en)
- The following list of documents:

Budget heading: Staff costs

1. Fulfilled, signed and stamped Join Declaration,
2. Fulfilled, signed and stamped Timesheet,
3. Certified copy of the working contract(s),
4. Certified copy(es) of the additional contract(s),
5. Certified copy of the salary slips,
6. Certified copy of the bank statement as a proof of payment for net amount, taxes and social contributions,
7. Certified copy of the calculation costs,
8. Certified copy of the tax and social contribution documents(s),
9. Tangible outputs/products.

Budget heading: Equipment

1. Certified copy of the procurement documentations (according to the Guidelines for the Use of the Grant and legal rules and national legislation):
 - When threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers,
 - When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation,
2. Certified copy of the duly signed contract(s) between supplier and buyer,
3. Certified copy of the proforma invoice(s),
4. Certified copy of the official VAT exemption document(s),
5. Certified copy of the invoices(s),
6. Certified copy of the delivery note,
7. Certified copy of the notes from the equipment delivery,
8. Certified copy of the bank statement as a proof of payment,
9. Certified copy of the inventory card(s)





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Partners technical report

- Financial Statements
- Declaration of honour
- Statistics and indicators
- Table of achieved/planned results (one table per Work Package)

All documents will be attached to this guidelines.

Internal forms will be available on the website of the project: www.setof.org



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Thank you for your attention!

Хвала вам на пажњи!

Hvala vam na pažnji!

Благодаря ви за вниманието!

Ви благодариме за вашето внимание!

Vielen Dank für Ihre Aufmerksamkeit!

Grazie per l'attenzione!



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