



Tempus

Tempus Financial and operational regulations

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Cardiff Metropolitan University
Prifysgol Fetropolitan Caerdydd

UAMC



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Presentation content

Operational prospective

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Expectations from the partner university

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- To ensure that the project rules are respected at all times
- To ensure that the project objectives are met within the designated timeframe
- To insure an accurate financial records at all times
- To be in regular contact with the project coordinator team
- To disseminate and sustain the project activities at the best of his/her ability

Project timeline

- The project official starting date is 15/10/2012
- The project will run until 14/10/2015



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Conflict management

A steering committee will be formed to resolve any conflict and sustain the project flow



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BUCUM BUDGET

Budget

PROJECT COSTS		€
I	Staff costs (max 40% of total eligible direct costs)	405.850.00
II	Travel costs, costs of stay	315.732.00
III	Equipment (max 30% of total eligible direct costs)	334.500.00
IV	Printing and publishing	20.000.00
V	Other costs	39.000.00
Eligible direct costs (total I - V)		1.115.082.00
VI	Indirect costs (7% of total eligible direct costs)	78.055.74
Total eligible costs (total I - VI)		1.193.137.74
PROJECT FINANCE		€
Co-financing of at least 10% of the <u>total eligible costs</u>		120.000.00
Tempus grant: includes financing to a maximum of 90% of the <u>total eligible costs</u>		1.073.197.74
TOTAL PROJECT FINANCE		1.193.137.74

Co-financing

The maximum Community contribution may not exceed 90% of the total direct eligible costs as established on completion of the action

Staff Costs

- **Salaries and fees may not exceed local rates; this applies both to European Union and Partner Countries.**
- **Staff costs must correspond to the employing institution's usual policy on remuneration comprising actual salaries plus social security charges and other statutory costs included in the remuneration.**
- **Additional hours will be financed at the normal hourly rate and not at any higher rate.**

Staff Costs

- **Staff costs should be calculated on the basis of the task performed and not on the status of the person.**
- **There is no money to pay administrative costs**
- **Staff Costs can be used for co-financing**
- **Ministries cannot be paid Staff Costs**

Travel Costs

The grant awarded for travel costs and costs of stay.

This budget heading is intended as a contribution towards travel and costs of stay (including travel, accommodation, subsistence, personal or health insurance costs and entrance visas) of staff and students participating in the project. Arrangements for personal insurance fall under the responsibility of the beneficiaries.

Travel Costs

Travel costs cover transport at national and international level. Only actual travel costs will be considered eligible.

Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car); beneficiaries are required to use the cheapest means of travel.

Economy tickets for air travel and to take advantage of reduced fares; where this is not the case a full explanation should be provided).

Travel Costs

The travel cost for a journey should include all costs and means of travel from the point of departure to the point of arrival (and return) and may include visa fees, travel insurance and cancellation costs

Expenses for private car travel (private or company cars), where substantiated and where the price is not excessive, will be refunded as follows - the price of a rail, bus or plane ticket; only the price of one ticket will be reimbursed, irrespective of the number of people travelling in the same vehicle



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Travel Costs

Costs related to entry visas and related obligatory insurances should also be listed under this heading.



Subsistence

Duration Costs of stay for international mobility	Costs of stay for Partner Country staff outside their own country	Costs of stay for Partner Country staff within their own country
1 day	150	80
2 days	292	150
3 days	434	220
4 days	576	290
5 days	718	360
6 days	860	430
1 week	1000	500
2 weeks	1600	800

EQUIPMENT

- **books and periodicals , fax machines; photocopying machines; computers and peripherals, software;**
- **machines and equipment for teaching purposes; video-projectors (hardware) and video-presentations (software); television sets,**
- **installing/setting up of communication lines for internet connection/Skype;**
- **access to databases (libraries and electronic libraries outside the partnership); consumables required to ensure the smooth**
- **functioning of equipment; equipment maintenance, insurance, transport and installation costs.**



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Printing and Publishing

Printing & Publishing budget heading can cover:

- **paper and electronic productions (electronic form)**
- **design, development, establishment and maintenance of website (external subcontract)**
- **photocopying of teaching materials / documentation**
- **General photocopying → Indirect Costs**

VAT ineligible.

Other Costs

This category covers any other expenses necessary for the implementation of the project which do not clearly fit into other budget headings, such as:

- **hire of premises for dissemination events (only with prior written approval),**
- **inter-project coaching,**
- **bank charges**
- **external language courses and external translation services.**

Exchange losses are not eligible



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BUCUM Operational Rules.

Co financing

Partner Ref N°	Source of CO-FINANCING*	Justification**	Item***	Budget €
2	Organisations own resource	Equipment	10 computers	9000
3	Organisations own resource	Equipment	10 computers	9000
4	Organisations own resource	Equipment	10 computers	9000
5	Organisations own resource	Equipment	10 computers	9000
6	Organisations own resource	Equipment	10 computers	9000
7	Organisations own resource	Equipment	10 computers	9000
8	Organisations own resource	Equipment	10 computers	9000
9	Organisations own resource	Equipment	10 computers	9000
10	Organisations own resource	Equipment	10 computers	9000
11	Organisations own resource	Equipment	10 computers	9000
1	Organisations own resource	Auditing fees	Other Costs	9000
1	Organisations own resource	5 days x 3 persons @ 250 euro	Staff Costs	3750
12	Organisations own resource	5 days x 3 persons @ 250 euro	Staff Costs	3750
13	Organisations own resource	5 days x 3 persons @ 250 euro	Staff Costs	3750
14	Organisations own resource	5 days x 3 persons @ 250 euro	Staff Costs	3750
All	Organisations own resource	Printing Materials	Printing and publishing	6000
To add (a) row(s), click a cell INSIDE the table, then on the upper Insert menu click "Row".			TOTAL:	120000

Contact Points

It would be useful if the contact point was also the Director of the Centre and the first point of contact regarding Finance

Contact point

Contact point duties and expectations

- To be the first point of contact for all project related matters,
- To be responsible for keeping an accurate financial records at all times,
- To report back and disseminate the project activities within the partner university
- To be responsible for implementation of project activities within partner Institution

Individual Budgets

The individual budgets will reflect the amount of work done on the project

It will consist largely of

- Travel**
- Equipment and**
- Staff Costs**

Each MENA University will receive 60 000- 80 000 euro

Each EU Institution will receive around 30 000 - 40 000 euro

Staff Costs

The document covering Staff Costs is the Staff Convention Form

Needs to be signed and stamped by the partner University in which the contact person is working for.

Travel Costs

The document for this is the travel cost is the Travel Form

- **Need signed document**
- **Proof of expenditure**
- **Proof of travel**
- **Proof of Visa costs**

Travel Costs

We must keep the accounts in the same format at all institutions

Example

Co-financing

This project needs 90 000 euro

Travel will contribute around 10 000 euro

Each MENA institution buys 15000 euro of computers

Each EU institution contributes 7000 euro

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Financial rules and regulations

Exchange rate

Exchange rates are taken in October 2012 from

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

These are

- 1 euro = 11.099 MAD
- = 7.8619 EGP
- = 1940.76 LBP
- = 1.61175 LYP
- = 0.7939 GBP.
- = 1.2874 USD

THESE RATES ARE FIXED FOR 18 MONTHS



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Financial rules and regulations

Different headings

Co-financing → of at least 10% of the total eligible costs **120.000.00**

Staff Cost → Staff Convention

Travel Cost → real cost for travel, per diem for number of nights

Equipment → 3 quotations for over €25,000



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Financial rules and regulations

Reference documents to be consulted regularly:

- **Grant Agreement**
- **Guidelines for the use of the grant**
- **Frequently Asked Questions**

<http://eacea.ec.europa.eu/tempus>



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UWIC

BUDDSODDWR | INVESTORS
MEWN POBL | IN PEOPLE